Everything you ever needed to know about MD Student Organizations

September 2020

Important note…

- M.D. Program Student Organizations differ from main campus RSOs
  - **Managed by the Student Services Team** – we are your liaisons and resources to the main campus Office of Student Involvement due to the COM's specialized needs and satellite location
    - May still partner with main campus or undergraduate RSOs but if hosting a joint event at COM the M.D. Program Student Organization **must** get approval from Student Services and provide a list of all non-COM attendees
    - May still request a table or space at the main campus (contact Student Services for assistance)
  - Due to liability coverage afforded to M.D. Program students through the curriculum and the specialized nature of opportunities (ex: suture clinics), M.D Program Student Organizations cannot be open to all UCF students
  - M.D. Program Student Organizations are not eligible to apply for Conference and Travel Funding (CRT) as an organization but may do so as individuals

Resources

- Two main sites for online student organization resources
  - Student Org Webcourse
  - Student Org & Events webpage on GPS
- Student Services Team
  - Start with us! We act as your liaisons to COM departments & main campus
  - All student events require approval from our department. This ensures we have the information needed for other departments or if any questions arise

Bianca Anderson
Coordinator

Casey Smith
Assistant Director

Dr. Soraya Smith
Director

Running your Organizations

The Basics

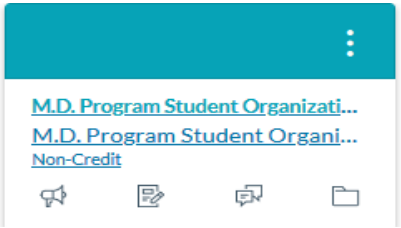
- Communication is key
  - Keep all board members in the loop! Talk to your board.
  - Hold officer meetings to ensure all members of your organization know the latest regarding your group
  - Start a messaging group for your board, very important when it comes to events/elections
- Notify Student Services of any changes in the status of your organization
  - Any changes to board/officers or faculty advisors
  - Changes to group email address
  - Send all updates to Bianca or Casey
- Read and maintain your organization's constitution
  - Describes the duties of your executive board positions
  - Should outline the election process – May open call for applications as early as November. All elections should be complete and reported no later than March 31st
  - May add or remove positions as needed. Refer to Constitutions for amendment voting process
  - Must review and upload a reviewed version each academic year or after any amendments are made
  - If election issues arise, decisions will be based on what your constitution states!
- Keep an active member list
  - Collect this info from meeting and event sign in sheets
  - Important for funding purposes and group documentation
- All board members should be in good academic standing and currently enrolled
  - Students on a LOA cannot hold officer positions and must be replaced on the board

Student Org Webcourse

- All organizations have a group homepage where records should be kept and board members can connect
- Use this course to communicate and plan events
- Keeping all records in one place not only assists with board transitions and continuity over the years, but helps with funding justifications!
- Documents to be kept in the group's homepage section:
  - **Constitutions** – must be maintained by reviewing every year
    - Consider creating an archives folder in your group's files section
    - Upload latest version when updates are made
  - **Election application templates**
  - **Active member list/Email listserv**
    - All groups have been provided with the M1s who signed up during the orientation fair
    - Secretary's responsibility to maintain and manage their active members list and update documents accordingly
    - Collect this info from meeting sign-ins
  - **Annual Budget Requests**
  - **PRF Packets** for annual or reoccurring events
    - Helps maintain continuity from year to year, have a record of items your group has ordered that may be in the student org closet and aids in annual budget requests
  - **Event planning documentation**
    - Helpful for future boards and helps improve/grow annual events
  - **Contact information**
    - For faculty advisors, annual guest speakers, the group email account information
  - If applicable, **bank account information**

Student Org Webcourse

Course Dashboard



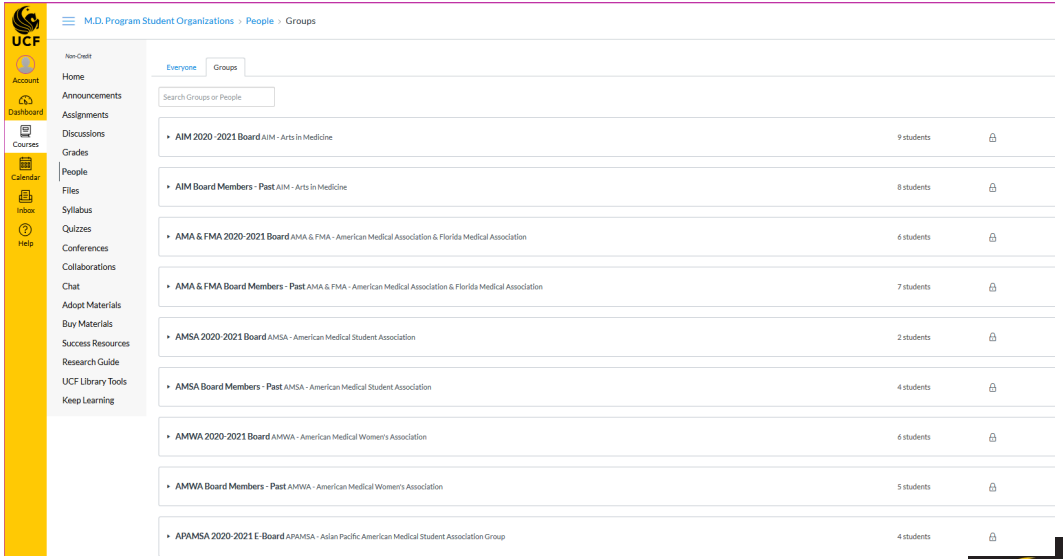
Important note:

Student Services enrolls all students based on submitted rosters. This is why it is imperative any board member changes made are reported to Casey or Bianca.

Once new board members are reported and complete their Board Transition Checklists past board members will be moved into an archived group so new members can have access to all organizational records though the main group homepage.

People Section

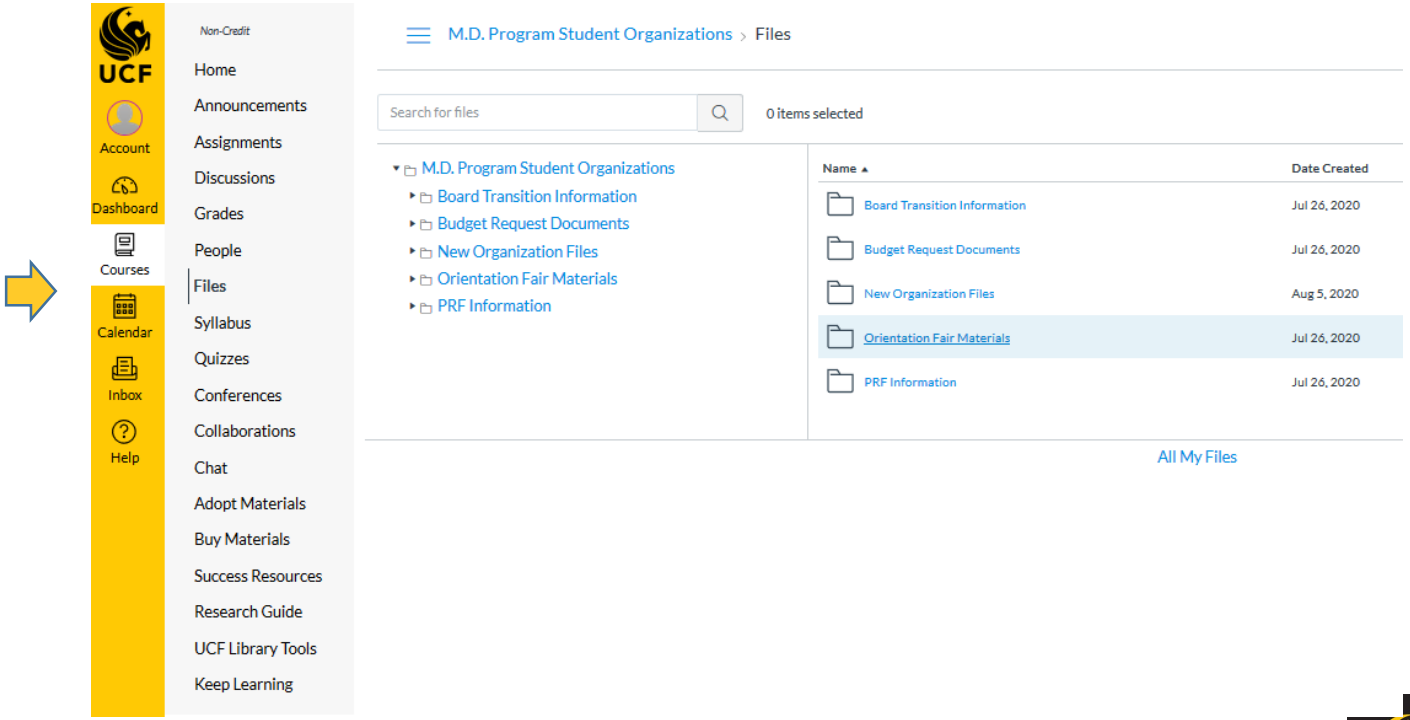
(where you can see all organizational groups and access the ones you are a member of)



Student Org Webcourse

Files section

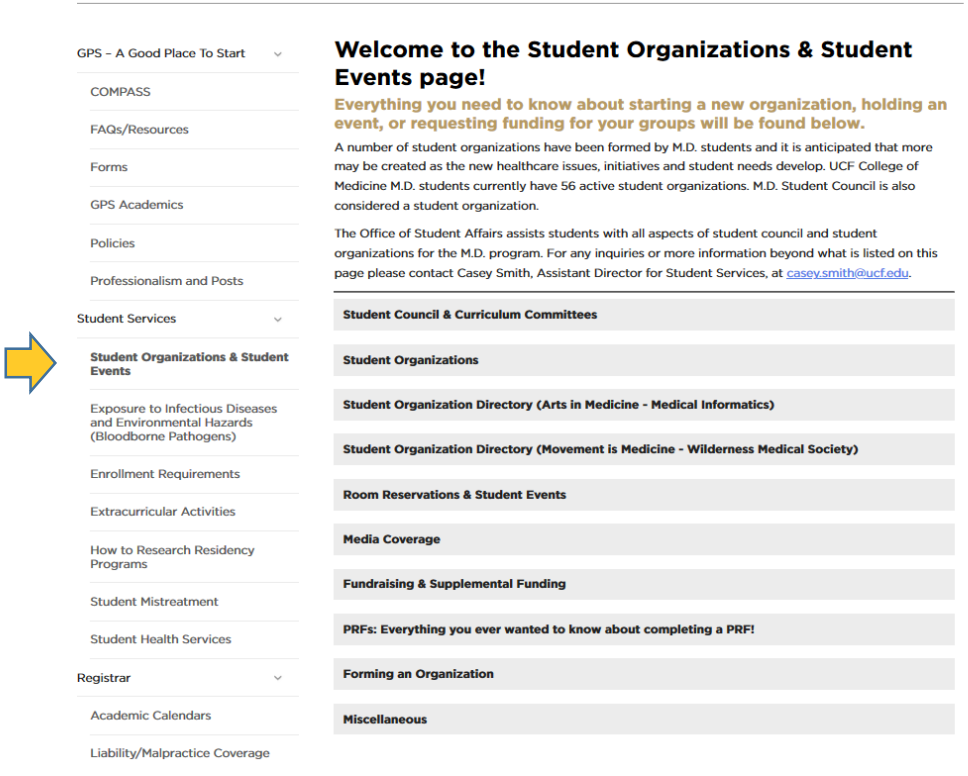
(where you will find files for PRFs and logos, board transition checklist, a checklist for newly approved orgs, and budget request forms)



Student Org Webcourse

- **Turn on notifications for course!**
- Announcements will be the main form of communication for general student organization information including but not limited to:
  - Election timelines
  - Event process updates
  - Budget request collection
  - Funding opportunity updates
  - Orientation Fair sign ups
  - Process or policy changes
- Occasional group specific event or speaker opportunities to be shared with groups will be posted in targeted groups based on specialty or topic of interest
- Assignments throughout the year include but are not limited to:
  - Budget request submission
  - Welcome email for Orientation Fair
  - Roster updates
  - Annual Constitution updates
  - Annual information quiz

Student Organization & Events Webpage



https://med.ucf.edu/student-affairs/student-services/student-organizations/

Student Organization & Events Webpage

- Student Organization Directory
  - All groups, boards and contact info are listed here
  - This is the **public** listing that the community (physicians, applicants, organizations, students from other schools) use to get in touch with your group with interest, opportunities, or inquires
  - Email us to make updates/changes
- Room Requests & Event Planning
  - For any meeting or event please start with us!
  - Links to all request forms found here
- Media Coverage (New-ish!)
  - Would you like your event promoted on the COM social channels?
  - Link to the media coverage request form
- PRFs
  - Examples of how to fill out the 3 most common types PRFs: Publix, Amazon, Food Vendors
- Forming an Organization
  - How to and everything you need to submit a proposal
- Funding outside of SGA money/budgets (New!)
  - In partnership with our Development and Alumni Engagement Office we have created an approved & legitimate way to fundraise for organizations
  - Also may request assistance to find funding for organizational OR individual special projects that fall outside of other funding eligibility such as but not limited to: research, FIRE, or conference and travel funding

Advisors

- Faculty Advisors
  - All group must have at least one UCF COM Faculty or A&P employee as their advisor
  - May have more than one!
  - Email them and keep them updated about what the group is doing
    - Introduce yourself and the new board if you haven't yet done so this year
  - Share their name and contact info with all board members
  - Email us of any updates or changes to your Faculty advisor(s)
    - If your faculty advisor steps down or is no longer with COM you must secure and report a new advisor
- Advisor Role
  - Shares contact/network connections for speaker opportunity and topic ideas
  - Provides guidance on organizational issues and UCF COM knowledge
  - If active and involved may provide continuity from year-to-year and help develop goals and objectives
  - Attends meetings and events as needed

Funding

Funding

- We are a state funded university which means there are statutes with restrictions for the usage of our budgets
- M.D. Program Student Organization funding is allocated to the M.D. Student Council by the main campus SGA through the Activity and Service Fee Budget (A&SF). Often referred to as SGA funding or dollars
  - This budget is managed by main campus SGA. COM receives an allocation from this budget due to our closed interest groups
  - Record keeping is important to prove justification and need for COM organizations
  - Budgets spent on items beyond food are more highly regarded and help with our justifications and continued funding

Do's of Student Org Funding

- Must submit the current year's PRF form
- Do order from commonly used vendors
  - Do inquire about possible discounts
- Do obtain and submit final receipts for orders
- Do let Student Services know if an event is cancelled (especially with a food order!)
- Do host joint meetings or events to save on costs
- Complete the Financial Training available for all students interested - https://asf.sdes.ucf.edu/training/

Don’ts of Student Org Funding

- Don’t purchase gift cards, cash equivalents, or raffle items (not allowed with SGA dollars)
- Don’t change your meeting date without changing your food order (if PRF already submitted)
- Don’t sign contracts with vendors for goods or services
- Don’t charge admission or registration fees to students for student events funded by A&SF dollars
  - May be open for suggested donations
- Don’t host homemade bake sales (COVID times or otherwise)
- Don’t hold raffles or lotteries
- Don’t pay for anything with your own money (you CANNOT be reimbursed from this funding)
- Don’t use for membership dues
- Don’t use for donations or for items bought for donation

UCF

What can Student Org budgets be used for?

- Items/supplies
- Promotional items for your organization
- Printing Services through the UCF Print Shop
- Most services – if you are unsure please email us
- Decorations for applicable events
- Licensing to show films *(incredibly* rare but possible if needed)
- Food items
  - Food for meetings or events when timing does not allow for students to bring their own lunch
  - Snacks for events

What can Student Org budgets be used for?

- Speaker funding
  - Referred to as an Honorarium
  - May cover travel, hotel and meal expenses
  - The only kind of PRF that is a reimbursement
  - Will be in the form of a check or wire transfer to your speaker after the date of the event
    - Can take up to 4-6 weeks to receive
  - Must submit a PRF that only indicates Speaker fee – do not break down what the fees are for
  - Provide a lump sum invoice for the total amount
  - Cannot provide speaker fees to UCF faculty or Staff

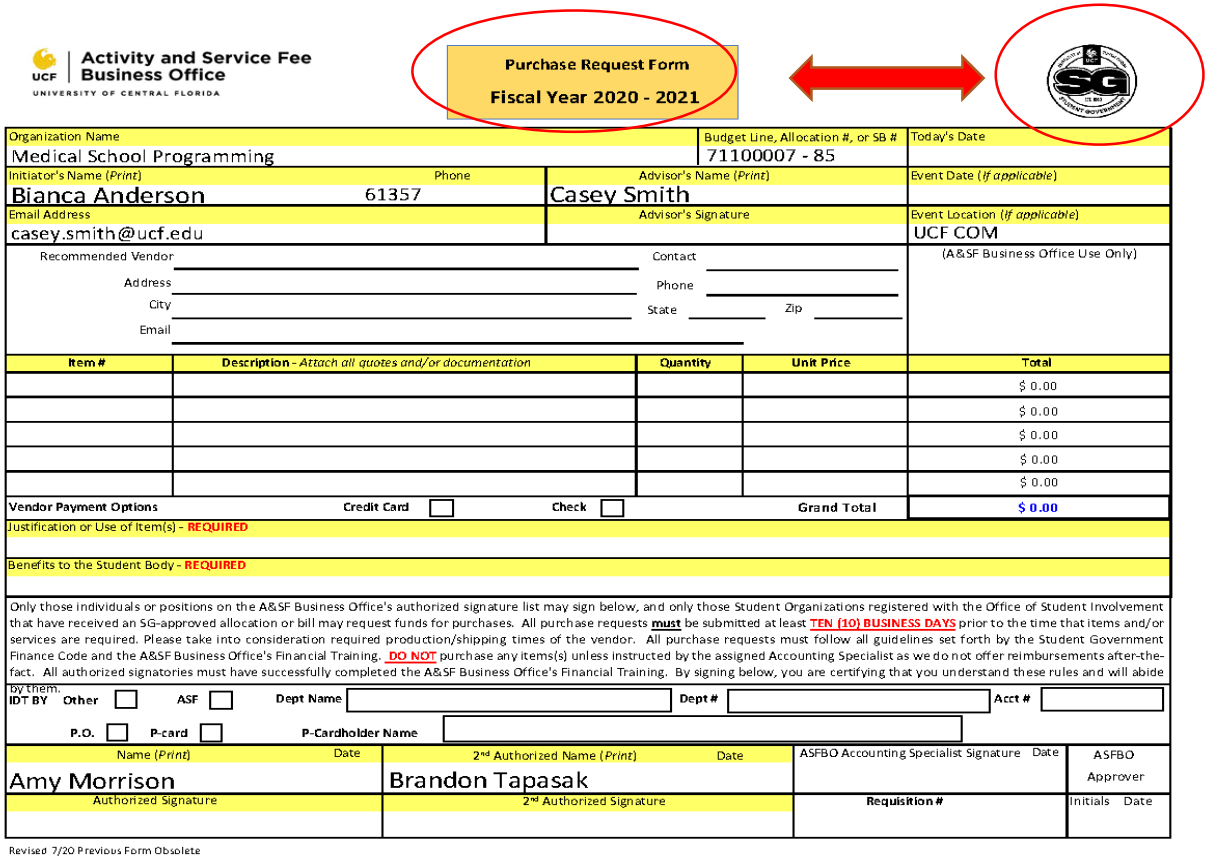
Everything you wanted to know about PRFs!

- PRF stands for Purchase Request Form
- A complete PRF packet includes 3 items:
  - PRF
  - Invoices
    - For online orders this would be a screenshot of your cart and word document with links AND quantities for each item to be ordered
    - For Publix orders this is the invoice given to you by the Apron's Event Planners
    - For a food vendor this is a pre-receipt or order invoice which indicates the order is for a future date
  - Event/Meeting flyer
    - **Must include** the SGA logo, time, date, title, and location
    - Can be a basic word document for PRF purposes if the official flyer hasn't been finalized yet
- For items purchased through a PRF, **we cannot get you a reimbursement**! Please don't pay for anything out of pocket hoping to be reimbursed!

UCF

Purchase Request Form (PRF)

New form this year!
Check the date and the new logo!



UCF | Activity and Service Fee Business Office
UNIVERSITY OF CENTRAL FLORIDA

Purchase Request Form
Fiscal Year 2020 - 2021

Organization Name		Budget Line, Allocation #, or SB #	Today's Date
Medical School Programming		71100007 - 85	
Initiator's Name (*Print*) / Phone		Advisor's Name (*Print*)	Event Date (*If applicable*)
Bianca Anderson 61357		Casey Smith	
Email Address		Advisor's Signature	Event Location (*If applicable*)
casey.smith@ucf.edu			UCF COM

Recommended Vendor ____ Contact ____
Address ____ Phone ____
City ____ State ____ Zip ____
Email ____

(A&SF Business Office Use Only)

Item #	Description - *Attach all quotes and/or documentation*	Quantity	Unit Price	Total
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

Vendor Payment Options Credit Card ☐ Check ☐ **Grand Total** **$ 0.00**

Justification or Use of Item(s) - **REQUIRED**

Benefits to the Student Body - **REQUIRED**

Only those individuals or positions on the A&SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SG-approved allocation or bill may request funds for purchases. All purchase requests **must** be submitted at least **TEN (10) BUSINESS DAYS** prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Training. **DO NOT** purchase any items(s) unless instructed by the assigned Accounting Specialist as we do not offer reimbursements after-the-fact. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide by them.

IDT BY Other ☐ ASF ☐ **Dept Name** ____ **Dept #** ____ **Acct #** ____
P.O. ☐ P-card ☐ **P-Cardholder Name** ____

Name (*Print*) / Date	2nd Authorized Name (*Print*) / Date	ASFBO Accounting Specialist Signature / Date	ASFBO Approver
Amy Morrison	Brandon Tapasak		
Authorized Signature	2nd Authorized Signature	**Requisition #**	Initials / Date

Revised 7/20 Previous Form Obsolete

The Complete Packet

(A Visual Guide)

1 The PRF

Activity and Service Fee
Business Office
UNIVERSITY OF CENTRAL FLORIDA

Purchase Request Form
Fiscal Year 2020 - 2021

Organization Name		Budget Line, Allocation #, or SB #	Today's Date
Medical School Programming		71100007 - 85	
Initiator's Name (Print)	Phone	Advisor's Name (Print)	Event Date (if applicable)
Bianca Anderson	61357	Casey Smith	
Email Address		Advisor's Signature	Event Location (if applicable)
casey.smith@ucf.edu			UCF COM

Recommended Vendor — Contact — Phone
Address — City — State — Zip
Email

(A&SF Business Office Use Only)

Item #	Description - Attach all quotes and/or documentation	Quantity	Unit Price	Total
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Vendor Payment Options	Credit Card ☐	Check ☐	Grand Total	$ 0.00

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IDT BY: Other ☐ ASF ☐ Dept Name: Dept #: Acct #:
P.O. ☐ P-card ☐ P-Cardholder Name:

Name (Print)	Date	2nd Authorized Name (Print)	Date	ASFBO Accounting Specialist Signature	Date	ASFBO Approver
Amy Morrison		Brandon Tapasak				
Authorized Signature		2nd Authorized Signature		Requisition #		Initials Date

Revised 7/20 Previous Form Obsolete

2 The Invoice

Three examples below: Publix, Amazon and Papa Johns

Publix

Customer Invoice
Cornerstone at Lake Hart
10615 Narcoossee Rd
Orlando, FL 32832
Phone (407) 275-5307, Fax (407) 275-5589

Customer ID	Customer Information		Company
2696	Chelsey	McKinnon UCFC	UCF College of Medicine
		FL	
		(478) 696-9404	

Aprons EVENT PLANNING

Quote	EventID	Event Name	Event Date	Event Time	Pickup Date	Pickup Time
☐	5239	Club Meeting	9/11/2013	11:0		

Quantity	Item Description	Price
1	PBX WRAP VARIETY L	$59.99
1	POPCRN CHOLPLTR M	$26.99
1	PUB LEMUME SODA	$0.99
2	PUB COLA	$0.99
1	PUB DIET COLA	$0.99
1	PUB ORANGE SODA	$0.99
1	PUB PRINT NAPKN	$2.19
1	PUB 8 1/2" PR PLTE	$2.69
1	TRNSLCNT 16 OZ CUP	$2.79

Estimated Total
Estimated Service Fee
Deposit
Estimated Balance Due

Event Planner: Lorna
Date Event Planned: 8/19/2013

*Prices may vary slightly from this quote. Estimated Balance Due da

Monday, August 19, 2013

Items for AMSA Booth at Organization Fair

- First Aid Book: https://www.amazon.com/First-USMLE-Step-2018-28th/dp/1260116123/ref=sr_1_1?ie=UTF8&qid=1530030206&sr=8-1&keywords=first+aid+book
- Mars Chocolate Favorites Fun Size Candy Bars Variety Mix: https://www.amazon.com/Mars-Chocolate-Favorites-Variety-60-Piece/dp/B00WZBLE4E/ref=sr_1_14_sspa?s=grocery&ie=UTF8&qid=1530031048&sr=1-14-spons&keywords=candy&psc=1

Shopping Cart

	Price	Quantity
First Aid for the USMLE Step 1 2018, 28th Edition by Tao Le Paperback Only 8 left in stock - order soon. Shipped from Vault_of_Books Gift options not available. Learn more Delete Save for later	$36.11	1
Mars Chocolate Favorites Fun Size Candy Bars Variety Mix 33.9 Ounces (60-Piece Bag) Usually ships within 5 to 9 days prime Prime member exclusive This is a gift Learn more Delete Save for later	$10.49	1

Subtotal (2 items): $46.60

3 The Flyer

Two examples of fliers: basic flyer with info and logo or the final flyer – either for the packet is fine!

DIG presents

A Suture Clinic

Come practice your suture skills with DIG and hear Dr. Greenwald discuss melanomas

When: July 29th at 12pm

Where: COM 104

Most commonly used & approved vendors

For items/supplies
(Online vendors only!)

- Staples.com
- Amazon (Prime only)
- Dollar Tree.com
- Oriental Trading.com
- Walmart.com
- Michaels.com

For Promotional Items/Print

- UCF Print Shop for all banners, brochures, zines ***(Free delivery to COM!)***
- Custom Ink.com
- Makestickers.com
- Stickermule.com

For Food/Snacks

- Publix

(ONLY the Cornerstone @ Lake Hart store. Lake Nona Creekside does not have the Apron's Event Planners which is necessary for billing)

- Papa Johns, Domino's Pizza Hut ***(Ask for a discount!)***
- Chick-Fil-A
- Giovanni's Italian Restaurant *(the location closest to COM)*
- *Dunkin Donuts*

If you have any questions on if a vendor is approved please reach out to us.
Rule of thumb – if they can accept a VISA credit card payment over the phone, provide you an invoice up front, and do not require a deposit, we can make it work

UCF

Do's of PRFs

- When ordering food delivery or take out you **must** get the receipt and drop it off in the Student Affairs office
  - Please drop off no later than the Friday the week of your meeting
  - Repeated failure to provide receipts for orders will result in the revocation of food orders
- When ordering food for delivery make sure to give the student's name who will be available to pick up/receive the order and the organization that it is for
  - COM has many people on campus! Delivery drivers & Welcome Desk staff don't know everyone ☺
- Add tip to your order total and PRF!
- When submitting an PRF for items, do include the quantities of the items along with the links

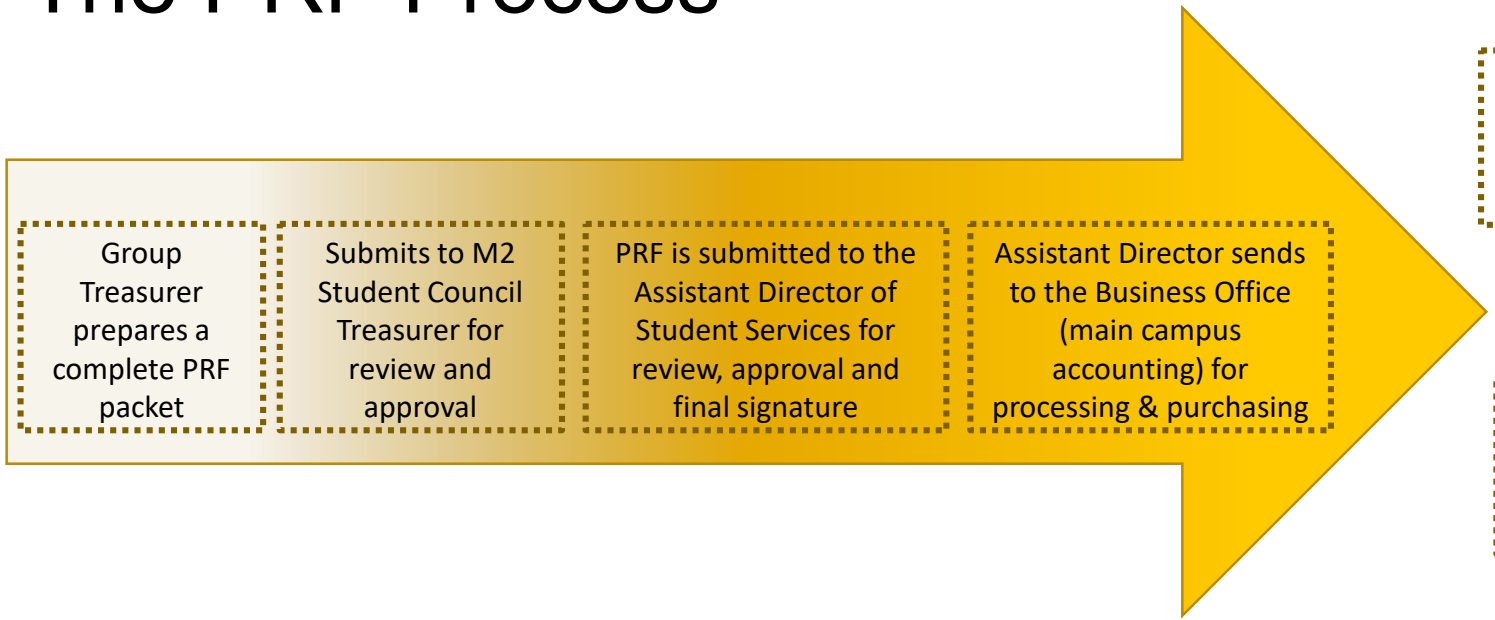
Don’ts of PRFs

- Don’t use last year’s form
- Don’t try to edit the intentionally locked fields on the form
- Don’t submit an incomplete packet
- Don’t forget to add your event date
- Don’t sign them
- Don’t send them to main campus – send to the M2 Student Council Treasurer
- Don’t split payments – UCF does not pay deposits

Important things to note for PRF orders

- If ordering beverages from Publix, must be Coca-Cola products only. UCF has a sponsorship/agreement with the Coca-Cola company.
  - https://www.coca-colacompany.com/brands
  - If you order a non-Coca-Cola item that Coke carries, Accounting will simply not pay for that item
- All food orders are paid day of the event/order over the phone with a credit card by our main campus accountant (they are not located at COM)
  - The earliest a food order may be paid for is the week of an event – at request
- For all items ordered, we will email you that your package has arrived. A student from the group must come to pick up your items from the Office
  - If your items require storage, may request the student organization closet badge to gain access to store your items until your event

The PRF Process



If supplies, the submitting student will receive an email that the items have arrived

If food, orders will be paid for via phone day of the order by the accountant

Submit your PRFs EARLY! This process takes up to 15 days!

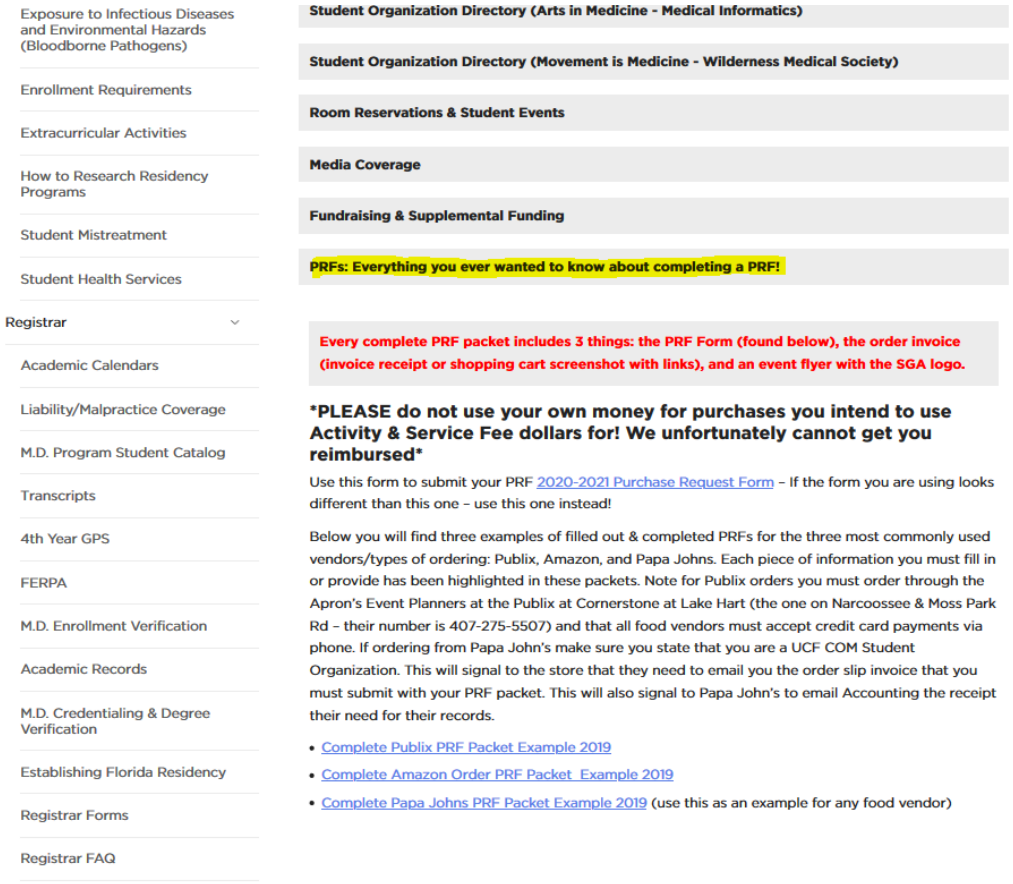
Please be mindful of your timing (especially during M2 exam and major event weeks)

A last minute request due to lack of planning on your part is not guaranteed

Funding

Student Org Webpage

All of the previous information can be found on the Student Org webpage



Banking and Finances

- Organizations may open a bank account if your group receives any form of income (i.e. membership dues, grants, scholarships)
- To set up an account a group member must register for an EIN (employee identification number) - www.irs.gov
  - Have policies put in place to update this number once you leave the leadership position or graduate. Failure to do so may result in personal banking issues for you after graduation (trust us it's happened before)
  - We recommend uploading a copy of your EIN documents to your group's files section on webcourses
  - For a detailed step-by-step please access the "How to Obtain an EIN for Student Orgs" document from Harvard in the M.D. Student Organization webcourse
- Must obtain a letter of support from the Student Services team (send requests to Casey Smith) to open an account and also to add or remove new/past members from the account
- Can open an account at any of the surrounding banks near COM – we recommend the Credit Union, Suntrust or PNC
- For spending your group should have policies in place to prevent unauthorized spending or misuse of group money (i.e. requiring two signatures on transactions) and detailed records kept of how money is spent
  - Must be ready to provide documentation at any time

UCF

Banking and Finances - Taxes

- M.D. Student Organizations are not automatically tax exempt
- Many local or national affiliations have federal tax-exempt or 501©(3) exemption
  - If you're a chapter of a national organization check with them to see if your group is covered under the parent organization's tax-exempt status
- M.D. Student Organizations cannot use UCF's tax exemption to purchase goods or food without state sales tax
  - This excludes purchases made via a PRF

New for 2020 – Fundraising, Supplemental Funding for National Chapters Dues

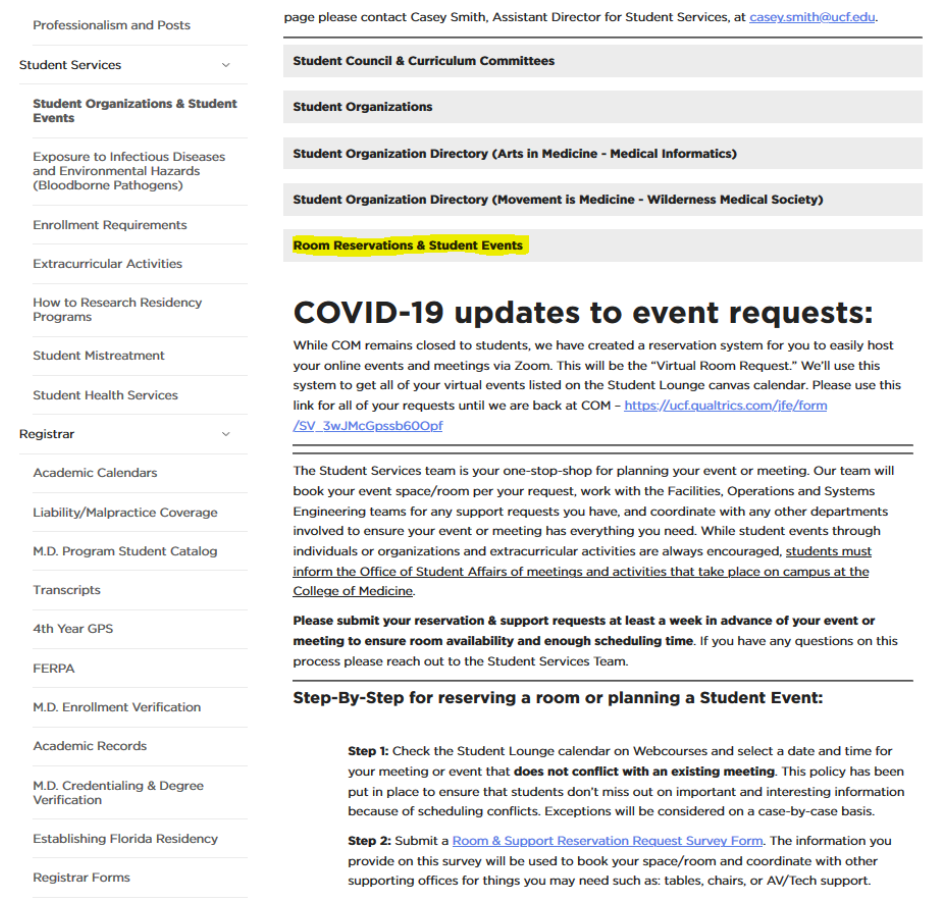
- The Office of Student Affairs and the Office of Development & Alumni Engagement have partnered in an effort to address the needs for additional or alternate funding beyond the established options. This has two components:
- We are first happy to announce a legitimate process for hosting fundraisers for M.D. Student Organizations
  - Any fundraising ventures must be approved via the new process
  - Organizations may not solicit funds in any capacity without the approval of the Office of Development
  - Student Affairs cannot send out any emails soliciting funding on your behalf
  - For more information visit the Student Org & Events page under the Fundraising section
- Also happy to announce a new source of funding to help offset the costs of fees association with national organization memberships. This funding is supported by the M.D. Parent and Family Council fund (for Student Activities)
  - This funding WILL be via reimbursement **(opposite of SGA dollars through PRFs)**
  - Organizations seeking to obtain national chapter status will be able to submit a request for reimbursement for application and/or registration fees associated with applying for a national charter
  - At this time individual student membership or annual chapter dues cannot be covered via this process. However, COM organizations are permitted to collect membership dues for this purpose

UCF

Event Planning

Event Planning

Student Org Webpage



Start with us!

- All events on campus are reviewed by the Events Management Team (EMT)
  - We are your liaisons to this committee
  - We coordinate with all of the other COM departments to secure the needs to support your events – Facilities (trash cans, turning off sprinklers), Systems Engineering (A/V), Security, Operations (parking passes and signs)
  - Check the Student Lounge Calendar! Make sure there aren't other student events already scheduled
- Submit the Event Request/Room Reservation Form at least 2 weeks before your event/meeting
- Remember that the Medical Education building is used by many different groups for a wide range of activities and events. From students to faculty, GME residents, staff, and outside entities using the COM campus - we all share COM space

Routine meetings

- Any meetings during the lunch hour or evening that require no extra support beyond a room reservation
- The policy for Student Org meetings is one meeting per lunch hour
  - This policy based on student feedback to deter splitting student interest and curb emptier audiences for visiting speakers
- Before submitting the Event/Room Reservation Form (found on the Student Org & Events webpage) must check the Student Lounge Calendar on Webcourses. Select a date and time that is free of other events prior to planning your meeting
  - If you're in the planning stages of your meeting with a speaker and have a couple dates in mind but have not yet confirmed, email us. We can put a "hold" on the calendar for you for a maximum of 2 dates.
- With that said, we understand things happen out of your control. If you absolutely must have a date in which a lunch meeting is already scheduled, reach out to the president of that organization.
  - Ask if they wouldn't mind sharing the date with you or if this would negatively impact the attendance at their event. If sharing the date is fine, please forward us the email with the agreement or CC one of us on the email chain

Routine meetings

- Submit your Room Requests at least 2 weeks in advance! Late requests may be denied or space may not be available
- Will receive an email confirmation once your space is approved and will be added to the Student Lounge Calendar if indicated on the request

Major events

- Any student event that requires **anything** beyond a room request
  - This includes but is not limited to:
    - Extra trash cans
    - Tables, linens or chairs set up
    - Tech support for presentations, recordings, sound systems
    - Reserved parking for a speaker
    - Doors unlocked
    - Rooms rearranged (217/217A)
    - Afterhours or weekend events
    - Media coverage

Major events

- Fill out the Events/Room Reservation request form
- Must obtain approval from the Student Services team prior to any advertisement of the event
- Meet with us to help you plan your event – we are here to help!
- If you plan a large event we may have to submit a SAFE form
  - This form is required through main campus. We fill these out for you – don't fill out a SAFE form on your own for an event at COM
- Student events are NOT covered by UCF insurance
- Must accommodate all students
  - For more information or questions contact the SASS Office

What can you reserve?

- What rooms and spaces can you reserve on campus?
  - SGLs
  - Classrooms*/Lecture halls
  - The Atrium
  - Conference Rooms
  - Concourses
  - The Piazza or Tavistock Green

*If reserving the Microscopy Lab (401/404) note that **NO FOOD** is permitted in this space due to the equipment in the room

Anatomy Lab and Clinical Skills Simulation Center (CSSC)

- The Anatomy Lab and CSSC have their own reservation policies for usage or for tours
- For inquiries about tours or utilizing the Anatomy lab for a session please contact Jen Mark at Jennifer.mark@ucf.edu
- For inquiries about hosting an event, a tour or utilizing the CSSC please contact Rhonda Anderson-Robinson at Rhonda.Anderson-Robinson@ucf.edu or Ryan Bell at Ryan.Bell@ucf.edu
- Please CC a member from the Student Services Team on your request so we are aware of your event – We will get asked about it ☺

Group Responsibility

- You are responsible for room cleanliness and damages
  - Including but not limited to: trash removal, cleanup of unauthorized decorations, moving of furniture, etc.
  - Any student organization can be held responsible for its actions or the actions of one or more of its members and event attendees
    - Disciplinary action may be taken against any group members or group on behalf of non-COM attendees
    - In some instances, the conduct of a single member or attendee may provide sufficient groups for action against the entire organization. Please follow the policies and rules ☺

Marketing

Logos

OFFICIAL SEAL

The seal is used at formal, universitywide academic functions. ***Use is restricted to the UCF Board of Trustees, Office of the President, Office of the Provost, and Office of the General Counsel.***

BEST PRACTICES FOR USING OUR TRADEMARKS

Do not alter the trademarks.
We love our trademarks just the way they are. Please be careful not to stretch, squish or flip them. Also avoid using them as part of a pattern or adding any decoration to them such as drop shadows or inner glows.

Stick to UCF Colors.
Hot pink might be tempting, but please stick with our brand colors of black and bright gold.

UCF INTERCOLLEGIATE ATHLETICS TRADEMARKS

Use of UCF Athletics trademarks is restricted to UCF Athletics

- Cannot be used to represent UCF as a university
- Cannot be used to represent an academic or administrative unit
- Cannot be used in conjunction with the Pegasus, wordmark, monogram, university identifiers, unit identifiers or regional identifiers
- Cannot be used for personal business

Authorized UCF trademark users may use UCF intercollegiate athletics trademarks if they:

- Secure permission in writing from UCF Athletics prior to using the UCF Athletics trademarks in official UCF print or electronic media

UCF Athletics Trademark Licensing: Contact UCF Athletics at 407.823.3198.

From the UCF branding page - https://www.ucf.edu/brand/brand-assets/logo-identity-system/

Logos

- All M.D. Student Organizations must be promoted as “XYZ Interest Group ***AT*** the College of Medicine”
  - Student Organizations are not like COM departments and cannot be branded as such
  - Cannot advertise externally or internally as “UCF COM’s XYZ Interest Group” must always precede and be ***AT***
- Groups can have group logos or utilize a national logo if representing a chapter
- May **not** use any of the following in your own group’s logo design:
  - The Pegasus
  - The College of Medicine Logo
  - The Athletics Logo
  - Knightro
- **Do not alter any UCF logo or trademarked symbol** (we don’t want to be sued ☺)

Logos

- Any logo'd item purchased using SGA dollars must have the SGA logo on it
- New SGA Logo this year!
  - PNG files are located on the Student Org Webcourse or find by visiting https://studentgovernment.ucf.edu/records/branding/

- Can use the COM logo on flyers for events taking place at COM

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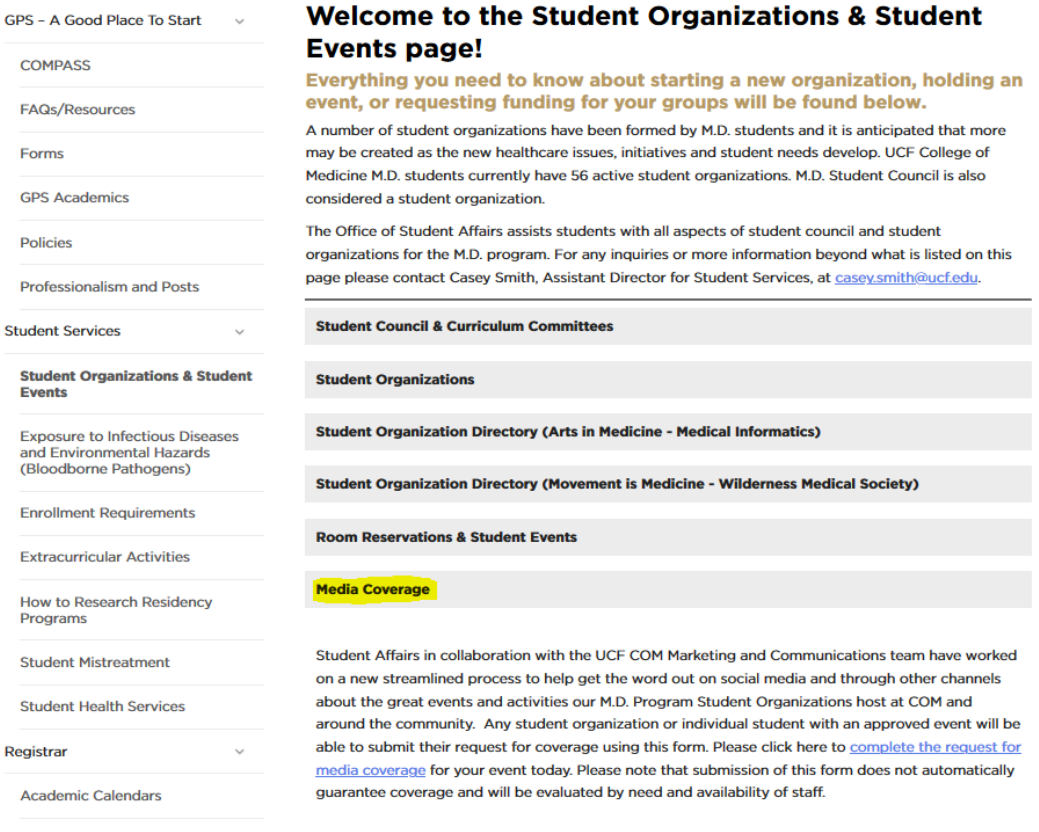
UNIVERSITY OF CENTRAL FLORIDA

  - All flyers must be approved by a member of the Student Services Team

UCF

Media Coverage

Student Org Webpage



Media Coverage Requests

In collaboration with the Marketing and Communications a survey has been created for all media coverage requests through official COM channels

- Use this survey to request postings on the COM Facebook, Instagram and Twitter accounts
- Ensures only correct information is being posted to the COM and UCF Communities (catches mistakes prior to posting)
- Eliminates confusion and provides all departments with all the vital information to work together

- This helps you start with us! Please use this form!
- Submit as soon as you can
  - The Student Services Team will share the information you provide to the Marketing team on your behalf after your event has been approved
- Does not apply for the advertisement of fundraising events (see funding section)

Changes and Updates due to COVID-19

- Changes to being on campus
  - Must wear masks
  - Must practice physical distancing
  - Must complete the Return to Campus training on webcourses
  - Must complete the Student Access Responsibility Form on webcourses
  - Must complete the COVID self checker on the UCF mobile app each morning before coming to campus
- Changes to events

  Official UCF Event Policy During COVID
  - Continues to encourage all meetings to remain virtual unless otherwise necessary
  - Any and all events must still be approved through the Office of Student Affairs – We'll work with you!
  - For contact tracing purposes, all events must have RSVP/sign up sheets that are submitted to medstudentaffairs@ucf.edu
  - No food orders from Publix or other food vendors for the remainder of the fall semester. Will be reassessed in the spring
  - May order snacks as long as they are individually wrapped and prepackaged
  - Do encourage separate M1/M2 and M3/M4 activities due to the increased exposure risk of students with current clinical responsibilites
- Changes to room requests
  - Use the Virtual Room Request link to get approval and virtual events listed on the Student Lounge Calendar
  - For in person events at COM use the Event/Room Request form
- PRF orders
  - Groups may continue ordering items/supplies
  - Will be shipped to COM. The student who submitted the PRF will be notified when your items arrive
  - Must arrange a time with Student Services to come pick up items

Questions?

Please feel free to reach out us anytime!

casey.smith@ucf.edu
bianca.anderson@ucf.edu
soraya.smith@ucf.edu