REGISTRATION GUIDELINES FOR STUDENT ORGANIZATIONS AT OHIO STATE

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PHILOSOPHY ON STUDENT ORGANIZATIONS

The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations. A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University set forth in the Academic Plan and the Diversity Action Plan.

Acknowledging our land-grant mission and consistent with the university motto *disciplina in civitatem* (education for citizenship), The Ohio State University recognizes the contributions Student Organizations make to an effective learning environment that prepares our students to live in a multi-cultural society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. The Ohio State University strongly supports a diverse student organization community that contributes to the mission of the University.

GUIDING PRINCIPLES[1]

The funds generated by the student activity fee, recommended by the Council on Student Affairs (CSA) and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly CSA must act as a good steward of these University resources, ensuring that these resources are used by student groups and organizations in a manner consistent with the mission of the University. In order to do this, CSA has created requirements for registration and resource allocation that seek to manage the limited resources such that they have the greatest impact on the Ohio State student body. These policies are created to promote the philosophy of student organizations at Ohio State and are made with the following guiding principles:

- Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students
- Student organizations should be guided by, and contribute to the development of, the highest ethical, moral, and democratic ideals and standards
- Student organizations should contribute to the development of skills including but not limited to leadership, interpersonal, and life management, in all of its members
- All students at Ohio State should have the opportunity to become involved in a student organization and to participate as an organization leader
- A vibrant and diverse student organization community is one where student organizations grow over time, where they have a lasting impact on the traditions and culture at Ohio State, and where they affect students beyond their own organization

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[1] Subsequent to the adoption and approval of these Registration Guidelines, section 3345.023 of the Ohio Revised Code was promulgated. See http://codes.ohio.gov/orc/3345.023. These Registration Guidelines will be interpreted and applied in adherence with all applicable law.

- Student-faculty interaction is an important part of the college experience; relationships between faculty/staff advisors and the students in a student organization should be meaningful
- Student interaction across diverse backgrounds, across colleges and departments, and between student organizations is encouraged
- Resources are intended to provide the basic operating needs of registered student organizations, creating efficiencies in such areas as publicity and photocopying
- Student organizations should be self-supporting through a variety of creative mechanisms including but not limited to collecting dues from its membership, fundraising events, soliciting contributions, and when applicable student activity fee funds
- With limited resources available to student organizations and with requests for funding that vastly exceed available funds, rational principles of proportionate use and guidelines have to be set by CSA to fairly distribute these funds
- Public funds should not be used for private benefit, but instead for the benefit of the student body and the University as a whole
- Decisions regarding University resources to student organizations should not be made by non-student members of a student organization
- University resources under CSA jurisdiction should be used primarily by students and to lesser extent to other individuals associated with the University (faculty, staff, alumni, and student partners or spouses)
- Funds set aside for student organizations should have an impact on the campus community and should promote the educational, research, and outreach mission of the University
- Funds set aside for student organization programming should prioritize unique programs, over a broad range of categories, rather than duplication
- Debts and other obligations of a student organization are organizational obligations and carry forward from year to year
- These guidelines are applicable to Columbus-campus-based student organizations; student eligibility criteria applies to students enrolled on the Columbus campus

RECOGNIZED STUDENT GROUPS AND STUDENT ORGANIZATIONS

HOW TO REGISTER

Students interested in starting a new student organization should follow the link online under "Information for Starting New Organizations."

- All organizations must self-select in which window they choose to register.
  - Spring Window: February 15 1 – April 30 15
  - Fall Window: August 1 15 – October 15 30
- Registration for new organizations can only be initiated during one of the two stated registration windows.
- New organizations will have the duration of the registration period, or 60 days from their initiation date, whichever is later to complete the registration process.
- Renewing organizations must complete all registration requirements by the end of the registration window (April 30 15 or October 15 30), or will be listed as Inactive until registration requirements are completed.

STATUSES OF STUDENT ORGANIZATIONS

Each organization's status will be displayed on the online public directory. The different statuses of an organization are defined below. Change in status from inactive to active may occur at any time based on changes submitted.

- **Pending**: Organizations that are in the process of completing registration requirements for a given year. All organizations will be listed as pending during their registration window, as registration requirements are being completed.
- **Active - New/Re-established**: Organizations that have been registered for less than two (2) continuous years; all registration requirements may or may not have been completed by the end of the registration window.
- **Active - Established**: Organizations that have been registered for at least two (2) continuous years; at least 15 members of the organization; all registration requirements completed by the end of the registration window.
- **Inactive**: Organizations that have not completed all registration requirements by the end of the registration window. This may include organizations that no longer exist as groups on campus.
- **Unregistered**: Organizations that choose to be listed in the Student Organization Directory online, but do not complete registration requirements and so do not receive any benefits or resources listed above.

NEW & RE-ESTABLISHED STUDENT ORGANIZATIONS

A student organization at Ohio State is a registered student organization created for any educational purpose supporting the vision and goals of the University set forth in the Academic Plan and Diversity Action Plan, and supporting the Philosophy of Student Organizations at The Ohio State University. Registered student organizations are treated differently than unregistered student groups because they contribute directly to the University's educational, research, and outreach mission.

The requirements to become a registered student organization follow. It should be noted that limiting the number of leadership positions a student holds are intended to give more students a leadership opportunity and to ensure that involved students are not overextended. This rule in no way limits the number of organizations with which a student may be involved, only the number of organizations s/he may lead. Likewise, the requirement limiting the number of student organizations a faculty/staff advisor may advise is intended to ensure that the advisor's relationship to the organizations is meaningful.

Requirements:

- Constitution[2] on file with the Center for Student Leadership and Service, must include:
  - o Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State
  - o Membership selection and removal process, including application timelines, membership contact person, and any other membership eligibility/ineligibility criteria
  - o Officer selection process, including any applicable officer eligibility criteria, and officer removal process, including cause(s) for which an officer may be removed

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[2] See online guidelines on writing a student organization constitution and bylaws.

- o Statement of nondiscrimination prohibiting discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, or protected veteran status or any other basis in accordance with these guidelines
- At least 3 Student Officers, including a Primary Leader, Treasurer, and Secondary Leader(s) (e.g., co-president, vice president or equivalent).
  - o Primary Leader and Treasurer must be enrolled as full time students; Secondary Leader(s) must be student(s) in good standing
  - o Student Officers must be selected in accordance with the officer selection process specified in the organization's constitution. Student Officers must also meet minimum GPA requirements, based on minimum requirements for good standing as set by the Office of Academic Affairs, Graduate School, and individual professional colleges
    - ▪ 2.0 Term GPA for Undergraduates
    - ▪ 3.0 Term GPA for Graduate Students
    - ▪ 2.0 Term GPA for Professional Students
  - o A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its Student Officers that are consistent with those beliefs[3]
  - o Students not enrolled in summer classes (but who will be enrolled the following fall) are eligible to hold office; if enrolled in summer classes the GPA requirement is enforced as above
  - o Officers must not be registered officers in more than 3 student organizations
  - o Primary Leader must have completed Student Organization President Training
  - o Treasurer must have completed Student Organization Treasurer Training[4]
- Student membership of 5 or more
  - o Membership in registered student organizations must be open to all eligible students
    - ▪ So long as students are afforded an equal opportunity to attain membership, student organizations may impose neutral and generally applicable membership eligibility criteria such as the payment of dues, regular attendance, or achievement measures (e.g., writing competitions or minimum grade requirements)
  - o No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972
  - o Organization roster on file with Center for Student Leadership and Service, submitted in format provided by Student Organization Management System.
  - o 90% of the membership must be currently enrolled Ohio State students[5]
  - o Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members, but may not comprise more than 10% of the total membership
- At least 1 faculty/staff advisor who is a member of the faculty or administrative and professional staff selected by the student organization in accordance with its constitution and bylaws

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[3] See footnote 1.
[4] Student organizations may be registered provisionally if the Primary Leader and Treasurer have not participated in the Student Organization Training. No funds will be disbursed to the student organization until after the trainings have occurred.
[5] Registered student organizations whose constitution expressly promotes faculty-student interaction may have a membership that is composed of 60% students providing that the other 40% is composed of faculty or administrative and professional staff at Ohio State.

- o Advisor must be certified by the Office of Student Life every 2 years by completing Student Organization Advisor Training
- o Advisors may not recertify online in successive recertification periods
- o Advisor may not serve as primary advisor to more than 3 student organizations at the same time unless his/her job description requires advising more than 3 student organizations. The advisor's job description must be on file with the student organization's file ~~in the Center for Student Leadership and Service~~with Student Activities. This rule does not preclude faculty and staff from serving in an informal co-advisory capacity to additional organizations.
- o The name of the advisor(s), his/her email address, phone number, and OSU internet username ("lastname.nn") must be included on the organization roster.
- o Classified civil service employees, ~~and~~ graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.
- o Advisors are encouraged to submit an Indemnification Letter, signed by their direct supervisor, via the Student Organization Management System. The letter should be updated when advising roles and/or employment roles change.
- Identify the student organization as primarily graduate, professional, or undergraduate organization based on the composition of the organization leadership
- Submission of at least two goals for the year, with an update on progress or modification of goals on a per term basis, to be reviewed and approved by listed faculty/staff advisor
- Statement from the local, state, national, or international organization certifying affiliation when the student organization is a campus chapter of a local, state, national, or international organization (if applicable)
  - o Constitution of the local, state, national, or international organization on file with the Office of Student Life
- Must adhere to the "Responsibilities of Student Organizations" below
- Tax ID number or an EIN (required to receive university funds)
- OSU AP Payment Compliance Form on file (required to receive university funds)
- Non-university checking account (with local bank or credit union) with president, and treasurer~~, and advisor~~ as signatories OR a University chart field account maintained by an academic department, unless the organization does not have any organizational assets, i.e. dues, CSA funding, other University provided funds. Under no circumstances may organizational money be placed in personal banking accounts. (required to receive university funds)
- Organization must be in financial good standing defined as:
  - o Prior operating funds audits complete and on file with ~~Center for Student Leadership and Service~~Student Activities business office, as applicable
  - o No outstanding debt as reported by other university departments or funding organizations/boards
    - ▪ Outstanding debt of greater than 60 days will result in the organization being unable to book meeting space, utilize the Resource Room, or receive additional funding
    - ▪ Outstanding debt of greater than 90 days will be considered grounds for revocation of an organization's active status, and all benefits included therein.

Benefits (Subject to applicable policies, rules, regulations, and laws):

- Inclusion in the University-published online directory of student organizations

- Use of bulletin boards, digital screens, outdoor signboards, and kiosks on the University campus
- Use of University facilities
  - Host events, including sponsoring guest speakers on campus
  - Hold on-campus fundraising events
  - Use of amplified sound
- Access to CSA student activity fee funds up to $200 per year for operating expenses
- Access to CSA student activity fee funds up to $2000 per year for programming expenses
- Participation in Student Involvement Fairs
- Participation in Homecoming Parade
- Use of the Center for Student Leadership and Service Resource Room, including $250 annual line of credit for services
- Access to Ohio Union Graphics and Marketing staff for consultation, design, and support
  - Use of the University name to designate the student organization's location "at The Ohio State University" or "Ohio State" on its letterhead and publications, subject to University name, logo, and seal guidelines
- Server space on University computers, including website hosting and organizational email accounts and listservs
- Access Carmen to create a student organization listing to store historical data and conduct organizational operations
- Access to enhanced training, workshops and conferences offered through the Center for Student Leadership and ServiceStudent Activities
- Access to Program Planning Consultation for support and advice in event planning, funding request submission, and audit completion
- The opportunity to apply for access to office, or locker, or mailbox space in the Center for Student Leadership and Service
- Rental of University vehicles through the Motorpool

ESTABLISHED STUDENT ORGANIZATIONS

This level of classification is intended to promote growth and continuity, recognizing the contributions that established student organizations bring to the University. Healthy student organizations actively recruit new members and strive to ensure that the organization outlasts the original group who founded it. Such growth and expansion not only benefits the student organization but also the individual members within the organization.

Requirements:

- Meet all the requirements for a New & Re-Established Student Organization
- Organization must be in continuous good standing at least two registration years
- Student membership of 15 or more
- Must renew registration annually by the April 30 15 or October 15 30 deadline (as applicable) to maintain Established status

Benefits (Subject to applicable policies, rules, regulations, and laws):

- Benefits available to New & Re-Established Student Organizations
- Access to CSA student activity fee funds up to $3,000/year for programming

- ~~Use of the University name to designate the student organization's location "at The Ohio State University" or "Ohio State" on its letterhead and publications, subject to University name, logo, and seal guidelines~~

UNREGISTERED STUDENT GROUPS

The Ohio State University respects the right of students to associate in order to express commonly shared viewpoints. Ohio State recognizes but does not support or endorse these unregistered student groups. Some student groups may desire this level of classification because of the minimal amount of requirements.

Requirements:

- Organization name
- Statement of purpose
- Name, local address, phone number, and the OSU internet username ("lastname.nn") for one student leader who is currently enrolled at Ohio State
- 90% of the membership must be currently enrolled Ohio State students

Benefits (Subject to applicable policies, rules, regulations, and laws):

- Inclusion in the University-published online directory of student groups
- Use of bulletin boards, digital screens, outdoor signboards, and kiosks on the University campus
- Use of University facilities, as a non-University entity[6]
- Host events, including sponsoring guest speakers on campus

RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

Registered student organizations at The Ohio State University, their officers, members, and guests are responsible for:

- Complying with applicable federal, state, and local laws and with University regulations, including but not limited to the provisions of the Ohio Administrative Code including the Rules, Regulations, and Bylaws of The Ohio State University, The Ohio State University Operating Manual, the Code of Student Conduct and guidelines promulgated by the Senior Vice President for Student Life. Copies of pertinent documents are available at the Office of Student Conduct;
- Planning and implementing their own programs and activities;
- Sponsoring and supervising their programs;
- The safe operation of their programs;
- Assuring that facilities are used for the purpose for which they were scheduled;
- The activities of non-student members and guests while participating in the activities of the student organization;
- Sound fiscal management and prompt payment of debts incurred, including maintaining fiscal records that include:
  o Checkbook;

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[6] Unregistered student groups have access to University facilities that are generally available to the public.

- o Check stubs or copies of all checks;
- o Consolidated receipt/disbursement book;
- o Paid bills and invoices for all purchases;
- o Copies of receipts issued for all cash payments;
- o Other documents, reports, receipts, photographs, etc. that the organization deems important;
- o Financial statements; and
- o Budgets;
- Expending student organization funds to further the purpose(s) of the student organization and not for the private benefit of its officers or members;
- Keeping the organizations' faculty/staff advisor informed of its activities, programs, and financial standing; and
- Maintaining up-to-date online registration records – including officer contact information, advisor contact information, and constitution – with the Office of Student Life.
- Making a good faith effort to submit annual Clery Report information via the Student Organization Management System.

DENIAL AND/OR TERMINATION OF REGISTRATION

The Office of Student Life reserves the right to deny or terminate registration status. Circumstances that will result in denial or termination of registration include, but are not limited to, the following:

DENIAL OCCURS WHEN
- The student organization is not formed for an educational purpose consistent with the philosophy statement on student organizations at Ohio State;
- The student organization has not complied with registration requirements;
- Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
- Registering a student organization currently under disciplinary sanction under a new name;
- Registering a subsidiary of a currently registered student organization;
- Registering an organization that is a duplicate of a pre-existing organization;
- The student organization has delinquent debts (including operating funds audits) which the student(s) requesting registration cannot show will be paid within a reasonable time; and
- Submitting false information to The Ohio State University or a university representative.

TERMINATION OCCURS WHEN
- A request from the student organization to dissolve;
- A lapse in communication with the Office of Student Life, including failure to maintain, on file with the Office of Student Life, the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information;[7]
- The student organization, its programs, and its activities are not planned and implemented by its student membership;[8]
- Failure to live up to the student organization responsibilities previously enumerated;

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[7] Updating the student organization online registration page must occur within 30 days of any change to this information.
[8] This is not intended to preclude bringing to campus contracted, outsourced programs.

- Failure to meet financial obligations;
- Failure to comply with the student organization's constitution;
- Failure to comply with the rules, regulations, policies, and procedures of The Ohio State University as determined by appropriate University representatives;
- Submitting false information to The Ohio State University or a university representative; and
- Action taken by the Office of Student Conduct.

APPEAL PROCESS

A student organization may appeal to CSA any denial or termination of registration by the Office of Student Life. An appeal must be initiated within 30 days of a student organization's receipt of the notice of registration denial or termination. All such appeals should be directed in writing to the CSA Fiscal Coordinator (or designee) in the Center for Student Leadership and Service, who will forward them to the chair of CSA. All decisions by CSA will serve as the final authority on such matters.

ORGANIZATIONS WITH ADDITIONAL REGISTRATION REQUIREMENTS AND/OR CERTAIN EXEMPTIONS

In addition to meeting the registration requirements for student organizations, some student organizations have other requirements for registration imposed by CSA and/or by other offices at the University. Some have exemption from certain requirements. The following types of student organizations are the only ones that have additional requirements and/or exemptions.

SOCIAL FRATERNITIES AND SORORITIES

Social fraternities and sororities are registered student organizations that may be either single-sex or co-ed Greek-letter organizations whose mission and purpose is recognized as primarily promoting the intellectual, social, spiritual, moral, civic, and career development, and the wellness, of student members.

Additional requirements:

- All social fraternities and sororities must be officially recognized by one of the four Greek Councils: Interfraternity Council (IFC), the Multicultural Greek Council (MCGC), the Panhellenic Association (PHA), or the National Pan-Hellenic Council (NPHC).
- All social fraternities and sororities must be endorsed by the Coordinator Director of Sorority and Fraternity Life. The signature of the Assistant DirectorCoordinator or Associate Director of Sorority and Fraternity Life will be accepted as sufficient documentation of such endorsement.
- All registered social fraternities and sororities are expected to abide by the OSU Greek Life Standards of Excellence, a set of minimum expectations for each chapter and its members, as established by the community.
- The Office of Student Life may establish criteria for accepting new chapters and specific requirements for existing organizations. The Assistant Director of Sorority and Fraternity Life will make such criteria available to students upon request.
- Social fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.

Exemptions:

- Social fraternities and sororities may limit membership based on sex and still be eligible for recognition as a registered student organization.

- With permission from the ~~Assistant~~ Director of Sorority and Fraternity Life, social fraternities and sororities may have fewer than 15 members and be eligible for recognition as an Established Student Organization if the ~~Assistant~~ Director finds a compelling reason that supports the ideals and mission of the University.
- ~~If the OSU advisor of record is not the advisor directly responsible for the organization's finances, exemptions may be made pertaining to the requirement that the OSU advisor must be a signatory on the organization checking account. The petition for exemption should be directed to the Sorority and Fraternity Life staff. The organization may appeal the Sorority and Fraternity Life decision to the CSA Allocations Committee. The decision of CSA Allocations shall be final.~~
- Where processes for officer and/or member removal are provided for in national governing documents, whether secret or public, reference to such documents in local constitution and/or by-laws shall suffice to meet the constitutional requirement outlined above.

HONOR SOCIETIES

Honor societies are registered student organizations whose purpose is to recognize achievement in academics and/or co-curricular involvement.

Additional requirements:
- New academic honor societies must also submit with their registration application a letter of acceptance from the dean of the college with which the honor society is most closely associated. Each college may establish criteria for accepting new academic honor societies.
- New class honoraries must make application to the Association of Ohio State Class Honoraries. The Association will make a recommendation to the Senior Vice President for Student Life based upon student interest, the need for additional opportunities for student recognition, the future viability of the proposed society, and the contribution the proposed honor society can make to the quality of campus life.
- Other new honoraries must obtain the permission of the Senior Vice President for Student Life, who may establish criteria for accepting new honoraries and specific requirements for existing organizations. Such criteria will be made available upon request.
- Honoraries that are affiliated with national organizations must be in compliance with their national organizations guidelines for chapter affiliation in order to be recognized at Ohio State.

Exemptions:
- Honoraries and honor societies may limit membership based on selection criteria, which may include, but are not limited to, grade point average, merit of a membership application, or performance in a selection interview, and still be eligible for recognition as student organizations. Compliance with the nondiscrimination policy is required in order to be a registered student organization.

SPORT CLUBS

A sport club is a student organization registered with ~~the Ohio Union~~Student Activities that is additionally registered with and recognized by the Department of Recreational Sports. Sport clubs must register as student organizations~~,~~ to receive funding, staff support and special access to recreational facilities from the Department of Recreational Sports. Sport Clubs are eligible to use resources available to all registered student organizations, including resources, graphic design/marketing consultation, meeting space reservation, and the option to apply for ~~mailbox/~~locker/officer space in the Ohio Union. Sport Clubs are not eligible to apply for Operating or Programming Funds. Funding for Sport Clubs is available through the Department of Recreational Sports.

Additional requirements:

- The Department of Recreational Sports ~~may~~ has establish~~ed~~ criteria for the recognition of new sport clubs and renewal of existing organizations, which ~~must be~~has been approved by CSA. The ~~Sport Club Director~~Assistant Director of Competitive Sports shall publish the information on the Department of Recreational Sports website.
- A minimum of ~~eight~~ fifteen (~~8~~15) OSU students ~~must comprise a majority of membership~~is needed to even be considered a sport club. ~~Only students may hold officer/leadership positions.~~

Exemptions:

- Sport Clubs may limit membership based on gender if the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves bodily contact.
- Sport Club treasurers shall not be required to attend training through ~~the Center for Student Leadership and Service~~Student Activities. Training will be conducted by staff in the Department of Recreational Sports.

STUDENT ORGANIZATIONS OUTSIDE THE NORMAL REGISTRATION SYSTEM

These organizations by their campus-wide nature exist outside of the normal registration system. Nevertheless they must comply with the <u>Responsibilities of Registered Student Organizations</u> and <u>Prohibited Expenditures for Student Organization Funding Guidelines</u>.

STUDENT GOVERNMENTS

All student organizations recognized by the University Senate as representative bodies and holding seats on the University Senate are considered governance organizations for the purposes of student organization registration and its related services.

Additional registration requirements:

- An on-campus general ledger chart field
- Submit term budget reports to the CSA Allocations Committee
- Approval from CSA to carry forward more than 25% of their annual budget above their reserves (not to exceed 10% of their annual budget)
- Submit a written inventory of all equipment to the Office of Student Life each time there is a change in officers and at least once per year
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current condition, and exact location
  - Senior Vice President for Student Life may request an on-site inspection to verify the inventory

Exemptions:

- May limit membership based on student classification—graduate, professional, and undergraduate student
- May use student activity fee funds for general operating expenses, including travel, provided they comply with relevant University guidelines on spending. These expenses include the following:
  - Travel may include participation at conferences, registration fees associated with conferences, and food costs limited to the federal guidelines on per diem
  - Equipment
  - Other general office supplies provided by the Center for Student Leadership and Service Resource Room
- May purchase the equipment and other capital expenses necessary to operate their offices

- May pay for staffing, with the prior approval of the Senior Vice President for Student Life
- May utilize resources in the Center for Student Leadership and Service Resource Room, with the understanding that the government budget will be charged back for expenses each semester
- May hold events in off-campus locations beyond the guidelines stated in Fundable Programs: On-Campus (below)
- May pay for food at general member/delegate meetings as deemed appropriate
- Are not eligible to apply for student activity fee Operating or Programming funds
- Government treasurers are exempt from mandated treasurer training as they (or their designee) will receive appropriate training and signed certification from the Ohio Union Business Office.

CSA may establish criteria for accepting new governance organizations and specific requirements for existing governance organizations. The Chair of CSA will make such criteria available to students upon request.

CAMPUS-WIDE PROGRAMMING ORGANIZATION

The Campus-Wide Programming Organization (Ohio Union Activities Board) is a student organization whose sole purpose is to plan campus-wide programming.
Additional registration requirements:
- An Executive Board, chosen through an application and interview process conducted by the Director of the Ohio Union or designee, the organization advisor, a member of the Ohio Union Council, senior out-going members of the general membership, and the out-going organization president or other out-going senior member of the Executive Board, composed of the following:
  o Organization president
  o Organization vice president
  o Chairs of standing committees
  o Organization advisor, *ex officio*, non-voting
- Staff support provided by the Office of Student Life
- An on-campus general ledger chart field
- A process approved by the Ohio Union Council for receiving input from each student population—graduate, professional, undergraduate
- A membership that is broadly inclusive of the diversity at Ohio State
- Report monthly to the Ohio Union Council
- Report semester plans to the CSA Allocations Committee no later than the 3rd week of the semester
- Report to the CSA Allocations Committee when collaborative events for a given period have been approved
- Submit an end-the-year report to the Ohio Union Council and then to CSA
- Allocate a minimum of $50,000 to graduate/professional programming
- Submit a written inventory of all equipment to the Office of Student Life each time there is a change in officers and at least once per year
  o Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current value, and exact location
  o Senior Vice President for Student Life may request an on-site inspection to verify the inventory
Exemptions:

- May include general operating expenses, including travel in their annual budget, provided they comply with relevant University guidelines on spending. These expenses may include the following:
  - o Travel may include participation at conferences, registration associated with conferences, and food costs limited to the federal guidelines on per diem.
  - o Equipment
  - o Other general office supplies provided by the Center for Student Leadership and Service Resource Room
- May utilize resources in the Center for Student Leadership and Service Resource Room with the understanding that the programming board budget will be charged back for expenses each semester
- May hold events in off-campus locations beyond the guidelines stated in Fundable Programs: On-Campus (below)
- May pay for food at general member/delegate meetings as deemed appropriate
- May use proceeds from sale of Dates and Data to provide member development opportunities to the organization
- Are not eligible to apply for student activity fee Operating or Programming funds
- Programming Board treasurer is exempt from mandated treasurer training as they (or their designee) will receive appropriate training and signed certification from the Ohio Union Business Office.

CSA may establish criteria for accepting new campus-wide programming organizations and specific requirements for The Ohio Union Activities Board. The CSA chair will make such criteria available to students upon request.

CENTER COHORT PROGRAMS
Those student organizations who receive direct advisory and budgetary support from entities within the Center for Student Leadership and Service, or the Ohio Union. University Ambassadors and Coca-Cola interns, due to their close working relationship with the Ohio Union and the Center for Student Leadership and ServiceStudent Activities, will be considered in this section, although they do not receive direct support from the Ohio Union or CenterStudent Activities.

Registration requirements:
- A primary leader, designated through an elections process or appointed by the organization advisor. The primary leader is required to attend Student Organization Orientation President Training
- Staff support provided by the Office of Student Life
- An on-campus general ledger chart field (except in the case of Coca-Cola Interns)
- A membership that is broadly inclusive of the diversity at Ohio State and meets the mission and purpose of the organization

Exemptions:
- If the program utilizes a university budget outside of the Student Activity Fee chartfield, they are not subject to limitations outlined in the section titled "Prohibited Expenditures" below. They must still operate within the guidelines established by that particular budget manager, and are subject to all laws and university expenditure policies.
- Are not eligible to apply for student activity fee Operating or Programming funds
- May utilize resources in the Center for Student Leadership and Service Resource Room with the understanding that the appropriate budget will be charged back for expenses each semester

The Center for Student Leadership and ServiceStudent Activities may establish criteria for accepting new Center Cohort Programs. Center Student Activities staff will appraise CSA chair of additions/deletions as requested.

STUDENT ORGANIZATION FUNDING GUIDELINES

CSA must act as a good steward of student activity fees (SAF) and the other University resources over which it has jurisdiction. With a limited amount of student activity fee monies, CSA has implemented policies that seek to maximize the impact these funds have on the campus community.

To this end, student activity fee monies were divided into several funding lines when the three student governments agreed on the fee. These funding lines are as follows:
52%   Ohio Union Activities Board (campus-wide programming)
15%   D-Tix Discount Ticket Program
13%   Student Organization Funding
9%   Student Government Funding
7%   Signature Events
4%   Buck-I-Serv SERV Alternative Break Trip Program

Monies set aside for registered and active student organizations must also provide a significant impact on the campus community and should promote the educational, research, and service mission of the University. Student organizations seeking funding from the CSA Allocations Committee must demonstrate how their programs enhance the student experience and have an impact on students at Ohio State beyond their own membership.

From the monies generated by the Student Activity Fee, $125,000 is set aside for the operation of the Resource Room in the Center for Student Leadership and Service. The Resource Room provides access to other services to assist organizations with their operation and event planning. A full description of available resources and services is available online.

Student Organization monies for operating and programming funds are divided between undergraduate, graduate, and professional student organizations based upon 15-day enrollment population figures.

In each of these funding lines, the monies are divided between operating funds (25%) and programming funds (75%). Both operating funds and programming funds are available by application only and are not automatically granted to student organizations. While programming funds are disbursed after submission of receipts for fundable expenses, operating funds checks are advanced to student organizations upon approval of a submitted application and budget.

PROHIBITED EXPENDITURES
No Student Activity Fee funds may be used for the following:
- **Revenue creation:** Programs that profit the organization or individual student(s). Any proceeds from a ticketed program (including ticket sales, entry fees, participant fees and sponsorships) must be put towards the cost of the program or donated to a charitable cause (501(c)(3)). Organizations classified as a 501(c)(3) may not retain or receive proceeds from any program or event funded by the student activity fee.
- **Items prohibited by state law and university policy**: E.g. alcohol, firearms, tobacco, and illegal substances, lottery tickets, promotions offered through D-Tix Discount Ticket Program, and contractually prohibited products.
- **Non Coca-Cola Products**

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No Operating or Programming funds from the Student Activity Fee may be used for the following:

- **Donations**: Direct monetary donations to charitable organizations or individuals not associated with the costs of a service project; purchase of items to be directly donated to a charitable or other organization.
- **Payments to individuals:** Fees paid to any individual, including students, for his/her services except for any purposes specified in fundable programming expenses. This includes salaries, monetary awards or prizes, fees, loans, stipends, fellowships, and scholarships.
- **Payments to organizations:** Fees paid to other registered student organizations for performances or speakers at programs and events
- **Financial Contributions to Other Organizations**: Requests for funding submitted on behalf of another organization, where collaboration/co-sponsorship is not evident. Collaborative programs must give evidence of active involvement of all sponsoring organizations. Co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between organizations.
- **Activities or expenditures to benefit individuals**: Expenditures designed for the personal gain of individuals and not the organization as a whole, these include but are not limited to the following:
  - Books and subscriptions
  - Local, state, national, or international organization dues
  - Personal phone charges
  - Printing of resumes and duplication of course materials
- **Equipment and software**: Costs associated with purchasing equipment, or software for the organization, including portable drives, PDAs, etc.

Acceptable Coca-Cola brands include (with associated Diet/Zero/Flavored varieties):

Coke	Sprite	Fanta	Fresca	Vault	Mello Yello
Pibb	Barq's	Seagram's	PowerAde	Dasani water	Vitamin Water
Honest Tea	Gold Peak	Minute Maid	Simply products	Nestea	Fuze
Campbell's V-8	Odwalla	Full Throttle Energy	Tum-E-Yummies	NOS Energy	

OPERATING FUNDS

CSA makes available a limited amount of funds to each registered and active organization for its operating expenses in order to encourage student organizations to cover some of their own operating expenses. Student organizations may apply for up to $200/year for their annual operating expenses. Applications for operating funds will be processed starting on July 1 of each year. Operating funds will be awarded on a first-come basis until funding runs out, for requests submitted no later than April 1.

OPERATING EXPENSES

BUDGET CATEGORY	FUNDABLE	NON-FUNDABLE
ADVERTISING/ PROMOTION/PRINTING	Materials and events used to recruit members, announce meetings and organizational activities; including but not limited to t-shirts, banners, posters, flyers, newsletters, and website hosting	
BANK CHARGES/DUES/LEGAL FEES	Charges associated with maintaining checking and savings accounts, costs of purchasing checks; Membership dues for the organization in its local, state, national, or international organization; fees	Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; Intramural sports team registrations;

	associated with inquiries into 501C3 status and other official matters	legal fees associated with issues of misconduct
BOOKS/ SUBSCRIPTIONS	Literature central to the organization's purpose and readily available to the entire membership	
EQUIPMENT/FACILITY RENTAL	Charges for setup cleanup, non-refundable rain site deposit, electricity, water hook-up, etc. at OSU owned facilities; Rental of equipment	Charges, including rental, of non-OSU owned facilities; expenditures for permanent items which become property of the organization
FOOD *Limited to $100 50% of Operating funds*	Food for recruitment or marketing events	General meetings, special or recognition dinners for members of the organization, meals when traveling
MEMBERSHIP AWARDS	Plaques, certificates, non-monetary prizes, recognitions for organization members	Fuel costs or parking fees for organization members
OFFICE SUPPLIES	Stationery, pens/pencils, paperclips, stamps for general organizational use, and other consumable items needed to conduct business	Office Equipment (including but not limited to phones, copiers, computers, printers, fax machines, etc.)
TRAVEL/ TRANSPORTATION	Transportation and lodging costs associated with traveling to a membership or leadership retreat, regional or national conference, educational field trip and/or competition where the purpose of the program aligns with the purpose of the organization; conference registration costs; parking fees or gifts for speakers at organization meetings	Admission tickets for access to museums or other events in associated travel
OTHER	Organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required	Expenditures designed for the financial gain or profit of the organization or individual

OPERATING AUDIT PROCESS

Operating funds audits are due to the CSA Fiscal Coordinator by May 1, or when all operating expenditures are complete. The submitted audit (to include CSA Operating Funds Audit Form and all original, itemized receipts) must be complete and according to the guidelines in order for the organization to be eligible for CSA funding the following year. Failure to complete the operating funds audit by May 1 will result in the organization losing access to the Resource Room Line of Credit, and not being eligible for active status until the audit is completed (p. 8).

PROGRAMMING FUNDS

CSA makes available limited funds to registered and active student organizations for their programs. New & Re-Established Student Organizations may apply for up to $2,000/year for their programs. Established Student Organizations may apply for up to $3,000/year. Student organizations may apply for funding for multiple programs throughout the year, but are only eligible for funding up to their per-year limit. If an organization changes status throughout the year, the organization will be evaluated with their current status at the time of the program. If an organization is in pending status and their event happens in the registration window, they will have 30 days from their event to become active. If they cannot meet that deadline, the organization should contact the CSA Fiscal Coordinator. Programming funds will only be disbursed after submitting the CSA Programming Funds Audit Form, all original, itemized receipts for fundable programming expenses and an assessment of the program.

Monies set aside for student organization programming will be divided up so there are funds available for programming each academic term. Funds not awarded in summer term or fall semester will be rolled forward into the next term's allocation. Monies are distributed so more funds are available in periods where traditionally more programs are held.

Summer	Autumn	Spring
10%	40%	50%

Registered student organizations seeking student activity fee funding for their programs must apply for program funding by corresponding deadline based on the proposed event date, as follows:

Event Date	Request Deadline
~~January 1 – March 15~~	~~November 15~~
~~March 16 – May 31~~	~~February 1~~
June 1 – August 15	April 15
August 16 – October 15	July 1
October 16 – December 31	September 1
January 1 – March 15	November 1
March 16 – May 31	February 1

Annual funding begins with programs occurring on June 1. The funding cycle ends on May 31 each year.

Advisors should approve programming funds requests prior to the request deadline. If an advisor misses the deadline, they should contact the CSA Fiscal Coordinator with the approval.

The CSA Allocations Committee will evaluate all requests and notify student organizations via e-mail of its decision within ~~three weeks~~ one month of the deadline. Funding requests are reviewed in the order they are received. As funding guidelines are updated after the Spring Semester program request deadlines, Spring programs are subject to the prior year's guidelines. Both sets of guidelines are available on the Student Organization website for reference during this period.

Each program must be classified by the student organization as one of the following depending on the program's emphasis:
- Academic
- Arts
- Diversity
- Outreach/service
- Social
- Sports/recreational
- Personal/Professional Development

Funding for programming will be allocated across these categories after reviewing all requests and the nature of other programs available on campus in a given funding period.

FUNDABLE PROGRAMS
A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus. Fundable programs must: be open to all fee-paying students (Columbus campus) beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be held on-campus, and be broadly marketed.

Additional Considerations: Requests for funding **may** be evaluated based on any number of factors including but not limited to (in no particular order):
- Clarity of request. Incomplete or vaguely worded requests will not be approved;
- Program contributes to the broad educational or service mission of the University as expressed in the philosophy statement on student organizations;
- Indication of the program's ability to attract broad student interest;
- Degree of interaction amongst participants in a predominantly social program;
- Anticipated number of student participants and the anticipated total number of participants;
- Cost per student participant and cost per total number of participants;
- For programs with admission fees, such charges should be minimal and not cost-prohibitive to attendees;
- Indication of the student organization's ability to implement the program within its stated timeline and available resources;
- Student organization's history of successful and responsible programming and budgeting;
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests.

Instances of prior funding for a program are <u>not</u> a guarantee of future funding. All allocations are subject to the availability of funds.

> Cost-Prohibitive Programs:
> - Events lasting less than 4 hours – cost for OSU students should be no greater than $5
> - Events lasting greater than 4 hours but less than 12 hours – cost for OSU students should be no greater than $25
> - Events lasting for more than 12 hours will be calculated based on the hourly or daily rate.
> - Service/outreach event cost to the student should be equal to or less than a comparable domestic or international Buck-I-SERV trip.

Marketing: A program is <u>not fundable</u> if it is advertised to a limited constituency. A well-marketed program is advertised to a wide range of students through a variety of mediums, including:
- Student Organization Insider
- Digital Screen marketing in Ohio Union
- ~~Buckeye Net News~~
- ~~OSU Weekly~~OnCampus Weekly
- Lantern Advertisement
- Social Media Marketing
- Chalking
- Flyers
- Email lists

On-Campus: On-campus is defined as the property of The Ohio State University and the University District defined by four borders: north to Patterson Avenue; east to Summit Avenue; South to King Avenue; and West spanning on properties owned and managed by The Ohio State University. To receive funding, programs must take place on-campus and at a public venue, as opposed to a private house, apartment or residence hall area generally not accessible to the public. Property owned and operated by The Ohio State University outside of the above listed borders (e.g. Scarlet & Gray Golf Course, Urban Arts Space, OSU Airport, etc.) are considered "on-campus" and eligible locations for programs An updated list of facilities will be provided on the website at the start of each registration year. Programs

held at non-OSU facilities within the borders stated above are eligible for funding, however costs associated with the rental of these facilities will not be reimbursed, as they are not OSU-owned. Programs cannot be funded if they are outside of the borders stated above, unless they are a service/outreach program.

Service/Outreach: Hands-on, volunteer activities benefitting others outside of the sponsoring organization/community. Service may be performed off campus. Service at professional meetings, conferences and competitions does not constitute fundable service. If the program requires special skills or training, the program must include other opportunities to allow all interested students to participate. For Service/Outreach programs held off-campus, the only categories for funding are travel to the service site, or lodging while on site.

Columbus Partnership: Events held at venues off-campus, but within Franklin County, that are a partnership and collaboration with a Columbus business or non-profit organization are considered fundable programs. Reasonable efforts should be made to transport Ohio State students to the location site.

NON-FUNDABLE PROGRAMS

Non-fundable programs include, but are not limited to:

- **Meals**: Programs in which the primary purpose is food consumption, including an end-of-the-year or award banquet, or a reception that is not part of a larger program.
- **Food Sale Philanthropies**: Programs which sell or otherwise provide food for a philanthropy, without other programmatic elements
- **Organization Recruitment**: Programs in which the primary purpose is recruitment of new members
- **Organization Recognition:** Programs designed for the recognition of the organization or its individuals
- **Corporate Recruitment**: Programs in which the primary purpose is recruitment for a company
- **Department-run Programs**: Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.
- **Meetings**: Organization meeting or any program during a meeting; Programs held during an organization's meeting time, when marketed as open programs, are fundable
- **Greater Community Programs**: Programs in which the intended participant audience has the potential to be of a majority of non-Ohio State University Students
  - In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable
  - Expenses for items available to all participants (e.g. OSU facility rental, speaker fees) are fundable
- **Art/Photo Installations/Exhibits/Poster Presentations**: Programs in which audience members are merely passers-by and there is no content beyond the viewing of photos, artwork, posters or research. or research.
- **Academic Program Requirement:** Programs in which there is an academic requirement (e.g. capstone project or class) in order to present/attend will not be funded.
- **Religious or worship services**: E.g. masses, prayer circles and meetings, sabbats, seders, Shabbat services (meal, reading part of exodus)
- **Political and lobbying activities**: E.g. partisan political activities, political campaigns, or political lobbying

- **Tabling**: Events in which literature or material is passed out with limited interaction, or in which participants are merely passers-by
- **Gambling**: Any program that involves a paid game of chance where participant exchanges anything of value for the opportunity to play. These programs include but are not limited to casino nights, card tournaments, and raffles.
- **Signature Events:** Events that are considered signature events are not eligible for programming funds
- **Prohibited Expenses**: As listed above in section "Prohibited Expenditures"

The program, as executed, must not deviate significantly from the program described in the original request. The Allocations Committee reserves the right to restrict funding for such programs.

PROGRAMMING EXPENSES

BUDGET CATEGORY	FUNDABLE*	NON-FUNDABLE**
SPEAKER COSTS *Donated time is limited to $250/hr in the budget*	External speaker/presenter travel costs, including event parking, transportation and lodging Speaking fee Gift not to exceed monetary value of $100 OSU personnel/faculty speaking on a topic unrelated to OSU position or research *If gift cards are used, recipient names must be included in audit*	OSU personnel/faculty for services rendered if they are included within the services for which they are employed by the University
ENTERTAINMENT	DJ, artist, rental of licensed copy of film or other entertainment media	Rental costs for non-licensed copies of films
OSU PHYSICAL FACILITIES	Charges for setup and cleanup, including electricity, water hook-up, tables and chairs at OSU owned facilities; Non-refundable rain site deposits	Charges, including rental, of non-OSU owned facilities Parking passes for staff and faculty who are not speakers or entertainment
PERSONNEL	Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand; Costs associated with service fees for catering	
EQUIPMENT RENTAL	Rental of equipment, linens, costumes not available for free from the university	Purchase of costumes, equipment or electronics, including digital cameras, software, cell phones and PDAs
CONSUMABLE SUPPLIES *Food items for a cooking demonstration fall under the FOOD AND BEVERAGE category*	Costs associated with consumable supplies not available for free at the university including but not limited to decorations, paper goods and plastic cutlery, flowers, building materials needed for temporary set construction, printing of tickets for a program	Not to include costumes, props, etc. Not to include tickets purchased for a program Purchase of a permanent photo booth
FOOD AND BEVERAGE *Limited to 40% of total program cost*	Costs associated with providing food and beverage at a program.	In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed

		Food and beverages will not be reimbursed if they violate your venue regulations (e.g. outside food cannot be brought into the Union without permission) Alcohol and bartenders are not permissible expenses.
PUBLICITY *Limited to 20% of **total program cost***	Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in local media *If gift cards are used, recipient names must be included in audit*	
TAKE-AWAYS *Limited to 20% of **total program cost*** *Items distributed prior to a program fall under the PUBLICITY category*	Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program. Food can be placed in this category if it is not consumed at the event, but rather given at the end of the event. *If gift cards are used, ~~recipient names must be included in audit~~they must be given to all attendees and names must be used in the audit.*	Plaques, prizes, door prizes, certificates. Items given to individual(s) at the event and are not given to all attendees
APPAREL *Limited to 20% of **total program cost***	Costs associated with apparel for the publicizing of a program; Costs associated with apparel for all attendees or participants at a program; ~~r~~Rental of costumes not available for free from the university	General apparel for the organization members, costume purchase Apparel sold as a fundraiser
SERVICE TRAVEL *Limited to 50% of **total program cost***	Up to 50% of the transportation and lodging expenses associated with a Program that is a service project not on campus	

*Where applicable, reimbursement will be offered at the cost of service through the Center for Student Leadership and Service
**Non-fundable expenses may still be included in the budget towards the total cost of the program. Total program cost will be determined based on the receipts submitted with the audit.

PROGRAM PLANNING CONSULTATION

~~Consultation is available through the Center for Student Leadership and Service and includes advice on event planning, marketing, resource utilization, and other aspects of program planning as needed. It must be used for:~~
- ~~All programming requests approved for $1500 or more or~~
- ~~Any program request where the CSA Allocations Committee mandates its use as a condition of final approval of funding~~

~~Failure to comply with mandatory Program Planning Consultation will result in forfeiture of the approved allocation.~~
~~As this is also a benefit of registration, any group may request consultation for any program.~~

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PROGRAM AUDITING PROCESS

Audits are due to the CSA Fiscal Coordinator not later than 30 days after the originally scheduled date of the program in order to receive funding reimbursement. All date changes should be communicated to the CSA Fiscal Coordinator prior to the original date, in order to ensure the audit can be processed. Programming funds will only be disbursed after submitting a CSA Programming Funds Audit Form, all original, itemized receipts for fundable programming expenses and an assessment of the program. Audits submitted later than 30 days from the communicated scheduled date will be considered void.

If an outside speaker/DJ/performer is being paid for services, it is preferred that they send you an invoice showing that you have paid. If that is not available, please submit a copy of a cashed check along with a flier for your event.

Audits should include all original, itemized receipts showing paid and proof of any income if the event raised funds or received sponsorship. After the audit has been reviewed, the Fiscal Coordinator will work with the student organization to determine if a donation needs to be made to a 501(c)3 organization to ensure the organization does not profit.

APPEAL PROCESS

A student organization may request the CSA Allocations Committee reconsider its decision. A request for reconsideration must be initiated within 7 calendar days of a student organization's receipt of notification that their request for funding was denied. Appeals to the CSA Allocations Committee may be made in writing only. All such appeals should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the CSA Allocations Chair for review at the next regular Allocations meeting. Appeals will not be heard until all original programming requests have been heard for that funding window. Most appeals are heard 6-8 weeks after the original programming request deadline.

Should the CSA Allocations Committee not reverse its decision, the student organization may ask the CSA Full Council to review the decision of the CSA Allocations Committee. This review must be requested in writing within 7 calendar days of a student organization's receipt of the notice of the CSA Allocations Committee's decision. CSA will review the decision of the CSA Allocations Committee using only the information provided in the initial appeal. The decision of CSA Allocations can only be overturned by a 2/3 majority of CSA Full Council. All such requests should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the chair of CSA. The second appeal is usually heard in the funding window for which the student group is appealing. This can take 8-10 weeks from the original programming request deadline.