



ANNUAL REQUIREMENTS FOR MANAGING A UMSOD STUDENT GROUP

Student groups offer valuable opportunities for engagement that foster service, community building, leadership, effective communication, problem-solving, professionalism, accountability, and interdisciplinary collaboration.

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, and development, and assists in building supportive and inclusive communities within the School of Dentistry (SOD) and University of Maryland, Baltimore (UMB).

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

Requirements for Starting & Maintaining Student Groups:

1. Students interested in starting a new student group should complete the [New Student Group Request](#) form.
 - a. Submit the form by August 10, prior to the first day of classes for all students (mid-August).
 - b. New student organizations are ideally established at the beginning of the academic year to allow interested students to join during the Annual Clubs Fair. Groups seeking to form after the Clubs Fair should contact the Office of Student Affairs (OSA) for further guidance.
 - c. Follow all OSA and UMB policies and procedures for maintaining a student group.
2. OSA leadership reviews all requests and follows up with the proposed student group to confirm its official establishment. Representation at the OSA's annual Clubs Fair is required.
3. Complete the Student Group Information Sheet & Club Fair Registration Form (one form) annually.
4. Student group leaders are expected to attend required trainings hosted by OSA during the academic year and Executive Board attendance is required for leadership and transition meetings.
5. Student groups must have the following:
 - a. Mission Statement

- b. Elected Officers – Executive Board (Eboard)
 - i. Eboard members must not be on probation and must be in good behavioral and academic standing.
 - c. It is suggested that UMSOD Student Clubs maintain a minimum of 10 student members to foster sustainability in future years and accessibility to SOD student body.
 - d. It is also suggested to host a minimum of two (2) Eboard meetings a semester.
 - e. Maintain a UMSOD Student Club email address (typically this is a Gmail account; e.g. UMSODHealthcareenthusiasts@gmail.com) and provide access to all Executive Board Members to regularly check the email.
 - i. Personal and/or school emails are not as effective for managing student group communication.
 - ii. The Student Group email will be the main source of communication with OSA.
 - f. Faculty Advisor
 - i. Must be a regular full-time SOD faculty member.
 - ii. Per Academic Affairs policy, student groups reserving a room after 5:00 pm require the faculty advisor or their designee (another faculty member) to be present during the entire meeting. See OAA [Room Reservations Policies and Procedures](#) for details.
6. All social media handles, website addresses, etc. accounts must be current and follow the [Social Media Best Practices - Communications and Public Affairs](#).

****Please note OSA does not provide funding for student groups. Student groups raise funds through fundraising efforts and membership dues.***

If you have any questions, please contact us at saffairs@umaryland.edu or stop by the Office of Student Affairs in Suite 6207.