

MD student organizations

2024 - 2025





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

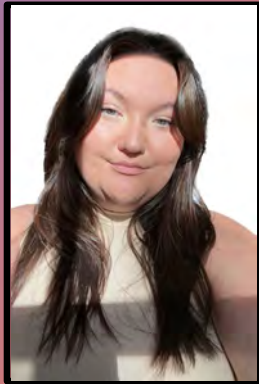


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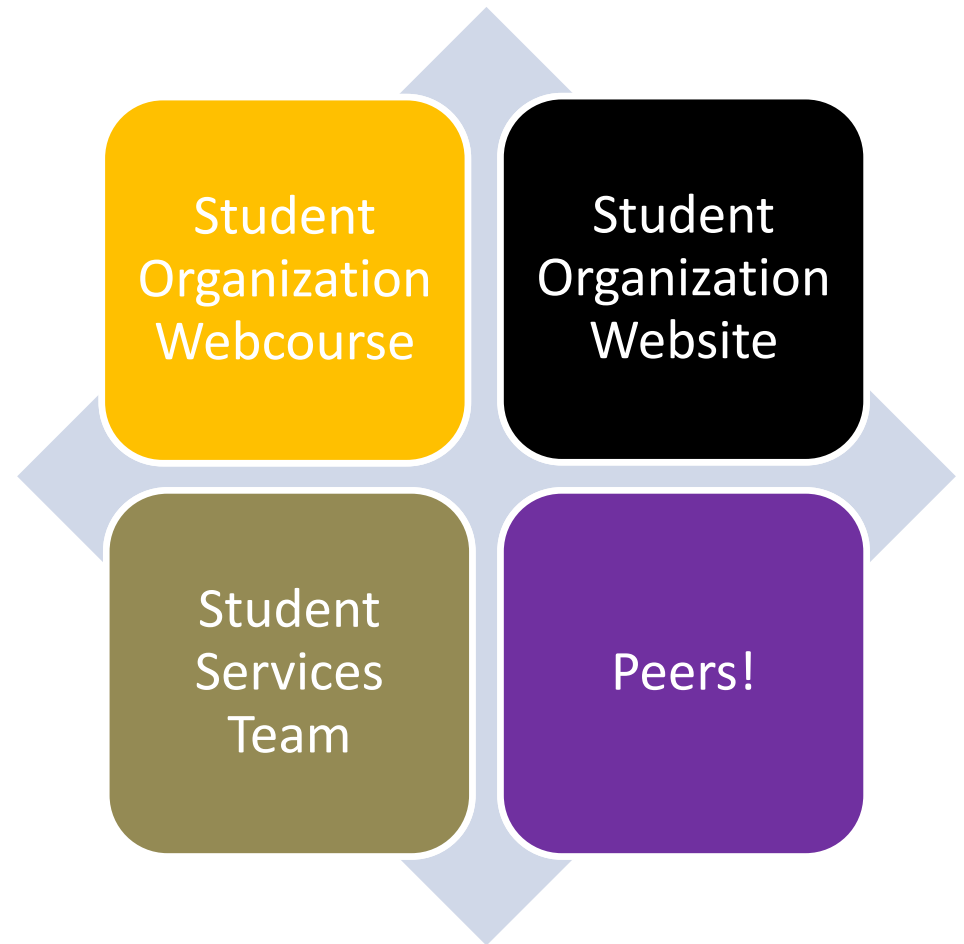
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Coordinator

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Resources



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Student Organization Webcourse

Student Organization Webcourse

Welcome to the M.D. Program Student Organization!

Course Description

Within this course, Student Organization Leaders will be able to access all helpful and necessary information to run a successful organization while at the College of Medicine! This non-credit course has been built to better serve the busy student body at the College of Medicine.

Course Structure



Guidelines & Guidance on creating and submitting event request!



There will be assessments student organization leaders will need to complete throughout the year! Student Services will send friendly reminders through Webcourses Announcements & email.



Student Organization Resource List

Modules

Module 1: [M.D Student Organization Orientation](#)

Module 2: 2024-2025 Board Election Information

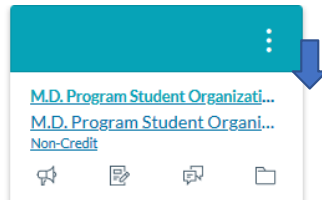
Module 3: 2024 Orientation Presentation Material

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



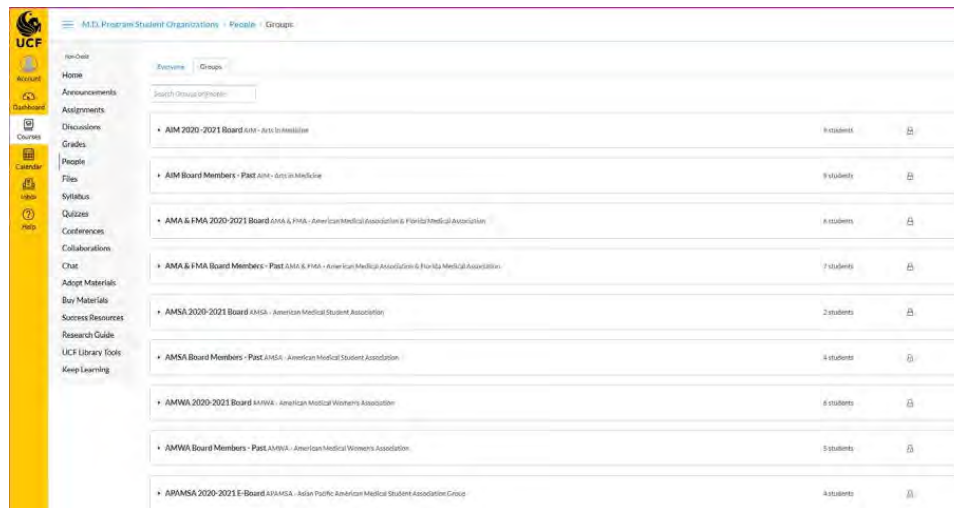
Important note:

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)



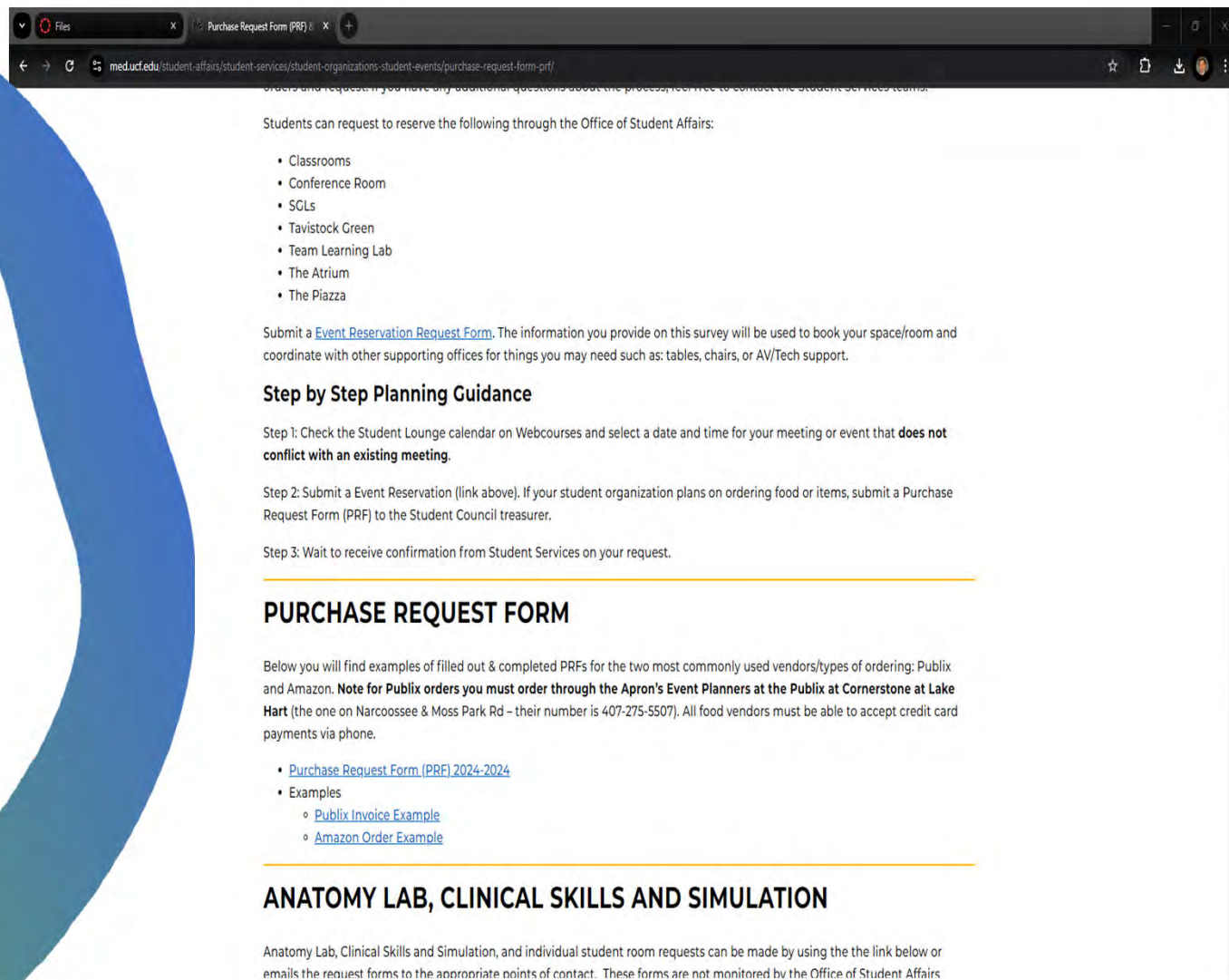
Student Org Webcourse

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 shows the UCF Student Org Webcourse interface. On the left is a yellow sidebar with icons and labels for various sections: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, and a list of resources including 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 and a table of files. The table has two columns: 'Name' and 'Date Created'. The 'Orientation Fair Materials' file is highlighted in blue. Below the table is a link to '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 Organization & Events Webpage

A screenshot of a web browser displaying the 'Purchase Request Form (PRF)' page on the med.ucf.edu website. The browser's address bar shows the URL: med.ucf.edu/student-affairs/student-services/student-events/purchase-request-form-prf/. The page content includes a list of locations that can be reserved through the Office of Student Affairs: Classrooms, Conference Room, SGLs, Tavistock Green, Team Learning Lab, The Atrium, and The Piazza. It also provides instructions on how to submit an Event Reservation Request Form and coordinate with other supporting offices. A section titled 'Step by Step Planning Guidance' outlines three steps: checking the Student Lounge calendar, submitting an Event Reservation and a Purchase Request Form (PRF), and waiting for confirmation. Below this, a section titled 'PURCHASE REQUEST FORM' provides examples of filled-out PRFs for Publix and Amazon, with a note that Publix orders must be placed through the Apron's Event Planners at the Publix at Cornerstone at Lake Hart. The final section, 'ANATOMY LAB, CLINICAL SKILLS AND SIMULATION', mentions that requests for these facilities can be made using a link or by email, but are not monitored by the Office of Student Affairs.

Purchase Request Form (PRF)

med.ucf.edu/student-affairs/student-services/student-events/purchase-request-form-prf/

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

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 by Step Planning Guidance

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**.

Step 2: Submit a Event Reservation (link above). If your student organization plans on ordering food or items, submit a Purchase Request Form (PRF) to the Student Council treasurer.

Step 3: Wait to receive confirmation from Student Services on your request.

PURCHASE REQUEST FORM

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 \(PRF\) 2024-2024](#)
- Examples
 - [Publix Invoice Example](#)
 - [Amazon Order Example](#)

ANATOMY LAB, CLINICAL SKILLS AND SIMULATION

Anatomy Lab, Clinical Skills and Simulation, and individual student room requests can be made by using the link below or emails the request forms to the appropriate points of contact. These forms are not monitored by the Office of Student Affairs

Student Organization Webpage

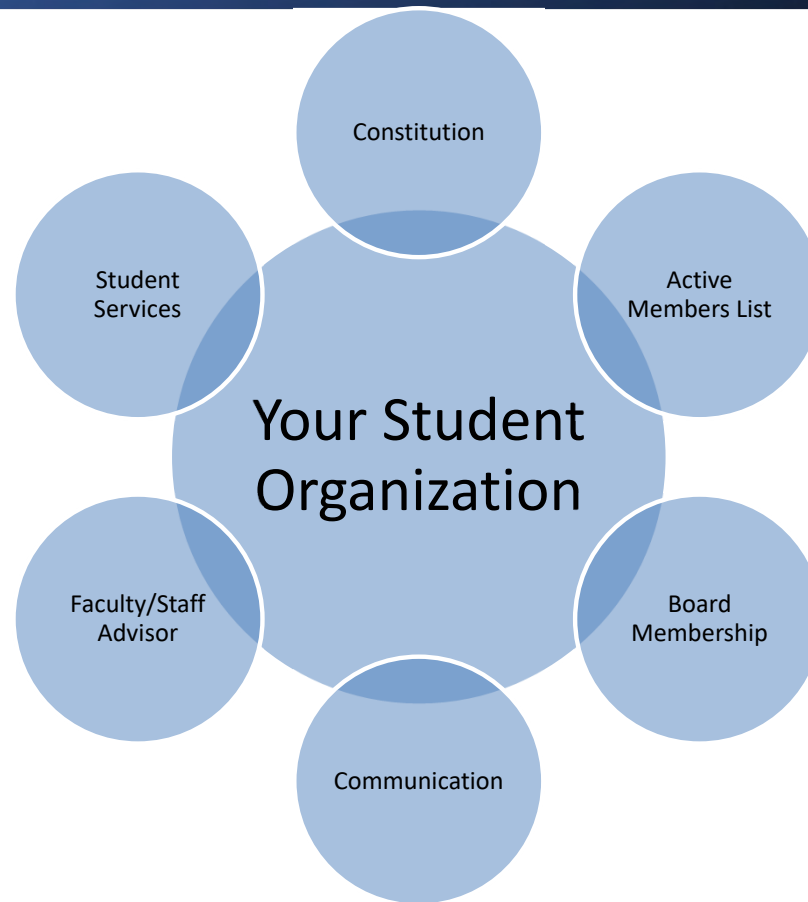
- Student Organization Website & Webpage
 - All groups, boards and contact info is publicly listed for individuals to contact you with interest, opportunities, or inquires
 - Notify Student Services about any changes within your organization
- Room Requests & Event Planning
- Forming an Organization
 - How to and everything you need to submit a proposal

Home / Student Organizations & Student Events / Student Organizations	
A-L	M-W
American Academy of Developmental Medicine & Dentistry	Medical Anesthesiology Society
Arts in Medicine	Medical Campus Outreach
American Medical Association & Florida Medical Association	MedPACt
Aerospace Medicine Interest Group	Medical Ethics Forum
American Muslim Medical Student Association	Medical Genetics Interest Group
American Medical Student Association	Movement in Medicine
Aging in Medicine and Surgery Interest Group	Med Mentors Interest Group
Asian Pacific American Medical Student Association	Neurological Surgery Interest Group
Association of Women Surgeons	Obstetrics & Gynecology Interest Group
Business of Medicine	Ophthalmology Interest Group
Critical Care Medical Interest Group	Orthopedics & Sports Medicine Interest Group
Chapman Compassionate Care Clinic	Philanthropic and Volunteer Engagement
Cardiology Interest Group	Pediatric Interest Group
Careers in Oncology	Physical Medical & Rehabilitation Interest Group
Clinical Problem Solvers	Plastics & Reconstructive Surgery Interest Group
Dermatology Interest Group	PsychSIGN
Engineering in Medicine	Reproductive Health Interest Group
Emergency Medicine Interest Group	Radiology Interest Group
ENT Interest Group	Ruth Jackson Orthopedic Society: UCF.COM Chapter
Family Medicine Interest Group	South Asian in Medicine Orlando Student Association

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Running your Organizations

The Basics



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!
 - Keep them in the loop 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

- 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

Tell me how to spend my money!

- 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
 - Guest Speakers



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

Do's & Don'ts

Do's

- Must submit the current year's PRF form
- Order from commonly used vendors
 - 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'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 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

Speakers

- 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



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

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 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

Purchase Request Form (PRF)



Purchase Request Form (PRF)

- Purchase Request Form should be submitted to the event request form:
 - If the student organization wants to order, beverages & food, supplies, items, etc. for an event.
 - Invoices
 - For online orders this would be a screenshot of your cart, word document with links or Amazon Wish List PLUS 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!

Do's & Don'ts of PRFs

- When ordering food delivery or take out you **must** get the receipt and email/drop it off in the Student Affairs office
 - Please drop off as soon as possible!
- 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

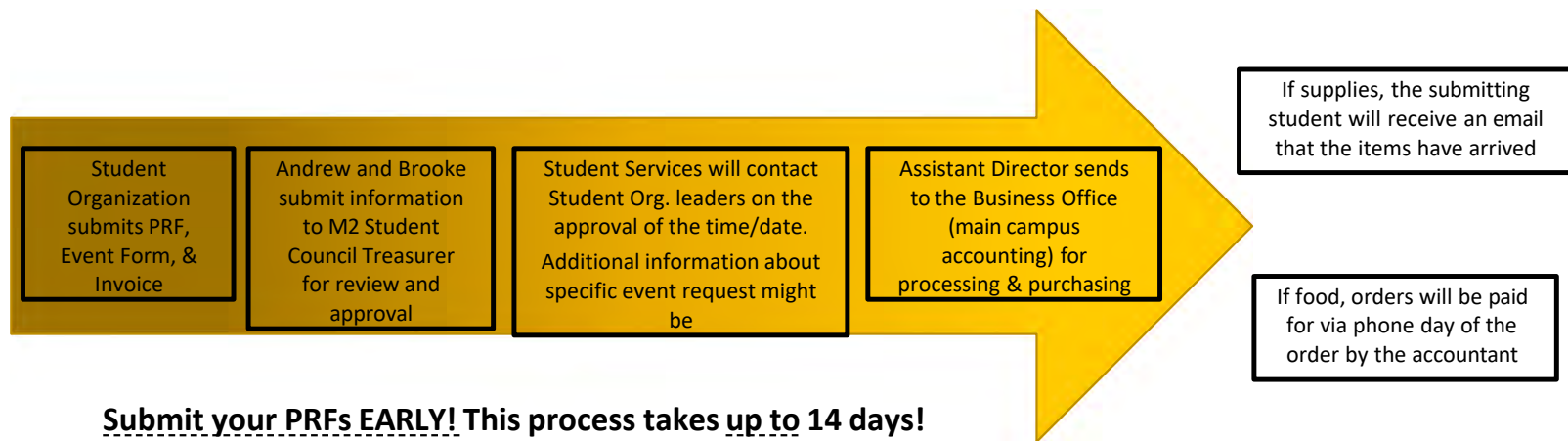
Con't

- 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



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

A last minute request is not guaranteed

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Event Planning

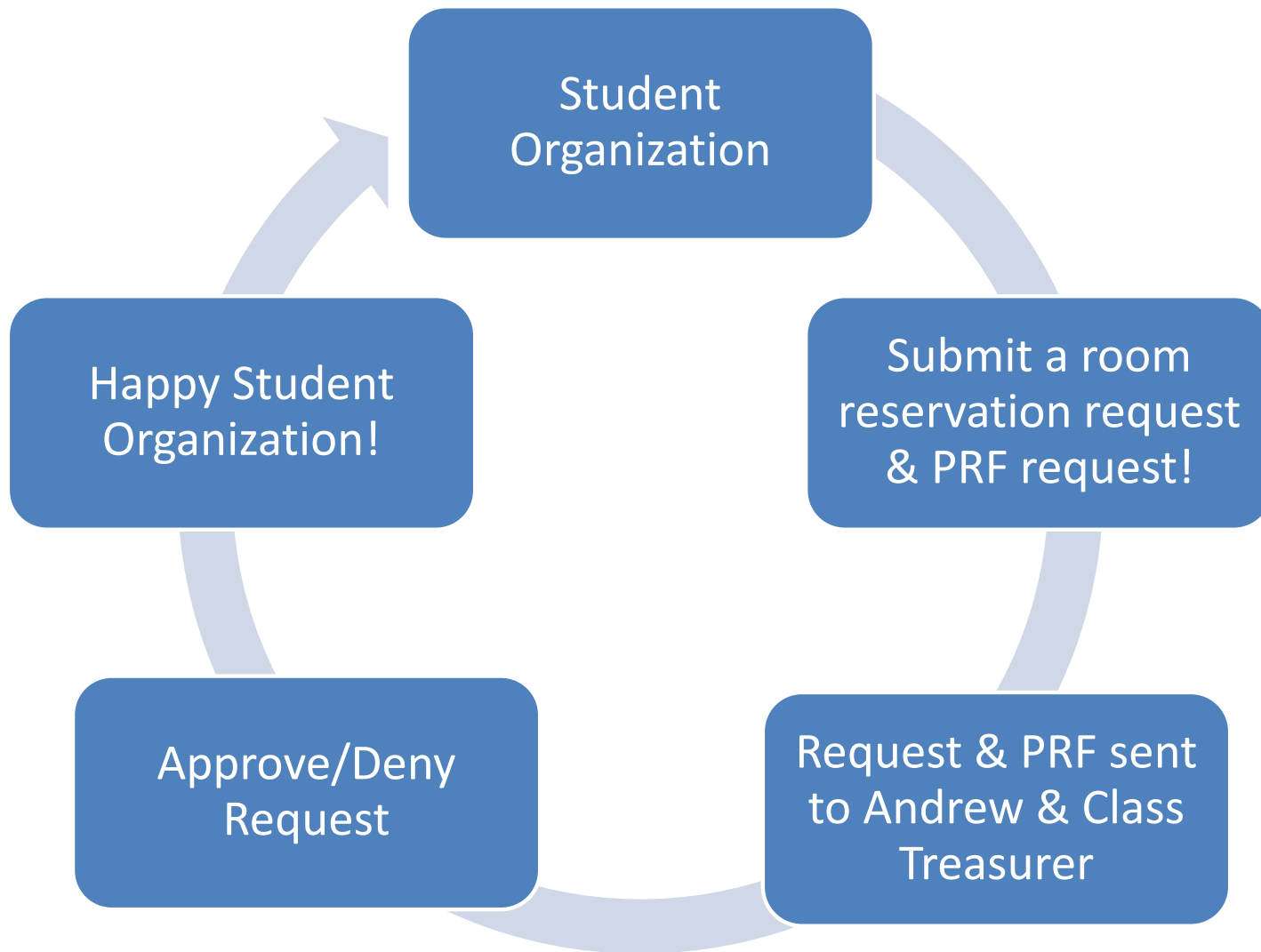
Start with us!

- All events on campus are reviewed by the Student Services & Events Management Team (EMT)
 - Student Services will contact all other depts (Facilities, Systems Engineering (A/V), Security, Operations, etc.
 - Check the Student Lounge Calendar! Make sure there aren't other events already scheduled
- Submit the Event Request/Room Reservation Form at least 14 business day before your event/meeting

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



Vendors



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

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

Student Organization Requirements



Routine meetings

- 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 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.
 - Students can reserve SGL's, 211, or 104/116 for Student Org. meetings
- 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

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
 - Cleaning fees maybe charged to the student organization should the room cleanliness or damages require additional supplies beyond the scope of traditional cleaning services
 - 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/>



Student Organization-Logo Information

- 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

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)



Questions?