

## School of Architecture Student Organization Guide

The School of Architecture supports architecture student organizations (AIAS, Arquitectos, NOMAS, and Women in Architecture) as outlined below.

### Leadership

Each organization should submit the names and email addresses of their leadership team at the beginning of each academic year.

### Registration

Student orgs should register through the [Office of Student Involvement](#). Registered orgs will be recognized by the university and will gain access to resources that the School of Architecture cannot provide. Registration must be renewed each academic year.

## School of Architecture Facilities

### Use of Rooms

Student orgs are permitted to use School of Architecture rooms for activities and events with prior approval. To reserve a room, requests should be sent to [Gwen Fullenkamp](#) at least two weeks in advance.

### Physical Resources

Student orgs may access resources such as TVs, microphones, tables, etc. for activities and events with prior approval. To reserve resources, requests should be sent to [Gwen Fullenkamp](#) at least one week in advance.

### Lockers

Each organization gets a designated locker to store supplies (for instance, decorations, food, beverages, etc). Lockers are located in the Architecture and Design admin office and are accessible Monday through Friday, between 9 am and 5 pm.

## Communications

### Poster Printing

The school will print up to 10 color posters sized 11x17 or smaller for each student org event. Printing requests should be sent to [Gwen Fullenkamp](#) at least one week in advance.

### Hanging Posters and Flyers

Materials may be posted in the building following the guidelines below. Posters and flyers not following these guidelines will be removed. Repeated violations may result in a loss of poster printing privileges.

- Do not use tape on any metal ribbon areas (for instance, the second-floor octagon, metal ribbon outside the print lab, etc.)
- Posters may be hung anywhere in the studio *except* on studio doors
- Do not hang posters in bathroom stalls.
- Do not hang posters on entry/exit doors to the building.
- Do not hang posters on regularly used pin-up spaces.
- Posters **MUST** be removed after an event has ended. Staff are not responsible for removing out of date student org materials.

### Social Media

The school will re-post student org Instagram content as appropriate. Please tag the school (@uicsoa) to get content re-posted.

### School Newsletter

The school will share student org events in the newsletter, which is sent each Monday. Newsletter content should be sent to [Maya Matabwa](#) by no later than Thursday evening for the following week's newsletter.

## Funding

### Bank Account

The school will not hold or manage money for student organizations. To manage money, orgs are encouraged to register with the [Office of Student Involvement](#) and use a [Chicago Organization Fund account](#).

### Raising Money

The school does not typically provide direct financial support to student organizations. Instead, orgs are encouraged to [fundraise](#) and apply for [campus funding](#) when possible.