

Student Organization Handbook



In transition

It is time to make memories, it is time to get involved!

Introduction

The Center for Student Engagement and Financial Resources (**CSEF**) is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Universities at Shady Grove (USG) community by providing leadership development, spirit, activism, public service, and diversity, social and cultural interaction. As a student at USG, you have the unique opportunity to participate in a wide variety of activities.

Why get involved?

Studies have found that students who are involved in student organizations have higher graduation rates, report higher levels of satisfaction with their college experience, and are more effective in their educational involvement, career planning, lifestyle planning, cultural participation and academic autonomy (Foubert & Grainger, 2006). Furthermore, studies have also show that students involved in student organizations develop effective interpersonal relationship skills. These students also develop increased self-confidence and tolerance of and acceptance for other people (Abrahamowicz, 1988; Hood, 1984). In essence, being involved in student organizations will help you develop the skills to be successful socially, academically, and professionally both during and after your time at USG.

Now is the time to get involved and:

- Ease your transition from one school to another.
- Meet people and make friends with those who have similar interests.
- Involved students are more likely to graduate.
- Feel more connected to the campus, other students, and become more familiar with the resources the campus provides.
- Gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- Be the first to know about what is happening on campus.
- Build your resume with extra-curricular and leadership development activities.
- HAVE FUN!

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. The Center for Student Engagement and Financial Resources (CSEF) believes involvement outside of the classroom is an important aspect of your education at USG and that there is an organization to meet your needs, whether you arrive at USG with outstanding leadership ability or emerging potential.

We expect that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing both the USG community as well as your home Institution. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to visit CSEF for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our office. Stop by, visit, and get involved!

Overview

This handbook is here to help you navigate the nuances of successfully organizing and being part of a student organization. Throughout the handbook you will explore how to successfully organize fundraising efforts and events, how to connect with other student organizations, and how to move up tiers and gain more funds to expand your organization's reach at USG.

USG Website: This handbook is posted on the Student Engagement and Student Organization pages:

- <https://www.shadygrove.umd.edu/student-services/csef/student-engagement>
- <https://www.shadygrove.umd.edu/student-services/csef/student-organizations>

Student Org Website/App: It will also be posted here once we are done transitioning to the new student org app.

Online Training: Finally, this information can also be found on an interactive online training platform which generates a certificate upon completion. All leadership positions/officers must complete this online training and save a certificate for their own records. Please visit:

<https://eliademy.com/app/a/courses/f7149b20b0#>

Before You Get Started

TAKE NOTICE: Everything you do as a student group will be linked to ONE email with the SAME password throughout. The Center for Student Engagement and Financial Resources (CSEF) will keep this email and password on file.

Websites You Need to Know:

- **Virtual EMS (VEMS):** <https://schedule.sgrove.usmd.edu/VirtualEMS/>
- **Digital Form (Advertising your Events):** www.tinyurl.com/USGeventpromos
- **Gmail:** <https://www.google.com/>

If you are a RETURNING organization: You should already have a Gmail account on file. If you need to login into Virtual EMS, and/or Gmail just contact CSEF and ask for the login information. You will need to login in order to re-register your organization at the beginning of the academic year.

If you are a NEW organization: The president/main contact will need to create a general Gmail account NOT linked to any one specific person. The Gmail account should have the name of the organization embedded in its username. The Gmail account (password) included should be accessible to all members of the student organization. Furthermore, you will need to provide CSEF with this information as soon as you create the account so that we can get you access to Virtual EMS (VEMS).

USG OrgLife - COMING SOON

Your organization's home

All registered clubs and organizations will have a home page through the USG OrgLife App and website.

What is it used for? USG OrgLife allows you to manage your organization's member rosters, post events and information for your members, communicate with other student org leaders, submit required forms to the Center for Student Engagement and Financial Resources (CSEF), request funding, post photos, and more.

This is the site that will keep you in contact with the CSEF. You can also keep up with what other student organizations are up to and contact them for collaboration or search for organizations you want to learn more about.

TAKE NOTICE: You must be an officer or the primary contact of the organization in order to make most of the changes to your organization. The current primary contact/officer or campus administrator must promote you to this position. You can find contact information on the main roster page for your organization.

Student Organization Registration - COMING SOON

RETURNING STUDENT ORGANIZATION

1. Email Iris Schauerman at ischauer@umd.edu and provide the following:
 - a. First & last names of all members
 - b. Email addresses for all members
 - c. Positions next to the names (ex. Iris Schauerman - Secretary)
 - d. Advisor's name and email

NEW STUDENT ORGANIZATION

1. Email Iris Schauerman at ischauer@umd.edu to set up a meeting
2. Find at least three other USG students that want be a part of the organization. Among your group, you will need at least a president, a treasurer, and a webmaster (an individual may have more than one role).
3. Find an advisor willing to help guide your group. CSEF can assist you if you do not have one in mind.
4. Draft your organization's constitution. (see Appendix A for an example)
5. Create a description for your student organization.
6. Create an general Gmail account and provide Iris Schauerman with the username and password in order to get a VEMS account created.

Student Organization Registration

OFFICIAL STUDENT ORGANIZATION REGISTRATION WILL OCCUR ONCE THE NEW STUDENT ORGANIZATION WEBSITE/APP (USG OrgLife) IS SET UP.

STUDENTS WILL GET NOTICE THROUGH EMAIL AND YOU CAN ALSO CHECK THE USG STUDENT ORGANIZATION AND STUDENT ENGAGEMENT PAGES FOR UPDATES.

If you have any questions please email Iris Schauerman at ischauer@umd.edu

Minimum Student Organization Requirements

I. Regular organization meetings - At least two (2) per semester is required.

TAKE NOTICE: A regular organization meeting is an official meeting of the student organization that has an agenda and for which the purpose is to discuss the business of the club. Please note that recruitment activities and events are not considered regular club meetings, nor are classes or other activities which are part of a course curriculum.

II. Recruitment Activity - At least one (1) per semester is required.

Recruitment involves promoting your organization to increase membership and expand awareness of your organization's mission. Examples include tabling in Bldg. III, attending Involvement Fair and the #USGFest info fairs, class visits or other promotional activities.

III. Annual Event - At least one (1) per academic year is required.

Each organization is required to organize or participate in one event annually. The event should correspond to the organization's mission statement and be open to the broader USG community.

Examples include: organizing or participating in a community service project, organizing or participating in a workshop or conference, or organizing or participating in a college event or program.

IV. Update USG OrgLife – All active members must be listed on organization roster on the USG OrgLife website/app (only applicable once the app is up and running).

In order for communication to be meaningful and effective, it is extremely important that the student organization's roster, officer positions, and members' contact information be updated at the beginning of the academic year and as things change throughout. This will assure that all of the right people are getting updates and important notifications. Furthermore, this assures that the right people have permission to do different things such as printing and making copies and reserving rooms and tables, among others.

Tier System & Requirements

Students are encouraged to go beyond the minimum requirements as doing so will provide your college experience with an added sense of unity, accomplishment, and purpose. Furthermore, your activities and events will enhance our campus community and beyond.

TAKE NOTICE: In order to maintain active membership of the student organization you must adhere to all of the requirements of at least Tier 1. It is also to your benefit to keep records of what you do such as flyers, programs, agendas, sign in sheets, pictures and anything else that will help you in filling out the application each academic year to move up a Tier.

All tier levels require completion of required activities and events. Your student organization will be considered to move up Tiers at the end of each academic year (May) as long as all requirements have been met throughout the academic year. Whether you want to remain in the same Tier or move up to another Tier for the upcoming academic year (2018-2019) you will need to complete an application (**Student Organization Tier Application**). In this application you will have to provide proof of how the different requirements were met. Thus, it is to your benefit to keep records of what you do such as flyers, programs, agendas, sign in sheets, pictures, reflections from different group org members, and anything else that will help you in filling out the application each academic year to remain or move up a Tier.

This process will cut down on the amount of forms you must submit throughout the year but please be cognizant of the fact that you want to keep a *meaningful* record of what your organization does in order to facilitate the application process for the following academic year. This cuts down on bureaucracy but also allows you to develop skills which will be helpful after you leave USG.

Upper Tier Benefits

Lockers: Tier 3 organizations will be given priority when requesting usage of the nine student organization lockers. If less than nine are requested, the opportunity will be opened to Tier 2 organizations. CSEF is not responsible for any lost or stolen items.

Leadership Award Pins: All students in organizations/clubs in Tier 3 will get leadership pins at the Spring Student Appreciation Picnic. These pins are meant to distinguish outstanding service and leadership at USG.

Graduation Cords: Officers that achieve & maintain Tier 3 placement during the 2017-2018 academic year will be given blue and yellow braided cords to wear at the USG graduation ceremonies. The cords will be given out at a recognition ceremony before the Spring 2018 graduation dates. Depending on budget and demand we might be able to expand this to all students in Tier 3 during the 2018-2019 academic year.

Printing Funds: Tier 2 students will be able to have their \$20 printing allowance put on a printing card which can be used by any org member for org related purposes. Students in Tier 3 will be given an additional \$20 for their copying and printing needs. This money will be added to your allowance at the Copy Center or a printing card.

Award Certificates: The more involved each organization is throughout the academic year the more likely they are to have a meaningful impact on the USG community. At the end of each academic year, different students in student organizations will be recognized for their leadership role at USG. Beyond the benefit of being recognized for all of your hard work, you will also be able to make a note of these accomplishments in your resume which may lead to tangible and measurable gains beyond your time here at USG.

Student Leadership & Diversity Training Series

The Student Leadership and Diversity Training Series for student leaders will take place every semester and will have 1 monthly session. Student leaders who participate in this training series for the entire semester will obtain a certificate at the end and will be eligible for Tier 3 consideration.

Through this training students will get to explore how diversity and leadership can intertwine and create meaningful change as well as how it can become a missed opportunity. This series will also provide students with the opportunity and tools to examine their own identities and explore how their sense of selves affects the way they lead.

The end goal would be for students to experience personal growth that will help them become successful individuals during their time at USG but also after they graduate. Furthermore, the goal is for the benefits of the student leaders' personal growth to trickle down and have a meaningful and positive effect on the students they lead and our campus as a whole.

Copy Center Agreement

As a benefit of completing the registration/renewal process, officially registered student organizations are allowed to make **up to 400 (B&W) copies or 50 Color copies at no charge** (\$20 equivalent) through the USG Copy Center. Any copies ordered above the set rate will be charged to the organization's funding allotment. All copies must be used for the organization's purpose and goals. In order to make copies individuals from each organization need to be listed as "authorized users." If you are not an officer you must let the CSEF coordinator know that you want to be added to the list of people who can make copies.

The USG Copy center is located in Building II, Room 1000. It is open Monday through Thursday from 9am-6pm and Fridays from 9am-1pm. It is closed on the weekend. You can email your printing job to sgcopy@mercury.umd.edu with details on what you need printed and by when you need it.

Please visit the Copy Center at <https://www.shadygrove.umd.edu/campus-resources/copy-center> for more detailed information.

Tier Breakdown

Tier One	Tier Two	Tier Three
\$50.00 per year	\$100.00 per year	\$150.00 per year
<p>Meets all minimum activity requirements</p> <ol style="list-style-type: none"> 1. Have 2 meetings per semester 2. Have 1 recruitment activity/event per semester (Involvement Fair is a meaningful way to help fulfill this requirement). 3. Have or participate in 1 annual event 4. Have updated information on OrgLife. This includes but it is not limited to updating all contact information, officer positions, and rosters. 	<p>Meets all minimum activity requirements in addition to 2 of the following</p> <ul style="list-style-type: none"> • Have 1 meeting per semester with the Coordinator to discuss and advocate for their groups as well as discuss collaboration among student organizations and how to have a larger USG community impact. • Have 2 events where student organization collaborates with other student organizations. • Have 1 community event - student organization organizes and executes a community outreach event which benefits people in the community. This can be done at USG or it can be a community service event done elsewhere. • Have 1 diversity and culture event - student organization organizes an event that carries out the mission of the diversity and culture initiative at CSEF. 	<p>Meets all minimum activity requirements in addition to 4 of the following</p> <ul style="list-style-type: none"> • Have 1 meeting per semester with the Coordinator to discuss and advocate for their groups as well as discuss collaboration among student organizations and how to have a larger USG community impact. • Have 2 events where student organization collaborates with other student organizations. • Have 1 community event - student organization organizes and executes a community outreach event which benefits people in the community. This can be done at USG or it can be a community service event done elsewhere. • Have 1 diversity and culture event - student organization organizes an event that carries out the mission of the diversity and culture initiative at CSEF. • Student leader participates in the Student Leadership Training Series for an entire semester.

Virtual EMS – Room and Campus Space Reservation System

Registered Student organizations have the benefit of being able to reserve classrooms, tables and other spaces around campus for meetings, guest speakers, and other events and activities of the organization. Once registered, your organization will need to submit log-in information to the Center for Student Engagement and Financial Resources to gain access to the system. If you have not done this already, please provide the following;

1. Email address (should be a Gmail account tied to the organization and not a person).
The idea being that if you leave, the new members can still access the account.
2. A password

TAKE NOTICE:

Deadlines to Remember

- Campus space must be reserved at least **5 business days** in advance of date needed.
- You can only book tables and rooms for a maximum of **3 hours per day**.
- Large scale events must be booked **30 days in advance**. Large scale events/space qualify as any time you expect to have over 70 people in attendance, special furniture setup, and ANY event that will be held in the Auditorium or the Multi-purpose Room (MPR).

Virtual EMS (VEMS) at USG is used to display four categories of events:

1. USG Academic (classes, events, meetings, lab hours)
2. USG Staff (meetings, events)
3. USG Student (official student organization events, study sessions in the library and the Kendall Center)
4. Conference and Events Services (internal and external events)

Recognized student groups will be able to reserve the MPR through the Center for Student Engagement and Financial Resources with the approval of the Director of the Conference Center. The Conference Center Director will assure appropriateness of space use with function requirements and expectations. The Conference Center Director reserves all rights to appropriate use of the space for functions, including A/V, lighting, security and other services.

If a scheduling conflict should arise the Office of Student Services and the student group will be notified in writing and the Conference Center Director will make every effort to secure a comparable space for the student group event.

See Appendix B for Virtual EMS User Guide.

Student Organization Funds

Keep in mind that student fees pay for the funding of student organizations (fundraising excluded). We ask you to be mindful of this when planning and executing expenditures. We expect student organizations to use these funds responsibly and in a way that gives back to the student body and/or the community (ex. event supplies, marketing materials, food for meetings). Failure to use funding in an appropriate manner may result in the loss of funding opportunities and/or disbanding of the organization.

TAKE NOTICE: USG is unable to reimburse individuals for purchases. This means that if you purchase anything with personal funds for your organization, we cannot use your allocated student organization funds to repay any student. **All funds received through the Center for Student Engagement and Financial Resources expire on May 30th of each year.**

Funding for USG student organizations is based on a tier system. Organizations may move up or down in the tier system based on completion of required and additional activities and active membership.

Center for Student Engagement and Financial Resources (CSEF) will review organization status at the end of each academic year.

Funds Requests

All registered student organizations are provided with funds according to their current tier placement from CSEF. These funds can be used to support your events and meetings. Please submit an "[CSEF Funds Request Form](#)" to CSEF via the USG Student Life Portal with a detailed description of your request at **least 2 weeks** ahead of when needed. CSEF staff will review the request and will be in contact with further information on setting up purchases and payment. Student organizations are responsible for keeping track of their own budget; treat your organizations as you would a small business. CSEF will assist when necessary, but please keep track of your own spending and balance information.

Fundraising

We highly encourage organizations to fundraise on their own to increase their available funding. Any funds that may be deposited in an official USG organization account are subject to University System of Maryland guidelines. Examples of fundraising include bakes sales on campus or partnering with community business to provide opportunities.

All fundraising activities must abide by federal, local and university codes. Center for Student Engagement and Financial Resources has the authority to refuse approval of fundraising activities. Please complete a "[Fundraising/Solicitation Request](#)" form at **least 2 weeks** prior to any fundraising activity.

USG Student Council Funding Requests

Each year the Center for Student Engagement and Financial Resources allocates a set amount of funds to be available upon the review and approval of the USG Student Council. Funds are to be used in support of activities and events that enrich the USG student community. Student organizations must submit a "[USG Student Council Funds Request Form](#)" via the USG Student Life Portal. The council will review the request and will notify the organization.

Student Organization Banking

Student organizations really benefit from having a centralized place where they store money that they have obtained through fundraisers, events, and members.

Students are strongly discouraged from housing student organization funds in their personal bank accounts. Doing so could make you personally liable for taxes as well as make you vulnerable to accusations of misuse of your organization's funds.

However, your student organization can open up a bank account with a Tax ID obtained from the IRS. We recommend that you the following bank after you obtain the Tax ID:

Bank: Capital One

Located in: Falls Grove Village Center

Address: 14943 Shady Grove Rd, Rockville, MD 20850

Phone: (301) 315-2471

You will need to provide CSEF with the following:

- Tax ID number
- Names of the people (we encourage the President and Treasurer) that have access to the bank account.

See Appendix C for a "How To" obtain a Tax ID Number.

Student Organization Conduct

Student organization members have an obligation to conduct themselves in a manner compatible with your home Institution's and USG's philosophy and code of conduct. Student organization members are expected to act in a mature and responsible manner both on and off campus, especially while participating in club activities.

Student organization members and officers should further be aware that public perception of individual acts may reflect poorly on the club, your home Institution and USG. Members will be held responsible for complying with student organization policies and procedures, your home institution Code of Student Conduct, federal, state, and local laws. Please make sure that you read the Code of Conduct for your individual home institutions and understand the consequences for violating it.

Communication

The importance of the officers' role to communicate with student org members and CSEF coordinator cannot be overemphasized. It's better to over-communicate than under-communicate. Successful leaders are effective communicators. Officers should communicate with student org members about specific member expectations, goals, and schedules. Student organization officers can disseminate information to student org members via email, voicemail, the Student Life Portal, social media and face to face discussion at meetings or events. Communication with the CSEF coordinator can be via email, phone, in person, or by the various forms and systems in place.

Marketing

Effective promotion includes developing channels of communication with your audience, and using these channels properly. In order to build an audience, in the long run, credibility and consistency are crucial. An audience should never be misled, neglected or insulted - you want them to be interested and impressed.

Programs/events should not be promoted until they are confirmed. Publicity should be honest and informative, not hyped. If programs are presented that educate, enlighten and/or entertain, your audience will do a great deal of future promotion for you through word of mouth and repeat attendance.

How: Once you have decided on your event's time, date, and place you can do the following:

- Fill out the digital “**Event Promotion**” form by going to:
www.tinyurl.com/USGeventpromos
 - This will allow you to post your event on the USG Weekly E-Newsletter, USG Flat screen locations, USG Highlights (elevators, bathrooms, and study rooms), and on USG social media. Requests must be submitted at least 10 business days before the event.
- Fill out the “**Posting Request**” form by visiting the SAS Suite in Building III and asking the front desk for a copy.
 - This will allow you to post your flyers (you must provide copies) at the USG campus, promote your event through chalking, the Lobby Information Board, sandwich boards, and the SAS Flyer Rack.

Tips:

If you need to create flyers you can use:

- Word Document - search for Flyers and change the text information and/or pictures.
- Canva (www.canva.com) – gives you a multitude of templates to choose from and all you have to do is change the text.

When creating a flyer you might want to:

- Use bright, lighter colors with dark ink to be easier read at a distance.
- Try not to use lots of words - the reader usually takes a few seconds to read it.
- A good graphic or art image attracts attention. Think about a logo for your organization for instant recognition. BE CREATIVE!
- Be sensitive of sexist and racist language and stereotypes.
- Be ecologically aware of the amount of paper you use.

If you are ever stuck and need help figuring out how to promote your event and/or creating a flyer feel free to come to the Center for Student Engagement and Financial Resources and we will be more than happy to help you!

Student Organization Catering

Registered student organizations have the opportunity to order food through our food service provider on campus CulinArt. Catering orders should be placed at least a **1 week ahead of time** to ensure availability. Services range from snacks and drinks to full scale catered events.

To request catering, please add it to your room reservation in Virtual EMS **AND** complete a [Catering Order Form](#). If your group would like to have snacks or other small items at a meeting (such as items that can be purchased at Giant), please complete a [Catering Order Form](#) at least **1 week** ahead of time.

CulinArt has supplied a student org menu that offers common student interests. Organizations are also able to order from the [full CulinArt menu](#) at a student organization discount.

See Appendix D for the student organization catering menu.

Cancellation Policy

When canceling anything, please keep in mind that your decision can affect multiple people beyond yourself. **It is always good practice to give as much notice as possible when deciding to cancel an event/order/space.** Keeping effective and constant communication is also a good life skill to have as this will help you in every area of your life.

Catering Order – You must send your cancellation request to the email below **at least 72 hours before** the event. Failure to do this will result in a charge for the whole catering order.

Room Reservation– Reserving rooms at no cost are a student organization benefit. Cancellations are highly discouraged and regular cancellations may impact your registered student organization status.

For classroom and small event reservations, you must send your cancellation request to the email below **at least 72 hours before the start of your reservation.** Failure to do this may result in a set-up charge to your student organization.

For larger events (over 70 attendees) that require a customized floor plan and/or AV set-up, you must send your cancellation request to the email below **at least 5 business days in advance of your reservation.** Failure to do this will result in a set-up charge to your student organization.

In case questions come up regarding the planning of your event, the CSEF coordinator will contact you 7 business days ahead of the event to confirm everything is running smoothly. Someone in your organization must reply within 48 hours or your event might be canceled by default in order to help you avoid charges.

If you need to cancel catering and/or an event please contact:

- Iris Schauerman at ischauer@umd.edu
- Office: [301-738-6189](tel:301-738-6189)

Food Sales Policy

Food Sale activities must be approved through the Center for Student Engagement and Financial Resources in advance. When completing the Fundraising/Solicitation Form make sure to include as much detail as possible for the food items you plan to sell. You must submit this form to CSEF **at least 1 week prior** to your event. Approval or denial of the request will be sent within **3 business days** of submission of request. Items will be evaluated on the following criteria:

- **Food Safety** - Service of food to the public (whether for sale or for give-away) is managed through the Montgomery County Department of Health and Human Services. Food that is at risk of contamination of food-borne illness such as hot or cold prepared foods and temperature sensitive items (i.e. meat and dairy products, cut fruits and vegetables, etc) are inherently risky and are not allowed without proof of the appropriate food handling certification.
- **Non-competition** - USG will not allow student groups to **sell** items that are in direct competition with the food service operation of The Corner Bistro or The Green Grove Cafe for meals, entrees, drinks or similar while they are in operation.
- **Pizza** – Sales can only take place after the Green Grove Café has closed for the day. Since pizza stays fresh for only 2 hours after being in room temperature, students will be limited to selling pizza for 2 hours from the time the pizza was bought. Students must have a receipt on hand and must be able to turn it over to OSS staff at the beginning of the pizza sales. All pizza bought to sell must be in one receipt. At the 2 hour mark, any pizza that is leftover must be thrown away or taken off USG property.
- **Drinks** - Students are allowed to sell drinks that are not in direct competition of the Bistro or Cafe as long as they come in sealed containers, they are not dairy based, and do not need refrigeration. Add-ons such as sugar, dry creamer, creamer that does not need refrigeration, Splenda, cinnamon, and honey are allowed. However add-ons such as lemons, oranges, and milk are prohibited for safety reasons.
- **Serving Goods** – Students must provide serving goods (utensils, paper plates, cups, and napkins) when selling food to students/faculty/staff. Students have the option of either buying and bringing their own serving goods or purchasing them from catering at USG. Failure to provide serving goods that results in students (whether the ones selling or the ones buying) taking serving goods from any USG café can result in the shutdown of the fundraiser for the day.
- **Bake Sales** – Students are allowed to conduct bake sales only on approved tables (see Locations and Tabling below). Baked goods must not need to be refrigerated. This means baked goods such as cheesecakes, puddings and pies are prohibited.

Duties of an Advisor

Organizations are required to have an Advisor. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests.

Advisors must:

- Be familiar with the organization's objectives, constitution and bylaws
- Meet regularly with student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders
- Be familiar with student org rules and procedures to assist leaders in their efforts to plan their events and meetings on campus
- Be able to help members explore alternatives as they plan activities and events, realizing that final decisions and organizational management is the responsibility of the members
- Help leaders during periods of transition in an effort to maintain continuity

For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings.

It is not the role of an advisor to "impose" themselves on an organization, but to be an available resource to the leadership and members.

Contact Information

If you have any questions, thoughts or concerns regarding the information in this handbook or Student Clubs and Organizations, please contact Iris Schauerman in the Center for Student Engagement and Financial Resources.

Iris Schauerman
ischauer@umd.edu
(301) 738-6189

Appendix A

USG Student Organization Constitution Process

How to Write a Club or Organization Constitution and Mission Statement

Sample Constitution

Your Organization's Name

Article I: Name and Purpose

Section 1: Name

State the name of the club or organization- you may abbreviate the name after this section if you identify that abbreviation here.

Section 2: Purpose/Mission

State the purpose/mission of your organization- the reasons why you exist. This can be in a list format, or in a paragraph. Please refer to the last page for help writing a mission statement.

Section 3: Affiliation

If your organization is affiliated with any regional/national organizations, please state those affiliations here.

Article II: Membership

Section 1: Eligibility for Membership

USG clubs are open to any USM student. Non-students [e.g. faculty/staff] are not allowed to be full members, but they can be non-voting, affiliate members. Refer to the Membership Guidelines outlined in the Student Organization Handbook.

Section 2: Voting Member Criteria

State how a student becomes a voting member [e.g., attends a certain % of meetings/events, pays dues, etc] and if there are any criteria for any other membership categories. This is an important issue for your organization- you want to make sure that students listed on your voting member list are active, interested students in your group.

Section 3: Removal of Members

State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum needed to vote, timeline for the process, appeal process.

Article III: Officers

Section 1: Officer Qualifications

Identify what qualifications a student must have to be eligible to be an officer. This may include GPA, length of time in organization, previous experience, etc. All officers must be current USG students. See Article IV for Election procedures.

Section 2: Elected Officers & Duties

List the positions in descending order (e.g., President, Vice-President, etc). If you choose to have a non-hierarchical structure-that's great too!

Section 3: Vacancy in Office

In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession/"chain of command" should be addressed (e.g., in the event that the President leaves office, the Vice President will assume those duties until a special election is held.

Section 4: Removal of Officers

Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed. (see above) Make sure you note the role of your club advisor.

Section 5: Appeal of Removal of Officers

This section clearly outlines what procedure a removed officer can take to appeal the club's decision.

Article IV: Elections

Section 1: Nomination Process

State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with the nomination process.

Section 2: Election

Election procedures, quorum present, method of voting (secret ballot, etc.), number of terms a person can serve, and when the elections will be held.

Article V: Advisor

Section 1: Selection Indicate how your club will choose an advisor. All club advisors MUST be an employee of USG.

Section 2: What do you want your advisor to do?

Article VI: Meetings

Section 1: Regular Meeting/Club Activities

Address how often business meetings will occur, any regular activities, etc.

Section 2: Quorum

What percentage of your membership must be present for official club business to occur? 2/3 is a standard number.

Article VII: Committees

Section 1: Committee Structure

Include what committees (if any) that your club will have. Include responsibilities of each committee and who is responsible for each committee. Example includes Membership, Programs, Elections, Fundraising, etc.

Section 2: Special/Ad-Hoc Committees

State that special/ad-hoc committees may be formed if needed...

Article VIII: Finances

Section 1: Funding

State whether or not your club will apply for USG monies and that if allocated resources, your club will follow all USG and institutional regulations.

Section 2: Dues (optional)

State here if members are required to pay dues, and if so, how much that will be.

Article IX: Amendments

Section 1: Ratification

Identify the process to be used regarding proposed constitutional amendments: voting procedures, timelines, etc.

Section 2: Notification of Amendments

Any changes made to this constitution must be submitted to the USG Office of Student Services.

Mission Statement

The mission statement should answer the following questions:

- What are the goals and purpose of your club or organization?
- Who does your club or organization serve?
- How do you plan to accomplish your goals?

Please feel free to contact Iris Schauerman (ischauer@umd.edu) in the Office of Student Services for more information or help writing your constitution and mission statement.

Appendix B

USG Student Organizations Virtual EMS User Guide

Logging into and out of VEMS

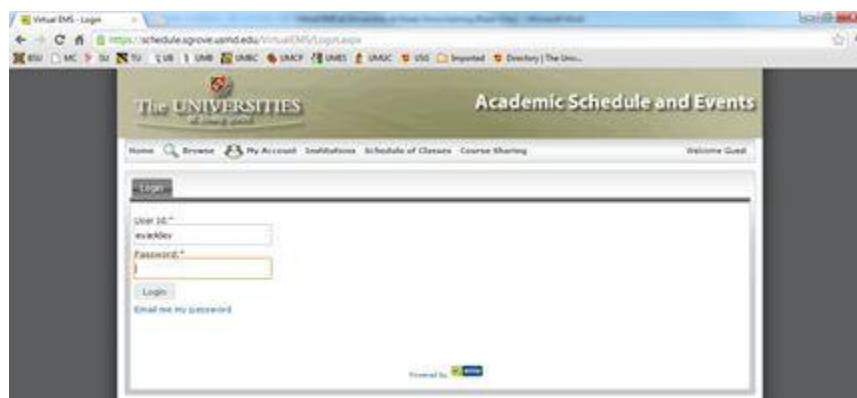
You can access VEMS through any standard Internet browser. To log in to VEMS:

1. In the browser's address field, enter the VEMS URL: schedule.sgrove.usmd.edu



VEMS Home page

2. On the top navigation bar, under My Account, click Log In.



VEMS Login page

1. In the User ID field, enter your User ID, which is your registered student group email address with the Office of Student Services.
2. In the Password field, enter your corresponding password assigned to you. If you do not have your password, please contact Iris Schauerman in the Center for Student Engagement & Financial Resources (CSEF) at ischauer@umd.edu

- Once you log in, the toolbar on the VEMS Home page is updated with the “Reservations” Menu Option, and, under “Browse,” you have the ability to Browse Facilities and Browse for Space.



VEMS Home page after login

Browsing for Events

The Browse Events page in VEMS displays USG’s events in a daily, weekly, or monthly view. *Browse Events page, Monthly Calendar view.*



1. You can change the page view on the Browse Events page to the following:

Daily List: Events that are scheduled for the current day's date in a list view.

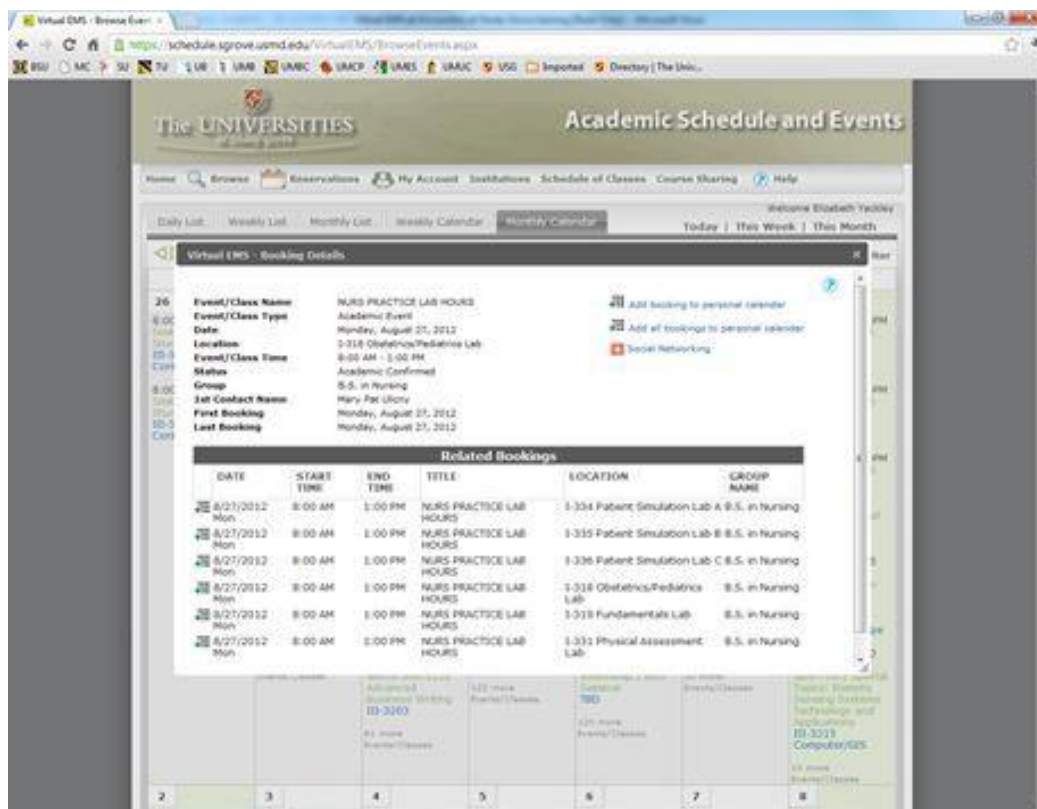
Weekly List: Events that are scheduled for the current week (weeks always begin on a Sunday) in a list view.

Monthly List: Events that are scheduled for the current month in a list view.

Weekly Calendar: Events that are scheduled for the current week (weeks always begin on a Sunday) in a calendar view.

Monthly Calendar: Events that are scheduled for the current month in a calendar view.

2. Place your cursor over the event entry (in a calendar view) or the event title (in a list view) to open the Event Details popup, which displays information for the event.
3. Click the Event Name/Title to open the Booking Details popup. The popup shows reservation details and related bookings. It also contains links for adding the selected booking to your personal calendar, adding all the bookings for the reservation to your personal calendar, and social networks.

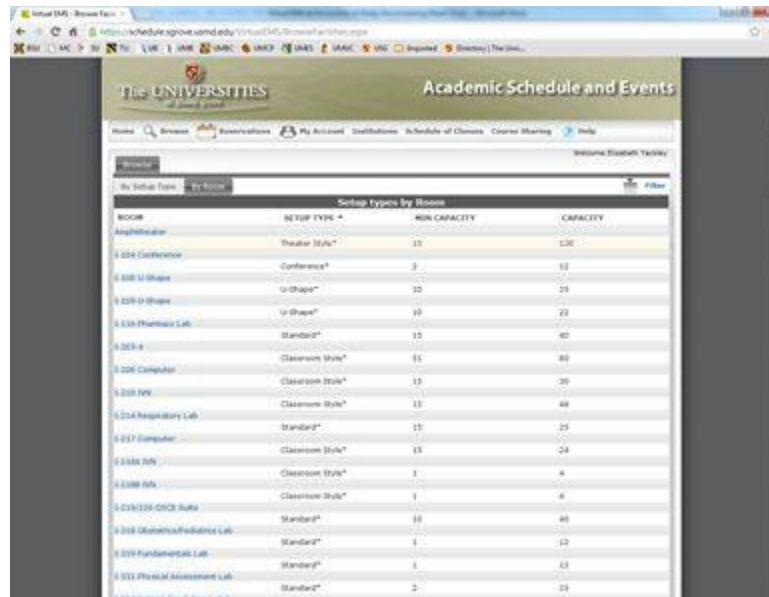


Booking Details popup

Browsing for Facilities

The Browse Facilities page displays all the rooms in which you can schedule a student event. The page can display the room in one of two formats—By Setup Type, which is a list of the rooms grouped by setup type, or By Room, which is a list of the setup types grouped by room.

1. You can click on the Room Name to open the Location Details popup.



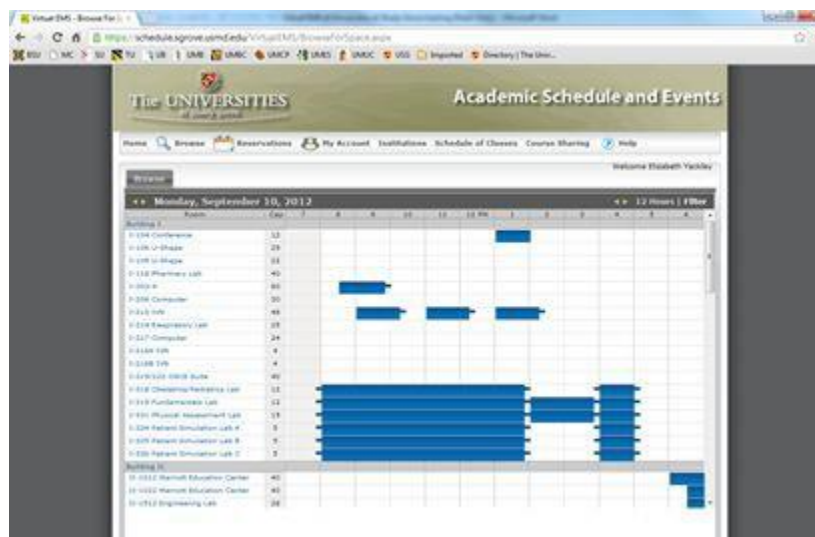
The screenshot shows the 'Browse Facilities' page in a web browser. The page title is 'Academic Schedule and Events'. The user is logged in as 'Elizabeth Yackley'. The page is displaying a table of rooms grouped by setup type. The table has four columns: ROOM, SETUP TYPE, NON CAPACITY, and CAPACITY. The rooms listed include Amphitheater, 1.024 Conference, 1.028 U-Shape, 1.029 U-Shape, 1.118 Pharmacy Lab, 1.204, 1.206 Computer, 1.207 PEV, 1.214 Respiratory Lab, 1.217 Computer, 1.224 RN, 1.228 RN, 1.231/231-OSCP Suite, 1.232 Chemistry/Pharmacy Lab, 1.233 Fundamental Lab, and 1.234 Physical Assessment Lab.

ROOM	SETUP TYPE	NON CAPACITY	CAPACITY
Amphitheater	Theater Style*	15	130
1.024 Conference	Conference*	2	12
1.028 U-Shape	U-Shape*	30	28
1.029 U-Shape	U-Shape*	30	22
1.118 Pharmacy Lab	Standard*	15	40
1.204	Classroom Style*	15	80
1.206 Computer	Classroom Style*	15	30
1.207 PEV	Classroom Style*	15	48
1.214 Respiratory Lab	Standard*	15	25
1.217 Computer	Classroom Style*	15	24
1.224 RN	Classroom Style*	2	4
1.228 RN	Classroom Style*	2	4
1.231/231-OSCP Suite	Standard*	10	40
1.232 Chemistry/Pharmacy Lab	Standard*	1	12
1.233 Fundamental Lab	Standard*	1	12
1.234 Physical Assessment Lab	Standard*	2	15

Browse Facilities page, By Setup Type

Browsing for Space

The Browse Space page is a *read-only* page that displays all the rooms in which you can schedule an event/table, along with the availability information for each room (based on the current day's date) in a grid view.



The screenshot shows the 'Browse Space' page in a web browser. The page title is 'Academic Schedule and Events'. The user is logged in as 'Elizabeth Yackley'. The page is displaying a grid view of room availability for Monday, September 10, 2012. The grid shows the time slots for each room and whether they are available (white) or booked (blue). The rooms listed include 1.024 Conference, 1.028 U-Shape, 1.029 U-Shape, 1.118 Pharmacy Lab, 1.204, 1.206 Computer, 1.207 PEV, 1.214 Respiratory Lab, 1.217 Computer, 1.224 RN, 1.228 RN, 1.231/231-OSCP Suite, 1.232 Chemistry/Pharmacy Lab, 1.233 Fundamental Lab, 1.234 Physical Assessment Lab, 11-1012 Barnhart Education Center, 11-1022 Harwood Education Center, and 11-1122 Engineering Lab.

Room	Capacity	Availability
1.024 Conference	12	Available
1.028 U-Shape	28	Available
1.029 U-Shape	22	Available
1.118 Pharmacy Lab	40	Available
1.204	80	Available
1.206 Computer	30	Available
1.207 PEV	48	Available
1.214 Respiratory Lab	25	Available
1.217 Computer	24	Available
1.224 RN	4	Available
1.228 RN	4	Available
1.231/231-OSCP Suite	40	Available
1.232 Chemistry/Pharmacy Lab	12	Available
1.233 Fundamental Lab	12	Available
1.234 Physical Assessment Lab	15	Available
1.234 Physical Assessment Lab #	8	Available
1.234 Physical Assessment Lab #	8	Available
1.234 Physical Assessment Lab #	8	Available
1.234 Physical Assessment Lab #	8	Available
1.234 Physical Assessment Lab #	8	Available
1.234 Physical Assessment Lab #	8	Available
11-1012 Barnhart Education Center	40	Available
11-1022 Harwood Education Center	40	Available
11-1122 Engineering Lab	28	Available

Browse Space page

You can place your cursor over an event entry to open the Event Details popup, which displays information for the event.


Submitting an Online Request for a Room or Tabling location

Scheduling Structure

Reservation: includes event title, status, student group name, contact name and info for entire reservation

Booking: includes booking title, start and end times, setup/teardown times, event type and setup count (attendance)

(There can be single or multiple bookings under one reservation)

The image is a screenshot of a web browser displaying the 'Student Group Room/Table Request Form' page. The page header includes 'The UNIVERSITIES of Grand Rapids' and 'Academic Schedule and Events'. The main content area is divided into two tabs: 'Location' (selected) and 'Details'. The 'Location' tab contains several sections: 'When and Where' with fields for Date, W/12013 Fee, Recurrence, Start Time, and End Time; 'Facilities' with a dropdown menu; 'Setup Information' with an Attendance field; and 'Availability Filters' with a Room Type dropdown. A 'Find Space' button is located at the bottom of the form. The 'Details' tab is currently empty, showing 'No rooms currently selected' and a 'List' button. The browser's address bar shows the URL 'https://theuniversitiesofgrandrapids.edu/VirtualEMS/RoomRequest.aspx?data=byID=7420002210'. The Windows taskbar at the bottom shows the time as 2:38 PM on 8/12/2011.

Student Group Room/Table Request Form page

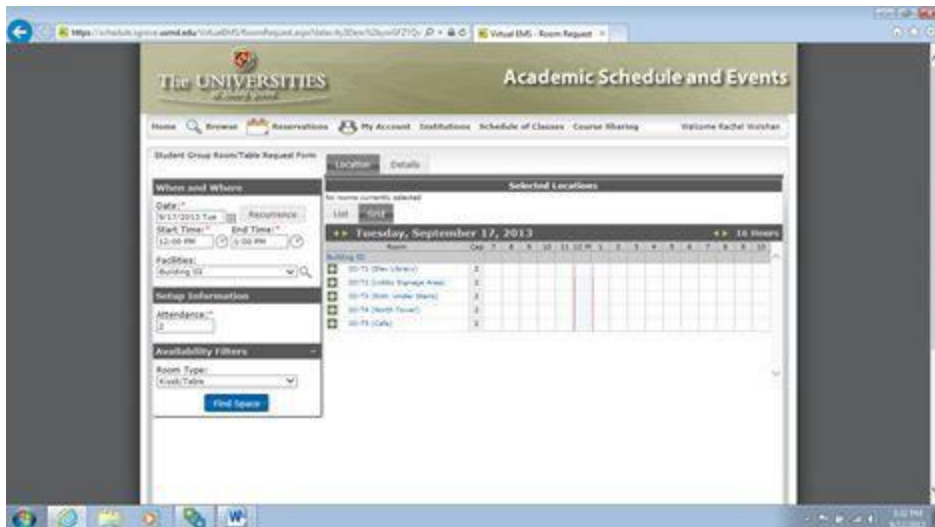
You can enter the information to search for available rooms in the When and Where pane. There is an option for recurrences here. You can view the results of the search on the Availability tab, and from this information, you can determine if the room that you want will be available, or if you must request another room. You enter information for the event on the Details tab.

1. Under Reservations, click the Student Group Room/Table Request Form option. Required fields are marked with a red asterisk (*).
2. Enter your date and time criteria.
3. Enter your attendance.

Note: when requesting a tabling location, the attendance must be 2 or 1 for the tabling options to appear.

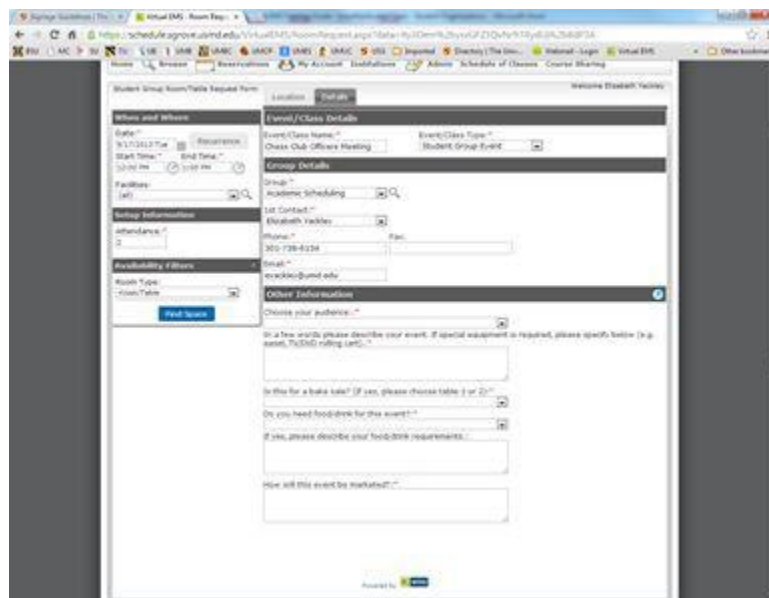
4. In the availability filter, you may choose either a kiosk/table or a classroom.
5. Click "Find Space".

6. A list of rooms/tables that meet the search criteria and are available for the indicated reservation time is displayed on the Location tab. From this information, you can determine if the room/table that you want will be available, or if you must request another room.
7. Select the room(s)/table(s) you want to request by clicking on the green Add sign on the left of the room name.



Room/Table Form page, location tab

Optionally, click the name of the room/table (location) to open the Location Details popup, which displays details and images for the building in which the room is found, and various room details including images, setup types/capacities and features.



8. Open the Details tab.
9. Enter the information for the event. Required fields are marked with a red asterisk (*). At minimum, you must enter the event name, the event type, and group details.

Guidelines on Event Names:

If the event is a weekly Student Group Meeting, be descriptive as possible on the subject title, followed by the word “Meeting”.

If you are hosting a special event, like a speaker panel, use a name like Accounting Business Association Career Symposium.

Most Important: do not abbreviate unless you absolutely have to. If your event is not properly labeled it will be hard to find.

Some fields in the Group section will be automatically populated with your group information. You can modify this information, if applicable.

Please answer the required fields about your event.

- **Audience:** It is important to choose the correct audience for your event because it informs the Center for Student Engagement and Financial Resources about who is being invited. If your event is open to the public, it will most likely require more time for planning purposes.
- **Event Description:** The description of your event plays a pivotal role in having your room/table reservation confirmed. Give as much information as you can in this area because this section will be used to evaluate how we can help you in the planning.
- **Bake Sale:** We ask if you are having a bake sale because only certain tables can be reserved for these events.
- **Food/Drink Requirement:** The Center for Student Engagement and Financial Resources needs to know if there will be food and drink at the event because of the policy we have with the on-campus food provider. Student organizations are able to bring snacks (chips, pizza, brownies, etc.) for meetings, but meals would need to be catered through the food service provider. If you are placing a catering order, there is a space available below to describe what needs to be ordered.
- **Marketing:** Marketing an event is very important. The Center for Student Engagement and Financial Resources wants to know what you'll be doing in order to make your event a success. Marketing ideas to list in this area would be word of mouth, email, flyers, and/or social media outlets (Twitter, Facebook, etc.)

Viewing your Requests

The Reservations menu provides an option for all the requests for spaces and services that you have ever made in VEMS. You can select a specific request from this page for more detailed viewing and for editing if needed.

To open the Requests page, under Reservations, click View My Requests.



Requests page, current tab

To search for a reservation, enter a reservation ID in the Reservation Id field and/or a search string in the Event Name field, and then click QuickSearch.

To view all requests that you have ever made, regardless of date, open the Historical tab.

To open a selected reservation for viewing and/or editing on the Reservation Summary page, click the name of the reservation.

The Reservation Summary Page

This page opens automatically after a request has been submitted. The Reservation Details tab displays summary information for the selected reservation and all its bookings.

All the *current* bookings are displayed on the Current tab for the reservation.

Making Changes to a Booking

- The following links are displayed on the Reservation Details tab. Click on the link to carry out the indicated action:
- Edit Reservation—Update event and/or group details.
- Add Booking—Add a booking to the reservation.
(to keep all related booking together in the same event)
- Cancel Services—Cancel selected services for a booking.
- Cancel Bookings—Cancel selected bookings within the reservation.
- Cancel All Bookings—Cancel all bookings within the reservation.
- View Reservation Summary—Provides a summary of the selected reservation, all its bookings, and any resources/services that were ordered.
- Event Confirmation— Your request will be processed in the order it is received. Note that your event is not officially confirmed until you receive a Reservation Confirmation email from the Office of Student Services.

Appendix C

Requesting a Tax ID for your student group

To obtain a tax ID for your student group

- Go to the IRS' Apply for an Employer Identification Number (EIN) Online website found [here](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online) (<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>)
- Click on the Apply Now link on the right end of the page.
- After you start the application, select "View Additional Types, Including Tax-Exempt and Governmental Organizations". Be prepared to provide the following information:
 - The type of group you are creating (After you select the type of group the application will give you a description of the group and an option to change it)
 - The name and social security number of the person filling out the application.
 - The official address of the organization (Do not use the SORC address)
 - Enter the requested information about your organization and click the Continue button when you are done. The Tax ID number will be generated immediately
- CSEF Financial Services staff are not qualified to assist groups with this process. If you have any questions regarding this process, you should contact the IRS directly. The IRS also provides a great deal of information on their website that you should review before submitting the request.
- Student organizations are strongly encouraged to save a copy of their Tax ID number with CSEF to ensure that future leaders have access to this information.

Appendix D

Student Organization Catering Menu

Student Discounted Menu Pricing			
Item	2017		
Thirst Quencher By the Gallon (for 10-15 people)	\$	10.45	
Infused Water By the Gallon (for 10-15 people)		\$6.25	
Cookie Jar (by the Dozen)	\$	6.25	
Brownies (by the dozen)		\$9.40	
Seasonal Fruit Tray (Serves 8-10)	\$	15.70	
Chicken Tenders (by the 1/2 tray approx. 30 pc.) with Honey Mustard		\$20.95	
Pizza Cheese (18 in., 8 slices)	\$	9.40	
Pizza Veggie (18 in., 8 slices)		\$10.45	
Pizza Meat (18 in., 8 slices)	\$	10.45	
Petite Sandwiches (1 doz each : Turkey & Cran, RB & Borsin, Roasted Veggie)		\$28.30	
Wrap Extravaganza (10 Wraps, with potato chips and pasta or house salad)	\$	31.45	
Boxed Lunch		\$6.83	
Spring Rolls (by the dozen)	\$	6.25	
Mini Quiche (by the dozen)		\$5.20	
Cheese Board (Cubed Cheeses, 2 lbs with Crackers, serves 12-15)	\$	11.50	
Garden Vegetable (with Ranch Dressing 2 lbs of Veggies , serves 10-15)		\$9.40	
Brushetta Bar (2 lbs Tom Basil with 50 pc Crostini)	\$	11.50	
Tortilla Platter Chips, (Salsa 16 oz. and Guacamole 12 oz Guacamole served 10-12)		\$6.25	
Soft Pretzels with Mustard/Honey - 1 doz, 2 oz.	\$	10.45	
Ice Cream + \$50 Server		\$4.73	
Paper Cups 9 Oz -25 each	\$	2.10	
Dinner			
Mac & Cheese Buffet(feeds 12 - 15 people)	\$	150.00	Menu: House Salad w/dressing assort
Eggplan Parm Buffet (12-15 ppl)	\$	150.00	Menu: House Salad w/dressing assort
Cajun Chicken Pasta (12-15 ppl)	\$	150.00	Menu: House Salad w/dressing assort