

TIPPIE STUDENT ORGANIZATION HANDBOOK

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The logo for the University of Iowa, featuring the word "IOWA" in a bold, yellow, sans-serif font.

Tippie College of Business

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I- INTRODUCTION

This handbook was created to provide new and existing student organizations with resources to help them thrive in the Tippie College of Business. While your organization is affiliated with the Tippie College, it is foremost a Registered Student Organization (RSO) with The University of Iowa and as such governed by the policies set forth by the office of the [Dean of Students in the Division of Student Life](#). As such, this handbook supplements, but does not replace, the [Current Policies & Regulations affecting Students](#), Section III: General Policies and Student Rules.

a. Letter from the Associate Dean, Undergraduate Programs in Tippie

The Tippie College of Business is a special place with a well-earned reputation for academic rigor and personal integrity. It is special because of the dedication of our faculty and staff, the quality of our learning technologies and spaces, and the wealth of opportunities that come with being a Tippie student.

Most importantly, Tippie is a special place because of you and your contributions to all that make it unique. Student leaders like you have a profound effect on the life of the college, effects that spread outward like ripples in a pond to other students, to the faculty and staff, and to the broader communities you interact with.

In your work as a student leader, you put your classroom knowledge about business to the test. You gain experience planning events, motivating others, organizing the efforts of others, solving problems, and administering resources. These experiences help you further advance skills that you will continue to need long after you graduate with your Tippie degree.

With the opportunity to learn via leadership comes responsibility. You have a responsibility to be a positive role model for the members of your student organization. You have been given the privilege to be a leader and thus have a responsibility to follow the rules under which student organizations in the Tippie College of Business must operate.

You have a responsibility to represent the Tippie College of Business the very best way you can, whether you are in the classroom or on a professional trip. Great leaders model integrity by taking these responsibilities seriously, and the faculty and staff of Tippie are here to provide a road map for you on that journey.

The policies outlined in this handbook are intended to help you succeed in your leadership role with a student organization. The Undergraduate Program Office is available to assist you navigate the University's rules, to brainstorm ways to better manage your student organization, and to do what it takes to build a student organization you can be proud to lead and that is worthy of association with the Tippie College of Business.

Good luck on your journey and let us know how we can help.

Charles W. Keene, Ed.D.

Associate Dean, Undergraduate Programs Office
Professor of Instruction, Department of Marketing

b. About the Tippie College Undergraduate Program

The Undergraduate Program of the Tippie College of Business transforms students into business professionals. We advise and support students as they navigate a collection of challenging in- and out-of-class learning experiences.

Our student organizations are critical components, allowing students to gain valuable leadership skills. Students apply what they learn in the classroom through their participation in student organizations. Involvement in student organizations powerfully complements our undergraduate curriculum, also creating a positive social learning environment and a strong sense of community in the Tippie College of Business.

c. Commitment to Engagement and Belonging

The Tippie College of Business is committed to providing students with a diverse, inclusive, and equitable environment in which to pursue their educations. In addition, students at Tippie [adhere to an honor code](#) that emphasizes the importance of honesty and integrity. Concerns about Tippie-affiliated student organizations can be discussed with the Associate Director for Tippie Student Engagement & Leadership Development or the Associate Dean for Undergraduate Programs. More details about these and other policies are available on the [Tippie website](#).

The University of Iowa is committed to the [protection of freedom of speech and the principles of academic and artistic freedom, to accommodating students with disabilities, and to accommodating absences due to religious holidays](#). In addition, students are expected to comply with the [University's Code of Student Life](#). The University is also committed to non-discrimination and prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The University also provides resources for student mental health as well as for the basic needs and support of students. More information about these and other policies can be found on the [Provost's Office's website](#).

It is the intent that students from all backgrounds and perspectives be well served within Tippie-affiliated student organizations, that each student has equitable opportunity to engage, and that the diversity students bring to organizations be viewed as a resource, strength, and benefit. Critical to success in business is an appreciation for diversity: gender, sexuality, ability, neurodiversity, age, socioeconomic status, ethnicity, race, language, and culture. Affiliation with Tippie is designed to challenge students to think globally and holistically. We are [unwavering in our commitment](#) to an inclusive mindset, through promoting opportunities for engagement and belonging for our people, in our practices, and in our programs.

d. Oversight for Tippie-affiliated Student Organizations

The Associate Director for Tippie Student Engagement & Leadership Development serves as staff liaison for all student organizations affiliated with the Tippie College of Business. The liaison maintains smooth lines of communication between the Tippie College of Business, Division of Student Life (and its subunits), student organizations, and Organization Advisor. Concerns about Tippie-affiliated student organizations can be addressed to the following:

Tevin Robbins (he/him/his)

Associate Director, Tippie Student Engagement & Leadership Development
Tippie College of Business, Undergraduate Program
108 Pappajohn Business Building, Ste. C140, Iowa City, Iowa 52242
Office: 319-335-1037
tevin-robbins@uiowa.edu

Tippie Senate represents all students enrolled in the Tippie College of Business and serves as the governing body representing undergraduate Tippie students within affiliated student organizations, the Undergraduate Program Committee (UPC), and College Council. Tippie Senate will assist in the oversight of Tippie-affiliated student organizations by providing input related to Tippie student organizations and allocating funding to Tippie student organizations based on application process detailed in section VI-a: Funding Sources.

e. Acronym Glossary

ADA: Americans with Disabilities Act
GPA: Grade Point Average
EIF: Event Information Form
IMU: Iowa Memorial Union
ITC: Instructional Technology Center
PBB: Pappajohn Business Building
SOBO: Student Organization Business Office
TCOB: Tippie College of Business
USG: Undergraduate Student Government

UPO: Undergraduate Program Office
DSL: Division of Student Life
DOS: Office of Dean of Students
LSCE: Office of Leadership, Service, and Civic Engagement
TUCS: Tippie Undergraduate Career Services
SPO: Strategic Partnerships Office
PCC: Pomerantz Career Center
RSO: Registered Student Organization

II- TIPPIE AFFILIATION EXPECTATIONS & RESOURCES

a. Expectations of Tippie-affiliated Student Organizations

Affiliation with the Tippie College has its privileges, and with those privileges come additional responsibilities. To remain in good standing for Tippie-affiliation, student organization MUST adhere to the following. Failure to meet expectations can lead to probation or removal of affiliation for your student organization. See Section III – g: Violation of Policies.

1. Maintain good standing as a registered student organization (RSO) through adhering to the policies enumerated by the office of the [Dean of Students in the Division of Student Life](#) and complete the required re-registration process through [University of Iowa student organization platform](#) (Engage) on an annual basis. More details, see Section III: General Policies and Student Rules.
2. Attend required semesterly training typically held within the first week of classes resuming. Every Tippie-affiliated student organization is expected to have one or more representatives at these trainings. In most cases, an organization's President and/or executive board members would attend these trainings, but organizations may send a delegate (exec or general member) if needed. Trainings occur at the beginning of the fall and spring semesters to provide organizations with valuable resources.
 - a. If your organization is not represented at a training, your organization will be under review for temporarily lost privileges including, but not limited to, losing access to Tippie funding for a period, not being able to advertise or host meetings in PBB for a period, losing approval for programs or pro trips, and potentially other consequences pending approval of the Associate Dean until organization representatives meet with UPO Liaison or Tippie Senate to cover required training information.
3. Organizations are required to complete [an annual evaluation process](#) which serves as an assessment of the prior year, a submission for Tippie Student Organization Awards award, and an application to continue affiliation with the Tippie College of Business.
 - a. If your organization does not submit an annual evaluation by the established deadline, your organization will be under review for temporarily lost privileges including, but not limited to, losing access to Tippie funding for a period, not being able to advertise or host meetings in PBB for a period, losing approval for programs or pro trips depending on how late submission is, and potentially other consequences pending approval of the Associate Dean until submission is received. Temporary loss of privileges is additional to the annual review detailed in Section III - Violation of Policies.
4. Organizations are required to maintain updated rosters in order to be accounted for in the Tippie Senate Census Project. Each organization must maintain an updated membership rosters on CampusLabs Engage and maintain an updated listserv for organization at ensure an 80% match.
5. Tippie-affiliated organizations are required to maintain an Advisor who is a member of the Tippie College faculty or Tippie College professional staff.

b. Privileges of Tippie-affiliated Student Organizations

Affiliation with the Tippie College provides organizations with a host of benefits to help them achieve their mission, recruit & retain members, develop & implement activities and events, and engage in leadership & professional development. Following is a non-exhaustive list of the benefits Tippie-affiliation provides:

- Access to marketing and publicity resources within Tippie—such as access to hanging fliers in PBB, posting on digital kiosks, ITC monitors, sending mass emails to business students, and website hosting.
- Access to PBB building reservations—access to locker space for storage, a place to receive mail/packages in the Undergraduate Program Office front desk (C140 PBB), and reservable meeting space and tabling in the Pappajohn Business Building.
- Funding Opportunities—each organization is provided the opportunity to apply for Tippie Event Funding and/or Tippie Undergraduate Career Services Funding for specific events. Detail in section VI-a: Funding Sources
- Tippie Undergraduate Career Service (TUCS)—access to support and services provided by TUCS and the Strategic Partnerships Office (SPO).
- Mental Health Wellness Programming- access to embedded MH Therapist to provide tailored wellness programming and an appointed Tippie Thrive Advisory Board member who serves as a liaison to your organization and members when mental health concerns or needs arise.
- Social Impact Community (SIC)- Partners with students to promote a sustainable business environment at Tippie and throughout the community. The SIC can assist student organizations by arranging guest speakers, facilitating opportunities for volunteering or service projects, and offering support for orgs looking to host events in a sustainable manner.
- Staff & administrative support—UPO Liaison who works closely with Tippie Senate, executive leadership teams, and the Organization Advisors as well as Tippie Undergraduate Career Services staff and the Tippie Thrive Advisory Board relating to mental health concerns in student organizations.

c. Leadership and professional development opportunities

Tippie-affiliated organizations are provided the chance for collaboration with other organizations and student organization members are exposed to leadership and professional development opportunities.

- **Liaison Meetings with UPO Associate Director** to reflect and discuss past successes and seek opportunities for growth and collaboration.
- **Executive Community Professional and Leadership Development** meetings during the year. Executive Community meetings involve leadership training for executive teams and building collaborative relationships between the Undergraduate Program Office, the Tippie College as a whole, and the other Tippie-affiliated student organizations.
- **Tippie Undergraduate Career Services (TUCS)** is an in-house hub for career prep resources and professional development. If you are looking for a guest speaker or planning a professional trip or sourcing quality, tailored internship and job leads you'll want to utilize TUCS.
- The **Strategic Partnerships Office (SPO)** is committed to connecting student orgs with employers and industry professionals. SPO will provide student organization who host corporate visitors a gift and parking passes (as needed) or a gift for visits to a corporate partner (Treks) by submitting the [Speaker Engagement Form](#).

d. Classifications of Student Organizations

There are two categories of student organizations currently affiliated with the Tippie College: *Industry/Major Specific* and *Professional/Community Development*.

Industry/Major Specific organizations are typically affiliated with an academic department and/or major within Tippie. While these organizations may have service and professional development components, their primary mission stems from an industry-specific area. Their memberships are also typically, though not exclusively, pulled from students in their associated major.

Professional/Community Development organizations are typically open to any student with an interest in their mission. This categories of organizations includes coed business fraternities, identity-related groups, and service-based organizations.

Industry/Major Specific

Accounting, Economics & Finance

- [Beta Alpha Psi](#)
- [Economics Student Associate](#)
- [Financial Management Association](#)
- [Gamma Iota Sigma](#)
- [HawkTrade](#)
- [InvestHer](#)
- [Tippie Real Estate Club](#)

Analytics & Technology

- [Quantitative Finance Club](#)
- [Tippie Technology and Innovation Association](#)

Marketing, management, & entrepreneurship

- [American Advertising Federation](#)
- [American Marketing Association](#)
- [Consumer Experience \(CX\) Consulting Club](#)
- [National Retail Federation](#)
- [Sales & Consulting Club](#)
- [Sigma Nu Tau](#)
- [Society for Human Resource Management](#)

Professional/Community Development

Professional

- [Alpha Kappa Psi](#)
- [Delta Sigma Pi](#)
- [Jewish Business Association](#)
- [Multicultural Business Students Association](#)
- [Phi Gamma Nu](#)
- [Reaching OUT in Business](#)
- [Women in Business](#)

Community

- [Moneythink](#)
- [Net Impact](#)
- [Tippie Students for Service](#)

e. Operations Manuals

Organizations are strongly recommended to have an Operations Manual to aid in the transition from one leadership group to the next and serve as a more detailed account of the day-to-day operations of the organization. People in your organization will eventually graduate, and depending on the involvement of your Advisor, it is important to build a resource that can be used in the transition from current to new officers. The operations manual should be a resource to ensure there is continuity from year to year.

This document is not a duplication of the constitution. An operations manual provides detailed documentation of how your student organization functions records the lifespan of your organization. This should include goals & objectives, events & philanthropic activities, and alumni & corporate connections. Additionally, creating and maintaining an operations manual is a marketable skill to add your portfolio of leadership and professional development.

The following are guidelines in creating an Operations Manual for your Tippie-affiliated organization. Once complete, upload your operations manual to your [governing documents in CampusLabs Engage](#).

A simple operation manual might contain:

- Governing Documents, such as your mission statement, constitution, and goals;
- Officer Information, such as job descriptions, organizational structure, and procedures for transition;
- Advisor Information, such as expected role and responsibilities and an Advisor agreement letter;
- Standard Operating Procedures, such as membership standards, discipline procedures, publicity guidelines, and financial plans;
- Risk Management Plans, such as event planning procedures, safety guidelines, and relevant student rules;
- Organizational History, such as past calendars, event evaluations, and financial records;
- Appendix of Forms, such as travel forms, waivers, membership applications, and event planning forms; and
- Link to umbrella/national organization, if applicable.

Detailed example of how to build a quality operations manual can be found (unfortunately) on the [Iowa State University Student Engagement](#) website.

Note that while an operations manual is not required of your organization, one of the expectations of Tippie-affiliated organizations is the completion of an annual evaluation process that evaluates the past year's activities. An operations manual can be extremely beneficial to completing such a process.

f. Tippie-affiliation Annual Evaluation

The annual evaluation process is a summative evaluation of your organization's activities for the year. A successful evaluation clearly defines how your leadership utilized its strengths and minimized its weaknesses to achieve the organization's mission. Failure to complete the annual evaluation process indicates a failure of organizational leadership and may be grounds for probation and/or removal of your organization's affiliation with the Tippie College.

Each Tippie organization is required to create and submit a poster/infographic which provides a visual representation of how you fulfilled your organization's mission during the academic year. This poster simultaneously serves as an evaluation of the prior year, a submission for the Student Organization of the Year awards, and an application to continue affiliation with the Tippie College.

Submission details and deadlines will be provided during the Spring semester.

g. Advisors for Tippie-affiliated organizations

The Office of Leadership, Service and Civic Engagement does not require that all organizations have an Advisor; however, it is a requirement for organizations affiliated with the Tippie College.

- Tippie-affiliated student organizations must have an Advisor who is a member of the Tippie College faculty or Tippie College professional staff.
 - Organizations can have an additional co-advisor that does not represent Tippie as a faculty or staff member.

An Advisor can help guide your organization, plays an important role in the development of the student organization. These Tippie faculty or staff members provide a link to academic departments, the UPO, and University administrators. Your Advisor is also the first person your organization can approach with questions.

Student organization leaders should meet with their Advisor regularly, and in particular after an officer transition. In some cases, an Advisor will be the only person who remains after an officer transition.

Managing Relationship and Expectations with Advisor

It is also beneficial to regularly assess the relationship between your organization and your Advisor. An organization's needs change as it ages, and it is important you gain the most from—and are also sensitive to—your Advisor's time and commitment to the organization (see VIII-b: Advisor Checklist for a detailed checklist you can use to define your organization's relationships with your Advisor). A basic outline of roles and responsibilities is included below.

The role of an Advisor is to:

- Serve as a "sounding board" off which you can bounce new ideas.
- Assist in resolving conflicts between group members and/or officers.
- Be knowledgeable of policies that impact on your organization's decisions, programs, etc.
- Provide continuity and stability as student leadership changes.
- Provide your group with connections (i.e., alumni or companies)
- Serve as mediator during an organizational crisis.
- Give honest feedback to group members.
- Point out new perspectives and directions to the group and introduce new program ideas.

The responsibilities of group members to their Advisor are:

- Discuss your expectations of the Advisor's role with your Advisor from the beginning.
- Notify the Advisor of all meetings.
- Send the Advisor a copy of all minutes and other information.
- Consult with the Advisor before any changes in the structure or policies of the organization are made and before major projects are undertaken.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the Advisor.

In the event your organization seeks to change its Advisor, contact UPO Associate Director for guidance.

h. How to Gain Tippie-affiliation for Student Organizations

While there are a number of vibrant organizations in the College, new interests and collaborative partnerships often give rise to a critical mass of students who want to fill a void with an opportunity for leadership and professional development.

There are **four steps** for student organizations to become affiliated with the Tippie College of Business:

1. Obtain University recognition as a registered student organization (RSO) from the [Office of Service, Leadership and Civic Engagement](#).

Recognition as an RSO means to have a charter to exist within The University of Iowa. This charter to exist is granted through petitioning the Student Organization Review Committee for registration approval. There are four timeframes in which a student can petition to start a new student organization and submit the required paperwork. To officially begin the steps to receive approval for University recognition visit:

2. Be a Register-student organization for a minimum of **one full semester** (unless granted an appeal from the Tippie Undergraduate Program Office).
3. Secure a student organization Advisor consistent with outlined procedures in your organization's constitution and by-laws and who is a member of the Tippie College faculty or Tippie College administrative professional staff.

The Office of Leadership, Service and Civic Engagement does not require that all organizations have an Advisor; however, it is a requirement for organizations affiliated with the Tippie College.

- Tippie-affiliated student organizations must have an Advisor who is a member of the Tippie College faculty or Tippie College professional staff.
 - Organizations can have an additional co-advisor that does not represent Tippie as a faculty or staff member.
4. Submit a 'Request for Student Organization Affiliation' to the Undergraduate Program Office by one of the outlined deadlines and meet with UPO Liaison to discuss merits of request.
 - a) Submit the 'Request for Student Organization Affiliation' form (see Section VIII: Resources) prior to established deadlines:
 - To begin affiliation in an upcoming Fall semester, requests **due by August 1st**.
 - To begin affiliation in an upcoming Spring semester, requests **due by January 1st**.
 - *The purpose of these deadlines is so newly affiliated organizations can attend the required semesterly training typically held within the first week of classes resuming. See Section II-a: Expectations of Student Organizations*
 - Submission includes:
 - Formal professionally written letter of request
 - Approved constitution and by-laws.
 - b) Await review by the UPO Assoc. Director, Tippie Senate, and the Associate Dean for the Undergraduate Program
 - Notification about your organization's status will be sent to you via uiowa.edu e-mail.
 - c) UPO will schedule a pre-approval meeting to go over the expectations of Tippie College of Business Student Organizations and your plans for building and sustaining the organization while highlighting opportunities to collaborate with other organizations in the Tippie College.

For any other questions regarding how to become affiliated with the Tippie College or for information on recruiting and selecting an Advisor, please contact Assoc. Director [Tevin Robbins](#), at 335-1037.

III- GENERAL POLICIES AND STUDENT RULES

a. Office of Leadership, Service and Civic Engagement

Unless specifically outlined in this handbook, all Tippie-affiliated student organizations must adhere to the [policies](#) enumerated by the Division of Student Life and Dean of Students. The Office of Leadership, Service and Civic Engagement is the primary point of contact to assist students and organizations navigate the outlined policies and procedures and administers the University of Iowa Student Organization platform ([Engage](#)). The [Leadership, Service, and Civic Engagement](#) staff work to develop and foster leadership opportunities and civic engagement programs for students.

b. Registration of Student Organizations at University of Iowa

The University of Iowa, through the Vice President for Student Life has delegated the responsibilities and obligations of registering student organizations to the Student Organization Review Committee (i.e., on behalf Leadership & Engagement and Recreational Services) (SORC) and to deans of academic colleges. The SORC is a team of students and staff that determines the approval or denial of the application for registration. Registration of a student organization by the University does not constitute an endorsement of its program or its purposes but is merely a charter to exist. Student Organization registration policies can be found in full detail here:

<https://dos.uiowa.edu/policies/registration-of-student-organizations>

All Tippie-affiliated student organizations are foremost a Registered Student Organization (RSO) with The University of Iowa and as such governed by the policies set forth by the office of the [Dean of Students in the Division of Student Life](#). As such, Tippie-affiliation expectations and privileges supplement, but does not replace, the [Current Policies & Regulations affecting Students](#).

c. Registration of International or National Chartered Organizations

In addition to observing all University rules, an organization that is chartered by an inter/national organization, such as a business fraternity, must maintain its affiliation with the inter/national organization in order to retain its University registration. Detailed information is found at: <https://dos.uiowa.edu/policies/registration-of-student-organizations>

d. Constitution & Bylaws

Every recognized student organization is required to have an approved constitution and bylaws and submit current copies to the Office of Leadership, Service and Civic Engagement via [Engage](#). A constitution contains an organization's purpose, structure, and limits. By-laws are an expansion of the constitution and serve as a guide to conducting business. Student organizations are required to include mandatory clauses within their organization constitutions.

Generic sample and required clauses can be found on the Constitutional Standards and Guidelines website via the Office of Leadership, Service and Civic Engagement:

<https://leadandengage.uiowa.edu/student-organizations/start-new-student-organization/constitutional-standards-and-guidelines>

Tippie-affiliated student organizations must also provide a copy of the charter, constitution, and/or bylaws of *any organization external to the University* with which such organization may be affiliated (See Section III-c: Registration of International or National Chartered Organizations).

e. Re-Registration Process for Renewal of RSO Status

Each student organization is required to complete the re-registration process through University of Iowa [student organization platform](#) (Engage) on an annual basis. There are two re-registration windows held each year. An organization's re-registration window is assigned based on when the organization selects new leadership.

- Organizations who select new leaders in the fall semester are eligible for re-registration beginning November 1 closing December 31.
- Organizations who select new leaders in the spring semester are eligible for re-registration beginning April 1 and closing May 31.
- (Dates are subject to adjustment based on annual calendar changes).

Re-registration is required even if there are no changes from the previous semester in primary and/or secondary representative and contact information. A student organization that does not complete the re-registration process will be moved to a temporary inactive status (account frozen) for one semester and will be eligible to re-register in the next open re-registration period.

More information regarding student organization re-registration may be found on the [Leadership, Service, and Civic Engagement re-registration website](#).

f. Membership Disclosure Requirements and Primary Contacts

Recognized student organizations may exercise merit-based membership in accordance with the University Policy on Human Rights. Organizations who limit or govern their membership based on GPAs, meeting attendance, and/or points systems are required to disclose and publish eligibility, standards, and requirements in their constitution and by-laws and recruiting materials.

Each Tippie-affiliated organization is required to have a primary contact—typically the President—and an Advisor. The UPO Assoc. Director will generally communicate with an organization's primary contact with the expectation that they will disseminate information appropriately.

Additional officer positions are subject to approval by the organization but are not required for affiliation with the College. An organization's constitution should contain a listing of all officer positions, their eligibility requirements and duties.

g. Activities (Events) of Recognized Student Organizations

The activities in which your organization engages should directly stem from your organization's mission—as established in the constitution—and the goals the executive leadership sets on a yearly basis. **All events and programs require completion of an Event Information Form (EIF) before the activity. Event submissions should be initiated at minimum four weeks before an event or travel date and two weeks before any organizational meetings.**

To complete an (EIF) initiate the process through your [Engage](#) profile. All Student Organization Events, programs and travel must be approved through your profile prior.

No event request shall be denied unless the applicant is apprised of the reasons for the denial. In the case of a denial, an immediate appeal shall be afforded by the vice president or their designee. **Office of Leadership, Service and Civic Engagement is the primary point of contact to assist students and organizations with event registration processes and administers the University of Iowa Student Organization platform ([Engage](#)).**

Registration Requirements: An event must be submitted through the University of Iowa Student Organization platform ([Engage](#)) for events meeting any of the following situations:

- Reservations for space with a rental fee, Hubbard Park, Kautz Plaza/Pentacrest (if spending money), hosting a speaker, blood drives, tournaments, bake sales, rallies, showing or playing copyrighted material (movies), or charging admission/collecting funds, or any other reservation deemed as required by Leadership, Service, & Civic Engagement, Tippie College of Business, or other University entities.
- Student organizations must initiate an event submission form through the University of Iowa student organization platform ([Engage](#)). The form is designed to engage key campus partners in the review and support of all student organization events. The submitting student representative is responsible for engaging with the form throughout the process, responding to inquiries and requests for additional information as needed. Completed forms, accompanied by any necessary payments, must be submitted before an event will be confirmed. Event submissions should be **initiated at minimum four weeks before an event or travel date and two weeks before any organizational meetings.**

Student organizations may participate alone or with others in planning, promoting, financing, executing, and evaluating a program/event/tournament, hereafter referred to as event. An event is considered to be sponsored by a student organization when organization members are notified in a regular or special meeting or by a special announcement or posting, or when the financial responsibility is met by the organization, or when specific plans or arrangements are made to conduct an event.

Student organizations sponsoring events must have a balance on hand in their student organization account to cover the costs of the program, including facility rental, Student Organization Business Office charges, speaker's fee, advertising, and other expenses, or adequate funds must be deposited with the organization by an underwriter, which funds cannot be repaid until all costs and expenses incurred by the organization in presenting the event have been satisfied. No advertising or publicizing of any commercial product or trade name shall be permitted without prior approval.

h. Liability

The [Department of Risk Management, Insurance & Loss Prevention](#) is responsible for administering risk management and insurance programs in compliance with the University of Iowa and State Board of Regents' risk management policies and procedures, and state and federal laws. Regardless of whether the Department issues waivers, your organization should still exercise reasonable care in preventing injuries to organizers and participants.

EIF event submission form through the University of Iowa student organization platform ([Engage](#)) are used to engage key campus partners in the review and support of all student organization events such as determining the need for waivers, release forms, and insurance. Any student organization activity that presents a level of risk to its organizers or participants should be approved through their Advisor and key campus partner via an EIF.

- Waiver & Release Forms: Student organizations may be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and develop a waiver and release form for certain types of events (e.g., physical activities, travel).
- Insurance: Student organizations may be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and potentially purchase special event insurance for organization-sponsored events (e.g., inflatables, races, competitions).

Student organizations should consult with the appropriate college/department/unit to identify, assess, and develop strategies around potential risk management issues. Student organizations should also consider reputational and emotional risks to the University, their organization, the community, and individuals when developing organization programs.

i. Violation of Policies

Policies and expectations represent a framework for helping student organizations form, grow, and thrive. Student organizations that violate policies or choose not to fulfill the expectations risk de-affiliation and/or consequences outlined in The [University of Iowa's Student Organization Discipline Procedure](#).

The University of Iowa expects all registered student organizations to act in congruence with the values of the University community. Additionally, the rights and duties of registered student organizations also carry with them an obligation on the part of their members, collectively, to uphold the University of Iowa Code of Student Life.

Tippie-affiliation Annual Review Process

With approval from the Associate Dean for the Undergraduate Program, the UPO Liaison will annually review Tippie-affiliated organizations at the end of the academic year and make decisions whether to:

1. maintain Tippie-affiliation with an organization;
2. place an organization on probation within Tippie; or
3. remove Tippie-affiliation and access to privileges from an organization.

Tippie-affiliation is annually reviewed at the end of the spring semester each year. Decisions are based on a holistic review of all Tippie-affiliation expectations.

The decisions made regarding affiliation with the Tippie College fall under the following three categories:

- Continue Affiliation—Student organizations in this category show a clear and consistent connection between their mission and their activities. They have met or exceeded all yearly expectations.
- Probation—Student organizations in this category have a clear presence in the College; however, they have not satisfactorily met all Tippie-affiliation expectations. Probationary student organizations have one year to improve, under their Advisor's and Liaison's guidance, otherwise they risk removal of affiliation.
- Removal of Affiliation—Student organizations in this category have lacked a presence in the College and have failed to satisfactorily fulfill Tippie-affiliation expectations and will be notified of their removal of Tippie-affiliation at the end of the Spring semester. Following formal notice from the UPO Assoc. Director, unaffiliated student organizations will lose access to all privileges outlined in Section II-b: Privileges of Tippie-affiliated Student Organizations.
 - Appeals to this decision can be submitted to the UPO Liaison in the form of a written professional letter that details why the organization should maintain affiliation. After an appeal has been submitted it will be reviewed and a decision will be made within ten business days.
 - Unaffiliated student organizations can continue to exist under the Office of Leadership, Service and Civic Engagement's policies.
 - To regain Tippie-affiliation and access to all privileges, student organizations may re-request affiliation with the Tippie College after one academic year outlined in Section II-f: How to Gain Tippie-affiliation for Student Organizations.

IV- BRANDING, LICENSING, PUBLICITY & COMMUNICATION

a. IOWA and Tippie Brand

Brand guidelines must be followed to ensure your connection to Iowa is clear for the students and audiences you engage with. Full student organization brand guidelines and expectations can be found at: <https://brand.uiowa.edu/student-organizations>

Affiliation with the Tippie College of Business provides your organization access and permission to use College logos and typefaces. The use of the College logo comes with the expectation of doing so in a responsible manner. If your organization would like to use an [official program lockup](#), you must seek permission from the unit brand manager. Approval is at the discretion of the unit brand manager and is limited to gear and apparel used for:

- Fundraising efforts
- Representing the academic program at an external event

Email the Tippie Brand Manager for Approval at: tippie-marketing@uiowa.edu

Don't use a student organization badge when using an official lockup and follow all institutional brand guidelines in the same manner as a unit or department.

b. Ordering Apparel and Merch – UI Licensing Process

Student organizations must follow [University Licensing policy](#) when ordering merchandise and partner with the [Student Organization Business Office](#) to follow appropriate purchasing policies. Products and designs must be approved by the [UI Trademark Licensing Office](#).

Step-by-step process when ordering merchandise and apparel can be found on the following website. **Allow at least two weeks (or longer)** for processing each request:
<https://licensing.uiowa.edu/registered-student-organization-policy>

c. Publicity & Marketing

Student organizations have access to a variety of media for posting materials on- and off-campus, within and outside the Pappajohn Business Building.

Publicity Policies

The essential information in all publicity should include the event's title, time and location, a short description, sponsors, etc. Registered Student Organizations must adhere to policies and procedures outlined and administered by the [Office of the Dean of Students](#) (see section IV) and all event and activity promotion must include the approved nonendorsement statement and university accessibility statement.

Nonendorsement statement:

"Programs and activities sponsored by registered student organizations are planned and hosted by student organization representatives and do not represent endorsement by the University of Iowa."

Accessibility statement:

"Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (insert: the sponsoring department or contact person) in advance at (insert: telephone number)."

Print Material

Student organizations are prohibited from using student organization funds to purchase or obtain printing or copying services from vendors external to the University. Reimbursement to student organization members, who may have paid for external printing or copying services on behalf of the student organization, is prohibited.

- **Posting Print Material:** Student organizations that wish to post on campus bulletin boards and Cambus, must adhere to the policies established by the respective facility or college/department/unit regarding the posting of materials on campus.
 - **Posting in PBB:** Is reserved for Tippie-affiliated student organizations. Printed material is strictly limited to the sign grippers located throughout the building under room signs. Taping printed materials on walls in PBB is prohibited. Printed material is allowed to be hung for a maximum of three days. Please remove printed materials from grippers after your event. UPO staff will remove and recycle printed material as necessary.
 - **Table Tents, Handbills, and Leaflets are not permitted to be left on tables, desks, etc. around PBB.**

Digital Signage

Student organizations that wish to post on campus digital signage (electronic displays) must adhere to the policies established by the respective facilities or colleges/departments/units regarding the posting of digital signage. Digital signage is allowed to be in rotation for a maximum of three days.

- **Digital signage in PBB:**
 - *Tippie Kiosks* (located on 2nd and 3rd floors, at the center of PBB). –
 - Email PowerPoint slide with event's information, publicity policy statements, beginning/ending run dates, and no slide transitions to tippie-kiosk@uiowa.edu
 - *ITC Monitors* in PBB –
 - Email PowerPoint slide with event's information, publicity policy statements, beginning/ending run dates, and no slide transitions to [Jeff Reuter](mailto:Jeff.Reuter)
 - *UPO Front Desk Kiosk* (C140 PBB) –
 - Email PowerPoint slide with event's information, publicity policy statements, beginning/ending run dates, and no slide transitions to business-undergrad@uiowa.edu
 - *Tippie View Walls* (located at the south and west entrances of PBB) –
 - Email tippie-marketing@uiowa.edu for case-by-case permission.

Chalking

Chalking on the *PBB Patio is strictly prohibited* because it could cause damage to the pavers on the patio. Chalking is allowed on surrounding sidewalks and Cleary Walkway per full UI Chalking policies:

- Chalking of sidewalks is a means of expression. It may be used in many ways, including to announce programs, promote events, exchange opinions, share messages, and otherwise express ideas. Policy related to chalking applies to all University students, staff, faculty, affiliates, invited guests, and visitors. Chalking on campus sidewalks is permitted subject to the viewpoint-neutral time, place, and manner restrictions detailed below. See full chalking policy at: [Administration of Registered Student Organizations](#)

Mass Email

ITS manages the mass email process by which student organizations can contact certain populations within the University. Student organizations are required to obtain permission from the Division of Student Life. For more information, see <https://leadandengage.uiowa.edu/student-organizations/manage/mass-emails>.

UPO Weekly Update

The Undergraduate Program newsletter can be used to advertise events/initiatives coordinated by Tippie-affiliated student organizations that are open to the greater student body. UPO staff members, who will retain the right to publish or not publish a submission. UPO Weekly Update posts every Monday during the academic year.

- Guidelines to Advertise on UPO Weekly Update:
 1. Email your submission to danielle-dion@uiowa.edu by 2:30 pm on Friday to be included in the next Monday's newsletter.
 - a. Submissions must contain event information, publicity policy statements, and beginning/ending run dates if advertising includes a lead-up to event.
 2. Acceptable events/initiatives are those open to the Tippie community, not just your organization. For example, information about a fundraiser you are holding in the building is acceptable. Advertising an upcoming guest speaker for a meeting open only to your members is not. However, if the guest speaker event were open to other members of the College, then it would be appropriate.

Other Places to Publicize Events on Campus

- [UI Calendar](#)
- [Residence Halls](#)
- [Daily Iowan](#)
- [Iowa Memorial Union](#)

d. Student Organization Web Sites

All Tippie-affiliated student organizations have access to free web hosting services through the Tippie College of Business. We recommend that groups who choose to create and maintain a website hosted by Tippie have a dedicated webmaster because these sites are more specialized. To pursue this route, contact [Rachel Stewart](#).

Student organizations may develop a website that must be hosted on the University of Iowa network or UI-approved vendor.

- The following disclaimer must be included on a student organization homepage:
 - "The statements, expressed opinions, and links displayed on (your organization's name) web pages are generated and posted by the student members of (your organization's name). No official endorsement or approval by the University of Iowa of the viewpoints expressed on this web page or any of the student organization activities described on this web page should be inferred. The activities and events of this student organization are not necessarily sponsored or approved by the University of Iowa."
- All student organizations are responsible for complying with the University's policy regarding "Acceptable Use of Technology Resources" located at <https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources>

V- EVENT PLANNING

All Student Organization Events, programs and travel must be approved through your [Engage](#) profile by completing an Event Information Form (EIF) **prior** to the event, travel, or meetings that involve hosting a speaker. EIFs are available through the student organization's management page and a [step-by-step guide](#) is available on the [Manage Your Student Organization](#) page. Please note that *only certain members of the organization may have permissions to submit events*. Please check with your student organization's leadership if you need access. If you have questions about travel requirements or need help completing an EIF, please contact sobo@uiowa.edu or dsl-leadandserve@uiowa.edu.

Event submissions should be **initiated at minimum four weeks before an event or travel date and two weeks before any organizational meetings**.

The submitting student representative is responsible for engaging with the form throughout the process, responding to inquiries and requests for additional information as needed. Completed forms, accompanied by any necessary payments, must be submitted before an event will be confirmed.

Check out the [BMindful Calendar](#) to consider what *important religious or commitment-driven holiday, event, or practice* may overlap with a program or event you're planning. Want to make sure your event is inclusive of all students in other ways? Check out the university's online [Inclusive Event Planning resource](#).

a. Access to PPB Reservation Opportunities

Student organizations may use University space and facilities with permission subject to University regulations. In order to demonstrate permission to use University space and facilities, student organizations must submit the event through the University of Iowa student organization platform ([Engage](#)) including any documentation showing proof of approval to use the space.

Room/Venue Reservations in PBB

There are **various controlled rooms within PBB** that require different reservation methods and policies. Review options and processes below if your student organization wants to reserve rooms for use.

1. Rooms/areas through Tippie Dean's Office

The following rooms/areas are available for reservation via the Tippie College Dean's Office. Please fill out the [Reserve a Room \(PBB\) form](#) to request one of these designated spaces. *Tippie Faculty or Staff Advisor name is required* for students in the event the Dean's office needs to follow up after the room has been used.

- Large Conference Room (seats 75): W401, (Breakout room: W404), & S401
- Computer classrooms: C207 & C231
- Galleries: W101 & S101
- PBB Patio (outdoor seating for 90)

Please review Tippie Dean's Office [room reservation policy](#) (pdf). Keep in mind the following stipulations:

- The rooms are not intended to be used on a frequent or permanent basis to support the primary activities of a group or organization.
- Reservation requests from within the Tippie College will be reviewed based upon the following schedule:
 - Spring Semester - first business day in November
 - Summer Semester - first business day in March
 - Fall semester - first business day of June
- Conference, professional/annual meetings, and symposiums with 75 or more attendees ***may request space up to 3 months in advance*** of the event.
- Food is not normally allowed in the colloquium/board rooms but will be considered for university events on a case-by-case basis.
- The college reserves the right to cancel a reservation based on priority needs. Should this situation arise, we will make every attempt to try to find an alternate room but cannot guarantee availability.

2. Reserving University Classrooms in PBB

University Classrooms are controlled by Classroom Scheduling consist of every classroom in PBB not controlled by the Tippie College Dean's Office as well as University buildings across campus including

([C107](#), [C121](#), [C125](#), [C208](#), [C250](#), [S107](#), [S181](#), [S207](#), [S307](#), [W10](#), [W107](#), [W151](#), [W181](#), [W207](#), [W307](#).)

- Detailed information, policies and reservation process for Student Organization use of University Classrooms can be found here:
 - <https://classrooms.uiowa.edu/reserve-university-classroom/student-organization-events>
 - Questions and requests for modifications email the [Registrar Classroom Scheduling](#)

Keep in mind the following stipulations with University Classrooms:

- Reservation requests cannot be submitted until after January 1st or August 1st for each spring or fall session.
- University Classrooms are primarily teaching facilities. They are not considered entertainment venues.
- Review the different reservation processes for [SINGLE](#) event versus [WEEKLY/BI-WEEKLY](#) event requests
- University Classrooms are scheduled on a first come, first served basis.
- Cash transactions are not permitted.
- Food is not permitted.
- Subject to various regulations such as:
 - ["Right to Recall"](#)
 - No reservations on final exam dates.
 - UI courses always receive priority placement in University Classrooms.

3. BizHub/Library Reservations in PBB

Tippie-affiliated organizations can reserve the library conference rooms for small teams through this website: <https://uiowa.libcal.com/booking/bizrooms>

- 2 hours maximum per day
- Reservations up to 1 week in advance
- Failure to arrive within 15 minutes of the reservation's start may result in the room being reserved by others.

Tables Reservations in the PBB

Information tables may be reserved by a student organization to disseminate information, or to collect funds or other support (e.g., signatures, supplies) from persons outside its membership. An Event Information Form on [Engage](#) is required, and all reservation policies must be followed for uses of tables and areas where tabling occurs. Organizations are responsible for requiring tables are maintained and continuously staffed during use.

Tables are available for use by Tippie-affiliated student organizations in the Pappajohn Business Building.

- Up to two reservable tables via Tippie Dean's Office (C120 PBB)
 - Visit the Reservation Requests page: <https://students.tippie.uiowa.edu/tippie-resources/facilities/reserve-room-pbb>
- Up to five reservable tables via Tippie Undergraduate Program Office (C140 PBB)
 - Email reservation requests to business-undergrad@uiowa.edu

Locker Reservations in the PBB

Tippie-affiliated student organization Presidents are able to check-out locker keys for increments of one semester based on availability. Lockers are located in the southeast and northwest corner of Pappajohn Business Building and can be used for storage during the semester.

To reserve a PBB locker and check-out a key for the semester, visit C140 PBB or email reservation requests to business-undergrad@uiowa.edu.

If a **locker key is lost while checked out or is not returned** prior to the Friday of Finals Week per each semester, the organization President and/or student organization will be subject to pay a \$25 replacement fee that will be charged to their U-Bill and/or SOBO account, respectively.

b. Travel and Professional Trips

Student organizations must submit an event form through the [Engage](#) platform to a request approval for travel for reasons that are consistent with the organization's/University's mission and purpose, individual/organizational leadership and development, or to participate in programs that contribute to the University's strategic priority of student success.

IMPORTANT: An EIF Travel request MUST be initiated at minimum *FOUR* weeks in advance or sooner to allow for timely review for approval process. This must be completed, and Travel approved before student organizations can spend money on travel, make reservations, and leave for a trip.

Make sure you fill out all aspects of the form, including the [travel spreadsheet](#). This **must** include everyone who will be traveling on behalf of the student organization, how you will be traveling, and why you are going. **Be as specific as possible.** You can track what offices have given approval for your requested travel on the Event Information Form. This is also where various offices will reach out to get more information or keep you updated. **Please make sure you pay attention to the comments on your submitted Event Information Form.** You will receive an email notification if there are questions about your submission or when a decision has been made about your request. If you have questions about travel requirements or need help completing this form, please contact sobo@uiowa.edu or dsl-leadandserve@uiowa.edu.

c. Excuse Letters

The Tippie College of Business does not require students to attend professional trips to complete academic or other requirements for their time at Iowa and they are not considered excused authorized University activities.

But the UPO has created policies in partnership with Tippie faculty to ensure enriching experiences. Please ensure the manner in which students communicate their need to miss a class does not misrepresent student organization trips as required of them. Detailed attendance policies can be found at: [Attendance Policy & Excused Absences](#)

Excused absences are narrowly defined to ensure that academics are the first priority. Second, faculty have discretion to determine, beyond the UI-mandated excused absences, what constitutes an excused absence and what course work, beyond exams, is available for make-up credit. Faculty are encouraged, but not required, to take the following factors into account when deciding whether or not to treat an absence as excused:

1. Did the student proactively attempt to cure the need for the absence (e.g., by rescheduling an event)?
2. What are the consequences for the student if he or she misses the out-of-class experience (e.g., losing an opportunity to participate in a national conference)?

Students are responsible for notifying their instructors to request an excused absence well in advance as possible. For permission to be absent from class in order to participate in authorized UI activities, students are expected to present to each instructor before each absence a **written statement signed by your Tippie Student Organization Advisor.**

d. Food at Events

Submission of an EIF via the [Engage](#) platform is required to ensure permissions prior to event with food. **Bake sales are not permitted** due to concerns regarding food safety, risk management, and liability. Organizations are permitted to engage in re-sales of **pre-packaged** goods from a vendor with expressed permission from vendor.

If your organization is considering hosting an event where food will be served or available for purchase to individuals outside your organization, and the time of your event coincides with the normal business hours of Pat's Diner, please inform Manager [Jeff Ritchy](#) at least 48 hours in advance so he can plan accordingly for food services at Pat's Diner.

e. Raffles and Gambling

Raffles, bingo, and any other games of chance are governed by policies set forth by the Office of Leadership, Service and Civic Engagement. You will be required to obtain a gambling license and proper cash handling protocols must be followed. [Application forms](#) are available in IMU 157 in the Student Organization Business Office (SOBO) or at [Engage](#) upon initiating an EIF.

Registered student organizations may request permission to do gambling on university property. All State of Iowa, University of Iowa, and Dean of Students policies must be met in order to qualify for a gambling license.

f. Contracts

Events that require your organization to enter into a contractual agreement must be reviewed by SOBO and require an Event Information Form. Student organizations and student organization members are **not allowed** to sign or enter into contracts or binding agreements on behalf of the student organization or the University.

1. Types of contracts include:
 - a. Agency or Business issued
 - b. UI Issued
 - c. Service Agency Agreement: student organizations are required to follow the policies outlined by the Office of Risk Management, Insurance, and Loss Prevention when establishing these agreements.

g. Crisis Management

It is important that your organization has developed a plan during an event hosted or attended by your organization. Although, crisis situations are unlikely; such prior planning may include¹:

- detailed plans of action for various situations;
- attention to medical needs;
- contact information for important parties; and
- crisis fact sheets or incident report form.

Any activity that presents a level of risk to its organizers or participants should be approved through their Advisor and an EIF submission on [Engage](#) to determine the need for waivers, release forms, and insurance.

- Waiver & Release Forms: May be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and develop a waiver and release form for certain types of events (e.g., physical activities, travel).
- Insurance: May be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and potentially purchase special event insurance for organization-sponsored events (e.g., inflatables, races, competitions).

VI- FINANCES

a. Student Organization Business Office (SOBO)

The [Student Organization Business Office](#) provides financial assistance to all recognized student organizations. If your student organization solicits and receives funding from University of Iowa Student Government, SOBO will provide oversight to ensure the funds are spent and accounted appropriately. Appointments can be requested by contacting sobo@uiowa.edu for student organization deposits and credit card (p-card) checkouts.

SOBO also provides guidance on proper cash handling policies to ensure transparency and propriety for student organizations. All student organizations must follow proper procedures when collecting fees, selling items, fundraising, or charging admission for events. NEVER USE THE CASH YOU COLLECT TO PAY FOR A GOOD OR SERVICE (IT MUST BE DEPOSITED TO YOUR ACCOUNT ASAP). Please review and comply with all [University cash handling rules](#).

No University of Iowa student organization shall have an outside bank account without written authorization from the VP of Student Life. Student organizations are required to transact all financial business through the Student Organization Business Office (SOBO). This offers the advantage of a permanent record of transactions, a detailed monthly statement of account, and the purchasing power of the University. Failure to do so may result in revocation of registration. Student organizations registered by an academic college or affiliated with a University department or unit may also transact business through the sponsoring college/department/unit.

See full Financial Management & Reporting policy at: [Administration of Registered Student Organizations](#) or [Resources to Manage RSO Finances](#).

b. Funding Resources for Registered Student Organizations (RSOs)

Student organization funding can come from a variety of sources (e.g., membership fees, corporate or national sponsorship, UISG, Event Funds, general fundraising). Each student organization should develop a clear plan for both raising and spending funds each year.

Registered student organizations are guaranteed an equal opportunity to apply for funds from mandatory Student Activity fees (i.e., for student organizations) or for any other benefit conferred by the Undergraduate Student Government (USG) or their constituent bodies, without differentiation for reasons that violate the University Policy on Human Rights or inhibit the group's exercise of First Amendment rights of free expression and association. See full funding resources policy and potential funding sources including raffles, ticket sales, registration fees and merchandise sales at: [Administration of Registered Student Organizations](#).

You can find multiple funding opportunities for RSOs at:

- [Funding Resources](#)
- [Funding - Campus Events Funding](#)
- [Funding - Submitting a request for USG/GPSG funding](#)
 - [USG Funding Guidelines](#)
- [Funding - Late Night Grant Funding](#)

c. Funding Opportunities for Tippie-affiliated Student Organizations

UPO and Tippie Senate Funding Opportunities

The Undergraduate Program Office has specific funding available for Tippie-affiliated student organizations to apply for during specified funding periods. Funding periods are determined by the UPO Liaison and applications are reviewed by Tippie Senate for allocation of funds.

Funding guidelines and [application form for funding can be found online](#).

Tippie-affiliated student organizations may apply for funding for up to two events during a funding period. There will be three to four funding periods per year dependent on available resources. A maximum of \$500 per event may be allocated during a funding period.

Off-campus events (outside of Iowa City/Coralville area) and/or professional trips are not eligible for funding through the UPO and Senate.

Applications will be processed within two weeks of the funding period deadline. Approved and allocated funds will be transferred to your student organization business account. Itemized receipts are required for reimbursements.

All monies are distributed and used through the Student Organization Business Office (SOBO).

Philosophies/Priorities of funding allocation:

- Preference will be given for events that: 1) involve meaningful collaboration with other organizations to expand impact; 2) include sustainability aspects such as composting, recycling and works to become a zero waste; 3) promote personal, academic, and career success; 4) advocate for mental health awareness/support; 5) encourage sense of belong and engagement of all members of Tippie community.
- Events/programs should develop their members professionally, promote understanding of global and cultural awareness in business, build an inclusive community for students, and/or are newly developed.

Tippie Undergraduate Career Services Funding Opportunities

Tippie Career Services has funding available to help your organization run career fairs, networking events, and more. Fill out our application form to get started at <https://students.tippie.uiowa.edu/tippie-resources/career-services/undergraduate-career-services/undergraduate-career-resources>.

Orgs can request funds once for an entire academic year. There will be a separate application for the Spring 2024 semester. If you apply one semester and do not receive funds, orgs can reapply the following semester.

Please submit your application at least 2-4 weeks prior to the event. Funds are distributed on quality of application and a first-come, first-serve basis.

- *At this time, TUCS are NOT sponsoring any off-campus events such as ProTrips or Company Treks.*

d. Membership Fees

Membership Fees—Student organizations can collect fees for affiliation with a national organization and for use by the local organization’s activities. Organizations should follow proper cash handling procedures when dealing with membership fees, including providing a receipt of dues paid and reconciling and depositing fees the same business day.

CashNet—

Alternative solution available to all student organizations that is a University contracted vendor (CashNet) to be used to collect money for student organizations. CashNet is an online storefront that can be setup and customized by SOBO for members/customers to pay student organizations with their debit/credit cards. A webpage can be set up for any student organization to collect donations, dues, registrations, and/or sell merchandise. The transaction fees are 3% of transaction revenue, with no setup fee. The revenue collected will be deposited to each student organization account within 3-5 business days of each transaction, and the fees will be deducted monthly. Please contact SOBO@uiowa.edu for more information.

U-Bill Charge Agreement—

Student organizations that meet certain criteria outlined below may apply for Ubill charging privileges. If approved, student organizations may charge individual student’s University Bill (Ubill) as a way to conduct business transactions for their student organization. There is a \$2 administrative processing fee assessed to the student organization for each Ubill charged/credited. Detailed information can be found at: <https://leadandengage.uiowa.edu/student-organizations/manage/u-bill-charge-agreement>

Statement on collecting money by Venmo, PayPal, and other vendors:

Third party electronic money collection services such as Venmo, PayPal, etc. are not authorized to be set up or advertised using the name or email address of the University or student organization. Individuals using 3rd party electronic money collection services for personal use should proceed at their own risk and be aware of the possibility of theft or loss, and the potential for tax liability for the individual collecting the money.

e. External Funding and Corporate Gifts

Some student organizations receive periodic funding from corporate donations and the [UI Center for Advancement](#). All gifts received by the Tippie College of Business will work in collaboration with SOBO to have the funds dispersed appropriately.

Corporate gift can be directed to [Tippie Undergraduate Program fund](#) and then gifts will be transferred to SOBO after they come in.

Policies related to External Funding:

- A. Commercial Sponsorship (received from businesses or corporations)
 1. In-kind sponsorship: Student organizations may request and receive contributions (e.g., coupons, gift cards, food, venue rental) from businesses to benefit the organization’s activities. Federal financial aid regulations require the University account for all aid, including gift cards provided to students, if the student is a recipient of need-based financial aid. If the recipient of the gift card receives financial aid from the UI Office of Student Financial Aid, this action may impact the amount of financial aid the student receives.
 2. Monetary sponsorship: Student organizations may request and receive monetary contributions from businesses to benefit the organization’s activities.
- B. Sponsorship of external vendor for profit: University policy permits student organizations to sponsor for profit businesses, the University regulates the time, place, and frequency of these opportunities. An off-campus enterprise whose items or services are being marketed by a student organization may be required to indemnify the University and provide adequate insurance well in advance of the event as a precondition of the approval.

VII- ORGANIZATIONAL DEVELOPMENT AND LEADERSHIP

a. Recruitment

Recruitment is the process of both building *and* retaining your membership. A successful recruitment effort in early fall and spring, coupled with ongoing retention efforts, will ensure your organization builds a vital membership. Organizations requiring GPA checks for potential new members must have the following [form](#) and a spreadsheet (including all potential member names, hawkID's, and which GPA's need confirmation) emailed to tevin-robbins@uiowa.edu with a 2-to-3 week notice.

Maintaining membership in a group can be a difficult task but with some time, energy and creative recruitment ideas you'll be amazed at the number of people you can attract. Following is a list of some ideas to help your organization get started.

- Set up informational tables in the Pappajohn Business Building—Student organizations can set up tables in PBB.
- Create advertising—Student organizations can create and disseminate advertising for recruitment or other events through a variety of mediums:
 - University Residence Halls—Post advertisements in the residence halls. You must first receive permission by going to University Housing & Dining Administration in 4141 Burge Residence Hall or by calling 335-3000.
 - PBB PowerPoint—Have your advertisements placed on slideshows displayed in PBB, the PBB ITC, and the UPO reception area. Send information to tippie-kiosk@uiowa.edu (PBB and Tippie View), [Jeff Reuter](#) (ITCs), or [Kate Mersch](#) (UPO).
 - Local papers—Contact The Daily Iowan (335-5790), the Iowa City Press Citizen (337-3181), or the Gazette (339-3100 or 339-3111) for more information on rates.
 - Tippie College Calendar—Be sure to put your event on the [College calendar](#).
 - Website—Develop a website and keep it up-to-date and interesting.
- Announce activities in classes—Classes present a great avenue to inform other students about your organization's activities, particularly if your organization is academic in nature. Be sure to request to make an announcement prior to class starting and be respectful of class time, adhering to any policies the instructor may have to classroom announcements.
- Student Organization Fairs—Both the Office of Leadership, Service and Civic Engagement and the UPO hosts student organization fairs early each semester. Contact the [Office of Leadership, Service and Civic Engagement](#), or [Tevin Robbins](#) in the UPO for more information.

b. Technology

Student organizations benefit greatly from the technology resources at the University and in the Tippie College. Setting up a centralized storage and web hosting space can help members learn about upcoming meetings and executive leaders transition between semesters. Engage is one platform to compile information and resources your organization uses. Although not recommended, you could also use private systems such as Dropbox, or compile your resources on a physical flash drive. Whatever your choice, your organization should keep fastidious records in order to document and improve on a yearly basis.

c. Meetings

Meetings serve two general purposes: 1) they help the executive leadership communicate goals and objectives to the general membership, and 2) they provide an avenue for shared governance and decision making. Meetings should have a clear purpose, communicated in advance, and the leader of the meeting should provide a detailed agenda. No matter the format of your meetings, they should be one of the methods your organization uses to keep new and established members informed and engaged during the year. One member of your organization should also be tasked with collecting and distributing notes of each meeting; the agenda is typically a good launching pad for collecting such notes.

d. Assessment and Evaluation

Assessment is the efforts in which your organization engages to collect information about your activities (e.g., policies, procedures, events, membership); evaluation is the judgments you make based on the information you gather. Using an intentional assessment plan is a productive idea, because it enables your organization to make specific and data-driven decisions.

Examples of assessment-based decision making:

- Determining which night your membership has free in order to maximize the number of participants;
- Conducting a needs-assessment to determine the leadership and professional development activities in which your organization should engage; and
- Counting the number of participants in attendance, or money raised, in order to determine whether your event was successful or not.

Assessment and evaluation need not be complicated, but it should be intentional. The annual evaluation process that organizations complete at the end of the year (detailed below) is one of the ways the Undergraduate Program Office expects you to be intentional about planning and assessment.

e. Officer Transition

An effective officer transition ensures that the institutional memory and organizational momentum you have built is not lost from semester to semester, or academic year to academic year. The goal of officer transition is to transfer knowledge, information, and ideas from one group of leadership to the next. It necessarily involves good communication between all parties.

Executive leadership should take the leading role in developing and implementing a transition plan, but both the general membership and Advisor should be involved. General members are often the individuals who move into executive leadership roles. The more transparent your organization is with regards to policies and activities, and the more intact your record keeping, the easier your organization's transition will be.

Advisors also play an important role in transition, sometimes because they are the only individual whose role is not turning over. Each outgoing executive leadership team should schedule time with both the incoming executive leadership team and Advisor to ensure no significant detail is left unaccounted.

f. Developmental Opportunities

Maintaining membership in a student organization can be a rewarding leadership and professional development opportunity. The University and Tippie College offers other specifically targeted opportunities in addition to the learning in which you engage as a member of an organization.

- The Office of Leadership, Service and Civic Engagement regularly offers leadership trainings and conferences for both student organization members and non-members.
- LeaderShape—LeaderShape is a week-long, intensive leadership program held before the start of the spring semester and sponsored by the Office of Leadership, Service and Civic Engagement.
- CliftonStrengths for Students is a program designed to facilitate personal and group success through the identification of five top strengths.

g. Student Organization Awards

Hawkeye Student Organization Leadership & Service Awards

Nominate Tippie orgs recognized at University-level

- More info - <https://awards.studentlife.uiowa.edu/awards/hawkeye-awards>

Tippie-specific Awards

More information is forthcoming.

VIII- RESOURCES

Request for Student Organization Affiliation

Best Practices for Recruiting an Advisor

Advisor Role Checklist

TIPPIE CAREER SERVICES EVENT PLANNING TIMELINE

Request for Student Organization Affiliation Tippie College of Business

There are *four steps* for student organizations to become affiliated with the Tippie College of Business:

1. Obtain University recognition as a registered student organization (RSO) from the [Office of Service, Leadership and Civic Engagement](#).
2. Be a Register-student organization for a minimum of one full semester (unless granted an appeal from the Tippie Undergraduate Program Office).
3. Secure a student organization Advisor consistent with outlined procedures in your organization's constitution and by-laws and who is a member of the Tippie College faculty or Tippie College administrative professional staff.
4. Submit a 'Request for Student Organization Affiliation' to the Undergraduate Program Office by one of the outlined deadlines and meet with UPO Liaison to discuss merits of request.
 - a. **To begin affiliation in an upcoming Fall semester, requests due by August 1st.**
 - b. **To begin affiliation in an upcoming Spring semester, requests due by January 1st.**

This form serves as a cover sheet for your official request. Please attach this cover sheet to 1) a formal letter of request about why your organization is seeking affiliation with the College and how affiliation will be mutually beneficial and 2) your organization's updated/ approved constitution.

Name

Email (@UI)

Organization Name _____

Primary Contact (i.e., President) _____

Advisor _____

Submit this form and attachments to the Undergraduate Program Office (C140 PBB). The student organization liaison will contact you to set up a meeting to discuss your organization's affiliation.

I clearly understand the expectations to which this organization will be held. _____

-----Office Use Only-----

Affiliation Checklist

- Organization registered with Leadership, Service and Civic Engagement for one semester
- Advisor confirmed
- Meeting held:

Affiliation Status

- Approved
- Denied
- Resubmit

Date of Approval _____ Approved By _____

Best Practices for Recruiting an Advisor

In addition to the innumerable benefits an Advisor can provide, an Advisor can help guide your organization, can play an important role in the development of the student organization by providing support and guidance, and serves as a contact with the academic departments and college administrators.

To effectively recruit and select an Advisor, your organization should **develop a clear statement of organizational goals and a clear statement of expectations from the Advisor, both in terms of role and time commitment within your Constitution**. It would also be helpful to outline what the Advisor could fairly expect from the organization. With this information in hand, you will be ready to approach potential Advisors and discuss with them their interest in and ability to advise your organization. The most suitable Advisor is one who shares a common interest with your organization.

Poll your organization members for the names of professors or staff members whom they have found helpful and interested in student life. Be sure to approach potential Advisors with confidence and a positive attitude. Remember to be clear about the purpose and activities of your organization, your expectations of the Advisor and all benefits the Advisor will enjoy. Depending on the mission and goals of your organization, it might be helpful to begin with the faculty listing by departments on the Tippie College Directory page:

<https://tippie.uiowa.edu/people/>

Oftentimes, faculty and staff members will have interest areas that may align with your organization.

In order to build a rewarding and mutually beneficial relationship with your Advisor, you should set clear expectations for their role. The following guidelines are recommendations, depending on the age of your organization.

New Organizations (1-3 years old)

Recruit and select an Advisor who can help get your organization off the ground. This type of Advisor should be ready and willing to take on a more engaged role than may be necessary in the future, once the organization is established. The Advisor should also be able to focus a new group's goals when there are many new directions and opportunities for growth.

Growing Organizations (3-5 years old)

Advisors for growing organizations should be able to help energize and motivate students who are discovering the organization after its founding or reorganization. It is often the case with young organizations that the founding members will graduate, and it is important that an Advisor take an active role in ensuring a successful transition to new officers and members.

Mature Organizations (5+ years old)

Organizations develop a sense of culture as they age. An organization's culture—much like a company's—can provide stability, but also resistance to change. Your organization's Advisor should be willing and able to help with long-term goal setting and assessment to ensure your organization stays vibrant.

Advisor Role Checklist

Use this form to generate conversation regarding the role of the Advisor in organization affairs.

The Advisor and each officer should respond to the following items then meet to compare and discuss any differences. For any items determined not to be the responsibility of the Advisor, it is valuable to clarify which officer assumes that responsibility. For each statement—"The Advisor should ..."—respond according to the following scale:

1-Essential to the Advisor role

2-Helpful, but unnecessary

3-Outside the scope of the Advisor role

1. ____ Act as a member of the group, except in voting and holding office
2. ____ Recommend programs and speakers
3. ____ Remain silent during general meetings unless called upon
4. ____ Speak up during discussion to provide general input
5. ____ Speak up during discussion when the group is making a poor decision
6. ____ Let the group thrive or decline on its merits, not interfering unless requested to do so
7. ____ Mediate conflicts as they arise
8. ____ Mediate conflicts only when requested to do so
9. ____ Approve all candidates for executive office in terms of scholastic standing
10. ____ Be familiar with University facilities, services, and procedures for group activities
11. ____ Explain University policies where appropriate
12. ____ Explain University policy to the membership once a year
13. ____ Assist organization by signing forms
14. ____ Attend Advisor training offered by the University
15. ____ Attend all executive committee meetings
16. ____ Attend all general meetings of the organization
17. ____ Attend all officer meetings
18. ____ Attend all other organizational activities
19. ____ State perceptions of his/her role as Advisor at the beginning of the year
20. ____ Provide goals for the group
21. ____ Take an active part in formulation of the creation of group goals
22. ____ Keep the group aware of its stated goals, purpose, and objectives
23. ____ Take an active part in officer transition and training
24. ____ Keep all official files
25. ____ Store all group materials during the summer and between officer transitions
26. ____ Take the initiative in creating teamwork and cooperation among officers
27. ____ Be responsible for planning a leadership skill workshop
28. ____ Call meetings of the officers when deemed necessary
29. ____ Cancel any activities deemed inadequately planned
30. ____ Help the president prepare the agenda before each meeting
31. ____ Check the secretary's minutes before they are distributed
32. ____ Request the treasurer's books at the end of each semester
33. ____ Serve as parliamentarian to the group
34. ____ Provide guidance on the assessment of each major activity
35. ____ Expect a written evaluation at the end of each semester
36. ____ Receive copies of all correspondence
37. ____ Receive copies of all official correspondence
38. ____ Represent the group in any conflicts with members of the University staff
39. ____ Inform the group of infractions of its bylaws, codes, and standing rules
40. ____ Veto a decision when it violates a by-law or constitution

TIPPIE CAREER SERVICES EVENT PLANNING TIMELINE

3-5 months prior:

- Notify appropriate career services team(s) with a fair proposal.
- Establish individuals within your organization who will be responsible for event planning tasks (e.g., budget, event logistics, employer/student outreach).
- Reserve a venue space.
- List what supplies and materials you will need.

1-3 months prior:

- ***Initiate your event, program, or travels via the Event Information Form (EIF) on the Engage platform. Forms should be submitted at minimum four weeks before an event or travel date.***
- Determine which social media platforms will be used to promote the event.
 - Consider both employer- and student-facing marketing materials.
- Add event to the University of Iowa Events Calendar
- Decide how many employers you want to participate in the event.
 - Create a list of top companies you're interested in working with
- Consider your organization's historical information on past members.
 - Use LinkedIn to see if past members work at any companies on your target list.
 - Send a message to prospective employers with event details.
- Reach out to recruiters at your top companies on LinkedIn.
 - Search for the following titles: Campus Recruiter, Early Career Talent Acquisition, Internship Coordinator, University Relations

1-2 weeks prior:

- Confirm event logistics with venue.
- Send a reminder message to confirmed companies and students with event details.
- Set up a check-in appointment with Cal in the TUCS office to finalize the details.

1-2 weeks post:

- Send thank-you messages to companies that attended the event.
- Send employer contact information to TUCS

IX - REFERENCES

- 1 <https://studentactivities.tamu.edu/resources/organization-manual/>
- 2 <http://studentorgs.umich.edu/guidebook>