Student Organization Handbook
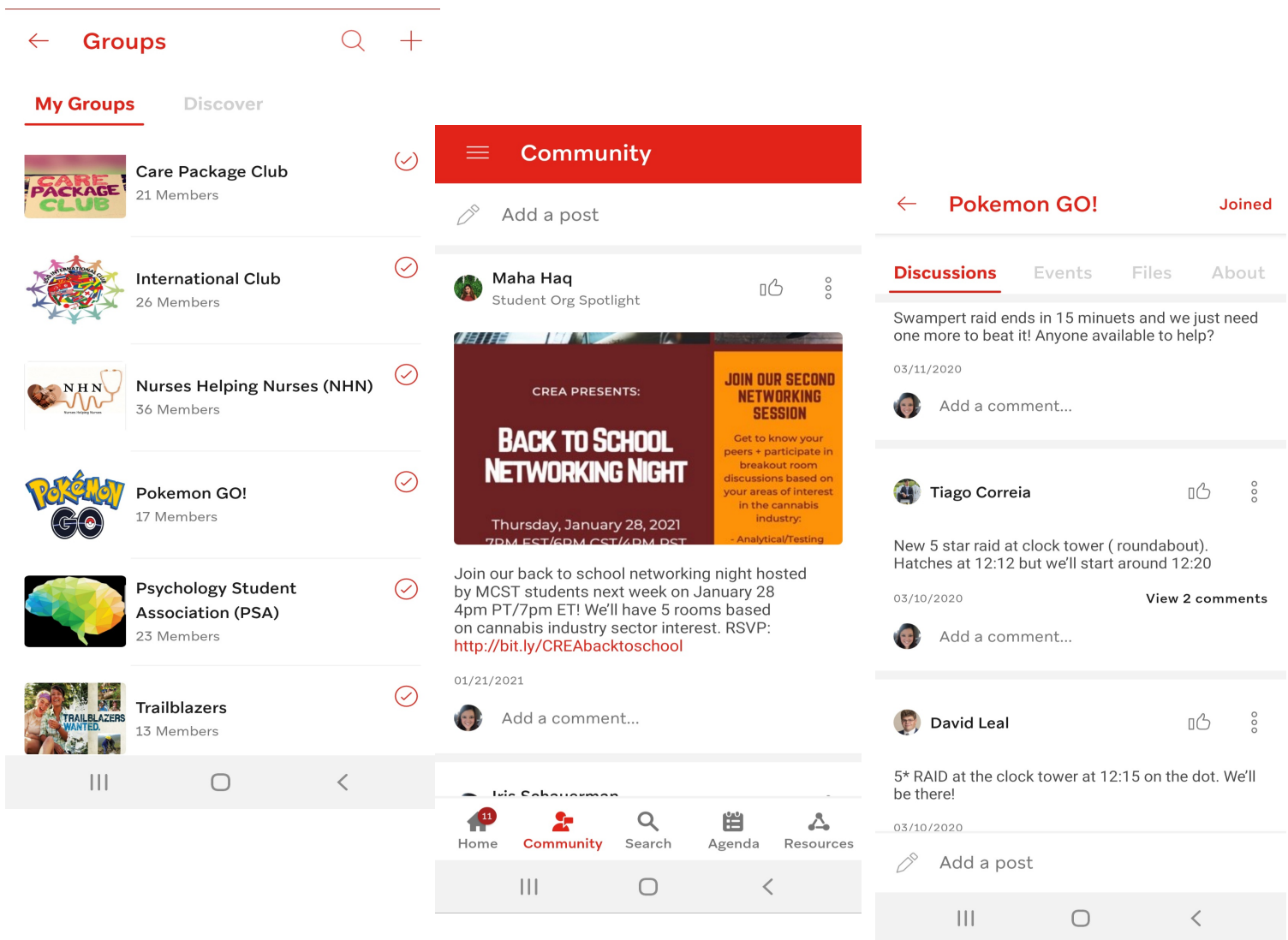
USG OrgLife

Table of Contents

The Universities
AT SHADY GROVE

Center for Student Engagement
and Financial Resources

Student and Academic Services
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USG OrgLife App

What is USG OrgLife App, and why should you join?

- USG OrgLife is the official platform for student organizations at USG.
- This is where you can find all of the active student organizations on campus.
- Join any student organization you like and immediately connect with its members.
- Connect with other students through discussion boards including the USG Student Council and the Graduate Student Association (GSA).
- Find and join student club sponsored events.
- Manage your student organization and edit its files, events, and other content
- Fill out request forms for catering, student org funds, meeting zoom links, and fundraising.
- Access the student org handbook and student engagement opportunities directly through USG OrgLife app.
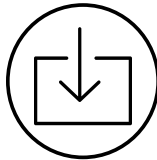
How to...

Join a Club

STEP 1
- ✓ Download USG OrgLife app (free)
- ✓ Login using your USG Credentials (SG# plus your password)
- ✓ Need help? Visit tinyurl.com/USGID

STEP 2
- ✓ Complete the Welcome Survey (required)
- ✓ Click on the hamburger menu next to "Shady Grove" on the upper
- ✓ Click on "Groups"

STEP 3
- ✓ Click on "Discover"
- ✓ Scroll down and check out all of the groups (click on any you like)
- ✓ Click on "Join" on the top right hand corner and access their discussions, events, and files

Start a New Student Organization

STEP 1
- ✓ Find 3 students to join (total of 4 students needed)
- ✓ Obtain an advisor
- ✓ Draft a name, description, and mission for your club

STEP 2
- ✓ Create a Gmail account with the club's name
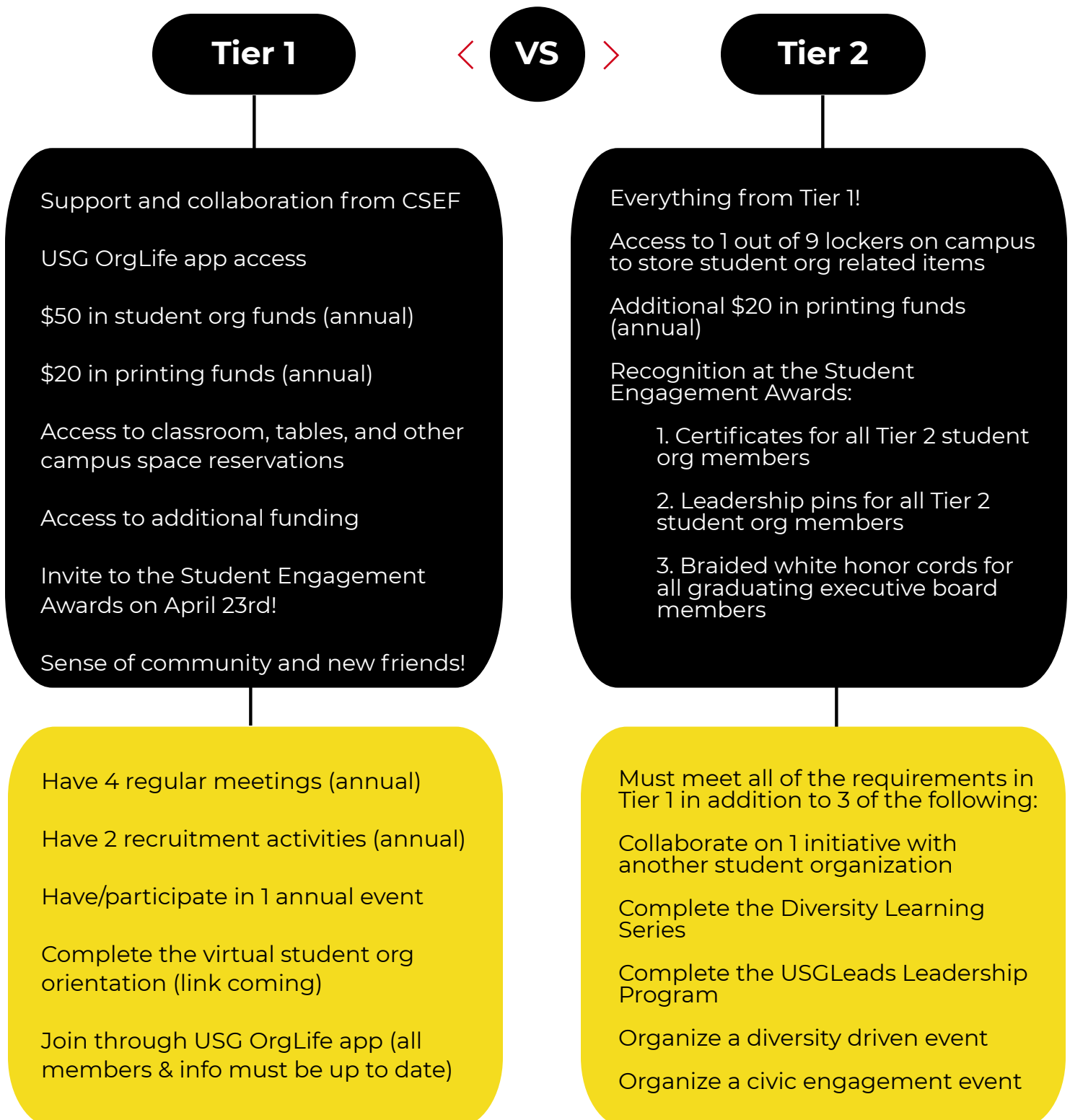- ✓ Send Gmail address & password to CSEF

STEP 3
- ✓ Follow Steps 1 & 2 from how to Join a Club, after "Groups"...
- ✓ Click on the plus sign (+) on the upper right hand corner
- ✓ Click "Next" and fill out the form in its entirety and click "Submit"
- ✓ CSEF staff will review, approve, contact you

Pro tip: *for more information on student organizations visit* *tinyurl.com/USGstudentorgs*

Benefits & Requirements

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

Tier 1 ‹ VS › ## Tier 2

Tier 1

Support and collaboration from CSEF

USG OrgLife app access

$50 in student org funds (annual)

$20 in printing funds (annual)

Access to classroom, tables, and other campus space reservations

Access to additional funding

Invite to the Student Engagement Awards on April 23rd!

Sense of community and new friends!

Tier 2

Everything from Tier 1!

Access to 1 out of 9 lockers on campus to store student org related items

Additional $20 in printing funds (annual)

Recognition at the Student Engagement Awards:

1. Certificates for all Tier 2 student org members

2. Leadership pins for all Tier 2 student org members

3. Braided white honor cords for all graduating executive board members

Tier 1 Requirements

Have 4 regular meetings (annual)

Have 2 recruitment activities (annual)

Have/participate in 1 annual event

Complete the virtual student org orientation (link coming)

Join through USG OrgLife app (all members & info must be up to date)

Tier 2 Requirements

Must meet all of the requirements in Tier 1 in addition to 3 of the following:

Collaborate on 1 initiative with another student organization

Complete the Diversity Learning Series

Complete the USGLeads Leadership Program

Organize a diversity driven event

Organize a civic engagement event

Forms

Located under "Resources" within the USG OrgLife app

Funds
Submit 5 business days in advance

Be specific in describing what the funds will be used for (ex. materials, meeting snacks, parking passes for speakers and guests, and prizes for events). Whenever possible please include the Amazon links (along with quantities and any other specifications) in this request. Please note we can't reimburse students for anything that is purchased with personal funds. You can also request additional funds from the Student Council (undergrad studens) and GSA (graduate students)

Catering/Food
Submit 5 business days in advance

When requesting food items please make sure to specify quantities and types of food. Roster of students must be turned into CSEF within a week after the event/meeting. Cancellations must be made at least 72 business hours in advance. Failure to cancel will result in full charge.

Campus Space
Submit 10 business days in advance

Registered student organizations have the opportunity to request campus space for meetings and events at no cost. These spaces include classrooms, tables, the Multipurpose Room (MPR), Auditorium, Game Room, Garden of Unity and Peace, Courtyard and Meeting Virtual Links. MPR requests must be submitted 15 business days in advance.

Fundraising
Submit 5 business days in advance

All fundraising activities must abide by federal, local and university codes. For any student organization considering food sales as part of their fundraising, please note that USG student org funds cannot be used to buy items or ingredients used in a fundraising event.

Marketing
Submit 10 business days in advance

Fill out the digital "Event Promotion" form by going **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 and CSEF social media.

Pro tip: *create a free account with **Canva.com** and create quick and attractive flyers!*

Advisor Role

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.

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 meeting notes and is kept abreast of upcoming events and meetings.

The advisor serves as an available resource to the organization members.

Advisors Must Commit To:

1 Be familiar with the organization's objectives, constitution and bylaws

2 Meet regularly with student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders

3 Be familiar with student org rules and procedures to assist leaders in their efforts to plan their events and meetings

4 Be able to help members explore alternatives as they plan activities and events, realizing that finaldecisions and organizational management is the responsibility of the members

5 Help leaders during periods of transition in an effort to maintain continuity

Contact Information

Any questions, thoughts and/or concerns regarding the information in this handbook or Student Clubs and Organizations, please contact the Center for Student Engagement and Financial Resources.

You can make an appointment with CSEF – all counselors are be able to answer general student org questions.