

Wayne State University School of Medicine

Student Organizations Policies & Procedures

STUDENT AFFAIRS/STUDENT ORGANIZATION OFFICE & BSO

The Office of Student Affairs is the administrative agent for the Office of Student Organizations and the Board of Student Organizations (BSO)

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The Office of Student Organizations (315 Mazurek) provides student services ranging from medical student housing to academic programs to extra-curricular activities.

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The Board of Student Organizations (BSO) is a student body acting as liaison between Student Organizations/Interest Groups, Student Senate, and Administration/Faculty

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Published By:

**Office of Student Affairs
Office of Student Organizations
Board of Student Organizations (BSO)**

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The Objectives of Student Organizations:

1. To supplement the medical school curriculum by providing exposure to ongoing developments in healthcare innovation, research, and policy.
2. To increase awareness of public health issues at the local, state, and federal levels.
3. To build relationships between the community and medical students through mutually beneficial projects, events, and learning experiences.
4. To offer opportunities for medical students to work closely with leaders of professional organizations, medical institutions, and community programs -- facilitating unique experiences that will sensitize them to the medical practice.
5. To offer opportunities for humanistic growth and artistic expression.
6. To enhance medical student leadership skills to better serve society in the future.

Student Organization Criteria:

In order to qualify as an official WSU SOM Student Organization, a group must:

1. Name a 'Faculty Advisor'. No group will be approved as an official Student Organization without having designated a School of Medicine faculty member as their Faculty Advisor. The student organization and the faculty advisor must sign a 'Faculty Advisor Agreement' in order to show that the faculty advisor understands their commitment and responsibilities toward the student organization and vice versa.
2. Follow the "New Student Organization and Interest Group Approval Process" as outlined below.
3. Once the organization is approved:
 - a. The President (or his/her designee) of the organization must meet with Ms. Tracey Eady in the Office of Student Affairs to request resources and become oriented to administrative procedures.
 - b. The President (or his/her designee) must meet with Ms. Allison Gherardini in the Office of Student Organizations to submit a budget request and become oriented to financial procedures.

Interest Group Criteria:

An 'Interest Group' is also a Student Organization and will be referred to as such throughout this document unless otherwise or explicitly stated. The purpose of Interest Groups is to raise awareness and exposure to various fields of interest without the more stringent requirements of a full Student Organization.

1. All points in "Student Organization Criteria" above apply to Interest Groups
2. Interest Groups do not require a Constitution
3. Interest Groups do not have a hosting requirement for Events
4. Interest Groups do not have access to Alumni Funding. As such there is no Alumni Telefund requirement.

New Student Organization and Interest Group Approval Process:

There is a six-step process to obtain approval for a new student organization:

1. A student organization proposal is sent to the Assistant Dean of Student Affairs and the BSO President. This is reviewed and pre-approved. The form that students use to complete step 1 can be found at: <http://www.wsusomsenate.com/student-org-form.html>. All student organizations must have a Wayne State University School of Medicine faculty member as their faculty advisor. See above for information about the faculty advisor agreement form.
2. If approved by the Assistant Dean of Student Affairs, the proposed organization must then obtain approval by the student senate.
3. If approved by the Student Senate, the student organization must register on main campus as an active student organization. Proof of this must be given to BSO, which will then complete the process. See below for the process on how to register a student organization on main campus.
4. The new student organization must submit Mission Statement AND Constitution to BSO (can be extrapolated from Constitution Form that must be submitted with Main Campus)
5. The new student organization must host 2 Events during the year
6. Has access to Organizations Listserve, Student Affairs Resources, and Alumni Funding

There is a seven-step process to obtain approval for a new student interest group

1. A student interest group proposal is sent to the Assistant Dean of Student Affairs and the BSO President. This is reviewed and pre-approved. The form that students use to complete step 1 can be found at: <http://www.wsusomsenate.com/student-org-form.html>. All student organizations must have a Wayne State University School of Medicine faculty member as their faculty advisor. See above for information on the faculty advisor agreement form.
2. If approved by the Assistant Dean of Student Affairs, the proposed student interest group must then obtain approval by the student senate.
3. If approved by the Student Senate, the student interest group must register on main campus as an active student organization. Proof of this must be given to BSO, which will then complete the process. See below for the process on how to register a student organization on main campus.
4. The new student interest group must submit Mission Statement to BSO
5. There is no hosting requirement
6. Has access to Organizations Listserve and Student Affairs Resources ONLY
7. Must have "Interest Group" in group name

Criteria for Student Organization and Interest Group Status:

1. **Active Status**
 - a. In the beginning of the school year, each organization is required to register or reactivate with Main Campus at <http://doso.wayne.edu/center/index.htm>
 - b. If you are unsure whether your group has previously registered, at the above site click "Get Involved" → Join Student Organizations
 - c. Click "Categories" in the left pane, then "Medical School Organizations". If your org is not listed, you need to register. If your org is listed, then you can reactivate

- d. All active organizations are expected to host at least **2 events** in a school year. Events can include meetings, seminars, volunteer activities & socials, so long as the event is open to the entire school. This does not include fundraisers. Weeklong seminars are considered 2 events.
 - e. To maintain the designation of active status and maintain eligibility for funding, each organization must fulfill the following requirements:
 - i. The organization must be deemed to have made valuable contributions to the medical school.
 - ii. The organization must be deemed to have fulfilled its role as it's described in its purpose and goals statement submitted to the Student Senate.
 - iii. The organization must continue to allow every medical student an opportunity to be part of the group.
 - iv. The organization must submit their annual budgets and membership lists to the Board of Student Organizations.
 - v. Each organization must send two of their members to volunteer at the annual Alumni Telefund in the fall.
 - f. Towards the end of the year in April, every organization and interest group is required to fill out the Budget Expenditures Form. This form should be filled out throughout the year, tracking what money has been spent on, and, if no money is spent, that there was the minimum of two events held.
 - g. The Senate Executive Board shall meet in April of each academic year to review the compliance of each Student Organization and Interest Group with the above requirements. Those organizations that meet these requirements will be granted active status for the following academic year.
2. **Inactive Status:**
- a. Any organization not meeting the above requirements for active status shall be given inactive status. Organizations with this status will not be allowed to access Senate funds except for those events which are seen as an attempt for the organization to regain active status. Any organization which is inactive and wishes any of the above privileges of active organizations must petition the Senate for these rights. Privileges will be granted by the Senate on a limited basis provided that the organization shows a strong effort to regain active status.
3. **Reinstatement of Active Status:**
- a. Organizations can become reinstated to active status by first notifying BSO then petitioning the Senate for a review of their status as soon as they meet all the requirements of Section 1. If the Senate deems that all requirements have been fulfilled, than active status will be restored to that organization.

Student Organization Office:

The Office of Student Organizations is under the Administrative Agent of the Office of Student Affairs.

Telephone:

- 1. The telephone in the Student Organizations Office is to be used **ONLY** for purposes directly related to your group/organizations.

2. Every call made from this telephone must be documented on the call sheet located near the telephone. This practice must be followed regardless of whether the call is local or long-distance since each call is logged automatically by the computer.

Mail:

1. Personal mail is not allowed to be addressed in the school's name. If such mailings are forwarded, they will be returned to the sender.
2. All incoming student organizations mail will be forwarded to the respective student leader's mailbox. Mail should be addressed as follows:

WSU School of Medicine
Richard J. Mazurek MD Medical Education Commons
c/o Student Organizations Office, Ste 204
Attn: Student Leader's Name
Name of Organization he/she represents
320 E. Canfield
Detroit, MI 48201

3. Mailing for your organization that needs to go out can be mailed through the Office of Student Organizations.
4. Student organizations may use their own letterhead but you must use the WSU address.

Program Activity/Events:

1. Organizations are required to supply the Student Organizations Office with **ONE COPY** of all outgoing materials. This procedure will help to channel an accurate network of student organization program/activity events plus providing beneficial communication within the University and also outside contacts when necessary.
2. For co-curricular credit, each organization must have a student enrolled in co-curricular as its coordinator. A transition meeting between Dr. Mendez, the outgoing co-curricular coordinator and newly elected coordinator needs to be scheduled by April 30 annually. An application to request co-curricular credit for seminars, trips, clinical, and mentoring/outreach volunteer activities should be submitted by June 15 annually. Activities should be discussed and sanctioned by Dr. Mendez. For applications, please email Dr. Mendez at jmendez@med.wayne.edu
3. Any organization hoping to host an orientation week party must fill out an application that will be sent out and collected by the BSO. Groups who have hosted a party the year prior will not be given first priority but still may apply. Decisions to award a party to an organization will be made by the BSO at least a month prior to orientation.

Copying-Student Organizations:

The Student Organizations Office will provide duplicating services for recognized student organizations and interest groups. The office is equipped with office supplies for organization and group use such as letterhead, envelopes etc. Please give your items to be copied to Ms. Tracey Eady in the Student Affairs office. This service is supported through funding from the Alumni Fund.

Student Organization Bins:

The storage shelves in the student organization room are very limited (201 Mazurek) and are available for sign out during the school year. Please use your OneCard to swipe into the room. Due to the limited number of bins, they are assigned according to the level of activity of the organization. Please label everything. At the end of every year the storage room should be cleaned of any unwanted items.

Student Event Monthly Calendar:

The Office of Student Organizations records all reservations onto an outlook calendar for the month. All Organizations will now be able to view the Calendar in Outlook, Public Folders under Student Organizations, however they will not be able to delete information.

Outgoing Correspondence and Publicity Flyers:

Student groups must be responsible for editing their own letters; the contents should be written in a concise manner, with clarification and accuracy. This policy applies particularly to:

Correspondence addressed to WSU Administration, Community activist, and Other authoritative sources.

Copies of Correspondence must be given to the Assistant Dean of Student Affairs who must be informed of all activities.

Information indicated below should be included on ALL correspondence and publicity materials:

1. Name of honored guest(s), and/or keynote speaker's name should be printed, IN FULL, if applicable; guest(s) must be addressed as Doctor ("Dr.") must be included if applicable and the name of the firm/hospital, organization that he/she represents.
2. The name of the sponsoring student organization, and the contact person address and telephone number should be indicated.
3. Distribution date must be indicated on all correspondence, publicity flyers, announcements, etc.

Student Organization Leadership Criteria and Transitions:

1. All officers of student organizations must be in good academic standing (cannot be on probation).
2. The leadership period is from June 1 to May 30 of each academic year.
3. Selection of new leadership should occur in April with leadership overlap in the month of May.

Facilities and Support Services/Information:

The Facilities and Support Services/Information Office (Room 1102) serves as an administrative agent for main functions within the Medical School. For program and activity planning,

recognized student organizations, interest groups, and the Student Senate are eligible to use the University facilities with the responsibility of operating under University regulations. The following services/regulations can be found in this section:

- (1) Event Notices
- (2) Special Events involving food
- (3) Student Funding Rules/Sale of Goods Policy
- (4) Alcoholic Beverages
- (5) Room Reservations
- (6) Audio Visual Support
- (7) Lost and Found

Event Notices:

1. Notice of events can be posted on bulletin boards, located near the elevator on each floor and outside of the third floor lecture halls **ONLY!**
2. Notices are **not permitted** on any glass doors/windows, walls or doors.
3. All publicity mater should read, "Sponsored by... (your organization/group name). Materials pertaining to publicity outside the University should include an address or telephone number, which the public can contact for further information.
4. The event sponsor is responsible for the removal of all notices after each event.

Special Events Involving Food:

1. A food permit must be obtained from Tracey Eady at teady@med.wayne.edu when planning parties, potlucks or other events that involve food. **For such events leaders must submit a list of foods and persons donating and/or the name of the store where purchased. See Attached: Student Fundraising Permit of Sale of Goods University Document in University Forms Section.**
2. Sale of food in the cafeteria during AVI hours is **not permitted** because of the exclusive food service contract in place.

Student Fundraising-Sale of Goods Policy:

1. In order to allow various fundraising events and still honor the university's contract with our various vendors (i.e. food service, vending machines, bookstore, etc..), this policy is established for fairness to all vendors and students.
2. The Dean of Student Affairs at WSU-SOM or his/her designate will control and distribute annual sale permits for various items as described below.
3. The number of permits varies for each category of sale.
4. The total number of available permits run for a single annual cycle from August of one year thru July of the following year.
5. A selling permit is for a single day **ONLY**. Organizations must have a selling permit before an organization can sell items, you must come in person to have that signed by Tracey Eady, you will need two copies one for Facilities and one to keep while you are selling merchandise.
6. Multiple days require multiple permits.
7. The decision of which group will have a permit is decided solely by criteria from the Dean of Student Affairs.

8. Quantity of annual sale permits are based on category of sale as follows:
 - i. Brewed Coffee/Coffee Beans-12
 - ii. Bake or Candy Sales-12
 - iii. Lunch Good-NOT PERMITTED
 - iv. Dinner Sales (after 4 pm) – 24
 - v. Non-Food Sales- 12
 - vi. Clothing/Textiles-15
9. Sale permits must be obtained in advance and must be visibly posted at the sale location on the day of sale.
10. This policy does not allow for any exceptions.

Alcoholic Beverages:

1. You are not permitted to have alcoholic beverages in Scott Hall/Mazurek unless you obtain prior written permission (see #2) from the Information Office. No breach of this policy and procedure is permitted. Your cooperation with University policy and the security guards in this matter is expected and will be appreciated.
2. Written approval for serving alcoholic beverages **MUST BE REQUESTED** at least two (2) weeks prior to an event. Contact our office for further information.

Room Reservations:

1. Conference rooms are available for official meetings of recognized student organizations and interest groups on a space available basis. It is best to reserve a room as soon as your group is aware that you will need one, as the demand is often heavy.
2. Please use the Online Reservation System to reserve a room.
3. Please email Ms. Tracey Eady at teady@med.wayne.edu with the following information once a room has been reserved.
 - a. Your name/Organization
 - b. Title of Meeting
 - c. Date/Time
4. Since conference rooms are locked during non-use periods, it is your responsibility to:
 - a. Pick-up a key before your meeting and unlock the reserved room. The key for the room may be obtained from Facilities.
 - b. Keep the room neat and orderly/Turn off lights
 - c. Lock the room after use and Return the key PROMPTLY after each session.
5. Scott Hall Conferences Rooms, Margherio and lecture halls are reserved through teady@med.wayne.edu.
6. Conference rooms ARE NOT AVAILABLE for study use. (Please use the designated study areas).

Audio Visual Support:

If you need any audio-visual support, such as: projectors, tape players, screens or portable podiums, send an email request to teady@med.wayne.edu of Student Organizations. If there are any questions please contact Mr. Jim Peters of Medical Communication in Room 1333 Scott Hall (577-1490). **You must reserve equipment two weeks in advance of event. Also, any events after 5:00 pm is charged overtime at 75.00 per hour, minimum 2hours, you must meet with Ms. Allison Gherardini first. Please do not contact Medical Communication if your request has been denied.**

Lost and Found:

The Information Office is the official Lost & Found for the Medical School. Turn in any found items or check for any lost item at: 1102 Scott Hall.

Donation Boxes:

Must have dates you wish to have boxes placed and must be clean out on consistence basis. Student organizations must have permission first before boxes are placed anywhere on campus. Contact BSO for approval.

Student Organization Accounting Policy and Procedures:

1. Donations for Student Organization fund raising will be monitored and processed by the Fund for Medical Research and Education (FMRE). This relationship allows Student Organization to operate under a non-profit federal Tax ID number.
2. All donations must be submitted to the student organization treasurer. The student organization treasurer must keep a spreadsheet of all expenses and revenue. Treasurers should record the donators name, date of donation and check number. All donations must be sent to FMRE for processing. Ms. Linda Oreson, 324 Lande, 313-577-6672 will be the point person.
3. All checks must be made payable to FMRE with the name of the student organization on the subject line. All donations are tax deductible and treasurers of each organization will be able to provide a letter and W-9 for tax deduction to all supporters who request an official record.
4. All Student Organizations should still maintain their own bank (checking) account to allow funds to be available for immediate use.
5. All check requests for fund distribution to checking accounts will take up to two weeks for processing. Prior to submission, check requests require signature approval by Allison Gherardini or Asst. Dean of Student Affairs, Lisa MacLean, M.D. All large expenses should be processed through FMRE and will require up to two weeks for processing. The request must include justification for reimbursement i.e. a receipt or documents indicating what the monies will be used for. Reimbursements can and should be made directly to the vendor or individual. Money deposited into FMRE cannot just be transferred back to the organization.
6. Any contribution requiring a receipt must be deposited into FMRE (whether it be cash/check or credit card). Contributions that do not require a receipt can be deposited into the organizations checking account for their use. For large fund raising activities, FMRE will allow an organization to function under a deficit but these monies must be paid back.

7. No donations can be made to benefit any single individual. All donations support the student organization as a whole.

Internal Control Policy:

1. Reconciliation of cash will occur at the end of each fund raising event to ensure cash collects are appropriately secured and accounted for.
2. The treasurer of each student organization will be responsible for all cash, check and credit transactions and documentation of all receipts. It is the treasurer's responsibility to ensure the cash box is secured at all times.
3. The treasurer will count the money with another member of the organization and record the date, the amount and their initials on the cash log after each fund raising event.
4. The cash box should be stored in a locked area.
5. For purchases over \$10.00, the following must be written on every cash or check encounter:
 - a. The initial of the person selling the item
 - b. The item purchased
 - c. The amount of the exchange
 - d. The date of the transaction
6. A deposit with a cover letter indicating how much is in cash/checks and then a total will be completed for each event and monies will be taken at the first available chance to Ms. Linda Oreson at 324 Lande for deposit into a secure account or the student organization's own bank account. Please note, monies are not tax deductible if they are not sent to Linda Oreson.
7. The following should be included on the cover letter:
 - a. Cash deposit total
 - b. Check deposit total
 - c. Date of the deposit
 - d. Deposit completed by
 - e. Deposit verified by
 - f. Name of student organization

Closure of Student Organizations:

If you are contemplating closing your student organization, please see Ms. Allison Gherardini to discuss the closure process.

Liability Insurance Policy:

There are 3 types of liability which must be considered for student organizations:

1. Event Liability Insurance:
 - a. Event Liability Insurance must be obtained for all events which place participants at risk for potential injury.
 - b. Event Liability Insurance is good for one day only. For each subsequent event, a new policy must be purchased.

- c. The cost of event liability insurance is variable but is typically between \$250-\$500 and based on the event location. Some locations require enhanced policies covering an event up to 1 million dollars.
 - d. For exact information on how to purchase an event policy or clarification of whether your event requires liability insurance, please check with Mr. Ron Spalding at rspaldin@med.wayne.edu.
2. Professional Liability Insurance:

Professional Liability Insurance is provided for off-site student activities by the School of Medicine. Our policy covers hospital based work, summer externships, volunteer activities, both Co-Curricular and Student Organization based and international electives and student organized trips. All activities must be approved by the office of Student Affairs and if appropriate the director of Co-Curricular Activities. Proof of coverage will be provided by the Office of Student Affairs.
3. International/Domestic Mission Trip Liability Insurance:
 - a. Professional Liability Insurance must be acquired for students participating in ANY patient contact mission experience away from the clinical campus.
 - b. Professional Liability Insurance should be covered by the organization where the student is volunteering.

Conference Travel Award Application:

1. General Information:
 - i. Travel awards are available to students who are doing research and their research has been accepted for presentation at a regional or national meeting.
 - ii. Travel awards are funded by the Alumni Association and are distributed on a first come, first serve basis. There are limited funds.
 - iii. Each travel award is in the amount of \$250 dollars. All recipients must also partner with the department for which they have participated in research for a matching \$250 dollars for a total of \$500 dollars.
 - iv. Travel awards of \$250 dollars are also available through the Office of Graduate Scholars (Dr. Pauley's office). Please contact the Office of Graduate Scholars for more information.
2. Procedure:
 - i. Student completes Travel Award Application (under University Forms).
 - ii. Student must submit a copy of their acceptance letter.
 - iii. The Assistant Dean of Student Affairs reviews the request and signs off on the application.
 - iv. Student will be notified that the award has been approved.
 - v. Student returns to the Office of Student Affairs to sign a TAER form. This form must be signed prior to departure. The student must also provide a copy of their airline ticket receipt.
 - vi. Upon their return student provides a copy of their lodging receipt so that TAER can be completed.

- vii. Once the TAER is completed it is sent over to the Disbursement department where a check is cut and mailed to their home address.
3. Another Option:
- i. The Dean of Students Office on Main Campus also offers conference travel awards. You must apply 8 weeks in advance but do not have to be presenting.
 - ii. Only 2 members from any registered student organization can attend (i.e. Specialty Interest Group) but one of these people must be an officer.
 - iii. You can apply for up to 50% of the cost or \$600.
 - iv. You can fly or drive but you can only submit the cost up to the maximum of a plane ride.
 - v. If you are the same sex, you must share the same room. Hotel room and tax is included but not room or internet service. Keep track of baggage costs, airport shuttles, etc... and submit for these costs.
 - vi. For more information, please go to: <http://doso.wayne.edu/sabc/conference.html>

Leadership Awards:

If you are interested in nominating a leader amongst your organization for a WSU Campus Life Award, please click on this link for more information:

http://doso.wayne.edu/leadership/leadership_awards.html

Mission Trips:

1. A new faculty member is being recruited and will join WSU-SOM July 2012
2. This faculty member will develop an approval process to oversee and monitor all international programs including mission trips organized by student organizations.
3. All fundraising for such events must comply with the fundraising rules.
4. All travel must comply with WSU-SOM international travel policy.
5. To prepare for the process, the following must be addressed in a formal proposal:
 - vii. Name of the Trip
 - viii. Purpose of the trip
 - ix. Background about the region and health needs of the region selected
 - x. Dates of trip
 - xi. Trip Director (student) contact information (include cell phone number)
 - xii. Faculty Advisor
 - xiii. Maximum number of students(10 students to 1 faculty member, therefore, minimum of 10 students)
 - xiv. Student selection process
 - xv. Collaborating/sponsoring organization name, contact person, site physician liaison, and website
 - xvi. Safety assessment (State Department) for the region of the country for the desired travel
 - xvii. Special immunizations or other travel safety needs of the student travelers as dictated by the region of the country
 - xviii. Primary language of the region
 - xix. Clinical faculty identified who may possibly be solicited by the students to be the faculty lead for the trip (and travel with the group)
 - xx. Itinerary of the trip

- xxi. Budget for the trip, exact breakdown of the cost.
- xxii. Objectives of the trip, population to be served, and how the objectives will be achieved
- xxiii. Funding needs or budget for the trip including estimates for consumables like pharmaceuticals
- xxiv. Sustainability project (if applicable)
- xxv. Intent to apply for Co-Curricular credit: yes or no

Funding and Budgeting:

There are 4 main sources of funding for student organizations: Main Campus, Alumni Association, Student Senate & the Board of Student Organizations. ALL ORGANIZATIONS ARE EXPECTED TO KEEP RECORDS OF THEIR OWN SPENDING, THE SCHOOL DOES NOT DO THIS FOR YOU! The Budget Expenditures Form must be completed to help your organization keep track of its spending from these 3 sources, and should be returned filled out toward the end of the year.

1. Main Campus

Uses

Student Organizations AND Interest Groups can use these funds for on-campus events (including Scott Hall & Mazurek), operational expenditures (flyers, advertisements), and approved organizational travel (conferences). To receive funds for an event, the event must a) be free for attendants b) be open to the public c) be held on campus. Money for travel reimbursement and conferences should always be sought through main campus.

Procedure

Before an organization is able to apply for money, the President and Treasurer must first complete the budget workshop class (about 25 min total), online at <http://www.doso.wayne.edu/sabc/index.htm> Budget requests for events and conferences need to be submitted WELL IN ADVANCE of the actual event, so it is in an organization's best interest to complete the workshop in the beginning of the year, even if you are not yet sure of your financial needs.

2. Alumni Association

Uses

Only Student Organizations can use these funds, and they can be used for on or off-campus events. Cannot be used for purchase of merchandize to be resold. It is best to utilize Main Campus for on-campus events and travel, and Alumni Association for off-campus events and any travel that is not covered by Main Campus. There are many rules regarding the uses of this funding source, (maximum spending of \$200 per day, food cannot be reimbursed for your individual group meetings or recruitment meetings. You must receive prior approval to serve food at events opened to the public. If you have any questions please don't hesitate to contact Allison Gherardini at agherard@med.wayne.edu

Procedure

Budget requests must be submitted at the end of the fiscal year for the upcoming year. All requests should be channeled through Ms. Allison Gherardini at

agherard@med.wayne.edu or 313-577-1463. Budget forms will be sent to the Treasurers in mid-August.

3. Student Senate

Uses

Student Organizations AND Interest Groups can use these funds, and are evaluated on a case by case basis. This should be an organization's last resort for funding, and is typically used for smaller, unexpected expenses or loans.

Procedure

Organizations must appear before a scheduled Senate meeting, held on Tuesday evenings bi-weekly at 6pm. All financial requests:

1. First go before the budget committee meeting where the budget committee will evaluate the request and give the Senate a recommendation.
2. The head of the organization will be given an opportunity to speak on behalf of the request and field appropriate questions from the Senate.
3. The Treasurer will have a balance of the funds so that the Senate will know the current financial holdings of the Senate account when making the decision.
4. A single 2/3 Senate vote for the motion is needed to pass the request.
5. The organization will be responsible for providing a detailed expenditure list to the Treasurer for the Senate financial files

4. Board of Student Organizations

Uses

Uses are the same as those listed under Student Senate only after the organization has exhausted all other funding options.

Procedure

Organizations must appear before the Board of Student Organizations on as needed basis. Board members may be contacted via email.

1. The president or representative of the organization must present a proposal for funds requested that includes a description of the event, how it will benefit students or the community, amount requested, and a budget.
2. A majority vote is needed to pass the request.
3. The organization will be responsible for submitting a final expenditures report to the Board of Student Organizations after completion of the event.

Orientation Week Activities:

Activities for fundraising and recruitment during Orientation Week are coordinated by the BSO. This includes the Student Organization Fair, the Belle Isle picnic, and any evening events.

Student Organization Fair

At least one month before the beginning of the school year the BSO will release information and sign-up procedures for participation in the Student Org. Fair. Only recognized Student Organizations and Interest Groups are eligible to participate. This is primarily an opportunity for Organizations to recruit from the incoming M1 medical students. Groups that are not officially recognized but wish to participate may seek sponsorship from an existing Student Organization or Interest Group and must first gain approval from BSO.

Belle Isle Picnic

BSO will sponsor a daytime orientation event to be held at Belle Isle on the weekend of Orientation Week. At least one month before the beginning of the school year the BSO will release applications for Student Organizations and Interest Groups to host this event. Funding will be provided by BSO whereas logistics and publicity will be handled by the selected organizations. This is an effort to vary the scope and setting of orientation week events .

Evening Events (Parties)

At least two months before the beginning of the school year the BSO will release applications for Student Organizations and Interest Groups to host an evening event during orientation week. BSO only coordinates scheduling so that the publicity and fundraising opportunities afforded by these events is fairly allotted. Those awarded an evening event will be at a disadvantage for selection in the following year should they again apply. Selected organizations are responsible for logistics and publicity for their evening event.

Ethnic Fair:

An annual tradition at WSU-SOM is Ethnic Week culminating in Ethnic Fair. Ethnic Fair is the only event throughout the school year where all of our student organizations come together to celebrate Wayne State's diversity and plethora of extra-curricular activities. Ethnic Fair is typically scheduled for the beginning of November, and all organizations and individuals are encouraged (ethnically oriented or not!) to think of foods and activities that they would like to share. Brainstorm early, and remember, funds for Ethnic Fair do NOT come from your organization's budget, BSO will cover food costs up to ~\$200 and entertainment costs ~\$50-\$100. If your organization would like to host an ethnically themed seminar for the Ethnic Week, please contact BSO.

Faculty Advisor Agreement

Purpose

The purpose of this Faculty Advisor Agreement (“Agreement”) is to facilitate the participation between Wayne State University School of Medicine (“WSUSOM”) student organizations and WSUSOM faculty in activities intended to provide student organization members with exposure and experiential education related to the field of medicine that foster a greater understanding of academic pursuits, diversity and community service/outreach. This Agreement demonstrates the commitment entered into between the WSUSOM Student Organization named herein (“Student Organization”) and the WSUSOM Faculty Advisor named herein (“Faculty Advisor”) to collaborate on projects/activities related to the Student Organization’s missions and goals.

Faculty Advisor Responsibilities

By volunteering to serve as an advisor to Student Organization, Faculty Advisor agrees to the following:

1. To serve as a campus resource for University policies and uphold the policies and procedures of the University and the WSUSOM;
2. To share Faculty Advisor’s knowledge and expertise and provide support and guidance in helping the Student Organization achieve its stated goals;
3. To serve as a consultant as needed and act as a liaison between Student Organization and WSUSOM administration;
4. To represent Student Organization, as needed, outside of the University and serve as an advocate for the Student Organization;
5. To attend Student Organization meetings as indicated;
6. To oversee all activities and programs planned and implemented by the Student Organization;
7. To help Student Organization maintain continuity;
8. To help Student Organization find balance between academics and extra-curricular commitments;
9. To work with Student Organization to establish and pursue annual goals/mission of the Student Organization;
10. Identify ongoing opportunities for the Student Organization to grow and further develop its outreach and/or community service activities; and

11. Contact the WSUSOM Assistant Dean of Student Affairs at (313) 577-1463 should the Faculty Advisor become aware of any concerning or unprofessional behavior.

Student Organization Responsibilities

Student Organization agrees to commit to the following:

1. To uphold University policies;
2. To discuss Student Organization activities with the Faculty Advisor during planning and prior to implementing any activities;
3. Pursue and participate in events and activities that foster academic pursuits, diversity and community service/outreach;
4. Inform Faculty Advisor of all Student Organization meetings in advance;
5. Invite Faculty Advisor to Student Organization meetings and activities and events and allow feedback;
6. Provide Faculty Advisor with minutes of meetings or other Student Organization materials as provided to Student Organization members;
7. Maintain professional behavior at all times; and
8. Inform Faculty Advisor, as indicated, should situations arise that may cause problems for the Student Organization or any members of Student Organization.

Mutual Responsibilities

The individuals responsible for coordination of this Agreement shall be the parties signing below; the Faculty Advisor and the Student Coordinator on behalf of the Student Organization.

Faculty Advisor and Student Organization agree to maintain the confidentiality of personally identifiable information and/or information disclosed as confidential in accordance with state and federal law requirements regarding privacy and/or confidentiality.

This Agreement does not currently anticipate or require a financial obligation from either Faculty Advisor or Student Organization.

The commitments outlined in this Agreement shall become effective upon signing of this Agreement by both parties and shall remain effective for one year unless terminated by either party. Either party may terminate its commitment to the other party at any time by giving thirty (30) days' prior written notice to the other party.

Either party may renew its commitment to this Agreement by signing an annual agreement prior to any WSUSOM Student Organization's participation.

Acknowledgement:

For FACULTY ADVISOR:

(First Last Name) (Hospital Affiliation)

(Signature) (Date)

For WSUSOM STUDENT ORGANIZATION COORDINATOR

(Student Organization Name– please print)

(Name of Student Coordinator – please print) (Title)

(Signature) (Date)

For WSUSOM

(Assistant Dean of Student Affairs Signature) (Date)

Please return completed form to Ms. Tracey Eady

2012-2013 STUDENT ORGANIZATION LEADERS

(for office use only)

Faculty Advisor and Email Address are a Must on this form

Name of Organization:

Advisor Name (must):

Name: Position:

Email address:

Name: Position:

Email address:

Name: Position:

Email address:

Name: Position:

Email address:

Name: Position:

Email address:

Name: Position:

Email address:

Name: Position:

Email address:

CoCurricular Liaison:

(Must be a member in the Co-Curricular program as well as student requesting credit)

Submitted By:

Please return to Tracey Eady in Room 204 Mazurek

Full URL/address of department/organization website (i.e.,

www.med.wayne.edu/anesthesiology)

Information on person(s) requesting authorization to author/edit that site

Full Name:

(med.wayne.edu)Email address:

Phone Number:

Name and version of software currently used to develop web pages:

Please fill out and return to Tracey Eady - teady@med.wayne.edu

ORIENTATION PARTY APPLICATION

*****Due: _____*****

Email to BSO@med.wayne.edu

Please do NOT send to my email

Name of Organization: _____

****DISCLAIMER: Those organizations that are granted a party this year, will NOT be considered for an orientation party next year****

Did your Organization host an Orientation Party in 2011-2012? _____

- 1) If granted a party, how will the event be inclusive and appealing to all first years, and help to establish relationships for the incoming freshman?
- 2) What community outreach projects/events did your organization participate in during the 2009-2010 school year? List ONLY and ALL community outreach activities (health screenings, other volunteer activities, tutoring, etc). For each event, **be sure to include** a brief description, and how many students participate. If you do the same event multiple times, you can list it once, then indicate the number of times that event took place throughout the year.
- 3) This school year (2010-2011) where do you plan to turn to for fundraising? Please list all possibilities, and be as specific as you can. Include all external sources.
- 4) How would you plan on using the funds in order to enhance the lives of medical students?
- 5) Why do you feel you deserve to hold an orientation party this year? (Uniqueness of group, previous funding deficits, new ideas...) Please limit response to **200 words**

Optional Questions (Your answers to these will not be used to determine your spot for a party, but may be helpful in organizing the orientation week if you are selected for a party)

- Do you have a preference for a city? If so, please list: _____
 - o Do you have a preference for a venue? If so, please list: _____
- Do you have a preference for pairing up with any other organization? If so, please list (and try to make sure that group specifies you on their application as well):

Student Fundraising Permit Sale of Goods:

Category: _____

Permit# _____

Permit for sale of: _____

Single Day Sale:

Day: _____ **Date:** _____

Approved Organization _____

Approved/SOM Dean of Student Affairs:

Printed Name: _____

Signature: _____

Permits must be visibly posted at sale location on day of sale!

MEDICAL STUDENT TRAVEL AWARD APPLICATION

Application Date: _____ Name: _____
Class of: _____

Title of Paper/Poster:

Title of Conference: _____

Dates of Conference/Meeting: _____

Location of Conference/Meeting: _____

I confirm that I am the primary presenter of the above work which I will present at the conference/meeting listed above.

(Applicant's Signature) (Date)

APPROVED FOR THE AMOUNT OF: _____ DECLINED: _____

(Dean's Signature) (Date)

The Department of: _____ has agreed to provide matching funds in the amount of _____.

BUDGET EXPENDITURES FORM

MAIN CAMPUS FUNDS:		This section should include all events funded with money from the Main Campus	
Organization Name:			
Funds from Main Campus:			
Total funds used			
EVENT NAME	EVENT DATE	REASONS FOR COST e.g. Health Screening Supplies, Travel Reimbursement, Food for meeting...	EVENT COST

PRIVATE ACCOUNT FUNDS:

This section should include all events funded with money from private accounts

Organization Name:			
Funds from Private Account			
Total funds used		\$0.00	
EVENT NAME	EVENT DATE	REASONS FOR COST e.g. Health Screening Supplies, Travel Reimbursement, Food for meeting...	EVENT COST

Fund for Medical Research and Education
550 E. Canfield Rm. 324
Detroit MI 48201

CHECK AUTHORIZATION FORM

DATE_____

Payee_____

Address_____

City, State, Zip_____

Amount Requested_____

Description of payment:_____

Departmental Account to be charged_____

APPROVAL SIGNATURE_____

Send along with receipts to Linda Oreson; UPG Finance
550 E. Canfield Rm 324