OFFICE OF STUDENT LIFE
RESIDENCE LIFE

Involved Living Handbook

Table of Contents

Overview

Organizations that fall under the "Involved Living" umbrella include: all Community Councils, Allies for Diversity, Black Student Association (BSA), Multicultural Understanding through Nontraditional Discovery Opportunities (MUNDO), National Residence Hall Honorary (NRHH), Residence Halls Advisory Council (RHAC), Off the Lake Productions (OTL), Cultural Ambassadors for Resident Enrichment (CARE), Ohio State Welcome Leaders (OWL) Program, and Residential Leadership Program (R-LEAD).

"Involved Living Organizations" refers to Allies for Diversity, Black Student Association, Multicultural Understanding through Nontraditional Discovery Opportunities, National Residence Hall Honorary, Residence Halls Advisory Council, Off the Lake Productions, and Cultural Ambassadors for Resident Enrichment.

"Residential Programs" refers to opportunities that do not have a governing student executive board. This includes the OWL Program and R-LEAD Program While some of the items noted in this handbook are true for residential programs, this handbook is outlined specifically for advisors of Community Councils and Involved Living Organizations.

All expectations set in the Involved Living Handbook are minimum expectations. Organizations and advisors may impose stricter expectations so long as those changes do not contradict with the expectations set in this document.

Programming: Core Values & Learning Outcomes

Please note that this section is under review and will be updated with current information upon approval.

The Department of Residence Life has identified the following core values and learning outcomes as essential to the efforts of creating the extraordinary student experience at The Ohio State University. Experiences offered to students must provide a balance of all Core Values throughout the academic year.

Core Value: Create Community

We build relations, are accountable to self and others, participate in activities, and demonstrate responsible citizenship.

- As a result of the experience and services provided by Residence Life:
  - Residents will demonstrate engagement with the university community.
  - Residents will build meaningful relationships within their living environment.

Core Value: Advocate Wellness

We take an active role in all aspects of wellness for ourselves and those in our community.

- As a result of the experience and services provided by Residence Life:
  - Residents will be able to identify holistic wellness practices.
  - Residents will have a thorough awareness of healthy habits related to alcohol and substances.

Core Value: Promote Inclusion

We engage in respectful dialogue, confront incidents of bias, and strive to use inclusive language, and acknowledge and celebrate differences.

- As a result of the experience and services provided by Residence Life:
  - Residents will experience opportunities to increase their understanding of themselves in relation to others.
  - Residents will have a thorough understanding and appreciation of cultural and human differences.

Core Value: Enhance Learning

We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.

- As a result of the experience and services provided by Residence Life:
  - Residents will be aware of faculty and academic resources in the residence halls and on campus that support their success.
  - Residents will engage in intellectual exchanges in their residence hall environment with fellow students, faculty, and staff.

OFFICE OF STUDENT LIFE
RESIDENCE LIFE

Advisor Network

This is a brief listing of offices and persons who support our work as advisors.

Title	Name	Contact Information	Start here…
Leadership & Involvement Specialist	Leah Wheeler	Wheeler.1110@osu.edu	Start here for all questions not outlined in the handbook. Start here to submit photos and advertisements for the Residence Life Instagram and Twitter account (140 characters max for Twitter).*Provide date and time you want it posted, pictures if possible, and a blurb for the post.
Business Manager for Residence Life	April Adkins	Adkins.358@osu.edu	Start here with questions about financial policies, eStores, student travel support, tax exemption applications as well as reserving BuckID machines to collect student money. BuckID machines can be reserved through April.
Office Manager, Residence Life	Peter Hansen	Hansen.453@osu.edu	Start here for all questions regarding student travel.
Office Associate, Residence Life	Michael Miller	Miller.3922@osu.edu	Start here for questions about reserving Housing Event Spaces. Actual request should be made online.
Digital Communications Coordinator	Skylar Fought	Fought.42@osu.edu	Start here for questions regarding social media inquiries.
Keith B. Key Center for Leadership Located on the second floor of the Ohio Union	Johnnie Jordan	CSLS@osu.edu	Start here for questions regarding Student Activities resources made available to student organizations. The center comprises of a suite that houses the Student Activities Resource Room and some student organization offices.
Marketing Specialist, Communication and Marketing Manager	Kit Lewis	Lewis.1464@osu.edu https://studentlife.osu.edu/secure/marketing/	Start here with general inquiries about marketing. To initiate a marketing project, a marketing request form must be completed (link on the left).

Hall Director Role in the Advising Experience

- The Hall Director that oversees the budget containing community council funds must have a first-person perspective in knowing what spending is happening within their community council and how funds are being spent.
    - An Assistant Hall Director (AHD) advisor will directly manage the community council budget.
    - While all AHDs will advise the community council, one advisor should be assigned to oversee the budget closely and meet with the treasurer regularly.

- Hall Directors must support community council efforts and encourage residents to get involved.

- Being present at Community Council meetings, executive board meetings, and community council programs is a crucial way for you to show your support. Seek for a balance of visibility at all three types of gatherings. Hall directors must be present at minimum of 60% of events.
    - There should be at least one AHD advisor at each community council event.

- Hall Directors must be able to provide a first-hand account of what developments are taking place within their community council. Especially in terms of what the council is voting on every week.

- All senior staff should be familiar with the contents of the Involved Living Handbook.

- All senior staff are responsible for ensuring Community Council expectations are met through the residents who serve on Community Council.

Community Councils

The Paraprofessional Work Group created a plan and made changes in the summer of 2020 to the traditional and historical model of Hall Council at The Ohio State University as a measure for COVID-19 and beyond. After reviewing the current structure and eliciting feedback from current Hall Directors and other stakeholders, the Paraprofessional Work Group has outlined a newly revised Community Council model for the upcoming academic year. These changes will only apply to the Columbus campus structure at this time.

Community Council Pairings	A/HD Advisors	Full-Time Staff
Morrill Tower / Lincoln Tower	3 AHDs	3 HDs
Archer/Torres/Drackett/Blackwell	3 AHDs	3 HDs
Scott/Mendoza/Norton/Blackburn/Haverfield	2 AHDs	2 HDs
Jones/Nosker	1 AHD	2 HDs
Houston/Taylor	1-2 AHDs	2 HDs
Raney/Bowen/Busch/Halloran	1-2 AHDs	3 HDs
Smith-Steeb/Baker East	2 AHDs	3 HDs
Park-Stradley/Baker West	2 AHDs	3 HDs
Siebert/Morrison	1 AHD	2 HDs
Bradley-Paterson & Mack-Canfield	1 AHD	2 HDs
Houses/Neil/Res on 10th	2 AHDs	2 HDs, 1 HC

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 1-3 AHDs within that community and one HD/HC that**
  - 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 once a month to troubleshoot issues, communicate concerns, and check-in with one another.

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

Community Council Budgets

Please note that the details in this section may be changed once we know more about what spending will look like in 2020-2021.

- **Each hall or complex within the community council will need to allocate 50% of their student activity fee towards the community council budget.**
- **Your Community Council Advising Support Group will need to decide which complex will house the community council funds in their Community Council sub-account that is overseen by an AHD advisor and the council treasurer(s).**
  - Each complex will write a check/transfer money to that account for expenses.
    - This means that all Community Council funds will be spent from that complex's Huntington cards. No additional Huntington cards are needed for the council.
- **Advisors of the council need to track expenditures in the designated complex subaccount**
  - The main account ledger will have a sub-account for Community Council as well as RA and other senior staff funds.
  - The Community Council expenditures should only come out of its sub-account funds.
    - At the end of the semester, we will check in to see what funds have or have not been spent to determine if spring activity fees need to be funneled into Community Council.
    - The Community Council Ledger host account can write a check at the end of the semester or year for funds that were not spent back to their council partners' budgets.
- **Your ledger should be saved in more than one place in case of emergencies**
  - This could include a computer crashing, accidental deleting of the file, etc.
- **Create a sub-account for Community Council and allocate your funds.**

- Then write a check to the complex that will house the Community Council's funds. If you are that complex, deposit checks and allocate all deposited funds into the Community Council sub-account.

Organization Expectations

Community Council Advisor Expectations

A. At least one senior staff advisor must be present at each executive board meeting and at 60 percent, at minimum, of general body meeting and programs.

- Help the organization keep records of meeting notes, pictures from events, and assess each event after it has happened. These items will be crucial for your organization 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 community councils should feel like a priority and feel supported by their advisor(s).

B. A senior staff advisor must initiate and oversee the recruitment process for community council executive board members using the timeline outlined by the Leadership & Involvement Specialist. The timeline can be found in the appendices.

- A guideline and an example for a community council application can be found in the appendices.

- Please see appendices 4 for the recruitment timeline.

- For the academic year 2020 – 2021, community council rosters are due Wednesday, September 30th.

C. Senior staff advisors must meet one-on-one with specific executive board members on a biweekly basis, at minimum. Specific outlines for these executives are as follows:

- **President One-on-One**: Review the president's agenda for upcoming executive board and general body meetings; reflections on how the president will engage and encourage participation from their executive board peers; preemptive academic and conduct wellness conversations; and how the president's plans to ensure accountability and delegation of responsibility for ongoing projects.

- **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.

- Additional One-on-Ones: While president and treasurer 1:1s with senior staff are required, it is up to you whether you have meetings with your other execs. We would suggest that you meet with the rest of your execs at least once a semester. You could have the president meet with these folks more often or just split up advising 1:1s with all of the community council advisors.

    - Example:
        - Advisor 1: President, Vice President
        - Advisor 2: Treasurer, Sustainability chair, RHAC senators

- Advisor 3: Marketing Chair, MOCA rep,

D. A senior staff advisor must review 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 UH drive in the "UH Leadership and ILOs" folder.
- 50% of each buildings student activity fee should be allocated to Community Council funding.
- 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.
- Updated ledgers are to be uploaded to the UH Drive by the primary advisor by the first Friday of each month. Links to UH Drive will be located in the outlook calendar invites.

Monthly ledger	Due Date
September	Friday, 10/9
October	Friday, 11/6
November	Friday, 12/4
December	Friday, 1/8
January	Friday, 2/5
February	Friday, 3/5
March	Friday, 4/9
April	Friday, 5/7
May/EOY	Friday, 5/28

  - Senior staff are required to review financial ledger with their assistant director at least once a semester.

E. Senior Staff must assist community council in completing student organization registration requirements through Student Activities.

- **Residence Life 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.**
  - Registration details can be found here: https://activities.osu.edu/involvement/student_organizations/registration/
- **Only listed primary leaders can see all of the data that needs to be completed.**
    - 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.
      - Advisors will need to work with the students during a 1:1 to go through registration needs.
- **Hall/Community Council Student Organization Exemptions and Other Details**
  - Hall/Community councils 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.

- As of Spring 2020, hall/community council advisors and treasurers are not required to attend training through Student Activities. Training for these roles will be provided by staff in Residence Life

- Hall/Community councils are not eligible to apply for Student Activity Fee Operating or Programming Funds.

F. A senior staff advisor must collaborate with the Community Council to organize a spring retreat for that specific Community Council executive board.

- The retreat must be completed before the end of January and must include a leadership development component and calendar planning to organize the Community Council's spring semester plans. Resources to assist with this retreat can be found on the Involved Living Website.

Community Council Expectations

This handbook outlines expectations that must be fulfilled by a community council as an organization. With the exception of the treasurer, 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 below.

Special note: Community Councils must abide by Student Life's Return to Campus Plan when implementing in-person programs and initiatives. You can find the document on the Student Life website or here.

- Community Councils will be primarily responsible for organizing and implementing community wide social programming. Educational programming will be the focus of RAs and senior staff. Community Councils can connect with advisors if they desire to create programming outside of the social aspect.
- Each community council 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 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 electronically submit an Organization Transition Report by April to their senior staff advisor to help keep records for future leaders.

- Each community council is encouraged to have an agenda for each executive board and general body meeting.

- Each community council must host at least two general body meetings each month.

- Each community council must host at least two executive board meetings each month.

- **BSA Hall Representative:** Each community council must identify an executive board or general body member to attend BSA meetings to serve as the BSA Hall Representative for that council. Responsibilities fulfilled by this role include: attending BSA meetings, assist with program planning and/or execution, and promote BSA in their community. The BSA representative must be able to attend BSA meetings on Thursdays at 7pm.

- **Sustainability Chair:** Each community council must identify an executive board or general body member to serve as a Sustainability Chair. Responsibilities fulfilled by this role include attending monthly Sustainability Chair meetings, recruiting other residents of the hall/complex to form that hall's "Green Team," and hosting two programs per semester. Reach out to Tom Reeves.5 with any questions.

- **RHAC Senator (1 per building/complex):** Each community council must send an executive board or general body member to attend RHAC meetings to serve as the RHAC Senator for that council. Please note that failing to meet this expectation may result in loss of privilege to request RHAC Grant funding. Responsibilities fulfilled by this role include: attending RHAC meetings, planning events, and serving on RHAC committees. Committees are given work time at RHAC meetings; time spent on committee work outside of RHAC meetings is minimal. The RHAC Senator must be able to attend RHAC meetings on Tuesdays at 7pm.

- **MUNDO On-Campus Ambassador:** 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.

- Community council programming should align with Residence Life's values and community councils will be primarily responsible for organizing and implementing building-wide social programming.
  - Community Councils must abide by Student Life's Return to Campus plan; when implementing in-person programs and initiatives.

- Each Community Council must complete an eRezLife entry for all programs (See Appendices 7). We ask this of our organizations so that we have assessment data when OSU leadership ask us what we are providing in our residence halls.

- Each Community Council must approve all expenses prior to spending through voting procedures that is open to general body discussion and voting.

- Using a variety of marketing strategies, each Community Council must communicate Community Council events to the general body no less than seven (7) days prior to: the event/program and voting intentions. Meeting minutes must be available to the general body and advisor no later than seven (7) days after the meeting. Example templates can be found on the Involved Living website.

- Each Community Council must complete one service program per academic year.

- Each Community Council executive board member must attend the Involved Living Leadership Conference on **Sunday, October11, 2020.**

- Before the end of January, each Community Council must collaborate with a senior staff advisor to organize and host an internal leadership development and calendar planning retreat.

- Each Community Council as a whole is encouraged submit at least two "Of The Month" NRHH recognition online submission entries per month.

Involved Living Organization (ILO) Expectations

Involved Living Organization Advisor Expectations

A. At least one senior staff advisor must be present at each executive board meeting, organization meeting, and program.

- Help the organization keep records of meeting notes, pictures from events, and assess each event after it has happened. These items will be crucial for your organization report at the end of the year.

- We ask this of advisors partially because no financial decisions can be made without you 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 ILO in completing student organization registration requirements through Student Activities

- Residence Life staff will work with ILO primary leaders to update the General Information, Roster, Constitution, and Goals for each organization through the student organizations management system.

- Registration details can be found here: https://activities.osu.edu/involvement/student_organizations/registration/

- Only listed primary leaders can see all of the org data that needs to be completed.
  - The leadership & Involvement Specialist will give all advisors access to their communities, but advisors will need to add their primary leaders.

  - Advisors will need to work with the students during a 1:1 to go through registration needs.

C. A senior staff advisor must oversee the recruitment process for Involved Living Organization executive board members, but the process will be created by the exec board.

- Once recruitment procedures and timelines are determined, the process details should be emailed to the Leadership & Involvement Specialist.

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 Community Councils, and how the president's plans to ensure accountability and delegation of responsibility for ongoing projects.

- **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.

- **Other positions:** Senior staff advisors must meet one-on-one with executive board members to discuss a review of that member's performance of their primary responsibilities and discussion of academic and conduct behavior, as appropriate.

E. A senior staff advisor must review 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 UH drive in the "UH Leadership and ILOs" 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.

- Updated ledgers are to be uploaded to the UH Drive by an ILO advisor by the first Friday of each month.

Monthly ledger	Due Date
September	Friday, 10/9
October	Friday, 11/6
November	Friday, 12/4
December	Friday, 1/8
January	Friday, 2/5
February	Friday, 3/5
March	Friday, 4/9
April	Friday, 5/7
May/EOY	Friday, 5/28

- At the end of each semester, each ILO advisor in charge of the ledger will meet with the Leadership & Involvement Specialist to talk about finances for your organization and what plans there are for the future.

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 Residence Life facilitated training. Both are required for advising an Involved Living Organization.

- Advisors selected after Oct. 30 must complete Advisor Training by the spring registration deadline (April 30). 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 session.

- Advisors who are already registered with Student Activities as an advisor and has attended the in-person session may "renew" their Advisor Training online. Visit https://activities.osu.edu/involvement/student_organizations/registration for more information.

G. A senior staff advisor must collaborate with the organization to organize a spring retreat for that specific Involved Living Organization executive board.

- The retreat must be completed before the end of January and must include a leadership development component and calendar planning to organize the ILO's spring semester plans. This retreat is separate from the ILO Retreat that happens in April for incoming executive boards members which occurs at the end of spring semester.

Involved Living Organization (ILO) Expectations

- 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.

- Each ILO is encouraged to have their executive board members attend the Involved Living Leadership Conference on **Sunday, October 11, 2020.**

- Each ILO must electronically submit an Organization Transition Report by April 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.

- Each ILO is encouraged to have an agenda for each executive board and general body meeting.

- Each ILO must host at least two general body meetings each month.

- Each ILO must host at least two executive board meetings each month.

- Each ILO must approve expenses prior to spending.

- Each ILO must provide information to the Leadership & Involvement Specialist about events for the Involved Living Newsletter and Calendar. Submit here: Event Submission Form for Involved Living Newsletter/Website

- Using a variety of marketing strategies, each ILO must communicate events to students no less than seven (7) days prior to: the event/program and voting intentions. Meeting minutes must be available to the organization and advisor no later than seven (7) days after the meeting. Minutes must follow the template found in Appendix 7.

- Each ILO must maintain an electronic database of photos and digital fliers used throughout the year to include in the end of year organization report.

- Each ILO must complete one service program per academic year

- Before the end of January, each ILO must collaborate with a senior staff advisor to organize and host an internal leadership development and calendar planning retreat.

- Each incoming ILO executive board member must attend the ILO Retreat held at the end of spring semester. This is separate than the executive board only retreat held at the *start* of spring semester.

- Recruitment of a new executive board for the following academic year, must be completed in the spring semester prior. Additionally, spring recruitment must be completed prior to the Involved Living

Organization Retreat held at the end of spring semester. Only if vacant positions still exist can there be a fall recruitment process that can be initiated to fill remaining vacancies.

- Fall recruitment must be completed by October 30. Final rosters must be sent via email to the Leadership & Involvement Specialist and senior staff advisors. Changes to the roster must be communicated immediately. Rosters must contain name, pronouns, OSU email address, position title, and start date to fulfill the executive board position.
    - Due to agreements with Housing, RHAC and BSA need to have their 2020-2021 recruitment completed in early February. This date may change to align with when returning students need to submit their housing contracts. Rosters should be sent to Toni Greenslade-Smith.1@osu.edu .

Social Media Guidelines

The following guidelines are meant to serve as policy considerations as out social media practices continues to evolve as well as to provide some best practice expectations for staff. This guide serves to cover all official/departmental social media outlets or websites.

Policy Considerations

- **Social Media Restrictions**
  It should also be noted that Snapchat accounts are not allowed for our residence halls or our organizations.

- **Staff Access**
  Only senior staff members will create and manage official hall/complex pages. Student staff may only post to official pages via their supervisor(s) using event pages.

- **Account Management**
  Pages will be maintained by the current hall/complex senior staff and will be passed along each year as the official hall/complex page.

- **Acceptable Use**
  Posts and comments should be limited to hall/complex/unit/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. It should also be made clear to students that posts and comments on your personal profile in no way reflect the views of the department, etc.

- **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 the Director of Associate Directors of Residence Life. In addition, event group or other photos that contain students should be removed immediately if requested by the student. Whenever possible, prior 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.

- **Disclaimers**

Any official legal disclaimer(s) that need to be included on your page or in your messaging will be forwarded after further consultation with the Offices of Legal Affairs and University Communications.

Political Endorsements

- Students and advisors may not use their title nor that of an organization or entity falling under the umbrella of Involved Living Opportunity 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 Senior Leadership of the department prior to engaging in such activity

Funding Policies

1. Use of Community Council and Hall funds may only be made in exchange for services rendered that exclusively benefits the residents of that residence hall or the funds are for an Community Council-specific program or the funds are for a collaborative event between the between that organization and another.
2. Use of ILO funds may only be made in exchange for services rendered that exclusively benefits the mission of the organization or is for an ILO-specific program or is for a collaborative event between the organization and another organization.
3. Collaborative events must be events planned in conjunction between the ILO and another group(s). Funds are not to be transferred to another organization.
4. 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.
5. Any Community Council funded event must have the Community Council graphic icon on all promotional materials used for the event. You can find that logo here: U:\UH Leadership and ILOs\Access Documents You Need Here
6. Any Involved Living Organization funded event must have its graphic icon on all promotional materials used for the event. You can find logos here: U:\UH Leadership and ILOs\Access Documents You Need Here
7. With the exception of general contingency funds for opening, funds cannot "promised" on a long-term or annual in advance of vote approved by the current members of a Community Council. Regardless of previous support for a similar or identical program in the past, each request must be made independent of another. ILOs and Community Councils may not bind a future executive board's ability to make financial decisions.
8. The advisor(s) must approve all expenses before they are incurred.
9. Debit cards, checks, and any other tool used to disburse funds must be stored with the ILO advisor.
10. Community Councils and ILOs cannot give monetary contributions from their account to charities (only if it's all fundraised) or help fund campaigns and purchasing physical items with Residence Life or student fee funded money.
11. All funds to Community Councils and ILO organizations come from Residence Life 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 cannot be automatically set aside for senior staff or paraprofessional staff use without explicit and prior approval by the organization.

12. Contingency funding for opening for the following academic year may be approved by the existing organization. All expenditures in this category must be tracked using the Audit Report and reviewed with the incoming treasurer and supervising Assistant Director.

13. Checks issued to recipients must have two (2) authorized signatures; ideally, one from an advisor and one from the student organization treasurer.

14. Checks issued to recipients must be signed for to document that the check was received.

15. Monies collected from students may only be collected using BuckID Readers if going into a Residence Life account. BuckID Readers can be requested from a Residence Life Business Manager.

16. For the use of funds requested using the eRequest system, a chartfield will be required. A chartfield is a specific number code that tells us where the money for the trip is coming from. If you don't know what your chartfield is please consult with the supervising Assistant Director, an Assistant Director for Academic Initiatives, or the Leadership & Involvement Specialist.

17. Any time funds are withdrawn, it must be noted in the ledger.

Prohibited Expenditures

These guidelines relate to ever student organization. No student activity fee funds may be used for the following:

- **Revenue creation:** Programs that profit the organization or individual student(s). Any proceeds from a ticketed program (including ticket sales, entry fees, participant fees and sponsorships) must be put towards the cost of the program or donated to a charitable cause (501(c)(3)). Organizations classified as a 501(c)(3) may not retain or receive proceeds from any program or event funded by the student activity fee.

- **Items prohibited by state law and university policy**: E.g. alcohol, firearms, tobacco, and illegal substances, lottery tickets, promotions offered through D-Tix Discount Ticket Program, and contractually prohibited products.

- **Non Coca-Cola Products**

- **Donations**: Direct monetary donations to charitable organizations or individuals not associated with the costs of a service project; purchase of items to be directly donated to a charitable or other organization.

- **Payments to individuals:** Fees paid to any individual, including students, for his/her services except for any purposes specified in fundable programming expenses. This includes salaries, monetary awards or prizes, fees, loans, stipends, fellowships, and scholarships.

- **Payments to organizations:** Fees paid to other registered student organizations for performances or speakers at programs and events

- **Financial Contributions to Other Organizations**: Requests for funding submitted on behalf of another organization, where collaboration/co-sponsorship is not evident. Collaborative programs must give evidence of active involvement of all sponsoring organizations. Co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between organizations.

- **Activities or expenditures to benefit individuals**: Expenditures designed for the personal gain of individuals and not the organization as a whole, these include but are not limited to the following:
  - Books and subscriptions
  - Local, state, national, or international organization dues
  - Personal phone charges
  - Printing of resumes and duplication of course materials
- **Equipment and software**: Costs associated with purchasing equipment, or software for the organization, including portable drives, PDAs, etc.

Voting Policies

1. Executive boards (and general body members when appropriate) must vote to ratify the academic year budget, all funding expenditures, and changes to the constitution by a majority vote.
2. The executive board may veto any decision ratified by the general body with a unanimous vote. However, general body may then choose to overturn the executive board veto by a vote of at least two-thirds of the full general body membership.
3. Each member (general body or executive board) that is present during a voting session will have one vote.
4. With the exception to break a tie vote, Presidents may not vote on organization matters.
5. Advisors may not vote on organization matters.
6. 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.
7. 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.
8. At minimum, five members with voting privileges and one senior staff advisor must be present in order for a vote to take place. If this attendance requirement is not met, approval must be received from the Leadership & Involvement Specialist prior to moving forward with the vote.

Executive Board Member Eligibility

Community Council

1. All community council executive board members must reside in the residence hall complex 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 in the halls and off campus.

3. All community council executive board members must maintain 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 Leadership Conference in the Fall; absences must be approved by the primary senior staff advisor. Unapproved absences may result in immediate removal from office.

Involved Living Organizations

1. All ILO executive board members must maintain at least a 2.5 semester and cumulative point average 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 in the halls, and off campus.

3. All ILO executive board members must maintain 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 must attend the ILO Retreat in April; absences must be approved by the primary senior staff advisor. Unapproved absences may result in immediate removal from office and loss of all associated benefits tied to the position.

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.

Student Travel

Due to COVID- current university guidelines any kind of student travel is prohibited. As further updates and recommendations are provided, this section will be updated regarding the proper process of engaging in student travel.

Special Notes:

The following trip planner checklist is for senior staff reference when traveling with students. It should always be used in consultation with the Residence Life Office and Business Managers.

All trips must be on file with the Office/Business Manager regardless of the funding source for the trip. This includes trips occurring as a result of a collaboration with another organization, office, or department. All trips must have a completed Student Travel Pre-Travel form completed and post-trip email submitted to the Office/Business Manager.

*Peter Hansen, Office Manager, oversees the student travel process.

1. Pre-Travel Task: **Identify budget**

   Common details that inform the budget needed for a trip:
   - Number of students traveling
   - Number of staff members traveling
   - Travel dates
   - Travel destination(s)*
   - Hotel & Lodging
   - Transportation
   - Admission Tickets
   - Meals
   - Gratuity
   - Staff Per diem needs
   - Student contributions**

   Determine if any of the above expenses are tax-exempt eligible; please note that ILOs are **not** tax exempt organizations.

   *For international travel destinations, you must consult with the Office of International Affairs (OIA) for special trip planning needs. It is recommended to have OIA requirements completed at least 90 days prior to date of departure. For all destinations, be mindful of notices from the Center for Disease Control and Unites States Department of State for alerts and warnings regarding healthy and safety.

   **If students will be asked to pay for a portion of the trip cost, identify what those costs should be. Because funding comes from fees paid by students who live on-campus, participants who live off-campus will be required to pay a higher contribution. A clear timeline should be established and published to communicate with students how much they will need to pay and the deadline for those payments to be made.

2. Pre-Travel Task: **Secure funding for trip**

   Research and apply for funding for the trip. Funding allocated from any ILO or Community Council must be approved by the senior staff advisor and student members. Some external funding options are listed in the Student Resource Guide. Funding allocated from the Department of Residence Life must be approved by a member of the Leadership Team; consult with the supervising Assistant Director prior to moving forward.

3. Pre-Travel Task: **Complete the Student Travel Pre-Travel Form**

   Only senior staff members can complete and submit pre-travel documents.

   See Appendix 19 for a completed sample of the form. Once completed, the form should be reviewed and signed by the supervising Assistant Director.

   Student Travel Pre-Travel Form Notes:

   - You will be asked chartfield information. If you don't know what your chartfield is please consult with the supervising Assistant Director or an Assistant Director for Academic Initiatives. Chartfields should only be listed if funds for the trip are coming from a university account being requested through the eRequest system. Only the following organizations have operating chartfield funding: OWL program, R-LEAD, MUNDO, Allies for Diversity, and Off The Lake. If the trip is only using Community Council funds, then the trip coordinator is responsible for issuing payments directly to vendors.

- The payment overview should reflect where all money for the trip is coming from, including grants from other organizations and contributions (if any) received from students who are traveling.

- Much of the funding information can be estimates; however, the budget for the trip should be as accurate as possible.

4. Pre-travel Task: **Email Residence Life Office/Business Manager**

   Email the Office/Business Manager copies of completed and signed Student Travel Pre-travel form and, if applicable, the Motorpool/Bus Request Form. In the body of the email, specify whether or not you will be traveling outside of Franklin County. If so, the Office/Business Manager will need to initiate the T number process for you.

5. Pre-travel Task: **Meet with the Residence Life Office/Business Manager at the Mendoza Office**

   A meeting between the trip coordinator and the Office/Business Manager is mandatory. At this meeting, the Office Manager will review the forms with you and help guide you through additional next steps as needed.

   This meeting is also the time to talk with the Office/Business Manager about cash advance options for trips using chartfield funding.

6. Pre-Travel Task: **Initiate contact with vendors to secure services and tickets for the trip.**

7. Pre-travel Task: **Invoices and Contracts**

   Gather all invoices for any excursions no later than 30-45 days from departure. Invoices should be given to the Office/Business Manager the same day they are received.

   If the hotel identified for the trip has a contract that requires signature, immediately send it to the Office/Business Manager and inform them of the signature deadline. Students, student staff, Assistant Hall Directors, and Hall Directors **cannot** sign contracts.

8. Pre-travel Task: **Receive student payments**

   Funds collected from students can only submit payments using BuckID cash. BuckID machines must be requested from the Business Manager. Only one BuckID machine can be used per event. For example, if two trips are being planned, a separate BuckID machine must be used for each trip. See Appendix 18 for instructions for using the BuckID machines.

9. Pre-travel Task: **Finalize logistics**

   Finalize all scheduled events and departure time no later than two weeks prior to the event.

   Complete all final travel materials (Emergency contact lists, cell phone numbers, room assignments, what to bring, etc.).

10. Pre-Travel Task: **Host a Pre-travel Meeting for Students**

    During the meeting, students should receive a copy of the travel itinerary, complete any final payments for the trip (if any) and complete a Travel Waiver form. Two copies of the Travel Waiver Form should be made; one to be left at the residence hall's front desk, one to be taken with the trip coordinator on the trip itself. The original copies should be given to the Office/Business Manager.

11. Travel Task: **Save all receipts for any purchases**

12. Post-Travel Tasks: **Email the Office/Business Manager**

    Send an email to the Office/Business Manager; the email should consist of:

    Attachments: Scanned copies of the all Travel Waiver Forms and Receipts of purchases made while traveling.

    Subject line: The T numbers for staff traveling should be included in the subject line.

    Subject line (if no T#): Trip Destination and Organization Name

    Email body:

    - Was there a service component associated with the trip?
    - # of students who attended trip
    - # of staff who attended trip
    - Total cost of the trip
    - Price each student paid
    - Participant list

Leadership Dates for 2020-2021

August 12th – 23rd	Move-In
August 23rd	Hall/Community Council Recruitment Begins
Sunday, August 23rd	Student Involvement Fair (4pm -7pm)
Tuesday, August 25th	Classes Begin
Monday, September 7th	**Labor Day** (No Classes/Offices Closed)
Friday, September 25th	Community Council Elections Completed
Wednesday, September 30th	Community Council Executive Board List Due
Sun. 10/4 – Friday 10/9	Leadership Week
Friday, October 9th	**September Ledger Due**
Sometime before Oct. 11th	Host an Executive Board meeting before ILLC
Sunday, October 11th (11am-4pm)	Involved Living Leadership Conference - *Mandatory for Community Council execs. Any student is invited to attend.
Friday, October 30th	Fall Registration Deadline for Student Organizations
Friday, October 30th	President/Treasurer/Advisor Training Due *Training not required for Community Council Advisors and treasurers.
Friday, November 6th	**October Ledger Due**
Wednesday, November 11th	**Veteran's Day** (No Classes/Offices Closed)
Monday, 11/16 – Friday, 11/20	Res Life Graduate Summer Job Opportunities Meeting
Thursday, November 26th	**Thanksgiving Day** (No Classes/Offices Closed)
Friday, November 27th	**Indigenous Peoples' Day** (No Classes/Offices Closed)
Friday, December 4th	**November Ledger Due**
Mon. 12/7 – Fri. 12/11	**FINALS**
Friday, December 11th	Dining service ends at 5 p.m. for student with break housing plans
Saturday, December 12th	Halls close for autumn semester at 2 p.m.
Sunday, December 13th	Residence Halls close at 6 p.m. for graduating students
Thursday, December 24th	**President's Day Observed** (Offices Closed)
Friday, December 25th	**Christmas Day** (Offices Closed)
Friday, January 1st	**New Year's Day** (Offices Closed)
Friday, January 8th	**December Ledger Due**
Sunday, January 10th	Spring semester check-in 9 a.m. – 11 p.m in Residence Halls
Monday, January 11th	Spring Semester Classes Begin (11-15 classes will be online)
January	Host Spring Retreat for your Community Council (before 1/29)
Monday, January 18th	**Martin Luther King Day** (No Classes/Offices Closed)
Friday, February 5th	**January Ledger Due**
Early February	ILO Exec Recruitment Deadline for RHAC + BSA (send to Housing)

Tuesday, February 9th	**Instructional Break** (No Classes/Offices Open)
Friday, March 5th	**February Ledger Due**
Wednesday, March 31st	**Instructional Break** (No Classes/Offices Open)
Late March/Early April	Residential Leadership Awards
Friday, April 2nd	ILO Exec Recruitment Deadline (non-housing affected)
Friday, April 9th	**March Ledger Due**
Sometime in April	ILO Retreat (for incoming '21-'22 execs)
Wednesday, April 21st	Last day of classes
Thursday, April 22nd	Reading Day
Fri. 4/23 – Thurs. 4/29	**FINALS**
Friday, May 7th	**April Ledger Due**
Sunday, May 9th	Spring Commencement
Friday, May 28th	**EOY Ledger Due**
Friday, May 28th	**Organization Transition Report** *(H.C. one in your EOY report)*

Other dates TBD: ILO Advisor/President Training Dates and Community Council/ILO Monthly Present Meetings

Recruitment Information to Collect

For both a selection and election process, be sure to set up a clear entry point for students to start the recruitment process. For a selection process, that may be in the form of an application. For an election process, that may be in the form of an interest card. For both, be sure to collect the following information from students during the recruitment process: ** means that the question should be optional

- First Name
- Preferred Name **
- Last Name
- Pronouns**
- Residence Hall Assignment & Room #
- OSU Email Address
- Position(s) they are applying for
- T-shirt Size
- Dietary Needs
- Academic Class Standing
- Inform them of the Involved Living Leadership Conference requirement

Suggestions for Marketing Outreach

- 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 position
- Provide recruitment applications at the desk and have ready by move-in day
- Talk with your peers & specialists about successful tools they have used
- Send a building wide email to residents highlighting the opportunity before move in, during welcome week before your first meeting, and later on.
- Forward the Involved Living Newsletter to students to share ILO and other leadership events and opportunities.
- Submit events to Involved Living Calendar/Newsletter here: go.osu.edu/ILCalendar
- Encourage paraprofessional to announce opportunities at floor meetings, desk shifts, one on one conversations and at the start of a program
- Post fliers and posters announcing the opportunity

OFFICE OF STUDENT LIFE
RESIDENCE LIFE

Community Council Recruitment Timeline

Calendar Day	Monday 8/24	Tuesday 8/25	Wednesday 8/26	Thursday 8/27	Friday 8/28	Saturday/Sunday 8/29-30
Selection / Election	Host at least one Community Council Info Session this week and make applications available for executive board positions					
	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4	Saturday/Sunday 9/5-6
Selection / Election	Continue to promote and marketing for Community Council through social media, emails, etc.					
	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11	Saturday/Sunday 9/12-13
Selection	Schedule Interviews	Host Community Council executive board interviews				
Election	Close applications for Elections process and begin prepping materials to promote elections					
	Monday 9/14	Tuesday 9/15	Wednesday 9/16	Thursday 9/17	Friday 9/18	Saturday/Sunday 9/19-20
Selection	Continue Community Council executive board interviews					
Election	Candidates run their campaign					
	Monday 9/21	Tuesday 9/22	Wednesday 9/23	Thursday 9/24	Friday 9/25	Saturday/Sunday 9/26-27
Selection	Send E-board Offers to Students and give them a deadline to accept or decline the offer (recommended to give them a couple of days before responding)					
Election	Voting for Community Council elections (should end by Sunday)					
	Monday 9/28	Tuesday 9/29	Wednesday 9/30	Thursday 10/1	Friday 10/2	Saturday/Sunday 10/3-4
Selection			**Community Council Rosters DUE**			
Election	Election Results announced to the community					
	Monday 10/5	Tuesday 10/6	Wednesday 10/7	Thursday 10/8	Friday 10/9	Saturday/Sunday 10/10-11
Selection / Election	Host an executive board meeting sometime during this week. The Involved Living Leadership Conference is NOT considered Community Council training and that should be done on the council level. Please reach out to the Leadership & Involvement Specialist if you have questions or would like assistance.					**E-board must attend ILLC**

ORGANIZATION TRANSITION REPORT

Organization Name:

The following content items are to be included in the organization transition report. Once completed, copies should be submitted to the Program Coordinator for Leadership, primary advisor, and incoming president for the organization (if applicable).

I. **Copy of Constitution**
   a. This should reflect the constitution currently on file with Student Activities accessed through the online student organization management system.
II. **Officer Job Description**
   a. Include officer titles and how organization duties were organized amongst officers.
III. **Goals & Objectives**
   a. *As reported to Student Activities through the online student organization management system.*
IV. **Year in Review**
   a. Suggested items to include in this section include copies of event summaries, a planning calendar that denotes critical dates (anniversaries, recruitment schedule, academic holidays, etc.), lessons learned, and additional information deemed pertinent for the organization.
V. **Financial Information**
   a. Include the following:
      i. Contingency budget set for the first six weeks of the following academic year.
      ii. Copies of the fall and spring budget and comparison reports.

Organization Transition Considerations

Intended Audience

- Community C*ouncil and Involved Living Organization officers/members who are anticipating in a transition out of their role.*
- Community C*ouncil and Involved Living Organization advisors.*

Learning Outcomes

Through participation in this training session, students will be able to:
- Learning Outcome #1: Participants will learn about the purpose of creating transition documents.
- Learning Outcome #2: Participants will be able to identify and synthesize important information that they should include in their transition documents.

Sharing Content

This content should be prepared and shared preferably by a Community C*ouncil or ILO advisor. This document serves as an outline for discussion, but it is recommended that a PowerPoint presentation is made to supplement the discussion of content.*

Exercises and Activities

This lesson will include four sections
1) An activity and discussion about difficulties that students experienced in transitioning into their positions, the purpose of transition documents, and why/how good transition documents are a helpful resource in continuing the success of their organization.
2) A collaborative walkthrough of important information that should be included in a transition document.

3) Time for students to complete their own transition documents and to answer questions pertaining to what they should include in their documents.
4) Collecting completed transition documents and making them available for incoming students and advisors.

Section 1: Reflections on Transition Documents ***(Time: 10 Minutes)***

Activity (5 minutes)

- Have students reflect on their role over the year with the following prompts:
    - During the year, I enjoyed this about my position the best…
    - The events we program are successful because…
    - The events we program can improve by…
    - The most important task I performed in my role was…
    - The person who helped me the most was...

- Have students write down any thoughts or responses to the prompts.

- Pair and share responses to the reflection.

Discussion (5 minutes)

- **Why are transition documents important?**
    - *Provides a foundation for the incoming position holder*
    - *Allows for new work to be built upon the previous year's work*
    - *Shares helpful information that informs decision-making for the incoming position holder*

- **What do you think are important items to include in transition documents?**
    - *Your contact info so the new position holder can contact you*
    - *Things that went well, things that were challenging in the role*
    - *Any changes that were made to the position this year*
    - *Important dates and times*
    - *Links, account information, resources*

Section 2: Transition Document Essentials ***(Time: 10 Minutes)***

- Provide students with the Transition Document Template, preferably electronically.

- Guide students through the transition document template that details information that they should be including in their transition documents. It is important to guide students through the details of each section and to answer any questions that they might have.

- Transition document template:
    - **Contact information of current position holder**
        - **Name:**
        - **Preferred email:**
    - **What** are the main responsibilities of your role? What programs did you lead? What was involved in the planning of those programs?
    - **Why** is this role important to the overall success of your organization?
    - **Who** are other people or officers whom you collaborated with through this role?
    - **When** are important dates or times to consider within the responsibilities of this role?

        - Timeline of major responsibilities
    - **Links** to any websites/budgets/templates that you utilized in this role and/or information needed to access social media accounts, bank accounts, websites, etc.
    - **Reflections:**
        - What changes did you make in this role from previous years?
        - What changes could be made to this role for the future?
        - What other information would have been helpful to know when entering this role?

Section 3: Creating Your Transition Document ***(Time: 20 Minutes)***

Now that students have been guided through the important aspects of transition documents, they will now create their own transition document. Allow students 15-20 minutes to individually complete their own transition documents and answer any questions that they might have. Once students have completed their document, either collect their paper copy or have them email an electronic copy. Be sure to compile all of the transition documents for your organization's officers into one electronic file that can be accessed by the incoming advisor and/or the incoming leaders of the organization.

Section 4: Next Steps ***(Time: 5 Minutes)***

This step should only be completed if/when the incoming officer team is already selected.

Once your students' transition documents are completed, have them email their transition document to the incoming officer/position holder. In this email, the students should also establish a time to meet with the incoming position holder to collaboratively talk through the transition guide and to answer any questions.

Resources:

Student Activities, Student Life at The Ohio State University
Student Organization Officer Transition Checklist

Appendix:

Transition Document Template

- **Contact information of current position holder**
    - **Name:**
    - **Preferred email:**

- **What** are the main responsibilities of your role? What programs did you lead? What was involved in the planning of those programs?

- **Why** is this role important to the overall success of your organization

- **Who** are other people or officers whom you collaborated with through this role?

- **When** are important dates or times to consider within the responsibilities of this role?
    - Timeline of major responsibilities

- **Links** to any websites/budgets/templates that you utilized in this role and/or information needed to access social media accounts, bank accounts, websites, etc.

- **Reflections:**

- What changes did you make in this role from previous years?
- What changes could be made to this role for the future?
- What other information would have been helpful to know when entering this role?

Community Council Election Campaign Guidelines

Adapted from Residence Life at the University of Rochester

This year's Official campaigning period begins **(UP)DATE** – **(UP)DATE**

Congratulations on your recent decision to run for a Community Council executive board position! You are encouraged to campaign in an effort to inform your fellow residents of your views/ideas before they cast their votes. However, in an effort to keep the process as fair as possible and to maintain the physical environment of the halls, please adhere to the established posting guidelines. Campaign violations may jeopardize your candidacy in this election. Thank you for your anticipated cooperation and good luck in the election!

Campaign materials MAY be posted on:

- Hall bulletin boards designated for advertising—check with an RA before posting on a board
- A candidate's own room door

Campaign materials MAY be posted WITH PERMISSION on:

- Whiteboards outside of student dorm rooms (with permission of residents)
- Room doors (with permission of residents)

Campaign materials ARE NOT ALLOWED to be posted on:

- Front doors to any hall
- Any walls in the stairwells
- Any glass
- Any mirrors

Other campaign material/practices that not allowed include:

- Harassing people to vote
- Knocking on residents' doors for campaign purposes
- Personal insults to other candidates
- Sexually suggestive material
- Use of profanity
- Threatening/harmful materials
- Banners (due to space constraints)
- Use of permanent tap, duct tape, glue, paint or any semi-permanent adhesive to affix campaign materials to surfaces
- Sliding campaign material under student room doors
- Chalking on the road, under an awning, on or inside a building, or on walls.
- Mass messaging/emailing people that you do not personally know or without consent (this includes social media, in addition to emails).
- With social media networks, candidates may not send any unsolicited messages at any time, which includes, but is not limited to, writing on someone's profile, unsolicited tagging, and mass messaging. Candidates may campaign in any forum to which message recipients have voluntarily subscribed or from which recipients can unsubscribe.

General Guidelines:

- Candidates may only campaign during the official campaign period.
- Candidates may only campaign in their own building(s) or within 30 feet of the building.
- Candidates are responsible for any material distributed on their behalf. Anyone assisting a candidate with campaigning must also follow all campaign rules.
- Violation of the guidelines may result in the candidate or Residence Life staff member taking down the material.
- Violations of any campaign guideline will be reviewed with the possibility of the candidate being withdrawn from contention.
- Candidates cannot try to influence people while they are voting, which includes, but is not limited to, being present/hanging out at ballot locations. Should you have any questions, please feel free to speak to your Assistant/Hall Director, Name(s). Email: OSU Email Address Phone: Office or Front Desk

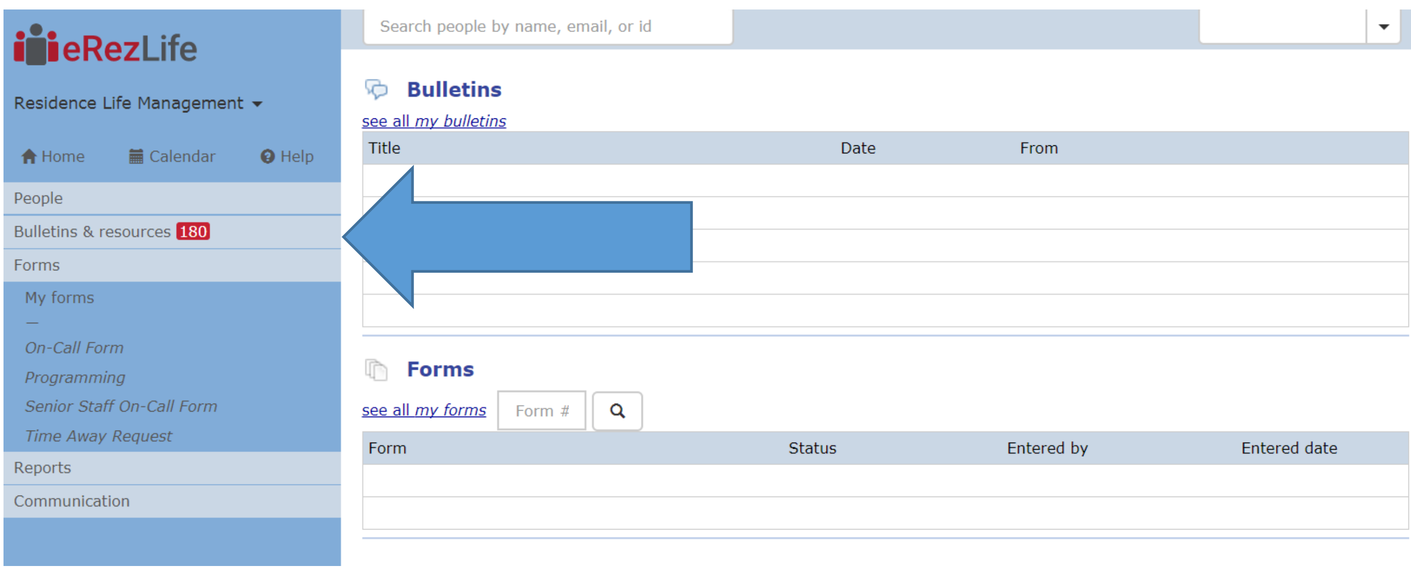
eRezLife Tutorial

What is eRezLife?

eRezLife is an online program management platform utilized by Residence Life to track the development of programs from start to finish.

To login into eRezLife, visit: https://osu.erezlife.com/one.php
Upon using this link, you will be directed to log in with your dot number and password.

When you log in, you will be brought to the eRezLife inbox page. On the left side of the inbox are tabs: **People**, **Bulletins & resources**, **Forms**, **Reports**, **Communication**, and **Settings** (if applicable).



The **Forms** tab will be the most highly used area of this program for both Professional Staff and Paraprofessional Staff Members.

<u>Inbox Note:</u> The inbox is where you will see any programs that have been "sent" to you. All programs fall into either the categories of *watching or closed. Watching* is where you can see all programs that are sitting in the que of the program organizer. That means that a senior staff member has reviewed the program request and has sent the request back to the organizer for further action. *Closed* is where you can see all programs you have closed. Closing a request is an action typically reserved for when no further action for a program request

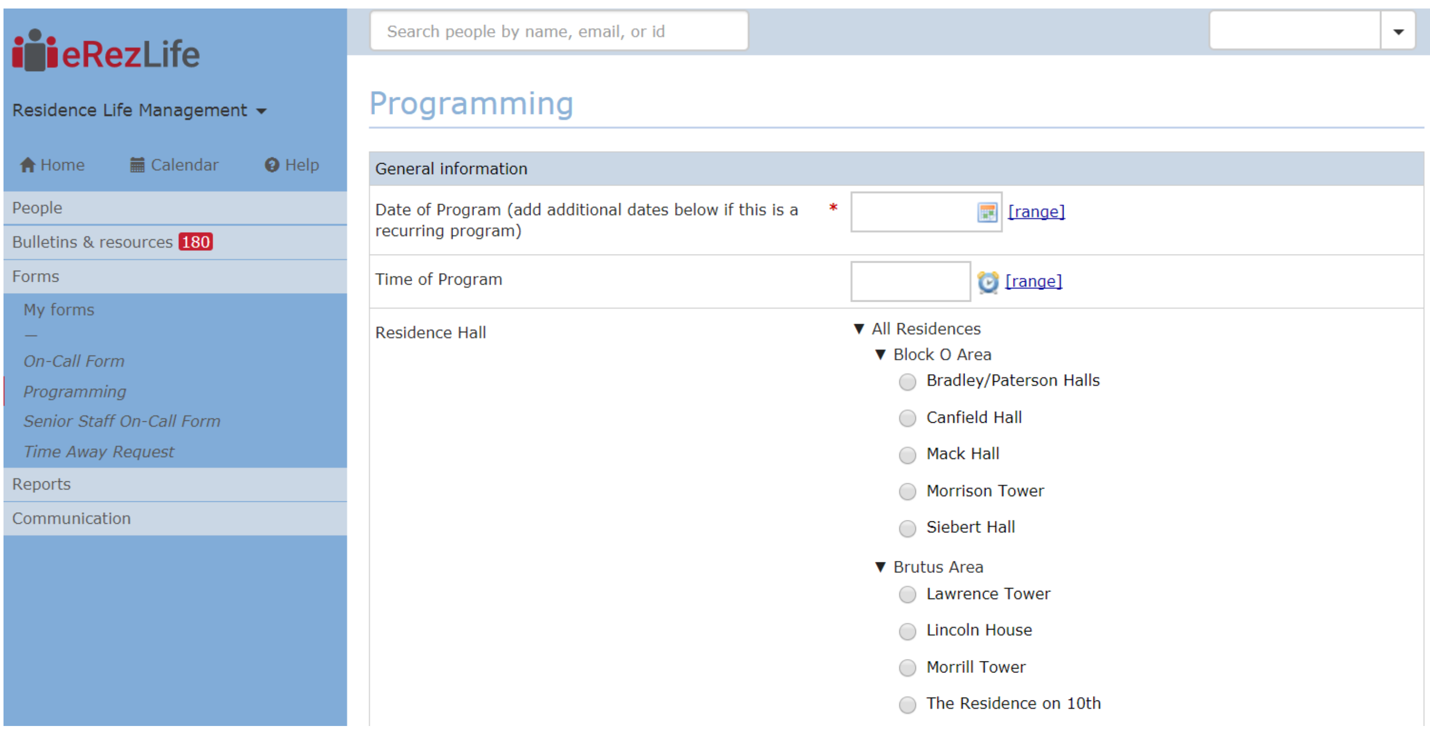
needs to take place. You have the option to expand or condense in order to see more or less information for each program.

Create & Submit new Program Requests

Select **Programming** from the **Forms** tab. When you initially click on the **Forms** tab on the left side, you will see additional tabs labeled **My Forms** and **Programming**. **My Forms** will highlight past programs that you have submitted. **Programming** will be the function that allows you to create and submit new program proposals.

Complete all relevant data entries. All items marked with an * asterisked are required. The system will not permit you to submit a request without these fields completed.

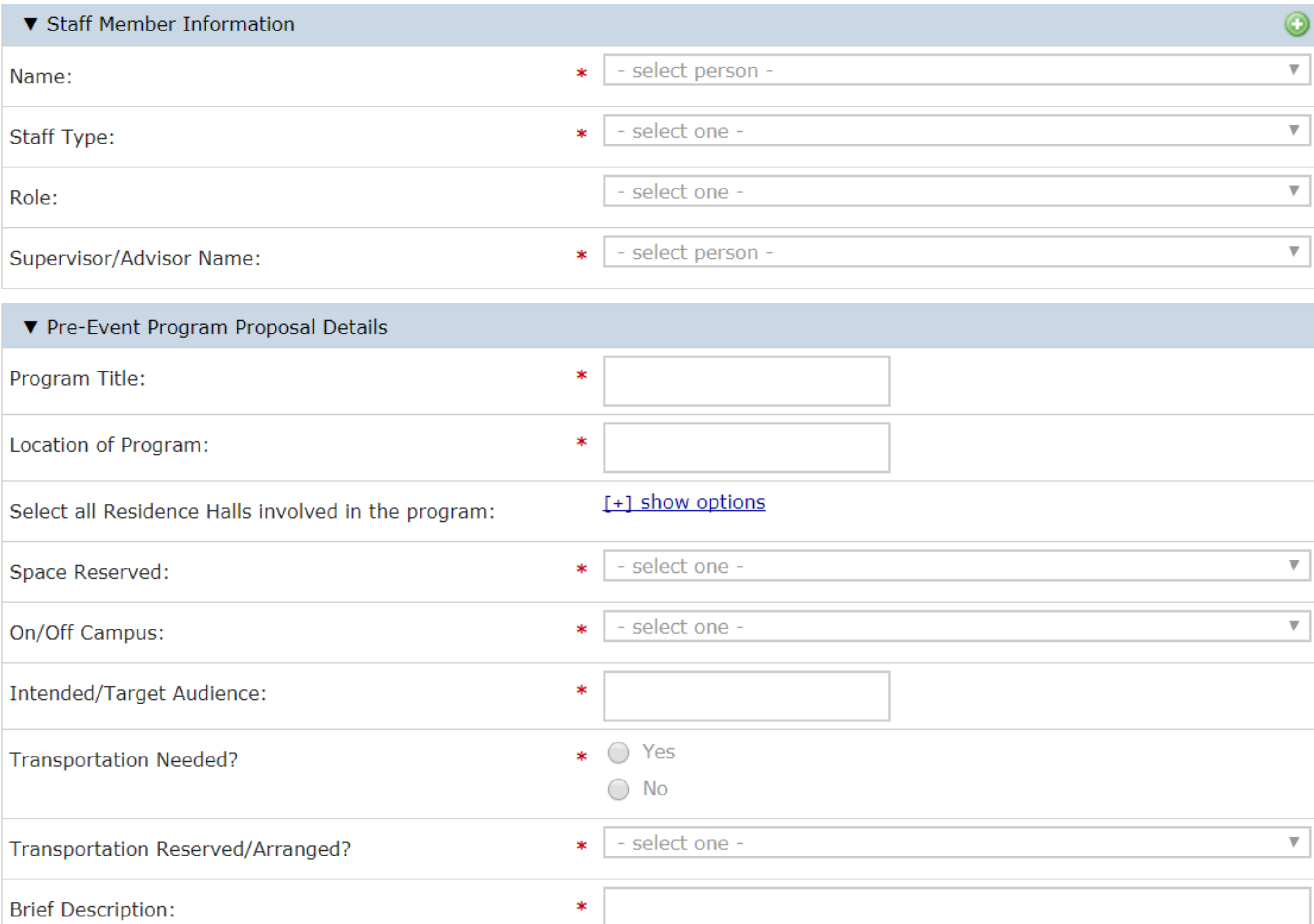
General Information Data Entry: In this section, provide information regarding the date and time of the program. Also select the Residence Hall affiliated with the organizer's residence hall. For instance, if the Bradley/Paterson Community Council were organizing a program, "Bradley/Paterson Halls" would be the Residence Hall selected for this section *even if* the program is not actually taking place within the physical location of Bradley/Paterson Halls.



Staff Member Information: This is where the organizer's information can be submitted. *This section is not limited to just Staff Members.* It can be used by any eRezLife user. The organizer's information should be reflected in the *Name/Staff Type/Role* areas. In the *Supervisor/Advisor Name*, select the name of the professional staff member that supervises or advises the organizer. (If you are a senior staff member organizing the event, simply select yourself in the section.) Professional staff members are listed in a drop down box. Start typing the last name and it will easily pull up the name.

<u>NOTE</u>: If there are multiple staff members running the program, click on the green plus sign icon to create additional boxes to log in their information.

Pre-Event Program Proposal Details: This is where the title, details, location and marketing of the program will be shared. Key items for paraprofessional staff to be detailed in filling out are the description of the program, marketing plan, budget and learning outcomes and content areas of the program.



▼ Staff Member Information

Name:	*	- select person -
Staff Type:	*	- select one -
Role:		- select one -
Supervisor/Advisor Name:	*	- select person -

▼ Pre-Event Program Proposal Details

Program Title:	*	
Location of Program:	*	
Select all Residence Halls involved in the program:		[+] show options
Space Reserved:	*	- select one -
On/Off Campus:	*	- select one -
Intended/Target Audience:	*	
Transportation Needed?	*	Yes No
Transportation Reserved/Arranged?	*	- select one -
Brief Description:	*	

Marketing Plan (select all that apply):	*	[-] hide options ☐ Email ☐ Facebook ☐ Floor/Community Meeting ☐ Flyers 8.5 x 11 ☐ Invitations ☐ Other (specify below) ☐ Posters larger than 8.5 x 11 ☐ Talking about it at a prior program or event ☐ Text message ☐ Twitter ☐ Word of Mouth
If "other", please specify:		
Learning Community/Affiliation:		[+] show options

Learning Outcomes and Content Areas

Primary Learning Outcome:	*	- select one -
Secondary Learning Outcome:	*	- select one -
Primary Content Area:	*	- select one -
Secondary Content Area:	*	- select one -

In the **Funding** section, organizers will need to be as detailed as possible. Include the items you are purchasing and the estimated cost for each. Organizers can also preference method of payment. Options include the Huntington Pay Card, reimbursement, nothing (for programs that will not have a cost to host) or Senior Staff help (an option for students if they need senior staff assistance to purchase goods by way of check, contract, or large purchases).

Funding

Anticipated Attendance:	*	
Proposed Total Budget Amount:	*	$
Preferred Method of Payment:	*	- select one -
Funding Source		- select one -
Amount Requested		$
Amount Received		$
Planned Purchases (Check all that apply)		[-] hide options ☐ Entertainment ☐ Food (non-pizza) ☐ Other (please explain in next question) ☐ Pizza ☐ Prizes ☐ Registration ☐ Supplies ☐ Travel off campus
If 'Other' selected above please provide explanation.		
Budget Breakdown: ex: figure ($) - description.	*	
Anticipated Cost of Event		$

Presenter Information: If an outside faculty/staff member is part of a program, their information can be shared here.

Attachments: Upload advertisements/approvals/email correspondences here.

The **Attention Section** instructs the user who is entering the program details that they need to scroll down and submit the form to the appropriate individual (HD, AHD, or Community Council).

▼ Presenter Information

Name:	First name / Last name
Title:	
Role:	- select one -
Academic Department/College:	
Phone (eg. 111-222-3333):	
Email:	

▼ Attachments

Attach flyers, handouts, pictures etc.	Choose File No file chosen

▼ ATTENTION

Please scroll to end of form and submit to appropriate individual. (HD, AHD, Hall Council)

AT THIS POINT, THE PROGRAM PROPOSAL IS READY TO BE SUBMITTED.

<u>Note</u>: The remainder of the form should be completed after the event.

Next Steps: Selecting *HD Review* or *AHD Review* will direct the user to a new screen. On that screen, the user should select the professional staff supervisor or advisor. (*If Community Council Review* is not an option and this program needs to be reviewed to the Community Council for the next step, the professional staff member will route it to the Community Council). The user can choose more than one person to review the program proposal.

Next steps

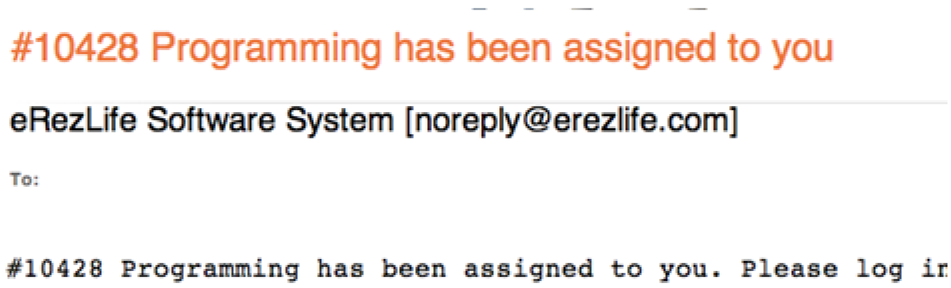
Send to

HD Review | AHD Review

Other actions

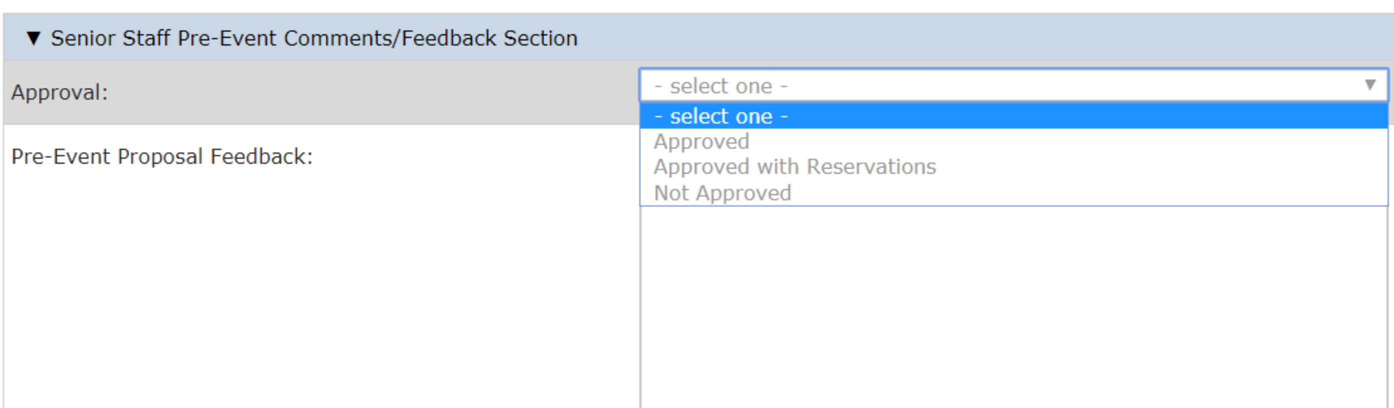
save form

Behind the Scenes: The senior staff reviewer(s) will then receive a message that they have a program to review.



Note: If the program was sent to more than one person, both parties will get the same email and it will appear on both screens. The first person to click on programming will get a screen that will have the details listed.

Once Senior Staff enters the Programming page, they can review the information that was entered and provide any comments in the **Senior Staff Pre-Event Comments/Feedback** section. Here Senior Staff supervisor will provide you with an Approved, Approved with Reservations or Not Approved status for program submissions. In the Pre-Event Proposal Feedback box, Senior Staff will type comments to for the program and the rationale for the status. This is where organizers will need to go back to fix something, speak with their Senior Staff supervisor or advisor, or be given the notification that the organizers can proceed forward with implementing the program. This is also a good way for organizers to know if they are approved for the Huntington Pay Card and need to arrange a time to pick it up.



Upon entering the Approval Status and giving Feedback, the approving party will scroll to the bottom of the page, and click the “Send to Previous User” button. This will put the program proposal back in the hands of the organizer planning the event. The organizer will get a similar email that the approver did letting them know that the program has been passed back to them.

Upon completion of an approved event, the user/organizer who hosted the program will go back to the Program form and enter in the **Post-Event Assessment and Reimbursement** section. For List of Expenditures, the organizer will want to list out each item bought and the actual cost in a detailed, itemized list.

In this area, there is also a prompt for the organizer to consider filling out an “Of The Month” nomination for the program, along with the link to the OTM site.

▼ Post-Event Assessment and Reimbursement

Actual Attendance:	
Overall Rating of Event: (1 = Do Not Recommend, 5 = Excellent)	- select one -
Overall Evaluation of Event:	
Would you recommend the presenter(s)?	Yes No
Explain:	
Suggestions/Improvements:	
Actual Cost (total):	$
List of Expenditures (including): Entertainment Food (non-pizza) Pizza Prizes Registration Supplies Travel off campus	
Are you submitting a reimbursement from hall council?	Yes No

Reimbursement: The next section of the eRezLife program tracking system is meant to act as an electronic means of logging and tracking the receipts and checks associated with programming. This is where the name of the person or organization being paid should be listed.

NOTE: Click on the green plus sign to add additional names for reimbursement.

Receipts: Organizers should upload pictures they have taken of receipts, or scan them in, to have a digital copy of the expenditures saved.

▼ Reimbursement Request Details

Person/Organization to Reimburse:

Amount:

▼ Receipts (Only for Hall Council Funds)

Attach receipts:

▼ ATTENTION:

Please submit form to Senior Staff.

▼ Senior Staff - Reimbursement Section

Check Number:

Check made out to:

Check Amount:

Date Given to RA:

By checking this box, I acknowledge the receipt of this reimbursement:

▼ Senior Staff Post Event Comments/Feedback Section

Post-Event Comments:

Next steps

Send to

previous user | HD Review | Hall Council Review

Other actions

close form

Upon posting reimbursement details, and attaching receipts, the organizer will come across another **Attention Section** that tells them to send the form back to their supervising or advising Senior Staff member. The Senior Staff member will get another email letting them know the program has been sent back to them.

Once a program is completed, Senior Staff will close the form and send any post-event comments to the programming paraprofessional staff member.

OFFICE OF STUDENT LIFE
RESIDENCE LIFE

OFFICE OF STUDENT LIFE
RESIDENCE LIFE

Check Release Form

Organization Issuing Checks:________________________________

Make check payable to:	Check Number	Date Check Issued	Check Amount
The following person is approved to pick up the check:	**Signature of Check Recipient ↓↓↓**		**Date Check Picked-Up**

Make check payable to:	Check Number	Date Check Issued	Check Amount
The following person is approved to pick up the check:	**Signature of Check Recipient ↓↓↓**		**Date Check Picked-Up**

Make check payable to:	Check Number	Date Check Issued	Check Amount
The following person is approved to pick up the check:	**Signature of Check Recipient ↓↓↓**		**Date Check Picked-Up**

Make check payable to:	Check Number	Date Check Issued	Check Amount
The following person is approved to pick up the check:	**Signature of Check Recipient ↓↓↓**		**Date Check Picked-Up**

Instructions for check issuer: Complete all entries in gray sections
Instructions for check recipient: Complete all entries in white boxes

BUCKID

BuckID Transaction With Card

Press F3 (UniversityID)
Swipe Card
Enter transaction amount
Press Green Button (Arrow)

BuckID Transaction Manual Entry

Press F3 (UniversityID)
Press F1 (Sale)
Enter Card #
Enter transaction amount
Press Green Button (Arrow)

BuckID Transaction Refund

Press F3 (UniversityID)
Press F2 (Refund)
Swipe/Enter Card #
Enter transaction amount
Press Green Button (Arrow)

BuckID Transactions Report

Press F3 (UniversityID)
Press F4 (Reports)
Press F1 (Batch Totals)
  Transaction Summary prints
Press the Red 'X' Button
Press F3 (Batch)
Press F3 (Clear Batch)
  Press F2 for 'yes'
  Batch Totals are Cleared

BUCKID

Reader Messages

VALID
Valid Transaction

CONNECTFAILED
BUCKID system problem. Call 292-5700

CARD INVALID-LS
Card has been reported Lost/Stolen

CARD NOT IN HOST
Card is not in BUCKID system

INSUFFICIENT $
Not enough funds to cover transaction amount

PRIV UNASSIGNED
Cardholder does not have an open account

SYSTEM ERROR
BUCKID system problem. Call 292-5700.

SYSTEM UNAVAILABLE
BUCKID system problem. If persists call 292-5700.

NO ENQ FROM HOST
BUCKID system problem. If persists call 292-5700.

NO PHONE NUMBER
BUCKID system did not pick up. Try again.

HOST TIMEOUT
BUCKID system problem. Call 292-5700.

BUCKID

Additional Information

The F2 Key (CommServer) is used for setup purposes only by a BuckID technician.

The purple keys at the top of the number pad keys are non-functional

More Information for Reports:
-In F4 (Reports), F2 (Batch Detail) prints out a detailed report with individual transactions.

-F3 (Server Totals) is not supported. DO NOT USE

-F4 (App Config) prints a unit configuration report. Please use if a BuckID Technician asks for a report.

More information for Batch:
-F1 (Review Batch) allows for onscreen viewing of individual transactions marked with date and time.

-F2 (Close Batch) is not supported. DO NOT USE

BUCKID

Additional Information

Vx570 Information

- Upon completion of transaction, one merchant receipt will print from the verifone reader. This receipt is to be signed by the customer. If the customer wants a copy, press the green (arrow) key.
- Verifone readers work best with new cards. If the card has a worn or scratched magnetic stripe, terminals may read it if it is swiped quickly. If the card is unreadable, enter the transaction manually following directions on reverse side.
- To replace printer paper, locate release button on the right side of the reader indicated by a downward facing arrow. Press to release reservoir top and insert new roll with feeding direction up.
- To do a balance inquiry, simply do a regular transaction for $.0.00, and the balance will be displayed on the receipt.

BUCKID

Additional Information

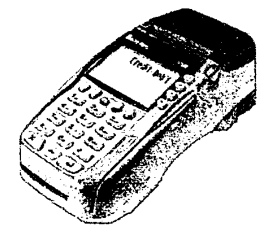
Vx570 Information

- The verifone Vx570 Merchant Terminal is a desktop or wall-mount terminal that accepts BUCKID card transactions.
- BEFORE EACH TRANSACTION VERIFY THE PICTURE ON THE ID CARD
- It is your responsibility to verify the identity of the cardholder prior to the transaction as you will not be reimbursed for purchases made with a stolen card.
- BuckID Card Services is not responsible for providing reader and printer supplies such as paper and ribbons.
- Verifone reader accepts 2.25" thermal printer paper.
- Supplies for verifone printers may be obtained at any local office supply outlet (i.e. Staples, Office Max).

BUCKID

HELP CARD

Verifone Vx570



Technical Assistance
BuckID Support Services
614-292-5700

**BuckID Office
(Accounting Questions)**
614-292-0400

Mailing Address
BuckID Card Services
3040 Ohio Union
1739 N. High Street
Columbus, Ohio 43210

Online
buckid.osu.edu

BUCKID

DIRECTORY UPLOAD

Document	Frequency	Where to ACCESS document?	Save document as:	Where to UPLOAD document?
Assistant Director Fiscal Checklist	Twice a semester	U:\UH Leadership and ILOs\Access Documents You Need Here	Month-AD-Building/ILOName.pdf	U:\UH Leadership and ILOs\Financial Uploads**SELECT ACADEMIC YEAR**\Audit Reports
Ledger	Monthly	U:\UH Leadership and ILOs\Access Documents You Need Here	Year-Semester-Building/OrgName.xlsx	U:\UH Leadership and ILOs\Financial Uploads**SELECT ACADEMIC YEAR**
Check Release Form	As needed	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Save as PDF; add PDF to last page of Audit Report and upload with the monthly Audit Report
Organization Transition Report	Once – April 1	U:\UH Leadership and ILOs\Access Documents You Need Here	YEAR-Building/ILOName.docx or pdf	U:\UH Leadership and ILOs\Minutes & EOY Report Uploads**SELECT ACADEMIC YEAR**\Organization Transition Reports
Student Travel Pre-Travel Form	Prior to every student travel trip	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Email to Office/Business Manager*
Student Organization Graphic Icons	As needed	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Not applicable
Involved Living Handbook	As needed	http://involvedliving.osu.edu/admin/il-resources/	Not applicable	Not applicable

Marketing Guidelines for Community Council Apparel

1. If a Community Council is ordering apparel for their own members and they are not mentioning Ohio State they do not need to go through Student Life Marketing.

2. If Community Council is ordering apparel for their own members and mentioning Ohio State 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, Kit Lewis.1464@osu.edu, and submit a marketing request here: https://studentlife.osu.edu/secure/marketing/

BPHC
BRADLEY PATERSON HALL COUNCIL
AT OHIO STATE®

3. If a Community Council is ordering uniforms for hall staff they need to go through Student Life Marketing.