Student Organization Handbook

2019 - 2020

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

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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.

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.

Website: This information is also posted on the USG Student Organizations page: https://shadygrove.umd.edu/student-services/csef/student-organizations

Before You Get Started

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/Apps You Need to Know:
- **USG OrgLife:** You can download the app or use the desktop version - tinyurl.com/USGOrgLife-Desktop
- **Virtual EMS (VEMS):** https://schedule.sgrove.usmd.edu/VirtualEMS/
- **Posting Form (Advertise on campus):** (include link)
- **Digital Form (Advertise digitally):** www.tinyurl.com/USGeventpromos
- **Gmail:** https://www.google.com/

If you are a RETURNING organization: You will have to fill the 2019-2020 Re-enrollment Application within USG OrgLife by midnight on Oct. 14th, 2019.

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).

Once you have this information you will have to create a profile within USG OrgLife and submit for approval. To better understand this process someone in your executive board will also have to attend the Student Org Orientation (link).

USG OrgLife

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

What is it used for? The USG OrgLife App allows you to manage your organization's rosters, post events and information for your members, submit required forms to CSEF, communicate with student leaders, request funding, post photos, and more.

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.

Student Organization Registration

RETURNING STUDENT ORGANIZATION
1. Go to the USG OrgLife and log in using your USG credentials (the username and password you use when signing in the computers on campus)
2. Click on "Campus" and then "Re-enrollment application"

NEW STUDENT ORGANIZATION
1. Find other USG students that want be a part of the organization.
2. Find an advisor willing to help guide your group. CSEF can assist you if you do not have one in mind.
3. Draft your organization's mission statement.
4. Download the USG OrgLife App, click on "Campus" and then "Groups"
5. Click on the sign with 2 people and a plus sign at the top right corner of the screen.
6. Read the prompt and if you have everything that is required click "Next"
7. You will now be in the new student group application. You will have to add the name of your student org, a description, members, and advisor. Once you submit this application it will be sent for review.
8. Once your application is approved, your new student organization will appear in the "Groups" section of the app with the rest of the USG Student Orgs.

Minimum Student Organization Requirements

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

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, 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: community service, workshop, conference, or civic engagement event.

IV. Update Student Life Portal – All active members must be a part of USG OrgLife.

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 within USG OrgLife. 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, making copies and reserving rooms and tables.

Student Org Requests/Forms

To submit any student org related requests you must fill out a form found within the USG OrgLife app and desktop version. To access this form click "Campus" and then "Student Org Requests." Once this form in submitted you will get a confirmation email within 3 business days.

Campus Space Request:
Registered student organizations have the opportunity to request campus space outside of classrooms and tables. This spaces include the Multipurpose Room (MPR), Auditorium, Game Room, Garden of Unity and Peace, and Courtyard.

Requests should be made at least 10 business days in advance. However, please note that these spaces also get rented out to the outside community on a regular basis. To ensure availability we suggest submitting the request 1 month in advance if possible.

Catering Request:
All catering comes from Culinart on campus. Student organizations get discounts on certain foods - you can check out their menu here (add link). When requesting food items please make sure to specify quantities and types of food.

Requests should be made at least 5 business days in advance.

Funds Request:
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 note we can't reimburse students thus anything you buy on our own you will be responsible for. Be specific when listing items and describing what the funds will be used for (ex. materials, meeting snacks, parking passes for speakers and guests, and prizes for events). For any goods - please include the Amazon links (along with quantities and any other specifications) in this request.

Requests should be made at least 5 business days in advance.

Fundraising Request:
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. 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 note that student org funds cannot be used to buy items or ingredients used in a fundraising event.

Requests should be made at least 5 business days in advance.

Additional Funds Request:
The Student Council & Graduate Student Association (GSA) make additional funds available to student organizations whose events are meaningful, intentional, and benefit a large part of the USG community.

Requests should be made at least 10 business days in advance and the turnaround time for a decision is 3 business days.

Virtual EMS – Room and Campus Space Reservation System

Registered Student organizations have the benefit of being able to reserve classrooms and tables for campus for meetings, guest speakers, fundraising, recruitment, and other events and activities. Once registered, your organization will need to submit the group's g-mail log-in information to CSEF to gain access to the system.

You can sign in by going to https://schedule.sgrove.usmd.edu/VirtualEMS/

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.

Student Organization Funds

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 student org (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.

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.**

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.

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.

Tier System & Requirements

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, etc.

If you feel you are ready to move up a Tier make an appointment with Iris Schauerman to discuss the requirements and for you to make your case for the *meaningful* record of what your organization has accomplished.

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 Student Engagement Awards Ceremony on May 1, 2019. These pins are meant to distinguish outstanding service and leadership at USG.

Graduation Cords: Officers that achieve & maintain Tier 3 placement during the 2019-2020 academic year will be given white braided cords to keep as USG mementos from your time and accomplishments in your student organization. The cords will be given out at the Student Engagement Awards Ceremony on May 1, 2019.

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.

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.

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**
Meets **all of the minimum** activity requirements listed below: • Have 2 meetings per semester • Have 1 recruitment activity/event per semester (the Involvement Fair is a meaningful way to help fulfill this requirement). • Have or participate in 1 annual event. • Become a member and update the org's information on the USG OrgLife app. This includes updating all contact information, officer positions, and rosters. Posting events via the app is highly encouraged.	Meets **all of the minimum** activity requirements in **addition to at least 2** of the following: • Have 1 meeting per semester with a Coordinator to discuss how to advocate for the group, as well as to discuss collaboration among student organizations regarding how to have a larger impact on the USG community. • Have 2 events where the student organization collaborates with other student organizations. • Have 1 community outreach event at USG or elsewhere. • Have 1 diversity and culture event - student organization organizes an event that contributes to CSEF's commitment to diversity and culture.	Meets **all of the minimum** activity requirements in **addition to at least 4** of the following: • Have 1 meeting per semester with a Coordinator to discuss how to advocate for the group, as well as to discuss collaboration among student organizations regarding how to have a larger impact on the USG community. • Have 2 events where the student organization collaborates with other student organizations. • Have 1 community outreach event at USG or elsewhere. • Have 1 diversity and culture event - student organization organizes an event that contributes to CSEF's commitment to diversity and culture. • At least 1 board member must complete the Interculturalist Badge, Emerging Leadership Badge, or Expanding Leadership Badge.

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 USG OrgLife App, social media and face to face discussion at meetings or events.

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:

- Create an event on USG OrgLife – this will increase awareness and attendance
- 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.

Student Organization Code of 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.

Food Sales Policy

Food Sale activities must be approved through the Center for Student Engagement and Financial Resources in advance. When completing the Fundraising Request 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 5 business days 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 a 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.

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