

Welcome!

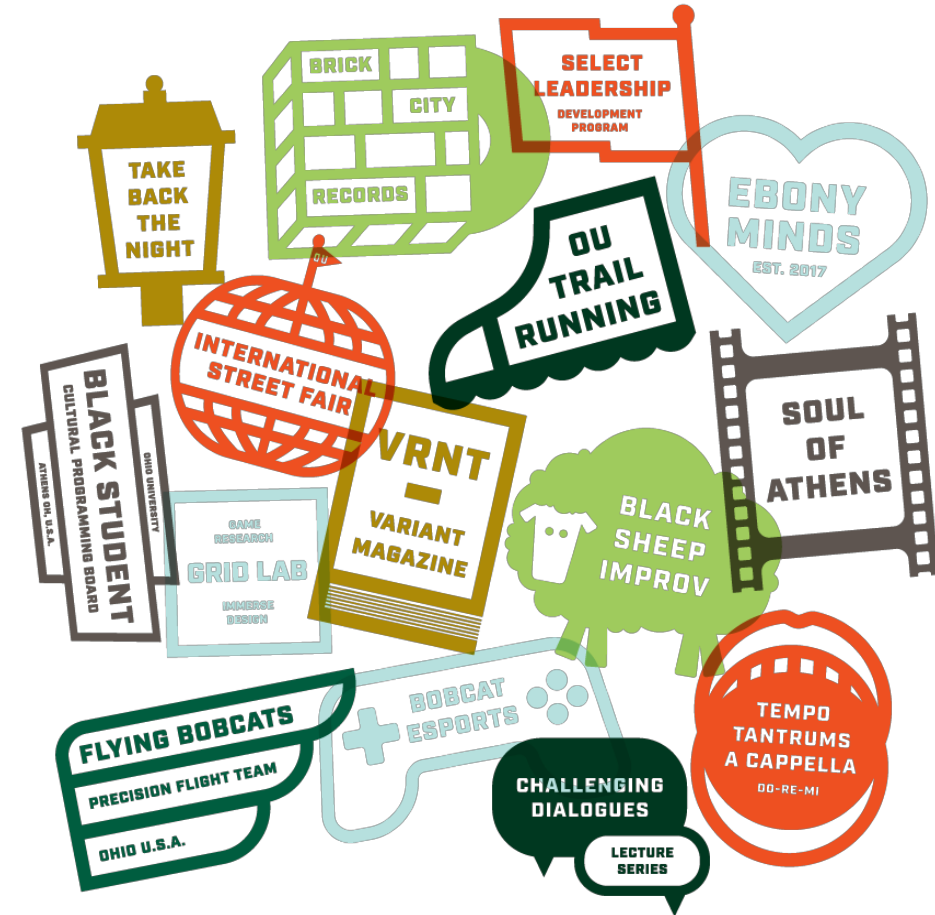
Student Organization Leader Training

Presented by the Center for Student Engagement and Leadership
& OHIO Business Service Center



Agenda

- Locations
- Introducing the new CSEL Team
- Legal & Policy Updates
- Freedom of Expression Overview
- Resources through CSEL
- Event Planning Tips
- Reserving Spaces
- Bobcat Connect
- Using Your Financial Accounts
- Leadership Development Opportunities



Center for Student Engagement & Leadership and Business Service Center

Physical Locations:

CSEL: Baker
Center 330, 203

BSC: Lindley
Hall 1st Floor

Online Location:

CSEL: [ohio.edu/
engagement](https://ohio.edu/engagement)

BSC: [ohio.edu/finance
-administration/
business-service-
center](https://ohio.edu/finance-administration-business-service-center)

Meet the Team

- Lindsey Rudibaugh – **Executive Director of Student Engagement & Leadership**
- Tony Gregory – **Director for Student Organizations & Campus Programming**
- Kate Moscouver – **Assistant Director of Student Leadership**
- Cailin Johnson – **Assistant Director of Programming**
- Tuti Perdomo-Wilson – **Assistant Director of Programming**
- Donna "DJ" Black – **Procurement Senior Specialist, Business Service Center**
- **Your Advisor!**

Legal & Policy Updates

Stop Campus
Hazing Act

Student Org
Logos

Reimbursements
60 Day Rule

Advancing Ohio
Higher
Education Act

Baker Spaces

External
Advisors

Freedom of Expression*

Includes:

- Demonstrations, marches, public speeches, etc;
- Distribution of literature, petitions, and carrying signs in outdoor spaces;
- Handheld amplified sound devices;
- Counter-protest;
- Staging a walk-out, wearing expressive clothing, or displaying non-obstructive signs during an event speaker.

Does not include:

- Blocking sidewalks, roads, doorways, escalators, elevators, etc.;
- Substantial interference with teaching, learning, academic, business, and other activities;
- Attaching materials to trees, light poles, retaining walls, etc., except in areas clearly dedicated to public posting;
- Sustained heckling or "shouting down" of a speaker.

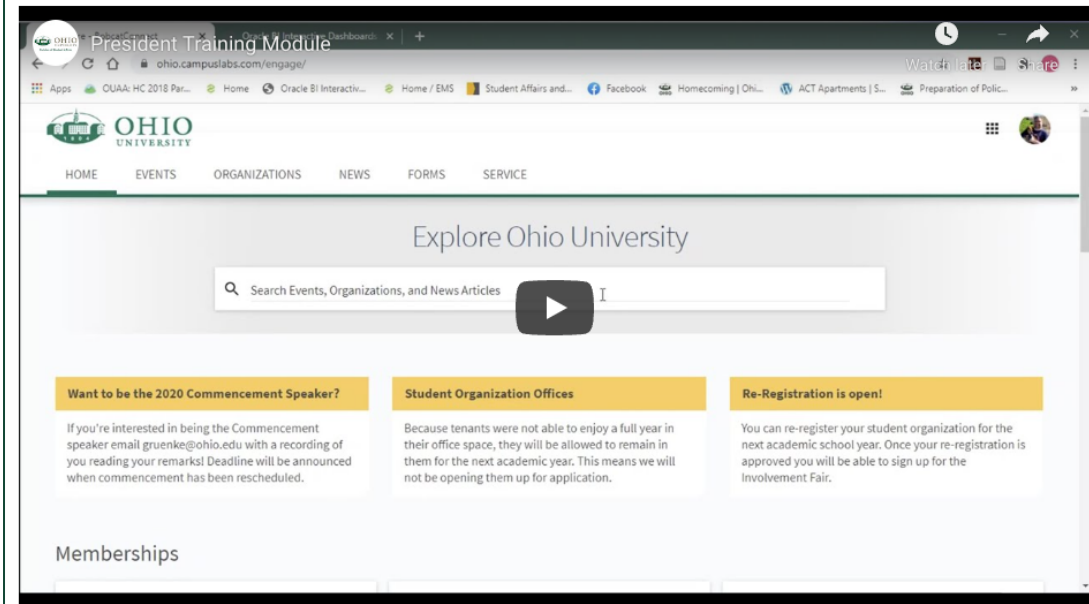
Online Resources

ohio.edu/engagement

- Student Org, Treasurer, & Advisor Handbooks
- Student Organization Trainings
 - Updating Roster
 - Applying for SAC Funds
 - Account Balances
- Officer Transition Guide
- Hazing Prevention Resources

President Training Module

This video is for new and returning Presidents of Student Organizations. At the end of this training you will be able to use all the necessary functions of Bobcat Connect to better run your organization. Specifically you will learn: roster management, event registration and how to locate your account number.



Event Planning: Do's and Don'ts*



Do:

- Confirm that your tent, membrane structure, or canopy is no larger than 200 or 400 sq ft or is appropriately permitted
- Contact Jenny at Bedrock for tent/canopy help
- Review the [Use of Outdoor Spaces](#) policy to best understand your rights in those spaces
- Book your spaces in advance:
 - 6-weeks for major and outdoor event spaces
 - 1 business day for conference rooms/tabling
- Keep your [Bobcat Connect](#) roster up to date so that President and VP have access to bookings

Do Not:

- Pitch a tent, membrane structure, or canopy at the Alumni Gateway or Baker Tabling Site
- Assume you or your organization have unrestricted access to outdoor spaces
- Cater on-campus events with an external caterer for \$500+ without a permit and additional form
- Attempt to book any spaces same day
- Host pie-in-the-face or dunk tank events anywhere on campus
- Attempt to book more than 3 consecutive days of tabling

Reserving Space

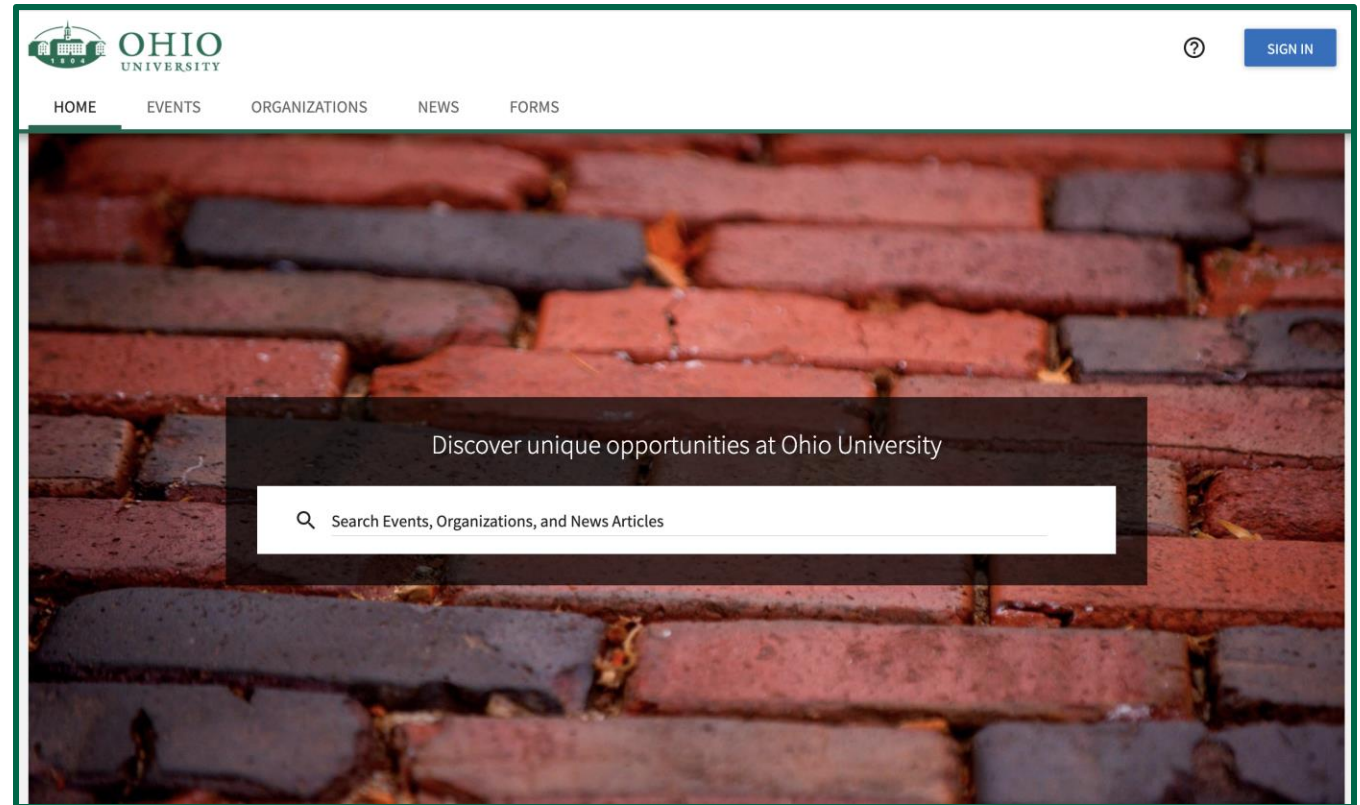
Baker, Galbreath Chapel, Walter Rotunda & Outdoor Spaces	Baker University Center: Student Organization Lab (348) Conference Room (206) Multipurpose Room (213)	Classrooms
<p>Book through Event Services' system (Virtual EMS)</p> <p><i>*Must complete Event Services User Agreement Form first on Bobcat Connect</i></p> <p>*Access the site here: eventmgt.ohio.edu/emswebp_Athens</p> <p>*Trouble? Email reservations@ohio.edu</p>	<p>Book through CSEL's Booking page</p> <div data-bbox="1072 634 1472 868"></div> <div data-bbox="1131 868 1421 1162"></div> <p>*Trouble? Email involvement@ohio.edu</p>	<p>Reserve through the Registrar's Office</p> <p>*Reserve at astra.ohio.edu using your OU email</p> <p>*Trouble? Email registrar@ohio.edu</p>

**Detailed instructions in the Student Organization Handbook*



Bobcat Connect

- Manage your organization page and roster
- Register events
- Apply for SAC funding
- Re-register your organization



Finances

- Four-digit account number on Bobcat Connect portal
- Full account string in Treasurer's Manual or [Oracle](#)
- Account types
 - 10 (Tied to university)
 - 80 (Dues, fundraising dollars, anything deposited at Chubb)

The screenshot shows the Ohio University website for the International Student Union (ISU). The page features a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area includes a header for the ISU, a description of its functions, and a section for additional information. The account number 0191 is circled in red.

OHIO UNIVERSITY

HOME EVENTS ORGANIZATIONS NEWS FORMS

I International Student Union

MANAGE ORGANIZATION

JOIN CONTACT

The International Student Union (ISU) functions at Ohio University as an umbrella organization for over 25 student organizations. ISU members come from all corners of the world, representing the collective educational, cultural, and developmental interests of over 100 countries. International Student Union is committed to assisting international students to become part of the Ohio University and Athens communities. ISU serves to promote cultural understanding through activities aimed at expanding cultural awareness.

Additional Information

Meeting Day
Monday

Meeting time
6:00 PM

Meeting Location
Baker Center, Multicultural Center, Room 219

Account number
0191

Common activities hosted by organization:
No Response

VIEW ALL PHOTOS

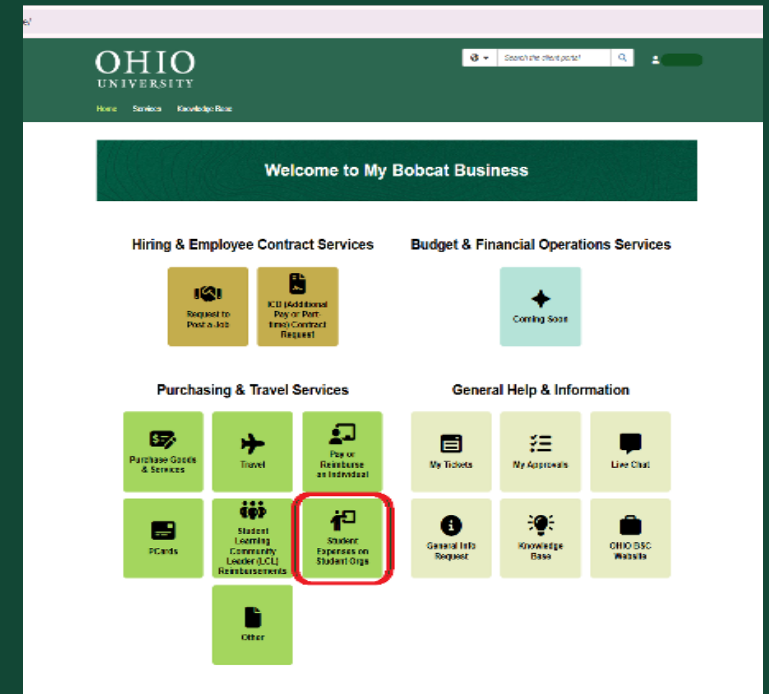
OHIO Business Service Center

- Our Mission and Vision
- We want to help you accomplish *your* mission and vision as a student org!
- Live MS Teams Chat with a purchasing/travel specialist
- Monday-Friday, 8am-5pm (holidays excluded)
- When to contact the BSC? How can we help?



Student Org Expenditure Request

- Find it on Bobcat Connect under Campus Links
 - **Purchase** goods directly using your student org account
 - **Reimburse** a member of your organization
 - Pay an Ohio University **student** for a service
 - Pay a **non-student** for a service
 - Pay an **external supplier** (organization or business) for a good
 - **Transfer money** to another university or student organization account
- Option to meet via Teams or in person!
- PaymentWorks
- Help with travel arrangements



Important things to remember:

What is an **itemized receipt**?

- Vendor's name
- Date of purchase
- Itemized pricing
- Any additional charges
- Overall total

Mileage reimbursement (reduced rate)

Signing contracts and agreements, without the university's help, makes you liable

Plan ahead with requests (allow plenty of time for fulfillment)

Make sure to check you student email for important correspondence

Not itemized
Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : ██████████
CARD NUMBER : ██████████ ██████████
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$ _____

FINAL AMT\$ _____

Itemized
Reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46

Internal Billings

- Billings hit *after* events
 1. 15th of the ***following month***
 - i.e. If your event is April 4th, billing will hit your account May 15th.
 2. Funds will be deducted from your account whether they are there or not.
 3. It is your responsibility to keep track of expenses and plan for billings. Do not rely on Oracle.

Budget Management

- Budget template – Downloadable file on Senate Appropriation Commission's (SAC) Bobcat Connect page
- Negative balances must be paid back to University or accounts and privileges may be disabled and revoked.
- SAC – Application process for bi-weekly funding is available on Bobcat Connect.



Leadership Development

New!

Leadership Coaching

New!

Skill Stops

New!

Workshops

**Coming
soon!**

Retreats*



**Foundational
Leadership
Achievement**

Meeting
Agenda
Skill Stop

Task
Prioritization
Skill Stop

Leadership
Coaching
#2

**True Colors
Workshop**

Effective
Communication
Skill Stop

Leadership
Coaching
#1

Foundational
Leadership
Badge Achieved!

Leadership
Coaching
Reflection

Team Building
Skill Stop



PATHFINDER – Ohio University

