



# STUDENT

# ORG

# RESOURCE

# GUIDE



# REGISTERED STUDENT ORG (RSO) TYPES

	Administrative RSO	Academic RSO	Registered Student Org
Associated with college or academic program	X	X	
Considered to be Sponsored by the University	X		
Advisors	Faculty/Staff Advisor (assigned by college department)	Faculty/Staff Advisor (serving in a volunteer capacity)*	Faculty/Staff Advisor (serving in a volunteer capacity)*
Funding	<b>Student Activity Fee Direct Allocation</b>  Independent Fundraising^	<b>OUTSGA Fee Allocation Process</b>  Independent Fundraising^	<b>OUTSGA Fee Allocation Process</b>  Independent Fundraising^

\*These RSO types must still operate within guidance and University policy as directed by their OU-Tulsa faculty/staff advisors and OU-Tulsa Student Affairs staff.

^Funds raised through independent fundraising cannot be combined with Student Fee Allocation or OUTSGA Fee Allocation monies.



# HOW TO REGISTER



Annual registration is mandatory for all OU-Tulsa student organizations.  
This process takes place at the beginning of every Fall semester.

## 2 SIMPLE STEPS:

1. Complete the required information in the [online registration form](#)
  - a. Provide a list of members within the registration form
  - b. Upload by-laws and constitution
2. Attend mandatory Student Org Training.
  - a. One member, ideally an officer, has to attend annually. New advisors must attend at least one training, but are not required to attend annually. However, all are welcome to join.

**Once completed, your organization will receive confirmation and be eligible to enjoy the exclusive benefits of registration, including:**

- Administrative RSOs are able to access their direct funding. Academic and Standard RSOs are able to 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

## REGISTRATION:

[Click here to register your student organization](#)



# IMPORTANT FORMS



## **STUDENT ORG REGISTRATION:**

[Click here to register your student organization](#)

## **ACTIVITY/EVENT NEED REQUEST**

[Click here to reserve a room on campus, request publicity for an event, or request catering](#)

## **OU TRADEMARK LICENSING POLICY**

[Click here to to access the OU Trademark Licensing policy](#)



# FUNDING



**Student organizations at OU-Tulsa are funded one of two ways depending on the type of organization.**

**Administrative RSOs:** 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 student activity fee money paid by the students in their respective college/academic program. These budget amounts will be provided to registered Administrative RSOs once those figures are available. Administrative RSOs must be registered to access their fee money allocation. Administrative RSOs are not able to participate in the OUTSGA Fee Allocation Process.

**RSOs & Academic RSOs:** these organization types are funded through the OUTSGA Fee Allocation Process and independent fundraising efforts. OUTSGA's annual budget for all expenses is approximately \$10,000 per academic year, and a portion of this will be allocated to RSOs and Academic RSOs.

**How do I request to hold a fundraiser?:** Complete the "**Activity/Event Needs Request**" form and fill out the "Fundraising/Solicitation Approval" section.

**How do I participate in the OUTSGA Fee Allocation Process?:**

1. Ensure you have completed the mandatory **student organization registration** before the funding application deadline.
2. Complete and submit a **Fee Allocation Application** at the beginning of each Fall and Spring semester.
3. Have at least one member, ideally an officer, attend the mandatory student organization training at the beginning of the academic year.

## **IMPORTANT DATES:**

Funding application deadline: 9/12/25 @ 5:00 PM

OUTSGA General Meeting: 9/24/25 @ 5:30 PM

**Each student organization is responsible for tracking their own revenue and expenses once the budgets are established and fees are allocated.**





# HOW TO SPEND YOUR FEE MONEY



Work with OU-Tulsa 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; *individual dues are not permissible*
- 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 department 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, membership pins, etc.
- Clothing of any kind including costumes (with the 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 OU-Tulsa 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 RESPONSE

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:







# FREQUENTLY ASKED QUESTIONS



1. **Can we have events off campus?** Yes. For any RSO event, complete the "Activity/Event Need Request" 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! Submit the "Activity/Event Need Request" form and fill out the "Catering Request" section at least 48 hours before your event, and we will order the food 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?** Please refer to the "How to Spend Your Fee Money" page.
6. **What do we do with funds raised via a fundraiser?** 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. Effective 7/1/25, OU-Tulsa Student Affairs will not deposit funds raised via fundraisers into student activity fee fund accounts. RSOs and their advisors need to establish a plan for depositing, tracking, and accessing these funds through other means.
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 documentation to Student Affairs prior to the event so we can consult with necessary department.
9. **How do I get more students to participate in my organization?** If possible, open your organization to include students beyond your degree program. Publicize your organization (work with our office to utilize the Students Events Weekly email). 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 do I ensure my organization will continue 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 the spring semester?** For Administrative RSOs, yes. For Academic and Standard RSOs, 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 that there are not unnecessary or excessive risks that could impact the safety of attendees.



# STUDENT AFFAIRS CONTACT INFORMATION



**Josh**



**Lauren**



**Mackenzie**



**Skyler**



**Taylor**



**Lori**



**Jenny**



**Kate**

**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@ou.edu](mailto:joshua-davis@ou.edu)

**Lauren Condry, Assistant Director** | 918-660-3108 or [lauren-condry@ou.edu](mailto:lauren-condry@ou.edu)

**Mackenzie Bedwell, Academic Resource Coordinator** | 918-660-3166 or [mackenzie-bedwell@ou.edu](mailto:mackenzie-bedwell@ou.edu)

**Skyler Porras, Program Coordinator** | 918-660-3105 or [skyler-porras@ou.edu](mailto:skyler-porras@ou.edu)

**Taylor Collins, Counselor** | 918-660-3109 or [tulsacounseling@ou.edu](mailto:tulsacounseling@ou.edu)

**Student Health** | 918-660-3102 or [tulsastudenthealth@ouhsc.edu](mailto:tulsastudenthealth@ouhsc.edu)

- **Lori Maxwell** | Nurse Practitioner

- **Jenny Walser** | Medical Assistant

**Kate Stanton, Associate Vice-President** | 405-271-2416 or [kate-stanton@ou.edu](mailto:kate-stanton@ou.edu)



# IMPORTANT CONTACT INFORMATION



## **CENTRALIZED CAMPUS RESOURCES**

**IT Help Desk** | 908-660-3550 or [tulsait-servicedesk@ouhsc.edu](mailto:tulsait-servicedesk@ouhsc.edu)

**Academic Technology Help Line** | 918-660-3812

**Campus Operations/Facilities Management** | 918-660-3555

**OU-Tulsa Campus Police**

- **Emergency** | 918-660-3333
- **Non-Emergency** | 918-660-3900

**Behavioral Intervention Team (BIT)** | 918-660-3248 or [tulsabit@ouhsc.edu](mailto:tulsabit@ouhsc.edu)

## **2025-26 OUTSGA EXECUTIVE TEAM**

**Gracee Pierson, President** | [gracee-pierson@ou.edu](mailto:gracee-pierson@ou.edu)

**Allison Tidwell, Vice-President** | [allison-tidwell@ou.edu](mailto:allison-tidwell@ou.edu)

**Emily Caguay-Soto, Secretary** | [emily-caguaysoto@ou.edu](mailto:emily-caguaysoto@ou.edu)

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