School of Architecture Student Organization Guide

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

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

Registration
Student orgs are strongly encouraged to 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 Natalie Wess 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 Natalie Wess 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 for each student org event. Printing requests should be sent to Natalie Wess 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 Flyer

Materials may be posted in the building, but only in the areas listed below. Posters and flyers posted anywhere else in the building will be removed. Repeated violations may result in a loss of poster printing privileges.

Designated Poster Areas
- the wall beside the stairs in the North Lobby (near the main building entrance)
- the metal ribbon wall on the stairs in the South Lobby
- inside all studios (but not on studio doors)
- the ribbon area in the Print Lab

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 [Natalie Wess](#) by no later than Friday morning for the following week's newsletter.

Funding

Bank Account

The school will not generally 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.