

# Student Organization Handbook

Policies and procedures for student organizations on the Ohio State Newark & COTC Campus



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# Welcome to Student Involvement

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## Student Organization Handbook

An important part of your collegiate experience includes involvement in student activities outside the classroom. Membership and leadership in our student organizations are vital methods of enhancing your educational training and personal growth. Whether you are a new student just beginning to find out what interests you, an experienced student leader, or a faculty/staff member who is advising a student group, this handbook is made especially for you. The Student Organization Handbook is designed to give student leaders and advisors the information they need to function as a healthy and effective organization. Please take the time to read and utilize this handbook throughout the year. Covered items include the following:

- The rights and responsibilities of student organizations
- The process for starting a new organization
- Suggestions to help your group function more effectively
- Information regarding the role of the advisor
- Resources available to your organization
- Policies and guidelines for student organizations

Any person enrolled as a student and currently registered in a course for credit at COTC or Ohio State Newark may create a student organization. A student organization is defined as an association of students created for any educational or social purpose. That would include academic, social, recreational, political, or other special interest groups. Groups or clubs shall include, but are not limited to, interest groups, student governing bodies, college or department groups, honorary groups, and student media groups. Organizations cannot discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law.

The Office of Student Life reserves the right to refuse recognition of any organization's registration, if deemed necessary. Due to the size of the campus, groups or organizations with similar purposes - for example, two scrap booking clubs - will not be approved. The first group to complete registration paperwork will have priority. The Office of Student Life is available to answer any questions or assist in dealing with issues that may arise. Feel free to stop by Warner Center 226 or contact the student activities manager:

**Mackenna Finley**  
[Finley.352@osu.edu](mailto:Finley.352@osu.edu)  
(740) 755-7166  
Warner 226L

## A Note on SB 1

- Registered student organizations (RSOs) are organizationally separate from the university, though the university offers financial and administrative support to RSOs.
- RSOs are permitted under SB 1's equality of opportunity requirement, but colleges and units must ensure that funding and administrative support is provided on an equal basis that does not favor identity-based affinity groups over other groups.
- All registered student organizations are required to have a fully compliant non-discrimination statement in their constitution (see pg. 8) and operate in accordance with the non-discrimination statement. Membership must be open to all students regardless of protected class status, aligning with campus policy along with state and federal law.
- If you have any questions, please reach out to Mackenna Finley ([finley.352@osu.edu](mailto:finley.352@osu.edu), (740) 755-7166).

## Registering Your Student Organization

The Ohio State University at Newark and Central Ohio Technical College community is ever growing and developing. Registered student organizations (RSOs) contribute to this community by providing services, information, or structure to the students of the Newark campus.

### I. Benefits of Registering

Approved Student Organizations receive:

- Permission to apply and receive partial support for annual operating expenses
- Use of the campus name or designation in its title and permission to indicate on its publications and letterheads an affiliation with Central Ohio Technical College and/or The Ohio State University at Newark
  - Subject to the campus name, logo, and seal guidelines
- Permission to sponsor on-campus fundraising events
- Permission to invite guest speakers to the campus
- Permission to advertise and promote upcoming events on screens in the Warner Center dining area as well as designated campus bulletin boards
- Ability to utilize a Student Fund account through the Fees and Deposits Office
- Be included on published list of Approved Student Organizations
- Use of any campus facilities, goods, and services, as approved, that are made available to the Office of Student Life of the Newark campus (Warner Center 226)
- Use of a resource area in the **Student Organization Resource Center (SORCE)**, located in Warner 205C.

## II. Steps to Register a Student Organization

1. The group must have at least five students willing to commit time and effort to the formation and maintenance of the group. These five students provide the basic structure of the organization. One of the five students must be willing to serve as the primary contact person.
2. The group must appoint and identify at least two primary leadership positions: A President and Treasurer. They may also appoint secondary leadership positions (i.e. additional organization officers).
  - a. Primary leadership positions must be filled by currently enrolled full-time students on the Newark Campus in good academic standing.
  - b. Secondary positions must be in good academic standing but may be part-time students.
3. The group must contact a faculty or staff member of Central Ohio Technical College or The Ohio State University at Newark and ask them to serve as a faculty/staff advisor to the organization. A faculty/staff advisor is needed before a student organization will be formally recognized by the Office of Student Life.
  - a. Qualification Criteria: Advisors of student organizations must be full-time members of Ohio State Newark or COTC as Faculty or full-time salaried Staff. If a person serving as an advisor is not a member of one of the above classifications, a qualified member of the campus staff must be chosen as a co-advisor.
4. To register a new student organization, one of the five students will need to start the registration process by filling out the [New Organization Registration Form](#). Visit the forms page on the student organizations web page.
5. The organization will need to write a constitution, which serves as an outline of goals and purposes for the organization. The Constitution template is available to aid in the process of creating a constitution. (See Pages 7-12 below)
6. Once a constitution is written, it should be sent electronically, in .doc or .docx file format, to the Student Activities Manager, Mackenna Finley ([finley.352@osu.edu](mailto:finley.352@osu.edu)), for review.
7. The constitution and registration form will be reviewed by the Student Activities Manager. Approval confirmation will be sent by email to the student(s) who initiated the registration. You can expect confirmation within one (1) week of submitting your request.

**Returning organizations** will be required to fill out the [“Registration for Continuing Student Organization” form](#) which can be found on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites. Returning organizations are only considered active and registered once they have submitted this form and received official notification of approval from the Office of Student Life.

### III. Responsibilities of the Student Organization

1. **All** approved student organization officers are required to take the Online Training for Officers of Student Organizations **each academic year**. This training can be found under Student Organizations on the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites. There is a separate training available on the same website for advisors. Your organization will not be officially recognized (and will thus not have the associated privileges of a registered student organization) until all officers have submitted and passed the comprehension quiz associated with the training. You will need a score of at least 80% to pass.
2. **ALL MEMBERS** must complete the required Hazing Prevention training found under Student Organizations on the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites. Ohio State Newark students may instead supply a screenshot of their annually completed hazing training through [BuckeyeLearn](#). All members must provide the organization advisor with confirmation of having completed the training and passed the associated quiz with a score of at least 80% in order to be eligible to participate in student organizations.
3. The Treasurer of the organization is responsible for keeping track of all funds in the two accounts available to each student group. The Office of Student Life records all budget transactions and provides updates at least twice per semester to the treasurer, president and advisor. The treasurer and advisor should verify monthly that their records correspond with the information in the Student Life updates. A student organization should adhere to all campus policies and procedures. A copy of the Student Organization Handbook will be available on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites and will be emailed to the officers and advisor of each organization.
4. It is the responsibility of the student organization to ensure that the Office of Student Life has the most recent contact information for its officers.
5. It is also the responsibility of the student organization to ensure that the Office of Student Life has, in Word document format, the most up-to-date version of the organization's constitution. (see guidelines for writing an updating your organization's constitution starting on page 6)

### IV. Responsibilities of the Office of Student Life

1. Allocate funding for organizations upon approval of the Student Organization Registration and after appropriate officer and advisor training.
2. To provide updated balances on both the Fundraising and Office of Student Life Start-up account to every student organization. A balance for each account will be sent at least twice per semester to each organization's Treasurer and advisor.
3. To distribute mailings to each respective organization.

4. Maintain records of organizations (i.e. Constitution, etc.)
5. Assist in reserving campus space.
6. Allocate additional funding to organizations requesting funding for programs and events when money is available, and the programs or events provide increased value to student life and experience on campus. Additional funds are available at the discretion of the Office of Student Life.
7. Monitor and approve all advertising efforts including flyers, posters, chalk messages, and wearable designs/advertisements for student organizations and/or organization events.
8. Provide opportunities for each student organization to make use of the services available to student organizations.
9. Provide guidance and development support for organization leaders and/or members.

## The Constitution

### I. Purpose & Composition

The constitution guides an organization in its operations and activities and, accordingly, is intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization and outlines the basic rules of procedure by which a group's leadership govern their organization.

In essence, the constitution is an outline of the goals and the purpose of the organization, as well as the rules of the organization.

The constitution should be carefully formulated, clearly worded, and kept up to date. Furthermore, our office recommends that each member of an organization have a copy of the constitution. All members of the organization should know the purpose and goals of the organization as well as abide by its rules.

The constitution should include specific procedural rules. When amending the constitution, notification of proposed changes must be provided to the membership and the Office of Student Life. The constitution should not be altered in the same meeting in which the changes are proposed.

**Amended constitutions can be sent via email to Mackenna Finley ([finley.352@osu.edu](mailto:finley.352@osu.edu)) for review.** Please note, student organizations are required to have an updated version of their constitution on file with the Office of Student Life.

You can find a sample constitution on the Student Organizations webpage, and below you will find a breakdown of the suggested structure and sections for your constitution.

## Article I – Name, Purpose, and Non-Discrimination Policies

### **Section 1:**

Name: If your organization has “The Ohio State University at Newark” or “Central Ohio Technical College” in its title, it must follow the main portion of the name. For instance:

- Acceptable: Chess Club at The Ohio State University at Newark or Chess Club at Central Ohio Technical College.
- Unacceptable: The Ohio State University Chess Club or Central Ohio Technical College Chess Club.
- Ohio State Newark and COTC can be used in the name; however, OSU cannot be used due to the confusion it may cause with other Ohio State campuses.
- The Newark campus is a unique institution in that two distinct colleges share all resources. The Office of Student Life requests that all organizations not discriminate or exclude members based on their school.
- Remember: The Ohio State University always has a “The” in front of it, while Central Ohio Technical College never does.
- If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

### **Section 2 – Purpose:**

Organizations should include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization’s stated purpose and objectives.

### **Section 3 – Non-Discrimination Policy:**

All student organizations desiring to benefit from student organization status with The Ohio State University at Newark and Central Ohio Technical College must include in their constitution a non-discrimination policy statement that adheres to and is at least as broad as the Newark campus’ Non-Discrimination policy statement.

For informational purposes, the campus policy is quoted as follows:

Members of the Ohio State and Central Ohio Technical College community have the right to be free from all forms of protected class discrimination and harassment, including sexual misconduct, which impede the realization of the university’s mission. The university is committed to supporting equal employment opportunity and eliminating discrimination and harassment. All members of the campus community are expected to conduct themselves in a manner that maintains an environment free from discrimination, harassment, and sexual misconduct. This expectation is consistent with our campus’s shared values and the law. Ohio State and COTC do not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion,

sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

#### **Section 4 – Parliamentary Authority:**

Most organizations use Robert's Rules of Order to govern their organization's decision making except when these rules are inconsistent with the constitution of the organization. These rules are of Western cultural origin and based on the premise that "though the minority shall be heard and absentees protected, the majority will decide."

You can find a summary of these rules at this link: [Roberts Rules of Order](#)

### **Article II – Membership**

#### **Section 1 – Qualifications:**

Voting membership should be defined as limited to currently enrolled students at Central Ohio Technical College and/or The Ohio State University at Newark. Other members such as faculty, alumni, and professionals are encouraged to participate as non-voting associate or honorary members. For education and leadership development reasons, **student organizations are to be student initiated, student led, and student run.**

Procedures for becoming a member should be described in detail. These procedures may include membership categories, cost of dues (if any), how often dues should be paid, termination of membership, and so on.

#### **Section 2 – Rights and Responsibilities of Members:**

Rights, such as to vote, hold elective office, and participate in events, should be detailed in this section. Responsibilities regarding attendance and contribution toward events, projects, and programs should also be detailed here.

#### **Section 3 – Membership Year:**

The membership year of student organizations generally runs from the start of autumn semester through the last day before the start of the next autumn's classes; however, the membership year can be determined by each organization based on its own structure and plans.

#### **Section 4 – Membership Dues:**

Most student organizations do not have a membership fee for their members. A general phrase such as "The annual dues for this organization shall be established annually," may be included in this section.

Inclusion of this statement allows an organization to determine each year whether there is a need for membership dues, without the necessity of proposing an amendment to the constitution.

## Article III – Organization Leadership

### **Section 1 – Title of Officers:**

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. The titles of organization leaders should be listed in this section.

### **Section 2 – Terms of Office:**

The length of terms, specifications as to which leaders are elected or appointed and by whom, as well as the requirements for Executive Committee meetings should be detailed. The Executive Committee generally determines which standing committees will be needed to carry out organization programs and events as stated in its definition of purpose.

### **Section 3 – Election Procedures:**

Election rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignation, impeachments, etc.).

### **Section 4 – Impeachment Procedures:**

Impeachment procedures to be followed when an officer has neglected duties or otherwise acted in a manner considered detrimental to the name or purpose of the student organization should be included in detail, including what constitutes as an impeachable offense.

## Article IV – Executive Committee (If Needed)

### **Section 1 – Definition of Membership:**

This Committee (like a Board of Trustees or Directors) represents the general membership and conducts business of the organization between meetings of the membership, reporting its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations.

### **Section 2 – Officer Duties:**

This section contains an explanation of the specific responsibilities and duties of each officer by position to the committee and to the general membership.

## Article V – Standing Committees (If Needed)

### **Section 1 – Names:**

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. The need for Standing Committees will be based on the planned events and programs of the organization. If the organization plans to have ongoing yearly events for which

Standing Committees will be established, this section of the constitution allows for listing and naming those regular committees. Text should be included to allow for addition and deletion of committees as necessary, determined by each year's officers, membership, and advisor.

### **Section 2 – Purposes:**

Committees can be set as the need develops during the planning of events and programs. The organization leadership often appoints chairpersons of these committees. In this section, provide specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership. Suggested text: "Standing committees shall be formed by the Executive Committee and the Advisor based on the ongoing needs of the organization."

### **Section 3 –Composition:**

Based on the event or program for which a particular Standing Committee is established, the composition of a Standing Committee will be determined by the Executive Committee.

## **Article VI – Advisor(s) or Advisory Board**

### **Section 1 – Qualification Criteria:**

Advisors of student organizations must be full-time members of the Newark campus faculty or full-time salaried staff. If a person serving as an advisor is not a member of one of the above classifications, a co-advisor must be chosen who is a qualified member of the campus staff/faculty.

### **Section 2 – Advisor Duties:**

Responsibilities and expectations of advisors should be clearly and adequately described. Detail the expectations and responsibilities of the organization's advisor (e.g., availability, meeting attendance, second signer on checks, etc.).

## **Article VII – Meetings of the Organization**

### **Section 1 – Required Meetings:**

Required meetings and their number are specified here. For instance, two general meetings of the membership may be required each academic term except summer. You should also specify how meetings will be scheduled and advertised to members (i.e. held weekly at a predetermined time so that all members are aware)

### **Section 2 – Specially-called Meetings:**

Determining who has authority to call meetings for a special purpose should be detailed in the constitution. Many times, the advisor and/or any officer are permitted to call a meeting in addition to required meetings.

## **Article VIII – Method of Amending Constitution: Proposing Changes, Notification, and Voting Requirements**

### **Section 1 – Proposing Amendments to the Constitution:**

It is essential for every student organization to determine during the process of writing the constitution the procedure for proposing amendments and who will have authority to do so. Proposed amendments should be in writing, should not be acted upon in the general meeting in which they are read and proposed, and should be read again at a specified number of subsequent meetings (including the meeting in which the vote will be taken).

### **Section 2 – Notification of the Membership:**

The text of the proposed amendment should be printed and sent to all members before a final vote is taken. Determine the method of notification – electronically, making a copy available in a public location for viewing, or by sending hard copies through the mail – as well as the length of time that should be allowed for review before voting.

### **Section 3 – Quorum Requirements:**

Amendments should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

### **Section 4 – Effective Dates of Revised Constitution:**

Amendments should generally take effect at the beginning of the membership year following their adoption. Language can be included to allow the possibility of altering that adoption period when there is a specific reason to do so. Such an allowance should not be made readily, and the design of wording should make such an occurrence difficult and/or rare.

## **Article IX – Method of Dissolution of Organization**

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should specify that any funding not utilized by May 1, or upon dissolution, will be returned to the Office of Student Life to the Student Development student fund account.

Recommended language: “In the event of the dissolution of *[Insert name of your organization]*, and after all payments of purchase orders and bills have been remunerated, remaining funds shall be transferred to the Student Development student fund account.”

## **Article X – Affiliation**

All student organizations desiring to benefit from Student Organization status must include in their constitution a statement of affiliation with The Ohio State University at Newark and Central Ohio Technical College.

Recommended language: “[*Insert name of your organization*] shall be formally recognized by The Ohio State University at Newark and Central Ohio Technical College as a local affiliate, provided that all requirements stated within this constitution are met.”

## Organizational Finances

### I. Overview

The Office of Student Life provides annual funds (also referred to as start-up funds) to all RSOs. **New organizations receive \$250.00 and returning organizations receive \$300.00 per academic year.**

These funds are only available during the academic year (from the start of the Autumn term through May 1<sup>st</sup>). **Requests to use the funds made after May 1<sup>st</sup>** will be denied. Funds provided by the Office of Student Life will not roll over year to year. All remaining funds will be forfeited on May 1<sup>st</sup> and returned to the Office of Student Life.

Student Organizations may also request a Student Fund (Fundraising) Account. Student Fund accounts are separate from Student Life Start-Up accounts. To establish and deposit funds in this account, an officer of the organization should contact the Student Activities Manager. More information on student fund accounts is available on page 16 of this Handbook.

**Important Note:** Pay close attention to the following policies. Repeat violations **will** result in loss of privileges. **Organizations will be given ONE (1) warning** before consequences are enacted.

### II. To Become Eligible for Financial Support

1. All organizations, both returning and new, must fill out the appropriate registration forms which are linked in the previous section, “Steps to Register a Student Organization,” as well as on the Student Organization pages on the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites.
2. Once an organization has been accepted by the Office of Student Life and notification has been sent, it will be placed into one of two categories, returning or new. New is defined as not having been officially recognized by the Office of Student Life during the preceding academic year, ending on the last Monday of Spring Semester.
3. Upon approval, all of the officers identified in your registration form will be directed to complete the online Officer Training Course. Your organization is not officially approved and will not receive funds until each of your officers has passed the Comprehension Quiz linked at the conclusion of the training course.
4. Returning organizations, once re-approved, will be awarded \$300.00 in operating funds. New organizations, once approved, will receive \$250.00. These funds are kept in

a Student Organization (start-up) account and may be accessed through the Student Activities Manager. **These balances DO NOT roll over year to year.**

**Please note:** Before any allocated funds can be utilized, the appropriate officers must complete Online Training with the Office of Student Life. Online training can be found on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites.

### III. Policies & Limitations

Once your organization has money from the Office of Student Life, it is time to create a budget. Money can be spent very quickly and in order to realize the most benefit from your money, outlining how your money is to be spent, or saved, is very important. Be aware that the money which the Office of Student Life gives to you is available to spend through the end of the academic year (May 1). It does not carry over to the next academic year.

#### **Limitations:**

There are limitations associated with the expenditure of the money that an organization is allocated since that money originates from the state of Ohio. For example, an organization may not spend money on salaries, donations, and political affiliations. Allocated money may not be used to purchase merchandise to be sold for fundraising purposes.

Organizational money which has been raised through fundraising or donations has fewer restrictions. Essentially, the only regulation for money raised through fundraising is that it may not be used to provide salaries for members, officers, or advisors.

### III. Spending Procedures

Once your organization has decided what it would like to purchase, that expenditure may be done by using one of the following methods:

#### 1. **Campus Credit Card:**

- a. The Student Life credit card is the easiest way to spend money and can be used for purchases up to \$999. To use this credit card, you **must be an officer of a registered student organization**, and your name must be on file in the Office of Student Life as an approved spending officer.
- b. Submit the [Purchase Request: Credit Card Use form](#), found on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites.
- c. After the Student Activities Manager has approved the request, and providing the card is available, arrangements will be made for you to use it.
- d. Requests should be made **at least two (2) weeks in advance** of the date the card will be needed.

- e. The credit card and all receipts are to be returned **immediately** after use to the Office of Student Life.
- f. Please remember, **all purchases must be tax exempt.**

## 2. Purchase Order:

- a. This method is limited to the Primary Leader (President) or Treasurer of the organization.
- b. One of the officers mentioned above should obtain a quote from the preferred vendor and then submit [the Purchase Request: Purchase through Requisition form](#), available on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites.
- c. Once the Student Activities Manager has approved the purchase, the Office of Student Life will submit the necessary information to generate a purchase order and will notify the Primary Leader (President) and the advisor once the purchase order number is available.
- d. Using the purchase order number, one of the officers or the advisor may place the order through the vendor. Upon receipt of the purchased goods or completion of services, please provide a final invoice to the Student Activities Manager ([finley.352@osu.edu](mailto:finley.352@osu.edu)).
- e. **DO NOT** place the order until the purchase order has been approved. Requisition requests cannot be made using an invoice, **ONLY** a quote.
- f. This method of purchasing requires pre-planning, and all requests must be submitted **at least three weeks in advance** of the date of purchase.

### **When meeting with the vendor to obtain a quote, please remember to do the following:**

- 1. Request a detailed quote for the merchandise to be ordered.
- 2. Provide to the vendor the university's tax-exempt form.
- 3. Ask the vendor to complete a [Substitute W-9](#) form (the completed W-9 should be submitted to the Student Activities Manager along with the quote for merchandise).

## **IV. Organization Purchasing Ability**

Your organization can purchase a number of things with your money. With your allocated funds, your organization may purchase things such as office supplies, decorations, event materials, conferences, and guest speaker fees. With the fundraising money, which has less restrictions, your organization may purchase additional fundraising materials and most anything else (within campus conduct policies and guidelines).

It is the responsibility of the purchasing member to make sure the items they are purchasing are approved and do not violate any spending limitation. **When in doubt, ask.**

## V. Tax Exemption

Being part of an educational institution, organizations receive tax exemption on purchases relating to their organizational functions. You will need to provide a tax-exempt certificate to stores, retailers, and vendors in order to make tax exempt purchases. To obtain a tax-exempt form, stop in the Office of Student Life, Warner Center 226 or download the form at this link: [COTC Tax Exemption Certificate](#).

As of 2026, organizations will not be permitted to make purchases from vendors who give tax exemptions in the form of refunded tax. Your purchase must not include tax at the time of payment.

**Please Note:** ALL purchases made via purchase order and the campus credit card are **REQUIRED** to be Tax Exempt. If you attempt to submit a receipt or invoice that is not tax exempt, you will be sent back to the vendor or store to correct the issue. **Repeated violations of this policy will result in the associated organization losing all purchasing privileges.**

## VI. Requesting Additional Funds from the Office of Student Life

The Office of Student Life wishes to aid student organizations in taking initiative to improve the student experience on campus. It is for this reason that we offer student organizations an opportunity to request more money for their programs, activities, and services.

To request money, the student organization must submit a [Request for Additional Funds form](#), which is available on the Student Organizations page of the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites. Complete all questions to the best of your ability. Once the form has been submitted, the Student Activities Manager will review the request and possibly follow up with questions for the submitting organization.

All requests are given consideration when funds are available; however, please note that the Office of Student Life has limited funds to allocate and may reward only a portion of, or even deny, the request.

Funds will be granted based on the merit of the proposed program, benefit to the Newark campus community, and availability of funds. Proposals which prioritize overall campus engagement and student experience will be prioritized. For a full explanation of funding allocation guidelines, please review the information on the first page of the previously linked request form.

## VII. Student Fund (Fundraising) Account

As mentioned in the “Overview of Organizational Funds” section of this handbook, each student organization may possess two campus accounts. The first is called the Office of Student Life Start-up account and is funded from the student organization account within the Office of Student Life. The second is a Fundraising account.

The money placed in the fundraising account will carry over year to year, unlike the money allocated to you by the Office of Student Life.

Please know the account number for your fundraising account. This number will be needed to spend and deposit student fund money. Officers of a continuing organization may contact the Student Activities Manager ([finley.352@osu.edu](mailto:finley.352@osu.edu), 740-755-7166) to obtain the number of the fundraising account. When a new organization requests a fundraising account, the number will be sent by email to the officers and advisors after the account has been established.

If a group fails to register and is deemed non-active for one academic year, the remaining balance in their fundraising account will be transferred to the Student Development student fund account.

Fundraising money can be deposited into a student fund account by filling out the required forms (which can be obtained at the Office of Student Life from desk in Warner 226) and bringing the funds and forms to Student Financial Services.

**Please note:** Any student organization creating **unauthorized accounts** through private or local banks/agencies will **lose access to their campus funds**.

## Fundraising and Raising Funds

### I. Introduction and Ethics

In order to hold a fundraiser, the organization will **submit a [Request for Fundraising form](#)** on the Student Organizations Forms link on the [Ohio State Newark Student Organizations](#) and [COTC Student Organizations](#) websites.

This form must be submitted a minimum of two (2) weeks prior to the anticipated fundraising date. After submitting a Request for Fundraising form, the organization will receive notification of approval from the Student Activities Manager. **Student organizations may not hold fundraisers until they are approved by the Office of Student Life** and the organization receives formal notification of this approval.

Student organizations at Ohio State are able to practice good financial wellness in fundraising at their discretion. We encourage organizations to safely and ethically manage money.

### Ethics

- Fundraising versus Philanthropy:
  - Fundraising is raising funds to be used to benefit your organization. An organization can raise funds for a philanthropic purpose to make a donation to a larger organization (philanthropy) or can raise funds to supplement their budget for an event or for a purchase.

- Philanthropy is raising funds to be given for the greater good of society. These funds are typically given to a larger organization to further their cause.
- Appropriate use of funds raised:
  - If the purpose of the fund raiser is stated, ensure that the funds raised are only be used for that purpose.
- Working with outside organizations is welcomed. Be aware that helping an outside organization gain access to student resources is unethical.

## II. Fundraising Limitations

**Start Up funds provided by the Office of Student Life may not be used to support a fundraiser to benefit a student organization.** All fundraising costs must be drawn from an organization's Student Fund account, or, if no funds remain within that account or the account is newly opened, organizations must rely on no-cost fundraisers or donations.

Because of the state funding of Central Ohio Technical College and The Ohio State University at Newark, the organizations operating on the Newark campus are not permitted to participate or sponsor certain types of fundraisers. **Your fundraisers may not include aspects of gambling or selling of something that is already being sold by either the Table of Contents or the Newark campus bookstore.**

## III. General Fundraising Ideas

Listed below are fundraising ideas to benefit your organization:

- **Gift-Wrap:** Offer a holiday gift-wrapping service on campus for students, faculty, and administrators. Charge a fee for the service.
- **Candy Sales:** Contact a fundraising company to organize a candy sale fundraiser.
- **Volleyball/Cornhole Tournament:** Organize an inter-organization competition. Invite residence hall groups and other student organizations to participate. Offer a grand prize for the winner. Charge an entry fee for each group that participates.
- **[-----] -a-Thons:**
  - bike-a-thon (pledges for number of miles/laps ridden)
  - bowl-a-thon (pledges for number of pins knocked down)
  - dance-a-thon (pledges for number of minutes/hours danced)
  - free throw-a-thon (pledges for number of free-throws made)
  - skate-a-thon (pledges for number of hours/laps ice or roller skated)
  - walk-a-thon (pledges for number of miles/laps walked)
  - etc.-a-thon (pledges for number of .... you get the idea)
- **Local Restaurant Fundraisers:** These restaurants will set aside dates where a portion of their profits go to your organization. (Details vary, so contact the restaurants directly): City BBQ, Buffalo Wild Wings, Canes, Chipotle, etc.

- **T-Shirt Sales:** Your club can also raise money by designing and selling T-shirts. **T-Shirt Design must be approved** through the Office of Student Life and the Marketing and Public Relations office. Please Contact the Student Activities Manager ([finley.352@osu.edu](mailto:finley.352@osu.edu), 740-755-7166) for approval **before** printing designs.
- **Car washing at area dealerships:** Someone has to wash the cars at area dealerships after it rains. Why can't it be your club or organization? Contact local dealerships to see if they would be willing to pay your club to wash their cars. It could save them money and they would be helping to enrich the campus community by contributing to your organization.
- **Miniature Golf Tournament:** Reserve a miniature golf course for your group. Have each student ask people to sponsor him or her per hole they play. (.10¢ per hole.) Play 100 holes in two hours or as many as you can do in two hours. Students can raise \$100.00 by just getting 10 people to sponsor them at .10¢ per hole.

#### IV. Sponsorship from local businesses

Student Organizations may seek sponsorship from local organizations and businesses. All sponsorship funding must be tracked by the organization's treasurer and deposited through the Student Fund (Fundraising account). Businesses may require tax exempt paperwork for the sponsorship. To obtain this documentation, stop in the Office of Student Life, Warner Center 226 or download the certificate at this link: [COTC Tax Exemption Certificate](#).

### Raffles, Games of Chance, & Poker Fundraising Policy

*Note: This information was compiled and provided by the Charitable Law Section of the Ohio Attorney General's Office. The information provided here is general in nature and may not apply to your organization's circumstances. This general information should not be considered a substitute for independent legal advice by an attorney of your choosing. For further information about the regulation of charities and charitable gaming in Ohio, please see the website of the Ohio Attorney General at [www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov).*

***Most student organizations are not tax-exempt, and so are not considered qualifying charitable organizations, unless the organization has applied for that status with the Internal Revenue Service.***

#### I. Games of Chance by Student Organizations

In order to understand whether your student organization is eligible to conduct *games of chance*, you must first understand what a game of chance is. As defined by [the R.C. §2915.01\(D\)](#), a game of chance is “**poker, craps, roulette, or other game in which a player gives anything of value in the hope of gain, the outcome of which is determined largely by chance, but does not include bingo.**”

If your organization is playing one of these games for amusement only and there is no cost or wager to participate, then it is not a game of chance. If your organization is holding an event where there is a cover charge or fee to participate and it includes one of these games, but there is no opportunity to win or gain anything of value, then it is not a game of chance.

If your organization intends to conduct a game of chance that meets the definition above, it is important to understand whether or not your organization is legally eligible. The conduct of games of chance for profit is statutorily limited to **qualifying charitable organizations** under the restrictions set forth by statute in [R.C. §2915.02\(D\)](#). To conduct games of chance in compliance with Ohio law, all the following rules must be observed:

1. The games of chance may be conducted **only by a charitable organization that is, and has received from the Internal Revenue Service a determination letter that is currently in effect stating that the organization is, exempt from federal income taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code.**
2. The games of chance may not include craps for money or roulette for money.
3. The games of chance are conducted at festivals of the qualifying charitable organization.
4. The games of chance are conducted by the qualifying charitable organization for not more than a total of five days in a calendar year.
5. The games of chance are conducted by the qualifying charitable organization on premises that are either:
  - a. Owned by the charitable organization conducting the games of chance for at least one year immediately preceding the conduct of the games of chance.
  - b. Leased from a governmental unit.
  - c. Leased from a veteran's or fraternal organization for a rental rate not to exceed the lesser of 45% of the gross receipts of the games of chance or \$600 per day of the festival, provided that the premises have been owned by the veteran's or fraternal organization for at least one year immediately preceding the conduct of the games of chance and have not already been leased by the veteran's or fraternal organization twelve times during the preceding year for the conduct of games of chance.
6. The only expense that may be deducted from the money or assets received from the games of chance are the prizes paid out during the conduct of the games of chance. All of the remaining funds must be used by, or given, donated or otherwise transferred to an organization that is described in subsection 509(a)(1), 509(a)(2), or 509(a)(3) of the Internal Revenue Code and is either a governmental unit or an organization that is tax exempt under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code.
7. The games of chance are not conducted during, or within ten hours of, a bingo game conducted for amusement purposes only.

8. No person receives any commission, wage, salary, reward, tip, donation, gratuity, or other form of compensation, directly or indirectly, for operating or assisting in the operation of any game of chance.
9. The qualifying charitable organization maintains all records regarding the games of chance required by [R.C. §2915.10](#), as follows:
  - a. An itemized list of the gross receipts of each game of chance.
  - b. A list of all prizes awarded during each game of chance conducted by the charitable organization, and the name, address, and social security number of all persons who are winners of prizes of six hundred dollars or more in value.
  - c. An itemized list of the recipients of the net profit of the game of chance, including the name and address of each recipient to whom the money is distributed, and if the organization uses the money or assets received from the game of chance for any charitable or other purpose set forth in division (D) of section 2915.02, a list of each purpose and an itemized list of each expenditure for each purpose.
  - d. The number of persons who participate in any game of chance that is conducted by the charitable organization.
  - e. The charitable organization shall maintain these records for a period of three years from the date on which the game of chance is conducted, and shall keep the records at its principal place of business in this state or at its headquarters in this state and shall notify the Attorney General of the location at which those records are kept.

## II. Raffles/Drawings by Student Organizations

Raffles are very succinctly defined under Ohio law, which states:

"Raffle" means a form of bingo in which the one or more prizes are won by one or more persons who have purchased a raffle ticket. The one or more winners of the raffle are determined by drawing a ticket stub or other detachable section from a receptacle containing ticket stubs or detachable sections corresponding to all tickets sold for the raffle. "Raffle" does not include the drawing of a ticket stub or other detachable section of a ticket purchased to attend a professional sporting event if both of the following apply:

1. The ticket stub or other detachable section is used to select the winner of a free prize given away at the professional sporting event; and
2. The cost of the ticket is the same as the cost of a ticket to the professional sporting event on days when no free prize is given away. (see [R.C. §2915.01\(CC\)](#) for more information)

When meeting this definition, raffles are recognized as a legal form of fundraising for certain charitable organizations in Ohio. According to R.C. §2915.092, charitable organizations that are

exempt from federal taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code “may conduct a raffle to raise money” and they are not required to secure a bingo license in order to do so. Therefore, if your organization has been granted 501(c)(3) tax exempt status by the IRS, you may legally conduct raffles as a fundraiser.

Additionally:

1. No money, negotiable instrument, or monetary substitute can be given as a prize (i.e.: 50/50 raffles).
2. Any tickets used for a raffle or program must indicate that any monetary consideration for the ticket was a donation to the sponsoring organization. Any entrance fee for the program can include the receipt of play money.
3. All income from any raffle or game must be placed in the sponsoring organization's Student Fund account in the Fees and Deposits Office within one business day of the completion of the raffle or game. Income cannot be given or loaned out under any circumstances to any person.

Drawings or door prize giveaways that do not require the participant to purchase or give anything of value for a chance to participate are not raffles.

## **Campus Food Sale Policy**

### **I. Purpose**

This policy ensures all food sales by student organizations and individuals comply with state laws and university guidelines, protecting public health and maintaining food safety standards.

### **II. Cottage Food Laws (Ohio Revised Code Chapter 3715)**

Under Ohio’s Cottage Food Laws, individuals may prepare and sell certain non-potentially hazardous foods from their home kitchen without a license if they meet specific requirements:

- Foods must be prepared in a home kitchen with a standard residential oven/stove.
- No commercial or industrial kitchen equipment is allowed.
- Food must not require refrigeration for safety (i.e., shelf-stable).

Permitted Cottage Foods include:

- Baked goods (cookies, brownies, cakes, fruit pies, bread—no cream fillings)
- Candy (fudge, toffee, no-bake cookies, chocolate-covered items)
- Granola, granola bars, and trail mix (no dairy/meat)
- Jams, jellies, and fruit butters
- Popcorn, kettle corn, and caramel corn
- Dry herbs, teas, seasoning mixes

- Roasted coffee beans
- Dry baking mixes

Prohibited Cottage Foods include:

- Cheesecakes, custard/cream pies, pumpkin pies
- Cream cheese frostings or fillings
- Foods with meats, fish, poultry, or dairy (except some candies)
- Home-canned vegetables or fermented products
- Anything requiring refrigeration or hot-holding

For more information on cottage food laws, please refer to the following resources:

- [Ohio Department of Agriculture](#)
- [OSU Law Bulletin: Ohio's Cottage Food Law](#)

### III. Non-Cottage Foods & Health Department Requirements

Any food not covered under the Cottage Food Law—such as meals, meat/dairy items, and perishable products—requires a Temporary Food Service Operation (TFSO) License issued by the Licking County Health Department.

- This license must be applied for at least 10 days in advance of the event.
- Food must be prepared in a licensed kitchen.
- Contact the Licking County Health Department (740-349-6535) or visit [the Licking County Health Department website](#) for [the temporary food license application](#) and fee details.

### IV. Labeling Requirements

Every packaged item must include a legible label with:

- Name of the product
- Ingredient list in descending order by quantity/weight
- Allergen information (e.g., “Contains: wheat, peanuts, eggs”)
- Name and address of the organization (known as the “statement of responsibility” – use campus address)
- The statement: “This Product is Home Produced” (required for cottage food items) in at least a 10pt font
- The date the product was produced
- You can find an Adobe Express template (free to use) for a simple label here: [Cottage Food Law Label Template](#)

### V. Packaging Protocols

Proper packaging is essential to maintain food safety:

- All home-cooked items must be individually wrapped using food-safe, transparent materials (such as plastic wrap or resealable bags) BEFORE being brought to campus.
- Avoid reusing containers unless they have been sanitized properly.
- Use twist ties, zipper seals, or heat-sealed bags when possible to avoid contamination.
- Clearly separate allergen-containing products from others, ideally using separate trays and/or tables.

## VI. Sale & Handling Guidelines

- Bare-hand contact is not allowed. Use gloves, tongs, napkins, or deli tissues.
- Display all food on clean, elevated surfaces—not directly on tables without covers.
- A trash container must be available on-site.
- Keep all food covered to prevent contamination by dust, insects, or airborne particles.
- Vendors (including participating students) must wash hands before handling food and after breaks or restroom visits.

## VII. Pricing of Bake Sale Items

- According to Newark Campus Policy, students may not sell items at bake sales for specific dollar amounts. Instead, they may provide a suggested donation amount for items. They must be willing to accept donations that are below that suggested dollar amount.

## VIII. Documentation and Approval

- Bake sales, as with any fundraising activities, must be approved by the Office of Student Life prior to the event. Submit a fundraising approval detailing your bake sale plans at least **TWO WEEKS** prior to the event by visiting the forms section of the Student Organizations Webpage or through this link: [Fundraiser Request Form](#).
- For your own protection and to avoid issues in the future, it is recommended that you maintain a record of contributors listing names, contact information, and the items each person prepared.

# Advertising

## I. Overview

All student organization publicity must be approved by the Office of Student Life prior to campus posting. This approval is certification that the sponsoring organization has met the following applicable conditions established by the Office of Student Life. Authorization may be refused if one or more of these conditions have not been met.

This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity but rather allows the sponsoring organization to publicize events in accordance with these procedures.

The following must be indicated on all materials to be posted:

1. The full name of the sponsoring organization
2. The time, date, and place of the event
3. Any entrance fees or costs to participate

Advertising materials should be sent to the Student Activities Manager (Mackenna Finley, [finley.352@osu.edu](mailto:finley.352@osu.edu)) for approval. Please allow up to one (1) week for final approval of materials. Upon receiving notice of approval, the Office of Student Life will post the flyers in approved locations.

**Please note:** student organizations and their advisors are not permitted to hang their own advertising materials. Any materials hung by organization members will be removed and may result in disciplinary action against the organization.

**Use of OSU or COTC logos must be approved by the Marketing and Public Relations Office, which will require a minimum of six (6) weeks lead time.**

Any unapproved advertisements or publicity materials posted on campus are **grounds for disciplinary action** and may result in loss of privileges.

## II. Social Media

Student organizations are allowed to create and manage social media accounts on behalf of their organizations, so long as they abide by the following guidelines created by the campus Marketing and Public Relations Office.

- **Followers:** When creating the account, follow the school(s) you represent.
- **Bio:** In your Bio, tag the school(s) you represent (@ohiostatenewark, @cotcedu) or mention in your bio the school(s) you are affiliated with.
  - Note: Never say OSUN, you must write out Ohio State Newark, but you can abbreviate COTC.
- **Collaborations:** provide at least a 24-hour notice that you would like to create a collaborative post with Ohio State Newark and/or COTC. You can inform of a desired collab by message the main accounts via Instagram or emailing Rachel Brandenburg ([brandenburg.43@osu.edu](mailto:brandenburg.43@osu.edu) or [brandenburg.43@mail.cotc.edu](mailto:brandenburg.43@mail.cotc.edu)).
- **Posts:** Never include Ohio State Newark or COTC logos. If you need to include a logo, you must reach out to the marketing department to grant permission and ensure proper brand use. Please be aware, this approval process may take up to 6 weeks.

- **Terminology:** When drafting bios or post captions/stories, never say “OSUN,” “Branch Campus,” or “Main Campus.” Instead, say “Ohio State Newark,” “Regional Campus,” and “Columbus Campus.” For COTC, never say “branch campus.” Instead, use “extended campus” and specify which campus you are referring to (Knox, Pataskala, or Coshocton).
- **Sharing Events/posts:** If you would like the main account(s) to share about an event or campaign, please tag the account or message. We are happy to help spread the word!
- **Questions or Concerns:** Email Rachel Brandenburg, digital communications manager at [brandenburg.43@osu.edu](mailto:brandenburg.43@osu.edu) or [brandenburg.43@mail.cotc.edu](mailto:brandenburg.43@mail.cotc.edu).

### **Registering Your Social Media Accounts:**

In order avoid unmonitored or unused social media accounts associated with Newark Campus organizations, we ask that RSOs register their social media accounts every year. You can register your social media accounts through the following form: [Student Organization Social Media Audit](#).

**Please Note:** As registered student organizations, you are seen as representing the Newark campus. Your behavior and presentation online should reflect this expectation. Social media accounts and post found to be out of compliance or in violation of campus conduct policies may result in disciplinary action against the offending organization.

## **Program & Event Planning**

### **I. Organization and Planning**

Program planning is a key component of our student organizations on campus. From fundraising to educational and social events, programming planning takes time, attention to detail, and great communication. The chat below can be used as a guideline to formulate a plan for your organization’s programming endeavors. When in doubt, consult with the Student Activities Manager.

| <b>Six Weeks in Advance...</b>                                                                         |
|--------------------------------------------------------------------------------------------------------|
| Determine event purpose and initial plan, and create a timeline for the event                          |
| Develop budget and marketing strategy (tip: partner with other student orgs if you’re short on budget) |
| Determine volunteer needs                                                                              |
| Request room reservations and/or secure rain back up locations                                         |
| Notify the Student Activities Manager if a contract needs to be signed                                 |
| Discuss the plan with your organization advisor                                                        |

|                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| <b>Six Weeks in Advance...</b>                                                                     |
| Contact the Student Activities Manager with any safety or liability concerns                       |
| Turn in any publicity/advertising requests, and if it's a fundraiser, a fundraising request        |
| If a check needs to be cut, fill out a Requisition Request on the Student Organizations forms page |
| Place any catering requests                                                                        |
| Request any technology needs                                                                       |
| <b>2 Weeks in Advance...</b>                                                                       |
| Finalize agenda or program                                                                         |
| Give and confirm final staff/volunteer assignments                                                 |
| Create "day of event" signage                                                                      |
| Check on final payment arrangements                                                                |
| Request the credit card if needed (no less than <b>TWO weeks</b> in advance)                       |
| <b>Day of the Event...</b>                                                                         |
| Check room/space to make sure all equipment and decor is arranged correctly (2 hours before event) |
| Post directional signs as needed and check that greeters are in place for the event                |
| Check on food and any entertainer or other vendor special needs                                    |
| Secure any payments due that day                                                                   |
| <b>Immediately After the Event...</b>                                                              |
| Secure all materials from your event and breakdown any tables, chairs, or equipment                |
| Leave the space in the condition you found it in (pick up all garbage, remove all décor)           |
| Deposit finds to Student Fundraising account by the next business day (if applicable)              |
| <b>One to Two Weeks After...</b>                                                                   |
| Send Thank You notes to vendors, volunteers, presenters, etc.                                      |
| Have a meeting to debrief and review with your organization to discuss improvements for the future |

## II. Requesting Space

As a registered student organization, you can reserve space on campus for meetings or sponsored events. Additionally, there is a room designated for Student Organizations to utilize in Warner 205C. To reserve space, fill out the [Space Reservation Request Form](#) at least **TWO weeks** prior to your event or meeting.

Please note that some spaces, such as the Warner Center Platform, are popular and book well in advance. If you have interest in reserving a popular space, please plan ahead.

## III. Travel

If your organization is sponsoring any type of event where travel is required, participants may need to fill out a Travel and Liability waiver. Please contact the Student Activities Manager if your organization intends to sponsor this type of event.

Organizing travel efforts and approvals takes time. Please plan well in advance of your event. As soon as you know of your intent to travel, you should contact the Office of Student Life.

Startup funds and Student Fund (Fundraising) accounts may be used to support the travel of an organization.

#### IV. Copyright Laws and Showing of Videos, Films, and Movies

Federal copyright law strictly governs the public exhibition of films, and student organizations must comply with these regulations when planning any event that includes a movie or video screening.

**Public Performance Rights (PPR)** are required anytime a film is shown outside a private living space, regardless of audience size, admission fees, or the source of the movie (e.g., DVD, streaming, or digital file). This means that even if the film is obtained legally—through purchase, rental, or library checkout—it is intended solely for personal use in private settings and may not be shown in public venues such as classrooms, lounges, or event spaces without proper licensing.

##### Licensing and Cost Information

- The cost to license a film for public showing can range significantly. License fees range from \$100-\$500 (and above!) per viewing, depending on the release date, audience size, and studio.
- Student organizations commonly use **Swank Motion Pictures** to purchase screening rights.
- You can explore available titles and request pricing by visiting [www.swank.com](http://www.swank.com) or calling 1-800-876-5577.

##### Requirements for Student Organizations

- Student organizations must secure public performance rights for all movie showings hosted in public or semi-public settings. This requirement applies whether the screening is free to attend or part of a fundraising or awareness event.
- The Office of Student Life will contribute \$100 once per academic year toward screening licensing fees. Beyond that, student organizations can use either Start-Up/Annual or Fundraising accounts to pay for movie screening rights.
- If you would like the Office of Student Life to help you secure the rights to show a film, you can fill out the following form: [Movie Showing Request Form](#)

##### Legal Consequences for Non-Compliance

Failure to obtain proper licensing for public film showings is a violation of federal copyright law and can result in **significant penalties**, even if the infraction is unintentional. Fines can range from **\$750 to \$30,000 per unauthorized showing**, and in cases where admission is charged or financial gain is involved, penalties may increase to **\$150,000 and up to one year of imprisonment**.

## Awards & Recognition

### I. Student Life Awards

The Office of Student Life strives to offer Newark campus students various opportunities to coordinate in-class learning with out-of-class experience through involvement in various student organizations.

To show support for student organizations as well as encourage further excellence in student programming and leadership, the Office of Student Life offers many awards and various forms of recognition for individual and group accomplishment. Nomination forms are posted online under Student Organization Forms and will be available for submission the first of December through Mid-March.

### II. Awards Descriptions & Criteria

**Please Note:** The Office of Student Life is constantly looking to improve the ways we engage with and support our Student Organizations. As such, there may be changes to the awards offered and the ways in which they are presented. The Office of Student Life will communicate with all registered student organizations as changes are made.

- **COTC Outstanding Leadership Award:** The COTC Outstanding Leadership award is given to a Central Ohio Technical College student who exemplifies strong and consistent leadership in the campus community.
- **Ohio State Newark Outstanding Leadership Award:** The Ohio State Newark Outstanding Leadership award is given to an Ohio State Newark Student who exemplifies strong and consistent leadership in the campus community.
- **Up & Coming Leadership Award:** The Up and Coming Leadership Award is given to a first- or second-year COTC or Ohio State Newark student. The recipient of this award, since their arrival to campus, has demonstrated active involvement in campus programs and student organizations.
- **Campus Crusader Award:** The Campus Crusader Award is given to an Ohio State Newark or COTC student who has demonstrated active involvement in the betterment of the campus and/or surrounding community through service projects, volunteer work and/or the promotion of cultural or social awareness.
- **RSO Superlatives:** These awards recognize the contributions of our students to campus culture and community.
- **Outstanding Student Organization Award:** The Outstanding Student Organization Award recognizes a campus organization whose members have proven their dedication to improving the Newark campus community.

- **Outstanding Student Organization Program Award:** This award recognizes an outstanding student organization program, activity or event. The basis for the award is the overall impact of the program.
- **Above and Beyond Faculty/Staff Award:** The Above and Beyond Faculty/Staff award recognizes a faculty or staff member of the Newark campus for outstanding service to the campus community.

## Conclusion

Thank you for taking the time to read the Student Organization Handbook. Your commitment to understanding the guidelines, expectations, and opportunities available to student organizations is a vital step toward building a vibrant, supportive, and successful Newark Campus community. We encourage you to revisit this handbook regularly throughout the academic year as a helpful reference tool while planning events, managing your organization, and collaborating with fellow students and campus partners.

Student organizations play a critical role in shaping the student experience on our campus by fostering leadership, creativity, service, and a sense of belonging. Your energy, ideas, and dedication make a lasting impact, and we are here to support you every step of the way.

If you have any questions, need guidance, or simply want to explore new possibilities for your organization, please don't hesitate to reach out to the Student Activities Manager, Mackenna Finley, at [finley.352@osu.edu](mailto:finley.352@osu.edu) or by phone at (740) 755-7166. You can also stop by the Office of Student Life at Warner 226. We are open weekdays from 8 am – 5 pm and would be happy to answer any questions you might have.

We look forward to working with you and celebrating your contributions throughout the year.