

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 year.

Events and School of Architecture Facilities

[Event Request Form](#) (new!)

Submit 2 weeks prior to your event.

Use of Rooms

Student orgs are permitted to use School of Architecture rooms for activities and events with prior approval. Make requests through the Event Request Form above. Orgs may not schedule events that conflict with school-wide programming such as lectures, exhibitions, etc.

Physical Resources

Student orgs may access resources such as TVs, tables, etc. for activities and events with prior approval. Request resources via the event request form.

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. Send requests to [Gwen Fullenkamp](#) at least one week in advance.

University of Illinois Chicago 845 W Harrison St
1300 A+D Studios MC 030 Chicago, IL 60607 arch.uic.edu

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 Staff are not responsible for removing out of date student org materials.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 [Igo Kommers Wender](#) 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.

Questions?

Get in touch with [Gwen Fullenkamp](#), Director of Student Academic Affairs in the School of Architecture.