

# SUSA Club Resources List 2025

<u>Position</u>	<u>Name</u>	<u>Contact</u>
President	Amari Mehta	<a href="mailto:susa.president@marylandsmith.umd.edu">susa.president@marylandsmith.umd.edu</a>
VP of Administration	Alexis Iwuchukwu	<a href="mailto:susa.admin@marylandsmith.umd.edu">susa.admin@marylandsmith.umd.edu</a>
VP of Community Outreach	Miles Hubbard	<a href="mailto:susa.involvement@marylandsmith.umd.edu">susa.involvement@marylandsmith.umd.edu</a>
VP of DEI	Michelle Lian	<a href="mailto:susa.diversity@marylandsmith.umd.edu">susa.diversity@marylandsmith.umd.edu</a>
VP of Events	Hamid Shabbir	<a href="mailto:susa.events@marylandsmith.umd.edu">susa.events@marylandsmith.umd.edu</a>
VP of Finance	Shayaan Paracha	<a href="mailto:susa.finances@marylandsmith.umd.edu">susa.finances@marylandsmith.umd.edu</a>
VP of Marketing	Jori Watson	<a href="mailto:susa.marketing@marylandsmith.umd.edu">susa.marketing@marylandsmith.umd.edu</a>
VP of Professional Affairs	Sara Shibu	<a href="mailto:susa.professional@marylandsmith.umd.edu">susa.professional@marylandsmith.umd.edu</a>
VP of Strategy & Operations	Naasera Husain	<a href="mailto:susa.operations@marylandsmith.umd.edu">susa.operations@marylandsmith.umd.edu</a>
VP of Technology	James Lyons	<a href="mailto:susa.technology@marylandsmith.umd.edu">susa.technology@marylandsmith.umd.edu</a>
SUSA Advisor	Eva Coll	<a href="mailto:escoll@umd.edu">escoll@umd.edu</a>

## Administration:

Event Requirements Submission Form: (This is the form you use to submit meeting types and attendance so we can properly allocate points for tiering!) <a href="#">Event Submissions</a>
2025 Updated Requirements: <a href="#">SUSA Requirements 2025</a>
Event Room Request Form: (This is how you request a room booking!) <a href="#">Room Booking Request Form</a>
Club Tiers Sheet: <a href="#">Club Tier Status</a>
Club best practice (General guide for improving club operations): <a href="#">SUSA Best Practices Report</a>
Weekly Club Meeting Rooms: <a href="#">Weekly Rooms Spring 2025</a>

SUSA Conference Room Schedule:  
[Spring 2025 Conference Room](#)

**NOTICE:** If you need to change or cancel a booking, please send an email to [Alexis Iwuchukwu](#) !

### **Finance:**

Comprehensive Funding Guide:  
[SUSA 2025 Comprehensive Funding Guide](#)

Finance Officer Training Quiz:  
[SUSA Financial Officer Quiz](#)

ISR Form:  
[Internal Service Request Form Spring 2025](#)

PO Form:  
[Purchase Order Form Spring 2025](#)

Catering Brochure:  
[Food Court Catering Brochure](#)

### **Community Outreach:**

Community Service Event Submissions  
[Form](#)

Community Service Best Practices-  
[Best Practices Guide](#)

Google Form for Collabs- [Form](#)

### **Marketing:**

Plasma Email: [rhsmith-plasmas@umd.edu](mailto:rhsmith-plasmas@umd.edu)

Plasma Google Form: [Plasma Form](#)

Instagram posting: DM your graphics to [@susa.umd](#) on instagram.

- When you send your graphics, ask for us to repost and put when you would like the graphic to be shared
- Graphics may also be shared via email [susa.marketing@marylandsmith.umd.edu](mailto:susa.marketing@marylandsmith.umd.edu). If you email, share your graphics at least 3 days in advance for them to be posted on the requested date

### **Events:**

Contact for SmithExplore Site Visits (Spring): [susa.events@marylandsmith.umd.edu](mailto:susa.events@marylandsmith.umd.edu)

- When reaching out, have a company in mind, as well as a contact at the company to work with

- To request, just send me an email with the company and potential dates to set up a phone call

Contact for SmithExplore Site Visits (Fall): [susa.professional@maryland.umd.edu](mailto:susa.professional@maryland.umd.edu)

- \*In the fall, Professional Affairs handles all Smith Explore's\*

## Strategy & Operations:

1:1s google form - [Google Form](#)

## Technology:

Club information collection:

[Updated Club Information Google Form](#)

Password to Internal Dashboard on SUSA website: **SUSA2025**

[Internal Dashboard](#)

## President:

SULC slides:

[Slides 2/3/25](#)

SULC Feedback Form:

[2/3/25 Feedback Form](#)

1:1 Sign-Up: [Google Form](#)

## DEI:

Featured Fridays Spotlights (open to internal clubs only, email VP to feature others)

[Featured Fridays](#)

## Professional Affairs:

Food Request form:

[Food Request Form](#)

[Directions to VMH to give to guests](#)

Event feedback form:

[Event feedback form](#)

Event inquiry/idea form:

[Event Idea/Inquiry form](#)

Requesting Smith AV support for events

- Contact Eva Coll (Advisor)

**OCS/Advisor:**

Smith Careers Page:  
[Smith Careers Page](#)

Employer parking & gift form:  
[Employer or Alumni Gift Request & Parking Form](#)

Want your graphics/events highlighted in OCS newsletter? Email [smithocs\\_ug@umd.edu](mailto:smithocs_ug@umd.edu) with “newsletter” in the subject line no later than 5pm Thursday for inclusion in the Sunday newsletter.