



Center for Student Engagement
and Financial Resources

Student Organization Handbook

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HOW TO....

START AN ORG

STEP 1

- 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



STEP 2

- Create a Gmail account with the org's name
- Include org Gmail and password in the Student Organization Enrollment Form



STEP 3

- 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

1 STEP

- 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

Section 1 of 8

USG Student Organization (Re)Enrollment Form

Please complete all of the fields below each academic year. If you have any questions, please email usgstudentlife@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.

Student Organization Name

Short answer text

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.

Short answer text

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](#)

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)
- 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 |
| Officer 1 | Org Gmail Password: Org Email Password |
| Officer 2 | Social Media Handles: @..... |
| Officer 3 | Starting Budget: \$ _____ |
| Officer 4 | Current Tier: _____ |
| Advisor: Advisor | |

Our Organization's Mission:

Our Organization's Goals for the Current Academic Year:

| Links | Resources |
|--------------------------------------------------------------|-----------------------------------------------------|
| Virtual EMS (to reserve meeting spaces) | Virtual Student Org Tutorial |
| Student Org Event Form | Student Org Handbook |
| Sample Request Form | Student Organizations Webpage |
| Org (Re)Enrollment Form (complete each year) | Student Org FAQs |
| Tier 2 Verification Form | "How To" Videos |
| Student Org Catering Menu | Locker Rental Request (Tier 2 only) |
| Table Map | USG Event Promotion Form |
| Schedule an appointment with CSEF | Email a CSEF Coordinator |

| To Do List |
|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Renew this org for the current academic year (not needed for brand new orgs) |
| <input type="checkbox"/> All officers plus the advisor to complete the Virtual Student Org Tutorial |
| <input type="checkbox"/> Register a table at the fall/spring involvement fairs (when applicable) |

Last Updated: (semester, year)

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

BENEFITS & REQUIREMENTS



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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!

- 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 Tier 2 student org members
 - Braided white honor cords for all graduating executive board members

- 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:
tinyurl.com/StudentOrgs-Orientation
- Complete Student Enrollment Form
 - All members & info must be up to date

- 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

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

FORMS



Center for Student Engagement
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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

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

Supplies Request Form

- Complete [Supplies Request Form](#) 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 tinyurl.com/RequestSupplies22

Event Promotion Form

- Fill out the digital [Event Promotion Form](#)
 - Visit tinyurl.com/USGeventpromos
 - 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 [Canva.com](#) and create quick and attractive flyers!

Advisor Role



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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.
2. 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 able to answer general student org questions.

To make an appointment with CSEF visit csef.timetap.com



The Universities
AT SHADY GROVE

**Center for Student Engagement
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Clifford and Camille Kendall Academic Center
9636 Gudelsky Drive, Suite 1100
shadygrove@umd.edu
301-738-6023