Everything you ever needed to know about MD Student Organizations

UCF

Resources

- Student Services Team
  - **Start with us!**
  - All student events require approval from Student Services

Bianca Anderson
Coordinator

Casey Smith
Assistant Director

Dr. Soraya Smith
Assistant Dean

- Two main online resources
  - For important announcements, communications, and group documents
    - Student Org Webcourse
  - For current event guidelines, PRF or board contact information
    - Student Org & Events webpage on GPS

UCF

Important note…

- M.D. Program Student Organizations are not the same as main campus RSOs
    - Due to liability coverage afforded to M.D. Program students through the curriculum, M.D. Program Student Organizations <u>cannot be</u> 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 <u>may do so as **individuals**</u>
    - Managed by the COM Student Services Team
    - 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)
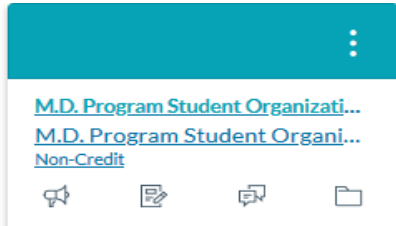
Running your Organizations

The Basics

- Communication is key
- Read and maintain your organization's constitution
    - This document is intended to:
        - Outline leadership position responsibilities
        - Outline the election process – May open call for applications as early as November.
        - Outline the process on how to add or remove leadership positions to the board
    - New leadership must review and upload a verified version each academic year and/or after any amendments are made
- Keep an active member list
- All board members must be in good academic standing and currently enrolled
    - Students on a LOA cannot hold officer positions. Students taking a leave must notify their board members they are stepping down and must be replaced on the board
- Notify Student Services of any changes in the status of your organization

UCF

Student Org Webcourse

Course Dashboard

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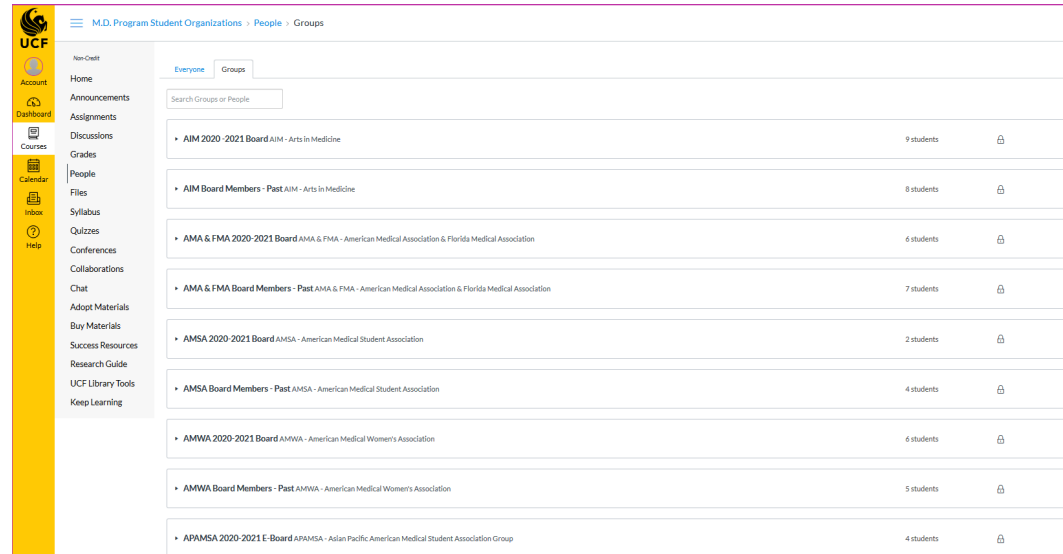

Important note:
Student Services enrolls all students based on submitted rosters. It is imperative any board member changes made are reported to us.

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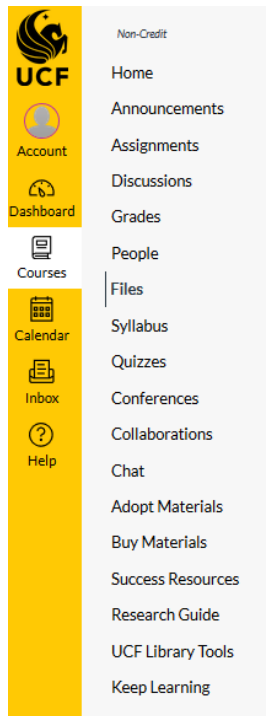
Student Org Webcourse

- **Turn on notifications for course!**
- Announcements will be the main form of communication for <u>general student organization information</u> including but not limited to:
  - Election timelines
  - Event process updates
  - Budget request collection
  - Funding opportunity updates
  - Orientation Fair sign ups
  - Process or policy change notices
- Opportunities, such as event or speakers, that are group specific 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
  - Organization Info Guide edits
  - Roster updates
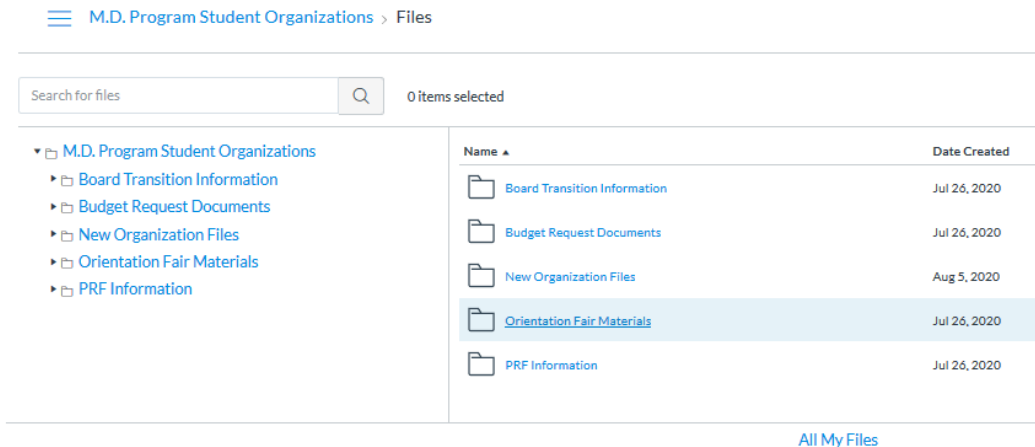 - Annual Constitution updates
  - Annual information quiz

UCF

Student Org Webcourse

Files section

(where you will find general files for all org use)

Student Org Webcourse

- All organizations have their own section called the homepage

- 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**
  - **Election application templates**
  - **Active member list & membership email list**
  - **Annual Budget Requests**
  - **PRF Packets** for annual or reoccurring events
  - **Event planning documentation**
  - **Important contact information for leadership, advisors, annual guest speakers, group email account login details**
  - If applicable, **bank account information**

UCF

Student Organization & Events Webpage

Student Organizations & Events

Home / Student Services / **Student Organizations & Student Events**

Looking to join an organization and get involved? Want to see what the 60+ active COM student organizations are all about? Would you like to contact an organization for a speaking opportunity/event? You'll find the Executive Board members listing & group contact information in the Directory sections below.

For current students, all the resources you need to successfully run your organization, including information on funding, event planning, and marketing can also be found in the sections below. Be sure to review the updated Student Organization Guidelines.

A number of student organizations have already been formed by M.D. students and it's possible more may be created as the new healthcare issues and initiatives emerge beyond our current organizations. Any new student organization seeking affiliation with the UCF College of Medicine will be able to submit the New Student Organization Approval Form along with a draft of the proposed constitution for consideration to be added to the M.D. Student Organizations listing. More information can be found under the Forming an Organization section.

Bookmark this page!

STUDENT COUNCIL & CURRICULUM COMMITTEES

COM STUDENT ORGANIZATION INFORMATION GUIDE

STUDENT ORGANIZATION DIRECTORY (ARTS IN MEDICINE – MEDPACT)

STUDENT ORGANIZATION DIRECTORY (MILITARY MEDICINE INTEREST GROUP – WILDERNESS MEDICAL SOCIETY)

ROOM RESERVATIONS & STUDENT EVENTS

PRFS: EVERYTHING YOU EVER WANTED TO KNOW ABOUT COMPLETING A PRF!

MEDIA COVERAGE

FUNDRAISING & SUPPLEMENTAL FUNDING

INACTIVE ORGANIZATIONS (CURRENT LISTING)

FORMING AN ORGANIZATION

MISCELLANEOUS

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

Student Organization & Events Webpage

- Student Organization Directory
  - Public facing listing for individuals seeking to connect with the organization

- Room Requests & Event Planning
  - **For any meeting or event**

- Media Coverage

- Purchase Request Form
  - Examples of how to fill out the 3 most common types PRFs: Publix, Amazon, Food Vendors

- Funding outside of COM allocated SGA money/budgets
  - Fundraising guidelines
  - Coming soon: CRT for Conference, Registration & Travel as individuals

UCF

Advisors

- All group must have at least one **current** UCF COM Faculty or staff member as their advisor

- Connect & Communicate
    - Introduce yourselves via email or in person if you haven't yet done so this year
    - keep them updated about what the group is doing – a simple email check in is great!
  - Keep their contact information up to date in your group files
  - 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 Minimum Responsibilities
  - Shares contact/network connections for speaker opportunity and topic ideas
  - Present at extracurricular activity events
  - If active and involved may provide continuity from year-to-year and help develop goals and objectives
  - Attends meetings and events as needed

UCF

Funding

Funding

Student Org Webpage

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

---

STUDENT ORGANIZATION DIRECTORY (MILITARY MEDICINE INTEREST GROUP – WILDERNESS MEDICAL SOCIETY) ⌄

ROOM RESERVATIONS & STUDENT EVENTS ⌄

PRFS: EVERYTHING YOU EVER WANTED TO KNOW ABOUT COMPLETING A PRF! ⌃

Please do not use your own money for purchases you intend to use Activity & Service Fee dollars for! We cannot get you reimbursed!

Use this form to submit your packet: **2021-2022 COM Purchase Request Form**
Below you will find three examples of filled out & completed PRFs for the three most commonly used vendors/types of ordering: Publix, Amazon, and Piazza vendor. **Note for Publix orders you must order through the Apron's Event Planners at the Publix at Cornerstone at Lake Hart** (the one on Narcoossee & Moss Park Rd – their number is 407-275-5507) and that all food vendors must accept credit card payments via phone.

- Complete Publix PRF Packet Example 2022
- Complete Amazon PRF Packet Example 2022
- Complete Food PRF Packet Example 2022 (use this as an example for any food vendor)

Every complete PRF packet includes 3 things: the PRF Form (found above), the order invoice (invoice receipt or shopping cart screenshot with item links), and an event flyer with the SGA logo.

MEDIA COVERAGE ⌄

FUNDRAISING & SUPPLEMENTAL FUNDING ⌄

INACTIVE ORGANIZATIONS (CURRENT LISTING) ⌄

FORMING AN ORGANIZATION ⌄

MISCELLANEOUS ⌄

UCF

Funding

- State funded entity = restrictions for the usage of our budgets
- SGA funding
    - 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
    - Budgets spent on items beyond food are more highly regarded and help with our justifications and continued funding
    - <u>Record keeping is important to prove justification and need for COM organizations</u>

UCF

Do's of Student Org Funding

- Do submit the current year's PRF form – July 1st forms change!

- Do order from commonly used vendors

- Do obtain and submit final paid receipts for orders

- <u>Do let Student Services know if an event is cancelled</u> (especially with a food order!)

- Do host joint meetings or events

- Complete the Financial Training available for all students interested
  - https://asf.sdes.ucf.edu/training/

UCF

Don'ts of Student Org Funding

- **Don't pay for anything with your own money (you CANNOT be reimbursed)**
- Cannot purchase gift cards, cash equivalents, or raffle items
- 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 ticket 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
- Don't hold raffles or lotteries
- Don't use for membership dues
- Cannot use for donations or for items bought intended for donation

UCF

# What can Student Org budgets be used for?

- Items/supplies

- Promotional items

- Printing Services through the UCF Print Shop

- Most services – if you are unsure please email us

- Decorations for events

- Licensing to show films (all films shown at COM must obtain a license)

- 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
  - 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
  - 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!

- How do you order items? With a PRF! Stands for <u>P</u>urchase <u>R</u>equest <u>F</u>orm
- A complete PRF packet includes 3 items:
  - The completed form
  - An invoice
    - For Amazon or online vendor 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 (must go through Planners for Publix orders)
    - For a food vendor, this is a pre-receipt or order invoice which indicates the order is for <u>a future date</u>
  - 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, **<u>we cannot get you a reimbursement</u>**! Please don't pay for anything out of pocket hoping to be reimbursed!

UCF

Purchase Request Form (PRF)

Important Note: This form will change July 1st for the new fiscal year!

The Complete Packet
(A Visual Guide)

1 The Form

2 The Invoice
Three examples below: Publix, Amazon and Pizza vendor

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

ORIENTATION WEEK AT THE UNIVERSITY OF CENTRAL FLORIDA COLLEGE OF MEDICINE

EVENTS

SUNDAY 8/4
4:00 p.m.- closing
Lake Nona Boat Park Social

MONDAY 8/5
3:00-5:00 p.m.
COM Parent Reception in Atrium (M1)

WEDNESDAY 8/7
5:30-7:30 p.m.
Pool Party BBQ @ Ariel Apartments

THURSDAY 8/8
5:15- 6:00 p.m.
Big Little Mixer @ COM Atrium

FRIDAY 8/9
10:00-2:00 a.m.
Buses to Downtown leaving Landon House at 10 p.m. and returning 2 a.m.

SATURDAY 8/10
12:00- evening
MCO Annual Pool Party @ Dr. Carr's Lake House

PLEASE FOLLOW FACEBOOK PAGE FOR CHANGES AND UPDATES

Approved & most commonly used vendors

Items & Supplies (Online vendors)	Promotional and/or Print Items	Approved Food Vendors*
Amazon.com	**UCF Print Shop** (for brochures, posters, banners and zines)	**Publix** Only through Apron's Event Planners (Cornerstone at Lake Hart store)
Staples.com	Custom ink	Pizza Vendors **Dominos, Papa John's Pizza Hut, Park Place Pizza**
Dollartree.com	MakeStickers.com	Breakfast Vendors **Dunkin Donuts, Foxtail Coffee, Panera**
Orientaltrading.com	Sticker Mule	Bravo Market
Michaels.com		Giovanni's Italian Restaurant (location near COM only)
Walmart.com		Jeremiah's
		Tijuana Flats
		PDQ or Chick-Fil-A
*note: Accounting will place the actual order for online vendors		*note: orders are paid for morning of meetings/events

Do's of PRFs

- Food orders: **<u>must</u>** get the receipt and drop it off in the Student Affairs office
  - Drop it 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 must 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/supplies, do include the quantities of the items along with the links

UCF

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
- Don't include tax – we are tax exempt!

The PRF Process

| Organization's Treasurer prepares a complete PRF packet | Submits to M2 Student Council Treasurer for review and approval | PRF is submitted to the Assistant Director of Student Services for review, approval and final signature | Assistant Director sends to the Business Office (main campus accounting) for processing & purchasing |

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!

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

UCF

Important things to note for PRF orders

- If ordering beverages from any vendor, if available must be Coca-Cola products only.
  - 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 <u>day of</u> the event. Payments are made 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. Must come to pick up your items from the Office of Student Affairs
  - If your items require storage, may request the student organization closet badge to gain access to store your items until your event

UCF

OPTIONAL - Banking and Finances

- Not for all groups – this does not apply to SGA dollar allocations/budgets

- 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 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, Truist 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 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 outside of PRFs

Funding outside of SGA allocations & Fundraising

- Funding beyond SGA allocations
  - Fundraising is a rare need
  - Any fundraising ventures must be approved
  - 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
  - Fundraising Guidelines found on the Student Org webpage
- Fees for national organizations chapters
  - Sponsored by the M.D. Parent & Family Council
  - Unlike SGA budgets, this funding WILL be via reimbursement
  - 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

Event Planning

Event Planning

Event Planning section of the Student Org webpage – Everything you need to know!

STUDENT ORGANIZATION DIRECTORY (MILITARY MEDICINE INTEREST GROUP – WILDERNESS MEDICAL SOCIETY)

ROOM RESERVATIONS & STUDENT EVENTS

Please submit your reservation & support requests at least 10 business days in advance of your event or meeting to ensure room availability and enough scheduling time. If you have any questions on this process please reach out to the Student Services Team. For additional information, check out the Event Planning section of the Student Organization Guidelines.

The Student Services team is your one-stop-shop for planning your event or meeting. Our team will book your event space/room per your request, work with the Facilities, Operations and Systems Engineering teams for any support requests you have, and coordinate with any other departments involved to ensure your event or meeting has everything you need. While student events through individuals or organizations and extracurricular activities are always encouraged, students must inform the Office of Student Affairs of meetings and activities that take place on campus at the College of Medicine.

STEP BY STEP TO PLANNING AN EVENT

Step 1: Check the Student Lounge calendar on Webcourses and select a date and time for your meeting or event that **does not conflict with an existing meeting**. This policy has been put in place to ensure that students don't miss out on important and interesting information because of scheduling conflicts. Exceptions will be considered on a case-by-case basis.

Step 2: Submit a Event Reservation Request Form. The information you provide on this survey will be used to book your space/room and coordinate with other supporting offices for things you may need such as: tables, chairs, or AV/Tech support.

Step 3: Wait to receive confirmation that your space/room has been booked. We do our best to book you in your first choice or second choice room/space, but we cannot guarantee availability. If you do not receive a confirmation email, but your event/meeting has been listed on the Student Lounge Webcourses calendar – you're all set, we just haven't gotten the chance to email you yet.

Step 4: If you're part of a student organization ordering items or food this is when you'd submit a PRF (AFTER you have a date for your meeting selected). Please refer to the PRFs section below.

STUDENTS CAN REQUEST TO RESERVE THE FOLLOWING THROUGH THE OFFICE OF STUDENT AFFAIRS:

- - Classrooms
  - Conference Room
  - SGLs
  - Tavistock Green
  - Team Learning Lab
  - The Atrium
  - The Piazza

EVENT RESERVATION REQUEST FORM

ANATOMY LAB REQUESTS

For requests to utilize the Anatomy Lab please complete the below form and return it to Jennifer Mark or Dr. Jeffrey Plochocki. Students or Organizations will still be required to inform the Office of Student Affairs of their event.

ANATOMY LAB REQUEST FORM

Start with us!

- Events aren't just room reservations...
- 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 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 10 business days before your event/meeting
- Remember that the Medical Education building is used by many different groups, not just students

Routine meetings

- Definition: Any meetings that does not require extra support beyond a room reservation
- The policy for Student Org meetings is <u>one meeting </u>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 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 <u>maximum</u> of 2 dates.
- If you absolutely must have a date in which a 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

UCF

Routine meetings

- Submit your Room Requests at least 10 business days 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

UCF

Major events

- Definition: Any event that requires any additional support beyond a room reservation
  - This includes but is not limited to:
    - 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

UCF

Major events

- Meet with us to help you plan your event – we are here to help!
- Fill out the Events/Room Reservation request form
- Must obtain approval from the Student Services team prior to any advertisement of the event
- Depending on the details of your 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. Must be submitted at least 15 days in advance
- 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 Team Learning Lab (TLL) (401/404) note that **<u>NO FOOD</u>** 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

- Must still let Student Services know about your requests

- For Anatomy Lab requests, please use the request form on the Student Org webpage – under events section

- For inquiries about hosting an event or utilizing the CSSC please contact Mary Anne Reiner at Maryann.Reiner@ucf.edu

UCF

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 ☺

UCF

Marketing

Logos

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

Logos

- All M.D. Student Organizations <u>must be promoted</u> as "XYZ Interest Group *AT* the College of Medicine"
  - Student Organizations are not like COM departments
  - Cannot advertise externally or internally as "UCF COM's XYZ Interest Group" must always precede and be <u>***AT***</u>
- Groups can have group logos or utilize a national logo if representing a chapter
- May <u>**not**</u> 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

- SGA Logo
  - 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 (not required)

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

Media Coverage

STUDENT COUNCIL & CURRICULUM COMMITTEES ⌄

COM STUDENT ORGANIZATION INFORMATION GUIDE ⌄

STUDENT ORGANIZATION DIRECTORY (ARTS IN MEDICINE – MEDPACT) ⌄

STUDENT ORGANIZATION DIRECTORY (MILITARY MEDICINE INTEREST GROUP – WILDERNESS MEDICAL SOCIETY) ⌄

ROOM RESERVATIONS & STUDENT EVENTS ⌄

PRFS: EVERYTHING YOU EVER WANTED TO KNOW ABOUT COMPLETING A PRF! ⌄

MEDIA COVERAGE ⌃

Any student organization or individual student with an approved event will be able to submit their request for coverage using this form. Please note that submission of this form does not automatically guarantee coverage and will be evaluated by need and availability of staff. Requests made with less than 10 business days notice will not be executed

MEDIA COVERAGE REQUEST FORM

If you would like to submit a meeting or event flyer for approval and advertisement on the Student Lounge Digital TV Signage please use the Student Lounge Digital Signage Submission survey. Please note that the Office of Student Affairs has final approval and publishing authority for all submissions.

For more information, check out the Marketing section of the Student Organization Guidelines.

FUNDRAISING & SUPPLEMENTAL FUNDING ⌄

INACTIVE ORGANIZATIONS (CURRENT LISTING) ⌄

FORMING AN ORGANIZATION ⌄

MISCELLANEOUS ⌄

UCF

Media Coverage Requests

- Start with us

- Use the request form on the Student Org webpage
  - 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 the vital information to work together

- 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

- Again, cannot advertise fundraising events

Upcoming actions & friendly reminders...

- New positions must be approved and added to constitutions - not self-appointed/declared. Student Affairs Deans will check participation when completing CV reviews for MSPEs
- Complete the Guidelines quiz on webcourses by April 19th.
- Before Summer Break...
  - Keep an eye out for Ri's announcement for budget request submissions
    - Will be an assignment through webcourses
  - Discuss participation in the Orientation Fair for your group– date and time TBA
  - Review Organization Info Guide for your group once available

UCF

Upcoming actions & friendly reminders...

Review Organization Info Guide for your group once available

Questions?

Please feel free to reach out us anytime!
bianca.anderson@ucf.edu
casey.smith@ucf.edu
soraya.smith@ucf.edu

UCF