

MSUCOM Student Organization Procedure Guide 2024–2025

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Welcome

On behalf of MSUCOM Admissions and Student Affairs Office Student Engagement and Leadership and the Student Government Association (SGA), congratulations and welcome to the roles and responsibilities of student organization leadership! This procedure guide provides our student organization leaders with protocol and resources for success. While this document is intended to efficiently consolidate student organization information, it is understood that additional resources may be used ([Involve@State](#), [CampusGroups](#), Google Drive, Social Media, Electronic Files, etc.).

Mission

The mission of the MSUCOM Student Government Associations is to:

unite the MSUCOM student body, serve as a **liaison** between the MSUCOM student organizations and administration, **promote** the art and science of osteopathic medicine, **uphold the standards** of academic honesty and integrity within the osteopathic profession and **represent all MSUCOM students** at the national level of the Council of Student Government Presidents (COSGP) and through the American Osteopathic Association (AOA).

General Policies

The college supports **a maximum of 40** MSUCOM student organizations.

First year students may be invited to student organization events and serve as liaisons.

Organizations are to use email communications to their membership, **not the class list servs**. For permission to use list servs when essential, contact Student Engagement and Leadership (SEL) COM.SEL@msu.edu

Organizations **may not create independent websites**, per MSU policy. MSUCOM [CampusGroups](#) provides our organizations a platform and additionally MSU Office of Student Experiences hosts [Explore - Michigan State University](#) for all RSOs (registered student organizations).

ALL students must **report national organization board positions** yearly [National Positions](#).

Address correspondence with administration, faculty and staff, using proper titles, example: Dean Dr. deJong, Dr. Lippert, Dr. Waarala, Dr. Enright, etc.

Email signature protocol: First & Last Name, (pronouns optional), MSU College of Osteopathic of Medicine, Titles and Organizations, Class of 20__, and MSU Email. Example:

Giovanna Russano, Class of 2028
MSU College of Osteopathic Medicine
President - Student Government Association
Student Trustee – Michigan Osteopathic College Foundation
SGA Executive Board & Advisers 2024-25 – Class of 2028
RSO.comsga@msu.edu

Student Government Association (SGA) Executive Board

President & Student Trustee - Michigan Osteopathic College Foundation	Giovanna	Russano	EL	grussano@msu.edu
National Vice President	Soumith	Sanka	EL	sankasou@msu.edu
Vice President	Liv	Thomas	DMC	thom1791@msu.edu
Vice President	Jenna	Mustapha	EL	mustaph4@msu.edu
Vice President	Katarina	Vrzovski	MUC	vrzovski@msu.edu
Secretary	Grace	Stalions	EL	stalion1@msu.edu
Treasurer	Kaitlin	Howard	EL	howar453@msu.edu
MSU College of Graduate Students Rep. (COGS)	Samantha	Tadian	EL	tadiansa@msu.edu
MSU College of Medical Students Rep. (COMS)	Rebecca	Popovski	MUC	popovs11@msu.edu
Advisor - Faculty	Dr. J'Aimee	Lippert	EL	boseljai@msu.edu
Advisor - Director	Ms. Jennifer	Miller	EL	mill2470@msu.edu
Advisor - Staff	Mr. Jerrod	Berry	DMC	berryjer@msu.edu
Advisor - Staff	Mr. Nolan	Cook	EL	cooknol1@msu.edu
Advisor - Staff	Ms. Jennifer	Lanuzza	MUC	lanuzza@msu.edu

SGA Student Organization Chart

Each organization has an SEL Administrative Liaison (SEL AL) as noted at bottom of chart.

AFFILIATION	AFFILIATION	MEDICAL OUTREACH	FUNDAMENTAL	SPECIALTY
		Local and National	Primary Care, Research, Business, & Environmental	Residency
JOSA	AMWA	CIM	ACOFP	ACOS
SAMOPS	APAMSA	DSC	IMC	AIG
SSP	CAMSA	IOMO	OBIGS	EMC
PAMSS	LGBTA	MCSM	PIGS	HOOSA
CMA	LMIG	SSM	APSA	OSMP
IMSA	LMSA		BIM	RIG
	SAMSA		PHA	SAAO
	SNMA			SNOPS

SEL AL: Jerrod
Berry

SEL AL: Jerrod Berry

SEL AL: Nolan Cook

SEL AL: Jenny
Lanuzza

SEL AL: Jenny
Lanuzza

*Class Government, SGA, SOMA, and Peer Mentors SEL AL is Jennifer Miller

Organizations and Acronyms

Acronym	COM Student Organization (RSOs)	Email
ACOFP	American College of Osteopathic Family Physicians	acofpmsucom@gmail.com
ACOS	American College of Osteopathic Surgeons	sosa.msucom@gmail.com
AIG	Anesthesiology Interest Group	msucomanesthesiology@gmail.com
AMWA	American Medical Women's Association	amwaatmsucom@gmail.com
APAMSA	Asian Pacific American Medical Student Association	msucom.apamsa@gmail.com
APSA	American Physician Scientists Association	do.msu.apsa@gmail.com
BIM	Business in Medicine	bim.msucom@gmail.com
CAMSA	Chaldean American Medical Student Association	com.camsa@gmail.com
CIM	Community Integrated Medicine	msucom.cim@gmail.com
Class 2027	2027 Class Government	RSO.msucomclass2027@MSU.EDU
Class 2028	2028 Class Government	TBA
CMA	Christian Medical Association	cma.msu@gmail.com
DSC	Detroit Street Care	detroitstreetcare@gmail.com
EMC	Emergency Medicine Club	emc.msu.com@gmail.com
HOOSA	Hematology & Oncology Osteopathic Student Association	msucom.hoosa@gmail.com
IMC	Internal Medicine Club	msucom.imc@gmail.com
IMSA	Islamic Medical Student Association	msucomimsaa@gmail.com
IOMO	International Osteopathic Medicine Organization	iomo.msu.com@gmail.com
JOSA	Jewish Osteopathic Student Association	msucom.josa@gmail.com
LGBTa	Lesbian, Gay, Bi-Sexual, Transgender & Allies in Medicine	lgbtamedcom@gmail.com
LMIG	Lifestyle Medicine Interest Group	msucomlmig@msu.edu
LMSA	Latino Medical Student Association	com.lmsa.msu@gmail.com
MCSM	Macomb County Street Medicine	macombcountystreetmed@gmail.com
OBIGS	Obstetrics and Gynecology Interest Group	obigs.msucom@gmail.com
OSMP	Orthopedics, Sports Medicine and Psychiatry	osmpmsucom@gmail.com
PAMSS	PA Medical Student Society	COMPAMedSS@gmail.com
PathIG	Pathology Interest Group	msupathIG@gmail.com
PHA	Public Health Association	msucomPublicHealth@gmail.com
PIGS	Pediatric Interest Group	msupigs@gmail.com
PM	Peer Mentors	PeerMentors.msucom@gmail.com
RIG	Radiology Interest Group	msucomrig@gmail.com
SAAO	Student American Academy of Osteopathy	msucom.saao@gmail.com
SAMOPS	Student Association Military Osteopathic Physicians & Surgeons	msucom.samops@gmail.com
SAMSA	South Asian Medical Student Association	msucomsamsa@gmail.com
SGA	Student Government Association - Governing Body	msucom.sga@gmail.com
SNMA	Student National Medical Association	snmamsucom@gmail.com
SNOPS	Student Neurology, Ophthalmology and Psychiatry Society	snopsmsu@gmail.com
SOMA	Student Osteopathic Medical Association	soma.msucom@gmail.com
SSM	Spartan Street Medicine	spartanstreetmedicine@gmail.com
SSP	Sigma Sigma Phi	msucom.ssp@gmail.com

Elections and Requirements

Eligibility for E-Board Positions

OMS students may hold executive board positions beginning **mid Semester 2**.

OMS I, III, and IV students may serve only as ad hoc executive board members. OMSI may be elected in after Class Gov, SGA, and SOMA have filled executive boards.

Academic and Enrollment Requirements

Students must be enrolled at the time of elections.

A minimum cumulative score of 80 and good academic standing are required.

Students falling below the 80 threshold, placed on academic probation or warning, or unable to meet remediation criteria are required to step down from leadership to prioritize academics.

Students on academic extension may participate as general members but may not hold executive board positions. They may pursue leadership upon returning.

Health Compliance

All student leaders **must be compliant** with immunization requirements in CastleBranch.

Leadership Notification Process

When SEL releases the interest form during Semester 2 all above criteria will be reviewed.

If criteria are not met, an SEL will notify the ineligible student.

If student is not eligible their name will not be released to current eboards for consideration.

Leadership Structure and Limitations

Each organization will have **one President**.

If elected **President**, students **may not hold additional executive board roles**.

Students serving on **Class Government, SGA, or SOMA** executive boards **may not serve** on any other student organization executive board.

Students **may serve not serve on more than two (2)** MSUCOM student organization eboards.

Students serving as Vice President or National Liaison may **not hold the same role** in another organization, but they may hold a different position (e.g., Secretary, Treasurer, Social Chair).

COM College Committees, Michigan Osteopathic Association (MOA) Liaison Committee, ACE Ambassadors and Blue Coat **are not student organizations and are not included in limitations**.

Election Timeline

Class Government, SGA, and SOMA elections are held during early Semester 2.

All other organizations may fill their executive boards **following these elections**.

SGA Leadership Summit is held annually during Semester 3. **Attendance is mandatory** for incoming executive board members.

Organizational Requirements

Organizations must have a **minimum four-member executive board** (university requirement).

Each organization must have at least one **MSU faculty advisor** (faculty appointment required).

All organizations are expected to maintain a **Standard Operating Procedure** (SOP).

General Membership and Liaison Roles

Students may be members of any MSU student organization regardless of class year.

Liaisons may be selected during the summer from incoming **OMS I students**.

OMS I E-Board Election Process

Declaration of Interest

OMS I students interested in running for any executive board position in a COM Registered Student Organization **must complete the interest form** SEL releases during semester 2.

Eligibility Review

SEL will conduct academic and immunization compliance checks.

Students who do not meet eligibility requirements be notified directly by SEL.

Candidate List Distribution

A list of **eligible OMS I candidates will be provided** to current organization presidents.

Application Process

Each organization president will send a standardized Google application to eligible candidates.

Selection Process

Current executive boards are required to:

Review submitted applications and invite selected candidates for **interviews**

Collaborate with their **faculty advisor(s)** to select incoming executive board members

Before announcing final election results, current organization presidents must submit the following details to the [SEL SGA E-boards spreadsheet](#) for administrative approval:

Selected candidates' full names, Positions, Site locations, MSU email addresses

Final Deadline

All elections must be completed by **January**.

If an executive board member **steps down from their role** after elections please contact SEL for guidance, we are here to help.

Consideration of New SGA Student Organizations 2025-2026

We have reached its organizational capacity for the academic year, with **40 active student organizations**. As such, no new student organization applications will be accepted at this time.

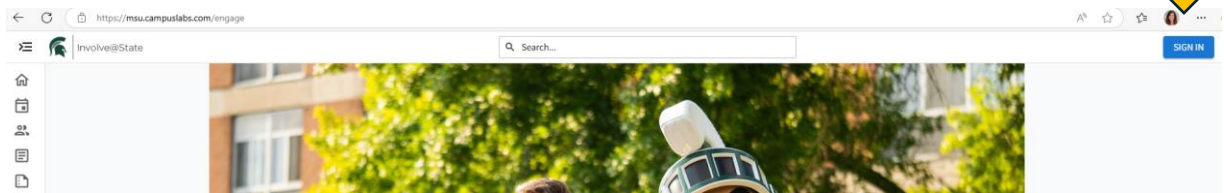
We are proud to support an engaged student body through organizations that align with the mission of MSUCOM with a focus on medicine, healthcare, or community service, in addition to organizations that maintain an affiliation with a recognized national or professional body. To ensure sustainability and quality, we carefully ensure enough available financial support, faculty advisor availability, scheduling, capacity and accommodations for meetings and events. Thank you for your understanding and continued commitment to our student leadership community.

MSU Student Life Registration and Updates of RSOs

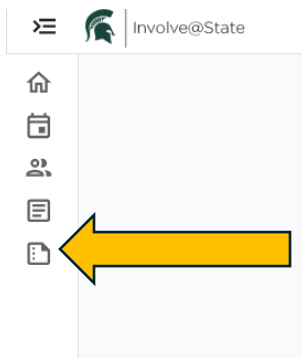
Per Michigan State University Student Life policy, all registered student organizations (RSO) must renew registration in the summer/fall (date TBA by MSU RSO).

Upon completing MSUCOM Student Organizations elections, the outgoing eboard must register new executive board members: Involve@State [Explore - Michigan State University](https://msu.campuslabs.com/engage)
<https://msu.campuslabs.com/engage>


Sign In



Go to Forms



Outgoing eboard needs to transition incoming eboard:

**2024-2025 Updating Officers and Adviser**
End Date: Friday, June 27, 2025 12:01 AM
Office of Spartan Experiences

To update officers at least one piece of documentation is required; meeting minutes, agenda, election information, anything official within your organization reflecting the incoming eboard.

Form Submissions

You already have submissions in progress. You can select to resume a submission, or create a new one.

[NEW SUBMISSION](#)

Name	Status	Status Date	Actions
2024-2025 Updating Officers and Adviser	Pending	2/13/2025 12:08:32 PM	REVIEW

Please note if you do not have an agency account simply submit 'NA' when requested.

Finances and Tax EIN Information for Registered Student Organizations

The executive board listed on [Explore - Michigan State University](#) Involve@State **will be verified** by the Michigan State University Federal Credit Union (**MSUFCU**) for account access and transitions.

All COM organizations are considered tax-exempt under 501(c)(3) status. Organization presidents have access to the SEL SGA [Constitution and EIN documents Google Drive](#).

Financial activity to be managed through MSUFCU accounts; membership dues, t-shirts, lunches, etc. If an organization holds a **fundraiser**, they may collect funds through platforms such as Venmo, PayPal, etc., and then deposit those funds into the organization's MSUFCU account.

Note: Membership funds may not be used for private dinners.

The MSUFCU account must be transitioned to reflect the current **Treasurer, President, and Faculty Advisor**.


Monthly statements must be **reviewed jointly by the Treasurer, President, and Faculty Advisor**.

Statements should be mailed **directly to the advisor** at their preferred (home or office) address.

A Tax EIN (Employer Identification Number) is required for a Registered Student Organization (RSO) agency account. Most student organizations **do not have an agency account**.

To locate the MSUFCU Registered Student Organization Account Application, visit msufcu.org and enter "Registered Student Organization Account" in the search bar.

A sample application is below and the following page has instructions for reference.

Registered Student Organization (RSO) Account Application		 MSU FEDERAL CREDIT UNION	
Mail completed application to: MSUFCU Business Services, PO Box 1208, East Lansing, MI 48826-1208 517-333-2424, ext. 4848 800-678-4968 msufcu.org			
ACCT office use only		Initial Funding	
Application requires a mandatory \$5.00 deposit to your business savings account. Checks should be made payable to MSU Federal Credit Union.		<input type="checkbox"/> Check enclosed <input type="checkbox"/> Transfer funds from existing MSUFCU account number and Share ID <input type="checkbox"/> Amount to transfer \$	
Date			
<input type="checkbox"/> New account <input type="checkbox"/> Add RSO checking <input type="checkbox"/> Add/Change Advisors or Responsible Individuals		Eligibility The student organization must be registered with its respective university and appear on the list of Student Groups on the university's website to be eligible for membership and open an RSO account. Should the RSO's registration with its respective university lapse and MSUFCU becomes aware of the status change, the RSO checking account will be converted to a Small Business Checking account. The RSO will also be required to provide a Taxpayer Identification Number (TIN) for tax reporting purposes. At least one student registered with the organization through the respective university must be on the account as a Responsible Individual. An Advisor is also required and must be the person registered as such with the student organization on the respective university's Student Group website. All Responsible Individuals on the account must sign and all of the Responsible Individual's personal or individual accounts must be in good standing. MSUFCU will notify the Department of Student Life if any RSO account not held in good standing.	
Section A - Registered Student Organization Information			
RSO Name (please print)		Nature of RSO	RSO TIN
Email Address	Phone No.	Alternate Phone No.	
RSO Street Address	City	State	ZIP
Section B - Responsible Individuals and Advisor			
Responsible Individual: An RSO officer who will be fully liable for the account, has access to all shares, has the authority to conduct transactions, make changes to the account structure, add or remove services, and is authorized to close the account. Advisor: An individual who will have no access to shares and no authority to conduct transactions on behalf of the RSO. The Advisor will not be personally liable for the obligations of the RSO. The Advisor will serve as a stable point of contact for the Credit Union and will be responsible to know the status of the Responsible Individuals and the RSO with the respective university.			
Name	Address	City	State ZIP
Phone No. (Home/Mobile)	Phone No. (Work)	Email Address	
Social Security No.	Driver's License No. / State / Expiration Date	Date of Birth	
This person is: <input type="checkbox"/> Responsible Individual (choose one) <input type="checkbox"/> Advisor	VISA Debit Card: <input type="checkbox"/> Yes <input type="checkbox"/> No	ComputerLine®: <input type="checkbox"/> Full Access (choose one) <input type="checkbox"/> Inquiry Only <input type="checkbox"/> None	
Name	Address	City	State ZIP
Phone No. (Home/Mobile)	Phone No. (Work)	Email Address	
Social Security No.	Driver's License No. / State / Expiration Date	Date of Birth	
This person is: <input type="checkbox"/> Responsible Individual (choose one) <input type="checkbox"/> Advisor	VISA Debit Card: <input type="checkbox"/> Yes <input type="checkbox"/> No	ComputerLine®: <input type="checkbox"/> Full Access (choose one) <input type="checkbox"/> Inquiry Only <input type="checkbox"/> None	
Name	Address	City	State ZIP
Phone No. (Home/Mobile)	Phone No. (Work)	Email Address	
Social Security No.	Driver's License No. / State / Expiration Date	Date of Birth	
This person is: <input type="checkbox"/> Responsible Individual (choose one) <input type="checkbox"/> Advisor	VISA Debit Card: <input type="checkbox"/> Yes <input type="checkbox"/> No	ComputerLine®: <input type="checkbox"/> Full Access (choose one) <input type="checkbox"/> Inquiry Only <input type="checkbox"/> None	

MSUFCU Registered Student Organization Account Application

SECTION A:

RSO Name (example COM SGA)

Nature of RSO– Membership Organization

RSO EIN– Obtained from outgoing eboard

Email - organization g-mail address

Phone # - Treasurer's number

Alternate phone # - President's number

RSO street address - Student Organization Faculty Advisor work or home (advisor preference)

SECTION B:

Membership and Account Agreement– Treasurer and President signatures are needed.

SECTION C:

Account Information - Notices/Electronic, Statements/Paper, RSO

Checking/YES, Checks/YES, Deposits larger than \$10K/NO, Wire

Transfers/NO, Business provides services – Lottery, Check Cashing,

Transferring Funds/NO to all three.

SECTION D:

Responsible Individuals and Advisor – Treasurer, President, and

Faculty Advisor required to complete this section.

Advisors do not need to provide SS# or Driver License#

Completed and signed form can then be taken to any [MSUFCU branch](#).

Reminder - **Statements are to be mailed to advisors' preferred address.**

Monthly statement to be reviewed by President, Treasurer, and Advisor.

Social Media Expectations and Professionalism

As representatives of MSUCOM, all student organizations are expected to uphold the highest standards of professionalism when engaging on social media platforms. Student Handbook:

[SOCIAL MEDIA EXPECTATIONS AND PROFESSIONALISM-](#)

Media Relations Policy – Responding to Media

MSUCOM student leaders and organization members should not speak on behalf of the university or the college to external media without prior approval. Student Handbook:

[MEDIA RELATIONS POLICY – RESPONDING TO MEDIA](#)

Branding Usage – Printed Material

When designing printed materials (e.g., apparel, flyers, banners, or promotional items), please consider the following guiding principles to ensure alignment with MSUCOM standards and the values of the osteopathic profession:

Does this item represent Michigan State University in a professional and respectful manner?

Would you be proud to present or wear this item at a residency interview?

Does the design reflect your Osteopathic Pledge of Commitment to:

Provide compassionate, high-quality care?

Partner with patients to promote health?

Demonstrate integrity and professionalism throughout your career?

Engage in life-long learning?

Advance the philosophy, practice, and science of osteopathic medicine?

Support the profession through action, word, and deed?

Live each day as an example of what an osteopathic physician should be?

Branding Requirements

The MSU logo may not be altered or combined with any other logo or graphic element.

No design elements may touch the Sparty helmet or overlay the logo in any way.

COM approved logos for embroidery or screen printing must not be modified or integrated into other logos.

Only Student Government Association (SGA) and Class Government are permitted to include class year references on clothing.

All designs must follow MSU's official branding standards:



MSU Branding Usage – Clothing and Promotional Items

Organization clothing and promotional items must comply with **MSU Branding Guidelines** and COM policies.

- See MSU BRANDING USAGE – SGA Policy and Procedure Guide, Page 9
- Provide the Student Engagement and Leadership (SEL) office com-sel@msu.edu with logo/layout
- When approved by SEL, Submit to MSU Licensing* at https://msu.co1.qualtrics.com/jfe/form/SV_6zM24nHuXDP31zL

*Licensing does not need to approve images without university logos or text

- Provide the SEL Office with a copy of the approval from MSU Licensing com.sel@msu.edu
- Request a quote and place orders from a [MSU Licensing approved vendor](#) (a few listed below):

VENDORS

- CDI Corp: Buttons, stickers and yard signs, <https://www.colors shock.com/> (megan@colorshock.com)
- Nudge Printing: T-shirt, <https://www.nudgeprinting.com/> (gabeviscomi@nudgeprinting.com)
- Colosseum: T-shirt, <https://www.colosseumusa.com/> (mikeh@colosseumusa.com)
- Underground Printing, <https://undergroundshirts.com/> (ieversen@undergroundshirts.com)
- Integrity Marketing Products Inc. - Dearborn Heights, <http://integritypromos.com/site/home.html> (dan@integritypromos.com)
- MKP/Alternatives in Advertising Inc. - Southfield, <https://www.aiabranding.com/> (mike@aiabranding.com)

Organizations are responsible for gathering orders from members, placing/paying for the final order, **and distribution to members.**

GRADING SYSTEM

- 10% Host Events/General Membership Meetings – **one minimum** per semester
- 10% President attendance at COM **Presidents Club***
- * If President is not available to be in person, they must assign an eboard member to attend
- 10% At least one executive board member in attendance at **SGA General Meetings**
- 10% E-Board Meetings w/faculty advisors – **one minimum per semester**
- 10% Organization Poster Completion – Spring
- 10% Registration with MSU Student Life [Involve@state](#) – Fall
- 10% Update Officers [Involve@State](#) for incoming eboard (& transferring MSUFCU account when applicable)
- 10% Organization Recruitment for OMSI - Fall
- 10% Lounge Clean-Up (on assigned dates at all 3 sites)
- 10% Organization Year-End-Reports
- 100% TOTAL

93%	A	90%	A-	88%	B+	85%	B	80%	B-	78%	C+
75%	C	70%	C-	68%	D+	65%	D	60%	D-	0%	F

This score determines eligibility to continue as an COM SGA Organization. If an organization falls below a C (75%), the SGA Administrative Advisors will decide on the continuation organization or if the organization will be placed on six-month probation. This will be communicated to organizations Faculty Advisor(s). Events and meetings are documented by approved event submissions processed by the SEL Team. This can be cross referenced by the COM [Student Events Google calendar](#).

Grading: SGA General Meeting Attendance

One or more E-Board members must attend the SGA general meetings - roll call is taken. These meeting occur twice a semester. Information will be shared concerning: College of Osteopathic Student Government Presidents (COSGP), Translating Osteopathic Understanding into Community Health (TOUCH) and Student DO of the Year, SGA Social Events. Each organization is encouraged to share information on upcoming events. Collaboration between organizations is encouraged.

Grading: Executive Board Meetings with Faculty Advisor(s)

E-Board meetings with the faculty adviser(s), are required a minimum of once a semester, in person, via Zoom, Google Chat, etc. Advisers are important to the organizations and can assist with speakers, topics of discussion and events. All organization minutes must be uploaded to the SGA [2028 Student Org Minutes](#) Google Drive.

Grading: Events, Fundraisers or General Meetings

Organizations are expected to schedule an event, fundraiser, or general membership meeting at least once per semester and no more than three with campus connections (off campus events or events without technology are unlimited). Keep your general membership engaged.

Grading: Organization Poster Requirements

Each organization will create a poster to be displayed at each site. This visual inspires incoming student's participation in the college's activities and in student life.

In PowerPoint open a blank screen. Under Design go to Page Setup. Change the size of the document (see below) width and height from there.

If you have an older version of PowerPoint, you may change the size of the document under File then Page Setup. Please make sure you leave .5" margins around the edges.

All organization posters are same size: 23" x 23"

If you need a photo from the Convocation/White Coat Ceremony for your posters, contact SEL.

Poster Requirements

Full name of organization and Organization acronym

Picture of each E-Board member with title and site (does not need to be white coat photo)

Name(s) of faculty advisor(s) and /or photo

Organizations' email address

Goals of the organization/mission statement

Grading: Registration and Constitutions

All organizations must have an electronic updated constitution. Constitutions are to be housed in the [SGA Constitutions and EIN Google Drive](#) all organization presidents have access to this drive. All organizations must renew registration with MSU Department of Student Life by early September and ensure the most up to date constitution is on file with MSU Student Life at [Involve@State](#). If an organization fails to produce a constitution or to register with MSU Department of Student Life, the organization will not be allowed to schedule events, fund raisers or general membership meetings,

therefore jeopardizing their standing with SGA. If the organization is inclined to make changes to their constitution follow the process below.

Membership Approval: Present the proposed changes to general membership for a vote, which can be conducted virtually. Ensure faculty advisor also approves.

Constitution Updates: Update the constitution to reflect any changes, roles and titles, etc.

Replace the current version in the SGA [Google Drive](#) and uploading the revised constitution to MSU Student Life/ Involve at State <https://msu.campuslabs.com/engage>. Also please update the [SEL SGA Orgs E-Boards Google Sheet](#).

Grading: OMSI Student Organization Recruitment

A member of the organization executive board must be present at each site for the SGA Organization Recruitment event for OMSI in the fall. OMSI may join orgs during semester 1.

Grading: Lounge Clean Up and Student Org Storage

The SGA Secretary will assign a cleaning week and provide a schedule and checklist via the SGA Weekly Events Email. After cleaning email confirmation to RSO.comsga@msu.edu. If supplies are low also include a list of items to replenish. Each organization has storage space in their campus-specific student lounge. Storing biohazard materials, food, or beverages is prohibited. Organizations must clean their storage areas mid-year and year-end.

Grading: Organization Reports

Organization mid-year and year-end-reports are used for tracking meetings, events, fundraisers, expenditures and assets for SGA accuracy in the Grading System and to ensure advisors have an overall report of their organization's activities. SEL will release the reporting form to presidents.

Need an Event Speaker?

The office of Academic and Career Advising (ACA) is a great resource for our student organizations. ACA stays up to date on hot topics in medical career planning, recruits' residents and alumni mentors, maintains competitiveness and match data for each specialty, and assists students throughout all four years of medical school in career planning and the match process. Please reach out to com.acadvising@msu.edu to connect and access resources.

Gifts for Guest Speakers

We encourage each organization to write a thank-you note to guest speakers, including physicians, residents, and other volunteers who generously share their time and expertise. Choices are a men's ¼ zip dry Tec pullover with MSUCOM logo in green, ladies ¼ zip Dry Tec pullover in black with MSUCOM logo or MSU winter beanie. Please indicate size when requesting pullovers.

SEL will provide notecards for this purpose and have a selection of speaker gifts at each site.

To request a gift:

Email COM.SEL@msu.edu with date of event and what you would like to gift

If gift is requested after event include the speaker's name, mailing address, and the date of event.

SEL is able to ship gifts to speakers when needed.

Note: Student organizations **do not provide monetary compensation to speakers**. These individuals volunteer their time and expertise, and we appreciate your help in expressing our gratitude professionally and personally.

Student Organization Event Requests

All student organization meetings (except eboard meetings) and activities (meetings, fundraisers, speaker presentations, volunteer activities, training, social events, drives, etc.) must be scheduled through COM Campus Groups Login at <https://msucom.campusgroups.com/> (if needed an orientation video on using Campus Groups is available: <https://vimeo.com/511729394/51767c3026>).

A detailed guide on the event request process can be found at: <https://readyedu.atlassian.net/wiki/plugins/viewsource/viewpagesrc.action?pagelId=362938515>

*Eboard meetings to be scheduled by eboard and include advisor.

Student Organization Event Policies

General Policy

Events must be discussed and approved in advance by the organization's **Faculty Advisor**.

If an event is held **without advisor knowledge or SEL approval**, a meeting will be scheduled with the Executive Board, Faculty Advisor, and SEL to address the concern.

If considering inviting **pharmaceutical reps or medical equipment vendors**, it is the eboard's responsibility to request the Faculty Advisor send the SEL Team an email confirming their approval of the event com.sel@msu.edu.

If interested in hosting a **politician**, contact SEL in advance, we must obtain approval with MSU Legal.

In accordance **Michigan Food Law**, a food license is required to prepare food for the public (orgs cannot distribute handmade sandwiches in the community). Pre-packaged snacks such as granola bars, chips, bottled water, and whole uncut fruit can be given out without a license.

MSU Information **Technology for classrooms does not support events after 4:30 p.m.** weekdays or anytime on weekends. At least one member of the eboard at each campus is required to contact them at least one week in advance of an evening event to schedule training, additional eboard are welcome. Once students are trained in a classroom no additional training is required, but IT may reach out to confirm training has occurred previously. Contacts are listed below.

DMC: Jon Schulz schulzj1@msu.edu and Dale Wegienka wegienk5@msu.edu

EL: Nathan Davis davisn20@msu.edu and Brian Mitchell bmitchel@msu.edu and

Ian Walker walker1@msu.edu

MUC: Kevin Ribant ribantke@msu.edu and Erik Williams – will2408@msu.edu

Event Planning Requirements

Authorized Scheduling: **Only E-Board members** may schedule meetings, events, and fundraisers.

Tech-Supported Live Events (Campus Connections): Submit request **at least 15 business days** in advance.

Live Campus Events (No Tech Required): Submit request **at least 7 business days prior**.

Volunteer Events off campus: Submit request **at least 15 business days** in advance.

Volunteer Events on campus: (ex; packing kits) Submit **at least 7 business days** in advance.

Virtual Events: Submit request **at least 7 business days** in advance.

Fundraisers: Submit request **at least 15 business days** in advance.

Large-Scale Events (SOMA Dash, Field Days, large socials): Begin planning **6–8 weeks in advance**.

Scheduling Considerations

Check Conflicts: Always check [CampusGroups](#), [Google Student Events Calendar](#) and both classes [Medtrics Academic Calendars](#) before submitting a date/time.

Events may not conflict with:

Scheduled **academic** activities*

SGA, Class Government, or SOMA events

MSUCOM **Dean**-led events or **special college functions** (e.g., MOA Presentations, SAAO Auction)

*Note: Organizations may schedule during **Course Media Gallery** and **self-study**.

** **Reoccurring volunteer events** may be scheduled in conflict with labs only if:

There are **multiple lab slots**, and the event offers **additional opportunities to volunteer** (e.g., service options across different days/times) .

Event Overlap: Multiple student org events may be scheduled at the same time if audiences are not overlapping, and enough classrooms are available (capacity for student org events with **campus connections is TWO events in the same time frame**). Events off campus are not limited. Collaboration between organizations is encouraged.

ACA Workshop Conflicts: Orgs may schedule during ACA Workshops; however, attendance may be impacted.

Semester Planning: College-wide events (Dean events, SGA, Class Government meetings) are **scheduled first**. Student orgs may request dates after these dates are set.

If organization is planning a **fundraiser with food on campus** they must partner with a [MSU licensed food vendor](https://spartanexperiences.msu.edu/rso-s/Resources/events.html). Additionally, the organization is required to submit an MSU Infrastructure and Planning Facilities (IPF) Request, information on this is under 'On Campus Options' <https://spartanexperiences.msu.edu/rso-s/Resources/events.html>.

If the organization is **providing food items for sale without a vendor review** (bake sales) [Food Information](#) policy from MSU Office of Spartan Experiences.

Campus Closures: If campuses are closed all in-person events are canceled.

Weekly Event Summary: SGA distributes a weekly event email on the [Google Student Events Calendar](#).

Outreach & Volunteer Events (after SEL Event Approval)

Submit [Student Organization Clinical/Volunteer Activity Approval Form](#) to SEL 10 days prior.

These are the 5 categories we consider events to fall under:

1. **Education** – Can be supervised by DO, MD, NP, RN, PA, Residents
2. **Education with minors present** - Can be supervised by DO, MD, NP, RN, PA, Residents – Student volunteers must have active CBC on file

Education refers to any event where a medical demonstration or education is occurring but no person in attendance is the recipient of individual attention or screening. Suture Clinics, Teddy Bear Clinic, Casting Workshops, Dietary education, Health and Wellness education, Self-exam demonstrations with models (no physical contact), etc.

3. **Patient Contact** – Can be supervised by DO, MD
4. **Patient Contact with minors present** – Can be supervised by DO, MD – Student volunteers must have active CBC on file

Patient contact refers to any event where someone in attendance (student OR member of the public) may receive any type of screening or vaccination. OMM, Basic eye Exams, Body Mass Index, Blood pressure screening, Blood glucose screening, Flu Clinic etc. – **ALL PATIENT CONTACT EVENTS REQUIRE PARTNERSHIP WITH AN OUTREACH APPROVED ORG:** (CIM, DSC, MCSM, SSM) AND ALL PARTICIPANTS SHOULD ATTEND A TRAINING EVENT HOSTED BY ONE OF THESE ORGS BEFORE PARTICIPATING

There are **NO differences** in the above supervision requirements if events are **student-to-student** or if they are **student-to-public**.

5. Events where org members are participating in a **nonmedical capacity**, such as Social events, Speaker presentations, Food bank participation, Garden cleanup, etc. – These events do not require direct supervision. If minors will be present, student volunteers must have active CBC on file.

All supervising providers **MUST** hold an active MSU COM Clinical Faculty appointment. Supervisory faculty are expected to be physically present at these events. Agreeing to supervise means agreeing to attend the event. If a supervising provider is not physically present, students are considered unsupervised and would not be protected were something to go wrong.

All Volunteer Activities require:

[Student Organization Clinical/Volunteer Activity Approval Form](#)

Nonmedical events; soup kitchens, community gardens, senior living centers, donation sorting, etc. **require submission** of the Clinical/Volunteer Activity Approval Form.

No physician signature is needed if there is no patient contact

Organizations may share **general health information** such as guidance on diet, exercise, or cancer screenings – but are **not permitted to provide** individual medical advice, patient-specific instructions or diagnoses without faculty supervision.

Events Involving Minors

Any outreach activity involving minors requires a **Criminal Background Check** through MSU Human Resources. SEL serves as the liaison and provides the appropriate HR forms to students.

Event Approval Process

All events are reviewed and approved by SEL team before being shared with members or the public. Requesting an event does not secure or confirm it. When SEL confirms our team will reserve rooms across all the sites (when applicable) and submit IT Service Requests (when applicable).

Please note requests are processed **in the order received** with priority given to events with earlier proposed dates.

Once an event is approved the event will be posted on:

[MSUCOM CampusGroups](#)

[COM Google Student Events Calendar](#)

Included in the SGA Weekly Events Email

Only when an event is approved may the organization open it for volunteer sign-up.

MSUCOM Student Travel Guidelines

Excused Absence Requirement - Pre-Clerkship:

Only students whose attendance at a conference is required—per the bylaws of a national affiliation AND written into the student organization's constitution are considered for an excused absence. Excused absences may also be granted for students with accepted research (presenting abstracts, or posters). Excused absences are granted by the Senior Associate Dean of Medical Education for Pre-Clerkship Students. Travel funding is only considered for students with excused absences. [HIT_COM_StudentPortal | Michigan State University \(msu.edu\)](#)

Academic Programs will confirm required travel with SEL.

Excused Absence Requirement - Clerkship:

Excused absences may be granted for students with accepted research (presenting abstracts, or posters) or those holding a national position. If you have been elected to a national office or serve on a national committee, it is required the [National Positions Form](#) is completed before funding is requested. Clerkship students must follow the excused absence procedure outlined in the Clerkship Absence Request Form. [Clerkship-Absence-Request-Form.pdf \(msu.edu\)](#). All clerkship absence questions must be directed to: COM.Clerkship@msu.edu

Funding is **not guaranteed** for pre-clerkship OR clerkship and is subject to review and approval.

Travel Funding **NOT provided** for:

- MSUCOM electives
- Study abroad programs
- Networking events
- Case reports
- Poster printing
- Publications
- Enrollment into any programs

Before You Travel

- Do Not Book Travel Without Approval:
Only make travel arrangements after funding has been confirmed—unless you are prepared to cover expenses out-of-pocket.
- Funding request **cannot be altered** after the SGA and SOMA Travel Expenditure Request Form closes. The SGA/SOMA Finance Committee meets immediately following and requests are submitted to the Dean's Office for final approval.
- SOMA-Specific Note: SOMA only funds SOMA pre-clerkship executive board. Other requests are reviewed by SGA.

SGA/SOMA Funding Request:

SEL sends an email every 4 – 6 weeks to all class listservs so students may apply for funding. When this email is sent the request form opens.

- Application Process:
 - Use your @msu.edu email address to complete the form.
 - Submit a fully completed application including:
 - Conference name (no acronyms), city, state
 - Direct link to the conference website
 - Proof of accepted research (if applicable)

Notification of Approval:

- Students are notified of funding decisions after the SGA/SOMA Finance Committee meeting (typically within one week of the submission deadline).

Travel & Reimbursement Guidelines

- Group Travel:
 - Each student must:
 - Submit their own application
 - Purchase their own airfare
 - Pay for their own registration
 - Hotel rooms: Only the student named on the receipt may claim reimbursement. Only one room per student may be claimed.
 - No per diem is provided if there is no overnight stay.
- **Airbnb:**
 - If sharing an Airbnb:
 - All students that stayed together must submit receipts and payment proof (e.g., Venmo) the same week. Their reimbursements must be processed together.
- **Use Reputable Booking Services:**
 - Expedia and Priceline may not provide itemized receipts, which are required. Lack of itemized receipts may prevent reimbursement.


- **Receipts to Save:**


- Save all original receipts (except for food).
- Submit receipts within two weeks of travel to: COM.SEL@msu.edu (as PDFs)
- **Food Reimbursement:**
 - Food is reimbursed only for overnight travel.
 - Meals provided by the conference are not eligible.
 - Prioritize travel and lodging expenses over food for simpler reimbursement.

Required Receipts for Reimbursement

Submit all the following (as applicable):

- Conference agenda (1–2 pages: What, Where, When)
- Conference registration receipt
- Airline/rail itinerary and proof of payment (no confirmation emails)
- Car rental receipt (accident insurance not reimbursed)
- Taxi/Uber receipts (only airport, hotel, and meeting site—label with to/from)
- Airport or rail parking
- Michigan Flyer receipt
- Hotel itemized receipt (no incidentals)
- Full names of other students staying in the room
- Proof of payments from roommates (Venmo, etc.) if you paid the full hotel cost

 Alcohol is not reimbursable

 No reimbursement for tickets purchased using airline miles or points

For full details, visit: [Reimbursement Charts | Michigan State University](#)

Additional Funding Resources

- MSU Council of Graduate Students (COGS) <https://cogs.msu.edu/resources/funding/>
- MSU Council of Medical Students council.of.med.students@gmail.com