August 12, 2020
Budget Committee Chair
Max Wang

Student org leaders
DGSOM MSC budget meeting for
• Adjudicates on proposals and disburses funds to recipients
• Discussed and vote on incoming proposals
• Meets once monthly
• Receives funding proposals from DGSOM students and student groups
• MS4 Treasurer serves as Budget Committee Chair
• Treasurer of each class
• Vice President of each class
• A committee of the overall Medical Student Council

MSC Budget Committee
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 overarching principles of direct Medical Student benefits and limitations of a finite budget.
- 5.2. The MSC operates within a finite budget.
- Our goals are to create a fair and objective system for the distribution of all applications may not be possible.

The MSC Budget

Student/street group initiatives
- Approximately $25,000 available each academic year to fund
Funding eligibility and example activities (typical)

- Student interest groups
- Allowed
  - Food: Lunch talks, mixers, social events
  - Conference attendance: Interest group leaders attending national conferences
  - Non-food, non-conference: Facility rental for cultural
  - Research initiatives
  - Community health initiatives

- Not allowed
  - Honoraria for speakers
  - Non-food, non-conference: Facility rental for cultural
  - Attending national conferences
  - Conference attendance: Interest group leaders
  - Facility rental for cultural

Students (or groups thereof) with an identified faculty advisor(s)

Must demonstrate benefit to broader student body

- Research initiatives
- Community health initiatives

Student interest groups

Food: Lunch talks, mixers, social events

Allowed

Non-defining or groups (typical example activities)
What is different this year?

- Student interest groups
- Allowed
  - Food: Lunch talks, mixers, social events
  - Conference attendance: Interest group leaders
  - Facility rental for cultural events

- Community health initiatives
- Research initiatives
- Honorary for speakers
- Not allowed
  - Honoraria for speakers
  - Students (or groups thereof) with an identified faculty advisor(s)
  - Community health initiatives
  - Research initiatives

Must demonstrate benefit to broader student body.

UCLA Housing’s COVID-19 guidelines:

- All in-person gatherings of any size, nonessential meetings, and events are currently suspended and access to rooms and living spaces will be limited according to UCLA Housing’s COVID-19 guidelines.

Facility rental for cultural events, basic identifying apparel (e.g., T-shirts) necessary for events (e.g., working at health fair).

Non-food, non-conference attending national conferences.

Conference attendance: Interest group leaders.

Food: Lunch talks, mixers, social events

Student interest groups
Application process

- Student(s) must fill out application form found on <mscdgsom.weebly.com/budget-committee.html>
- Must be completed and submitted before 11:59 pm of the last Tuesday of a month, form must be submitted by the last Tuesday two months prior.

- Submit to Budget Chair: <MSCBudgetChair@Gmail.com>
- Submit all proposals at least 6 weeks before an event.

- Guideline: Need to provide enough time for Committee to discuss the proposal.

- Fall events taking place before the second Thursday of a month, form must be submitted by the last Tuesday two months prior.

- For all events taking place on or after the second Thursday of a month, form must be submitted by the last Tuesday of the preceding month.

- The September meeting is the last Tuesday of August, so the Committee can discuss the proposal by E.G., proposal for an event on October 3 needs to be submitted before the October meeting.

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

- Must be completed and submitted by 11:59 pm of the last Tuesday of a month, form must be filled out application form found on <mscdgsom.weebly.com/budget-committee.html>
Before submitting applications

Budget Committee will not retroactively fund any events

• Notify your faculty advisor of the event
• Establish Zoom link and registration
• Start collecting RSVPs
• Post event to the Medical Student Calendar with “MSC Funding Pending” in the title

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

•
Posting to the Medical Student Calendar
<table>
<thead>
<tr>
<th>Benefit to DESOM community</th>
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<tbody>
<tr>
<td>Description of event</td>
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<tr>
<td>Estimated # of attendees</td>
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<td>Proposed cost</td>
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<tr>
<td>Location</td>
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<tr>
<td>Date and time</td>
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<td>Event name</td>
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<table>
<thead>
<tr>
<th>Mission Statement</th>
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<tr>
<td>National Org.</td>
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<td>Type of submitter</td>
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<th>Career Specialty Group</th>
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<td>Social Org.</td>
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<td>Other (please specify)</td>
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<th>Department</th>
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Proposal submitted by:

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<th>Organization coordinators</th>
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<tr>
<td>Organization name</td>
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<tr>
<td>Funding source</td>
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<td>National organization*</td>
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<td>Department</td>
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<td>Chapter fundraising</td>
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**Explaination**

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

* Other (please specify) *

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**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 organization, special interest groups from their department. Please indicate whether your organization has attempted to obtain funding from the following sources, i.e., 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.

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**Additional approvals and their statuses**

- Health and safety considerations
- Equipment to be utilized
- Invited guests/speakers and positions
- Collaborating organizations

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Application form (3)
<table>
<thead>
<tr>
<th>Itemized expenses</th>
<th>Amount requested</th>
<th>Amount approved (MSC USE ONLY)</th>
<th>Other funding source</th>
<th>Subtotal</th>
<th>Total</th>
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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://msccom.htm](http://msccom.htm)).
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)

• Include final list of attendees (need sign-in documentation at event)

• Submit original itemized receipts within 21 days of event!

• Funding not claimed by June 30 of academic year is forfeited

All included in the funding application document

Submit the following to Budget Chair!
<table>
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<tr>
<th>Itemized Expenses</th>
<th>Amount Requested (MSC USE ONLY)</th>
<th>Amount Approved</th>
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**Other Funding Source:**

$ =

**Itemized Expenses:**

Please email this form to the MSC Budget Committee Chair or MSCbudgetchair@gmail.com AND Mary.

**Follow-up Form**

**Dates of Event:**

**Event:**

**Student Organization:**

Emailed within 21 days of completion of the event. Please email all receipts to mary@meducation.ucla.edu after all purchases have been completed. MSC must be emailed within 72 days of completion of the event.
Program Evaluation Form

All events must be of benefit to the UCLA Medical Student Community. How did this event benefit our Community?

Strength of event?

Potential Improvements for next year?

Speaker strengths?

What did the speaker lack?

(Comments will be kept anonymous but available to future leaders)

Speaker(s): Knowledgeable presentation:

Event's efficacy at achieving goals:

1 = Very poor 2 = Poor 3 = Acceptable 4 = Good 5 = Very Good

Please rate from 1 to 5 your opinion about the following:

What were your goals for this event?

Submit PRV #:

Actual Attendance:

Name(s) of presenter(s):

Your Name & Org Name:

Date & Location:

Event Name:

In order to receive renewal applications, attendees are encouraged to fill out this form. Please complete after the event. It will be included in student organization renewal applications.

If you have any questions or feedback, please contact us at the email address below.

Thank you for your participation.
<table>
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<th>Amount to be Reimbursed:</th>
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Additional SAO Funding Processed by accounting on: Received on: SAO Accounting Use Only

Career Advising Coordinator: mcb@medisci.ucla.edu
Mary Ann Treest

All requests will be processed by: (Receipts should be placed in an envelope with this form and submitted to Mary Ann Treest in the SAO, Geffen Hall, Suite 200.)

(Attach original and ITEMIZED receipts showing proof of purchase and method of payment within 21 days of travel/purchase. All)

Mailing Address:

Name:

Please bring to Mary Ann Treest in SAO.

(do not fill out until after MSC approval. Student Reimbursement Form)

UCLA

Student Reimbursement Form
Program Manager: Mary Ann Triest (mtriest@mednet.ucla.edu)

SAO

Contact us

Student Leadership

Budget Chair: Max Wang (ms4@mednet.ucla.edu)

MS4 Vice President: Sarah Andebrhan (sandebhran@mednet.ucla.edu)

MS3 Treasurer: Kevin Nguyen (kevin@mednet.ucla.edu)

MS3 Vice President: Vivian Hu (vhu@mednet.ucla.edu)

MS2 Treasurer: Eric Zhang (ericzhang@mednet.ucla.edu)

MS2 Vice President: Ami Hayashi (ahayashi@mednet.ucla.edu)

MS1 Program Manager: Mary Ann Triest (mtriest@mednet.ucla.edu)

MS1 Student Leadership
Questions?