

STUDENT ORG RESOURCE GUIDE

for OU-Tulsa student organizations



STUDENT
AFFAIRS

Updated October 2021

registered student org types

(rso)

	Administrative RSO	Academic RSO
Associated with colleges or academic programs	X	X
Sponsored by OU	X	
Responsible Party	Advisor (typically covered by OU's insurance)	Faculty adviser designee, or independent*
Funding	Student Activity Fee Direct Allocation	Independent Fundraising OUTSGA Fee Allocation Process

*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.

HOW TO REGISTER

**Registration for all 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. Provide a list of members within the registration form
3. Upload by-laws and constitution
4. One member 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 (see COVID-19 info page)
- Ability to have event information publicized across campus
- Ability to host fundraising or solicitation events (see COVID-19 info page)

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 - new email guidelines

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 semester. 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 student organizations: these organization types are funded through independent fundraising efforts and the 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 beginning of the each semester.
2. Complete and submit a Fee Allocation Application at the beginning of the each Fall and Spring semester: <https://bit.ly/outsgafeeallocation21>
3. Have at least one officer attend the mandatory student organization training at the beginning of the academic year.

Important Dates:

Funding registration deadline 9/17/2021 @ 5:00pm

OUTSGA General Meeting: 9/28/2021 @ 5:30 pm

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

WORK WITH STUDENT AFFAIRS TO SPEND YOUR MONEY. PER UNIVERSITY POLICY REIMBURSEMENTS OF ANY KIND ARE NO LONGER ALLOWED.

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
- Services provided by DJs, performers, entertainers, etc.
- Security for events
- Food for organizational banquets, dinners, meetings, programs, etc. (see COVID-19 info page)
- 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
- 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
- **Reimbursements of any kind**
- 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:



RISK MANAGEMENT

The University of Oklahoma Norman Campus GUIDELINES FOR RISK MANAGEMENT REQUIREMENTS

Risk	Low		Moderate				High			
Activity	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 ESOs such as meetings, speeches, presentations or film screenings.		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.				University-sponsored events, activities, or trips not required for course study or job duties, or which do not directly relate to core educational mission.			
Examples	Required class trip to Paul Jones Jr. Museum of Art; for-credit dance classes; member run of Hinton Hallroom; SGA Event; Meeting; corporate guest speakers at ESO meetings; panel discussions in classroom; ESO meeting and publicity table; candlelight vigil; ESO mock refugee camps (if only for one day); ESO food distribution on membership and other; dance classes and social dances with less than 50 participants; formal dinner; concerts and performances in Hinton Lounge; programs; conferences made up of meetings only; most small-scale, indoor academic, cultural nights		Guest run of Hinton Hallroom; temporary rack (chairs) well set-up; ESO mock refugee camps (if held overnight); Black Student Association; Showplace at LNU; ASA Showplace; ship and other inflatable equipment; and games such as tag-o-war and obstacle courses (Representing Olympics); dance classes and social dances with 30-200 participants; yard shows				<div>Open Social Event with Alcohol</div> <div>Registered Gumb/ESO Event with Alcohol</div> <div> <div>Sport club competition on intramural field; ESO-sponsored 1k run on campus; stickball tournament; dance classes and social dances with more than 200 participants or any social dance serving alcohol</div> <div>Out-of-state ESO trip; potential club competition at a commercial football field</div> </div> <div>CAC High School Leadership Conference; Camp Grimmer; Tin Hog Event</div>			
Complete	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF
Medical Information Form		Λ *	#	Λ *		Λ *	#	Λ *	#	Λ *
Waiver and Release of Liability Form		Λ	x	Λ	x	Λ	x	Λ	x	Λ
Assessment of Risk for Travel Within the U.S. (Required for Travel with ESO)		*		*		*		*		*
Livability Insurance	#	#	x	#	x	#	x	#	x	#
Event Insurance	#	#	#	#	#	#	#	#	#	#

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

File Name: Risk Management Requirements Matrix Revised 11/19

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

COVID-19

Primary Impacts for RSOs

MUNCHIES:

Food may be served at indoor meetings and events. Meeting hosts will need to remind attendees that they are expected to mask when they are not immediately eating or drinking.

MASKS:

All RSO events will be subject to the policies outlined in the OU-Tulsa COVID-19 Response Plan, which includes:

- All individuals in campus facilities are ***strongly encouraged*** wear surgical-style facemasks, covering both the nose and mouth. Students may obtain a mask in the Student Affairs office (1C76) and at various locations around campus.
- There are multiple scenarios that would trigger you needing to complete a new screen form. Please visit [ou.edu/tulsa/coronavirus](https://www.ou.edu/tulsa/coronavirus) for more information related to travel, symptoms, exposures, spending more than 7 days away from campus, and attending gatherings with more than 10 people.
- Any RSO that fails to comply with OU's COVID-19 policy during meetings or events may be subject disciplinary action, including but not limited to: to suspension of RSO activities, forfeiture of designated funding, and student conduct code charges.

For student-facing updates regarding COVID-19 at OU-Tulsa, visit
<https://www.ou.edu/tulsa/coronavirus>

10 FAQs

1. **Can we have events off campus?** As a result of COVID-19, off-campus events are **strongly discouraged**. For any RSO event complete the activity / event form and our office can help ensure a successful outcome.
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. **Reimbursements will not be issued.** (Refer to COVID-19 info page)
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 **only** 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 departments.
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 student 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 Organization Training each Fall semester.**

Organized exclusively with you in mind. The BEST place to learn everything you need to know.

10. **Have fun!**

Nuff said.

IMPORTANT CONTACTS

for student organizations



Josh Davis, Executive Director: 918.660.3107 or joshua-davis@ouhsc.edu

Lauren Condry, Assistant Director: 918.660.3108 or lauren-condry@ouhsc.edu

Monica Goodwin, Programming Coordinator: 918.660.3105 or
monica-goodwin@ouhsc.edu

Student Health: 918.660.3102 or tulsastudenthealth@ouhsc.edu

Student Counseling: 918.660.3109 or tulsacounseling@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): 918.660.3248 or tulsaBIT@ouhsc.edu

2020-2021 OUTSGA Executive Team:

Timothy Philips, President: Timothy-Philip@ouhsc.edu

Holli Reheman, Vice President: hreheman@ou.edu

Ayana Blackey Treasurer: ayanablackey@ou.edu

Samantha Faulk, Secretary: samanthajfaulk@ou.edu