

Henry B. Tippie College of Business

Undergraduate Program Office
108 John Pappajohn Business Building, Suite C140
Iowa City, IA 52242
(319)335-1037

Tippie College of Business

tippie.uiowa.edu

Undergraduate Program

tippie.uiowa.edu/undergraduate

Tippie College Student Organizations

tippie.uiowa.edu/undergraduate/studentlife/organizations

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

Tippie College of Business

TABLE OF CONTENTS

I. INTRODUCTION -

- a. Letter from the Associate Dean
- b. Oversight for Tippie-affiliated Student Organizations
- c. Commitment to Engagement
- d. Acronym Glossary

II. TIPPIE BENEFITS & EXPECTATIONS

- a. Policy Overview
- b. Benefits of Tippie-affiliated Student Organizations
- c. Expectations of Tippie-affiliation
- d. How to maintain Tippie-affiliation -
- e. How to gain Tippie-affiliation for Student Organizations

III. FINANCES

- a. Student Organization Business Office (SOBO)
- b. SOBO Policies and Guidelines
- c. Tippie-affiliation Funding Opportunities
- d. General Funding Resources for Registered Student Organizations (RSOs)

IV. EVENT PLANNING

- a. General Submission and Approval Process
- b. Room Reservations across campus
- c. Information Tables
- d. Food at On-Campus Events
- e. Travel and Professional Trips
- f. Contracts
- g. Risk Management, Insurance, and Loss Prevention

V. BRANDING, LICENSING, PUBLICITY & COMMUNICATION

- a. IOWA and Tippie Brand
- b. Ordering Apparel and Merch – UI Licensing Process
- c. Promotion & Marketing of Student Org Activities
- d. Student Organization Web Sites

VI. Appendix

- a. Advisors for Tippie-affiliated organizations
- b. Best Practices for Recruiting an Advisor
- c. Advisor Role Checklist
- d. Operations Manuals

I. INTRODUCTION

This handbook was created to provide new and existing student organizations with resources to help them succeed 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](#).

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. Oversight for Tippie-affiliated Student Organizations

i. Tippie Undergraduate Program Office

The Undergraduate Program Office (UPO) Program of the Tippie College of Business guides students in navigating their individual Tippie College of Business journey from admission through graduation via transformative advising and student experiences. The UPO vision is to cultivate the next generation of global business leaders.

Student organizations play an essential role in the Tippie College of Business by fostering leadership development and providing opportunities to apply classroom learning in real-world contexts. Their involvement enhances the undergraduate experience, promotes a strong sense of community, and contributes to a dynamic social learning environment. We support recognized student organizations by:

- Providing advocacy, policy support, mediation/liaison, and coordination for Tippie groups.
- Ensuring continuity and smooth leadership transitions
- Encouraging collaboration across student and university groups
- Recognizing organizational and individual achievements
- Offering funding opportunities and guidance on budgeting and fundraising.

The UPO is home to more than 25 student groups comprised of two categories of student organizations:

Industry/Major Specific and **Professional/Community Development organizations**.

- **Industry/Major Specific** organizations are 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 open to any student with an interest in their mission. This category of organizations includes coed business fraternities, identity-related groups, and service-based organizations.

ii. Associate Director, Tippie Student Engagement & Leadership Development

The Associate Director, 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

iii. Tippie Senate

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.

c. Commitment to Student Engagement

The Tippie College of Business is committed to providing students an engaging 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 and military obligations](#). 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](#).

Students are expected to comply with University policies regarding appropriate behaviors as outlined in the [Code of Student Life](#). While students have the right to express themselves and participate freely, it is expected that students will behave with the same level of courtesy and respect on and off campus. Failure to follow behavior expectations as outlined in University policies may result in discipline under the [Code of Student Life](#) in Section E: Prohibited Misconduct

d. 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
RM: Risk Management, Insurance, and Loss Prevention

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
SSO: Supported Student Organizations

II. **TIPPIE BENEFITS AND EXPECTATIONS**

a. Policy Overview

Policies and expectations represent a framework for helping student organizations form, grow, and thrive. 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-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 by the Division of Student Life. All student organizations must adhere to the [Current Policies & Regulations affecting Students](#) as outlined. As such, Tippie-affiliation benefits and expectations supplement, but does not replace, these policies.

The Office of Leadership, Service and Civic Engagement is the primary point of contact to assist students and organizations navigate the Division of Student Life policies and procedures. The [Leadership, Service, and Civic Engagement](#) staff administers the University of Iowa Student Organization platform ([Engage](#)).

[Registration of Student Organizations](#)—A student organization is a voluntary special interest group organized for educational, social, recreational, and service purposes and comprised of its members. Student organizations are separate legal entities from the University of Iowa and legally are not treated the same as University departments or units.

[Administration of Student Organizations](#)—Registered student organizations must adhere to the policies outlined below. University Administration has authority to manage the policies within this document and to take action based on them, together with other University policies and all applicable law.

[Discipline of Student Organizations](#)—The University of Iowa's Student Organization Discipline Procedure is designed to provide a process to investigate and resolve alleged violations of University policies by student organizations. Tippie-affiliated student organizations that violate policies or choose not to fulfill the expectations risk de-affiliation and/or will be under review for temporarily lost privileges including but not limited to the following privileges.

- 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.

b. Benefits 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**—such as hanging fliers within Tippie on flier clips and bulletin boards in PBB, posting on digital kiosks, computer monitors, website hosting/organizational email address, select printing of organizational documents, and sending mass emails to business students.
- **Access to PBB building reservations**—including locker space for storage, a place to receive mail/packages in C140 PBB, and reservable spaces in the Pappajohn Business Building.
- **Funding Opportunities**—opportunities to apply for Funding through the UPO (allocated by Tippie Senate) and/or Tippie Career Services for specific events. Detail in section VI-a: Funding Sources
- **Tippie Career Services (TCS)**—access to career development services, employer access, and connections with alumni or companies for seminars, panels, speakers, reunions, etc.
 - *Career education and professional development training:* Students should contact Dana Powers on the TCS team to schedule a presentation: dana-powers@uiowa.edu
 - *Guidance and support for hosting events/engagement opportunities with employers:* Cal Wagner is the primary contact on the TCS team when it comes to working with students on this topic. If you need guidance/support with hosting program with employer, email: cal-wagner@uiowa.edu
 - Corporate Partnership gifts: Provide Tippie 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](#).
- **Emotional and Mental Wellness Programming**—access to tailored wellness programming delivered by Thrive Trainers and appointed Tippie Thrive Advocates who serve as liaisons to your organization and members when mental health concerns or needs arise. Student organizations can request assistance for guest speakers on topic of mental health and wellness. Can contact tippie-thrive@uiowa.edu for all requests.
- **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 support staff who works closely with Tippie Senate, executive leadership teams, and the Organization Advisors.
- **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.

c. Expectations of Tippie-affiliated Student Organizations

To remain in good standing for Tippie-affiliation, student organizations MUST adhere to the following. Failure to meet expectations can lead to probation or removal of affiliation for your student organization.

1. Maintain good standing as a registered student organization (RSO) and Supported Student Organizations (SSO) through adhering to the policies enumerated by the office of the Dean of Students in the Division of Student Life. Requires completing the [re-registration process](#) when applicable for your organization.
 - a. **Registered Student Organizations (RSOs)** at the University of Iowa are registered voluntary associations comprised of 100% enrolled students.
 - b. **Supported Student Organizations (SSOs)** are registered voluntary associations that have goals consistent with the university's mission and the academic goals and objectives of the supporting unit. All Tippie-affiliated student organizations must be registered in the SSO Tier due to an established relationship to the supporting unit (Tippie); who provides some oversight of activities, operations, and decision-making processes.
2. Maintain an Advisor who is a member of the Tippie College faculty or Tippie College professional staff.
3. Attend semesterly training sessions held during the first week of the fall and spring semesters and two Tippie Senate hosted townhall meetings per semester.
 - a. Each Tippie student organization is **required to have one or more representatives** at these trainings and townhalls. While attendance is typically expected from the President or executive board members, a delegate may attend on their behalf who will take good notes, if necessary.
 - b. If your Tippie organization is not represented, you will automatically be under review for temporarily lost privileges including but not limited to the following until organization representatives meet with UPO Associate Director or Tippie Senate to cover required training information:
 - i. losing access to Tippie funding for a period,
 - ii. not being able to advertise or host meetings in PBB for a period,
 - iii. losing approval for programs or pro trips,
 - iv. and potentially other consequences pending approval of the Associate Dean.
 - c. If your Tippie organization is not present for two of the three required meetings per semester, your Tippie organization will automatically be placed on probation for the upcoming semester and/or year; risking loss of affiliation with the Tippie College of Business.
4. Maintain updated rosters to be accounted for in the Tippie 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.
 - a. If your Tippie organization does not update their Campuslabs Engage roster per semester, your Tippie organization will automatically be placed on probation for the upcoming semester and/or year; risking loss of affiliation with the Tippie College of Business.
5. Complete an Annual Report infographic that visually summarizes and evaluates the year's activities to serve as an assessment of the year and an application to continue affiliation with the Tippie College of Business.
 - a. If your Tippie organization does not submit an Annual Report, your Tippie organization will automatically be placed on probation for the upcoming semester and/or year; risking loss of affiliation with the Tippie College of Business.

d. How to maintain Tippie-affiliation

i. Annual Report

All Tippie-affiliated organizations must submit an **Annual Report** in the form of an infographic that visually summarizes and evaluates the year's activities in alignment with the organization's mission. This report serves as both a formal year-end evaluation and the application for continued affiliation with the Tippie College of Business. Submission details and deadlines will be shared during the spring semester.

- You may use [any infographic platform](#) you prefer (e.g., Canva, Piktochart).
- A Tippie Help Guide and infographic resources are available at: <http://guides.lib.uiowa.edu/infographics>

Assessment & Evaluation—Maintaining an intentional assessment and evaluation plan throughout the academic year allows your organization to make informed, data-driven decisions and streamlines the creation of your Annual Report.

- **Assessment** is the systematic collection of information on your organization's activities, such as policies, procedures, events, and membership.
- **Evaluation** is the interpretation of that information to determine how leadership leveraged strengths and addressed weaknesses to advance the mission.

Required Elements—Annual Reports should include:

- Organization name and stated mission.
- A summative evaluation of activities during the academic year, demonstrating how the mission was fulfilled.
- Clear, data-driven evidence of strengths and areas for growth in achieving the mission (e.g., photographs, text, numbers, graphs, quotes, endorsements).
- Final submission in **PDF format**.

Non-Compliance—Failure to submit the Annual Report will be considered a lapse in organizational leadership and will result in automation probation or risk removal of the organization's affiliation with the College.

ii. Review of Affiliation Status

Tippie-affiliation is annually reviewed at the end of the academic year once the Annual Report has been received. If your Tippie organization continually fails to meet the Expectations of Tippie-affiliated Student Organizations, your organization will be at risk of probation and/or removal. Decisions are based on a holistic review of all Tippie-affiliation expectations including adequate submissions of the Census Rosters and Annual Report. With approval from the Associate Dean, the UPO Associate Director will make decisions whether student organization maintains their Tippie-affiliation or faces either:

1. **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.
2. **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-a: Benefits of Tippie-affiliated Student Organizations.

Appeals to this decision can be submitted to the UPO 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.

e. How to Gain Tippie-affiliation for Student Organizations

Student organizations seeking Tippie College of Business affiliation must complete a structured process to ensure alignment with the College's standards for leadership and professional development. Prior to affiliating with Tippie, student organizations must first be recognized as a Registered Student Organization (RSO) by the Office of Leadership, Service, and Civic Engagement (LSCE). The following steps outline how to apply for Tippie-affiliation:

- 1) **Obtain University Recognition**—This involves meeting certain requirements/specification and completing all steps of an approval request process by the Student Organization Review Committee during one of their open registration review windows. Go to the LSCE website for full details on [how to start a student organization](#) at the University of Iowa.
- 2) **Maintain RSO Status for One Semester**—Organizations must remain in good standing as a registered RSO for at least one full semester before applying for Tippie affiliation to ensure long-term viability. Exceptions may be granted upon appeal to the Tippie Undergraduate Program Office (UPO).
- 3) **Secure a Tippie-Affiliated Advisor**—Organizations must have an Advisor who is a faculty or professional staff member within the Tippie College. Co-advisors from outside Tippie are permitted but optional. Advisor selection should be consistent with outlined procedures in your organization's constitution and by-laws.
- 4) **Submit the Affiliation Request**—To apply for affiliation, submit request form through [Workflow](#) by the following deadlines (****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*):
 - a. **Seeking Fall Semester start** – Due August 1
 - b. **Seeking Spring start** – Due January 1
- 5) **Attend a pre-approval meeting**—to review the organization's goals and expectations of Tippie College of Business Student Organizations, your plans for building and sustaining the organization, and highlighting opportunities to collaborate with other organizations in the Tippie College.
- 6) **Await Review**— Once all necessary steps in the process have been completed, the UPO Engagement team, Associate Director of Student Engagement, and Tippie Senate will review all affiliation requests submitted after the application window closes.
 - a. Please allow for up to two weeks for notice of your application.
 - b. Final approval will be determined by the UPO Associate Director of Student Engagement, Tippie Senate, and the Associate Dean for the Undergraduate Program.
 - c. Notification of the decision will be sent via your official uiowa.edu email.
 - i. If approved, you will be sent an official notification and at least one member of your new organization is required to attend Tippie organization training as outlined in section II. (Expectations of Tippie-affiliated Student Organizations).
 - ii. Each Tippie student organization is **required to have one or more representatives** at these trainings. While attendance is typically expected from the President or executive board members, a delegate may attend on their behalf who will take good notes, if necessary.

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

III. FINANCES

a. Student Organization Business Office (SOBO)

The [Student Organization Business Office](#) provides financial assistance to all recognized student organizations. The Student Organization Business Office is located in IMU Room 138. Services Include:

- The main interface through which all financial paperwork for organizations must be approved
- Continual assistance to organizations in the interpretation of university financial policies and regulations
- Assistance in the financial planning of programs and events
- Monthly University and Year-To-Date reports
- A financial learning resource for student org treasurers

All Tippie-affiliated organizations MUST maintain their SOBO account as their only MFK.

- Despite SSOs having the ability to independently operate in an account within their academic supporting unit.
- Allows for consistency with all Tippie organizations with a centralized banking department.

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

b. SOBO Policies and Guidelines

All SOBO business should be conducted through email and/or virtual conference meetings.

Appointments can be requested by contacting sobo@uiowa.edu for student organization deposits and credit card (p-card) checkouts.

- **Restricted Purchases:** List of restricted items (not limited to)
 - Printing and copying jobs are done outside the University
 - Ordering or printing goods with design, without UI Licensing approval
 - Alcohol/firearms/ammunition
 - Telephones other than University campus phones
 - Animals
 - Radioactive or hazardous materials
 - Wagers or gambling of any sort
 - Gift cards for Faculty and Staff
 - Gifts for Faculty and Staff
- In addition to the restricted items above, the following are specifically restricted when using the [Student Organization Business Office](#) credit card (alternative arrangements do exist):
 - Cylinder gases (helium)
 - Gasoline
 - Personal Items

SSO Specific Guidelines: SSOs must maintain clear, consistent, and accurate financial and accounting practices, and all SSO financial accounts must operate in coordination with the Student Organization Business Office (SOBO).

- SSOs are limited to 1 (one) MFK account and *may not* have both a SOBO account and another account (at their supporting unit or anywhere else on campus).
- SSOs will need to de-activate duplicate account(s) and transfer funds as necessary.
 - Exceptions made for UICA, gift accounts, etc.
- Organization Advisors of SSOs may apply to become an account reviewer to review/approve all transactions on a monthly basis. Working with SOBO to identify and correct any transaction mistakes (optional but highly recommended).

i. Deposits and Cash Handling

SOBO accepts all student organization deposits in-person at 138 IMU. Deposit forms are not available online. You can stop by SOBO for instructions on how to fill out a deposit form.

Endorse checks with the organization name on the back and make the deposit as soon as possible.

NEVER USE THE CASH/CHECKS 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](#).

ii. Spending and Withdrawing Money

Organizations may request to use [Student Organization Business Office](#) (SOBO)'s credit card (for most routine purchases under \$5,000) by completing our [Credit Card Request form](#).

All expenses incurred will be charged to your student organization's account.

Includes hotel payments and non-UI vehicle rentals.

Special considerations when purchasing apparel or anything with a design.

Note: there are many other purchasing restrictions that may be discussed with SOBO personnel.

Form must be completed, signed, and turned in at least 24 hours prior to receiving a credit card.

Organizations may request a [reimbursement or refund](#) to a student organization member that made organization purchases with personal funds for non-travel related purchases.

Itemized receipts are required and all purchasing restrictions still apply.

Student government funds may not be used to reimburse sales tax.

Organizations may pay or transfer money to another UI department or student organization by completing, signing, and turning in an [interdepartmental \(blue\) requisition form](#).

Includes IMU Event Services, Catering, Marketing and Design, University of Iowa Fleet Services, and more.

This is the only acceptable payment method for printing and copying.

All printing-related work, including photocopying, must be done by the University Printing Department or [UI Copy Centers](#).

Personal funds spent for printing cannot be reimbursed if an outside vendor is used.

Organizations may pay a vendor with a check (when a vendor doesn't accept credit cards or the total purchase is over \$5,000).

To pay by check, organizations must complete, sign, and turn in a [check voucher](#).

Checks are printed by the University's Accounts Payable department and may either be picked up by a member of your organization or the University can mail it to the vendor.

Checks take approximately 2 weeks to process, so plan ahead.

The University keeps a database of vendor information for check payments.

If the vendor not yet in this database, that vendor needs to submit a [Vendor Application Form](#) (VAF). This will increase the processing time.

Organizations may pay an individual for services (a speaker, performer, D.J., etc.) by completing an appropriate contract (available upon request from SOBO) and an [individual service voucher\(student\)](#) / [services voucher\(non-student\)](#).

Payment will not be processed without completing both appropriate contracts and individual services vouchers.

Payment processing may take up to 2 weeks, so plan ahead.

If the check request is for an individual not yet in the University database, that individual needs to submit a [W9](#) form due to Internal Revenue policies. This will increase the processing time.

Organizations may give Award payments (monetary prizes) to students but must include an official award letter and meeting minutes or an event flyer/advertisement specifying the award program from the student organization.

These payments are processed by SOBO through the University's financial aid system.

Federal financial aid regulations require that the University accounts for all aid, including grants, awards, scholarships, and/or prizes (including gift cards) provided to students if the student is a recipient of need-based financial aid.

If the recipient of your grant, award, scholarship, and/or prize is receiving financial aid from the UI Office of Student Financial Aid, this action may impact the amount of financial aid they receive.

Monetary awards processed through the University will be applied to the recipient's U-Bill balance before any cash disbursement is made.

Organizations may receive reimbursement for travel-related expenses if the required form is completed and signed and all itemized receipts are provided: [Travel Expense Voucher form](#).

A [Travel Prior Approval form](#) is required before a trip occurs.

Travel reimbursement requests should be submitted to SOBO within 90 days after the travel dates.

Additional approvals may be required if the traveler is a current University employee.

Payment processing may take up to 2 weeks, so plan ahead.

Student government funds may not be used to reimburse sales tax (with the exception of hotel and plane ticket purchases).

c. Tippie-affiliation Funding Opportunities

Tippie-affiliated student organizations have the opportunities to apply for limited pool of funding through the UPO (allocated by Tippie Senate) and/or Tippie Career Services for specific events.

i. UPO and Tippie Senate Funding

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

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

Tippie Senate's Priorities of funding allocation decisions:

- Events/programs should develop their members professionally, promote understanding of global awareness in business, build a welcoming community for all students, and/or are newly developed.
- Preference will be given for events that:
 - Involve meaningful collaboration with other organizations, to expand impact.
 - Include sustainability aspects such as composting, recycling, and works to work toward zero waste.
 - Promote personal, academic, and career success and advocates for community and wellness support for all members of the Tippie community.

ii. Tippie Career Services Funding Opportunities

Tippie Career Services has funding available to help your organization to support your career and professional development programs like career fairs, networking events, and more. Application and additional details can be found at [Professional Development & Student Org Funding](#).

- Organizations can request funds for all their events on a rolling basis throughout the academic year but must apply **at least two weeks** before each event.
- Tippie Organizations have a spending limit for each academic year. Below are the funding limits for the **entire academic year**:
 - Career Fairs: \$900
 - Professional Trips & Company Treks: \$800
 - Speakers & Events (*non-fair*): \$300

If your organization hosts multiple events each semester, you'll submit a new application each time. Funds are distributed based on the quality of the application, and approval for the full requested amount is not guaranteed.

Questions about this application or general student org funding distributed by TCS can be directed to Cal Wagner: cal-wagner@uiowa.edu.

d. General Funding Resources for Registered Student Organizations (RSOs)

i. Apply for RSO Funding

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. 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](#)
- [U-Bill Charge Agreement](#)

See full funding resources policy and potential funding sources including raffles, ticket sales, registration fees and merchandise sales at: [Administration of Registered Student Organizations](#).

Nothing in this section shall be construed to create or guarantee any expectation of the receipt of funding or other benefits from USG and/or GPSG and/or Recreational Services by any student organization or to prohibit the individual consideration of the program merits of funding or other proposals submitted by such student organizations.

ii. Membership Fees (dues)

Student organizations can collect fees for affiliation with a national organization and for use by the local organization's activities. Some organizations require members to pay dues in order to generate operating revenue or to exchange for services, opportunities, or materials provided by the student organization. Membership dues may be assessed in a variety of ways and can include one-time fees, recurring dues, or dues to a national organization. If dues or other fees are required, they **must be reflected** in the organization's constitution or bylaws.

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. Dues may be collected via cash, check, or electronic money collection service. Please review SOBO's [statement regarding electronic money collection](#).

- **Electronic Money Collection**—SOBO encourages student organizations to collect money by electronic means via a web-based University contracted vendor (CashNet).
 - Cashnet webpages can be set up for any student organization to collect donations, dues, registrations, and/or sell merchandise. To get started, contact paul-braem@uiowa.edu
 - 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.
- **U-Bill Charge Agreement Option**—Student organizations that meet certain may apply for U-bill charging privileges. If approved, student organizations may charge individual student's University Bill (U-bill) 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 U-bill charged/credited. Detailed information can be found at: [U-Bill Charge Agreement](#)

iii. 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 gifts 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:

- Student organizations are not able to offer tax-deductibility to individuals and/or businesses when collecting donations, contributions, and/or sponsorships. Accordingly, when student organizations undertake fundraising projects, they need to inform potential contributors that the donor contributions will not be tax deductible.
- Student organizations must provide proof that organization membership voted to approve the contribution/donation to the benefitting agency. Submit meeting minutes to SOBO or Recreational Services that document the approval and complete all appropriate process through Leadership & Engagement. Once the processes are complete, the organization must submit a completed and signed check voucher.
- Any sponsorship funds awarded to a RSO from a university department, unit, office, division, or college must be awarded through a content-neutral decision-making process.
- In-kind sponsorship: Student organizations may request and receive contributions (e.g., coupons, gift cards, food, venue rental) from commercial businesses/corporations (and/or from UI colleges/departments/units or other student organizations) 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.
- Monetary sponsorship: Student organizations may request and receive monetary contributions from commercial businesses/corporations (and/or UI colleges/departments/units or student organizations) to benefit the organization's activities.
- 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.

iv. Fundraisers

Many groups rely on fundraising to help support the organization as well as plan and put on special events. Some organizations only fundraise once a year and others may fundraise throughout the year. With any fundraising activities, organizations must follow all university cash-handling policies and provide careful oversight of the organizations budget. Check out the [Student Organization Business Office](#) for more information. Fundraising can be conducted in many ways, including:

- Merchandise/apparel sales (designs must be submitted to Tippie Brand Manager for Approval at tippie-marketing@uiowa.edu and approved by [UI Licensing](#) prior to purchase). Merchandise sales are taxable, and receipts must be submitted to the Student Organization Business Office (SOBO).
- Event/Tournament/Program Admission/Registration Fees: Student organizations are allowed to charge admission and registration fees. These revenues collected are taxable and receipts must be submitted to the Student Organization Business Office (SOBO).
- Restaurant fundraisers
- Car washes
- Carver or Kinnick clean-ups

Prohibited Fundraising Activities:

- Bar Crawls
- Date/People Auctions
- Events that purposefully destroy property, such as a car smash
- Balloon/Lantern Releases
- Tailgates and events with alcohol at venues that do not have their own liquor license
- Events that purposefully waste food (i.e. food-eating contests and pie-in-the-face events)
- Gambling, including raffles

IV. EVENT PLANNING

a. General Submission and Approval Process

All Student Organization events, meetings, programs and travel, etc. must be approved through your [Engage](#) profile by completing an Event Information Form (EIF) **prior** to the activity and before student organizations can spend money from their SOBO account related to the activity.

- Event submissions should be initiated at minimum **2-4 weeks before an event** or any organizational meetings and at **least 4-weeks prior to travel**.
- No funds can be spent on related expenses until approved.
- Different reviewers are assigned based on event or trip specifics (e.g. IMU Event Services, UI Catering, SOBO).
- University administration retains the right to require additional precautionary and risk management strategies to events where alcohol is present.

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.
- The submitting student 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.
- If you have questions about travel requirements or need help completing an EIF, please contact sobo@uiowa.edu or dsl-leadandserve@uiowa.edu.

Prohibited Activities. The university has deemed certain categories of activities to be prohibited for all UI Student Organizations:

- Bar or pub crawls
- Date/people auctions
- Events that purposefully destroy property (e.g., car smashes)
- Raffles
- Balloon/lantern releases
- Bake sales
- Tailgates and events with alcohol at venues that do not have their own liquor license
- Events that purposefully waste food

Required Statements:

- "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."
- "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 (contact person) in advance at (phone number)."

Generic Event Planning Timeline:

- 1) Research Costs
- 2) Reserve Space
- 3) Request Funding
- 4) Submit EIF in Engage
- 5) Spend Funds with SOBO

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 accessible to all students? Check out the university's online [Accessibility-Informed Events and Programming Guide](#).

b. Room Reservations across campus

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.

The Tippie College of Business has rooms in the Pappajohn Business Building student organizations may use. 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.

i. Reservations through Tippie Dean's Office

The following rooms/areas are available for reservation via the Tippie Dean's Office by filling 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. Please review our room reservation guidelines for each room below. Contact the Dean's Office at 319-335-0862 or by email at: tippie-dean-froff@uiowa.edu with questions. Please note that all room reservations require completion of the [Reservations Checklist \(PDF\)](#).

- **Small conference room*** (seats 14)—C106, W326, W364, S326, and S364
 - Room reservation policy & guidelines for [small conference rooms \(PDF\)](#)
- **Large conference room** (seats 75)—W401 (breakout room: W404) and S401
 - Room reservation policy & guidelines for [401 rooms \(PDF\)](#)
 - [Preferred classroom diagram \(PDF\)](#)
 - Available for Tippie faculty, staff, & student organizations.
- **Galleries**—W101 and S101
 - Room reservation policy & guidelines for [Galleria & PBB Patio & Courtyard \(PDF\)](#)
 - [Preferred galleria diagram \(PDF\)](#) for events and required information
 - Available for Tippie faculty, staff, & student organizations.
- **College patio (outdoor seating for 90) and courtyard**
 - Room reservation policy & guidelines for [Galleria & PBB Patio & Courtyard \(PDF\)](#)
 - Available for Tippie faculty, staff, & student organizations.

ii. BizHub Business Library Room Reservations in PBB

Tippie-affiliated organizations can reserve the library conference rooms for small teams through this website: <https://uiowa.libcal.com/spaces?lid=2197&qid=0&c=0>

- 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.

iii. General Assignment Classrooms in PBB (and across campus)

General Assignment Classrooms are controlled by Registrar Classroom Scheduling and consist of every general classroom in PBB and University buildings across campus.

- **To reserve a University Classroom**, please go to [University Classrooms - Student Organization Events](#). (includes [C107](#), [C121](#), [C125](#), [C208](#), [C250](#), [S107](#), [S181](#), [S207](#), [S307](#), [W10](#), [W107](#), [W151](#), [W181](#), [W207](#), and [W307](#).)
- The following is not allowed in General Assignment Classrooms:
 - Cash transactions
 - Food
 - Ticketed events where an admission is charged.

iv. IMU Reservations

The IMU has 11 meeting rooms with advanced technology, various layouts, and a welcoming, knowledgeable staff to make your meeting a success. Meeting rooms are free for registered student organizations and University departments to use. They offer catering services, in-house dining options, and free wireless internet access throughout the building. [View a map of the IMU.](#)

Meeting Rooms & Tabeing

- For reservations, use [this form](#).
- Available starting the 1st Friday in June for the next academic year.
- Must reserve at least two weeks before event.

Banquet & Ballroom Spaces

- For reservations, use [this form](#).
- Reserve starting three years in advance for annual events
- Must reserve at least six weeks before event to allow time for planning, payment, etc.

Outdoor Spaces

- For reservations, use [this form](#).
- Reserve starting the 1st Friday in June for the next academic year.
- Must reserve at least four weeks before event.

c. Information Tables

Information tables are provided so that **registered UI student organizations and university departments** may contact students from persons outside its membership for the dissemination of information or to collect funds or other support (e.g., signatures, supplies).

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. [See a full list of information table policies.](#)

- Individuals must remain behind the table.
- A member must attend the table throughout the allotted time.
- Provide a printed banner or a printed block letter sign, no smaller than 8 ½" x 11" with the student organization or department name.
- All materials and literature must be contained to the table.

i. Tables Reservations in the PBB

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

- Two (2) reservable tables via Tippie Dean's Office (C120 PBB)
 - Visit the Reservation [Requests page](#).
- Five (5) reservable tables via Tippie Undergraduate Program Office (C140 PBB)
 - Email requests to business-undergrad@uiowa.edu.

ii. Table Reservations in the IMU

All tables must remain in designated areas and the use of extra tables will not be allowed without the permission of the IMU Event Services Office.

- Four tables are available for use **inside the IMU**. One table and two chairs will be provided with your indoor information table reservation. [See a map of the Information Table locations.](#)
 - Tables 1 and 2 are located on the first floor in Hubbard Commons, underneath the TV screens by the Welcome Center.
 - Tables 3 and 4 are located on the Ground Floor in the hallway across from the Chalk Talk Lounge.

- Three information table locations are available at **outdoor campus spaces** – the Pentacrest, Hubbard Park, and Kautz Plaza (the raised area adjacent to the T. Anne Cleary Walkway). These are the **only** approved outdoor tabling locations.
 - Student organizations must supply their own chairs and may supply their own table, or they may pick up one table from the IMU Welcome Center on the day of the tabling event, available on a first-come, first-served basis.

d. Food at On-Campus Events

Submission of an EIF via [Engage](#) is required to ensure permissions prior to event with food. Venues and event space have specific food restrictions that organizations must adhere to. Be aware of food policies when submitting space reservations for events. For example, food is not permitted in General Assignment Classrooms.

If your organization is considering hosting an event in PBB 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.

Bake sales are not permitted due to concerns regarding food safety, risk management, and liability.

Organizations are only permitted to participate in re-sales of **pre-packaged** goods from a vendor with expressed permission from vendor.

e. 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.

i. Review and approval process

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.
- You can track what offices have given approval for your requested travel on the Event Information Form. This is also where offices will reach out to get more information, as needed.
- **Please make sure you pay attention to the comments on your submitted Event Information Form.**

Make sure you fill out all aspects of the EIF and include this [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 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.

ii. Detailed travel policies for SSOs:

- Passenger Vehicles:
 - Organizations may rent vehicles from University of Iowa Fleet Services.
 - Approved uses: Travel to a regional/national conference, or national/regional academic or athletic competition.
 - Must follow all the appropriate processes when making a fleet vehicle reservation and complete all the necessary paperwork in the Student Organization Business Office as well as complete the necessary training as required by UI Fleet Services.
 - Organizations are responsible for any costs associated with vehicle rental.
 - Organizations may use personal vehicles for travel in the event vehicles are not available from UI Fleet Services for approved purposes.
 - The organization may allow use of privately owned or rental vehicles for the above purposes with prior written authorization (the University may require proof of insurance).
 - Rental fees, mileage, or other expenses incurred by individuals or organizations in violation of this policy are not an allowable University travel expense and will not be reimbursed per [University policy](#).
- Busses:
 - Organizations may request to reserve and rent services from Cambus for student organization sponsored activities. All processes from UI Parking and Transportation must be followed and the organization is responsible for all associated costs.
 - Organizations may hire professional charter services.
- Lodging:
 - Organizations are required to follow all university policy related to lodging as well as additional parameters enforced by the SOBO.
- Restrictions:
 - Student organizations are not allowed to travel internationally with the exception of Canada.
 - Student organizations are not allowed to travel outside of the continental United States.
 - Travel to Alaska or Hawaii require additional approval processes.
 - No student organization member(s) may receive discount benefits for providing event coordination or sale of travel packages, which are not made available to all travel participants.
- Organizations may hire external travel agency services.

iii. Excused Absence Requests

The Tippie College of Business does not require students to attend professional trips to complete academic or other requirements and they are not considered excused authorized University activities. But the UPO has created policies in partnership with Tippie faculty to ensure enriching experiences. For permission to be absent from class, students are expected to present a **written statement signed by your Tippie Student Organization Advisor**.

Whenever possible (e.g., religious obligation, authorized University of Iowa activity), students are responsible for notifying their instructor of a conflict requiring an excused absence well in advance of a scheduled examination or other in-class activity.

Please ensure the way student organization members communicate their need to miss a class does not misrepresent trips as required of them. Students should not expect instructors to adjust the class attendance policy, nor to provide make-up exams. Detailed attendance policies can be found at: [Attendance Policy & Excused Absences](#)

f. Contracts

All contracts and agreement must be reviewed by SOBO and require an Event Information Form (EIF).

Student organizations, organization advisor, 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. Allow two weeks for contract processing. Types of contracts include:

- DJs,
- lecturers,
- musicians,
- photographers
- and more

g. Risk Management, Insurance, and Loss Prevention

Student organizations should work with Risk Management, Insurance, and Loss Prevention (RM) to identify and assess risk when planning campus events. Waiver and release forms may be required, or insurance may need to be purchased for unique events or identified organization-sponsored activities or events. This may include events where the following is present:

- Physical activity
- Travel
- Inflatables
- Races
- Competitions

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).

V. **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 and/or representing the program at an external event.

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

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: <https://licensing.uiowa.edu/registered-student-organization-policy>

- 1) All printed design orders (t-shirts, mugs, pens, etc.) must also be reviewed by the Student Organization Business Office (SOBO) and Leadership, Service & Civic Engagement prior to placing the order. Designs can be turned into SOBO at sobo@uiowa.edu for approval.
 - a. Merchandise/apparel using Tippie name and brand must be submitted to Tippie Brand Manager for Approval at tippie-marketing@uiowa.edu.
- 2) To obtain the UI Trademark Licensing Program's approval, student organizations must complete, sign, and submit a [licensing application](#) with an approved licensed vendor and attach a color copy of the proposed design(s) to uilicensing@hawkeyelicensing.com.
- 3) Merchandise sales are taxable, and receipts must be submitted to the Student Organization Business Office (SOBO).
- 4) **Allow at least two weeks (or longer)** for processing of each request:

c. **Promotion & Marketing of Student Org Activities**

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

i. **Publicity Policies**

The essential information in all publicity should include the event's title, time and location, a short description, sponsors, etc. 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)."*

ii. 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 also prohibited.

- All printed materials (including flyers, posters, and banners) must be produced by University Printing Services department.
- P-card requests and member reimbursement requests for printed materials from external vendors will be denied.
- University Printing Services orders need an MFK and are placed online: <https://printmail.fo.uiowa.edu/>
 - SOBO can provide MFK information.
- University Printing Services orders take at least a week and will be delivered to any campus mail address.

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 Printed Signage in PBB:**
- This benefit 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.

iii. 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.

Tippie View walls & PBB Kiosks are displays that can promote upcoming Tippie events and celebrations. But events must be approved in the [UI Events Calendar](#). (**UI Calendar is **not connected to CampusLabs Engage** so make sure events are in both locations**).

- **Tippie Kiosks** (located on 1st floor outside of the UPO (C140) and near TCS on the westside of PBB). –
 - Display upcoming Tippie events so students can visit them or the website to learn more about what's happening online and in-person.
 - All organizations should include their events on the UI calendar to use PBB digital signage. Visit <https://events.uiowa.edu/> or the [UI Content Hub](#).
- **ITC Computer Monitors** in PBB –
 - Email PowerPoint slide with event's information, publicity policy statements, beginning/ending run dates, and no slide transitions to [Jeff Reuter](#)
- **UPO Front Desk Kiosk** (inside 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) –
 - Permission granted on very limited basis case-by-case basis by the Tippie MarComm team and updated monthly on the 1st of the month.
 - Graphics must be sized appropriately (1080×1920 or 1920×1080) and follows Tippie brand guidelines before sending it to the [Marketing & Communications team for review](#).

iv. 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:

- For the complete policy regarding chalking on campus visit the [Operations Manual](#).
- Please see below here for a map of approved outdoor chalking locations. [View PDF](#)

v. Mass Email

Registered Student Organizations are allowed to send TWO Mass Emails each semester. ITS manages the mass email process by which student organizations can contact certain populations within the University. For more information, see <https://leadandengage.uiowa.edu/student-organizations/manage/mass-emails>.

1. Open [Request for Mass E-mail](#) and login with your HawkID and HawkID password. (**NOTE: Do not use Internet Explorer**)
2. Click the **+Create New Massmail** button.
3. Fill out the request form and make sure to complete every field.
4. **PLEASE ALLOW at LEAST 5-7 business days** for the approval process depending on who you would like to receive the email.

vi. Other Places to Publicize Events on Campus

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

d. Student Organization Web Sites

All student orgs 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 [James Kurtzleben](#).

- 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>

VI. Appendix

Advisors for Tippie-affiliated organizations

Best Practices for Recruiting an Advisor

Advisor Role Checklist

Operations manual

REFERENCES

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

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.

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

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.