ANNUAL REQUIREMENTS FOR MANAGING A
STUDENT ORGANIZATION

Student Organizations provide a rich opportunity for student involvement that promotes leadership, service, teamwork, communication, problem-solving, cultural diversity, civility, inter-professionalism, accountability, and knowledge.

Staff in the Office of Student Affairs (OSA) serve as the primary liaisons for all student organizations. The OSA works to promote student leadership, learning, development, and assistances in building supportive and inclusive communities within the SOD and UMB.

The student group's faculty advisor(s) provide day-to-day guidance to the organization and its leaders.

Requirements for Starting & Maintaining Student Organizations:

1. Representation at the SOD's annual Club Fair or notify OSA if unable to attend.
2. Complete the Organization Information Sheet, annually to OSA
3. Complete Student Organization Orientation and Resources Session, annually
4. Mission Statement
5. Elected Officers – Executive Board
6. Ensure there is a minimum of five (5) student members
7. Faculty Advisor – **Must be a regular full time faculty member**.
   Be sure the faculty advisor is aware of the expectations for serving as advisors.
   Per SOD Policy: student organizations reserving a room after 5:00 pm require the faculty advisor or their designee (another faculty member) **must** be present during the entire meeting and DRES@umaryland.edu must receive email confirmation from that faculty member that they will be in attendance. **No reservations will be made until that confirmation is received.**
8. Email address – Personal and/or school emails are not acceptable
9. Hold at least one (1) annual board meeting

10. Share any social media handles, website addresses, etc. – Ensure all accounts are up to date and follow the [University and SOD requirements](#)
11. All [fundraisers](#) must follow the UMSOD protocols
12. Notify OSA of any awards or special recognition the organization or its individual member(s) have received in connection with the organization
13. Provide OSA a list of any external affiliations

Please note OSA does not provide funding for student groups. Student groups earn monies through fundraising efforts and membership dues.

Student Organization Information

1. Name of Student Organization:

2. Please Select One:

   Plan to Continue   Plan to Disband

3. Mission Statement:

4. Executive Board (Full Name & Position Held):

5. Faculty Advisor & Email:

6. Organization Email:

7. Organization Social Media Handle(s):

8. Organization Website, if applicable:

9. Awards Earned or Special Recognition:

10. External Affiliations:

11. List of Student Members: