STUDENT ORG RESOURCE GUIDE

for OU-Tulsa student organizations

Updated July 2019
## Registered Student Organization (RSO) Types

<table>
<thead>
<tr>
<th></th>
<th>Administrative RSO</th>
<th>Academic RSO</th>
<th>General RSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated with colleges or academic programs</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sponsored by OU</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Responsible Party</td>
<td>Advisor (typically covered by OU’s insurance)</td>
<td>Faculty adviser designee</td>
<td>Independent*</td>
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<tr>
<td>Funding</td>
<td>Student Activity Fee Direct Allocation</td>
<td>Independent Fundraising OUTSGA Fee Allocation Process</td>
<td>Independent Fundraising OUTSGA Fee Allocation Process</td>
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*must operate with guidance from faculty/staff advisors and OU-Tulsa Student Affairs staff; may not reference the University of Oklahoma in any way within the organization name or any promotional materials.*
Registration for all types of OU-Tulsa student organizations is mandatory. The process takes place at the beginning of each Fall semester.

4 SIMPLE STEPS:
1. Complete the required information on the on-line registration form
2. Upload by-laws
3. Upload member signature sheet & click “Submit”
4. One officer and advisor must attend the mandatory Student Org training in the Fall.

That’s it!
Your organization will receive confirmation and be eligible to enjoy the exclusive benefits of registration, including:

- Ability to receive or apply for funding through OUTSGA’s Fee Allocation Process
- Ability to reserve rooms on campus
- Ability to have event information publicized across campus
- Ability to host fundraising or solicitation events

important forms

REGISTRATION FORMS:

Register your organization/Member signature sign in sheet
To register your student organization and find the member signature sign in sheet.

ACTIVITY NEEDS REQUEST:

Room Rental/Publicity/Food Form
Room Rental: used to reserve a room on campus.
Publicity: how Student Affairs will publicize your event.
Food: Request food for your event
Student organizations at OU-Tulsa are funded one of two ways depending on the type of organization:

**Administrative student organizations**: this organization type is directly associated with colleges or academic programs and are considered to be sponsored by OU.

These organizations are allocated a budget each year from the student activity monies paid by the students in their respective college/academic program. These budget amounts will be disclosed to each organization at the conclusion of the mandatory student organization training each September. Administrative student organizations must be registered by the registration deadline at the end of the first week of September and are NOT eligible to participate in the OUTSGA Fee Allocation Process.

**Academic & registered student organizations**: these organization types are funded through independent fundraising efforts and the annual OUTSGA Fee Allocation Process.

**How do I request to hold a fundraiser?** Complete the activity/event form, selecting the “fundraiser” option.

**How do I participate in the OUTSGA Fee Allocation Process?**
1. Complete the mandatory annual student organization registration by the end of the first week of September.
2. Complete and submit a Fee Allocation Application by the end of the first week of September.
3. Have at least one officer attend the mandatory student organization training during the second week of September.
4. Have at least one officer present their request justification at the Fee Allocation Committee meeting during the third week of September.

Each student organization is responsible for tracking their own revenue and expenses once the budgets are established and fees are allocated. Please keep an updated and detailed record readily available in the event of an audit. Student Affairs also tracks the expenditures of every student organization at OU-Tulsa, and will present the OUTSGA Treasurer with these figures prior to each OUTSGA meeting.
HOW TO SPEND FEE MONEY

APPROPRIATE USE OF FUNDS:
• Office Supplies
• Permanent fixtures or publications
• Advertising in student media publications
• Postage
• Rental of facilities and equipment
• Entry fees for intramural and tournaments for RSO sports clubs
• Organizational dues, however, individual dues are not permissible
• Registration fees for conferences and workshops
• Lodging with prior approval for conferences, workshops, and tournaments from SGA budget committee
• Transportation
• Services provided by DJs, performers, entertainers, etc.
• Security for events
• Food for organizational banquets, dinners, meetings, programs, etc.
• Rental of clothing or regalia for multicultural or international events
• Decorations and decoration materials to be retained by the university
• Refreshments for organizational meetings and programs
• Marketing items, subject to approval by OU Athletics, for promotion purposes only
• Banners promoting an organization or university event
• Subscription renewals
• Guest speaker fees

INAPPROPRIATE USE OF FUNDS:
• Scholarships
• Tickets for any university dept, or RSO event
• Endorsement of political candidates or causes
• Travel, without prior approval from OU-Tulsa Student Affairs budget committee
• Telephone expenditures
• Gifts, cards, prizes, gift cards
• Personal items of any nature including t-shirts, mugs, lamps, personal pad holders, personal folio planners, personal calendars or organizers, day planners, pen or pencil sets, appliances, giveaways, specialty items, plaques, trophies, awards, certificates, monetary awards, memberships pins, etc.
• Clothing of any kind including costumes (with exception for multicultural events), athletic uniforms, shoes, etc.
• Alcoholic beverages or medications
• Knives, guns, firearms, ammunition, or any components thereof
• Reimbursement for postage charges not processed through Student Affairs
• Any additional expenditures prohibited by the Board of Regents

DON’T KNOW, JUST ASK STUDENT AFFAIRS
trademark licensing policy

WHAT IS IT?

Student organizations wishing to design, purchase, or sell any items (t-shirts, tumblers etc.) that contain any logo, wording, or reference to the University of Oklahoma must follow the licensing approval policy.

TIMELINE FOR APPROVAL/REJECTION:

Approximately two weeks for review, which may include design revisions by OU Athletics Licensing.

WHERE DO I TURN IT IN?

Organizations can turn in a hard copy of the signed request form along with their full-color artwork to OU-Tulsa Student Affairs in Room 1C76, or email a completed copy with full-color artwork to tulsasa@ou.edu

MORE INFORMATION:

Student organization trademark licensing information

EXAMPLE:

[Image of a trademark logo]
## Risk Management

The University of Oklahoma Norman Campus

### Guidelines for Risk Management Requirements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Risk</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-sponsored events, activities, or trips required for course study or job duties, or which fulfill core educational mission OR low risk events sponsored by RSOs such as meetings, speeches, presentations or film showings.</td>
<td>Non-University-sponsored events, activities, or trips not required for course study or job duties, or which do not directly relate to core educational mission.</td>
<td>University-sponsored events, activities, or trips not required for course study or job duties, or which do not directly relate to core educational mission.</td>
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<td>Required class trip to Fred Jones Jr. Museum of Art; for-credit dance classes; member use of Huston Huffman; SGA Exec. Meeting; corporate guest speakers at RSO meetings; panel discussions in classrooms; RSO south oval publicity tables; candlelight vigils; RSO mock refugee camps (if only for one day); RSO food distribution on south oval; dance classes and social dances with less than 50 participants; formal dances; concerts and performances in Beaird Lounge; pageants; conferences made up of meetings only; most small-scale, indoor concerts; cultural nights.</td>
<td>Guest use of Huston Huffman; temporary rock climbing wall set-ups; RSO mock refugee camps (if held overnight); Black Student Association Stompdown at LNC; AISA Stompdance; slip-and-slides, inflatable equipment, and games such as tug-o-war and obstacle courses (Engineering Olympics); dance classes and social dances with 50-200 participants; yard shows.</td>
<td>Voluntary Geology class field trip to Roman Nose State Park; Campus Activities Council (CAC) Exec. Retreat; CAC Dance Marathon; CAC Concert Series large scale performances.</td>
<td>Open Social Event with Alcohol Registered Greek/RSO Event with Alcohol Out-of-state RSO trip; Paintball club competition on intramural fields; RSO-sponsored 5k run on campus; stickball tournament; dance classes and social dances with more than 200 participants or any social dance serving alcohol CAC High School Leadership Conference; Camp Crimson; The Big Event.</td>
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### Examples

- Required class trip to Fred Jones Jr. Museum of Art; for-credit dance classes; member use of Huston Huffman; SGA Exec. Meeting; corporate guest speakers at RSO meetings; panel discussions in classrooms; RSO south oval publicity tables; candlelight vigils; RSO mock refugee camps (if only for one day); RSO food distribution on south oval; dance classes and social dances with less than 50 participants; formal dances; concerts and performances in Beaird Lounge; pageants; conferences made up of meetings only; most small-scale, indoor concerts; cultural nights.

### Required Forms

- Medical Information Form
- Waiver and Release of Liability Form
- Acknowledgement of Risk for Travel Within the U.S./International Travel with a RSO
- Liability Insurance
- Event Security

X Required Form
# Discretion of the venue or the event
* Required of out-of-state and/or overnight travel
+ Required of in-state, non-overnight events
+ Required of events with more than 100 participants

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**PRO TIP: IN ADVANCE OF YOUR EVENT REACH OUT TO OU-TULSA STUDENT AFFAIRS**
10 FAQs

1. **Can we have events off campus?** Yes. Complete the activity / event form for off campus meetings or events that require monetary components or involve alcohol and our office can help ensure a successful event.

2. **Do we have to fill out a form every time we meet?** Yes. It keeps us informed about student activities and enables us to advertise and support these events as necessary.

3. **How should we order food for our event or meeting?** Let us help! Complete the food order request form at least 48 hours prior to your event and we will place the order for you.

4. **Can we have alcoholic beverages at our student organization event?** Never on campus. If your organization’s event or meeting is held off campus then alcohol can be purchased legally and independently by participants. Organization funds cannot be used to purchase alcohol. Depending on the nature of the event, it may be required to pay for security.

5. **What can we spend our funds on? What is prohibited, in general?** Please refer to the “How to Spend Student Fee Money” page.

6. **What do we do with the funds we raise until we decide how to spend them?** Work with your advisor to determine an appropriate and safe way of storing your funds. Whatever method you decide, always document all of your transactions and keep a running record of your revenue and expenses. We can deposit into fee account, but then rules in #5 apply.

7. **Will Student Affairs keep track of our funding?** No. This is the responsibility of the treasurer (or designated officer), and oversight is the responsibility of the advisor. We will not pay your bills if you run out of money or overextend your organization.

8. **As an officer or member, can I sign agreements or contracts on behalf of my student organization?** No. Pass along all documents to Student Affairs prior to the event, so we can consult with necessary entities.

9. **How do I get more students to participate in my organization?** If possible, open your membership to include students beyond your degree program. Publicize your organization (work with our office to utilize our mass e-mails, FB page, and digital signage). Talk to your fellow students and work with your advisor to get the message out in the most effective way possible.

10. **I’m graduating. How can I ensure my organization continues to thrive?** Be intentional about identifying and training the students who will take over for the graduating class. The key in a single word? Communication.
10 tips for advisors & officers

1. **Read your e-mails.**
   We know it can be information overload, but we share a whole bunch of important info there!

2. **Get to know your members.**
   Build relationships.
   Achieve greatness.

3. **Attend your organizations meetings.**
   Keep your “finger on the pulse” of the group you oversee or represent.

4. **Be enthusiastic & optimistic.**
   Your members will look up to you and follow your lead. Use a great attitude to help students maximize their potential.

5. **Understand the importance of your role.**
   Students come and go, but you give the organization continuity and consistency.

6. **Start early.**
   Things happen quickly once the academic year begins – don’t fall behind!

7. **Oversee your organization’s finances.**
   This is more than just advice, it’s a requirement. When it comes to your student organizations money, the “buck” stops with the advisor. However, officers play a vital role in ensuring finances stay organized.

8. **Educate yourself and ask questions.**
   The Student Affairs website, this resource guide, our staff, other advisors - all available, willing, and ready to help.

9. **Attend the annual Student Resource Training in September.**
   Organized exclusively with you in mind. The BEST place to learn everything you need to know.

10. **Have fun!**
    Nuff said.
OU-Tulsa Student Affairs: 918.660.3100 or tulsasa@ou.edu
Josh Davis, Executive Director: 918.660.3107 or joshua-davis@ouhsc.edu.
Lee Lawson, Assistant Director: 918.660.3105 or lee-lawson@ouhsc.edu.
Lauren Condry, Programming Coordinator: 918.660.3108 or lcondry@ou.edu
Avery Marshall, Office of Diversity & Inclusion, Director 918.660.3389 or avery-marshall@ou.edu
IT Help Desk: 918.660.3550 or tulsait-servicedesk@ouhsc.edu
Academic Technology Help Line: 918.660.3812
Campus Operations/Facility Management: 918.660.3555
Campus Police: 918.660.3333 (emergency) or 918.660.3900 (nonemergency)
Behavioral Intervention Team (BIT)d: 918.660.3248 or tulsaBIT@ouhsc.edu
2019-2020 OUTSGA Executive Team:
Alisa Dougless, President: adougless@ou.edu
Iman Chaudry, Vice President: iman-chaudhry@ouhsc.edu
E’ula Green, Treasurer: eula.green-1@ou.edu
Chelsea Ratcliffe, Secretary: chelsea-ratcliffe@ouhsc.edu