



## 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 groups. 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.

### **The following are annual requirements for all student groups:**

1. Student Organization **must** register their club/organization information on [UMBengaged](#)
2. Fundraising/Social/Community Service Chair and/or President **must** attend an annual training workshop hosted by OSA **and** must participate in any required UMB Student Affairs student leader trainings
3. A representative from the student organization **must** be present at the annual ClubsFair for the organization to remain active
  - a. Prior to the Club Fair, student organizations need to:
    - i. contact the OSA about your intent to continue the group, or plans to disband
    - ii. ensure the group has a minimum of five student members
    - iii. ensure the group holds at least one annual meeting
    - iv. as needed, revise the mission of the organization
    - v. if your organization creates a website or social media accounts, please share that information with OSA and ensure the website is up-to-date and follows any and all university and school requirements:  
<https://www.umaryland.edu/cpa/toolbox/website-manual/plan/>
    - vi. Notify OSA of any awards or special recognition the club/organization or its individual member(s) have received in connection with the club/organization