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**INTRODUCTION**

You’ve been given this packet because you have been selected to serve as an Involved Living Organization (ILO) advisor. Welcome to the special honor of being an ILO advisor! This role includes working with some of the most passionate student leaders at Ohio State and helping our students achieve their vision for their ILO. We know that each ILO is structured slightly differently and functions to serve different purposes, which means that there will be times where you’ll need to ask Leah (Leadership & Involvement Specialist) questions because there may not be a centralized process that applies to your organization. We’ve decided to create this packet for the first time to share resources with ILO advisors that can help you in your role and assist your students. Your students have already received a similar packet, but in the form of a workbook with more reflection built into it.

This advisor packet will discuss important topics related to your time as an ILO Advisor. We expect that you take the time to go through this packet and we hope you find time to go through the student workbook as an executive board too and get excited about what this school year will bring!

If you have any questions, please email Leadership and Involvement Specialist, Leah Wheeler at [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu)

* The Student Involvement and Leadership Committee

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**WHAT IT MEANS TO BE AN ILO ADVISOR**

* **Work with passionate students in a specialized organization**
  + This means that your students will be excited to plan events and as an advisor, you get to ask how they want to make it happen and help them solve problems.
  + This can sometimes mean that team dynamics can be emotionally charged, and you may need to help mediate group conflicts.
  + You may need to step in and help them adjust plans when their big ideas are unrealistic.

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**HOW YOUR ILO ALIGNS WITH THE MISSION OF HOUSING AND RESIDENCE EDUCATION**

Involved Living Organizations (ILOs) assist in enhancing the residential student experience through the support, events, and opportunities they provide. ILOs are larger student organizations than the typical Community Council and are directly supported by Housing and Residence Education.

* **Create Community: We build relationships, are accountable to ourselves and others, participate in activities, and demonstrate responsible citizenship.**
  + Students will demonstrate engagement with the university community.
  + Students will build meaningful relationships within their living environment
* **Advocate Wellness: We take an active role in all aspects of wellness for ourselves and those in our community.**
  + Students will be able to identify holistic wellness practices
  + Students will have a thorough awareness of healthy habits related to alcohol and substances
* **Promote Inclusion:** **We engage in respectful dialogue, confront incidents of bias, strive to use inclusive language, and acknowledge and celebrate differences.**
  + Students will experience opportunities to increase their understanding of themselves in relation to others
  + Students will have a thorough understanding and appreciation of cultural and human differences
* **Enhance Learning:** **We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.**
  + Students will be aware and faculty and academic resources on campus that support their success
  + Students will engage in intellectual exchanges in their residence hall environment and on campus with fellow students, faculty, and staff

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**INVOLVED LIVING ORGANIZATION ADVISOR EXPECTATIONS**

* **ILO Advisor Responsibilities**
  + Attend executive board and general body/ILO meetings and events
  + 1:1 meetings with executive board members
  + Update Housing and Residence Education records as needed as well as Student Activities records (ie student org registration)
  + Provide updates to Residence Life department at department meetings when large events are coming up and encourage others to attend or promote the event.
  + Upload monthly ledgers
  + Keep Leadership & Involvement Specialist, Leah Wheeler.1110 in the know about things happening in your ILO
    - Leah will schedule 1:1 meeting or send an email for an ILO check-in to you at least once a semester.
    - Have students send program/event details to her so she can add those promos to the Involved Living newsletter each week. Typically needs to be submitted the Sunday before the program, but earlier is better.
    - Update ILO rosters as they change [2022-2023 ILO Executive Board Roster](https://buckeyemailosu-my.sharepoint.com/:x:/g/personal/wheeler_1110_osu_edu/ERpOMpP0p9pOm7Ot3hVlGmABt9OAdsd5YqfvSz7u6wkRBg)
  + **Read through the Involved Living Organization (ILO) Expectations for your org. Listed in the ILO exec workbook.**

1. **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).

1. **Senior staff must assist ILO in completing student organization registration requirements through Student Activities**

* Residence Life staff will work with ILO execs 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 org data that needs to be completed.
  + “Primary Leaders” are typically the President and Treasurers who can then updated 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 will 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/>

1. **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.

1. **Senior staff advisors must meet one-on-one with all executive board members on a biweekly basis, at minimum. 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. This role should be advised by a Residence Life 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 Residence Life ILO advisor and not an external advisor.
* **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.

1. **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 University Housing shared drive (UH drive) in the "UH Leadership and ILOs" folder. This drive can only be accessed on a Residence Life desktop.
* 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.
* At the end of each semester, the Leadership & Involvement Specialist will check in to see how the organization is doing, talk about finances for your organization and future plans.

1. **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 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 advisors and have attended the in-person session may “renew” their Advisor Training online.
2. **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.

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**FUNDING & LEDGERS**

* **What does your ILO budget look like?**
  + Housing and Residence Education recommends that you utilize the ledger our communities use, but we know that some of our ILOs are not currently using that ledger spreadsheet. For assessment purposes, we’d like them to switch unless they have specific reasons to stick with their current tracking system.
* **Help your entire exec board understand how your ledger functions**
  + The Ledger 101 handout from training, which can also be found in the Housing and Residence Education Microsoft Team could be a helpful resource you can download and share with your ILO’s treasurer.
  + It’s possible you may need to ask some of your returning execs to explain how the funding processes have worked in the past so as advisors, you can determine if changes need to be made. The “budgeting your values” activity in the student workbook is helpful to see if spending is aligned with your goals as an organization.
* **Know when to ask for help**
  + Leah Wheeler.1110 is the first person you should reach out to if something seems off regarding your ILO budget. For your community ledger, you reach out to your direct supervisor to catch errors and with ILOs you can go directly to Leah.

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**GOAL SETTING**

* **Strategic Planning**
  + **Benefits of taking time to map out the future:**
    - Sense of direction and aids in setting priorities
    - Increases efficiency
    - Proactive instead of reactive
    - Makes organization and plans more sustainable
  + **Planning for ILO events**
    - People
      * Who do you need to “make it happen”?
      * Who is your target audience?
      * How many people do you think will attend?
      * How are you going to engage those that attend your event?
    - Supplies
      * How much of each item will you need?
    - Set-up & Clean-up
      * Who is helping to do what?
      * How early do you need to arrive?
      * Who is assigned to which set-up tasks?
* **Know your values and budget before setting goals**
  + This helps in creating more realistic goals with your values and budget in mind.
* **Create at least 3 goals**
* These are required in the student organization management system when registering, so that is the minimum number of goals your ILO needs to create.
* Creating goals will then help your ILO determine how to strategically plan for the year.
* Consider creating SMART goals: SMART is an acronym, which stands for **SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT,** and **TIMELY.** Using the SMART formula, you can set goals with a higher chance of success in achieving them.
  + - **Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, answer the 5 W's: Who, What, When Where and Why?
    - **Measurable:** Establishing criteria for measuring progress towards goals helps you to stay on track, meet deadlines, and keeps you motivated to achieve your goals.
    - **Attainable:** To be successful, goals should be realistic and achievable. While goals should push us/stretch our abilities, they should still be possible to achieve.
    - **Relevant:** Is the goal important to you? Does it align with the principles/goals of your organization as a whole? A SMART goal should be worthwhile and match the needs of the individual and/or the group.
    - **Timely:** Goals should be grounded within a timeframe, which makes the goal seem more "real," and therefore, more likely to be achieved.

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**ALL ABOUT RHAC GRANTS**

* **What is RHAC?** 
  + RHAC is the governing organization for all residence halls at The Ohio State University. RHAC oversees the 21 residence halls and complexes, working with community councils, Housing and Residence Education, and Dining Services to create the premiere residence hall experience for our students. RHAC serves as the voice of residence hall students and is the governing organization for all campus residence hall community councils. Each residence hall elects an executive board which sends a member to represent the opinions of their students within the RHAC Senate. Students work within the Senate by joining committees, creating programs, approving funding, and voicing their opinions and concerns for the betterment of the student residential experience.

## **RHAC Grants**

* + [**RHAC grants**](http://involvedliving.osu.edu/rhac/grants/) **are amounts of money given to on-campus organizations and programs looking to improve Housing and Residence Education on campus by focusing on any of RHAC’s five pillars:**
    - Creating and Developing Community
    - Student Advocacy
    - Student Development and Wellness
    - Diversity
    - Recognition and Leadership
      * You can apply for up to $2,000 per program.
      * *The Finance Committee reserves the right to adjust the amount of the approved grant as they see fit.* If your grant is approved, you will receive funding in the form of reimbursement after you have paid for the event and all necessary supplies.
* **If the event is being held in conjunction with multiple organizations, only one application should be submitted for said program.** 
  + To promote collaboration amongst Community Councils, if you are a Community Council submitting a grant for an event with another Community Council, each participating Community Council may submit a grant request.
* **How does the process work?**
  + Submit your grant application at any time through <https://osu.erezlife.com/> after your program has been approved. The Finance Committee will review grants during each Finance Committee meeting (weekly as of now).
  + You will receive notice of your grant’s approval or denial on Friday following each grant deadline
  + Following the completion of the program, the second half of the erezlife form along with all receipts must be submitted within 2 weeks of the program for proper reimbursement. \*\*Note that failure to submit the form and all receipts within this period will result in no reimbursement.\*\*
* **A Peek into the RHAC Grant Application - What to Have Ready**
  + eRezLife number - you must get your program approved before you apply for a RHAC Grant
  + Who are you?
  + Program Title
  + The amount of funds you are requesting
  + Line item budget breakdown (be specific about what you’re planning to purchase)
  + Expected attendance
  + The pillars of RHAC the event will comply with
  + In 200 words or less, describe the program, how it highlights the RHAC pillar(s) you selected, and the benefit residents will gain from this program (Please do not just copy and paste your programming form description).
  + What other sources of funds are being used or sought and how will the program change if the grant cannot be approved?

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**STUDENT LIFE MARKETING GUIDELINES**

## **Introduction**

* + As you are planning programs and events, you will want to consider how you can best market to students. There are many resources available to you, whether that is creating marketing materials on your own or collaborating with Student Life Marketing.

## **Marketing Tips and Tricks:**

* + It is crucial when planning programs to market them effectively! There is nothing sadder than planning a cool event that no one shows up to because they simply didn’t hear about it. Typically, ILO events are marketed with some combination of these strategies: social media, paper flyers, and word of mouth marketing.
  + **Best practices for marketing:**
    - Have flyers and social media posts ready well in advance
    - Tag relevant accounts (such as @osureslife) in your posts to increase engagement
    - Carefully proofread and use inclusive language
    - Take pictures at your events and use those to create future marketing materials

## **Helpful tools:**

* + [Ohio State Brand Guidelines:](http://brand.osu.edu/) Contains resources, such as color pallets, that will help create content consistent with OSU branding. An OSU employee login is required to access these resources.
  + [OSU Residence Life social media guidelines:](http://involvedliving.osu.edu/posts/documents/social-media-guidelines-as-of-2021.pdf) Outlines guidelines for social media accounts involved with Residence Life/Student Life (these social names will likely change soon due to new department name)
  + [Canva:](http://canva.com/) Contains templates and other resources you can use to create FREE graphics, flyers, etc. for your organization

## **Student Life Marketing Process:**

* + The Student Life Marketing team can also assist with planning, design, promo and apparel orders and campus-wide promotion, including social strategy. Before you work with Student Life Marketing, be sure to have your advisor's approval to move forward with any requests.
  + **What services do they offer?**
    - Promo and Apparel Items
    - Videography
    - Printed and Digital Materials
    - Photography
  + **What timelines should you follow?**
    - 4 weeks required for design
    - 2-3 weeks for production/printing
    - Video project timelines vary, please contact our team to discuss your project
    - Consider the in-hands date when determining your timeline and deadlines. Often the in-hands date is earlier than your event date.
  + **What steps should I take if I want to collaborate with SL Marketing?**
    - **STEP ONE**
      * Determine event/program details
      * Contact Marketing Specialist
      * Plan/Discuss strategies and deliverables
    - **STEP TWO**
      * [Fill out Marketing Request Form](https://studentlife.osu.edu/secure/marketing/)
      * Information to consider and include in the form:
        + Content
        + Items needed
        + Quantity
        + Budget
        + In-Hands Date
        + Design
    - **STEP THREE**
      * Review and Approve Artwork and Quotes
      * Important things to check when reviewing:
        + Spelling and Grammar
        + Correct dates, times, locations
        + Correct phone numbers, contact information
        + Titles and names
  + **For additional information about marketing services, visit** [slmarcomm.osu.edu](https://slmarcomm.osu.edu/)

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**SPACE RESERVATIONS**

## **Introduction:**

* + As an ILO, you have the ability to book Housing and Residence Education spaces, outdoor spaces, Ohio Union spaces, and classroom spaces. The information below contains information directly from the [Ohio Union Space Request](https://ohiounion.osu.edu/meetings_events/space_requests/) website.

## **Helpful Links and Steps for Reservations:**

* + [**University Housing Event Spaces Guidelines**](http://involvedliving.osu.edu/posts/documents/2-3-university-housing-space-guidelines.pdf)
  + **University Departments and Student Organizations:**
    - **Event/Performance Space**: To request the *Archie M. Griffin Grand Ballroom, US Bank Conference Theater, or the Performance Hall/Potter Plaza,* please contact our [event services team](mailto:ohiounionevents@osu.edu).
    - **One-time meeting space or recurring requests**: Registered student organizations and university departments should use our [Space Request Tool](https://emsweb.studentaffairs.ohio-state.edu/emswebapp/Default.aspx). The tool allows users to see real time space availability and submit space requests quickly and easily. For additional help using the Space Request Tool please download our [Space Request Tool - Quick Guide](https://ohiounion.osu.edu/posts/documents/quick-guide-space-request-tool-draft.pdf). When you create a Space Request Tool account for the first time, it takes 3 business days for your account to be approved and set up, in order to submit space requests.
    - **Check availability**: Any user can check space availability by calling our Event Reservations team at [614-292-5200](tel:614-292-5200), or by visiting the Ohio Union Administrative Office located in the southeast corner on the second floor of the Ohio Union, Room 2008. The Administrative Office is staffed Monday - Friday from 8 a.m. - 6 p.m.

### **Student Organization Recurring Meeting Request Windows**

* + - **Space Use Agreements**: Student Organizations looking to request recurring meeting space in the Ohio Union must have a completed [Space Use Agreement](http://go.osu.edu/OhioUnionSpaceUseAgreement) (SUA) on file for each academic year. The organization’s President, Treasurer and Advisor must review and sign the document via DocuSign. Requests can be submitted only by students listed on their organization’s roster. The student organization must have submitted their [Space Use Agreement](http://go.osu.edu/ohiounionspaceuseagreement) at least two weeks prior to the opening date for submissions. If you have any questions or trouble completing the document, please email [ohiounionevents@osu.edu](mailto:ohiounionevents@osu.edu) or call the Ohio Union Administrative Office at [614-292-5200](tel:614-292-5200).
    - **Submitting Space Requests**: Student organizations can submit requests for recurring meeting space using the [Space Request Tool](https://emsweb.studentaffairs.ohio-state.edu/emswebapp/Default.aspx) beginning on the following dates:
      * Fall semester: **May 16, 9 a.m.**
      * Spring semester: September 15, 8 a.m.
      * Summer term: January 18, 8 a.m.
      * *If the 15th falls on a weekend or holiday, requests will open the first business day following the 15th.*
  + If you have questions about space reservations, please email Peter Hansen, [hansen.453@osu.edu](mailto:hansen.453@osu.edu).

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**YEAR AT A GLANCE**

Each year there is a flow of events, days off, finals, and due dates. Below you’ll find a summary of tasks or events that happen as well as a list of important dates for the upcoming year.

* **Summer**
  + Plan for the Student Involvement Fair and register your org for the event
  + Meet with your co-advisors to see how you’ll divide responsibilities and who will advise which exec members.
  + Brainstorm ideas for how you’ll work with this group while keeping in mind it is a true student run organization.
  + Update your ILO webpage on the [Involved Living website](http://involvedliving.osu.edu/)
    - [IL website management login](https://involvedliving.osu.edu/secure/manage/default.aspx) page
  + Get added to your ILO’s bank account as a card holder.
* **Fall**
  + Student Org Registration with Student Activities
    - Advisor training
    - President & Treasurer training
  + Additional Exec recruitment
  + Involved Living Leadership Conference (ILLC) Sept 18th
  + Homecoming Weekend 2022
  + Student Life Leadership Week (early October)
  + Start compiling event summaries and collect photos from fall semester to begin adding to your ILO transition report
* **Spring**
  + Facilitate a retreat at the beginning of Spring semester for your ILO
    - Meant to be a kick off to spring semester and time for the exec board to plan events for the semester and do some team builders.
  + Executive Board Elections for following year
  + Prepare ILO Transition Report documents
  + Host a transition meeting with your outgoing and incoming executive board sometime before finals.

**Dates for 2022 - 2023**

|  |  |
| --- | --- |
| Mon. – Sat. August 15th –20th, 2022 | **Move-In Timeline** |
| Sun. August 21st – Sat. 27th, 2022 | [**Welcome Week**](https://welcomeweek.osu.edu/)(dates are tentative, more will be posted on website) |
| Tuesday, August 23rd, 2022 | **Classes Begin** |
| Monday, September 5th, 2022 | **Labor Day (no classes, offices closed)** |
| Tuesday, September 13th, 2022 | [**Community Council Exec Board Roster**](https://buckeyemailosu-my.sharepoint.com/:x:/g/personal/wheeler_1110_osu_edu/EXsJcFbJHe9Dgnd55ozp_ooBAT2tFnkmV8yvXrdefAu_5Q?e=UrAOlN) **Due** |
| Friday, October 7th, 2022 | **September Ledger Due** |
| Mon. 10/3 – Sat. 10/8, 2022 | [**Student Life Leadership Week**](https://activities.osu.edu/involvement/leadership_development/leadership_week/#:~:text=When%20is%20Leadership%20Week%3F,out%20highlights%20from%202021%20below!) |
| Sunday, Sept 18th, 2022 | **Involved Living Leadership Conference** (for any student interested) |
| Thurs., 10/13 – Sun.,10/16, 2022 | **Fall Break (no classes, offices open Thurs & Fri)** |
| Sunday, October 30th, 2022 | **Fall Registration Deadline for Student Organizations** |
| Sunday, October 30th, 2022 | **ILO President, ILO Treasurer, and ILO Advisor Training Due** |
| Friday, November 4th, 2022 | **October Ledger Due** |
| Friday, November 11th, 2022 | **Veterans Day (no classes, offices closed)** |
| Wed., 11/23 – Sun.,11/27, 2022 | **THANKSGIVING BREAK (no classes, offices open Wednesday)** |
| Thursday, November 24th, 2022 | **Thanksgiving Day (no classes, offices closed)** |
| Friday, November 25th, 2022 | **Indigenous Peoples’ Day observed (no classes, offices closed)** |
| Friday, December 9th, 2022 | **November Ledger Due** |
| Fri., 12/9 – Thurs., 12/15, 2022 | **FINALS WEEK** |
| Fri., 12/16, 2022 – Sun., 1/8, 2023 | **WINTER BREAK** |
| Friday, January 6th, 2023 | **December Ledger Due** |
| Monday, January 9th, 2023 | **Spring Semester Classes Begin** |
| January 2023 | **Host Spring Retreat for your ILO exec board** (before 1/31) |
| Monday, January 16th, 2023 | **Martin Luther King Day (no classes, offices closed)** |
| Friday, February 10th, 2023 | **January Ledger Due** |
| Early February 2022  (typically around 2/11) | **ILO Exec Recruitment Deadline for RHAC + BSA**  (Exact date will be communicated at the end of Fall semester) |
| Friday, March 10th, 2023 | **February Ledger Due** |
| Sat., 3/10 – Sun., 3/19, 2023 | **SPRING BREAK** |
| Late March or early April | **Residential Leadership Awards** (EOY recognition event for CC/ILOs) |
| Friday, April 1st, 2022 | **ILO Exec Recruitment Deadline** (non-housing affected) |
| Friday, April 7th, 2023 | **March Ledger Due** |
| Wed., 4/26 – Thurs., 5/2, 2023 | **FINALS WEEK** |
| Friday, May 5th, 2023 | **April Ledger Due** |
| Friday, May 19, 2023 | **EOY Ledger Due** |

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**HELPING YOUR STUDENTS UPDATE THEIR CONSTITUTION**

The constitution should be simple, yet comprehensive, and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed. The below link serves as a starting point and you may find that your ILO needs unique additions due to the nature of your organization.

* **Utilize this** [**Res Life Specific Constitution Guide**](http://involvedliving.osu.edu/posts/documents/res-life-specific-constitution-guide.docx) **to walk you through the important sections and information to include in your ILO constitution.**
  + Make sure the most updated copy is saved in the Student Organization management system through Student Activities.

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**ILO EXECUTIVE BOARD ACCOUNTABILITY**

Accountability entails setting up the appropriate safeguards so that when issues and concerns arrive the proper pathways exist to overcome and work through them. Setting a standard for when disagreements and issues arise is essential to the success of your organization. Accountability can be established through a number of ways:

* **Executive Board Member Expectations**
  + **Executive board members must follow guidelines as listed in your ILO’s constitution.** 
    - If your constitution does not include exec expectations (attendance, role responsibilities, etc.), it is encouraged that you add them.
  + **Meet minimum GPA requirement of 2.0 Term GPA for undergraduates.**
    - Based on minimum requirements for good standing as set by the Office of Academic Affairs
  + **Organization must be in financial good standing defined as:** 
    - ILO ledger needs to be updated on a regular basis
      * This is to ensure that errors are caught early so they can be solved.
    - Monthly ledger need to be completed on time (Friday following the end of each month)
      * ILO advisor to upload to the UH shared drive or emailed to Leadership & Involvement Specialist, Leah Wheeler, at [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu)
  + **Must complete student organization President and Treasurer training each year.**
    - Complete annually by the October 30 deadline (as applicable) to maintain established status.
  + [Student organization training website](https://activities.osu.edu/involvement/student_organizations/requirements/training/)
* **What to do when an executive board member falls below the GPA requirement**
  + You may hear about this directly from your student, or the Leadership & Involvement Specialist will notify you of execs that fall below the GPA criteria.
  + You’ll want to create an action plan with a student when they’re not meeting expectations. You can reach out to Leadership & Involvement Specialist for a template if needed.
  + **Removing exec board members**
    - Make sure there are set guidelines for what happens in your constitution. Check out the [**Res Life Specific Constitution Guide**](http://involvedliving.osu.edu/posts/documents/res-life-specific-constitution-guide.docx) to see template language and process to utilize.
* **Expectations and goal setting**
  + **Set expectations at the beginning of the year**
  + When expectations aren’t met, confront the issue. This can be in a casual conversation and does not have to be punitive. The goal is to make sure your ILO can achieve your goals and meet the needs of your membership.
  + **Set your goals for the organization early and revisit throughout the school year.**
  + Encourage executive board members to create individual goals for their specific positions as well. Having their own vision will be important for when they need motivation.
* **Constitutional guidance**
  + **Expectations in Writing**
  + Your Constitution gives you expectations in writing so that you can reference them later if an exec member isn’t meeting them. This eliminates the excuse that an exec member didn’t know what was expected of them.
  + **Proactive Processes in Place**
  + Having a set process in place for when people aren’t meeting expectations creates steps to follow when issues arise and gives everyone an idea of how the issues of accountability will be handled.
  + **Accountability doesn’t always mean taking punitive action**
  + The hope is that learning occurs, and for learning to be accomplished, mistakes are made. Accountability just asks for there to be appropriate conversation and follow up in the face of disagreement and issues for the successful continuation of the organization towards its goals and mission.
  + Adding to the constitution who needs to be consulted when issues arise is important. Typically, this includes the organization advisors, as well as other Housing and Residence Education support staff when necessary.

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**STUDENT ORG REGISTRATION**

Student Org registration is a crucial step in getting your organization off and running. Failure to meet registration requirements by the end of the registration window may result in will be listed as inactive in the student organization directory and losing access to the resource room in the Union. If any organizational funding relies on student activities grant funds, you may not have access to those funds if your organization is inactive. It is critical to know how to complete each step in the registration process.

* **How to Find Registration Information:**

1. Go to the Student Organization Management System at activities.osu.edu and log into your organization’s account
2. Scroll to *Training & Registration Information* and the following sections to see the registration requirements
3. Check the *Annual Registration Window* to confirm the date you must complete all registration tasks by

* **Steps to complete student organization registration:**
  + **Training & Registration Information**

You will know a specific task has been completed when you see a ‘Y’ to the right of task name

* + - President & Treasurer Training
      * Go to [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/) and scroll to *Available training sessions* and have your president and treasurer sign up for their specific training.
    - Advisor Training
      * ILO Advisors are required to participate in the Student Activities training.
      * Advisors complete training every 2 years. If it is an advisor's first time working with a student organization or it's been more than two years since their last training attendance, they must complete training in a live session.
      * Sign up for training at [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/).
    - All other sections will be approved by Student Activities once they are completed in the subsequent sections
    - Constitution File
      * Upload revised constitution in this section
  + **Leader Information**
    - Add all relevant leader information in this section
      * For username, use name.#
  + **General Information**
    - Add all the information you can to this section
      * Work with leaders or exec board to develop a purpose statement for your organization
  + **Meeting Information**
    - Add meeting date, time, address
  + **Office Information**
    - Add office address or where paper mail can be sent (if necessary)(Can use Residence Life Office address:
      * 190 West Woodruff Ave
      * Columbus, OH 43210
  + **Membership Information**
    - Add all membership information respective to your organization
  + **Goal Information**
    - Add goals to your organization to be decided upon by the exec board
  + **Logo**
    - If your organization has a logo, please add it in this section

## **Review all components with ILO President or Exec Board**

## Visit [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/) with the exec board to see a more detailed list of all information required to complete your student organization registration.

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**INCLUSIVE AND ETHICAL RECRUITMENT/ELECTIONS**

## Recruitment is one of the most challenging aspects of running a campus organization. Nonetheless, when recruitment is done well, it can ensure the continuation of long-term organizational missions past the current academic year. One of the major considerations during the recruitment process should be combating bias. Implicit bias, a type of bias, is bias that individuals may be unaware of holding and acting upon.

**Strategies for Recruitment**

* **Make sure your organization is welcoming and supportive of diverse members**
  + Make sure online information clearly shows and demonstrates how your organization is committed to making sure diverse participants are welcomed and supported in your group.
  + Ensure that your organization has processes and values in place that guide action.
* **Emphasize what participants are *passionate* about in terms of being part of your group or organization.**
  + An important part of recruitment is showing potential members what your organization is all about and what they can get out of the experience of joining your organization.
* **Make sure your applications for executive board positions are widely available.**
  + You may post it on your website, but if you’re not sharing the application widely, you won’t reach as many students. Submit content for campus newsletters and share with a variety of offices on campus as well.
* **Work with campus offices that regularly work with diverse communities of potential members.** 
  + The Multicultural Center, The Office of Disability Services, and the Office of Diversity and Inclusion all have extensive listservs of individuals who could be contacted about joining your organization.
* **Visit and work with other diverse campus organizations *in person.***
  + By collaborating with other groups who are already successful at recruiting and sustaining diverse memberships, you can not only learn tips for bettering your own organization, but also work together to facilitate larger scale events and programs that might not have been possible if either of your groups had to put them together by themselves.

**Combat Implicit Bias During Recruitment**

* **Complete the Kirwan institute training regarding implicit bias**
  + <https://kirwaninstitute.osu.edu/implicit-bias-training>
  + It is encouraged that all ILO execs go through this training. This could also be a good resource to have any interviewer or application reviewer to go through.
  + Other Kirwan Institute resources: <https://kirwaninstitute.osu.edu/training-resources>
* **Make application processes anonymous**
  + When having people review and score applications, leave names and identifiers out of the process so you can score based on the content of the application. This aids in eliminating some bias towards applicants.
* **Create a rubric to score applications**
  + Give specific criteria for what warrants a certain score.
* **Align your recruitment with mission vision and values**
  + What questions are you asking? Narrow down what you ask to what you really want to know about your candidates.

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**FACILITATING POSITIVE RELATIONSHIPS**

Recruitment is only part of what helps to make a group successful. It is also important to think about strategies that help facilitate positive relationships.

**Identify membership roles (influencers, followers, first adopters)**

* Who are the formal and informal leaders of the group, who set the tone for what the group values, and how it treats those within the organization.

**Support feelings of safety or comfort**

* Do new (or potentially new) members feel welcome in the group, are there ways for diverse perspectives and lived experiences to be incorporated into how the group functions, or is the group only focused on a select few ways of doing things.

**Understand context**

* Where are the meetings happening? Is the space welcoming to all individuals or groups, or does it represent challenges for those who are differently abled, and/or are underserved in terms of access to technology or transportation, etc.

**Celebrate the social identities of students**

* Is there a space for cultural differences in the group? What happens when differing perspectives are presented?

**Create a sense of connectedness**

* Does the group seem to solely focus on returning or senior members of the organization, and ignore, or exclude the experiences of new or other members?

**Utilize Student Organization Success Coaches**

* Student org success coaches provide personalized workshops on these topics to help create welcoming and supportive organizational structures.
* <https://activities.osu.edu/involvement/student_organizations/sosco/>

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**HOW TO LEAD A DIALOGUE OR DISCUSSION**

Leading a dialogue is essential to quality organization health. Leading a dialogue is different from leading a meeting. A meeting has many dialogues. A dialogue is an open conversation around a single issue. Dialogue is a way to think about and create new ways to make sure everyone not only feels welcome in our ILOs but also supported regardless of how they choose to “fit in or stand out.” Dialogue can be a powerful tool for exploring ways to ensure we provide innovative ways to engage.

* **A dialogue** is more than just a conversation; it is a give and take. It involves multiple parties talking with each other in a constructive manner to further knowledge and understanding of a topic or idea.
* **Read about the differences between a dialogue, debate, and discussion in this** [**handout**](https://cpb-us-w2.wpmucdn.com/u.osu.edu/dist/d/61916/files/2018/07/Debate-Discussion-and-Dialogue-sheet-s5fhqr.pdf)**.**
* **Tips for Participants in a Dialogue**

This section is an excerpt from *A Guide for Training Public Dialogue Facilitators Everyday Democracy* on [www.everyday-democracy.org](http://www.everyday-democracy.org/)

* **Listen carefully to others.** Make sure everyone has a chance to speak. Don't interrupt people. When you show respect for other people, it helps them show respect for you.
* **Keep an open mind.** This is a chance for you to explore ideas that you have rejected or didn't consider in the past.
* **Do your best to understand other points of view.** It is important to understand what other people think and why they feel the way they do. This will help you find solutions that work for everyone.
* **Help keep the discussion on track.** Make sure your remarks relate to the discussion.
* **Speak your mind freely, but don't take over the discussion.** If you tend to talk a lot in groups, leave room for quieter people. Being a good listener shows respect for others. This makes it easier for quiet people to speak up.
* **Talk to the group rather than to the facilitator.** Try to look around the group when you talk. That will show others that they are part of the conversation.
* **Talk to individuals in the group.** The dialogue should feel like a natural conversation. "fry to involve everyone. If you feel someone has something to say, draw them out. Ask them questions about their ideas.
* **Tell the facilitator what you need.** The leader guides the discussion, sums up key ideas, and helps to make things clear. If something is not clear, say so. Others might have the same concern.
* **Value your life stories and opinions.** Everyone in the group, including you, is unique. All our lives have been different. This is what makes this process interesting. Make sure your voice is heard. Your wisdom and ideas are important.
* **It's OK to disagree.** Even when we all come from the same group or culture, we are still different. These differences keep the group lively. If you do not agree with an idea, ask questions, but don't get carried away. Be respectful.
* **Remember that humor and a pleasant manner will help.** When you keep your sense of humor, people will like listening to you. You can disagree with someone without making a personal attack.
* **Body language is important.** When you talk, your body "talks," too. Pay attention to your "body language," and the messages you are sending.
* **Another Resource**

How you structure a meeting agenda directly lends towards the dialogues you successfully can and cannot have

Keep a good idea of how long you want dialogues to last and allow for variability

Prepare before the meeting and have prompts prepared for the group to get the dialogue started. Please reference the below website for more resources:

* + <https://u.osu.edu/reslifedialogue/>

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**IMPORTANT LINKS**

1. [ILO Exec Training Workbook](http://involvedliving.osu.edu/posts/documents/ilo-exec-training-workbook-as-of-6-24-22.docx)
2. [2022-2023 ILO Executive Board Roster](https://buckeyemailosu-my.sharepoint.com/:x:/g/personal/wheeler_1110_osu_edu/ERpOMpP0p9pOm7Ot3hVlGmABt9OAdsd5YqfvSz7u6wkRBg)
3. [Involved Living Website](http://involvedliving.osu.edu/)
4. [Involved Living “IL Resources” webpage](http://involvedliving.osu.edu/admin/il-resources/)
5. [Leadership Lesson Plans webpage](http://involvedliving.osu.edu/admin/leadership-lesson-plans/)
   1. Resources you or your students can utilize as facilitation guides during meetings, etc.
6. [Student Activities Website](https://activities.osu.edu/)

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