

STUDENT ORGANIZATION HANDBOOK

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, sans-serif font.

Tippie College of Business

TABLE OF CONTENTS

I. INTRODUCTION

- a. Letter from the Associate Dean
- b. About the Tippie College Undergraduate Program
- c. Staff and Liaison Listing
- d. Glossary

II. EXPECTATIONS & AFFILIATION

- a. Expectations of Student Organizations
- b. Privileges of Student Organizations
- c. Classifications of Student Organizations
- d. How to Start a New Student Organization
- e. Operations Manuals
- f. Advisors

III. GENERAL POLICIES AND STUDENT RULES

- a. Office of Leadership, Service and Civic Engagement
- b. Student Organization Affiliation
- c. Constitution & Bylaws
- d. Membership, Officer Positions, and Grade Requirements
- e. Activities of Affiliated Student Organizations
- f. Liability
- g. Violation of Policies

IV. PUBLICITY AND COMMUNICATION

- a. Posting Materials on Campus
- b. Student Organization Web Sites

V. EVENT PLANNING

- a. Space Reservations
- b. Travel
- c. Excuse Letters
- d. Food at Events
- e. Gambling
- f. Contracts
- g. Crisis Management

VI. FINANCES

- a. Student Organization Business Office
- b. Undergraduate Program Office
- c. Funding

VII. ORGANIZATIONAL DEVELOPMENT AND LEADERSHIP

- a. Recruitment
- b. Technology
- c. Meetings
- d. Assessment and Evaluation
- e. Officer Transition
- f. Developmental Opportunities
- g. Student Organization Awards

VIII. RESOURCES

- a. Request for Student Organization Affiliation
- b. Advisor Role Checklist
- c. Event Fund
- d. Fall 2020 COVID19 guidance for registered student organizations
- e. Tippie specific COVID19 guidance

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 also governed by the policies set forth by the office of [Leadership, Service and Civic Engagement](#). 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

The Tippie College of Business is a special place. 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. 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 and to the faculty and staff.

In your work as a 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 controlling 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 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 take 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 run your student organization, and to do what it takes to build a student organization you can be proud to lead. Good luck on your journey and let us know how we can help.

Professor Ken Brown
Former Associate Dean of Undergraduate Programs

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. Respect for Diversity, equity, and inclusion

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, age, socioeconomic status, ethnicity, race, language, and culture. Affiliation with Tippie is designed to challenge students to think globally and holistically.

d. Staff and Liaison Listing

The Assistant Director, Admitted Student Engagement, and Assistant Director, Student Leadership Development serve as liaisons for all student organizations affiliated with the Tippie College of Business. The liaison maintains smooth lines of communication between the UPO, the student organization, and its Advisor. Please contact your liaison with any questions.

Kristen Stradt-Johnson, Assistant Director
Admitted Student Engagement
C140 PBB
335-1037

kristen-stradt-johnson@uiowa.edu

Liaison to **Service & Professional Organizations**

Tevin Robbins, Assistant Director
Student Leadership Development
C140 PBB
335-1037

tevin-robbins@uiowa.edu

Liaison to **Academic Organizations**

e. 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

UISG: University of Iowa Student Government

UPO: Undergraduate Program Office

II- STUDENT ORGANIZATION AFFILIATION

a. Expectations of Student Organizations

Affiliation with the Tippie College has its privileges, and with those privileges come additional responsibilities. Failure to meet expectations can lead to probation or removal of affiliation for your student organization. See Section III – g: [Violation of Policies](#).

1. New presidents are required to meet with their student organization liaison during their first semester in office. These meetings are typically held in the first month of the semester and include a discussion of the past semester's successes and opportunities for growth.
2. The President and representatives from each organization's executive leadership are required to attend each Executive Community meeting during the year. Executive Community meetings involve leadership training and building collaborative relationships between the Undergraduate Program Office, the Tippie College as a whole, and the other Tippie-affiliated student organizations.
3. Representatives from each organization's executive leadership are required to attend the twice-yearly trainings. Trainings occur at the beginning of the fall and spring semesters to provide organizations with valuable resources.
4. Each organization is required to complete [an annual evaluation process](#) which serves as an evaluation of the prior year, a submission for the Student Organization of the Year award, and an application to continue affiliation with the Tippie College.

b. Privileges of Student Organizations

Affiliation with the Tippie College provides organizations with a host of benefits to help them achieve their mission, including recruiting & retaining members, developing & implementing activities and events, and engaging in leadership & professional development. Following is a non-exhaustive list of the benefits affiliation provides:

- Access to building marketing and resources—each organization has access to building kiosks, ITC monitors, and website hosting.
- Access to building space—each organization has access to locker space for storage, a mailbox in the Undergraduate Program Office, and physical meeting space in the Pappajohn Business Building.
- Funding—each organization is provided \$25 in printing for the year and the opportunity to apply for Tippie program funding for specific events.
- Staff & administrative support—each organization has an assigned liaison who works closely with the executive leadership and the Advisor.

- Leadership and professional development—each organization is provided the opportunity for collaboration with other organizations and is invited to an end-of-year awards reception highlighting and celebrating the year’s successes. In addition, student organization members are exposed to a leadership and professional development curriculum.

c. How to Start a New Student Organization

We’re excited you’re thinking about creating a new organization! 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 three steps for student organizations to become affiliated with the Tippie College of Business:

1. Obtaining University recognition from the Office of Service, Leadership and Civic Engagement and being a Register-student organization for one full semester (unless granted an appeal);
2. Recruiting and selecting an Advisor; and
3. Submitting a ‘Request for Student Organization Affiliation’ to the Undergraduate Program Office.

****Affiliation for Fall semester requests due by September 1st and for Spring semester requests January 1st****

Obtain University Recognition

University recognition is granted through the Office of Leadership, Service and Civic Engagement. For specific details, visit 157 IMU or call 319-335-3059. You can start, however, by visiting their online checklist:

<https://leadandserve.uiowa.edu/student-organizations/how-to-start-a-student-organization/>

You will need some information about your new organization, including a constitution. The website has a valuable template that can help you construct a constitution. Make sure you pay attention to the deadlines to obtain recognition as the Office of Leadership, Service and Civic Engagement only approves organizations once per semester.

Recruit and Select an Advisor

The next step is to recruit and select an Advisor for your organization. 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. 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. An Advisor can be any faculty or staff member in the Tippie College of

Business as of Fall 2019. Organizations can have an additional co-advisor that does not have Tippie affiliations.

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 (see [Section VIII: Resources, Advisor Role Checklist](#)). 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.

For more information on building a rewarding and mutually beneficial relationship with your Advisor, see [Section II-f: Advisors](#).

Submit a 'Request for Student Organization Affiliation'

The final steps in becoming affiliated with the Tippie College are to submit the 'Request for Student Organization Affiliation' form (see [Section VIII: Resources](#)) with a formal letter of request and your approved constitution. Your information will then be reviewed by the Associate Dean for the Undergraduate Program and notification about your organization's status will be sent to you via e-mail.

Finally, a liaison from the Undergraduate Program Office will schedule a meeting to go over the expectations of Tippie College of Business Student Organizations. The UPO liaison and your organization's representative will discuss initial plans for building and sustaining the organization, and 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 Assistant Directors [Tevin Robbins](#) or [Kristen Stradt-Johnson](#), at 335-1037.

d. Classifications of Student Organizations

There are three types of student organizations currently affiliated with the Tippie College: Academic, Service and Professional Development. Academic organizations are typically affiliated with an academic department and/or major. While these organizations may have service and professional development components, their primary mission stems from an academic area. Their memberships are also typically, though not exclusively, pulled from students in their associated major. Service & Professional Development organizations, however, are typically open to any student with an interest in their mission.

Academic interest

Accounting & finance

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

Analytics & technology

- [Tippie Technology and Innovation Association](#)

Marketing, management, & entrepreneurship

- [American Advertising Federation](#)
- [American Marketing Association](#)
- [Enactus at Iowa](#)
- [National Retail Federation](#)
- [Sales & Consulting Club](#)
- [Sigma Nu Tau](#)
- [Society for Human Resource Management](#)

Professional or Service interest

- [Alpha Kappa Psi](#)
- [Delta Sigma Pi](#)
- [Greater China Business Association](#)
- [Multicultural Business Students Association](#)
- [Phi Gamma Nu](#)
- [Reaching OUT in Business](#)
- [Women in Business](#)
- [Business Leaders in Christ](#)
- [Moneythink](#)
- [Net Impact](#)
- [Tippie Students for Service](#)

e. Operations Manuals

Now that your organization is approved by the University and affiliated with the Tippie College, you should begin to create an operations manual that documents the lifespan of your organization. This should include goals & objectives, events & philanthropic activities, and alumni & corporate connections. The operations manual should be a resource to new and old officers and members can use it to make sure there is continuity from year to year. The individuals who founded 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. Additionally, creating and maintaining an operations manual is a marketable skill to add your portfolio of leadership and professional development.

A simple operations manual might contain¹:

- 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.

Note that while an operations manual is not required of your organization, one of the expectations of Tippie-affiliated organizations ([described below](#)) 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. Advisors

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

Regardless of organizational age, executive 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. 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 responsibilities² 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 may 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 your student organization liaison in the Undergraduate Program Office for guidance.

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 Office of Leadership, Service and Civic Engagement.

b. Student Organization Recognition

The Office of Leadership, Service and Civic Engagement provides a charter for student organizations to exist. Organizations can access [University-wide policies regarding recognition](#) online. For more information on affiliation with the Tippie College, see [Section II: Student Organization Affiliation](#).

c. Constitution & Bylaws

Every recognized student organization is required to submit a current copy of its constitution and by-laws to the Office of Leadership, Service and Civic Engagement via [Engage](#). A constitution contains an organizations purpose, structure, and limits. By-laws are an expansion of the constitution and serve as a guide to conducting business.

d. Membership, Officer Positions, and Grade Requirements

Recognized student organizations may exercise merit-based membership in accordance with the University Policy on Human Rights. Organizations who limit their membership should publish eligibility, standards, and requirements in their constitution and recruiting materials.

Each Tippie-affiliated organization is required to have a primary contact—typically the President—and an Advisor. 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.

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

f. 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.

Any student organization activity that presents a level of risk to its organizers or participants should be approved through the Advisor and the Office of Leadership, Service and Civic Engagement through an Event Information Form. In some cases, the Department of Risk Management, Insurance & Loss Prevention will issue waivers for the activity to limit the University and College's liability. Regardless of whether the Department issues waivers, your organization should still exercise reasonable care in preventing injuries to organizers and participants.

g. Violation of Policies

Policies and expectations represent a framework for helping student organizations form, grow, and thrive in the Tippie College. Student organizations that violate policies or choose not to fulfill the expectations risk de-affiliation.

With approval from the Associate Dean for the Undergraduate Program, the student organization liaison will make decisions whether to 1) maintain affiliation with an organization; 2) place an organization on probation; or 3) remove affiliation from an organization. The decision to continue a student organization's affiliation is made after the annual evaluation process is complete and prior to the end of the spring semester each year. Decisions are based on a combined assessment of all yearly expectations. For more information on student organization expectations, see [Section II: Student Organization Affiliation](#).

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 yearly expectations. Probationary student organizations have one year to improve, under their Advisor's and liaison's guidance, otherwise they risk removal of affiliation.
- **Remove Affiliation**—Student organizations in this category have lacked a presence in the College and have failed to satisfactorily fulfill all yearly expectations. Unaffiliated student organizations can continue to exist under the Office of Leadership, Service and Civic Engagement's policies; however, they will need to reapply for affiliation with the Tippie College after one academic semester. Petitions to this decision can be submitted in the form of a written professional letter that details why the organization should maintain affiliation. Petitions will be reviewed by the Tippie student organization liaisons and decisions will be made ten business days after a petition has been submitted.

IV- PUBLICITY AND COMMUNICATION

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. The new Tippie College of Business logo can be obtained by emailing tippie-marketing@uiowa.edu. You will receive a vector and jpg version of the logo along with the logo use guidelines document. Trademark Licensing for other UI branding can be obtained at <https://uilicensing.com/> (e.g. UI Dome, Tiger Hawk, etc.)

a. Posting Materials on Campus

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

Tippie College social media	tippie-social@uiowa.edu
Display screens in PBB, including Tippie View	tippie-kiosk@uiowa.edu
ITC screens in PBB	Jeff Reuter , 335-0812
UI Calendar	
Residence Halls	335-3000
Cambus	335-8632
Daily Iowan	335-5790

Printing Funds

Each student organization has access to \$25/year in funding for printing costs associated with events (e.g., recruitment, meetings, speakers). This funding is deposited to your student organization account in [SOBO](#) each August.

Mass Email

ITS manages the mass email process by which student organizations can contact certain populations within the University. Student organizations are required to solicit a signature from the Office of Leadership, Service and Civic Engagement, who then continues to route the approval. For more information, via the [ITS webpage on Mass Mail](#).

UPO weekly newsletter

The Undergraduate Program newsletter can be used to advertise for significant events/initiatives coordinated by Tippie-affiliated student organizations. UPO staff members, who will retain the right to publish or not publish a submission, edit the newsletter. Newsletter posts every Monday.

Please follow these guidelines when submitting a post to the newsletter:

1. Email your submission to danielle-dion@uiowa.edu by 2:30 pm on Friday to be included in the next Monday's newsletter.
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.
3. Submissions must contain the following:
 - a. Title
 - b. Date, time, location
 - c. Brief description of event/initiative
 - d. Contact name and email
 - e. Photo or other image
 - f. ADA Statement—see below

All Publicity

The essential information in all publicity must include the event's time, location, title, a short description, sponsors, and the University's accommodation statement. The University's **accommodation statement is required under the Americans with Disabilities Act (ADA)** to inform the public of their rights and protections under the ADA, which includes access to reasonable accommodations such as auxiliary aids, interpreters, or other reasonable accommodations when attending University sponsored public events. The following language should be included in invitations to public events:

ADA Statement: "Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact [the sponsoring department, organization, or contact person] in advance at [telephone number]."

Tippie Logo Guidelines

If your current student organization logo incorporates any of the Tippie logo elements (i.e. university dome, university or Tippie wordmark, TCOB reference) or Tigerhawk it will need to be redesigned to remove those. You may either create a new logo or have the Tippie Marketing & Design (tippie-marketing@uiowa.edu) team create a type treatment for you to be used in conjunction the Tippie logo.

Color

One-color logo. It should be black or reversed out to white on a dark background.

Usage

Do not alter the logo in any way.

Promotional Items

You may use the Tippie logo on promotional items. In order to have the Tippie logo and your student organization logo or name/type treatment on a promo item, there needs to be two imprint areas. If only one imprint area is available, you may use either the Tippie logo or your student organization logo/design. All Licensing for promotional items must be requested and approved **before** usage.

b. Student Organization Web Sites

Organizations have access to free web hosting services through Engage and/or the Tippie College. Engage provides templates for student organizations to create a website. This allows organizations to quickly create and update a website with little to no knowledge of website creation and maintenance. With this ease, limitations do exist such as difficulty in specializing your website. For groups who would like more specialization, creating your own website hosted by the Tippie College may be ideal. [Rachel Stewart](#) can assist in this process. Groups that pursue this route need to have a dedicated webmaster.

For information on how to set up and manage your Engage account, please email the [Office of Leadership, Service and Civic Engagement](#), or call them at 335-3059. For information on how to set up and manage your Tippie College account, contact [Rachel Stewart](#), 335-0935.

V- EVENT PLANNING

The key to hosting a successful event is proper planning. There are many details that go into planning an event. By creating a specific list of all the tasks that need to be accomplished, you can stay organized and spend less time worrying about forgotten details. All Student Organization Events, programs and travel must be approved through your [Engage](#) profile.

a. Space Reservations

There are three processes to follow if your student organization wants to reserve rooms for use.

Reserving Tippie College controlled rooms/areas in the Pappajohn Business Building

The following rooms/areas are available for reservation via the Tippie College Dean's Office:

- Colloquia: W401, W404, & S401
- Video conference room: S404
- Computer classrooms: C220D, C207, & C231
- Small conference rooms: S104, S126, C106, C150, W326, W364, S326, & S364
- Gallerias: W101 & S101
- PBB Patio

To reserve any of these spaces, follow these two steps:

1. Visit the Reservation Requests page
<https://tippie.uiowa.edu/room>
2. Fill out the information

You will receive a confirmation via email.

Keep in mind the following stipulations:

- a. Only 4 small conference rooms and 2 colloquia can be reserved per month **-and-**
- b. Reservations can only be made three months in advance of the current date

For more information, contact [Cindy Reschly](#), 353-2233.

BizHub/Library Reservations in Pappajohn Business Building

Organizations can reserve the library conference rooms through this website:

<https://uiowa.libcal.com/booking/bizrooms>

Groups can reserve the library rooms two weeks in advance and are limited to 3 hours per day.

Reserving General Assignment Classrooms in the Pappajohn Business Building

General Assignment Classrooms are controlled by Classroom Scheduling and consist of every classroom in PBB not controlled by the Tippie College Dean's Office (see the list above). [Click here to reserve general assignment classrooms](#) or email the [Registrar Classroom Scheduling](#).

Reserving Tables in the Pappajohn Business Building

There are 2 tables available for use by student organizations in the Pappajohn Business Building. For more information, visit the Reservation Requests page.

<http://tippie.uiowa.edu/research-technology/reservation.cfm>

b. Travel

Student organization travel requires prior authorization. You need to submit an '**Event Information Form for Travel Prior Approval**' form on [Engage](#). The form allows you to account for UISG funding and for funding granted to you through the Undergraduate Program Office (e.g., corporate donations to your organization, departmental funds, membership dues).

Student organization travel may be governed by University protocols regarding risk management and signed waivers may be required.

c. Excuse Letters

The Undergraduate Program Office provides written verification for student organization travel found on the Tippie website. While students represent both their organization and the Tippie College of Business in a general sense, student organization trips are primarily of personal and professional development natures. The Tippie College of Business does not require students to attend such trips to complete academic or other requirements for their time at Iowa. Please ensure the manner in which students communicate their need to miss a class does not misrepresent student organization trips as required of them.

d. Food at Events

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, inform Manager [Jeff Ritchy](#) at least 48 hours in advance.

e. 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.

f. Contracts

Events that require your organization to enter into a contractual agreement must be reviewed by SOBO and require an Event Information Form.

g. Crisis Management

It is important that your organization has developed a plan in the unlikely event a crisis situation arises during an event hosted or attended by your organization. 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.

VI- FINANCES

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

More detailed information regarding some primary sources of funding follows:

- 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.
- Event Funds— Student organizations may apply for grant funding up to \$500 per funding period to help implement events that that develop their members professionally, promote understanding of global and cultural competence in business, build an inclusive community for students, or are newly developed. **An application form for funding can be found online. Priority is given for events that:**
 1. Involve collaboration among student organizations and benefit students outside of the funded organization, and/or
 2. Include sustainability aspects such as composting, recycling and works to become a zero waste
- USG Funding—University of Iowa Student Government provides funding via the university-wide student activity, student services, and student union fees. The [USG Funding website](#) explains how funding works, the process a student organization must follow in order to receive funding, and how to properly record and report funding.

b. Student Organization Business Office

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 insure the funds are spent and accounted appropriately.

SOBO also provides guidance on proper cash handling policies to ensure transparency and propriety for student organizations. All student organizations must follow proper [cash handling procedures](#) when selling items or event admission in the Pappajohn Business Building.

c. Undergraduate Program Office

Some student organizations receive periodic funding from corporate donations and the UI Foundation. Shari Tolander, in the Undergraduate Program Office, manages those accounts in collaboration with SOBO.

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](#) submitted to Kristen or Tevin in C140 PBB.

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. For more information, see [Section V: Event Planning](#)
- Speak with members in the BizHawks Living-Learning Community—The BizHawks Living-Learning Community is made up of first-year students interested in business. Most students are either pre-business or admitted directly to the Tippie College; however, that is not a requirement to live on the floor. To set up a time to interact with that population, speak with the living-learning community coordinator, [Mark Archibald](#).
- 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).
 - Cambus—Put your advertisements on one or more of the 17 Cambus routes. For more information, view the [Cambus advertising guidelines](#).
 - 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. For more information about your organization's website, see [Section IV: Publicity and Communication](#).
- 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 [Kristen Stradt-Johnson](#) 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 collected 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.

Annual Evaluation Process

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 revoking your organization's affiliation with the Tippie College.

In order to complete the annual evaluation process, each 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.

Each organization's poster must be submitted in .pdf format before the determined deadline. Posters must also contain the following two elements: 1) the name of your organization and 2) your organization's stated mission. Awards and affiliation decisions will be based on a demonstrated "lived" mission and achievement of organizational goals and objectives. As such, posters should represent those components with discernable data (e.g., photographs, text, numbers, graphs, quotes, endorsements).

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.
- Be Better @ Iowa—CliftonStrengths for Students is a program designed to facilitate personal and group success through the identification of five top strengths.

g. Student Organization Awards

Tippie College Student Organization Awards serve to recognize the accomplishments of student organizations, their leadership and Advisors. An annual awards ceremony occurs in the spring semester in conjunction with the announcement of the Tippie's Top 21 award winners.

Awards are rated based on:

1. Relevance to award;
2. Quality of nomination; and
3. Impact on organization/TCOB/UI/Iowa City community.

Awards are divided into the following seven categories:

- **(New, Academic, Professional & Service) Organization of the Year (awards \$400 each)**—an organization that displays significant motivation, creativity, innovation, and perseverance. This award is judged based on the annual evaluation process. Groups are rated on:
 - Demonstrated “lived” mission—what the organization actually does and who it serves is in line with the stated mission
 - Evidence of mission represented in activities, goals, and objectives
 - Mission displayed on poster
 - Demonstrated achievement of organizational goals, objectives, and assessment
 - This will be judged as motivation, creativity, and innovation
 - Contributions to the College, University, and surrounding community
 - Quality of poster
- **New Member of the Year (awards \$250 scholarship)**—a student who has provided a meaningful impact in her/his first year as a member.
- **Student Organization Advisor of the Year**—an Advisor who has displayed significant effort in supporting her/his organization's growth and development.

- **Outstanding Advancement of Diversity, Inclusion and Global Engagement (awards \$200)**—an organization that provides programming to support the development of the cultural competence of their members.
- **Outstanding Professional Development (awards \$200)**— an organization that displays a significant commitment to professional development.
- **Outstanding Service to the Community (awards \$200)**— an organization that displays a significant commitment to serving the larger University and/or Iowa City community.

VIII- RESOURCES

Request for Student Organization Affiliation

Advisor Role Checklist

Event Fund (old paper form)

Request for Student Organization Affiliation Tippie College of Business

Use this form to request affiliation with the Tippie College of Business.

New student organizations must 1) fulfill the requirements for registration with the Office of Leadership, Service and Civic Engagement 157 IMU and be a Registered Student Organization (RSO) for one semester, and 2) secure the involvement of a faculty/staff Advisor prior to requesting affiliation with the College. Affiliation will only be granted after approval by the Associate Dean, Undergraduate Program.

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

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.

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

Affiliation Checklist

Affiliation Status

- Organization registered with and approved by Leadership, Service and Civic Engagement
- Advisor confirmed
- Meeting held:

- Approved
- Denied
- Resubmit

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

Date of Approval _____ Approved By _____

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

EVENT FUND GUIDELINES & APPLICATION

The Event Fund provides student organizations affiliated with the Tippie College of Business with funds for activities that develop their members professionally, promote understanding of global and cultural competence in business, build an inclusive community for students, OR newly developed activities. Events must include an educational component. Events must be approved *in advance* through use of this application. If you wish to use this money for an event, wait for approval before acting on plans. Applications will typically be processed within **one week**, if they are complete and accurate.

Guidelines:

- Funds are for activities that develop their members professionally, promote understanding of global and cultural competence in business, build an inclusive community for students, OR newly developed activities
- Organizations may apply for a grant up to \$500 for three separate events
- Event description including goals, objectives, and an assessment plan for your event must be attached to application
- Budget for event with a detailed set of expenses must be attached to application
- Receipts are required for reimbursement
- Events may take place in University facilities, faculty homes, or public locations
- All University guidelines and rules of conduct apply to funded events- events must be alcohol free

Date Submitted _____ Funds requested _____

Student Organization _____

Contact _____ Email _____

Submit this form and attachments to the Undergraduate Program Office (C140 PBB)

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

Checklist

- Funding request with goals, objectives, assessment plan
- Detailed budget
- Post-event assessment

Funding Status

- Approved
- Denied
- Resubmit

Associate Dean Endorsement _____

Date _____

X - REFERENCES

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