



OSU-TULSA

STUDENT LIFE

Welcome Student Leaders!

We are excited that you have chosen OSU-Tulsa as your educational institution and are equally eager for you to make the most of your experience by becoming a leader in one of our student organizations. Being an officer can be both exciting and challenging, and the Student Life office is here to support you in your new role. You are also fortunate to have the help of your organization's faculty or staff advisor. Take advantage of their guidance, ideas, and support as you work toward achieving your group's goals.

This Student Organization Manual will also be helpful to you. It offers a lot of information for you, your officers, and the members of your organization. The Manual might seem lengthy, but we included details about policies and procedures that will help you as you lead meetings, plan events, and develop your organization.

We are glad to have you on board as we explore leadership together in the coming year. If we can help you and your club on your journey, please let us know!

Congratulations and Good Luck!

Michelle Lopez, Coordinator of Student Life

Oklahoma State University - Tulsa

General Duties for Officers of Student Organizations

The following information does not include all duties and requirements of the officers of various student clubs on campus. It is only a general outline of the types of responsibilities that students holding these positions might or should perform.

Although a student organization should have the freedom to personalize its organization, further, traditional titles, such as “president” or “vice president” are not required; be creative – if you have a film club, perhaps you’d like for your leadership titles to reflect your interest (e.g. Director, Producer, Editor). Another example would be a BBQ club (e.g. Grill Master in lieu of President).

President

Leads meetings, keeps the group organized, assigns tasks, and ensures events and activities are planned and promoted. Collaborates closely with other officers and attends Student Organization Training.

Vice President

Supports the president and steps in when the president is absent. Assists with planning and communication. Attends Student Organization Training.

Secretary

Takes attendance and accurate meeting minutes, shares minutes with Student Life within one week, and maintains records of meetings. Attends Student Organization Training.

Treasurer

Manages the group’s finances. Collaborates with Student Life on purchase policies, submits purchase request forms, monitors spending, and provides budget updates at meetings. Attends Student Organization Training.

NOTE: Individual organizations may have additional criteria for holding an office. The criteria in this document are the minimum requirements. Additionally, each organization may have extra duties for each position or different titles. This information is meant only as a guideline when the organization is developing its Constitution.

Financial Regulations

The Fundamentals

- All organizational money is managed through OSU–Tulsa’s accounting system.
- No club funds can be kept in personal accounts.
- Every expense must follow university policies.

How to Spend Money

1. **Approval first** → Members must vote to approve expenses.
2. **Submit a Student Organization Request Form** → At least **1 week before** you need the item/service.
3. **Wait for confirmation** → Student Life will tell you how the purchase will be made (university card or voucher).
4. **Sign-in sheet** → All events must have a sign-in sheet and must be turned in to Student Life right after the event.

Funding

- Active orgs get \$500 per year (250 fall & 250 spring).
- Unused money returns to the Student Activities account on June 30 each year.
- If an organization collects dues or receives other funds, those are deposited into the organization’s individual account and are rolled over from year-to-year.
- Deposits **must** be made within 24 hours after receipt of funds

What You Can Buy (examples)

- Banners/signs
- Food for meetings
- Supplies for events or service projects

Important to Remember

- **Never** submit an order or payment without prior approval. You will not be reimbursed if you make a payment without approval.
- All purchases must go through Student Life.

Student Organization Purchasing & Reimbursement Guidelines

1. Preferred Method of Purchase – P-Card

- Whenever possible, request the Student Life Coordinator to use a P-Card (credit card) to make purchases.
- The P-Card is the fastest and easiest way to pay for event supplies, food, or other approved expenses.
- P-Card purchases do not require a reimbursement voucher.

2. Reimbursements & Vouchers

- Reimbursements must be approved by Student Life before any purchases are made.
- Requests submitted without prior approval **will be denied**, no exceptions.
- Vouchers should only be used for expenses that cannot be paid with a P-Card.
- All voucher forms must be completed in full and submitted to Student Life after the event for processing.

3. Timing & Submission

- Complete all forms at least **one week before your event**, but submitting earlier is strongly recommended.
- Late or incomplete submissions may delay approval and reimbursement.
- Student Life will not complete voucher forms on behalf of organizations. It is the organization's responsibility to submit correctly the first time.

4. General Tips

- Check with Student Life if you are unsure whether an item can be purchased with the P-Card.
- Keep receipts and any necessary documentation (like sign-in sheets) to attach to vouchers.
- Plan ahead—many vendors accept credit cards, so vouchers should be used only when necessary.

Questions or Support:

If you have questions about purchases, reimbursement, or completing forms, please contact Student Life. We're happy to clarify procedures, but organizations must submit accurate, complete forms.

Events

Student org events can be **big or small** — from coffee shop meetups to charity runs.

If your group wants to host something open to all students or the community, you can request extra funding by submitting:

- Total budget
- Amount requested from Student Life
- Purpose of event
- Who it's for (students, community, etc.)

Planning Events: Quick Guide

1. Brainstorm & Decide

2. Plan the Basics

- Talk with your treasurer/president about your budget.
- Choose your date and location.
- Decide the main details:
 - Goal of event
 - Audience
 - What's included (speaker, snacks, games, etc.)
 - Promotion tools (flyer, newsletter, GroupMe, etc.)
- Fill out the Event Form and turn it in to Student Life **one week** before your event.

3. Delegate & Promote

- Assign jobs (snacks, setup, promotion, photos, etc.)
- Use flyers, social media, word of mouth, Student Life newsletter, and your GroupMe.

4. Run & Wrap Up

- Arrive early, set up, and greet people
- Take attendance and photos
- Clean up
- Share how it went at your next meeting (helps future leaders!)

Logo Guidelines

An organization wishing to purchase items (such as t-shirts, cups, etc.) using the OSU-Tulsa logo must first consult with the Student Life Coordinator and the Marketing department to ensure that all logo licensing regulations are being followed.

Student Organization Fair

As part of Welcome Week each fall and spring semester, OSU-Tulsa hosts a Student Organization Fair. Student orgs are invited to host a table to share information, distribute materials, and connect with new and returning students. Officers and/or advisors will be contacted in late summer with details about participating.

Excellence Awards

Each spring, OSU-Tulsa hosts the Excellence Awards, a special evening to recognize the achievements of student organizations. Families and friends are encouraged to attend as we honor student leaders, enjoy food, mingle, and celebrate campus contributions.

Advisor's Responsibilities

Advisors are vital partners in helping student organizations succeed. To serve as an advisor, you must be employed by OSU-Tulsa and have your supervisor's approval. Advisors volunteer their time and provide guidance while allowing students to take the lead.

Advisors are expected to:

1. Be familiar with the organization's constitution.
2. Guide officers in planning and running activities while ensuring compliance with University policies.
3. Encourage students to balance academics, health, and safety before taking on large projects.
4. Support students by offering advice, not by doing all the work; let them lead.
5. Ensure programs and activities reflect OSU-Tulsa's educational values and are appropriate.
6. Be present (or designate an approved representative) at all official events.
7. Help ensure events and meeting spaces are accessible.
8. Direct media inquiries to OSU-Tulsa Marketing (918-594-8291).
9. Stay connected, attend Student Leadership Training events to build relationships and stay updated.

FAQ

1. **Can we have events off campus?** Yes. For any off-campus event, complete the Student Organization Request Form, and our office can help ensure a successful outcome.
2. **Do we have to fill out a form every time we meet?** Yes. It keeps us informed about student activities and enables us to advertise and support these events as necessary.
3. **How should we order food for our event or meeting?** Let us help! Complete the student organization request form at least one week prior to your event, and we will place the order for you.
4. **What can we spend our funds on? What is prohibited, in general?**
Please refer to the “P-Card Guidelines” page.
5. **What do we do with the funds we raise until we decide how to spend them?**
Work with your advisor to determine an appropriate and safe way of storing your funds. Whatever method you decide, always document all of your transactions and keep a running record of your revenue and expenses. Deposits **must be made within 24 hours** after receipt of funds
6. **Will Student Affairs keep track of our funding?** No. This is the responsibility of the treasurer (or designated officer), and oversight is the responsibility of the advisor. We will not pay your bills if you run out of money or overextend your organization.
7. **I’m graduating. How can I ensure my organization continues to thrive?** Be intentional about identifying and training the students who will take over for the graduating class. The key in a single word? **Communication.**
8. **I have an uncommon event idea (other than a meeting). Do I need to reach out to Student Affairs?** Yes, with some events, Student Life does need to reach out to Risk Management to ensure there are no unnecessary or excessive risks that could impact the safety of attendees.