



College of
Osteopathic Medicine
MICHIGAN STATE UNIVERSITY

2024-25 SGA Policy and Procedure Guide

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Welcome

On behalf of MSUCOM's Office Student Engagement and Leadership (under Admissions and Student Affairs) and the Student Government Association (SGA), congratulations and welcome to the roles and responsibilities of student organization leadership! Within this Guide, student organization leaders are provided with guidance and resources for an optimal transition. Additionally, this document serves as a standardized guide for all MSUCOM student organizations to reference with regards to MSUCOM SGA Policies & Procedures Guide (PPG). With each transition of leadership, it becomes the responsibility of the newly elected SGA Executive Board and Advisers to ensure that this document remains up to date. While this document is intended to efficiently consolidate student organization information, it is understood that additional organizational resources may also be used (i.e., MSU Department of Student Life - Involve@State, MSUCOM TEAMS - Student Leadership Portal, Google Drive, Facebook, Electronic Files, Spreadsheets, etc.).

Objectives

The objective of the MSUCOM Student Government Associations is to unite the MSUCOM student body in concert with the MSUCOM Common Ground Framework for Professional Conduct [CGFPC](#). To serve as a liaison between the MSUCOM student organizations and administration. To promote the art and science of osteopathic medicine. To uphold the standards of academic honesty and integrity within the osteopathic profession. As the governing body to all MSUCOM organizations, we will facilitate cooperation and communication among each. To 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

- We are limited on the number of SGA Organization we support at MSUCOM.
- First year students may be invited to student organization events at any time during year 1.
- Organizations are to email only their membership, not the class list serves. Permission to use the class list serves will need to be obtained from the Office of Student Engagement and Leadership (SEL) COM.SEL@msu.edu
- Organizations are not allowed to create independent website. MSU Department of Student Life provides an access with in their Involve@State RSO (registered student organization) pages.
- Pre-clerkship or clerkship students must report national organization board positions on a yearly basis at: [National Positions \(google.com\)](#)
- Approval of Pharmaceutical Reps or Politicians are required prior to event scheduling from the SEL Office.
- Communications: Protocol for corresponding with Administration, Faculty and Staff. Please use proper titles, example: Dean deJong, Dr. Ruger, Dr. Waarala, Dr. Enright, etc.
- Signature Protocol on Email: Salutation and First & Last Name, MSU College of Osteopathic of Medicine, Titles and Organizations, Class of 20__, and MSU Email. Example:

Mr. Isaac Gollapalli
MSU College of Osteopathic Medicine
President - Student Government Association
Student Trustee – Michigan Osteopathic College Foundation
Class of 2027
gollapal@msu.edu

SGA Executive Board & Advisers 2024-25 – Class of 2027

RSO.comsga@msu.edu

Student Government Association - Governing Body				
President & Student Trustee - Michigan Osteopathic College Foundation	Isaac	Gollapalli	EL	gollapal@msu.edu
Vice President	Hussein	Saleh	DMC	salehhu1@msu.edu
Vice President	Zach	Kam	EL	kamzacha@msu.edu
Vice President	Julianna	Nagy	MUC	nagyjul2@msu.edu
Director of Administrative Services	Sarah	Elmarakby	EL	elmarak1@msu.edu
Treasurer - Director of Programming	Maddie	Dickens	EL	dicken25@msu.edu
MSU College of Graduate Students Rep. (COGS)	Justin	Baker	DMC	bakerj78@msu.edu
MSU College of Medical Students Rep. (COMS)	Jack	Logan	EL	loganjo1@msu.edu
Advisor - Faculty	Dr. Katherine	Ruger	EL	ruger@msu.edu
Advisor - Assistant 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 Organization Chart

Each organization has an SGA E-Board and administrative point individual

Years One and Two Class Government 4 Year Term	Years Three and Four Class Government 4 Year Term	Student Government Association 1 Year Term	Peer Mentors 1 Year Term	Student Osteopathic Medical Association 1 Year Term
GROUPS*	DIVERSITY	OUTREACH	FUNDAMENTAL	SPECIALTY
(Specific members and Religious Orgs.)	Inclusion	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

*Travel Funding from MSU COGS and/or MSU COMS	Travel Funding from SGA, MSU COGS, MSU COMS			
SGA E-Board Liaisons				
Pres. Isaac Gollapalli EL/VP - Zach Kam	DMC/VP - Hussein Saleh DMC/COGS - Justin Baker	EL/Adm - Sarah Elmarkakby EL/Prog - Maddie Dickens	MUC/VP - Julianna Nagy EL/COMS - Jack Logan	
Administrative Liaisons				
Jennifer Miller - 5	Jerrod Berry - 14	Nolan Cook - 5	Jenny Lanuzza - 15	

SGA Policies & Procedures Guide

Organizations and Acronyms:

#	ACRONYM	Email	Organization E-Board Title
1	SGA	<i>RSO.comsga@msu.edu</i>	Student Government Association - Governing Body
2	ACOFP	<i>acofpmsucom@gmail.com</i>	American College of Osteopathic Family Physicians
3	ACOS	<i>sosa.msucom@gmail.com</i>	American College of Osteopathic Surgeons
4	AIG	<i>msucomanesthesiology@gmail.com</i>	Anesthesiology Interest Group
5	AMWA	<i>amwaatmsucom@gmail.com</i>	American Medical Women's Association
6	APAMSA	<i>apamsa.msucom@gmail.com</i>	Asian Pacific American Medical Student Association
7	APSA	<i>do.msu.apsa@gmail.com</i>	American Physician Scientists Association
8	BIM	<i>bim.msucom@gmail.com</i>	Business in Medicine
9	CAMSA	<i>com.camsa@gmail.com</i>	Chaldean American Medical Student Association
10	CIM	<i>msucom.cim@gmail.com</i>	Community Integrated Medicine
11	Class 2026	<i>msucom-glassgov2026@msu.edu</i>	Class of 2026
12	Class 2027		Class of 2027
13	CMA	<i>cma.msu@gmail.com</i>	Christian Medical Association
14	DSC	<i>detroitstreetcare@gmail.com</i>	Detroit Street Care
15	EMC	<i>emc.msu.com@gmail.com</i>	Emergency Medicine Club
16	HOOSA	<i>msucom.hoosa@gmail.com</i>	Hematology & Oncology Osteopathic Student Association
17	IMC	<i>msucom.imc@gmail.com</i>	Internal Medicine Club
18	IMSA	<i>msucomimsaa@gmail.com</i>	Islamic Medical Student Association
19	IOMO	<i>iomo.msu.com@gmail.com</i>	International Osteopathic Medicine Organization
20	JOSA	<i>msucom.josa@gmail.com</i>	Jewish Osteopathic Student Association
21	LGBTQA	<i>lgbtamedcom@gmail.com</i>	Lesbian, Gay, Bi-Sexual, Transgender & Allies in Medicine
22	LMIG	<i>msucomlmig@gmail.com</i>	Lifestyle Medicine Interest Group
23	LMSA	<i>com.lmsa.msu@gmail.com</i>	Latino Medical Student Association
24	MCSM	<i>macombcountystreetmed@gmail.com</i>	Macomb County Street Medicine
25	OBIGS	<i>obigs.msucom@gmail.com</i>	Obstetrics and Gynecology Interest Group
26	OSMP	<i>osmpmsucom@gmail.com</i>	Orthopedics, Sports Medicine and Physiatry
27	PAMSS	<i>COMPAMedSS@gmail.com</i>	PA Medicine Student Society
28	PHA	<i>msucomPublicHealth@gmail.com</i>	Public Health Association
29	PIGS	<i>msupigs@gmail.com</i>	Pediatric Interest Group
30	PM	<i>PeerMentors.msucom@gmail.com</i>	Peer Mentors
31	RIG	<i>msucomrig@gmail.com</i>	Radiology Interest Group
32	SAAO	<i>msucom.saa@gmail.com</i>	Student American Academy of Osteopathy
33	SAMOPS	<i>msucom.samops@gmail.com</i>	Student Association Military Osteopathic Physicians & Surgeons
34	SAMSA	<i>msucomsamsa@gmail.com</i>	South Asian Medical Student Association
35	SNMA	<i>snmamsucom@gmail.com</i>	Student National Medical Association
36	SNOPS	<i>snopmsu@gmail.com</i>	Student Neurology, Ophthalmology and Psychiatry Society
37	SOMA	<i>soma.msucom@gmail.com</i>	Student Osteopathic Medical Association
38	SSM	<i>spartanstreetmedicine@gmail.com</i>	Spartan Street Medicine
39	SSP	<i>msucom.ssp@gmail.com</i>	Sigma Sigma Phi

ELECTIONS AND REQUIREMENTS

- Only OMS II students are allowed to hold positions on SGA Organization E-Board (OMS I's progressing into Semester 3). OMS I, III and IV may serve as ad-hoc Executive Board members only.
- Must be currently enrolled at the time of elections (Semester III).
- To be eligible to serve on an E-Board you must be in good academic standing and be up to date on immunization compliances.
- E-Board members will have academic and immunization compliancy checks at the beginning of each semester. All must maintain a 75% threshold **and be in good academic standing**. If academics fall beneath the threshold of 75%, if a student has an academic standing of probation or warning, and/or receive an "N" grade and cannot meet the criteria to remediate, student leaders will be asked to resign from leadership positions to focus on academics.
- If below the 75% threshold or not compliant, Administration will notify each student and Executive Board.
- Students who are on an academic extension may participate as members in student organizations but are not allowed to maintain or be elected to an E-Board position. When students who are on an academic extension return, they may pursue leadership positions in organizations as being a member of the next class year cohort.
- No Co-Presidents.
- May not be serve on more than two (2) E-Boards positions or acquire more than 6 points.
- SGA, Class Government and SOMA Presidents may not serve on other E-Boards.
 - Presidents = 4 points, Vice Presidents = 3 Points, National Liaisons, Outreach Positions (CIM, DSC, MCSM, SSM) Clinical, Events, Educational, Health Fair Coordinators, etc. = 3 Points
 - All Other E-Board positions: Secretary; Treasurer; Research; Social, Communications; Community, Political; Public Relations, etc. = 2 Points

PROCESS:

1. OMS I students interested in running for an E-Board position for any of the SGA organization will need to submit their name, site, email and list of organizations for positions they are interested in for compliancy checks (academic and immunization) by the specified date [Interested in Leadership Positions](#)
2. OMS I's will then be notified if they are qualified to run for a position.
3. The OMS I Qualified List will be shared with current organization presidents.
4. A standard Google application link will be sent from each organization president to their members on the Qualified List.
5. Current E-Boards will read over applications and invite candidates for interviews.
6. Entire E-Board will select new incoming E-Board members and include Faculty Advisors with this process.
7. Upon selection of the OMS I candidates and prior to announcing final election results, current organization Presidents will submit candidates' names, positions, sites and emails to [SGA E-boards spreadsheet](#) for final administrative approval.
8. **DEADLINE FOR ELECTIONS IS MONDAY, JANUARY 23, 2024**

MISCELLANEOUS:

- Class Government Executive Board elections will be held in September or October.
- SGA elections will be held in November. SGA President may not serve on any other organization. SGA President will serve as the Student Trustee on the Michigan Osteopathic College Foundation Board (MOCF).
- SOMA elections will follow SGA. SOMA President will serve the Michigan Osteopathic Association (MOA) as Student Trustee.
- All other SGA organizations will begin elections in December to be completed by the third week of January.
- SGA Leadership Summit will be the first Monday afternoon in February, eboard attendance is mandatory.
- Each organization must have at least a four-member E-Board and an MSU faculty adviser (faculty appointment with MSU).
- Each organization will maintain a Standard Operating Procedure (SOP) and will update the SGA E-Board with their manual. Organizations that have a joint (COM & CHM) E-Board are not recognized as a COM SGA organization (funding, rooms, etc.).
- Any MSU student can be a member of any student organization at MSU.
- Liaisons for organizations can be selected in the fall from OMS I students.

MSU REGISTRATION TIMELINES OF ORGANIZATION E-BOARDS

The election of SGA Executive Boards at MSUCOM is not on the same cycle as the rest of the MSU undergraduate community organizations. Each outgoing and new incoming E-Board must renew organization registration (below) immediately after elections with the new E-Board – deadline is February 16. Another registration with Involve@State through the MSU Department of Student Life is required again starting on July 1 for the following academic year. Deadline for this registration is mid-September.

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Existing SGA Organizations with New Executive Board Members – Spring Semester

- Once Elections are complete, each SGA outgoing organization President must update the RSO (Registered Student Organization) with MSU's Department of Student Life Office through Involve@State <https://studentlife.msu.edu/rso-s/index.html> **before February 16.**
- The outgoing President into <https://msu.campuslabs.com/engage>
- Look up organization, example: **COM** Public Health Association (all organization need to be registered with COM first and then the full name of the organization)
- Click "Manage Organization" (upper right-hand corner)
- Under Sparty Helmet, click triple line (hamburger symbol)
- Click "Roster"
- Click "Invite People" and add the new incoming Presidents' e-mail and/or advisor (if not already listed)
- Incoming President accepts their email invitation and goes to <https://msu.campuslabs.com/engage/> to create a profile, if they do not already have one.
- Once complete, it is required the incoming President add the Treasurer (other E-Board can be included if desired by the organization). Remove previous E-Board, update titles and primary contact for the new members.
- Incoming President must ensure account setting is "show" under privacy to appear on the public roster (this will be verified when switching over the MSUFCU account).
- To view web tutorial on re-registration, click: https://mediaspace.msu.edu/media/Involve%40StateA+Re-Registration+for+RSOs+Training/1_9de2hryj
- Updating of new E-Board members on Involve@State needs to be completed by MSU Department of Student Life **before** the organizations can change over the finances through the MSU Federal Credit Union checking accounts.
- For organizations with MSU Student Agency Accounts (SOMA and Classes), new E-Board (specifically President, Treasurer and Vice Presidents) needs to be updated.
- All other student organizations DO NOT have MSU Agency or RSO Accounts.

OFFICIAL YEARLY REGISTRATION OF RSO

Registration with MSU Department of Student Life

- COM Registered Student Organization must be recognized by the university for the university official fiscal year. Registration with MSU Department of Student Life is open July 1. Follow steps as listed under Existing SGA Organizations (above). Deadline for this registration is second week of fall semester. Our organizations register twice to align with university fiscal year.

NEW ORGANIZATION REGISTRATION

Registering a New Organization

- Watch the video on the MSU Department of Student Life site on what is needed to be compiled and what steps are needed to submit at: https://mediaspace.msu.edu/media/1_nppjs1cd (all organizations need to be registered with "COM" first and then the full name of the organization – COM Public Health Association). Registration of a new COM SGA Organization will take place once probation period has been approved May/June. Registration will begin August 1.

CONSIDERATION OF A NEW SGA ORGANIZATION

***SGA is currently at a maximum of 40 student organizations for 2024-25.
No new applications will be accepted. Thank you.***

We are vested in student organizations that align with the mission of the college, that are medically or community service oriented and have a connection with national affiliations. To maintain all of our organizations, financially, faculty advisor availability, scheduling of meetings, events, fundraisers, we will limit the number of organizations we can support.

Applications for new organizations will sent to only individuals that have personally contacted the Director, COM Student Engagement and Leadership.

TIMELINE

October: New organization application process opens
November: New organization application due
December: Approval or denial of application (approvals on 6-month trial period)

(dates subject to change)

All applications will be evaluated by a panel of administrators including faculty, staff and students. In the decision-making process, we strive to maximize our resources while maintaining the quality of the impact student organizations will have on the mission of SGA and the college.

If organization proposal is approved, the organization and its members hereby agree to abide by the MSUCOM SGA Constitution and follow the SGA Policies and Procedures. Failure to comply with the SGA Constitution and/or SGA Policies and Procedures may result in the dissolution of the organization.

If approved, the new SGA organizations be a “interest group” for six-month trial (May). At the end of that period all -interest groups will provide a detailed report to SGA on their membership, activities, and impact throughout that period. This will also be the policy for current standing SGA organizations. The data and outcomes will indicate the interest group sustainability for the possibility of being approved as an official SGA organization. During this trial period, interest groups will not be considered a MSU RSO (Registered Student Organization) and will not collect dues from its members.

FOLLOW ELECTION AND REQUIREMENTS Policy on Page 5.

MSU BRANDING USAGE – PRINTED MATERIAL

In determining a design for your item, please consider the following:

Will this item represent the university in a good professional tone? Would you share this item at a residency interview? Does the design stand by my Osteopathic pledge of commitment? Provide compassionate, quality care to my patients? Partner with them to promote health? Display integrity and professionalism throughout my career? Continue life-long learning? Advance the philosophy, practice and science of osteopathic medicine? Support my profession with loyalty in action, word and deed? Live each day as an example of what an osteopathic physician should be?

MSU Approved Logo's for Printed Material
LOGO'S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO'S



COM Approved Logo's for Embroidering or Screening
LOGO'S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO'S



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MSU BRANDING USAGE – CLOTHING AND PROMOTIONAL ITEMS

Organization tee shirts, other clothing and promotional item designs will follow the same MSU Branding Usage policies.

- Process for ordering organization clothing may begin in the Fall – after the student organization fair.
- Organization clothing is not permitted to use a specific year. Only Class Government is permitted to use year on clothing.
- MSU Logos cannot be intermingled or changed. Must be placed above or below wording or images.
- Organization clothing must not replicate items available in the MSUCOM Merchandise Store:

[MSUCOM Merchandise Store | MSU Osteopathic Medicine](#)

Steps for ordering MSUCOM SGA Organization Clothing

- 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
- Request a quote and place orders for clothing from one of the MSU Licensing approved vendors below:

VENDORS

- CDI Corp: Buttons, stickers and yard signs, <https://www.colorshock.com/> (megan@colorshock.com)
- Nudge Printing: T-shirt, <https://www.nudgeprinting.com/> (gabviscomi@nudgeprinting.com)
- Colosseum: T-shirt, <https://www.colosseumusa.com/> (mikeh@colosseumusa.com)
- Underground Printing, <https://undergroundshirts.com/> (ieverson@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.

SOCIAL MEDIA EXPECTATIONS AND PROFESSIONALISM

- MSUCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA).
- When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information, disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional.
- Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or health care issues, students should state that their viewpoints are their own and do not necessarily represent the views of MSUCOM.
- Cyber stalking and similarly inappropriate online activity can be viewed as forms of harassment.
- MSUCOM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers.
- Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from MSUCOM) and in some instances, legal action, if postings violate applicable laws.
- Facebook must be open to the public – great recruiting tool for prospective students. College approved logo's must be used. Each organization should read (example): COM Student Government Association (SGA). Only organization information can be posted – no personal posts.

MEDIA RELATIONS POLICY – RESPONDING TO MEDIA

When contacted by a reporter who is interested in doing a story about your student organization -- general guidelines to follow:

- Contact the communications department in the College of Osteopathic Medicine. We can help you work with the reporter and also help promote the story.
- Find out the details of the story. Who the reporter/outlet is, what they want to cover, when, date story will publish or air on T.V.
- Make sure you understand each question before answering and if you don't know the answer, then say so. It's ok. Let the reporter know you can follow up later with an answer or more information.
- Focus on three to four key messages about your organization and stick to them. If the reporter starts asking you about something not within your expertise, say so. Let them know you can help connect them with the appropriate person.
- Make sure to represent your organization, the College of Osteopathic Medicine and MSU professionally and responsibly. Personal opinions should be clearly and carefully identified as such.
- Be sure the name of your organization and its affiliation with the College is accurately represented story.
- If you receive a call related to a crisis or emergency, contact the COM Communications immediately at 517-884-3755.

GRADING SYSTEM

Annually SGA E-Board requests a budget from the Dean to provide student organizations with money to use for travel to conferences, Page 19. Typically, SGA receives a budget of \$600 per student organization each fiscal year (July 1 to June 30). For organizations seeking funding for events, SGA and SOMA will consider applications for small grants.

- 20% Events/General Membership Meetings – one minimum per semester
- 10% President attendance at COM Presidents Club
- 10% Attending SGA General Meetings - two per semester
- 10% E-Board Meetings w/faculty advisers – one minimum per semester
- 10% Organization Poster Completion - May
- 10% Registration with MSU Community – February and September
- 10% Organization Fair - 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

The score your organization earns will determine eligibility to remain an COM SGA Organization. If an organization falls below a C (75%), the SGA Executive Board and advisers will decide on the continuation as an COM SGA Organization or if organization will be placed on six-month probation. This will be communicated to organizations Faculty Adviser(s). Events and meetings are documented by the minutes your organization sends to SGA over the year. For events that did not have minutes, dates for the event were sent to SGA and those dates were cross-checked and confirmed with the COM Student Events Google calendar.

Grading: SGA General Meeting Attendance

One or more E-Board members must attend the SGA general meetings - role 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. In turn, each organization will have an opportunity to share information on their upcoming events. Collaboration between organizations is highly encouraged.

Grading: Executive Board Meetings with Faculty Adviser(s)

E-Board meetings are to be scheduled with the faculty adviser(s), 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.

Grading: Events, Fund Raisers or General Meetings

Each organization must schedule an event or fund raiser (from a bake sale to a suture clinic), or general membership meetings at least once per semester and no more than three. It is imperative that you keep your general membership engaged. Organizations must email the SGA msucom.sga@gmail.com with minutes from meetings or date of fundraiser. General membership meetings will be scheduled through the office of Student Engagement & Leadership (SEL), page 13.

Need a 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, access resources, or seek support as needed.

Gifts for Speakers

We encourage each organization president to write a personal thank-you letter for guest speakers such as physicians / residents. The SEL office will provide notecards thank and a selection of gifts for your speakers. Email COM.SEL@msu.edu to arrange for a gift. SEL can ship gifts. Organizations do not pay speakers for volunteering their time.

Gift Selection for Speakers

		
Campfire Mug	Stainless Tumbler	
		
Beanie w/Sparty Helmet	Men’s ¼ Zip – Green only	Ladies ¼ Zip – Black Only

SCHEDULING FOR ALL STUDENT ORGANIZATION ACTIVITIES

- It is required that **All** student organization meetings* and activities (meetings, fundraisers, speaker presentations, volunteer activities, training, social events, drives, etc.) be scheduled through the SEL.
*Organization E-Boards schedule their own E-Board meetings via Zoom. Each org has a dedicated Zoom meeting.
If an event is held without the knowledge of the adviser and the approval of SEL it is grounds for probation.
- **ALWAYS** include the student organization Faculty Adviser in event planning for approval of activity.
- Only E-Board members can schedule meetings, events, fundraisers.
- Live events that require technology (campus connections): at least **fifteen business days** prior to event.
- Live events with no technology required: at least **eight business days** prior to events.
- Virtual events and Fundraisers: at least **eight business days** prior to events.
- Large events (ex: SOMA Monster Dash, Field Days, Class or SGA Large Social Events) including outside activities. – **6-8 weeks**.
- Check the Google Student Events Calendar and both classes Academic Calendars before requesting date and time.
- Instructions for viewing and layering the Google Calendars are on page 16 of this guide.
- Organization cannot schedule in conflict with academics*, Student Government Association, Class Government, Student Osteopathic Medical Association events, Dean communication, and other special College meetings/events (DEI Talks, MOA Presentations, SAAO Annual Auction, etc.).
* Student organizations may schedule during Course Media Gallery, Self-Study, modules, or over labs IF there are multiple lab slots AND multiple opportunities for the event (example: if a student is unable to volunteer this Tuesday afternoon at Habitat for Humanity, they may volunteer a week from Thursday at Habitat for Humanity).
- SGA sends a weekly email with all organizations upcoming events based on the Google Student Events Calendar.
- Pharmaceutical Reps or Politicians presenters may require more information prior to event scheduling.
- More than one student organization event may be scheduled at the same time if the membership is not the same interest. We encourage organizations to collaborate.
- Student organization events can be scheduled at the same time as ACA Success Workshops and Electives, be advised attendance may be affected.
- College events are scheduled first when Google Academic Semester calendars are released (Dean communication, SGA Meetings, Class Meetings, etc.). Student Organizations may request semester events after college events are scheduled.
- If college campuses are closed and courses moved online student events on campus will also be cancelled.

Submitting event for approval

Go to: <http://events.msu.edu/main.php?calendar=osteomed>

Click: Update

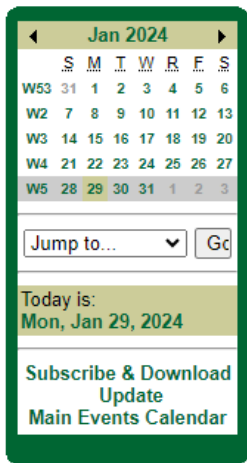
User-ID: com

Password: student

Click : Add New Event

Select Student Group and Click Choose Template

Please fill out the form as completely – Date, Time, Category (Student Event) and Title.



College of Osteopathic Medicine

Choose Calendar view: Day Week Month

January 28 - February 3, 2024

Sunday Jan 28	Monday Jan 29	Tuesday Jan 30
	<i>Today's Events</i> 8:00am Sigma Sigma Phi Volunteer Event Student Event	12:00pm IOMO and IGH: International Opportunities and Preceptorship Student Event

- ▶ Other MSU Calendars
- ▶ Campus Maps

College of Osteopathic Medicine

Choose Calendar view: Day Week Month

Login

User-ID:

Password:

[Create New Account](#)

User-ID: **com**
Password: **student**
Click : Add New Event
Select: Student Group
Click: Choose Template

SGA Policies & Procedures Guide

Input event information

Date: * one-time event
 recurring event

Time: * All day event
 TBA
 Timed event: from : to : (ending time is NOT required)

Category: * (e.g. Seminar/Conference)

Title: * (Please do not abbreviate organization names. For example, "SFFC meeting" may be entered as "Science Fiction & Fantasy Club meeting")

Description:

Location: (e.g. Wells Hall)

Interactive Map Link:

Price: (e.g. students: free, public: \$5)

Contact name: (e.g. Lisa Roberts)

Contact phone: (e.g. (517) 123-4567)

Contact email: (e.g. sparty@msu.edu)

Event page web address:
(e.g. <http://www.msu.edu/talks/future.html>)

Sponsor:

Displayed sponsor name:

Sponsor page web address:
(the default is "")

Also display this event on the MSU Events Calendar and assign it to this category:

Instructions for completing Input event information on page 15 (next).

SGA Policies & Procedures Guide

Fill out all the information requested within the Description box:

- Description of Event: Dr. Mark Johns, Professor, Cleveland Clinic will be speaking Open Heart Surgery (please provide speakers' name and title).
- # Expected to Attend: Enter estimated number of attendees for each campus or n/a if virtual only
- Are you providing food? Yes or No
- Does this need to be broadcast to all 3 sites? What campus will speakers originate from and campuses for broadcast or n/a if virtual only, include if you plan to offer live and Zoom attendance to your membership
- Will you need to share any computer-based content? Will any outside media be used? (disc movie, etc).
- Top 3 Date Preferences: Put in three dates by order of preference
- Also: Is event open to all students or just your organizations membership
- Location Choices. Zoom or physical rooms at DMC, East Lansing and Macomb, SEL will set up rooms at all three campuses.
- Price Examples: Price per student (members and non-members), leave blank, donations appreciated, etc.
- Contact Name: Name of person making the request
- Contact Phone: Leave blank or add your cell phone
- Contact email: Requestors MSU email address for contact and organizations gmail address
- Displayed Sponsor Name: Name of your organization (write out – no acronyms)

The above information will go to Student Engagement and Leadership office for review and approval. The SEL team will reserve rooms at all campuses and place service request with MSU IT is approved. Requests are processed by order of date as priority. When activity is confirmed the requestor and entire E-Board including advisers will receive an email confirmation. After receiving confirmation, you may add the event to YOUR organizations MASTER Volunteering Calendar and make it available to membership for sign-up. Activities must be approved before they are offered to membership.

Ten days prior to any outreach/volunteer event, a Student Organization Clinical/Volunteering Activity Approval Form MUST be completed. <https://com.msu.edu/current-students/student-life/clinical-outreach> These forms do not need to be signed by Faculty Supervisor if there is no patient contact. Additional information on page 19.

Information contained in the confirmation email received (date/time/rooms at all campuses or zoom connection information, description of meeting and contact) will simultaneously be placed on the COM Google Student Events Calendar, COM Events Calendar and included in the SGA Weekly Events email.

IT (Information Technology) does not support in-person meetings/events after 4:30 p.m. The SEL office will provide requestor with contact information to set up a training appointment for equipment set up, usage and shut down procedures. It is helpful to have more than one E-Board member trained.

Keys for rooms in East Lansing (E202 and the Patenge Room C102) must be checked out from Office of Student Engagement and Leadership, C101 East Fee Hall. For evening meetings keys must be checked out by 4:00 pm and returned the next business day. E105 is an unlocked classroom and does not require a key.

SGA Policies & Procedures Guide

Google Student Events calendars for viewing:

Visit: <https://com.msu.edu/current-students/events>

Click on: Additional student events can be seen here via the legacy "COM Student Events" Google calendar

The screenshot displays a Google Calendar interface for 'COM Student Events' in January 2024. The calendar is set to Eastern Time - New York. It shows a grid of days from Sunday, January 31st to Saturday, February 6th. Events are listed in blue boxes across the days. Key events include:

- Jan 8: 12pm SGA 2026 and 2027 Eboards; 6pm OBIGs host Dr. Moyerbrailean
- Jan 9: 11am SSP Volunteer Event; 11:20am 2027 Class Gov Eboard; 5:30pm Beaumont Anesthesiology Resic; 6pm PAMSS hosts Pamela Stave
- Jan 12: 8:30am SSP Volunteer Event
- Jan 16: ReSpectacle Collection - EL entrance of Fee, DMC outside G029, Macomb Student Lounge; 7pm ACOS GSSA Suture Clinic
- Jan 17: 5pm Emergency Medicine Club Ultrasou; 8:30am SSP Volunteer Event; 8:30am SSP Volunteer Event
- Jan 18: 6pm PAMSS Springicipation; 6pm MSU Health Colleges MLK Event
- Jan 21: ReSpectacle Collection - EL entrance of Fee, DMC outside G029, Macomb Student Lounge
- Jan 22: 6pm PIGS, CIM & SOMA Pediatric Work; 12pm 2026 Class Gov Eboard; 7:30am SOMA SUP Volunteer
- Jan 23: 5pm Deadline for student organization; 12pm 2026 and 2027 Presidents Club
- Jan 24: 6pm Southeast MI Pediatric Skills Work
- Jan 26: 9:30am SSP St. Luke's Community Kitd
- Jan 28: ReSpectacle Collection - EL entrance of Fee, DMC outside G029, Macomb Student Lounge
- Jan 29: 8am Sigma Sigma Phi Volunteer Event; 12pm IOMO and IGH: International Op
- Jan 31: MSUCOM - Gift of Life Campaign Challenge - Fee Hall; MSUCOM Gift of Life Challenge; 12pm 2027 Class Eboard; 5pm 24th Annual William G. Anderson I; 7pm PAMSS MSK Review

Events shown in time zone: Eastern Time - New York

Click the plus sign at the bottom right corner of the calendar for Google.



SGA Policies & Procedures Guide

Grading: Organization Poster Requirements

Each organization will need to create a poster in May to be displayed at each site before the incoming class Orientation. East Lansing and Macomb will have paper posters, DMC will have poster on a continuous loop on the monitor in the classroom hallway.

- In PowerPoint 2007 open up 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 can change the size of the document under File then Page Setup. Font must be: Ariel or Times Roman. Please make sure you leave .5" margins around the edges.
- All organization posters are same size: 23" x 23"
- If you need the photo taken of you or your other E-Board members at the Convocation/White Coat Ceremony for your posters, contact the SEL office and E-mail your PowerPoint poster to COM.SEL@msu.edu for approval.

Poster Requirements

Full name of organization

Organization acronym

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

*Biosketch/whitecoat photos available from COM.SEL@msu.edu

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

Organizations' Gmail address

Goals of the organization/mission statement

Labeled pictures of organization events

1" border on entire poster – no bleeds (to the edge)

Grading: Registration and Constitutions

All organizations must have an electronic updated constitution. Constitutions need to be sent to the current SGA Director of Administrative Services by early September (registration with MSU). All organizations must re-registered with MSU Department of Student Life by early September. 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.

Grading: Organization Fair Requirements

A member of the organization executive board must be present at the SGA Organization Fair for first-year students.

SGA Policies & Procedures Guide

Grading: Lounge Clean Up Schedule

Each organization has storage space in their site-specific areas: Fee – Student Lounge, DMC – Student Lounge, Macomb – Student Lounge. Storage of biohazard products, food or beverage is prohibited. Any large items or mass quantities of items need prior approval. Storage room will need to be “cleaned out” on a mid-year and year-end schedule. Organizations will be assigned a week to clean their respective lounges by the SGA Director of Administrative Services (DAS). A schedule and check list will be provided in each of the lounges and e-mailed to each organization. Email DAS to confirm that you have cleaned.

Instructions
<input type="checkbox"/> Pick up trash from floor
<input type="checkbox"/> Put away pool sticks and triangle rack
<input type="checkbox"/> Put away ping pong paddles and balls
<input type="checkbox"/> Organize games for N64 on shelf under TV
<input type="checkbox"/> Wrap up N64 controllers on shelf under TV
<input type="checkbox"/> Check refrigerators for old food; throw it away
<input type="checkbox"/> Move furniture back if out of place
<input type="checkbox"/> *Wipe down the shelves in the refrigerators
<input type="checkbox"/> Place chairs back around tables
<input type="checkbox"/> *Wipe down counters and tables
<input type="checkbox"/> Dust TVs, tables, cabinets, entertainment center
<input type="checkbox"/> Scrub sink with SOS
<input type="checkbox"/> Wipe down stainless steel appliances
*Cleaning supplies can be found under sink. After cleaning email RSO.comsga@msu.edu

Grading: Organization Reports

Organization year-end-reports are used for tracking meetings, events, fundraisers, expenditures and assets for SGA accuracy in the Grading System (Page 11) and that advisers have an overall report of their organization’s activities.

VOLUNTEER ACTIVITY:

As MSUCOM medical students anytime you volunteer in the community the activity must be approved by submitting an event request (page 13). Students must be compliant in CastleBranch to participate.

The only student organizations that can plan and/or volunteer at events with patient contact are: CIM, DSC, MCSM and SSM. These student organizations receive specialized training for outreach. These events require direct supervision by MSUCOM Faculty.

The Student Organization Clinical/Volunteer Activity Approval Form (below) must be submitted to SEL ten days prior to the event <https://osteopathicmedicine.msu.edu/current-students/student-life/student-engagement-and-leadership/clinical-outreach>

For CIM, DSC, MCSM and SSM events with patient contact, the Form requires a Supervising Physician signature.

If your organization is hosting a volunteer event without patient contact (soup kitchen, community garden, senior living center, sorting donations, etc.) the approval form is required. However, it does NOT need to include a Supervising Physician signature.

Volunteer Events that include outreach with minors require a Criminal Background Check by MSU HR. Our office acts at the contact and will provide students with the proper forms.

STUDENT TRAVEL GUIDELINES

Only students who are required by or serve on a national committee/affiliation will be considered for an excused absence from COM examinations and/or mandatory course activities at the discretion of the Sr. Associate Dean of Medical Education for Pre-Clerkship students or the Associate Dean for Clerkship. Regardless of what is stated in a COM organizations constitution, all students will be reviewed individually for consideration of an excused absence. Students must have academic average of 75% to be approved for travel funding and must be actively enrolled/participating in academics. You must be enrolled and active (**on leave students will not be approved**).

TRAVEL PROCEDURES:

- Travel funding is not available for any COM Electives or Study Abroad Programs (including, but not limited to: Cuba, Dominique Republic, Guatemala, South Korea, Peru, Malawi, Mexico, etc.).
- Funding from SGA and SOMA will be based on a **NEED** vs WANT to travel. Funding is not provided for case reports, networking, poster printing, or publications. SOMA will only be able to fund Pre-Clerkship students who are traveling for research purposes.
- **Pre-Clerkship Funding**: Precedence will be given to organization E-Board members and individuals presenting abstracts/research/posters. Funding will only be considered for E-Board members for travel to national meetings/conventions.
- In order for the MSUCOM SGA or SOMA Finance Committee to consider approval of your travel pre-clerkship students must fill out an excused absence form first before applying for funding.
[HIT COM StudentPortal | Michigan State University \(msu.edu\)](#)
- If any E-board member, other than the president is requesting funding from your organizations SGA Budget, approval from the organization president noted on application. SGA funding for each organization is \$800 and SOMA funding is up to \$200 during the fiscal cycle of July 1 – June 30. Each person traveling for an organization MUST fill out an individual Request Form.
- The approval email from the Sr. Associate Dean of Medical Education will be sent to the SEL Office. If you are not approved for an Excused Absence, SGA/SOMA cannot approve funding for your trip. Also, failure to fill out this form will cancel your request.
- **Clerkship Funding**: Precedence will be given to individuals presenting abstracts/research/posters.
- In order for the MSUCOM SGA or SOMA Finance Committee to consider approval of your travel clerkship students must fill out an excused absence form first before applying for funding. The cap for funding Clerkship students is \$400 from SGA and \$200 from SOMA, per fiscal cycle July 1 – June 30. Funding requests are available for once per fiscal cycle.
[Clerkship-Absence-Request-Form.pdf \(msu.edu\)](#)
- The approval email from the Associate Dean of Clerkship will be sent to the SEL Office. If you are not approved for an Excused Absence, SGA/SOMA cannot approve funding for your trip. Also, failure to fill out this form will cancel your request.
- DO NOT MAKE TRAVEL PLANS until you have received confirmation of funding approval from SGA/SOMA. We cannot reimburse individuals for denied funding requests.
- Fill out [SGA and SOMA Expenditure Request Form](#)
- This document must be filled out COMPLETELY with MSU e-mail address (the College will not authorize travel without it) and full current address, street, city, state, zip code.
- A link to the conference website, city and state must be included on form and conference must be spelled out (no acronyms).
- After the SGA/SOMA Finance Approval Committee has met, notification will be sent before travel.
- If traveling with several classmates, each traveler must complete all of their own forms, purchase their own airline ticket, pay for their own registration and only the name of the person on the hotel receipt can claim the hotel room for reimbursement. You can only claim **ONE** room, so do not book multiple rooms for other students. MSU will not reimburse if done this way.
- If traveling with a group and are sharing an Airbnb, everyone must turn in their receipts within the same week with copies of the Venmo payment to the individual that booked the room as all reimbursement for sharing the Airbnb must be processed at the same time.
- Although Expedia and Priceline are a less expensive companies to book tickets – with booking with these companies you may not be able to receive the itemized receipts that are required by MSU Travel and therefore you may not be reimbursed.
- **REMEMBER TO SAVE ALL RECEIPTS (except for food)** [MSU Travel Guidelines](#)
- Food costs are reimbursed for only overnight travel. If food was provided during the conference, you will not be reimbursed. We encourage our students to spend money on travel and rooms as priority over food for easier reimbursement.

STUDENT TRAVEL GUIDELINES – continued

- Turn in your ORIGINAL receipts from your trip as soon as possible (within two weeks) after you return as attached .pdfs to COM.SEL@msu.edu This includes ALL boarding passes and proof of payment for airfare and/or registration.

***IT CAN TAKE UP TO FOUR TO FIVE WEEKS FOR YOUR REIMBURSEMENT CHECK FROM THE UNIVERSITY.
This is why it is important to turn in your receipts within two weeks from the return of your trip.***

After the application deadline, if you are approved for funding, you will be notified by SGA and/or SOMA. After the return from travel, receipts from fees, hotel, airfare, etc. expenses and an itinerary of the conference need to be turned in within two weeks. All receipts are to be emailed directly to COM.SEL@msu.edu

In the event you do not receive funding from SGA/SOMA or need more funding, other sources are:

MSU COGS [Home - Council of Graduate Students \(msu.edu\)](http://msu.edu) and/or
MSU COMS - email: msu.council.of.med.students@gmail.com

RECEIPTS NEEDED:

- Conference Agenda (one or two pages of What, Where & When)
- Conference Registration Receipt
- Airline Itinerary/Rail Itinerary. Also provide proof of payment for your ticket. Confirmations are not accepted by MSU.
- Please do not use airlines miles or points. You will not be reimbursed per the MSU Travel Policy.
- Car rental receipt and proof of payment (accident insurance will not be reimbursed).
- Uber/Taxi (only receipts to hotel, airport and meeting site will be reimbursed). Please write on receipt the to/from.
- Airport/Rail parking
- Michigan Flier Receipt
- Hotel (Itemized hotel receipt. No incidentals will be reimbursed).
- List of other students that stayed in your room along with the complete name and address of the hotel.
- If you are paying for the entire room, a receipt (Venmo, etc.) must be shown for payments from those students that stay in the room, with their name and your name, so they can be reimbursed.
- There will be no reimbursement for alcohol
- Please review before turning in receipts: [Reimbursement Chart | Travel @ State | Michigan State University \(msu.edu\)](#)
- Recording for reimbursement tips: [SGA and SOMA Funding Reimbursement](#)

Questions regarding travel or reimbursement: Student Engagement and Leadership as COM.SEL@msu.edu