College of
Osteopathic Medicine
MICHIGAN STATE UNIVERSITY

2024-25 SGA Policy and Procedure Guide

Table of Contents

Welcome

On behalf of MSUCOM's Office Student Engagement and Leadership (an entity of 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 organizational success. 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.).**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.
- 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.
- Organizations are to use email communications to their membership, not the class list servs as to protect students from being overwhelmed with emails. Permission to use the class list servs when necessary can be obtained from the Office of Student Engagement and Leadership (SEL) COM.SEL@msu.edu
- Organizations may not create independent websites, per MSU policy. MSU Department of Student Life provides organizations a platform with Involve@State RSO (registered student organization) pages.
- ALL students are expected to report national organization board positions on a yearly basis
  National Positions (google.com)
- If organizations consider inviting pharmaceutical reps or politicians to events, contact the SEL Office in advance.
- When corresponding with administration, faculty and staff, use proper titles, example: Dean deJong, Dr. Lippert, Dr. Ruger, Dr. Waarala, Dr. Enright, etc.
- Use the following signature protocol on r email: First & Last Name, (pronouns optional), MSU College of Osteopathic of Medicine, Titles and Organizations, Class of 20__, and MSU Email.   Example:

  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.*		*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 Years 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	

Organizations and Acronyms:

#	ACRONYM	Email	Organization E-Board Title
1	SGA	RSO.comsga@msu.edu	Student Government Association - Governing Body
2	ACOFP	acofpmsucom@gmail.com	American College of Osteopathic Family Physicians
3	ACOS	sosa.msucom@gmail.com	American College of Osteopathic Surgeons
4	AIG	msucomanesthesiology@gmail.com	Anesthesiology Interest Group
5	AMWA	amwaatmsucom@gmail.com	American Medical Women's Association
6	APAMSA	apamsa.msucom@gmail.com	Asian Pacific American Medical Student Association
7	APSA	do.msu.apsa@gmail.com	American Physician Scientists Association
8	BIM	bim.msucom@gmail.com	Business in Medicine
9	CAMSA	com.camsa@gmail.com	Chaldean American Medical Student Association
10	CIM	msucom.cim@gmail.com	Community Integrated Medicine
11	Class 2028		Class of 2026
12	Class 2027		Class of 2027
13	CMA	cma.msu@gmail.com	Christian Medical Association
14	DSC	detroitstreetcare@gmail.com	Detroit Street Care
15	EMC	emc.msu.com@gmail.com	Emergency Medicine Club
16	HOOSA	msucom.hoosa@gmail.com	Hematology & Oncology Osteopathic Student Association
17	IMC	msucom.imc@gmail.com	Internal Medicine Club
18	IMSA	msucomimsaa@gmail.com	Islamic Medical Student Association
19	IOMO	iomo.msu.com@gmail.com	International Osteopathic Medicine Organization
20	JOSA	msucom.josa@gmail.com	Jewish Osteopathic Student Association
21	LGBTA	lgbtamedcom@gmail.com	Lesbian, Gay, Bi-Sexual, Transgender & Allies in Medicine
22	LMIG	msucomlmig@gmail.com	Lifestyle Medicine Interest Group
23	LMSA	com.lmsa.msu@gmail.com	Latino Medical Student Association
24	MCSM	macombcountystreetmed@gmail.com	Macomb County Street Medicine
25	OBIGS	obigs.msucom@gmail.com	Obstetrics and Gynecology Interest Group
26	OSMP	osmpmsucom@gmail.com	Orthopedics, Sports Medicine and Physiatry
27	PathIG	msupathIG@gmail.com	Pathology Interest Group
28	PAMSS	COMPAMedSS@gmail.com	PA Medicine Student Society
29	PHA	msucomPublicHealth@gmail.com	Public Health Association
30	PIGS	msupigs@gmail.com	Pediatric Interest Group
31	PM	PeerMentors.msucom@gmail.com	Peer Mentors
32	RIG	msucomrig@gmail.com	Radiology Interest Group
33	SAAO	msucom.saao@gmail.com	Student American Academy of Osteopathy
34	SAMOPS	msucom.samops@gmail.com	Student Association Military Osteopathic Physicians & Surgeons
35	SAMSA	msucomsamsa@gmail.com	South Asian Medical Student Association
36	SNMA	snmamsucom@gmail.com	Student National Medical Association
37	SNOPS	snopsmsu@gmail.com	Student Neurology, Ophthalmology and Psychiatry Society
38	SOMA	soma.msucom@gmail.com	Student Osteopathic Medical Association
39	SSM	spartanstreetmedicine@gmail.com	Spartan Street Medicine
40	SSP	msucom.ssp@gmail.com	Sigma Sigma Phi

ELECTIONS AND REQUIREMENTS

- OMS II students 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.
- Students must be currently enrolled at the time of elections (Semester III), maintain a minimum cumulative score of 80 in the program and be in good academic standing. If cumulative score falls beneath 80, or if a student has an academic standing or probation or warning, and cannot meet the criteria to remediate, student leaders will be asked to step down from leadership positions to focus on academics.
- Students must be compliant on all immunizations in CastleBranch.
- If criteria is not met, an SGA adviser will notify the student who will notify their executive board.
- Students who are on an academic extension may participate as members in student organizations but may not hold E-Board position(s). When students on an academic extension return, they may pursue leadership positions in that year cohort but must meet 80 cumulative score.
- Organizations will have one President.
- Students may serve not serve on more than (2) MSUCOM student organization executive boards.
- If elected to a position of president for any organization, no additional e-board positions can be accepted.
- If serving on Class Government, Student Government Association or Student Osteopathic Medical Association Executive Board you may not serve on any other student organization executive board.
- If elected to a Vice President or National Liaison role students cannot serve in this capacity on another eboard, they may serve in other roles (Secretary, Treasurer, Social, etc.)

PROCESS:
1. OMSI students interested in running for an E-Board position for any of the SGA organization are to submit their name, site, email and list of organizations for positions they are interested in for eligibility checks (academic and immunization) by December 16 Interested in Leadership Positions.
2. SEL will notify interested students if they are not eligible to run for a position.
3. A list of eligible OMS I candidates will provided to current organization presidents.
4. A standard Google application will be sent from each organization president to the candidates.
5. Current e-boards will review applications and invite candidates for interviews.
6. The respective e-board and its faculty advisers will select incoming e-board members.
7. Upon selection of new e-board but prior to announcing final election results, current organization Presidents will submit candidates' names, positions, sites and emails to SGA E-boards spreadsheet for administrative approval.
8. DEADLINE FOR ELECTIONS IS THURSDAY, JANUARY 23, 2025

MISCELLANEOUS:
- Class Government Executive Board elections will be held in mid to late fall.
- SGA elections will be held in November/December. The SGA President will serve as the Student Trustee on the Michigan Osteopathic College Foundation Board (MOCF).
- SOMA elections be held in November/December. The SOMA President will serve the Michigan Osteopathic Association (MOA) as Student Trustee.
- All other student organizations will begin elections in December to be completed by the third week of January.
- The SGA Leadership Summit will be in February. 2028 Executive board attendance is mandatory.
- Organizations must have at least a four-member E-Board and at least one (1) MSU faculty adviser (faculty appointment with MSU).
- Each organization is expected to maintain a Standard Operating Procedure (SOP) and will upload SOP into Google SOP drive with the date of document. Students can be a member of any student organization at MSU.
- Liaisons for organizations may be selected in the fall from OMS I students.

MSU REGISTRATION TIMELINES OF ORGANIZATION E-BOARDS

The election of MSUCOM Student Organization Executive Boards is not on the same cycle as most of the MSU undergraduate community. **Per MSU Student Life policy, each outgoing and new incoming E-Board must renew organization registration (below) immediately after elections with the new E-Board – deadline is February 17.**
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.

Instructions for registering new executive board members – Spring Semester
- The outgoing President must sign into   https://msu.campuslabs.com/engage
- Look up organization, example: **COM** Public Health Association (all organizations need to be registered beginning with COM 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 is required by MSU Department of Student Life **before** the organizations can change over the finances through the MSU Federal Credit Union.
- 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.

CONSIDERATION OF A NEW SGA ORGANIZATION

SGA is currently at a maximum of forty 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, which are medically or community service oriented and have a connection with national affiliations. To maintain all our organizations, financially, faculty advisor availability, scheduling of meetings, events, fundraisers, we will limit the number of organizations we can support.

FINANCES AND TAX EIN
- COM organizations are considered tax exempt as a 501 (c) (3) All presidents have access to Consitutions and EIN Drive (add SOP).
- All organizations must use Michigan State University Federal Credit Union for their finances (for membership dues, tee shirts, lunches, etc.). These funds from membership dues CANNOT be used by E-Board/Faculty Advisors for private dinners.
- SGA budgets $1000 each year (July 1-June 30) for organization E-Boards to apply for travel funding only (see those eligible for SGA and/or SOMA Funding, page 3).
- Financial information such as check book/savings, debit card, must be transitioned to the new Treasurer, President, and Faculty Advisor. "Organization Checkbook Transfer Instructions" and "MSUFCU Application" are below.
- The monthly statement must be reviewed by the Treasurer, President and Faculty Advisor on a monthly basis. The Monthly Statement needs to be mailed to each advisor at their preferred address.
- Once the incoming Executive Board (President, Treasurer, 1 VP, Secretary) has been added to the Involve@State registration website, each organization has a Tax EIN (Employee Identification Number) .
- The Tax EIN is a requirement for MSUCOM organizations to obtain a checking account at MSUFCU and complete the Registered Student Organization (RSO) Account Application.
  Complete the Registered Student Organization Application MSU Federal Credit Union (msufcu.org) *type*: Registered Student Account Organization, in the search bar. Application at bottom of that page.
- Venmo Accounts statements must be saved to share with Advisor and President through the Treasurer. Money collected into the Venmo Account must be transferred immediately to the organizations checking or savings.

SECTION A:

RSO Name (example COM SGA)

Nature of RSO– Membership Organization

RSO EIN– Obtained from SEL Office

Email - organization g-mail address.

Phone # - Treasurer's number

Alternate phone # - President's number

RSO street address - use: your advisors address wk/home

(their 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#

Signed and filled out form can then be taken to any MSUFCU branch.

Monthly Statements should be mailed to your advisors' preference

of address – work or home.

 *A checkbook register with the monthly statement must be reviewed

by the President, Treasurer, and Advisor on a monthly basis.

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

MSU BRANDING USAGE – CLOTHING AND PROMOTIONAL ITEMS

Organization tee shirts, other clothing and promotional item designs will follow the MSU Branding Usage policies.
- The process for ordering organization clothing may begin in the Fall – after the student organization fair.
- Organization clothing should not reference a specific year. Only Class Government is permitted to use year on clothing.
- Per MSU brand policy, MSU Logos may not be intermingled or changed, they must be placed above or below wording or images.

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/ (gabeviscomi@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.
- Social Media must be open to the public – great recruiting tool for perspective 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. SEL can connect you to MSUCOM Communications to 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

20%   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%   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 Student Life Involve@state – February and September
10%   Organization Fair - Fall
10%   Lounge Clean-Up (on assigned dates at all 3 sites)
<u>10%</u>   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 Advisers will decide on the continuation organization or if the organization will be placed on six-month probation. This will be communicated to organizations Faculty Adviser(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 highly encouraged.

Grading: Executive Board Meetings with Faculty Adviser(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.

Grading: Events, Fund Raisers 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. It is fiduciarily responsible to keep your general membership engaged. Please email the SGA msucom.sga@gmail.com with minutes from meetings and/or date of fundraiser. General membership meeting and all events must be submitted through event request portal.

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 and access resources.

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

Beanie w/Sparty Helmet

Men's ¼ Zip – Green only
Sizes XS – 3X

Ladies ¼ Zip – Black Only
Sizes XS – 3X

SCHEDULING FOR ALL STUDENT ORGANIZATION ACTIVITIES

- **All** student organization meetings* and activities (meetings, fundraisers, speaker presentations, volunteer activities, training, social events, drives, etc.) must 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 a meeting will be held with Executive Board, Faculty Adviser and SEL.
- **Be sure to** 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 **seven business** days prior to events.
- Virtual events and Fundraisers: at least **seven 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 Student Events Calendar and both classes Academic Calendars before requesting date and time.
- Organization may not 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 COM Google Events Calendar.
- Pharmaceutical Reps or Politicians presenters may require more information prior to event scheduling from the SEL Office.
- 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.
- 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.

Input event information

[Preview Event] [Cancel]

Date: *
- ● one-time event [March ▼] [13 ▼] [2024 ▼] 🗓
- ○ recurring event

Time: *
- ○ All day event
- ○ TBA
- ● Timed event: from [6 ▼] : [00 ▼] [pm ▼] to [7 ▼] : [30 ▼] [pm ▼] *(ending time is NOT required)*

Category: *   [Student Event ▼] *(e.g. Seminar/Conference)*

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

Description:
```
Description of Event: Please join representatives
from MSUCOM's Diversity, Equity, and Inclusion
Committee for a town hall focused on the work of
```
(e.g. Prof. XXX from YYY gives a presentation about ZZZ...)

Location: [Zoom]   *(e.g. Wells Hall)*

Interactive Map Link: [▼]

Price: [free]   *(e.g. students: free, public: $5)*

Contact name: [Megan McGrath]   *(e.g. Lisa Roberts)*

Contact phone: [8145471323]   *(e.g. (517) 123-4567)*

Contact email: [mcgra136@msu.edu]   *(e.g. sparty@msu.edu)*

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

Sponsor: [student ▼] [Restore all sponsor defaults]

Displayed sponsor name: [student] [Restore default]

Sponsor page web address: [   ] [Restore default]
(the default is "")

☐ Also display this event on the MSU Events Calendar
and assign it to this category: [??? ▼]

[Preview Event] [Cancel]

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

Complete 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.

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

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

Grading: Organization Poster Requirements

Each organization is asked to create a poster in May to be displayed at each site before the incoming class Orientation. This organization visual helps inspire new student's participation in the college's activities and in student life.

- 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 may 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.

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
_____ Pick up trash from floor
_____ Put away pool sticks and triangle rack
_____ Put away ping pong paddles and balls
_____ Organize games for N64 on shelf under TV
_____ Wrap up N64 controllers on shelf under TV
_____ Check refrigerators for old food; throw it away
_____ Move furniture back if out of place
_____ *Wipe down the shelves in the refrigerators
_____   Place chairs back around tables
_____ *Wipe down counters and tables
_____ Dust TVs, tables, cabinets, entertainment center
_____ Scrub sink with SOS
_____ 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.
https://docs.google.com/forms/d/1kGP3wfcwRTFi-fZ_Nj4luClWFS6basFOdlnC7hXz4zU/edit

VOLUNTEER ACTIVITY:

Anytime you organize a volunteer activity in the community as a member of MSUCOM, the activity must be approved by submitting an event request (page 13).

The only student organizations that may plan and/or volunteer at events with patient contact are: Community Integrated Medicine (CIM), Detroit Street Care (DSC), Macomb County Street Medicine (MCSM) and Spartan Street Medicine (SSM). These student organizations receive specialized training for outreach and require direct supervision by MSUCOM faculty clinicians. Events with OMM must include Student American Academy of Osteopathy (SAAO) and have faculty supervision present.

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 <u>considered</u> 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:
- At this time, travel funding is not available for COM Electives or Study Abroad Programs (including, but not limited to: Cuba, Dominque 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 president must be noted on application. SGA funding for each organization is $1000 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.
- <mark>Clerkship Funding</mark>: 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 SIX 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) *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

SGA P&P Updated – Winter 2024