

## Undergraduate Student Organization Guidelines

**Foster School of Business student groups officially recognized as Registered Student Organizations through the University of Washington Student Activities Office, and listed in “Good Standing” with the School of Business, will have the opportunity to take advantage of the following benefits:**

- Support for the organization’s activities and events, as well as direct contact to the UPO, through the Coordinator of Student Development.
- Storage/display cases for groups in good standing, based on availability. A waitlist will be maintained for groups in good standing that do not currently have an office (anywhere on campus) and/or a display case.
- Access to UPO events calendar, Undergraduate Bulletin, and Balmer Buzz newsletter.
- Access to Student Travel Fund, as determined by Student Travel Committee.
- Access to parking reimbursement for invited speakers, by request, up to a maximum of 8 per year.
- Access to Foster branded speaker gifts by request.
- Opportunities for leadership development, organizational growth and feedback including, but not limited to, the annual Student Leadership Retreat, quarterly Presidents’ gatherings, and leadership development workshops.
- Opportunity to earn an organizational certificate and recognition through the BUILD Program.

**To be considered in “Good Standing”, Foster RSO’s must:**

- Attend 2/3 of all Undergraduate Business Council all-club meetings per quarter.
- Abide by all posting policy rules at all times.
- Send at least two representatives (officers preferred) to the annual Student Leadership Retreat.

- Maintain active RSO status with the UW Student Activities Office, including completing and submitting all paperwork on time.
- Submit a projected annual budget, including expected fundraising and projected costs, to the Coordinator of Student Development each Autumn Quarter.
- Hold regular meetings and at least 2 workshops/events/speakers per quarter.
- Collaborate with another student organization at least once per year on an event/workshop/speaker.
- Submit a comprehensive financial statement for any funds raised in excess of \$1000. These statements may be audited by faculty members, and supporting documentation should be saved by the student organization.
- Portray the organization truthfully in all mediums, especially in terms of communicating with and soliciting donations from community partners.
- Communicate effectively with the Undergraduate Programs Office including, but not limited to, notification of upcoming events, regular meeting times, and updated contact info for the organization and its officers.
- Communicate appropriately with External Relations staff regarding procurement of speakers and communication with off-campus partners.

Violation of the above may result in an organization being placed on probation for the following quarter. Once placed on probation, the organization has one quarter to regain Good Standing status.

**Once on probation, an organization must complete all regular requirements for Good Standing, plus:**

- Organize and present one workshop for the Business Living Learning Community students in Haggett Hall, depending on space and availability. Topic of the workshop may not be a general interest session about the organization, and must be approved by the Coordinator of Student Development.
- Complete ten documented hours of a community service project on campus or volunteering in the community.
- Clean and organize any office space provided by the Business School.
- Meet with the Coordinator of Student Development and the Director of Undergraduate Programs for evaluation purposes and status update.

**If these requirements are not met, the group will be considered “Not in Good Standing”, and will lose all Foster privileges such as offices, display cases, parking reimbursement and the use of the Foster School of Business name and logo in conjunction with the organization.**