

THE UNIVERSITIES AT SHADY GROVE

STUDENT ORGANIZATION HANDBOOK

Stay involved with fellow students or create your own club with similar interests!

Table of Contents

- 01 How To...
 - 02 Enrollment Form
 - 03 Benefits and Requirements
 - 04 Advanced Status
- **05 Forms**
- 06 Advisor Role

HOW TO...



Center for Student Engagement and Financial Resources

START AN ORG



- Find 3 students to join (a total of at least 4 students is needed)
 - The initial 4 students will be officers of the org
- · Obtain an advisor
 - Faculty and/or staff member located at USG campus
- · Draft a name, mission and organization goals



- Create a new org Gmail account (not a personal account)
- Include org Gmail and password in the Student Organization Enrollment Form



- Complete all 8 sections of the Student Organization Enrollment Form
 - A CSEF team member will respond within 2-3 business days with a confirmation and your Student Organization Information Sheet

JOIN AN ORG



- Contact the student organization directly
 - For inquiries, contact both Org and Advisor emails on the USG Org List: <u>tinyurl.com/USGOrgList</u>

NEED HELP?



- Contact CSEF for any questions and/or assistance
 - <u>usg-studentlife@umd.edu</u>

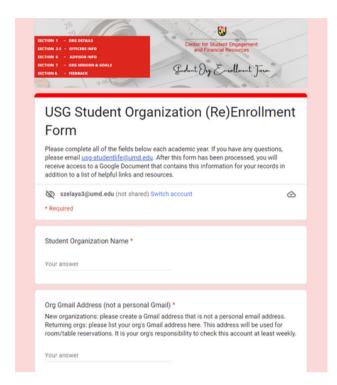


- For more information on student organizations visit
 - tinyurl.com/USGstudentorgs



STUDENT ORGANIZATION ENROLLMENT FORM



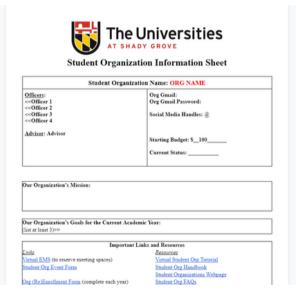




Complete Student Organization Enrollment Form Annually to...

- Register a new student organization
- Re-enroll an existing student organization

Click to access Student
Organization Enrollment Form



NOTE: Student Org Info Sheet is a useful guide for org officers to locate useful links and resources.



A CSEF Coordinator will approve and reach out to organization officers and advisor via email with a completed

Student Organization Information Sheet in 2-3 business days.

Student Organization Information Sheet contains:

- List of 4 officers and 1 advisor
- Org email address & password
- Social media handles (if applicable)
- Starting budget (resets every academic year)
- Org mission & goals
- Important Links & Resources



BENEFITS & REQUIREMENTS PER ACADEMIC YEAR

Benefits of Active Student Organizations

- CSEF support and collaboration, including borrowing supplies
- \$100 budget (annual: July 1-June 15)
- Access to classrooms, tables, and other campus service reservations (no cost!)
- Student Engagement Awards invitations for all members
- · Lockers available to borrow on a first-come, first-serve basis
- · Strengthen your Teamwork, Leadership & Collaboration skills

Minimum Expectations

- The Student Org (Re)Enrollment Form must be completed each academic year
 - Organizations are unable to use their budget, participate in Involvement Fairs, or borrow supplies unless they have (re)enrolled
- Have 4 club meetings
- Participate in 2 recruitment activities (typically USGFEST and the SpringInvolvement Fair)
- At least 3 officers and preferably their advisor must complete the Student Org
 Orientation online module
- Maintain a roster of club members
- Check your organization's Gmail account regularly



ADVANCED STATUS

In order for active members to receive special recognition at the Student Engagement Awards, which may include certificates, pins, cords, or other accolades, the following items must be completed by April 15 each year and submitted via the Advanced Status form. An org event planned for April 16-June 30 may be counted with permission from TLC staff.

Requirements:

-All of the requirements listed under Minimum Expectations on page 3 (we will check!), plus:

Host or participate in events/initiatives that demonstrate <u>at least two</u> of the career competencies listed below:

- <u>Teamwork & Collaboration</u>: collaborating with another student org
- <u>Critical Thinking & Problem Solving:</u> identifying a cause/issue and working towards a resolution. Examples: disability acceptance, climate change, mental health, etc.
- Oral & Written Communication: an event or initiative that requires public speaking or a written proposal. Examples: panel discussions (where at least one member was on the panel), documents in support of social justice, etc.
- <u>Equity & Inclusion</u>: an event/initiative that supports diversity, equity, inclusion on our campus or in the community
- <u>Personal Well-Being:</u> a social event that builds a sense of community and/or belonging among USG students
- Another career competency not listed here:
 Digital Technology, Career Development,
 Professionalism, and Work Ethic

(note: a single event can count for two competencies; but the descriptions must describe how each competency was met separately) Achieve <u>at least one</u> of the following leadership opportunities:

- At least one officer must complete the <u>USGLeads</u> <u>Emerging Leadership</u> <u>Program</u> (does not need to be during the current academic year)
- At least one officer has a <u>leadership</u> role in an outside organization, such as youth group, employment, etc.



FORMS



Links for the following forms will be included on the Student Org Information Sheet under Important Links & Resources

Student Org Event Form

- · Complete the Student Org Event Form for any of the following:
 - Share event details
 - Request Supplies
 - Request Catering
 - Request Technology and/or Equipment
 - Request Funds
 - Request Fundraising

Visit tinyurl.com/OrgEventForm

Note: Event Form must be submitted at least 5 business days prior to event date.

Event Promotion Form

- Fill out the digital <u>Event Promotion Form</u>
 - Visit tinyurl.com/USGeventpromos
 - Allows you to post your events on the USG Weekly E-Newsletter, digital screens on campus, and on USG & CSEF social media.
 - Must submit 10 days prior to event date

Pro tip: create a free account with <u>Canva.com</u> and create quick and attractive promotional 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.





Center for Student Engagement and Financial Resources

Advisors Must Commit To:

- Being familiar with the organization's objectives, mission, and goals.
- Meeting regularly with leaders to give them support and encourage them to accept their responsibilities, meet their goals and develop as leaders.
- Recognizing student org rules and procedures to assist leaders in their efforts to plan their events and meetings.
- Being 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.
- Helping leaders during periods of transition in an effort ro 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 able to answer general student org questions.
- To make an appointment with CSEF, visit <u>csef.timetap.com</u>

