Registration Process: All student organizations must register annually to stay a recognized organization. Your registration is valid until June 30th of every year. For example, if you registered in April 2015, your registration is valid until June 30, 2016.

Student Org. Funding: If your organization is in need of funding support, there are several options available: Annual Funding, Spot Funding, and Coca-Cola Funding. The Student Budget Committee (SBC) Annual Funding process includes university funds allocated to student organizations for the following semester that can be spent according to your approved budget on items such as programming and/or operating costs (Requests are accepted only during the semester funding process). Finally, the SBC Spot Funding process includes university funds allocated to student organizations during the school year to cover travel, programming, and/or operating costs that emerged after the Annual Funding process has concluded. The SBC hosts Spot Funding hearings on a scheduled basis, and an organization may request up to $2,000 at any one hearing.

Trainings: As of now, we currently hold two officer trainings each year. One in August and one in February.

Website: The OCA is building their online resources (such as this document) to help organizations be successful as well as many other resources! www.bgsu.edu/getinvolved

Fall & Spring Involvement Fairs: The OCA hosts Campus Fest in September and the Get Involved Fair in January. All organizations are invited to participate to recruit new members!

OrgSync Officer Portal: As an officer of an organization, you are automatically in the officer portal on OrgSync. This portal provides a space where the OCA can communicate with organizations and under the ‘files’ tab provides resources presented at officer trainings.

Event Registration Form: This form is designed to help students consider event details, available space, optimal event dates, risk reduction strategies, etc. This form can be found in the student org. updates. It is to be submitted at least 45 days in advance.

Org. Mailboxes: All organizations have a mailbox on the fourth floor of the Bowen-Thompson Student Union. The mailboxes are located in 424 BTSU, which is off of the north lounge, near the vending machines. Please check this box regularly, as that is where mail for your organization will be delivered.

Student Org. Suite/Storage: All student organizations can apply for office space or workstation space in the Student Organization Suite, as well as storage space, on the fourth floor of the Bowen-Thompson Student Union.