David Geffen
School of Medicine

Student Organizations Handbook

2018-19

Mary Ann Triest
Program Manager for Student Engagement
(mtriest@mednet.ucla.edu)
885 Tiverton Drive, Suite 200
Student Affairs Office

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Recognition

In order to obtain official recognition, all student organizations must have their application approved by the Medical Student Council (MSC). Recognition allows organizations to apply for funding, advertise on the Student Events Calendar, reserve rooms in DGSOM, and participate in the annual student organizations fair. Each organization must submit a renewal application on an annual basis. Approval is contingent upon organizations successfully fulfilling established requirements articulated in the approval email sent by the MSC President (i.e., attending mandatory meetings, participating in recruitment events, etc.).

Organization Structure

Head Coordinator(s)

All organizations are required to designate up to 3 coordinators as "head" coordinators. The head coordinator(s) are responsible for serving as the liaison to the Student Affairs Office, faculty advisors, and other organization members. As needed, organizations may have additional coordinators or other designated officials to serve in leadership roles or on subcommittees. Additionally, all groups must have at least one upper classman advisor. Ideally, the upper classman has previously served as a head coordinator for this organization.

All organization leaders must commit to holding a position until the end of the academic year. All organization leaders are expected to be available to provide and support for incoming leadership until June.

Coordinator Eligibility

Students who take on any leadership role **cannot be on *academic/professional probation.*** If you are in *good standing* or *experiencing difficulty* you can continue in your position. If you are on *probation,* you cannot continue in your position.

Student must abide by the honor code. All students taking on leadership responsibilities are required to complete a "Student Organization Leadership Acknowledgement" form after attending a mandatory meeting and review the policies. Maintain strong academic standing (No final grades of a fail or marginal performance) and follow the student Honor Code.

 It you are unable to meet the criteria and remain in good academic standing, you will be asked to step down from your position. Students can accept a maximum of two head coordinator positions or one head coordinator position and one elected MSC position. Exceptions to these guidelines must be discussed and approved by the Student Affairs Office.

Faculty Advisors

All organizations must have at least one faculty advisor who has a faculty appointment in DGSOM. Organizations are required to keep the faculty advisor informed of all planned activities and funding requests submitted by the organization. Advisors should serve as a faculty liaison, encouraging other faculty and residents to participate in activities sponsored by the organization.   Faculty advisors must attend at least two events organized by the group.

Recruiting Membership
Student organizations are encouraged to actively recruit membership by notifying students of opportunities via email, by class Facebook groups, by making announcements in class, and by posting approved flyers in the GH Student Lounge. All organizations are also required to participate in the Student Organization Fair in August. The Fair is an opportunity for all recognized student organizations to inform incoming students about their mission and planned activities for the year.

While student organizations may advertise events that are taking place, no SAO or MSC funded events may occur prior to the Student Organization Fair.

Renewal Process
All student organizations must submit a renewal application to be reviewed by the Medical Student Council by a pre-determined date in early Spring. The renewal application includes a mission statement, list of outgoing leadership, list of incoming leadership, agreement to funding, travel policies, list of events held during the year, list of events planned for the upcoming year, reflection on strengths and weaknesses, information transfer plan, and faculty advisor's acknowledgement.

New Leadership Recruitment
Prior to submitting the renewal application, all organizations must identify leadership for the upcoming year. Organizations are able to develop a selection process that meets their needs. All organization must provide a formal recruitment plan to the Student Affairs Office and this information will be posted for all first-year students to review. All organizations will notify new leadership of their selection, and offer them an opportunity to accept or decline the position.

Events
Career specialty interest groups are required to hold at least 3 events each year. One event should be a lunch talk, one event should be a collaborative event with another organization or club and another event needs to be a non-lunch talk. Non-Career Specialty Interest Groups are required to hold one event each year. All these events need to be open to all medical students. Student organizations may hold additional committee meeting or events for their membership,

but these events will not count toward the required event(s). All events must be discussed with and approved by the organization's faculty advisor(s). Organizations should, as much as possible, avoid scheduling meetings that conflict with other previously posted events to allow the student body opportunities to attend as many events as possible. Organizations should also avoid scheduling events on Mondays and Fridays at lunch since most mandatory meetings will be held on those days. If a student organization event conflicts with a mandatory meeting, the organization will be asked to reschedule their event.

Once scheduled, the events must be posted on the Medical Student Events Calendar. All events posted on the Student Events Calendar will be included in the DGSOM Pulse.

Other Responsibilities

All student organizations are responsible for cleaning out the student lounge refrigerator on a rotating basis (approximately once/academic year). Mary Ann will send out and post sign-ups on the refrigerator.

Medical Student Events Calendar

All student organizations must post all of their events on the Medical Student Events Calendar. The calendar helps to determine which organization posted their event first, which organizations intend of seek SAO or MSC funding, and additional information about the event itself.

Event Planning

Securing a Speaker

Generally, organizations should begin recruiting speakers at least 2 months in advance. Make sure to provide your speaker with the name and phone number of the coordinator from your student organization that they will be working with. Prior to the event, make sure to provide basic information about the audience (first and second year medical students; expected number of students; what is currently being studied in the curriculum; etc.). You should also determine what type of audio-visual equipment they will need for their presentation. If they are bringing their own laptop, you should determine in advance if it is a PC or a Mac to make sure that you have the appropriate adapters in advance.

Reserving Space

Lecture Halls & Conference Rooms

The goal is to have 1 room reservation system, in the interim we have 2 systems.

Link to reserve rooms in Geffen Hall: https://www.medsch.ucla.edu/astra/

- There are currently three conference rooms and three seminar rooms that are available for general reservations.
- For help, please visit https://uclahs.app.box.com/v/AdAstraInstructionsPDF

Link to reserve rooms in Center for Health Sciences (CHS): http://rooms.healthsciences.ucla.edu/telemedicine/pages

All lecture halls (except 3rd and 4th floor) and conference rooms in CHS are reserved through the use of an online system.

Student must log into the system using their UCLA ID (same login information to use MyUCLA).

Must pick up key from the IT Connect help desk in sitting area across from MedCafe before your event and return the key after.

*Please email Mary Ann Triest, mtriest@mednet.ucla.edu if you are a DGSOM student and would like to reserve the Geffen Hall (GH) Student Lounge, GH Case Style Room 148 or 150, GH 130, or GH B36.

Geffen Hall Building Access Policy
To view the Geffen Hall Building Access Policy, please click here.

 If you are looking to book 63-127 for events that would require a "wet" lab such as suturing please contact Philip Klein (Phil@mednet.ucla.edu) with the following information:
1. Contact Phil with the date, times, name of the event
2. Provide Phil with the name of the faculty member responsible for this event
3. Provide Phil with the name of the student responsible for the event
4. The responsible for the event will need to meet with Phil to go over the rules such as no eating or drinking in the lab, must clean up completely after the lab event, and no waste cannot be left behind whatsoever.

Reserving the Geffen Hall Student Lounge (GH 205)

The Geffen Hall Student Lounge is reserved for all DGSOM medical students to use for student related activities such as studying. This space is designated for the DGSOM students only. For anyone looking to use the GH Student Lounge for an event you must first check with Mary Ann Triest in the Student Affairs Office for availability and to obtain the proper application.
- The lounge must be cleaned up the night of the event
- All furniture must be set to resemble the diagram of the GH Student Lounge
- Any incidents, problems, or damages must be immediately reported to Mary Ann Triest

Reserving Equipment

If you are in need of additional chairs for panelist or tables, please contact Mary Ann Triest (mtriest@mednet.ucla.edu) in advance. Advance notice is required to secure all equipment.
Event Checklist
- Select a topic
  - Use what has worked in the past for your organization or speak with your faculty advisor for new ideas

- o If you are planning on speaking about any of the following topics, please contact the appropriate SAO staff member
  - Residency (Jason Bergschneider)
  - Research (Shamar Jones)
  - Test preparation (Sue Nahm)
- Reserve space
- Confirm lecturer/panelists – obtain presentation title
- Add to the Medical Student Calendar
- Begin Advertising
  - o If adding information to the DGSOM Pulse, submit to Mary Ann Triest (mtriest@mednet.ucla.edu) by Thursday at 9:00 AM
- Begin Collecting RSVP's
- Reconfirm lecturer and determine audiovisual needs
  - o Designate an individual who will meet speaker at the event and who will help set-up the presentation and provide their contact information to the speaker
- If requesting food from SAO or MSC, submit RSVP and appropriate proposal/request forms by deadline
- Day of the event
  - o Send one coordinator early to venue to set up and meet speaker
  - o If food was ordered:
    - Pick up from Mary Ann
    - Dispose of trash appropriately
    - Submit sign-in sheet to Mary Ann
  - o End event on time
- After the event
  - o Send thank you to speaker
  - o Send thank you to funding source (if applicable)
  - o Submit-follow up paper work if SAO or MSC funded
  - o Record event attendance and speaker information to be used for renewal application

Important Note: The David Geffen School of Medicine does not allow proprietary vendors of any kind (pharmaceutical, test prep, credit lenders, financial planning, etc.) to solicit to our student body)

Fundraising
There are limitations to fundraising activities that can take place on campus. All proposals must be discussed with the SAO to make certain that funding goals and activities are consistent with campus policies. Please schedule a meeting with the SAO to discuss what the funds will be used for and the mechanism for how the funds will be deposited.

Currently, there are no food sales allowed in Geffen Hall and the CHS courtyard. Organizations registered with Student Organizations Leadership & Engagement office (SOLE) on the main campus can conduct food sales on Bruin Walk and the Court of Sciences as long as they follow SOLE guidelines and submit appropriate food permits in advance of their event. More for information about deadlines, policies procedures, please visit the Student Organizations Leadership & Engagement office at http://www.studentactivities.ucla.edu/index.htm

Selling any items with the DGSOM or UCLA logo must be cleared through appropriate offices. Please contact the SAO if your organization intends to sell any items.

Special Events
Any organizations with plans for week-long events, health fairs, events on the weekends, or events involving students that are not UCLA medical students should speak with Mary Ann in the SAO.

Funding
All student organizations are eligible for four types of funding: Student Affairs Office, Medical Student Council, other DGSOM department, or outside sources.

Student Affairs Office
Each student organization is granted one funded lunch by the Student Affairs Office. Funding must be utilized for an event scheduled before December 31st. Each meal will be funded for up to $6.50 per person for the first 50 students who RSVP with a maximum funded amount of $325. The Student Affairs Office will allow student groups to use the total amount to supply food for more people by using a less expensive food vendor if the RSVP exceeds 50 students. Student organizations should indicate their intention to request food by noting it on the Medical Student Calendar. To order food, a SAO Food Request form must be submitted at least one week in advance with a completed RSVP list following the template (available on the Student Organization website). Students are encouraged to contact the Student Affairs Office to discuss ideas for their student organization. Staff members are available to provide guidance on where additional funding may be available.

Medical Student Council
All student organizations are eligible to seek funding from the Medical Student Council. The Budget Committee, composed of each class's Vice President and Treasurer, reviews all proposals and makes determinations by vote. The Committee meets on the first Tuesday of every month (September thru May) to discuss organization budget proposals. Final proposals must be submitted to the Chair of the Budget Committee at least one week in advance of the Budget Committee meeting. The guiding principle for the Budget Committee is how the

proposed event will directly benefit UCLA medical students. However, the MSC operates on a finite budget, so funding of all applications may not be possible. The goal of the Budget Committee is to create a fair and objective system for the distribution of funding for student activities.

The MSC will fund 1 meal (lunch or faculty mentorship event) per student group per academic year, in addition to the 1 SAO funded lunch. Each event will be funded for up to $325 (estimated as $6.50 per person for 50 people). In the circumstance that a student group has exhausted both its SAO and MSC sponsored meal events, and a truly outstanding event has been planned, a group may apply to the MSC for a maximum of 1 additional lunch. The typical funding application should be used in this instance. The requirements for approval of this additional event will be stringent, and at the discretion of the MSC Budget Committee.

If students decide to program a collaborative week-long project (for example Primary Care Week), they may apply for an extra $325 in addition to the MSC/SAO funded lunches. To apply for this extra funding, the week-long project must be a collaboration between 2 or more groups planning 3 or more cohesive events, with a sharing of responsibility between the groups. Each individual student group may only participate in one collaborative week per year.

The MSC budget is a finite budget separate from the SAO. If the MSC does not feel the proposed budget meets council funding eligibility or exceeds council funds, they may recommend review by the Student Affairs Office. Decisions regarding the use of SAO funds are at the discretion of the SAO alone.

SAO and MSC Funding Policies
Student organizations must be officially recognized by the MSC. Student groups recognized prior to January 1st of the academic year are eligible for funding during that academic year; however student groups recognized after January 1st of the academic year are not eligible for MSC funding until the following academic year.

In addition, each student organization must designate one student officer (president, vice president, treasurer, etc) to attend the annual MSC Budget Committee Introductory Meeting at the beginning of the academic year to be eligible for funding. The student who attends this meeting will be designated the MSC contact and will be the ONLY student for that organization for the academic year who is eligible to submit a MSC funding proposal for that student group.

Proposals for the Budget Committee

An example of successful student organization proposals are available for student groups to use as a template on the MSC website. Please see *proposal instructions* for all items which must be included in a proposal. Proposals will not be reviewed unless they are complete with sections I-X. **It is recommended that all funding applications be submitted 2 months prior to the proposed event and required that the final version of the application is submitted <u>no later than 1 week before</u> the upcoming Budget Committee meeting (scheduled for the 1st Tuesday every month).** Proposals may not be accepted if submitted less than one week before the upcoming Budget Committee meeting, exceptions will be made at the discretion of the Budget Committee Chair. Student groups can expect official notification of the funding decision *from the Budget Committee chair or designated correspondent* within 72 hours of the meeting at which it was reviewed. **The SAO and MSC will not retroactively fund any application items**.

Reimbursements
All submissions for reimbursement must occur **within 21 days of the event or travel.** The student must submit receipts and bank/credit card statements along with the MSC Funding Approval Form and Student Reimbursement Form to Mary Ann Triest via email (mtriest@mednet.ucla.edu). In addition, the MSC Budget Committee Follow-up Form must be emailed to the Budget Committee Chair within 21 days of the event or travel. It is recommended that you submit all these forms at the same time.
All funding not claimed by June 30th of the academic year will be forfeited. Funding does not carry over to the next academic year.

Exclusion items
MSC funds should not be used for the exclusive benefit of any one individual. As such, items such as food, personal copies, certain forms of transportation, and gift items are ineligible for funding (as outlined below).

 The following items are <u>NOT</u> eligible for funding by the MSC:
- Gifts to students, faculty or non-students
- Meals while traveling
- Transportation to the airport: taxi or shuttle rides
- Postage
- Speaker Honorariums
- Office Supplies
- Individual research travel (SAO funded only)

Other DGSOM Departments

Career Specialty Interest Groups are encouraged to apply for funding to their respective departments. National organizations are encouraged to seek funding for their Chapters through national offices.

Additional funding may be available through affiliate offices such as the Office of Diversity, Inclusion and Outreach, Well-Being Program, and Research Office. Organizations are encouraged to contact the Student Affairs Office for guidance.

Outside Sources
All organizations are encouraged to seek out agencies and foundations that provide funding to medical student groups. Any organization applying for a grant should contact the Student Affairs Office before submitting an application.

Travel Policies
Eligibility
a. Registration fees, transportation and lodging for attendance at conferences, professional meetings, societies and community organizations may be eligible for MSC sponsored funding.
b. Students must receive approval for travel, lodging, registration expenses prior to the event. **No retroactive funding will be permitted.**
c. Reimbursements for student travel will be approved only for the individual designated as on the authorized account charge. Individuals must be named on the group proposal and specifically approved in writing by the MSC. Funds granted to one individual may **not** be split between group members unless approved in advance.

Transportation
Air travel
a. UCLA student traveler shall use air coach or equivalent fair at the lowest available price 2 weeks in advance. Students are encouraged to take advantage of discounts on air tickets.
b. Ticketless/electronic airfare will be reimbursed with an original copy of itinerary/confirmation with the form of payment indicated. If a credit card is used, a copy of the statement highlighting billed airfare must also be submitted
c. Airfare will not be reimbursed until air travel is completed

Privately owned automobile
a. A student may choose to use a privately owned automobile for travel to conferences greater than 50 miles from UCLA campus. Student driver must provide evidence of valid license, insurance and registration to satisfy state law. Expenses for car registration and insurance are not eligible for funding.

b. Students will be reimbursed for the use of a privately owned automobile in accordance with university rates (54.5 cents/mile effective Jan 1, 2018).

c. Reimbursements for costs of fuel are subject to MSC approval. Students will be reimbursed at the cost of low grade gasoline at the time of the Budget committee meeting.

d. No additional reimbursement will be allowed for automobile related expenses such as tolls, parking, ferries, etc.

e. Transportation expenses for privately owned motorcycles will not be reimbursed.

Lodging

a. Lodging shall not be reimbursed if the lodging site is within 50 mile radius of the traveler's home residence or UCLA Westwood campus

b. Traveling students are encouraged to share accommodations with classmates.

c. If a non-medical student will share the room, the individual will need to cover the appropriate portion of the cost for lodging.

Conference Funding

a. The MSC will fund conference registrations fees up to $200 per person, for a maximum of $1000 for registration fees per conference for a given student organization.

b. Attendance at conferences may be limited to organization leaders (co-president, president/vice president), national organization officers or voting members.

c. Each student organization (AMSA, LMSA, etc) will be limited to $650 in funding per individual per fiscal year for in state travel, $800 for out of state travel

d. Each student organization (AMSA, LMSA, etc) funding will not exceed $2500 per group annually for the purpose of conferences and travel related expenses.

e. Must show written correspondence with National Student Organization regarding their contribution to individual funding for the conference

f. It is the responsibility of each student organization to consider the maximums allowed for student conference funding, to keep track of the amount of MSC funds approved for conferences, and to plan for the total amount of funding needed for conferences during the school year. The MSC Budget Committee will keep their own records on the amount funded for conferences for each student organization during the school year.

ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE

BYLAWS, POLICIES, AND PROCEDURES
    Article IV. Policies and Procedures

Section 1.   Student Interest Group Recognition and Funding Eligibility

1.   Definition of Student Interest Groups (SIG)

    a.   SIG extend medical education beyond the classroom by providing all UCLA medical students with the opportunity to explore careers in medicine, participate in national medical organizations, stimulate interest in medical issues, and develop leadership and medical advocacy skills.

    b.   SIG can be classified into the following divisions:

  i.   National Organizations (i.e. AMSA, APAMSA, LMSA, SNMA).

      ii.   Career Interest Groups (CIG) – represent established medical residencies (e.g. Family Medicine, Surgery) or medical practices that combine aspects of multiple established medical residencies (e.g., Medical Genetics, Global Health) and are not already represented under the scope of an existing career specialty interest group.

      iii.   Service and Campus based organizations – organizations with community-service based mission statements or organizations that serve the greater UCLA community

  c.   SIG must demonstrate continued dedication to furthering educational opportunities of the UCLA medical student body through compliance with the guidelines outlined in Section 1, Item 2.

2. Criteria for MSC Recognition and Renewal of SIG

    a.   A SIG's mission statement must be consistent with the definition of SIG outlined in Section 1, item 1 and provide a unique contribution to the David Geffen School of Medicine.

    b.   SIG Leadership Structure:

        i. Head Coordinator/President (MS2) – selected by the SIG's members through a formal process. Responsible for coordinating and advertising the SIG's events.

        ii. Faculty Advisor – UCLA Medical School faculty from a department relevant to the SIG's mission statement. The Faculty Advisor will serve as a faculty liaison to help encourage faculty and resident involvement in the SIG's activities.

        iii.   Upper Classman Advisor (MS3/MS4) – selected from the SIG's outgoing MS2 leadership and will advise Head Coordinator/President in planning the SIG's events.

        iv.   Additional leadership/sub-committees at the discretion of each individual SIG.

    c.   Career specialty interest groups are required to hold at least 3 events each year. Non-Career Specialty Interest Groups are required to hold one event each year, 1 each half of the academic year.

        i. Events must be open to all medical students. Examples of eligible events include noon-time lectures, career-specialty panels, faculty shadowing experiences, and select health fair activities. Alternative events are at the discretion of the SAO and MSC.

    d.   Departmental support

    i. Groups will not be required to maintain financial independence, but may be required to show proof that they have investigated alternative funding sources from one or more of the following, at the discretion of the MSC budget committee:

        1. National or regional affiliate, if applicable
        2. Department or division (required for CSIGs)
        3. Center or institute (i.e. Center for Global Health, etc.)
        4. College, if applicable

3. Initial Approval of SIG
    a. Any UCLA medical student can submit a formal proposal for SIG recognition by the MSC. A complete proposal contains the following elements:
        i. Completed SIG Recognition Form (see forms section).
        ii. A faculty member from the David Geffen School of Medicine must complete and sign the "Faculty Advisor Responsibility Form" and confirm that he/she will serve as the SIG's Faculty Advisor.
    b. Proposals submitted to the MSC President will be eligible for review by the MSC. Members of the MSC will vote on a SIG's application for recognition or renewal. Approval will be determined by majority vote based on the following:
        i. Proposal's compliance with the criteria outlined in Section 1, Item 2.
        ii. Clear distinction of SIG's proposal and mission statement from existing MSC-approved SIG. A SIG may not be approved if the MSC determines that its mission statement is more properly subsumed within that of an existing SIG, and may recommend that the group be formed as a sub-committee within the leadership of another SIG.
        iii. SIG's potential benefit to the UCLA Medical Student body as a whole, including potential to attract a significant amount of interest from students, and the potential for group longevity.
    c. Benefits of Recognition
        i. Upon MSC approval, a SIG is granted eligibility for the remainder of the academic year for SAO and MSC funding in support of SIG events. Recognition also allows a SIG to advertise events using the medical student email lists, as well as post events on the Student Events Calendar.

4. Annual Renewal of SIG Eligibility
    a. In March of each academic year, each SIG will be evaluated by the MSC for renewal. Renewal by MSC majority vote will be based on the following:
        i. SIG's demonstration of continued student interest and leadership through compliance with minimum number of events (Section 1, Item 2, c) and procedures for selecting new leadership.
        ii. Continued leadership as evidenced by election of new Head Coordinator/President and ongoing support from SIG Faculty Advisor.
        iii. Evaluation of SIG's events from the past academic year based on:
            1. Consistency with the SIG's mission statement.

      2. Event attendees' interaction with UCLA Medical School faculty through lecture, expert panel, or shadowing experiences.

      3. Diversity of topics covered and experiences offered to event attendees.

      4. Level of student interest as evidenced by event attendance.

   iv. SIG Head Coordinators/Presidents and Faculty Advisors will aid the evaluation procedure by submitting the following two documents:

      1. End-of-Year Evaluation by SIG Coordinator/President. This document includes:

         a. Summary of all SIG events for the past year. Document will include description of event and number of students in attendance.

         b. Budget summary including funds requested from the SAO/MSC.

         c. List of incoming leadership.

b. All groups must hold a mid-year meeting with a member of the SAO before the end of the calendar year.

c. A SIG's renewal application may be rejected based on a combination of the following:

   i. Failure to submit required End-of-Year Evaluations by Head Coordinator/President and Faculty Advisor.

   ii. Inability to hold a minimum of 1 SIG event during each half of the academic year that is consistent with the SIG's mission statement.

   iii. While there is no minimum number for event attendance, consistently low event attendance will be taken into consideration for either:

      1. Rejection of SIG eligibility renewal or

      2. Possible reclassification of SIG as sub-committee within another existing SIG.

   iv. Lack of faculty advisor

   v. Lack of concrete plan/schedule for the first or second half of the academic year

d. If a SIG is not offered renewal of MSC approval, the Head Coordinator/President and Faculty Advisor will be allowed one appeal, to be considered at the following MSC meeting and approved by majority vote. Groups that are not offered renewal on appeal may reapply the following academic year as a new student group.

Section 5.   Electronic Communications

4. The Medical Student Calendar website is the place for faculty, staff and students to post events for the Medical Student community. Student Affairs will post events and deadlines, and

students will post student organization meetings, social events, etc. It is important to post all events here centrally to avoid conflicts. Only those groups recognized as official student organizations are allowed to post events on the calendar. All other requests must go through the SAO and the MSC for posting approval.

Section 6.   Guidelines for Advertising of Student Events

1. Posting Events on the Medical Student Events Calendar.
    a. Medical students and organizations must post their student events on the Medical Student Events Calendar concurrently to submitting their application for MSC/SAO funding, if funding is to be requested.
    b. When an organization posts an event on the student events calendar, they MUST indicate on the TITLE section of the event what the funding source for the event is, such as MSC, SAO, Department, Private, fundraising, or none. If funding is pending from either the SAO or MSC, this must be indicated as well and updated once a decision has been made by these bodies.
    c. Events must be posted to the Medical Student Events Calendar at least 2 weeks prior to the planned event date.
        i. Annual, large student-run events (Healthcare Symposium, Project Santa Claus, health fairs, etc.) must be posted at least 2 months prior to the planned event date.
    d. Should a medical student or organization desire to withdraw an event from the Medical Student Events Calendar, they must do so at least 2 days prior to the planned event date.
    e. Scheduling conflicts:
        i. Students must not post an event that overlaps with a mandatory or required event, as posted by the SAO or MSC. Such overlapping posts will be blocked.
        ii. If an interest groups or student organization lunchtime talk is not funded by the MSC or SAO, they may overlap, unless a mandatory event is occurring concurrently.
        iii. Only one MSC/SAO funded event may occur per lunchtime session.
        iv. With the exception of lunch time talks, no other type of event (symposium, conferences, health fairs, etc.) may overlap without prior approval from the Director of Student Affairs and/or the President of the MSC.
        v. Failure to comply with these guidelines may result in the temporary suspension of a student/organization's right to hold medical student events as deemed appropriate by the Director of Student Affairs and/or the MSC.
        vi. When scheduling conflicts arise, the event which is posted first (as dated by timestamp on the Student Events Calendar) will be given preference.

    f.   Anything posted on the Student Events Calendar will also be posted on the Student Bulletin Board in the 1st floor near the mailboxes and elevators.
- i. It is the responsibility of the first year's class secretary to update this bulletin board at the start of every week with that week's events.

2. Additional Modes of Advertising
   a. Flyers:
      - i. The content of all flyers must be approved by the SAO prior to posting.
      - ii. Acceptable locations for posting flyers includes the bulletin board in the student lounge.
        1. Flyers posted at any other locations may be removed.
   b. Class listserv emails:
      - i. Medical students are unable to email a class listserv directly; however, students may send an email to their class president to forward to an individual or multiple class listserv.
      - ii. Emails to be sent to the classes must pertain to one of the following:
        a. Student organization events and notices
        b. Student social events
        c. Research opportunities
        d. Volunteer opportunities
        e. Clinical opportunities
        f. Note that emails regarding for sale or "classified" items are not appropriate for a class listserv.
      - iii. Prior to sending the class president an email for forwarding, students must have checked the Medical Student Events Calendar for potential conflicts, and, if a conflict exists, must have spoken to the SAO to resolve said conflicts.
        a. Class presidents will not forward emails unless the scheduling conflict criteria stated in Section 1, e. above are met.