

HOW TO....



START AN ORG



- Find 3 students to join (total of 4 students 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, describe a mission and organization goals



Create a Gmail account with the org's name

 Include org Gmail and password in the Student Organization Enrollment Form



 Complete all 8 sections of the Student Organization Enrollment Form and 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
 - USG Org List: tinyurl.com/USGOrgList

NEED HELP?



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

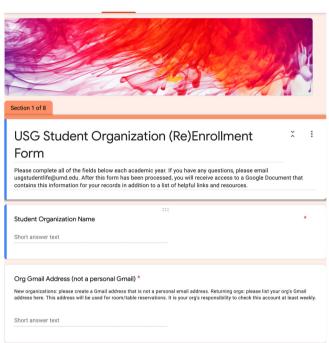


- For more information on student organizations visit
 - tinyurl.com/USGstudentorgs



STUDENT ORGANIZATION ENROLLMENT FORM





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Complete Student Organization Enrollment Form Annually to...

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

<u>Click to Access</u> <u>Student Organization Enrollment Form</u>



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)
- Tier level (one or two)
- Org mission and goals
- Important Links and Resources



Student Organization Information Sheet

Student Organization Name: ORG NAME	
Officers:	Org Gmail: Org Email Address Org Gmail Password: Org Email Password
Officer 2	Org Gmail Password: Org Email Password
Officer 3	Social Media Handles: @
Officer 4	Starting Budget: \$
Advisor: Advisor	Current Tier:
our Organization's Mission:	
Our Organization's Goals for the Current Academ	aic Year:
2)	
)	
Important L	inks and Resources
inks	Resources
Virtual EMS (to reserve meeting spaces)	Virtual Student Org Tutorial
Student Org Event Form	Student Org Handbook
Supply Request Form	Student Organizations Webpage
Org (Re)Enrollment Form (complete each year)	Student Org FAOs
Fier 2 Verification Form	"How To" Videos
Student Org Catering Menu	Locker Rental Request (Tier 2 only)
able Map	USG Event Promotion Form
	Email a CSEF Coordinator
Schedule an appointment with CSEF	
Schedule an appointment with CSEF To	Do List
chedule an appointment with CSEF To Renew this org for the current academic year (not	Do List needed for brand new orgs)
Schedule an appointment with CSEF To	Do List needed for brand new orgs) al Student Org Tutorial

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



BENEFITS & REQUIREMENTS

Funding for USG student organizations are based on a tier system. Allotted funds are for the entire academic year and student orgs are required to keep track of their budget. Organizations may move tiers based on the completion of required and additional activities and active membership.



TIER 2

TIER 1

- Support and collaboration from CSEF
- \$50 in student org funds (annual)
- Access to classroom, tables, and other campus space reservations
- Invite to the Student Engagement Awards in the Spring semester!
- Sense of community and new friends!
- Have 4 regular meetings (annual)
- Have 2 recruitment activities (annual)
- Have/participate in 1 annual event
- Officers and advisors complete the virtual student org orientation: <u>tinyurl.com/StudentOrgs-Orientation</u>
- Complete <u>Student Enrollment Form</u>
 - All members & info must be up to date

Pro tip: for more information on leadership opportunities visit <u>tinyurl.com/USGLeadership</u>

- Everything from Tier 1!
- \$150 in student org funds (annual)
- Access to 1 out of 9 lockers on campus to store student org related items
- Recognition at the Student Engagement Awards:
 - Certificates for all Tier 2 student org members
 - Leadership pins for graduating Tier2 student org members
 - Braided white honor cords for all graduating executive board members
- Must meet all of the requirements in Tier
 1 in addition to 3 of the following:
- Collaborate on 1 initiative with another student organization
- Organize a community service event
- Organize a diversity themed event or educational program
- Organize a civic engagement themed event or educational program
- Have 2 officers complete a USGLeads Leadership Program



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 <u>Student Org Event Form</u> 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.

Supplies Request

Form

- Complete <u>Supplies Request Form</u> for general supply requests needed for org meetings and/or gatherings.
 - Student Org Event Form should be filled out for supplies related to events.

Visit <u>tinyurl.com/RequestSupplies22</u>

Event Promotion Form

- Fill out the digital **Event Promotion Form**
 - Visit <u>tinyurl.com/USGeventpromos</u>
 - Allows you to post your event on the USG Weekly E-Newsletter, digital screens on campus, and on USG and 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 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, mission and goals.
- Meet regularly with leaders to give them support and encourage them to accept their responsibilities, meet their goals 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 final decisions 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.

To make an appointment with CSEF visit <u>csef.timetap.com</u>

