



New Recognized Student Organization (RSO) Manual

Getting Started:

Creating your UVM Clubs page –

UVM Clubs is our university's recognized student organization online management system. All new RSOs are required to create a page. To create a UVM Clubs page:

- Log onto UVM Clubs at <https://clubs.uvm.edu/>
- Select the "Organizations" tab at the top.
- Select "Register an Organization" on the left hand side.
- Select "Register a New Organization"

When completing, you will be asked to create your organization, profile, select your organizational categories, add your contact information, update your roster, and upload your constitution. Upon submission, we will review and approve.

Once this is complete, the SGA Office Coordinator will be able to add your club's contact information to our listserv for emails and into the system for EMS (see info below). Your club will also be assigned a source number, which is unique to your club's financial accounts, which you can find in the SGA Office.

SGA Treasurer Meeting –

All ClubSigners were required to attend a mandatory ClubSigner training at the beginning of the academic year. Since your organization just received recognition, you will need to meet with the SGA Treasurer in lieu of this training. You can schedule appointment by emailing sga.finance@uvm.edu.

Both ClubSigners Complete the SGA Business Office Test –

The SGA Business Office Test is an exam based on all the financial trainings SGA has provided. You can view the online tutorials and trainings the [SGA ClubSigners website](#). **Both** ClubSigners must successfully pass the test. This is crucial especially if you are requesting supplemental funding from the SGA Finance Committee. You can access the [SGA Business Office Test HERE](#).

After successfully completing the assessment, you will receive an email indicating your score. This email will need to be included as part of your ClubSigner Agreement form.

[ClubSigner Agreement Form](#) –

Both ClubSigners are required to complete a ClubSigners Agreement Form that acknowledges that you have attended met with the SGA Treasurer, took the SGA Business Office Test, and understand all the University and SGA Financial policies. As part of this form, you will be required to submit your SGA Business Office Test result email. For your convenience, the form has been hyperlinked in the heading, but can also be accessed [HERE](#).

Check & Read Your Emails –

SGA sends out emails via Constant Contact. Please check and read all your emails from SGA as we provide important updates along with required deadlines throughout the semester. Constant contact allows us to track if an email has been open and read. Many times the reason why RSOs have missteps in processes or missing deadlines is because they

have failed to read their emails. SGA works hard to ensure we provide your organization all the tools to be successful, however, failure on your part to read your email, miss deadlines, or not follow proper processes will require us to hold your organization accountable. Therefore, please read your email and if you have any questions, please ask us.

Planning Your Meetings or Events:

Making On-Campus Space Reservations –

[Event Management System \(EMS\)](#) is the online portal in which most on-campus space is reserved. The EMS Portal at UVM is the way in which clubs can book space on campus. Once you have completed the UVM Clubs registration, your organization’s information will be sent to the EMS staff so that your ClubSigners names are associated with your organization. To access EMS, the link has been hyperlinked in the heading, but you can also access it here: <https://emsweb.uvm.edu/EMSWebApp/>. Prior to gaining access, you will need to complete an online presentation on how to “Activate Your EMS Account” and “Learn How to Use the EMS Portal.” At the end you will be required to take a quiz. If you are having troubles with logging into EMS, please contact Events Services directly at 802-656-5665.

If you do not see the space you are looking for on EMS, please contact us at uvmsga@uvm.edu and we will direct you to the appropriate contact regarding how to make reservations for those particular spaces.

Off-Campus Event Approvals –

All RSO events off-campus must receive prior approval before it can occur. To request off-campus approval, below are instructions on where to submit your organization’s request.

- Log onto UVM Clubs at <https://clubs.uvm.edu/>
- Go to your organization's UVM Clubs page.
- Select the “Manage Organization”
- Select the “Menu” tab (looks like 3 parallel lines next to your organization’s name on the top left-hand side.
- Select “Events”
- Select “Create Event”

You can also view an online tutorial by visiting the SGA Current ClubSigners page.

How to Apply for Supplemental Funding:

As a new RSO, you have not gone through the RSO budget request process which is due every year in January for the following fiscal year. Since you do not have a budget for this fiscal year, to ensure your organization receives financial support, you can apply for supplemental funding. You can request supplemental funding by completing the [Supplemental Request Form](#) which can be found [HERE](#).

Resources:

Helpful Contacts –

Aside from the Club Affairs Committee, there are numerous people who are here to support your new organization and below is all their contact information.

Name & Role	Contact	Oversees
Riley O’Hagan, Club Affairs Committee Chair	uvmsga@uvm.edu rohagan@uvm.edu	All RSO matters
Jerome Budomo, Associate Director for Student Life	jbudomo@uvm.edu	Advises Club Affairs Committee on oversight of all RSOs
Bethany Wolfe, SGA Budget Manger	Bethany.Wolfe@uvm.edu	Oversees all SGA Business Office
Ana Sola, Assistant Director for Club Sports	Ana.Sola@uvm.edu	Advises all Club Sports RSOs

For a list of the full SGA Senate, please visit our SGA Website: <https://www.uvm.edu/sga>

SGA Office Information –

The SGA Office is located on the 3rd floor of the Davis Center inside the newly renovated “SGA Galaxy Space.” This is a shared resource space for all RSOs. Your organization mailbox will also be located here.

There is also a back storage area in the SGA Office called “The Cage.” The first part of the cage does not require a key to enter. This part contains art supplies for clubs to make posters, signs, etc. The second part of the cage is locked and will require getting the key from the SGA Front Desk. Each club has a labeled section in the cage where they are able to keep club materials. New clubs can ask the Office Coordinator about assigning space in the cage.

Advertising –

If you would like to be featured on the UVM Clubs Instagram, please fill out the [Club Affairs Instagram Feature](#) form or you can @uvmclubs on Instagram.

Student Life provides free marketing resources to all RSOs. For more information on the services you can take advantage of, please visit: <https://www.uvm.edu/studentlife/marketing>. You can access a free marketing request form [here](#)! Student Life will set you up with a marketing assistant and they can help you with all of your advertising needs.

Other Resources –

- [Environmental Handbook](#): Helps your club be sustainable and environmentally friendly.
- Keep an eye out for the “RSO Winter Check-In” in November as this is the mid-semester re-registration process.