



Cleveland State University

Student Organization Quick Reference Guide

Welcome & Overview

Your Role in Shaping Campus Life

As student leaders, you are essential partners in creating vibrant campus experiences. This training provides the framework and tools you need to lead successful organizations while navigating university systems effectively.

Today's Focus:

- Understanding the organizational ecosystem
- Mastering fiscal management
- Building sustainable programs
- Leveraging campus resources

Cleveland State University - Center for Campus Engagement

Key Requirements for Active Status

- 4 Officers minimum: President, VP, Secretary, Treasurer
- Annual commitments: Spring registration renewal, April 30th summary report
- Events required: One public event + one tabling event per semester
- Meetings: Regular CCE advisor meetings, accurate VikesConnect roster

Understanding Advisor Relationships

Your Advisor is Your Strategic Partner

- Advisors provide guidance, connections, and institutional knowledge
- CCE makes final decisions on funding and operations
- Leverage your advisor for: mentorship, problem-solving, networking, institutional navigation
- Advisors help you navigate university systems while you lead your organization



Cleveland State University

Student Organization Quick Reference Guide

Financial Management Essentials

Critical Rule: GET CCE APPROVAL BEFORE ANY PURCHASE

- ***Even with agency accounts - no exceptions!***

Account Types

- Agency Account: Your fundraised money (CCE + Org Officer approval)
- Allocation Budget: SGA recommended funding (shared oversight)
- One-time Funding: GFAC + special projects (request basis)

Budget Process: Submit → GFAC Review → CCE Final Decision → Access Funds

Event Planning Timeline

Days Before	Required Action
45+ days	Submit travel requests
30 days	Submit event requests in VikesConnect
21 days	Finalize vendor contracts
14 days	Confirm all logistics
Day of	Execute your plan
After	Submit receipts and documentation

Funding Guidelines

✓ Permitted Expenses

- Branded items: Up to 10% of budget or \$600
- Speakers: Contracted up to \$1,500, non-contracted up to \$250
- Meals: \$10 breakfast, \$15 lunch, \$20 dinner per person
- Travel: Max \$1,500 per organization
- Hotels: Up to \$150/night

✗ Prohibited Expenses

- Alcohol purchases
- Off-campus retreats
- Year-end parties (unless educational)
- Donations to other organizations
- Personal items (non-branded or exceeding limits)



Cleveland State University

Student Organization Quick Reference Guide

Common Mistakes to Avoid

- DON'T: Use Venmo/CashApp, sign contracts yourself, buy first/ask later
- DO: Use ShopNet, submit to ICE for signatures, get approval before purchases

Compliance Checklist

- ✓ Maintain 4 officers + 10 members minimum
- ✓ Keep ICE advisor actively engaged
- ✓ Submit budgets on time with documentation
- ✓ Follow purchase procedures (ICE approval first!)
- ✓ Host required events each semester
- ✓ Complete annual report by April 30th
- ✓ Attend mandatory trainings
- ✓ Update VikesConnect regularly

Important Dates (Spring 2026)

- Budget Submissions: March 28
- Annual Reports: April 30
- Re-registration: April - May
- GFAC Reviews: Ongoing (recommendations to ICE)

Resources & Contact

Campus Engagement Office

- Location: Student Center 343
- Email: cce@csuohio.edu
- Phone: 216-687-2048
- Hours: Monday-Friday, 8:00 AM - 5:00 PM

Digital Tools:

- VikesConnect: Your hub for everything
- ShopNet: Payment requests
- Digital Displays: Free advertising
- Viking Newsletter: Event promotion

Remember

- Campus Engagement makes final decisions on funding and operations
- SGA and GFAC serve in advisory capacities only
- Compliance protects your organization and ensures continued funding
- Your ICE advisor is your primary support contact



Cleveland State University

Student Organization Quick Reference Guide

Student Organization Accountability Framework Checklist

Cleveland State University | Campus Engagement

Division of Student Belonging & Success

Effective Academic Year: 2025–2026

Purpose: This checklist provides student organizations with clear, structured expectations to remain active and in good standing with the University. It is not a barrier but a bridge—designed to enhance sustainability, promote transparency, and support student leadership development. Organizations are expected to complete and submit this form each academic term.

Required Action Items: To be completed and submitted via VikesConnect by Week 4 of each academic term.

- CCE Advisor Meeting: _____
- Date of meeting: _____
- Advisor name: _____
- Confirmation uploaded to VikesConnect: ☐ Yes
- Officer Training Attendance
- Training Session Attended: Fall ☐ Spring ☐
- Officer Name/Role: _____
- Training Date: _____
- Certificate/Confirmation Uploaded: ☐ Yes
- Roster and Budget Submission
- Current Roster Uploaded: ☐ Yes
- Budget for Term Uploaded: ☐ Yes
- Date Submitted: _____
- Campus Engagement Tabling
- Date of Participation: _____
- Event Type (e.g., WOW, Thursday Table): _____
- Documentation Uploaded: ☐ Yes
- Minimum Programming Requirement
- Event Name: _____
- Date Held: _____
- Event Registered in VikesConnect: ☐ Yes
- Flyer/Social Media Evidence Submitted: ☐ Yes

Signatures

President Name & Signature: _____ Date: _____

Advisor Signature (Verifies Advisor Meeting): _____ Date: _____