



The UNIVERSITY *of* OKLAHOMA
HEALTH SCIENCES

REGISTERED STUDENT ORGANIZATIONS

INFORMATIONAL SESSION

Types of RSOs

Licensing & Trademarks

Minors on Campus

HSC Student Union

Title IX

Budget Application Process



TYPES OF STUDENT ORGANIZATIONS

- HSC Student Government Association (SGA)
Administrative Organizations
 - Official Student Council in each college.
- HSC Registered Academic Student Organizations
 - Organizations approved by a dean's office
 - No national affiliation
 - Examples include Class of 20XX, _____ interest group, etc.



TYPES OF STUDENT ORGANIZATIONS

- HSC Registered Student Organizations

- Registered Student Organizations are not entities of OU, and their activities are not sponsored or endorsed by OUHSC.
- Registered Student Organizations operate with guidance from faculty/staff advisors but are not part of the legal entity of the University.
- The groups' purpose and activities are not sponsored or endorsed by OU. The University recognizes these groups as independent entities but grants them certain advantages through affiliation (registration) with the University.
- Common RSOs at the Health Sciences Center are student affiliates of state or national professional associations. Though these groups are comprised of HSC students and often academic/professional in nature, the connection to external associations precludes them from being recognized as entities of the University.



USE OF UNIVERSITY TRADEMARKS

The trademark process allows the University the opportunity to ensure the proper use of its name and trademarks.

In order to be eligible to use University Trademarks, student organizations must be registered with the HSC Student Affairs. A digital copy of the Trademark Licensing Approval Form is located on the HSC Student Affairs website under Forms, Handbooks & Policies: students.ouhsc.edu/FormsandPolicies



USE OF UNIVERSITY TRADEMARKS

- HSC Registered Student Organizations are permitted to use the following verbiage:
 - "The University of Oklahoma"
 - "The University of Oklahoma Health Sciences Center" "OUHSC"
 - "Oklahoma"
 - "Sooner(s)"
- RSOs are not permitted to use the interlocking OU, OU Seal, and Sooner, or any other OU logos.
- HSC Registered Student Organizations must include their organization verbiage or marks on all designs.



HSC STUDENT UNION

- All registered student organizations are eligible to use Union rooms for free
- Easy reservation system allows for you to find the right space for your event/meeting
- For more info, email union@ouhsc.edu or visit Union Info-Desk.



HSC STUDENT UNION | EVENT POLICIES

- No personal events, including group study sessions
- No “fronting”
- Students responsible for setup and cleanup of event
- Additional paperwork:
 - Minors on Campus
 - Alcohol Request
 - Athletic and High-Risk Events



MINORS ON CAMPUS

- University best practice policy for ensuring safety of minors (anyone under 18)
- If your student organization is planning an event that is specifically for minors, then...
 - see Minors on Campus and RSO (Academic/Administrative or third party) handouts
 - email MinorsOnCampus@ouhsc.edu
 - visit <https://risk.ouhsc.edu/Minors-on-Campus>
 - University will assess risk and liability waivers; background checks, ensure proper supervision
- If your student organization is planning a community event that may include minors, follow guidelines for visitors on campus and ensure parents/guardians maintain line-of-sight supervision of minors.



HSC STUDENT UNION | REQUEST ROOM

- Email union@ouhsc.edu with the following information:
 - Event Name
 - Expected Attendance
 - Name of RSO
 - Contact Cell Phone
 - Catering Needs
 - Audio / Visual Needs



HSC STUDENT UNION | CATERING

- How to order catering will be covered later on in the presentation.
- How the HSC Student Union interacts with catering:
 - HSC Student Union provides catering tables
 - RSO responsible for clean-up of all trash, spills, debris, etc.



HSC STUDENT UNION | ADVANTAGES

- Free
- Central
- Customer service
- No charge for catering tables, A/V, or outside hours fees*
- 24/7 booking requests
- 48-hour confirmation

Learn more at: students.ouhsc.edu/union



TITLE IX

- Federal statute that prohibits gender discrimination.
- The University condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct.
- Please note these policies protect and govern all OU campuses and affiliation agreements.



TITLE IX

- Policy violations include:
 - Gender Discrimination
 - Sexual Harassment
 - Sexual Violence
 - Sexual Exploitation
 - Sexual Orientation
 - Stalking
 - Domestic & Dating Violence
 - Pregnancy & Parenting Rights



TITLE IX

- Report immediately.
 - Report to Associate Title IX Coordinator, Kate Stanton
kate-stanton@ouhsc.edu
(405) 271-2416.
- Employees have an obligation to report.
- Resources are available.
- Online information: students.ouhsc.edu/reporting





The UNIVERSITY *of* OKLAHOMA
HEALTH SCIENCES

FUNDING APPLICATION PROCESS

WHAT YOU NEED TO KNOW

- How does the money get to the OUHSC Student Government Association (HSC SGA) account?
- How can you register your student organization if you have not already done so?
- How can a registered student organization request funding from the OUHSC Student Government Association?



HOW DOES THE MONEY GET THERE?

- You pay tuition which includes \$3.50 for student activity fees per hour of class.
 - HSC Student Government Association receives about \$0.35 from each hour adding up to ~\$30,000
 - The rest goes to your college's student council/association
- In other words, 90% of the activity fees go back to your college's student council and 10% stays with HSC Student Government Association for campus-wide allocation and programming.



WHY IS THE MONEY THERE?

- HSC Student Government Association provides funding to registered student organizations, especially for:
 - Organizations that don't fit neatly into one college
 - Organizations that want to reach out to students beyond their own college and into the surrounding community



IMPORTANT

- You **MUST** register your student organization with HSC Student Affairs **BEFORE** you can request funding!
- For instructions, visit: students.ouhsc.edu/organizations for more information on registering your group.



REQUESTING FUNDS

- Requesting HSC SGA Funds occurs through a digital form that can be found in the HSC Daily News.
- Alternatively, you can access the funding application through the OUHSC website
 - students.ouhsc.edu/organizations



REQUESTING FUNDS | INFORMATION

What information do I need for a funding request?

- The following fields are required on the online form:
 - Goals and Objectives
 - Examples of current and past activities
 - Describe proposed activities
 - How will proposed activities benefit OUHSC students beyond membership of your organization?
 - Outside funding sources
 - Who will be responsible for expenditure of funds?
 - Who will be the contact for providing SGA summary of activities?
 - Request budget details



WHAT HAPPENS NEXT

What happens after you apply for funding?

- How is the budget allocation decided?
- How do you receive your funds?
- Who can you go to with questions?



BUDGET ALLOCATION

The Budget Committee meets to allocate funding.
The Budget Committee consists of:

- HSC Student Government Association Treasurer
- Treasurer from each college
- Any member of the Executive Council or Senate



HOW THE COMMITTEE DECIDES

- The Budget Committee uses an application score sheet and bases their decision on:
 - Scope of organization
 - Quality of application
 - Other sources of funding



APPLICATION SCORING

Score of 1–5 (Below Avg.–Excellent) in the following categories:

- Proposed activities will strengthen the OUHSC community...
- Proposed budget is reasonable...
- The organization is likely to use allocated funds...



HOW TO INCREASE YOUR CHANCES

You are MORE LIKELY to get funding if...

- Organization is open to members from across the campus
- The activities you are requesting funds for are open to students across the campus
- Your organization has shown good use of the funds previously allocated.



HOW TO LIMIT YOUR CHANCES

LESS LIKELY to get funding...

- Organizations with a history of not spending their allocations
- Don't submit budget request on time
- Organizations that are limited in scope and activities (only requesting funding for food at meetings)



HOW IS THE BUDGET DECIDED

Budget allocation is agreed upon by the Budget Committee, then...

Budget is presented to HSC Student Government Association Executive Council for approval (September 11, 2023)

Budget is presented to and voted on by the HSC Student Senate (September 12, 2023)



HOW DO YOU RECEIVE FUNDS?

Once the Senate has voted, you will be informed of your budget allocation via email.

Expect notification near the end of September 2023.

Funds will be disbursed through HSC Student Affairs located in Suite 300 of the HSC Student Union.

IMPORTANT: Your advisor/sponsor will need to sign off on expenditures.



QUESTIONS?

Joel Fowler, OUHSC SGA Treasurer
Joel-Fowler@ouhsc.edu

Christina Bruxvoort, OUHSC SGA President
Christina-Bruxvoort@ouhsc.edu

Katherine Larson, Senior Accountant, HSC Student Affairs
Katherine-Larson@ouhsc.edu

Samuel Betty, Assistant Director, HSC Student Affairs
Samuel-Betty@ouhsc.edu



DEADLINE

DEADLINE for requesting funds:

SUNDAY, SEPTEMBER 10, 2023
MIDNIGHT

