



**THE UNIVERSITIES AT  
SHADY GROVE**

# **STUDENT ORGANIZATION HANDBOOK**

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



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# HOW TO...



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## START AN ORG

STEP  
1

- 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

STEP  
2

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

STEP  
3

- 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: [tinyurl.com/USGOrgList](http://tinyurl.com/USGOrgList)

## NEED HELP?



- Contact CSEF for any questions and/or assistance
  - [usg-studentlife@umd.edu](mailto:usg-studentlife@umd.edu)



- For more information on student organizations visit
  - [tinyurl.com/USGstudentorgs](http://tinyurl.com/USGstudentorgs)

# STUDENT ORGANIZATION ENROLLMENT FORM



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SECTION 1 - ORG DETAILS  
SECTION 2-5 - OFFICERS INFO  
SECTION 6 - ADVISOR INFO  
SECTION 7 - ORG MISSION & GOALS  
SECTION 8 - FEEDBACK

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Student Org Enrollment Form

### USG Student Organization (Re)Enrollment Form

Please complete all of the fields below each academic year. If you have any questions, please email [usg-studentlife@umd.edu](mailto:usg-studentlife@umd.edu). After this form has been processed, you will receive access to a Google Document that contains this information for your records in addition to a list of helpful links and resources.

[szelaya3@umd.edu](mailto:szelaya3@umd.edu) (not shared) [Switch account](#)

\* Required

Student Organization Name \*

Your answer

Org Gmail Address (not a personal Gmail) \*

New organizations: please create a Gmail address that is not a personal email address. Returning orgs: please list your org's Gmail address here. This address will be used for room/table reservations. It is your org's responsibility to check this account at least weekly.

Your answer

## STEP 1

### 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](#)



### Student Organization Information Sheet

Student Organization Name: <b>ORG NAME</b>	
<b>Officers:</b> <<Officer 1 <<Officer 2 <<Officer 3 <<Officer 4	<b>Org Gmail:</b> Org Gmail Password: <b>Social Media Handles:</b> @
<b>Advisor:</b> Advisor	<b>Starting Budget:</b> \$ _____ <b>Current Status:</b> _____
<b>Our Organization's Mission:</b>	
<b>Our Organization's Goals for the Current Academic Year:</b> (list at least 3)>>	
<b>Important Links and Resources</b>	
<b>Links:</b> <a href="#">Virtual EMS</a> (to reserve meeting spaces) <a href="#">Student Org Event Form</a> <a href="#">Org (Re)Enrollment Form</a> (complete each year)	<b>Resources:</b> <a href="#">Virtual Student Org Tutorial</a> <a href="#">Student Org Handbook</a> <a href="#">Student Organizations Webpage</a> <a href="#">Student Org FAQs</a>

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

## STEP 2

### 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

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- 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

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## Minimum Expectations

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- 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 Spring Involvement 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 at least two of the career competencies listed below:

- **Teamwork & Collaboration:** collaborating with another student org
- **Critical Thinking & Problem Solving:** 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.
- **Equity & Inclusion:** an event/initiative that supports diversity, equity, inclusion on our campus or in the community
- **Personal Well-Being:** 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 at least one of the following leadership opportunities:

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

# FORMS



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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](https://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 Event Promotion Form
  - Visit [tinyurl.com/USGeventpromos](https://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 [Canva.com](https://www.canva.com) and create quick and attractive promotional flyers!





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# 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:

- 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 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 able to answer general student org questions.
- To make an appointment with CSEF, visit [csef.timetap.com](http://csef.timetap.com)



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