

# STUDENT ORG RESOURCE GUIDE

for OU-Tulsa student organizations



STUDENT  
AFFAIRS

Updated August 2024

# registered student org types

## (rso)

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

## **4 SIMPLE STEPS:**

1. Complete the required information on the online 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
- 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: used to request publicity in the Student Events Weekly email

Food: used to 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** 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**. OUTSGA will award approximately \$10,000 in student organization funding per academic year.

**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. Ensure you have completed the **mandatory student organization registration** by the **funding registration deadline**.
2. Complete and submit a **Fee Allocation Application** at the beginning of the each Fall and Spring semester: [CLICK HERE](#)
3. Have at least one officer attend the mandatory student organization training at the beginning of the academic year.

### **Important Dates:**

**Funding registration deadline: 9/13/2024 @ 5:00 pm**

**OUTSGA General Meeting: 9/25/2024 @ 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.

# HOW TO SPEND FEE MONEY

## WORK WITH STUDENT AFFAIRS TO SPEND YOUR MONEY. PER UNIVERSITY POLICY REIMBURSEMENTS OF ANY KIND ARE NOT 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.
- 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](mailto:tulsasa@ou.edu).

## MORE INFORMATION:

[Student organization trademark licensing information](#)

## EXAMPLE:



# 10 FAQs

1. **Can we have events off campus?** Yes. 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.**
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**
11. **Will my organization's funding roll over from the fall to spring semester?** Administrative Student Organizations do have funding that rolls over. For Academic and Registered Student Organizations, funding does not roll over. You must reapply for funding at the beginning of every semester.
12. **I have an uncommon event idea (other than a meeting). Do I need to reach out to Student Affairs?** Yes, with some events Student Affairs does need to reach out to Risk Management to ensure there are not unnecessary or excessive risks that could impact the safety of attendees.

# 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



**OU-Tulsa Student Affairs:** 918.660.3100 or [tulsasa@ou.edu](mailto:tulsasa@ou.edu)

**Josh Davis, Executive Director:** 918.660.3107 or [joshua-davis@ouhsc.edu](mailto:joshua-davis@ouhsc.edu)

**Lauren Condry, Assistant Director:** 918.660.3108 or [lauren-condry@ouhsc.edu](mailto:lauren-condry@ouhsc.edu)

**Monica Goodwin, Programming Coordinator:** 918.660.3105 or  
[monica-goodwin@ouhsc.edu](mailto:monica-goodwin@ouhsc.edu)

**Student Health:** 918.660.3102 or [tulsastudenthealth@ouhsc.edu](mailto:tulsastudenthealth@ouhsc.edu)

**Taylor Collins, Counselor:** 918.660.3109 or [tulsacounseling@ou.edu](mailto:tulsacounseling@ou.edu)

**IT Help Desk:** 918.660.3550 or [tulsait-servicesdesk@ouhsc.edu](mailto:tulsait-servicesdesk@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](mailto:tulsaBIT@ouhsc.edu)

**2024-2025 OUTSGA Executive Team:**

**Muhamad Akramin Yusof, President:** [muhamad.akramin.yusof-1@ou.edu](mailto:muhamad.akramin.yusof-1@ou.edu)

**Ana Biederman, Vice President:** [anabiederman@ou.edu](mailto:anabiederman@ou.edu)

**Reza Babaei, Treasurer:** [rezababaei@ou.edu](mailto:rezababaei@ou.edu)

**Jasmine Karlebach, Secretary:** [jasmine-karlebach@ouhsc.edu](mailto:jasmine-karlebach@ouhsc.edu)