



# Everything you ever needed to know about MD student organizations

2023 - 2024



## Important to note...

- M.D. Program Student Organizations (known as *recognized* student organizations) differ from main campus RSOs (known as *registered* student organizations)
  - **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



start here



Brooke Vercheski  
Coordinator

[Brooke.vercheski@ucf.edu](mailto:Brooke.vercheski@ucf.edu)

COM 109



Dr. Soraya Smith  
Assistant Dean of Students

[Soraya.smith@ucf.edu](mailto:Soraya.smith@ucf.edu)

COM 115

# Resources

Two main sites  
for online  
student  
organization  
resources

- Student Org Webcourse
- Student Org & Events webpage on GPS

Student  
Services Team

- Act as your liaisons to COM departments & main campus
- All student events require approval from our department to ensure we have the information needed for other departments or if any questions arise



# Running your Organizations

# The Basics



## Communication

Keep board members in the loop!  
Hold officer meetings to ensure all members of your organization are updated  
Start a messaging group for your board, very important when it comes to events/elections



## Notify Student Services

Any changes to board/officers or faculty advisors  
Changes to group email address  
Send all updates to Brooke or Dr. Smith



## Constitution

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 31<sup>st</sup>

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!




## Active member list

Collect this info from meeting and event sign in sheets  
Important for funding purposes and group documentation



## Board Membership

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



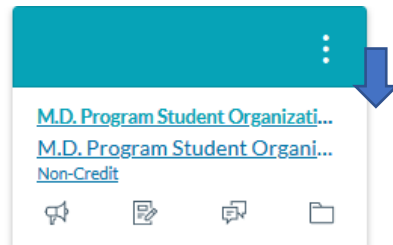
# Student Organization Webcourse

# 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**
    - 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



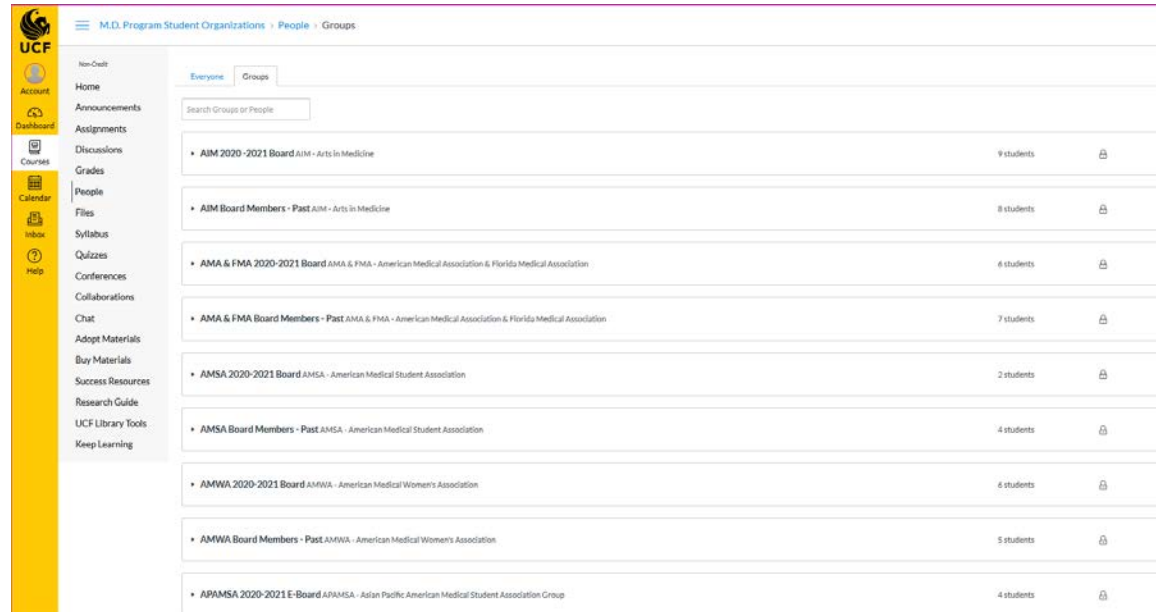
### Important note:

Student Services enrolls all students based on submitted rosters. This is why it is imperative any board member changes made are reported to the Office of Student Affairs.

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

The screenshot displays the Student Org Webcourse interface. On the left is a vertical navigation menu with icons and labels for various sections: UCF logo, Account, Dashboard, Courses, Calendar, Inbox, Help, Non-Credit, Home, Announcements, Assignments, Discussions, Grades, People, Files (highlighted), Syllabus, Quizzes, Conferences, Collaborations, Chat, Adopt Materials, Buy Materials, Success Resources, Research Guide, UCF Library Tools, and Keep Learning. The main content area is titled 'M.D. Program Student Organizations > Files'. It features a search bar with the text 'Search for files' and a magnifying glass icon, and a status indicator '0 items selected'. Below the search bar is a list of folders under the heading 'M.D. Program Student Organizations': 'Board Transition Information', 'Budget Request Documents', 'New Organization Files', 'Orientation Fair Materials', and 'PRF Information'. To the right of this list is a table with two columns: 'Name' and 'Date Created'. The table contains five rows, each corresponding to a folder in the list. The 'Orientation Fair Materials' row is highlighted. At the bottom right of the table is a link labeled 'All My Files'.

Name	Date Created
Board Transition Information	Jul 26, 2020
Budget Request Documents	Jul 26, 2020
New Organization Files	Aug 5, 2020
Orientation Fair Materials	Jul 26, 2020
PRF Information	Jul 26, 2020

# Student Org Webcourse cont.



**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



[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 needed 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 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.

COM STUDENT ORGANIZATION INFORMATION GUIDES	▼
STUDENT COUNCIL & CURRICULUM COMMITTEES	▼
STUDENT ORGANIZATION DIRECTORY (ARTS IN MEDICINE – MEDPACT)	▼
STUDENT ORGANIZATION DIRECTORY (MEDICAL ETHICS FORUM – 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	▼

# 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 contact your group with interest, opportunities, or inquires
  - Email Student Services to make updates/changes
- Room Requests & Event Planning
  - For any meeting or event please start with us!
  - Links to all request forms found here
- 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

# 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
  - 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



# Do's of Student Org Funding

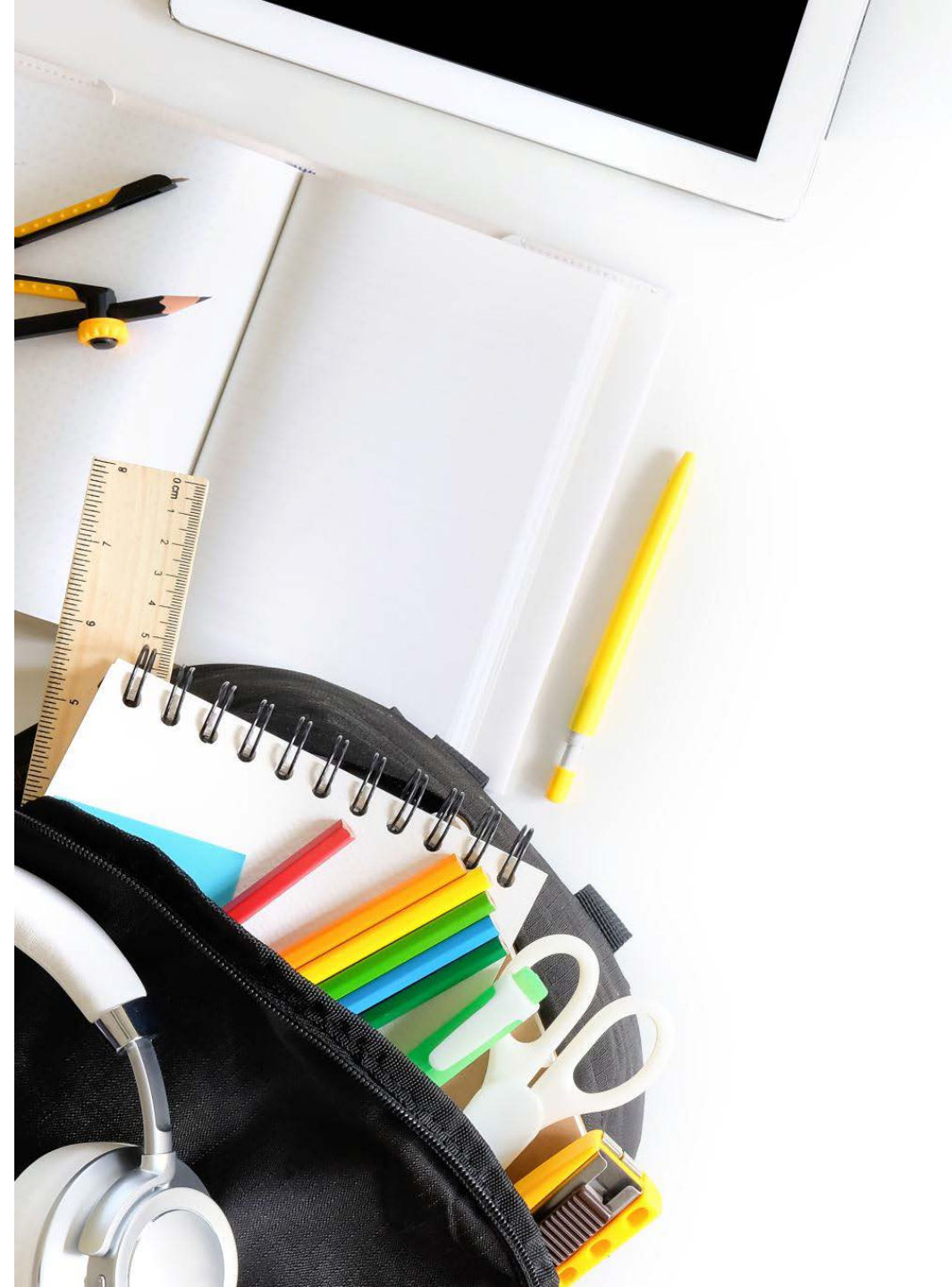
- Must submit the current year's PRF form
- Do order from commonly used vendors
  - Do inquire about possible discounts
- Do obtain and submit final receipts for orders
- Do let Student Services know if an event is cancelled (especially with a food order!)
- Do host joint meetings or events to save on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

# 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
- 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 purchased for donation

# 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 (to the speaker)
  - 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 Rquest 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!

# Purchase Request Form (PRF)


- Forms updated annually
- Make sure to use the latest form available online



# The Complete Packet

## (A Visual Guide)

### 1 The PRF

 UNIVERSITY OF CENTRAL FLORIDA		EXPENSE REQUEST FORM SDES Finance Business Center	
Employee/Initiator Name and Organization Name (RSO) Soraya Smith		Date	2/21/22
Location University of Central Florida College of Medicine		Phone # (407) 266-1353	
Address 6850 Lake Nona Boulevard		Purchase Type:	Expense Card <input type="radio"/> Requisition <input type="radio"/> Change Order <input type="radio"/>
City/St/Zip Orlando, FL 32827			
Email soraya.smith@ucf.edu		Reimbursement (not travel) <input type="radio"/>	
DEPARTMENTAL BUDGET DETAILS			
Cost Center #	CC10458	Supplier Name/Number	Publix
Legacy Department (PeopleSoft id)		Supplier Phone Number	(833) 722-8377
Fund	FD880 ASF	Supplier Email	catering.0866@publix.com
Program	PGA1 Campus Events/Orgs	Supplier Address	10615 Narcoossee Road, Orlando, FL
Gift (ID is the same as Foundation Number)		Has the supplier been added to WorkDay?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, the supplier must go to the Prospective Supplier Portal
Division	D265 SDES	State Contract?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
		State Contract Number and Expiration Date	

Item Description	Quantity	Price	Total
Boar's Head Classic Slider Trio Platter (large)	1	\$ 69.99	\$ 69.99
Boar's Head Mediterranean Style Naan Platter (large)	1	\$ 35.99	\$ 35.99
Caprese Salad (medium)	1	\$ 44.99	\$ 44.99
Gourmet Cookie Bites - Assorted (medium)	1	\$ 16.99	\$ 16.99
Publix Entertaining Dinnerware Combo	1	\$ 2.79	\$ 2.79
			\$ 0.00
			\$ 0.00
			\$ 0.00
ORDER TOTAL			\$ 170.75

QUOTE THRESHOLD			
Under \$10k <input type="radio"/>	\$10,000.01-\$35k (2 informal quotes) <input type="radio"/>	\$35,000.01-\$75k (3 formal quotes) <input type="radio"/>	\$75,000.01k and up <input type="radio"/>
Exemption <input type="radio"/>	Sole Source <input type="radio"/>	Invitational to Bid (ITB) <input type="radio"/>	

Quote 1 - Supplier Name	Quote Amount
Quote 2 - Supplier Name	Quote Amount
Quote 3 - Supplier Name	Quote Amount

BENEFIT TO UNIVERSITY OR STUDENT BODY	
To provide students a panel on healthcare for people with intellectual and developmental disabilities.	
JUSTIFICATION OF PURCHASE	
To provide snacks for students attending panel.	

ASF Entities Only		FAO or Senate Bill #	Activity ID AC10075 - Student Outreach Services
Budget Line # 90	Event Date 3/8/22	Event Location	
Print Name	1st Authorized Signature	Print Name	2nd Authorized Signature
Advisor Name Soraya Smith, EdD	Advisor Signature		

\*\*All necessary and required documents must be attached for timely and accurate processing\*\*

## The Invoice

Three examples below: Publix, Amazon and Papa Johns

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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](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/B00VZB1E4E/ref=sr\\_1\\_14\\_sspa?s=grocery&ie=UTF8&qid=1530031048&sr=1-14-spons&keywords=candy&pse=1](https://www.amazon.com/Mars-Chocolate-Favorites-Variety-60-Piece/dp/B00VZB1E4E/ref=sr_1_14_sspa?s=grocery&ie=UTF8&qid=1530031048&sr=1-14-spons&keywords=candy&pse=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 3 to 5 days prime Prime member exclusive This is a gift Learn more	\$10.49	5

Subtotal (2 items): \$46.60

Publix		Customer Invoice		PUBLIX Aprons	
Cornerstone at Lake Hart 10615 Narcoossee Rd Orlando, FL 32832 Phone (407) 275-5507, Fax (407) 275-5509				EVENT PLANNING	
Customer ID 2696		Customer Information Chelsey McKinnon UCFC		Company UCF College of Medicine	
FL (478) 696-9404					

Quote	EventID	Event Name	Event Date	Event Time	Pickup Date	Pickup Time
□	S239	Club Meeting	9/11/2013	11:00 AM	9/11/2013	11:00 AM

Quantity	Item Description	Price	Amount	Notes
1	PBX WRAP VARIETY L	\$59.99	\$59.99	Large Publix Wrap Variety Platter. Use variety of wraps. Little bit of mayo to hold wraps together. 9 of the wraps, variety of meats and cheeses with lettuce & tomatoes on wraps. Two wraps to be veggie with cheese, all the veggies, NO Jalapenos. Last wrap to be veggie WITH/OUT cheese, all the veggies, no Jalapenos. Mayo & Mustard packets on the side.
1	POPCORN CHEX PLTR M	\$26.99	\$26.99	Medium Popcorn Chicken Platter. BBQ Sauce.
1	PUB LEMURIE SODA	\$0.99	\$0.99	2 Liter of Publix Lemon Lime Soda. Chilled Down.
2	PUB COLA	\$0.99	\$1.98	TWO 2 Liter of Publix Cola Soda. Chilled Down.
1	PUB DIET COLA	\$0.99	\$0.99	2 Liter of Publix Diet Cola Soda. Chilled Down.
1	PUB ORANGE SODA	\$0.99	\$0.99	2 Liter of Publix Orange Soda. Chilled Down.
1	PUB PRINT NAPKIN	\$2.19	\$2.19	250 Count Publix Print Napkins
1	PUB 8 1/2" PR PLATE	\$2.69	\$2.69	48 Count Publix Dish Paper Plates
1	TRNSLNT 16 OZ CUP	\$2.79	\$2.79	50 Count Publix Plastic Cups

Estimated Total \$99.60  
Estimated Service Fee \$0.00  
Deposit \$0.00  
Estimated Balance Due \$99.60

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

\*Prices may vary slightly from this quote. Estimated Balance Due does not include tax or delivery.

## The Flyer

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

3

DIG presents

### A Suture Clinic

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

When: July 29<sup>th</sup> 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 Box 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 at Ariel Apartments
- THURSDAY 8/8**  
5:15-6:00 p.m.  
Big Little Mixer at COM Atrium
- FRIDAY 8/9**  
10:00-2:00 a.m.  
Dance to Downtown leaving London  
Houses at 10 p.m. and returning 2 a.m.
- SATURDAY 8/10**  
12:00 evening  
MCO Annual Pool Party at Dr. Carr  
Lake House

PLEASE FOLLOW FACEBOOK PAGE FOR CHANGES AND UPDATES



# 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, magazines *(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*



# 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

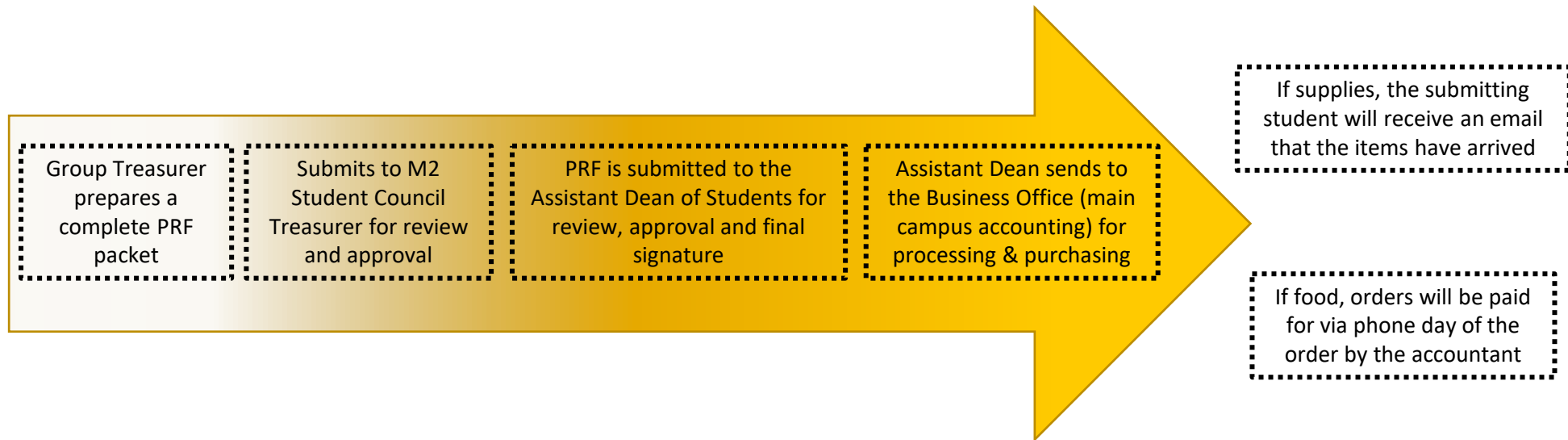
# Don'ts of PRFs

- 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 Student Affairs
  - 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



**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 is not guaranteed*

# Funding

PRF forms and  
information can be  
found on the  
Student Org  
webpage



Student Org Webpage

## ROOM RESERVATIONS & STUDENT EVENTS

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

Do not use your own money for purchases you intend to use Activity & Service Fee dollars for! Students **cannot** be reimbursed!

Below you will find examples of filled out & completed PRFs for the two most commonly used vendors/types of ordering: Publix and Amazon. **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). All food vendors must be able to accept credit card payments via phone.

- [Purchase Request Form \(PRF\) 2023-2024](#) (complete the highlighted sections)
- [Flyer Example](#)
- [Completed Publix PRF Example 2023](#)
  - [Publix Invoice Example](#)
- [Complete Amazon PRF Example 2023](#)
  - [Amazon Order Example](#)

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*.



# 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](http://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 Brooke Vercheski) 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

# 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

# Fundraising



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



# Event Planning

# Event Planning



Student Org Webpage

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



# Start with us!

- All events on campus are reviewed by the Events Management Team (EMT)
  - Student Services acts as your liaisons to this committee
  - Coordinate with all 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 events already scheduled
- Submit the Event Request/Room Reservation Form at least 2 weeks before your event/meeting

# 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 no more than two 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 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 (includes a fee for housekeeping, A/V, etc.)
    - 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!
- Large events may require submission of a SAFE form
  - This form is required through main campus, will be completed by Student Services
- Student events are NOT covered by UCF insurance
- Must accommodate all students
  - For more information or questions contact the SASS Office (re: accommodations)



# 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

- 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](mailto:Jennifer.mark@ucf.edu)
- For inquiries about hosting an event, a tour or utilizing the CSSC please contact Jason Konzelmann at [Jason.konzelmann@ucf.edu](mailto:Jason.konzelmann@ucf.edu)
- Please CC a member from the Student Services Team on your request so we are aware of your event

# 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 grounds for action against the entire organization. Please follow the policies and rules 😊



The background of the image is a dense, overlapping pattern of numerous colorful paper fans. These fans are in various colors including yellow, blue, green, red, orange, purple, and pink. They are arranged in a way that creates a vibrant, textured effect. A large, white, semi-transparent circle is centered on the left side of the image, containing the word "Marketing".

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

## Media Coverage Requests

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The Student Services Team will share the information you provide to the Marketing team on your behalf after your event has been approved

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Does not apply for the advertisement of fundraising events (see funding section)