Welcome

Welcome to the Office of Student Activities and Community Service! The Student Clubs and Organization Handbook was created to help our students:

* Start a club
* Plan events
* Budget the funds allocated for events
* Promote events to the campus community
* Learn what is available to them
* Work together on hosting events thereby building community
* Work toward becoming better leaders.

# SAE Mission Statement:

Our mission in SAE is to work collaboratively with students, faculty and staff to promote programs and opportunities for students to not only have fun on campus, but to develop interpersonal, organizational, leadership and citizenship skills. We encourage students to explore their own skills, interests and values and to learn to respect the values and beliefs of others. We hope our students will become proponents of positive social change in their present and future communities.

**The office engages students and encourages these skills and personal growth in the following ways:**

* Provides support to student organizations from group advising to workshops and retreats.
* Facilitates involvement in the surrounding community through projects and service opportunities. Some of the programs include Habitat for Humanity, After School Tutoring, blood drives, food drives, and fund raising projects for charity.
* Provides a social and recreational outlet by creating and sustaining programming spaces and supporting the activities held there.
* Challenges students to explore new perspectives and experiences.

# The Staff

**All members of our staff may be reached by calling 540 654-1061 or e-mailing SAE@umw.edu.**

**Interim Director of Student Activities and Community Service**

 Steven Thomas sthomas2@umw.edu

**Director of Service**

 Christina Eggenberger ceggenbe@umw.edu

**Office Manager/Financial Technician**

 Rebecca Bezdan rbezdan@umw.edu

**Program Support Technician**

 Cheryl Page cpage@umw.edu

The staff in SAE are here to help your organization with:

* The daily questions that arise when leading a group
* Ice breakers
* Planning and scheduling activities
* Formulating a budget
* Leadership development
* Community volunteer opportunities
* Contracting entertainment
* Obtaining an account with the University
* Completing the forms required to conduct business
* Van certification and reservations
* Room reservations
* And much, much more!

# Recognized and Non-Recognized Student Organizations

While this Handbook is designed to answer questions for any student, many of the policies and privileges outlined pertain only to officially recognized student organizations. A recognized student organization is one that complies with the University’s nondiscrimination policy and has been officially recognized by the Board of Visitors (BOV), Student Government Association (SGA), Inter‐Club Association (ICA), or a University office such as SAE. Non‐recognized groups may reserve space on campus, though they will receive lowest priority in making reservations. They are not eligible to utilize those resources designated for recognized student organizations (i.e., apply for funds from the Finance Committee or utilize the equipment and supplies purchased by SAE and ICA for recognized clubs). Non‐recognized student groups are required to submit an Annual Club Registration Form to the Office of Student Activities and Community Services (SAE) in order to maintain their recognized status, and so they can be kept informed of University events, changes in policies and procedures, and available resources. The Club Registration Form can be downloaded here: [http://www.umw.edu/SAE/forms/default.php](http://www.umw.edu/osacs/forms/default.php).

# Statement of Non-Discrimination

At the University of Mary Washington the principles of equal opportunity and affirmative action are practiced.  The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sex, age, or sexual orientation in recruiting, admitting, or enrolling students or hiring and promot­ing faculty and staff members.  The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting mem­bers.  Complaints of discrimination should be directed to the AAEEO Officer of the University. *Updated June 20, 2010*

# Important Dates

**August**

**23**: (First Day of Classes) Meet the Leaders BBQ – this event offers a great opportunity for your club to meet informally with members of the incoming class

**24**: Community Service Agency Fair – looking for a community service project for your club? Come to the Fair and speak with representatives from over 30 agencies here in Fredericksburg

**25**: Club Carnival – open to all registered clubs. Advance registration is required.

**31**: Financial Training – this is mandatory for all club Treasurers and at least one other signatory for your organization must attend either Tuesday or Wednesday.

**September**

**1**: Financial Training – this is mandatory for all club Treasurers and at least one other signatory for your organization must attend either Tuesday or Wednesday.

**4**: Event Planning Workshop – learn the ins and outs of hosting an event here at UMW. There will be an additional Financial Training session (last chance) for those whose club Treasurers and at least one other signatory still need to complete this training.

**26**: Deadline for clubs recognized last year to submit their initial budgets to the Finance Committee.

**30**: Deadline for all clubs to be registered or be placed on the inactive list. Funds allocated by the Finance Committee to a club placed on the inactive list will be returned to the Finance Committee. Clubs will be responsible for re‐applying for these funds once they are granted active status by ICA.