



## Pre-Professional Leaders: Officer Tips & Resources

### Updating OSU Campus Life, CampusLink, Officers Club Access & Resources

A smooth transition is the responsibility of both the existing and returning/incoming members of your organization.

#### OSU Campus Life – All OSU Student Organizations: Top 3 (1-2-3) Transition Tips!

1. New officer(s) or a new advisor/co-advisor?
  - ✓ Exiting/Returning President: update (change) all officers and advisor/co-advisors in OSU CampusLink.
    - The only one that can change your club's officers in system.
    - [How to Videos](#)
    - Access stuck? Contact OSU Campus Life or your club's advisor/co-advisor for access.
  - ✓ Treasurer & President: Submit your "Accounting Signature Card Request Form" (100% digital).
    - Official president, treasurer, advisor, and co-advisor (if applicable) all must sign.
    - **Note: CAN'T complete until your OSU CampusLink "officers" and updates are changed. See "Officer Transitions" instructions below to assist you.**
2. Does your club do over 5+ major purchases a year?
  - ✓ Consider an OSU Purchasing Card (P-Card) [P-Card Training](#) required before you can apply.
    - Start process early! Once new president/treasurer are in elected and updated/listed in OSU CampusLink system you can start your training. Suggested completion by end of May.
    - *Why?* OSU will need time to: process your request, approve, mail your P-Card (Pre-Professional Office location suggested). If we are your advisor/co-advisor, please put our office location (040 Student Union).
3. Know your club type/status. In CampusLink when you access your "about" as the president.
  - ✓ Is your club currently: Registered or Recognized?
  - ✓ Can affect your SGA co-sponsorship funding amount requests – next semester.
    - Recognized = up to \$1500/semester. Registered = \$500/, if approved by SGA.
  - ✓ Learn more [about different types of organizations](#).