

# Universities at Shady Grove Student Organization Handbook



**2019 - 2020**

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

This information is also posted on the USG Student Organizations page:  
<https://tinyurl.com/USG-StudentOrgs>

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## Introduction

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 pay close attention to the guidelines and policies in this handbook and visit CSEF for clarification, guidance, and advice at any time.

## Student Organizations Training Learning Outcomes

*All executive board students (anyone with a title other than “member”) participating in student organizations will be able to:*

1. Articulate the procedure/protocol to run a successful meeting.
2. State how leadership is transitioned in their organization.
3. Explain how their organization connects to CSEF’s mission.
4. Explain the value of budgeting, recording minutes, and archiving historical information pertaining to the student org.
5. Explain how to register an event in USG OrgLife.
6. List three ways to solicit participation.
7. Explain the function of the various student organization forms.
8. Name three strategies for resolving disagreement in a meeting.

## Tier System & Benefits

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.

<b>“Little Grover” Tier</b>	<b>“Grown Grover” Tier</b>
<b>\$50.00 per year</b>	<b>\$150.00 per year</b>
<p>Meets <b>all of the minimum</b> activity requirements listed below during the academic year.</p> <ul style="list-style-type: none"> <li>• Have 4 regular organization meetings.</li> <li>• Have 2 recruitment activities (the Involvement Fair is a meaningful way to help fulfill this requirement).</li> <li>• Have or participate in 1 annual event.</li> <li>• Attend an in-person or virtual student organization orientation (all members with a title are required to do this).</li> <li>• Become a member and update the student organization’s information on the USG OrgLife app. This includes updating all contact information, officer positions, rosters, and posting events via the app.</li> </ul>	<p>Meets <b>all of the lower tier</b> requirements in <b>addition to at least 3</b> of the following:</p> <ul style="list-style-type: none"> <li>• Have 1 event in collaboration with other student organizations.</li> <li>• Have 1 community outreach event at USG or elsewhere.</li> <li>• Organize an event that contributes to CSEF’s commitment to diversity and culture.</li> <li>• Have at least 1 member complete the Leadership &amp; Diversity Learning Series.</li> <li>• Have at least 1 member complete a USGLeads Leadership Program.</li> </ul>
<b>All Student Orgs - Benefits</b>	<b>Additional Benefits</b>
<ul style="list-style-type: none"> <li>• USG OrgLife Membership – access to central place for student org to conduct business and access to other student orgs for collaboration <ul style="list-style-type: none"> <li>○ You can download the app or use the desktop version - <a href="http://tinyurl.com/USGOrgLife-Desktop">tinyurl.com/USGOrgLife-Desktop</a></li> </ul> </li> <li>• \$50 initial funds to help the student org conduct business</li> <li>• \$20 printing funds - email your printing job to the <a href="mailto:sgcopies@umd.edu">Copy Center</a> at <a href="mailto:sgcopies@umd.edu">sgcopies@umd.edu</a> with details on what you need printed and by when you need it (include student org’s name).</li> <li>• Ability to reserve classrooms, tables, and other spaces on campus</li> <li>• Support &amp; collaboration from the Center for Student Engagement &amp; Financial Resources</li> <li>• Access to additional funding</li> </ul>	<ul style="list-style-type: none"> <li>• Access to 1 of the 9 lockers (first come, first served).</li> <li>• Additional \$20 printing funds = \$40 total</li> <li>• Recognized at the Student Engagement Awards Ceremony on May 1<sup>st</sup>, 2019 <ul style="list-style-type: none"> <li>○ Braided white cords (graduating executive members)</li> <li>○ “Grown Grover” Tier Certificates (all members)</li> <li>○ Leadership Pins (all members)</li> </ul> </li> </ul>

# Student Organization Registration

**DEADLINE** – October 14<sup>th</sup>, 2019 by midnight (Re-enrollment & New Student Org Application)

## USG OrgLife Visuals

Click here to check out all groups AND register a new student organization

Click here to fill out all forms (fund requests, catering, space, etc.)

Click here to re-enroll for 2019-2020 academic year

Click here to register a new student organization. Then, you see the instructions → click “Next” and create the group

**Instructions:**

In order to become an official student organization on campus you must submit an application through USG OrgLife. We will be accepting applications for the 2019-2020 academic year through 10/14/2019.

Before filling out the application please complete the following:

- Create an official name for your organization
- Create a gmail account (name of organization must be within the email address)
  - You will also need to provide the password to this email. This will be used to create your organization a VEMS account (the places where you reserve rooms/tables on campus)
- Create a purpose statement
- Find 3 other students who want to be a part of the student organization
- Find an advisor (name and email must be provided)

## RETURNING STUDENT ORGANIZATION

1. Go to the USG OrgLife app or desktop version 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.”
3. Submit Re-enrollment Application.

\*\*\*Retrieve your VEMS account login from CSEF if you don’t have this information.

## NEW STUDENT ORGANIZATION

1. Find at least 3 other students at USG that want to 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. 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.
5. Provide CSEF with this information as soon as you create the email to have your Virtual EMS (VEMS) account created.
6. Download the USG OrgLife App and make sure all other interested parties have also joined.
7. Complete your profile and welcome survey (this is a one-time requirement).
8. Click on “Campus” → ”Groups” → sign with 2 people and a plus sign at the top right corner of the screen.
9. Read the prompt and if you have everything that is required click “Next.”
10. 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.
11. 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.

## USG OrgLife Fund Requests/Forms

To submit any of the following 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 is submitted you will get a confirmation email within 3 business days.

### Campus Space Request:

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, and Courtyard.

**\*\*\*Requests should be made at least 10 business days in advance.**

If you just need a table or classroom you can request the space through the [Virtual EMS system](#) (you will need your EMS login information – if you don’t know it contact CSEF).

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

**\*\*\*Cancellation requests for classroom and small event reservations must be made 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, the cancellation request must be made **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.

### Catering Request:

All catering comes from Culinary on campus. Student organizations get discounts on certain foods - you can check out their [discounted menu here](#). 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.

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

**\*\*\*Cancellation requests must be made at least 72 hours before the event.** Failure to do so will result in a charge for the whole catering order.

### Funds Request:

All registered student organizations are provided with funds according to their current tier placement. These funds can be used to support your events and meetings. Please note we can’t reimburse students for anything that is purchased with personal funds. Be specific when requesting items and describe 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.

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

### Fundraising Request:

We encourage organizations to fundraise to increase their available funding. However, fundraising on campus can be complicated due to ongoing vendor contracts and must be approved in advance. Any funds deposited in an official USG account are subject to University System of Maryland guidelines. All fundraising activities must abide by federal, local and university codes. The Center for Student Engagement and Financial Resources has the authority to refuse approval of fundraising activities. 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. \*See policy in glossary

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

### Additional Funds Request:

The Student Council & Graduate Student Association (GSA) have a limited pool of funds to award 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.**

## Student Organization Funds

We expect student organizations to use provided student organization 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.

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. **All funds received through the Center for Student Engagement and Financial Resources expire on May 30th of each year.**

### 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. 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.

- **Digital Form (Advertise digitally):** [www.tinyurl.com/USGeventpromos](http://www.tinyurl.com/USGeventpromos)

**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](http://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 @usgstudentlife social media. Requests must be submitted at least 10 business days before the event.
- Fill out the “**Posting Request**” form by visiting 1100 in Building III.
  - This will allow you to post your flyers (you must provide copies) at the USG campus, promote your event through the lobby information board, sandwich boards, and the SAS flyer rack.

### Student Org Supplies

There is a variety of supplies that student organizations can borrow or use. These items include but are not limited to trifolds, poster boards, scissors, glue, paint, markers, tape, decorations, and button making machine. In order to sign out any materials a student will need to fill out a form at CSEF's front desk and return the items (if re-usable) within 3 business days.

### Communication

The importance of the officers' role to communicate with student org members and CSEF coordinator cannot be overemphasized. 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, social media and face to face discussion at meetings or events. USG OrgLife is given preference as a mode of communication as all students can communicate through the discussion board within each group. General questions should be placed in USG OrgLife's Dashboard, “Student Org Q&A.” All questions will be answered within 48 business hours (weekends not included).

## Student Organization Conduct

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

### 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.

### Q&A:

#### Should I join USG OrgLife?

- Yes, this will ensure that you receive the most up-to-date information and will help us with having accurate data.

#### What should I do if my student organization no longer has active members?

- You can make announcements in your classroom, talk to the CSEF student organizations coordinator, and advertise through the USG OrgLife portal.

#### If I am leaving USG, do I have to notify anyone in CSEF?

- Yes, please let us know if you are leaving. We can also assist in locating a new advisor for your student organization.

#### Are there any awards/recognition opportunities for my student organization?

- Yes, each spring we hold the Student Engagement Awards Ceremony to recognize the activities and accomplishments of our student organizations members and advisors.

### Contact Information

If you have any questions, thoughts 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 at [tinyurl.com/csef-appointments](http://tinyurl.com/csef-appointments) – all counselors are able to answer general student org questions.

# Glossary

## 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 CSEF 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.



## Glossary

### Minimum Yearly Requirements

#### **I. Regular organization meetings** - At least four (4)

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 (2)

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)

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. Attend an in-person or virtual student organization orientation** – At least one (1)

These orientations will run each semester and the specific dates/times can be found in the USG OrgLife calendar. The virtual orientation will also be accessible through the USG OrgLife portal under "Campus."

#### **V. 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.

<https://slideplayer.com/slide/3144753/>

<https://fusa.edu.au/startclub/>