

HOUSING AND RESIDENCE EDUCATION

Involved Living Handbook

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Key Terms & Acronyms

Terms & Acronyms	Meaning
OSU	The Ohio State University
SL	Student Life
HRE	Housing and Residence Education
ILO	Involved Living Organization
CC	Community Council
BSA	Black Student Association
MUNDO	Multicultural Understanding through Nontraditional Discovery Opportunities
NRHH	National Residence Hall Honorary
RHAC	Residence Halls Advisory Council
OTL	Off the Lake Productions
OWL	Ohio Welcome Leader Program
R-LEAD	Residential Leadership Program
RLA	Residential Leadership Awards
Senior Staff	This includes HD/HCs, AHDs, and HRE Leadership & Administrative Staff

Overview

Organizations that fall under the “Involved Living” umbrella are as follows: CCs, BSA, MUNDO, NRHH, RHAC, OTL, OWL, R-LEAD.

“Involved Living Organizations” refer to the following student run organizations that are supported by Housing and Residence Education: BSA, MUNDO, NRHH, RHAC, and OTL.

“Residential Early Arrival Programs” are early engagement opportunities that occur prior to classes beginning in August. These programs are the Ohio State Welcome Leader (OWL) program and Residential Leadership (R-LEAD) program.

The main purpose of this handbook is to provide details and resources to the advisor(s) of CCs and/or ILOs. While this handbook will be focused on CCs and ILOs, this document may additionally serve residential staff and students.

While this handbook provides expectations for those involved, these expectations are minimal requirements. All programs may have additional needs, and it is at the advisor(s) discretion to develop additional expectations on a case-by-case basis. Additional expectations may be brought forward by the advisor(s) and/or organization members; however, it is imperative that new expectations do not contradict the expectations set in this document.

HRE Vision, Mission, and Residential Curriculum

Vision

We aim to aid students in creating the iconic Buckeye experience by focusing on their holistic development, as students strive towards being open minded and engaged global citizens.

Mission

Using an educational approach, we enhance the intellectual and social development of all students by providing a community-focused learning environment.

Residential Curriculum

- **Educational Priority:** All are responsible for fulfilling the department's, HRE's, educational priority. Our educational priority is for students to become self-aware and accountable in working towards a society which honors and advocates for all individuals.
- **Learning Goal 1:** Students will strengthen their knowledge of self, identify their own needs and form a plan that contributes to their well-being.
- **Learning Goal 2:** Students will build skills around connecting with others and creating environments that are interactive, accountable, and learning-centered.
- **Learning Goal 3:** Students will be able to recognize and expand their knowledge, experiences, and worldview and how they impact a society which honors and advocates for all individuals.

Advisor Resources

Social Media Guidelines

You can find the [full list of best practices for social media here](#). The following guidelines for our social media practices. If you have any questions about your hall or complex social media, reach out to Anita McCoy.980@osu.edu.

- **Staff Access**
Staff members should be aware of what is being posted on their social media accounts. Student staff can assist their supervisor(s) with social, but they should be aware of the attached social guidelines.
- **Account Management**
Pages will be maintained by senior staff and will be passed along each year as the official hall/complex page and login and passwords should be saved and shared in the community transition reports.
- **Acceptable Use**
Posts and comments should be limited to hall/complex/university related information and not personal in nature.
- **Staff Conduct**
Personal social media accounts should not be used to disseminate information that is in any way business or position related.
- **Content & Legal Issues**
Comments by students should be monitored on a regular basis (at least every 24 – 48 hours). Those posts containing misinformation may be replied to and corrected as well as posts that have business related questions. Comments or posts by students should not be removed without direct authorization from Kailee Bell. In addition, event group or other photos that contain students should be removed immediately if requested by the student. Whenever possible, permission from students should be obtained prior to posting photos.
- **Security**
Access passwords should be kept confidential except for the senior staff members of your hall/complex as well as your supervising Assistant Director.

Advisor Network

This is a brief list of offices and people who support your work as advisors.

Title	Name	Contact Information	Start here...
Leadership & Involvement Specialist	Leah Wheeler	Wheeler.1110@osu.edu	<ul style="list-style-type: none"> - All advising & ledger questions - Submit content to share on social or in the weekly IL newsletter. submit here
Business Manager for HRE	April Adkins	Adkins.358@osu.edu	<ul style="list-style-type: none"> - Financial policies/Workday Questions - Tax exemption/P-Card purchases
Assistant to the Director – Administrative Associate, HRE	Peter Hansen	Hansen.453@osu.edu	<ul style="list-style-type: none"> - All questions regarding professional and student group travel - Managing community council exec eRezLife access
Communication and Marketing Manager	Kailee Bell	bell.1927@osu.edu	<ul style="list-style-type: none"> - Questions regarding social media inquiries
Keith B. Key Center for Leadership Located on the second floor of the Ohio Union		CSLS@osu.edu	<ul style="list-style-type: none"> - Questions regarding Student Activities resources made available to student organizations. - Coca-Cola Beverage Donation Requests - The center has a suite that houses the Student Activities Resource Room and some student organization offices. These may be helpful for resources throughout the year.
Marketing Specialist, Communication and Marketing Manager	Jen Vandemark	vandemark.46@osu.edu	<ul style="list-style-type: none"> - General inquiries about marketing - To initiate a marketing project - Link for Marketing request: https://studentlife.osu.edu/secure/marketing/

Political Endorsements

- HRE employed staff may not use their title or organization name to endorse a candidate, issue, or political party in any campus, local, state or federal election.
- Should you or your organization be unsure, we ask that you consult with the Office of Legal Affairs - <https://legal.osu.edu/> or 614-292-0611.

Voting Policies

1. Executive boards (and general body members when appropriate) should vote to approve allotments in your organization budget by a majority vote.

2. Each member (general body or executive board) that is present during a voting session will have one vote.
3. With the exception to break a tie vote, Presidents may not vote on organization matters.
4. Advisors may not vote on organizational matters.
5. Advisors may not overturn an organization's vote to take no action nor compel the organization to perform a task not outlined in the Involved Living Handbook.
6. Advisors have the power to veto or overturn an affirmative vote. Challenges to a veto can be brought by the executive board to the Leadership & Involvement Specialist for final review.

Community Councils

Community Council Pairings	A/HD Advisors	Full-Time Staff
Morrill Tower / Lincoln Tower	2-4 AHDs	2 HDs
Archer-Torres / Drackett / Lawrence Tower	1-2 AHDs	3 HDs
Mendoza-Norton-Scott / Blackburn-Haverfield	1-2 AHDs	2 HDs
Jones / Nosker-Barrett	1 AHD	2 HDs
Houston-Houck / Taylor Tower	1-2 AHDs	2 HDs
Raney / Bowen / Busch-Halloran	1-2 AHDs	2 HDs
Smith-Steeb	1-3 AHDs	1 HD
Park-Stradley	1-3 AHDs	1 HD
Baker East-Baker West	1 AHD	1 HD
Siebert / Morrison	1 AHD	2 HDs
Bradley-Paterson / Mack-Canfield	1-2 AHDs	2 HDs

Advising Community Council

Each Community Council will have an advising team and an advising support group. These are comprised of different people. Please refer to the descriptions below.

- **Advising Team: This team is comprised of AHDs within that community and one HD/HC that supervises one of the AHD advisors and checks in with the AHD advisors periodically.**
 - AHDs will be expected to serve as the lead advisor(s) unless otherwise discussed with their supervisor. The expectation will be that all HD/HCs within each community council will support the AHD advisor(s) in general responsibilities such as budget and ledger management.
 - Specific advising roles will otherwise be at the discretion of the advising team as long as there are clear roles, responsibilities, and expectations established. (Please refer to “Community Council Advisor Expectations” Section)

- **Advising Support Group:** This group is comprised of the AHD advisors and the HDs from each community/building.
 - It is recommended that each advising support group meet at least one time per semester to troubleshoot issues, communicate concerns, and check-in with one another.

As a reminder, Leadership & Involvement Specialist, Leah Wheeler, is available for all advising needs and concerns, as well.

Hall Director Role in the Advising Experience

- **Hall Directors are responsible for being familiar with the content in this Involved Living Handbook.**
- **Hall Directors are responsible for ensuring Community Council expectations are met. This may be done through communication with the AHD(s) advising the CC and attending events as needed/requested.**
- **The Hall Director that oversees the budget containing community council funds must be aware of what spending is happening within their Community Council and how funds are being spent.**
- **Hall Directors are required to review the financial ledger with their Assistant Director at least once a semester.**
- **When there is more than one AHD overseeing the CC, the functionality of each AHD may differ.**
 - Traditionally, one AHD will focus primarily on the finances (I.e., overseeing the ledger, meeting with the CC treasurer regularly). Moreover, the additional AHD(s) will have the main responsibility of the more student facing side of advising the CC. This operationally looks like conducting 1:1s with the CC exec members, assist in the planning and execution of CC exec/general body meetings, and assisting the CC exec team with program/event planning and implementation.
 - While the department has seen the roles of the AHD conducted in this manner often, it is to the discretion of the HDs and/or AHDs to discuss the responsibilities of all parties involved.
- **The advisor(s) of the Community Council should be present at general body meetings, executive board meetings, and events/programs.**
 - This is a crucial way for advisor(s) to show their support, and it is required that at least one advisor is present at each Community Council event.
 - The advisor(s) responsibilities are to assist the CC's efforts through guidance and not overly inserting themselves into the Community Council team's efforts.
 - It is suggested that the advisor(s) create an environment of constructive communication that allows the CC members to express their needs/wants from the advisor(s) and build a mentoring relationship.

Community Council Executive Board Member Eligibility

1. All Community Council executive board members must reside in one of the residence halls of the Community Council that governs them.

2. All Community Council executive board members will serve as a positive role model by presenting themselves professionally in the OSU community. This expectation includes, but is not limited to, social media presence, behavior on and off campus.
3. All Community Council executive board members must be in good standing with the university by obeying the Student Code of Conduct and the Residence Hall Handbook for the duration of their appointment. If an executive board member's behavior leads to a probationary status with the university, they may be subject to removal from their position.
4. All community council executive board members must attend the Involved Living Summit in the Fall; absences must be approved by an advisor.

Marketing Guidelines for Apparel

- If you are ordering apparel and mentioning Ohio State or their building in any way, they should go through Student Life Marketing. They typically offer artwork like the format on the right unless there are specific requests. Contact our marketing specialist, Jen vandemark.46@osu.edu, and submit a marketing request here: <https://studentlife.osu.edu/secure/marketing/>



Community Council Budgets

- **Use of Community Council and Hall funds may only be made in exchange for services rendered that exclusively benefits the students of that residential community.**
- **Funding cannot be granted to support any activity contrary to the statutes of The Ohio State University, the State of Ohio, or the Federal Government.**
- **An AHD advisor will be aware of how community council funds are being spent, even if they do not oversee the ledger.**
- **Your CC Advising Support Group will need to decide which complex will house the CC funds in a sub-account that is overseen by a senior staff member and the CC's treasurer(s).**
- **Advisor(s) of the council need to track expenditures in the designated complex subaccount and approve all spending prior to checking out a purchasing card.**
 - The main account ledger will have a subaccount for the community council in their hall/complex ledger.
- **Checks issued or received must be tracked in your ledger in the expenditures or deposits tab.**
- **Any time funds are withdrawn or deposited, it must be noted in the ledger.**
- **Each hall or complex within the cc will need to allocate \$7 per resident of their student activity fee towards the community council. The \$4 remaining per resident will be allocated for RA/CA programming. Those overseeing the budget must follow these allocations and designate/transfer the appropriate funds.**
 - **For the CC hosting the funds:** Within the ledger, the advisor will allocate their funds internally by adding the \$7 per resident per community to be allocated to community council. This should occur every

time student activity fees are distributed in Autumn; advisors will determine if the spring student activity fees need to be distributed in the same way in the spring. If CCs do not need additional funds, they can choose to not allocate the \$7/residents in the spring to them. However, at the end of the year, all funds should stay within the CC subaccount to be used for the following academic year.

- When RA/CAs run out of their allotted funds, there should be a funding request process in place for them to go to CCs to request additional funding once their funds are depleted, or if they are close to running out. Staff can also go to the CC to ask for a large sum to be allocated to RA/CA activities so RA/CAs don't have to ask for funds for individual programs.
- **For the CC not hosting the funds:** One of the senior staff members of the hall/complex will write a check appropriate to the amount (\$7/resident in their communities) to the host hall/complex. This should occur at minimum two times throughout the academic year (i.e., two within the Autumn, and the option of two within the Spring). Then the host hall/complex will deposit the checks and allocate all deposited funds into the Community Council subaccount.
 - At that start of the academic year, the host hall or complex will be responsible for all funds to be transferred appropriately. This operationally looks like:
 - **If the host building remains the same:** All the CC funds from the previous academic year must be reallocated to the CC subaccount for the current academic year (note: to find this amount, look at the last ledger submitted in the previous academic year). It is crucial that this is done correctly as these funds belong to the student population as the funds are made up from the students' fees.
 - **If the host building does not remain the same:** All the CC funds from the previous year, located in the previous host account ledger, should be transferred by check to the new host account (note: to find this amount, look at the last ledger submitted in the previous academic year). It is crucial that this is done correctly as these funds belong to the student population as the funds are made up from the students' fees.
- **All Community Council funds are to be spent from that complex's Huntington cards. Additional Huntington cards should NOT be opened specifically for a Community Council.**
 - Similarly, no secondary ledger needs to exist for the community council and can just be reflected as a subaccount in the host complexes' ledger.
- **Your ledger should be saved in more than one place in case of emergencies (i.e., computer crashing, accidental deleting of the file, etc.)**
- **Community Councils cannot give monetary contributions or help fund campaigns from their account to charities, political candidates, etc. Councils cannot collect money from students.**
 - If needed for a trip, you must use a BuckID reader and can contact April Adkins for more information. You can purchase physical items to give to charity from student fee funded money.
- **Organizations should be spending all money received from student activity fees and not saving any money for contingency funds.**
 - HRE will be tracking spending for the next 3 years to determine future funding.

Organization Expectations

Community Council Advisor Expectations – AHDs

- A. The CC advisor(s) are responsible for being familiar with the contents of the Involved Living Handbook.**
- B. The CC advisor(s) are responsible for ensuring Community Council expectations are met.**
- C. At least one senior staff advisor must be present at each meeting and most events.**
- a. Community councils should feel like a priority and feel supported by their advisor(s).
 - b. Help the CC keep records of meeting notes, pictures from events, and assess each event after it has happened. These items will be crucial for your community transition report at the end of the year.
 - c. We ask this of advisors because most financial decisions cannot be made without an advisor present.
- D. A senior staff advisor must promote the centralized recruitment process for community council executive board members. The timeline can be found in the appendices.**
- The Community Council executive board application is centralized and application updates will be sent out periodically during the recruitment process by the Leadership & Involvement Specialist.
 - For the academic year 2024 – 2025, [Community Council rosters](#) are due Monday, 9/17.
- E. Senior staff advisors must meet one-on-one with specific executive board members on a biweekly basis, at a minimum. Specific outlines for these executives are as follows:**
- **President One-on-One Meetings with Advisor**
 - Review the president’s agenda for upcoming meetings; reflect on how the president will engage and encourage participation from their peers; plan how the president can ensure accountability and delegation of responsibility for ongoing projects, and talk about any issues.
 - **Treasurer One-on-One Meetings with Advisor**
 - Review audits of the CC’s income and expenses; review of funding requests that will be brought to the executive board and/or general body for discussion and voting; review of how the treasurer intends to share financial reports; preemptive academic and conduct wellness conversations; and review of planned expenses to occur between one-on-one meetings.
 - **Additional One-on-Ones Meetings with Advisor**
 - While president and treasurer 1:1s with senior staff are required, it is up to the AHD advisor(s) whether they would like to have meetings with other execs. SILC suggests that you meet with the rest of your execs at least once a semester. You could have the president meet with these execs more often or just split up these 1:1s with all your Community Council AHD advisors.
- F. A senior staff advisor must review the financial ledger with the treasurer at least once a month.**
- Fiscal resources can be found on the Housing and Residence Education Shared Documents Microsoft Team in the "[Financial Resources](#)" folder.
 - All financial decisions should be approved by students as the money we receive comes from their student activity fee and because our organizations are student led.

- Updated ledgers are to be uploaded to the “Financial Resources” folder by the primary advisor by the first Friday of each month. The link to that folder will be provided in outlook calendar invites.

Monthly Ledger	Due Date
August	Friday, 9/13
September	Friday, 10/11
October	Friday, 11/8
November	Friday, 12/6
December	Friday, 1/10
January	Friday, 2/7
February	Friday, 3/7
March	Friday, 4/11
May/EOY	Friday, 5/16

G. Senior Staff must assist the Community Council in completing student organization registration requirements through Student Activities.

- Housing and Residence Education staff will work with council primary leaders to update the General Information, Roster, Constitution, and Goals for each organization through the student organizations management system.
- **Only listed primary leaders can see all the data that needs to be completed.**
 - Primary leaders are typically the president and treasurer.
 - The Leadership & Involvement Specialist will give all advisors access to their communities, but advisors will need to add their president and treasurer as the primary leaders once selected.
 - Advisors will need to work with the students during a 1:1 to go through registration needs.
- **Community Council Student Organization Exemptions and Other Details**
 - CCs are eligible to use resources available to all registered student organizations including graphic design and marketing support, meeting space reservations, and Resource Room line-of-credit.
 - CCs advisors and treasurers are not required to attend training through Student Activities; however, the president of the CC is required to attend the Student Activities training.
 - The president of the CC will engage with both the Student Activities training, and the training provided by HRE at the Involved Living Summit.
 - The advisor(s) and treasurer(s) will only engage with the training provided by HRE or at the Involved Living Summit.
 - CCs are not eligible to apply for Student Activity Fee Operating or Programming Funds.
- **Registration details can be found here:**
 - https://activities.osu.edu/involvement/student_organizations/requirements/registration/

H. Set Meetings for Community Council throughout the year

- **SILC will be providing all CCs with facilitation guides, presentations, and resources to conduct certain meetings throughout the academic year.**
 - **First Meeting of the Academic Year (At Involved Living Summit: Facilitation Guide Provided)**
 - The first meeting of the academic year will occur at the Involved Living Summit. Advisor(s) will be given appropriate facilitation guides, presentations, and resources to conduct this meeting from SILC.
 - The facilitation guide can be found in the HRE Shared Documents Team in the Advising Folder >> [Community Councils](#) Folder with titles starting with “CC Facilitation Guide”.

- Second Meeting of the Academic Year (In-Hall: Facilitation Guide Provided)
 - The second meeting of the academic year will occur at the discretion of the advisor(s) – it is the advisor(s)’ responsibility to set a date, time, and location for this meeting. Advisor(s) will be given appropriate facilitation guides, presentations, and resources to conduct this meeting from SILC.
 - The facilitation guide can be found in the HRE Shared Documents Team in the Advising Folder>> [Community Councils](#) Folder with titles starting with “CC Facilitation Guide”.
- January Development & Planning Retreat (In-Hall: Example Topic Areas Shared)
 - The January Development & Planning Retreat will be planned at the discretion of the advisor(s) and the executive board – it is the advisors’ and presidents’ responsibility to set a date, time, and location for this likely half-day retreat. Advisor(s) will be given resources to aid in planning.

Community Council Organization Expectations

This handbook outlines expectations that must be fulfilled by a community council as an organization. Apart from the treasurer and other specialized required roles, specific role responsibilities have not been created. A president and secondary leader must be identified per Student Activities’ student organization registration requirements. It is the responsibility of the organization to refer to their constitution to determine which additional positions will make up the community council executive board and how to organize the council to fully meet the expectations explained next.

Required Executive Board Positions:

- **President:** Each community council must identify a president as this role serves as a primary leader in the student organization management system for that council. This role is also sometimes the main point of contact to reach the entire executive board or organization.
- **Treasurer:** Each community council must identify a treasurer as this role serves as a secondary leader in the student organization management system for that council. This role oversees all financials and keeps their executive board informed and asks budget related questions to aid in program planning.
- **Black Student Association (BSA) Representative:** Each community council must identify an executive board or general body member to attend BSA meetings to serve as the BSA Representative for that council. Responsibilities fulfilled by this role include attending a minimum of three BSA meetings per semester, collaborating with BSA on one event per academic year, and promoting BSA in their residential community. The BSA representative must be able to attend at least three BSA meetings which are held on Thursdays at 7 pm.
- **Residence Halls Advisory Council (RHAC) Senator (1 per building/complex):** Each Community Council must send at least one executive board or general body member per hall to attend RHAC meetings and serve as the RHAC Senator for that hall. Please note that failure to meet this expectation may result in loss of RHAC Grant funding. Responsibilities fulfilled by this role include attending RHAC meetings to act as a liaison between their hall and RHAC, advertising RHAC events, and serving on RHAC committees if interested. Committee work is held outside of RHAC meetings and lasts for one hour each week. The RHAC Senator must be able to attend RHAC meetings on Tuesdays from 7:00-8:00 pm. [Please refer to this list](#) to see how many RHAC senators are needed within your Community Council (please note that this list could change based on re-structuring happening in Res Life).
- **Multicultural Understanding through Non-traditional Discovery Opportunities (MUNDO On-Campus Ambassador) (MOCA):** Each community council must identify an executive board or general body member to attend MUNDO meetings and events by serving as a MUNDO On-Campus Ambassador. Responsibilities fulfilled by this role will include helping to actively recruit for MUNDO; making sure their hall communities and councils are aware of MUNDO meetings and events; actively participating in weekly MUNDO General Body Meetings and other MUNDO events/programming; and performing other duties assigned by the Nontraditional Discovery



Opportunities (NDO) Student Learning Facilitator. Reach out to Julio Mayo.2 with any questions. MOCAs must be able to attend MUNDO meetings on Mondays from 6:30-8:00pm.

Suggestions for Community Council Exec Board Recruitment

- Host a tabling session during Move-In, first week of classes and at other high traffic times within your community
- Host a Community Council information session to help inform residents on available CC exec positions
- Talk with your colleagues about successful tools they have used in the past
- Send a building wide email to residents highlighting the opportunity (share the QR code posters)
- Encourage RA/CAs to announce opportunities at floor meetings, one on one conversations and at the start of a program.
- Post fliers and posters announcing the opportunity.

Expectations:

- Community Councils will be primarily responsible for organizing and implementing social programming. Educational programming will be the focus of RAs and senior staff.
- Each community council must be registered as a student organization with the Student Activities office. The status of registration must be either “active”, “new/re-established”, or “established”. This must be completed before the close of the fall registration window (Oct. 30).
- Each community council must have a minimum of five (5) Ohio State student members. Of the five members, three (3) members must be identified as executive board members of the organization and operate as the president, secondary leader, and treasurer.
- Each community council President and Treasurer must submit transition report materials to their advisor to keep records for future leaders. Details are in the community transition report document.
- Each community council must host at least two executive board meetings each month.
- Each community council must host at least one monthly general body meeting (every student invited).
- Each Community Council must approve all expenses prior to spending through voting procedures that are open to membership discussion and voting.
- Each Community Council is encouraged to submit at least two “Of The Month” NRHH recognition online submission entries per month here: <https://www.nrhh.nacurh.org/submit-an-otm>
- Each Community Council executive board member must attend the Involved Living Summit on **Sunday, September, 22nd, 2024.**

Involved Living Organization (ILO) Expectations

General Expectations

1. All ILO executive board members must be in [good academic standing](#) for the duration of their appointment.
2. All ILO executive board members will serve as a positive role model by presenting themselves professionally in the OSU community. This includes, but is not limited to, social media presence and behavior on and off campus.

3. All ILO executive board members must be in good standing with the university by obeying the [Student Code of Conduct](#) and the [Residence Hall Handbook](#) for the duration of their appointment. If an executive board member's behavior leads to a probationary status with the university, they may be subject to removal from their position.
4. ILO executive board members should attend the Involved Living Summit in the Fall (9/22/24) and the ILO Retreat in the Spring (4/11/25); absences must be approved by a senior staff advisor.
5. If mandated by the constitution of the ILO or hosting the Student Life Department, specific executive board members must reside on-campus for the duration of their position.

Involved Living Organization Budgets

- **Use of ILO funds may only be made in exchange for services rendered that exclusively benefits the mission of the organization, is for an ILO-specific program, or is for a collaborative event between the organization and another organization.**
- **Funding cannot be granted to support any activity contrary to the statutes of The Ohio State University, the State of Ohio, or the Federal Government.**
- **Any Involved Living Organization funded event must have its graphic icon on all promotional materials used for the event.**
- **Majority of the executive board or primary student leaders must approve all expenses before the funds are spent. Advisors must be made aware of spending as well.**
- **Funds cannot be “promised” on a long-term or annual in advance of vote approved by the current members of a Community Council.**
 - All funds for ILO organizations come from Housing and Residence Education or fees collected from on-campus residents and therefore is “student money”. Thereby, all expenses using student money must be approved by the organization. Funds should not be set aside for future years and should aim to utilize all funds allocated for the academic year. It is important to spend the funds from current students to benefit them while they live on-campus.
- **ILOs cannot give monetary contributions or help fund campaigns from their account to political candidates, charities, etc. (only if it is all fundraised, like for OTL performances). You can purchase physical items to donate to charities.**
- **Organizations should be spending all money received from student activity fees and not saving any money for contingency funds.**
 - HRE will be tracking spending for the next 3 years to determine future funding.
- **Checks issued or received must be tracked in your ledger in the expenditures or deposits tab. Any time funds are withdrawn or deposited, it must be noted in the ledger.**
- **Your ledger should be saved in more than one place in case of emergencies (i.e., computer crashing, accidental deleting of the file, etc.)**

Involved Living Organization Advisor Expectations

A. At least one senior staff advisor ideally must be present at every organization meeting and events.

- Help the organization keep records of meeting notes, pictures from events, and assess each event after it has happened. These will be crucial for your ILO transition report at the end of the year.
- We ask this of advisors partially because no financial decisions can be made without an advisor present at meetings. It is also because your ILO should feel like a priority and feel supported by their advisor(s).

B. Senior staff must assist ILOs in completing student organization registration requirements through Student Activities

- HRE staff should work with their ILO President to update the General Information, Roster, Constitution, and Goals through the [student organization management system](#).
- Only listed primary leaders can see all the org data that needs to be completed.
 - “Primary Leaders” are typically the President and Treasurers who can then update items for the org within the student org management system.
 - The Leadership & Involvement Specialist will give all advisors access to their communities, but advisors will need to add their primary leaders.
 - Advisors may need to work with the students during a 1:1 to go through registration needs.
- Registration details can be found here:
 - https://activities.osu.edu/involvement/student_organizations/requirements/registration/

C. A senior staff advisor must have a hand in overseeing the exec recruitment process for an ILO, but the process will be created by the current executive board.

- Once recruitment procedures and timelines are determined, the process details should be emailed to the Leadership & Involvement Specialist for awareness purposes and so HRE can support.

D. Senior staff advisors must meet one-on-one with all executive board members on a biweekly basis, at minimum. Specific outlines for conversations with executive board members are as follows:

- **President One-on-One:** Review the president’s agenda for upcoming executive board and general body meetings; reflections for how the president will engage and encourage participation from their executive board peers; preemptive academic and conduct wellness conversations; opportunities for collaboration with other ILOs and CCs, and how the president’s plans to ensure accountability and delegation of responsibility for ongoing projects. This role should be advised by a HRE ILO advisor and not an external advisor.
- **Treasurer One-on-One:** Review audits of organization income and expenses; review of funding requests that will be brought to the executive board and/or general body for discussion and voting; review of how the treasurer intends to share financial reports; preemptive academic and conduct wellness conversations; and review of planned expenses to occur between one-on-one meetings. This role should be advised by a HRE ILO advisor and not an external advisor.
- **Other positions:** Senior staff advisors must meet one-on-one with additional executive board members to discuss a review of that member’s performance of their primary responsibilities and check in with them about their roles and upcoming events. These positions can be advised by an external ILO advisor or HRE staff.

E. A senior staff advisor must review the financial ledger with the treasurer on a biweekly basis, at minimum, using the ledger, as well as any other optional fiscal resources you find helpful.

- Fiscal resources can be found on the Housing and Residence Education Shared Documents Microsoft Team in the "Financial Resources" folder.
- All financial decisions should be approved by students as the money we receive comes from their student fee and because our organizations are student led.
- It is expected that every ILO should use the entirety of their funds each academic year to best serve the students who contributed the funds allocated to ILOs. HRE will be monitoring spending for the next few years to determine future ILO budget allocations.
- Updated ledgers are to be uploaded to the "Financial Resources" folder by the primary advisor by the first Friday of each month. The link to that folder will be provided in outlook calendar invites.

Monthly Ledger	Due Date
August	Friday, 9/13
September	Friday, 10/11
October	Friday, 11/8
November	Friday, 12/6
December	Friday, 1/10
January	Friday, 2/7
February	Friday, 3/7
March	Friday, 4/11
May/EOY	Friday, 5/16

- At least once a semester, the Leadership & Involvement Specialist will check in to see how the organization is doing, talk about finances for your organization and anything upcoming for your organization.

F. All advisors must complete Advisor Training hosted by Student Activities by the fall registration deadline (Oct. 30).

- Note: Student Activities' Advisor Training is separate from HRE facilitated training. Both are required for an ILO advisor.
- Advisors selected after Oct. 30 must complete Advisor Training by the spring registration deadline (April 15). Advisors may not fulfill their responsibilities until Advisor Training has been completed.
- Advisor Training hosted by Student Activities must be completed every two years.
- Advisors who have never been registered with Student Activities as an advisor must attend Student Activities' Advisor Training at an in-person (or potentially virtual) session.
- Advisors who are already registered with Student Activities as an advisor and have attended the in-person session may "renew" their Advisor Training online. Visit https://activities.osu.edu/involvement/student_organizations/requirements/training/ for more information.

Involved Living Organization (ILO) Expectations

This handbook outlines expectations that must be fulfilled by your ILO. It is the responsibility of the organization to refer to their constitution to determine executive board and member responsibilities and expectations. It will also help outline how to organize your ILO to fully meet the expectations below.

- Each ILO must be registered as a student organization with the [Student Activities office](#). The status of registration be either “active”, “new/re-established”, or “established”. This must be completed before the close of the fall registration window (Oct. 30).
- Each ILO must have a minimum of five (5) Ohio State student members. Of the five members, three (3) members must be identified as executive board members of the organization and operate as the president, secondary leader, and treasurer.
- Fall recruitment must be completed by October 30. Your ILO should update your section on the [2024-2025 ILO Exec Board Roster.xlsx](#). Changes to the roster must be made immediately to this document as well. If this change impacts housing benefits, you must also email Leah Wheeler.1110@osu.edu.
- Each ILO should have their executive board members attend the Involved Living Summit on **Sunday, September 22nd, 2024**. Your ILO also has opportunities to present a session at this conference if they are interested. Contact the wheeler.1110@osu.edu if you’re interested or have any questions.
- Each ILO must electronically submit an Organization Transition Report by EOY to their advisors. This should be required for each executive board position, so future advisors and students know what has been done in the past. A template will be available to advisors on the HRE Microsoft Team.
- Each ILO must host at least two general body meetings each month, but we know that most ILOs meet weekly.
- Each ILO is required to host at least one executive board meeting per month; however, it is advised that you meet twice per month at minimum due to the multiple responsibilities that may arise. This should be determined at the discretion of the advisor(s) in consultation with the ILO president.
- Each ILO must provide information to the Leadership & Involvement Specialist about events for the Involved Living Newsletter.
- Using a variety of marketing strategies, each ILO must communicate events to students. It is suggested to promote your events at least seven (7) days prior to the event.
- Each ILO should maintain an electronic database of photos and digital fliers used throughout the year to include in the end of year ILO Transition report.
- Before the end of January, each ILO must collaborate with a senior staff advisor to organize and host an internal leadership development & planning retreat.
- Recruitment of a new executive board member for the following academic year must be completed in the spring semester prior. Only if vacant positions still exist can there be a fall recruitment process that can be initiated to fill remaining vacancies.
- *Due to agreements with HRE, RHAC and BSA need to have their 2025-2026 executive board recruitment completed in early February (prior to 2/1). This date may change to align with when returning students need to submit their housing contracts. Rosters should be sent to Leah wheeler.1110@osu.edu* More information to be shared later.

Important Links

❖ **Advisors Only Access**

- ["Advising" Folder](#)
 - This folder in Teams includes majority of the training materials and resources.
- [2024 CC Advisor Checklist Handout.docx](#)
- [Community Council Application Process Materials Folder](#)
- [Financial Resources](#)
- [2024-2025 Ledger Uploads](#)

❖ **Anyone can Access**

- [Involved Living Website "IL Resources" Tab](#)
 - This webpage will have linked documents once updated for 24-25 and have HRE and other campus resources listed.
- [Important Dates for 2024-2025](#)
- [ILO Transition Reports Folder](#)
- **Leadership & Involvement Specialist Email: Leah Wheeler at wheeler.1110@osu.edu**

