

# YOU SAY GOODBYE, WE SAY HELLO!

An officer transition  
guide for your  
student organization



STUDENT LIFE  
*Try Something New*



For any questions regarding  
Student Orgs please contact  
Sara Leidner: [sleidner@umbc.edu](mailto:sleidner@umbc.edu)

## KNOW THE RULES

Visit this link:

<http://osl.umbc.edu/orgs/resources/>

## ACCOUNTS & CODES

### SHARE THESE WITH NEW OFFICERS:

- Copier Code (each org gets 1,000 photo free copies for the year)
- Mailbox number
- Cabinet number & combination
- Chartstring number
- r25 space reservation user name & password
- Social Media Passwords
- Website Login
- Admin access to the myUMBC group page
- Email account passwords
- Join the Student Org myUMBC group page:  
<http://my.umbc.edu/groups/umbcstudentorgs>

## PEOPLE TO KNOW

- **SARA LEIDNER** (student org support)
- **JACKIE ALIOTTA** (events and space reservation)
- **SHAWNY WHITE** (finances and chartstring)
- **SGA TREASURER** (student government/finance board requests)
- **SGA VICE PRESIDENT FOR STUDENT ORGANIZATIONS**
- **YOUR FACULTY/STAFF ADVISOR** (schedule a new officer and advisor meeting to discuss how the advisor will work with the organization in the future)
- **STUDENT LIFE STAFF MEMBERS**  
(<http://osl.umbc.edu/about/staff/>)
- **COMMONVISION DESIGNERS**  
(promotions/flyers/posters)

## PAPERWORK TO HAVE

- Student organization constitution (an updated copy can be found on your organization contact page: <http://osl.umbc.edu/orgs/list/>)
- Allocation Request Form (found in SGA office Commons 2B20),
- Financial records (funds in your student organization account/what was purchased this past year)
- RESGAF form (Request for Expenditure of SGA Funds)
- Up-to-date member list with contact information

# UPCOMING OPPORTUNITIES TO CHECK OUT

## • INVOLVEMENT FEST

Tabling fair to get new members & occurs in early Sept. and early Feb. Presidents are emailed in advanced to register.

## • LEADINGORGS

LeadingOrgs, a 1 day officer retreat will be on end of Sept. Registration will take place in early September.

## • STRIVE LEADERSHIP RETREAT & LEADERSHAPE INSTITUTE

A week long leadership that takes places in Jan. and May

## • TREASURER TRAINING

To apply for SGA funding, all treasurers must attend treasurer training. Training is offered in the beginning of each semester. Emails will go out to all officers onces these dates are set

## • CELEBRATINGORGS

An end of the year celebration focusing on campus involmnet and takes place in May

## • FOUNDATIONS OF LEADERSHIP DEVELOPMENT (PYSC 216/ EDUC 216)

## • CIVIC AGENCY AND SOCIAL ENTREPRENEURSHIP (POLI 205/AMST 205/ SOC 205)

# THINGS TO SHARE

- Requesting funds from the finance board
- Getting a banner/posters on main/market street
- Financial status of your organization
- Which events worked and which didn't
- Reserving space for an event/meeting  
<http://www.umbc.edu/thecommons/epcs/>
- Fundraising ideas
- Getting money for t-shirts (from the SGA t-shirt fund)
- Allocation Request Forms that were submitted to the SGA Finance Board in prior years
- Running effective meetings for your organization
- Relevant emails
- Renewing your organization status online  
All organizations must renew every spring (by May 15th) by completing this online form:  
<http://osl.umbc.edu/orgs/reup>
- Sharing your knowledge about what makes an organization, including:

- Constitution and by-laws
- Job descriptions
- Organization goals and objectives
- Status of ongoing projects and programs
- Previous minutes and reports
- Calendar highlighting upcoming dates, deadlines, and events