DGSOM MSC budget meeting for student org leaders

Vincent Arriola & Justin Zhang
Budget Committee
August 11, 2021
MSC Budget Committee

• A committee of the overall Medical Student Council, composed of...
  • Vice President of each class
  • Treasurer of each class
• MS4 Treasurer serves as Budget Committee Chair
• Receives funding proposals from DGSOM students and student groups
  • Meets once monthly to discuss and vote on incoming proposals
  • Adjudicates on proposals and disburses funds to recipients
The MSC Budget

- Approximately $25,000 available each academic year to fund student/student group initiatives
  - $4,000: $1,000 to each class, for class-wide activities
  - $1,000: $250 to each class’ MSC, for meeting expenditures
  - $20,000: Remaining pool for everything else (e.g., student interest group activities, student initiatives with an identified faculty advisor, etc.)

- From the MSC constitution:
  - 5.1. The MSC bases funding approval on the over-arching principles of direct Medical Student benefits and limitations of a finite budget.
  - 5.2. The MSC operates within a finite budget; funding of all applications may not be possible. Our goals are to create a fair and objective system for the distribution of funding for student activities.
Funding eligibility and example activities

- **Student interest groups**
  - Lunch talks, mixers, social events
  - *Conference attendance*: Interest group leaders attending national conferences
  - *Non-food, non-conference*: Facility rental for cultural events, basic identifying apparel (e.g., T-shirts) necessary for events (e.g., working at health fair)

- **Not allowed**
  - Honoraria for speakers

- **Students (or groups thereof) with an identified faculty advisor(s)**
  - Community health initiatives
  - Research initiatives

  \[\text{Must demonstrate benefit to broader student body}\]
What is different this year?

• **Student interest groups**
  - Cannot have indoor session **WITH** food
  - **CAN** request to have outdoor meeting/session with food
  - *Non-food, non-conference:* Facility rental for cultural events, basic identifying apparel (e.g., T-shirts) necessary for events (e.g., working at health fair)
Event Policy

• **To schedule indoor events without food:** Post your event to the DGSOM Events Calendar, leave the location section on the form blank. Once approved (within 24 hours if no issues), you can reserve a room in GH (please be sure to note the room capacity, you must stay at or below that capacity).
  - **Masking is required at all times.**

• **To schedule outdoor event with food** in Switzer Plaza or another location:
  • Minimum 2 weeks before, complete this [form](#) to obtain SAO permission.
  • Requests will be reviewed on a case-by-case basis, add to the Medical Student Calendar once approved.
Application Process for Funding

• Student(s) must fill out application form found on <mscdgsom.weebly.com/budget-committee.html>

• Must be completed and submitted by 11:59 pm of the last Tuesday of a month
  • Submit to Budget Chair: <MSCBudgetChair@gmail.com>

• Budget Committee meets the first Tuesday of each month to discuss all proposals that have come in the previous month

• Need to provide enough time for Committee to discuss the proposal. Guideline: aim to submit proposal at least 6 weeks before an event
  • For all events taking place on or after the second Tuesday of a month, form must be submitted by the last Tuesday of the preceding month
    • E.g., proposal for an event on October 27 needs to be submitted before the last Tuesday of September, so the Committee can discuss the proposal by the October meeting
  • Fall events taking place before the second Tuesday of a month, form must be submitted by the last Tuesday two months prior
    • E.g., proposal for an event on October 3 needs to be submitted before the last Tuesday of August, so the Committee can discuss the proposal by the September meeting
Before submitting applications

• Seek funding from other appropriate sources (i.e., SAO, national organization, UCLA Health department)

• *Post event to the Medical Student Calendar with “MSC Funding Pending” in the title*

• Start collecting RSVPs

• Establish Zoom link and registration (if applicable)

• Notify your faculty advisor of the event

Budget Committee will not retroactively fund any events
Special Considerations

- **Food**
  - SAO will order and pay for the food directly
  - SAO funds up to $7.50 per attendee, up to 50 people (Max is $375) for approved outdoor events
  - Must submit request at least 2 weeks before event (refer to Mary Ann Triest’s email from 8/3)
Posting to the Medical Student Calendar

Class of 2024 Student Resource Fair - Student...
A session for Class of 2024 students to learn about UCLA campus resources. Zoom link will be available through Gryphon calendar. Student organizations...
8/14 11:30am
Virtual Event
I'm Interested

Click on the 'Submit an Event' button to add your own event to the calendar.

Search the site for more events.
Application form (1)

Funding Guidelines and Instructions

- General Funding Application
  Download File

- Lunch Talk Food Funding Application
  Download File

- Conference Funding Application
  Download File

- Funding Guidelines
  Download File

<mscdgsom.weebly.com/budget-committee.html>
<table>
<thead>
<tr>
<th>Organization name</th>
<th>Organization coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal submitted by:</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Class of</td>
</tr>
<tr>
<td></td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty advisor</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of submitter (bold one)</th>
<th>National Org</th>
<th>Career Specialty Group</th>
<th>Social Org</th>
<th>Individual/Group</th>
<th>Other (please specify)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mission statement</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Proposed cost</td>
</tr>
<tr>
<td>Estimated # of attendees</td>
</tr>
<tr>
<td>Description of event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit to DGSOM community</th>
</tr>
</thead>
</table>
## Co-funding (required)

Organizations are required to seek funding from alternative sources as appropriate to their type of organization (e.g. Chapters from their National Org, Career Specialty Groups from their Department). Please indicate whether your organization has attempted to obtain funding from the following sources. If so, how much was sought, granted, or denied? If not requested, please explain why. Some funding sources are not applicable to the type of organization; please select NA in this case.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Funding source</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter fundraising</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>National organization*</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

* For national organizations, please submit written or email correspondence demonstrating their contribution or their policy/reason for not funding the event being proposed.
### Itemized expenses

<table>
<thead>
<tr>
<th></th>
<th>Amount requested</th>
<th>Amount approved (MSC USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>= $</td>
<td></td>
</tr>
<tr>
<td><strong>Other funding source:</strong></td>
<td>− $</td>
<td></td>
</tr>
<tr>
<td><strong>Other funding source:</strong></td>
<td>− $</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>= $</td>
<td></td>
</tr>
</tbody>
</table>

The MSC cannot fund gifts, meals while traveling, transportation to/from the airport, postage, speaker honorariums, parking, or office supplies. Sales tax and reasonable tip may be included in itemization. Please see the MSC Budget Committee Funding Guidelines for all exclusionary criteria and rules (available here: [http://mscdgsom.weebly.com/budget-committee.html](http://mscdgsom.weebly.com/budget-committee.html)).
After the event

- Submit the following to **Budget Chair** (MSCBudgetChair@gmail.com) and **Mary Ann Triest** (mtriest@mednet.ucla.edu)
  - Follow-Up Form
  - Program Evaluation Form
  - Student Reimbursement Form (if applicable)

- Submit original itemized receipts within **21 days of event**
- Include final list of attendees (need sign-in documentation at event)
- Funding not claimed by June 30 of academic year is forfeited
MSC Budget Committee Follow-up Form
(Do not fill out until after event completed)

Please email this form to the MSC Budget Committee Chair at MSCBudgetChair@gmail.com AND Mary Ann Triest at mtriest@mednet.ucla.edu after all purchases have been completed. This form must be emailed within 21 days of completion of the event.

Student Organization:

Event:

Dates of Event:

Itemized Expenses:

<table>
<thead>
<tr>
<th>Itemized expenses</th>
<th>Amount requested</th>
<th>Amount approved (MSC USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>= $</td>
<td></td>
</tr>
<tr>
<td>Other funding source:</td>
<td>- $</td>
<td></td>
</tr>
<tr>
<td>Other funding source:</td>
<td>- $</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>= $</td>
<td></td>
</tr>
</tbody>
</table>
MSC Program Evaluation

It is our hope and intent that through your completion and return of this form we improve the program content and presentations for future events for all Student Organizations. Only an officer who has attended the Budgeting Meeting can fill out this form. Please complete after the event. It will be included in Student Organization renewal applications.

Event name: ________________________________

Date & location: ________________________________

Your Name & Org Name: ________________________________

Name(s) of presenter(s): ________________________________

Submitted RSVP #: __________ Actual Attendance: __________

What were your goals for this event?

Please rate from 1 to 5 your opinion about the following:
1 = very poor  2 = poor  3 = acceptable  4 = good  5 = very good

Event’s efficacy at achieving goals- __________ 1 2 3 4 5 N/A

Speaker(s): knowledgeable, presentation- __________ 1 2 3 4 5 N/A

[Comments will be kept anonymous, but available to future leaders]

What did the speaker lack?

Speaker strengths?

Potential improvements for next year?

Strength of event?

All events must be of benefit to the UCLA medical student community. How did this event benefit our community?
Student Reimbursement Form

(Do not fill out until after MSC Approval. Please bring to Mary Ann Triest in SAO.)

Name:

Mailing Address:

(Attach original and ITEMIZED receipts showing proof of purchase and method of payment within 21 days of travel/purchase. All receipts should be placed in an envelope with this form and submitted to Mary Ann Triest in the SAO, Geffen Hall, Suite 200.)

All requests will be processed by:
Mary Ann Triest
mtriest@mednet.ucla.edu
Career Advising Coordinator

SAO Accounting Use Only
- Received on:
- Processed by accounting on:
- Additional SAO Funding
- $ [ ]
- Amount to be reimbursed:
Contact us

• **Student leadership**
  • Budget Chair: **Vincent Arriola** (MS4) (varriola@mednet.ucla.edu)
  • MS4 Vice President: **Justin Zhang** (jczhang@mednet.ucla.edu)
  • MS3 Treasurer: **Eric Zhang** (ericzhang@mednet.ucla.edu)
  • MS3 Vice President: **Ami Hayashi** (ahayashi@mednet.ucla.edu)
  • MS2 Treasurer: **Sarah Park** (separk@mednet.ucla.edu)
  • MS2 Vice President: **Alan Li** (akli@mednet.ucla.edu)
  • Program Manager: **Mary Ann Triest** (mtriest@mednet.ucla.edu)
Questions?