

# Architecture Student Organizations (ASO) Pizza Guideline

ASAC - AIAS - NOMAS - WIA - SAH - SBMA - Gargoyle - APX

## Purpose

The purpose of Pizza in the Atrium is to provide financial support for student organizations.

## Organizations

Architecture Student Advisory Council (ASAC)  
American Institute of Architecture Students (AIAS)  
Alpha Rho Chi (APX)  
Ecological Design Consortium (EDC)  
National Organization of Minority Architecture Students (NOMAS)  
Society of Architecture Historians (SAH)  
Society of Business Management in Architecture (SBMA)  
Gargoyle Architecture Honor Society (Gargoyle)  
Women in Architecture (WIA)

## Time & Place

Pizza in the Atrium takes place in the TBH atrium every Wednesday from 11:30am to 12:45pm. The pizza is \$1.50 per slice or \$4 for three slices. Pop/soda is 50 cents per can. The pizza is also available for sale for \$12 per box.

## Hosting Schedule

The schedule is set up in an alphabetical rotation so that each organization will host 3 times each school year.

## Pizza in the Atrium Procedure

The procedure is subject to revision at the first Leadership Retreat at the beginning of the academic year.

**Monday/Tuesday:** Send e-mail through Spring Harrison to all architecture students and faculty announcing Pizza in the Atrium, the time, and the cost.

**Tuesday Afternoon:** Place pizza order with Papa John's (217) 355-5858. Tell them it is for a student organization and you should get it discounted and tax exempt. Price should be \$6 per pizza. Make sure to ask to get the pizzas cut into 8 slices. The order should be at 11:40 with **4 cheese, 6 sausage, 6 pepperoni, and 4 mushroom.**

**Wednesday Morning:** See Vicki in 117 TBH to get the money bag and kitchen key. Count the starting money total and record it on the spreadsheet inside. Money to pay for the pizza and for change will come from this bag. Please tip \$10 for the delivery. Set up pizza, pop and napkins (are kept in the kitchen, ask for the key at the office) and conduct business as usual - make sure to take the pop from the ASAC shelf.

**Wednesday Afterward:** At 12:45 clean up, count the money and fill out the spreadsheet. Leave all receipts in the moneybag. If you notice that we are running low on quarters, single, pop, or napkins e-mail ASAC presidents so that ASAC can take care of things for the next week. Any unsold pizza should be returned to the Director's Office in 117 TBH.

**Questions?** - Question should be directed to the ASAC co-presidents at [asac.illinois@gmail.com](mailto:asac.illinois@gmail.com).