

# ADDITIONAL RESOURCES & SERVICES

## ADDITIONAL SUPPORT SERVICES

### COCA-COLA DONATION FUND

Coca-Cola has the exclusive rights to the University of Houston in relation to beverage service. In order to help student organizations, Coca-Cola provides a limited amount of free drinks to groups. The policies related to the donation fund can be found at [Beverage Donation Guidelines](#).

The fund is only open once an academic year to RSOs. While there is not a cap on how many drinks a RSO can request, it is based on expected attendance at the event. Organizations are strictly prohibited from selling the beverages.

In order for an RSO to be eligible for this fund, the RSO must complete the event registration process (regardless of location on campus). The student organization must also complete the request on the [Auxiliary Services](#). RSOs must request the beverages at least a full month prior to the event.

### BANKING- TDECU

The University of Houston does not provide banking services to registered student organizations. Organizations are encouraged to establish a bank account to help with finances. Organizations can choose to open an account with any banking institution such as Wells Fargo, Bank of America, etc.

TDECU which operates a branch in the Student Center is also available and will set up a checking account for registered student organizations. Student organizations must have a memorandum from the Center for Student Involvement, an Employer Identification Number through the [Internal Revenue Service](#) and between 2-3 listed top officers as co-signers on the account in order to open an account.

Students can contact the TDECU branch in the Student Center at (800) 839-1154 or visit the location at Student Center South entrance.

## CARREL AND STORAGE SPACE

Registered student organizations at the University of Houston are eligible to apply for carrels and storage space through the Center for Student Involvement and the Student Center. RSOs can apply for and receive space through an annual review process. The Student Center North houses 106 carrel spaces for RSOs as well as 82 storage lockers. Information about applying for carrel

and storage space is distributed in the spring semester, and the application form is available during your Organization Registration Application.

## RESOURCE ROOM

Registered student organizations at the University of Houston are eligible to access the Resource Room in the SCN Carrel Spaces. The resource room holds a variety of different items for student organizations to check out. All registered student organizations are able to print up to five (5) 11x17 posters OR one (1) 24x60 banner each semester. The Resource Room also houses a variety of crafting items such as a paper cutter, die cut machine, colored pencils, markers and poster board. Student organizations are also able to have items laminated or use the iMac with Adobe Creative Cloud as well. To check out items in the Resource Room, student leaders can go to the Commons Desk and let the Cougar Involvement Ambassadors know what they need.

## E-MAIL ACCOUNTS

Student organizations that are interested in getting an e-mail account are eligible to complete the “Sponsored Student Organization Account Application” form on the [University Information Technology](#). Please submit the form to Sponsored Accounts and the Center for Student Involvement will provide approval.