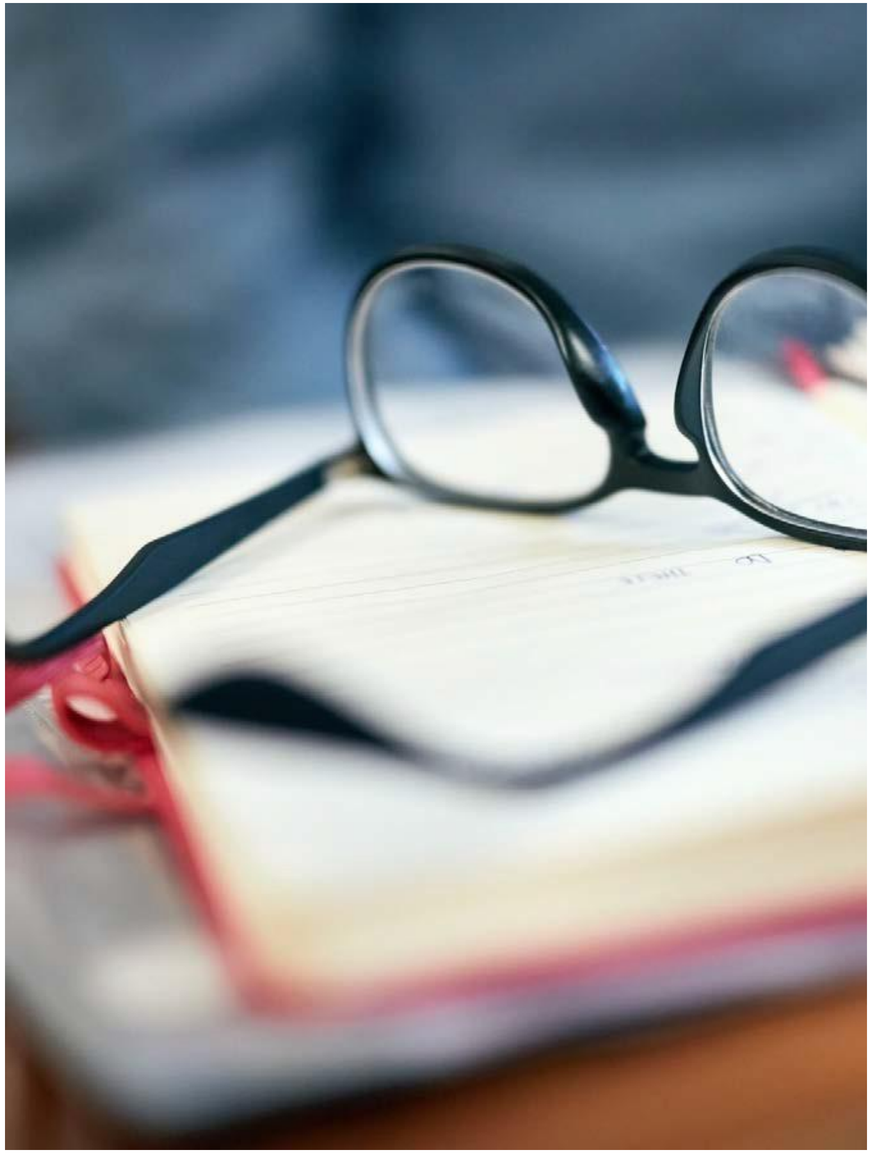
MD student Organizations

2026-2027

- Review Student Services & Our Role
- Event Planning
- Discuss Funding & Purchase Request Forms (PRF)
- Review New Room Request Form
- UCF COM Policies
- Branding & Marketing
- Microsoft Teams
- Questions



Student Services

- Located in Student Affairs (COM 115)
- Liaisons to UCF Office of Student Involvement & Student Government Association.
- Assist with coordination of student-facing programs, events, and resources here at COM.
- Provide advice and guidance to student organization ensuring compliance with university policies and procedures.

M.D. Program Student Organizations

- Differ from main campus RSOs (known as *registered* student organizations).
- COM Student Organization Funding Opportunities
- 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
  - **IMPORTANT:** 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 <u>cannot be</u> open to all UCF students

Event Planning

What rooms and spaces can you reserve on campus?

- Atrium (after 5 pm)
- Anatomy Lab, CSSC, or Simulation*
- Classroom Building**
- Student Group Learning (SGL)
- Student Lounge
- The Piazza or Tavistock Green

Must directly contact the Anatomy Lab or CSSC

No Bev/Food allowed in COM 102

Start with us!

- Step 1: Check UCF Webcourse (Student Lounge)
- Step 2: Submit the Event Request/Room Reservation Form **at least 14 business day** before your event/meeting
- Step 3: After submission the event will be *pending*.

Behind the Scenes

- After the information is submitted, Student Services will meet with the Event Management Team (EMT)
  - Collaborative efforts with all other depts (Facilities, Systems Engineering (A/V), Security, Operations, etc).
- Note- Response could take up to a week
- We will follow up with you regarding your submission.

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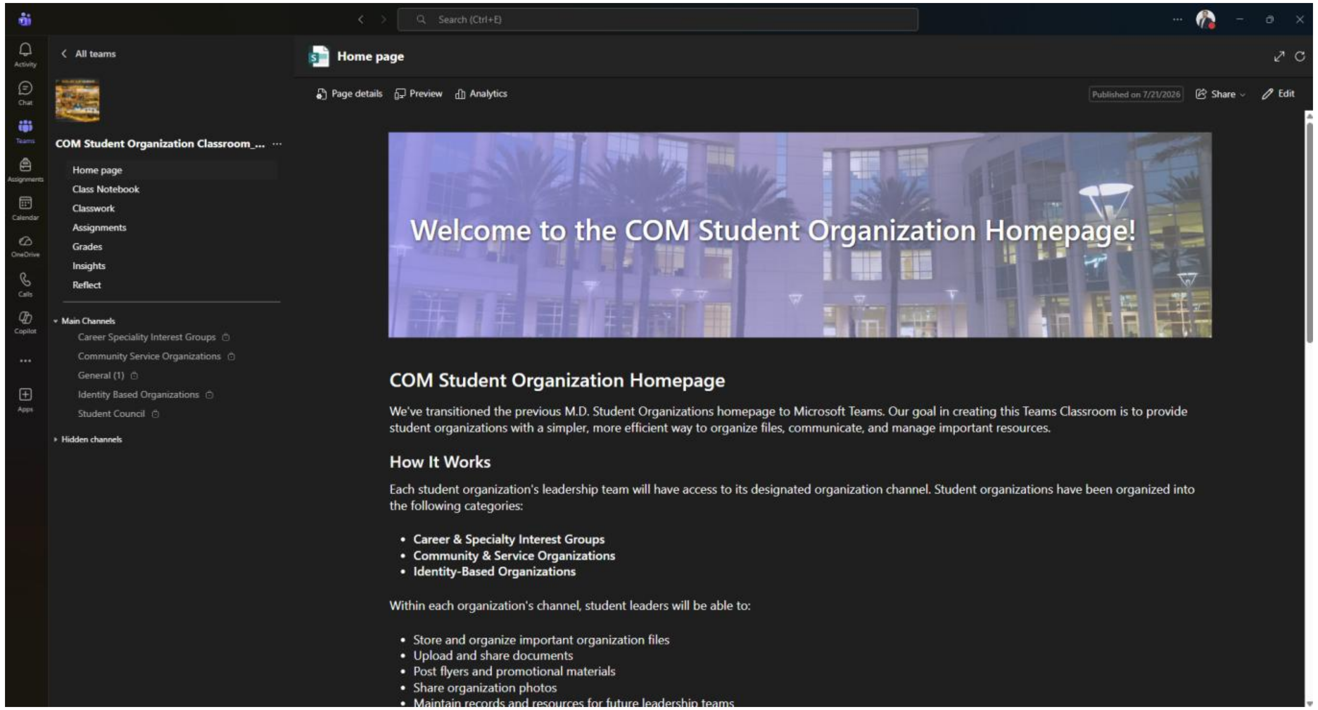
Approved Event

- Once your event has been approved, all records, planning materials, and organizational materials should be stored in your homepage.

Student Organization Homepage

Student Organization Teams

- All Student Organization leaders will be enrolled in the **COM Student Organization Classroom**
- 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**
  - **Active member list/Email listserv**
  - **Budget Request**
  - **PRF's**
  - **Contact Information**
  - **Bank Account Info-** if applicable



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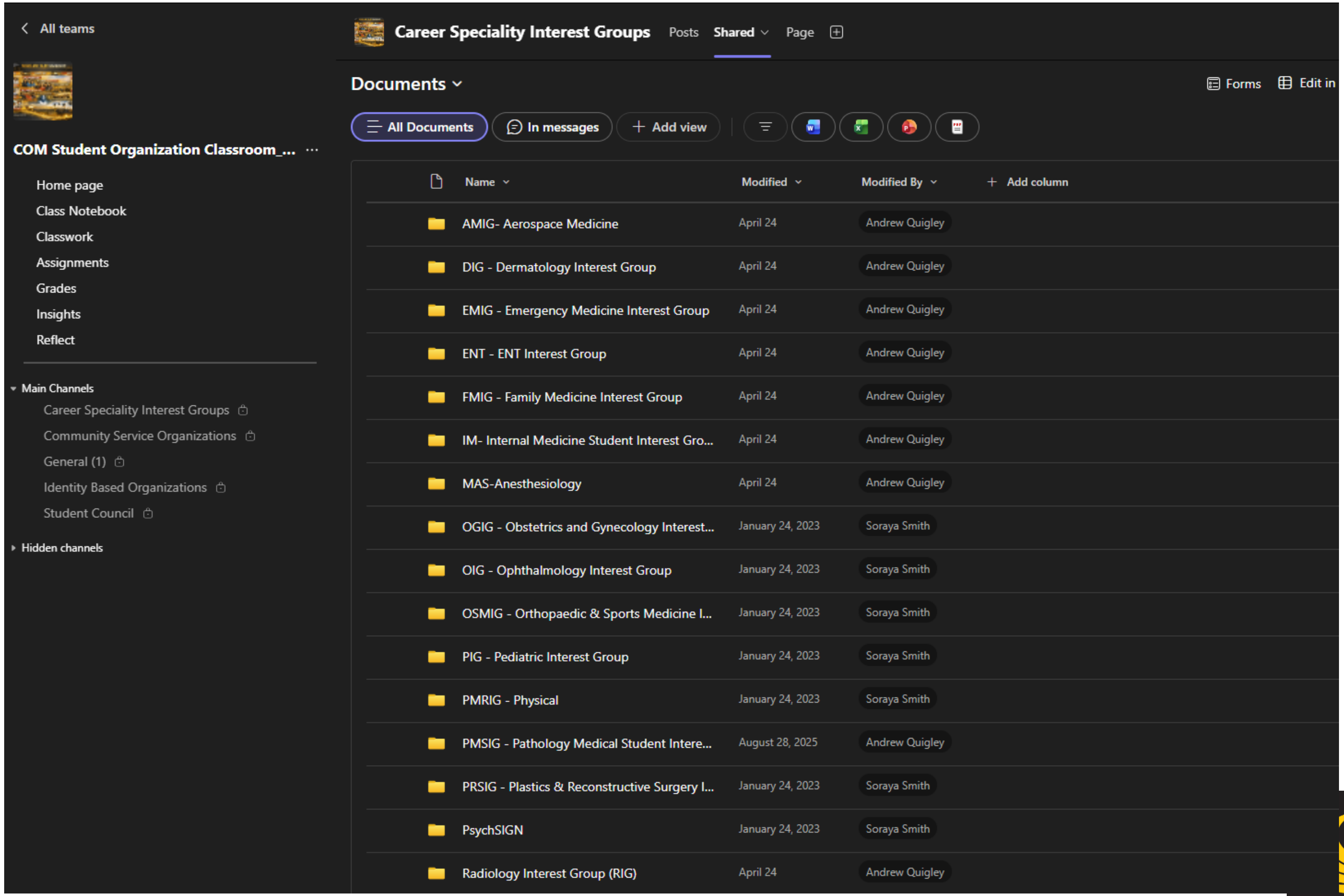
Accessing your Organizations page

All organizations have a group homepage where records should be kept, and board members can connect

Under "Main Channels", leaders will only see the group(s) you hold leadership roles

Each folder will have all existing files from the student organizations inception.

Students will not be able to see everyone's folder or the different channels within the "main channel"



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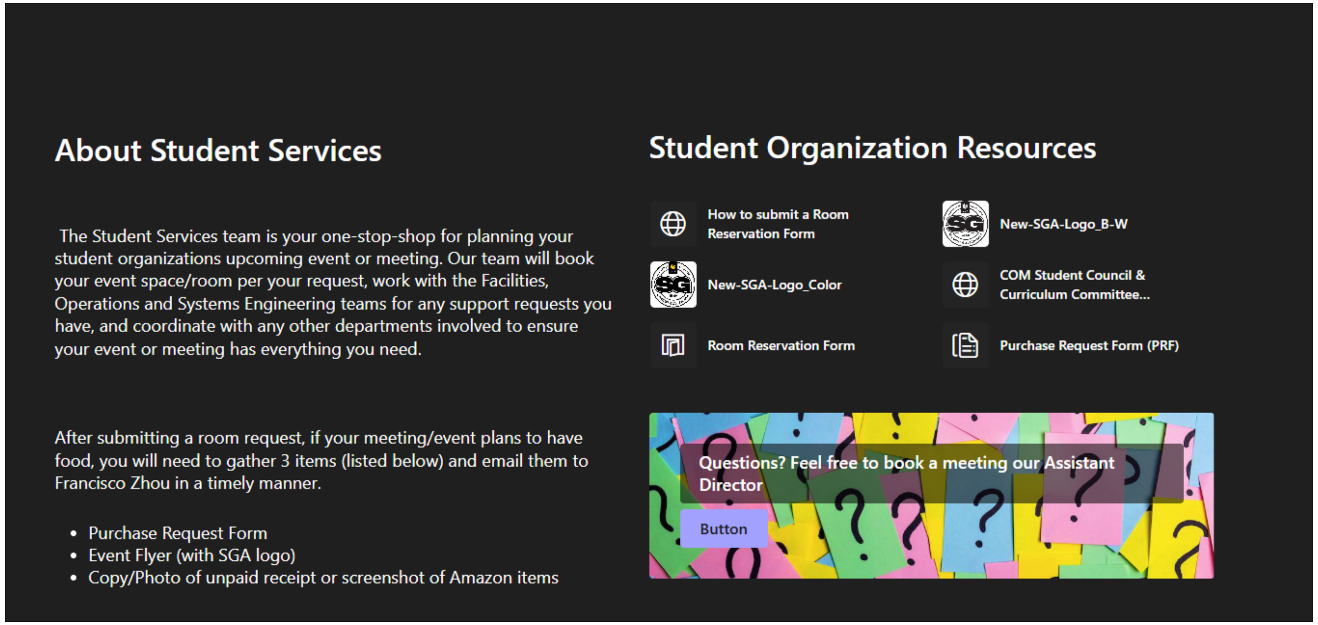
Student Organization Resources

- Student Organization Resources can be found in two locations:
  - Microsoft Teams
  - Meds.ucf.edu/ student-affairs/student-services/student-organizations-student-events
- Purchase Request Forms
- Room Reservation Form



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UCF COM Policies

New Student Organization Event Support Policy

- What’s changing?
  - Beginning in 2026-2027 academic year, student organizations may be charged for certain campus support services requested for events.
- Why the Change?
  - Review of current operational practices
  - Alignment with actual facility and support service cost

Student Affairs
Event Planning

Potential Charges for Events

Facilities Management

- Services requiring Facilities staff support will be billed at:
  - $74.49/hour (i.e. HVAC, plumbing, electrical, weekend events)

- **Housekeeping:**
- Services will be billed at $31.87/hour:
  - Event cleanup support
  - Additional trash cans
  - Excessive trash/overflow cleanup
  - Weekday/evening housekeeping work orders

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COM Student Organization Handbook

Student Organization Handbook

- Combination of UCF Main Campus & Lake Nona
- Provides guidance & policy about event planning at COM
- Goal = Structure & Stability

Weekend Events

- Student Organizations wishing to host a weekend event MUST:
  - Provide Student Services the date/time **3 months** prior to the event
  - Requests should be sent through the Room Reservation Link
  - Student Groups might be responsible to pay a small refundable fee to offset cost.

How Organizations Can Reduce Cost?

- Break down cardboard food boxes
- Place/Use designated carboard recycling/disposal
- Collaborate with other student organizations!

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 ☺

Funding & Purchase Request Form

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)
  - Overall budget is managed by the SGA Main Campus. 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

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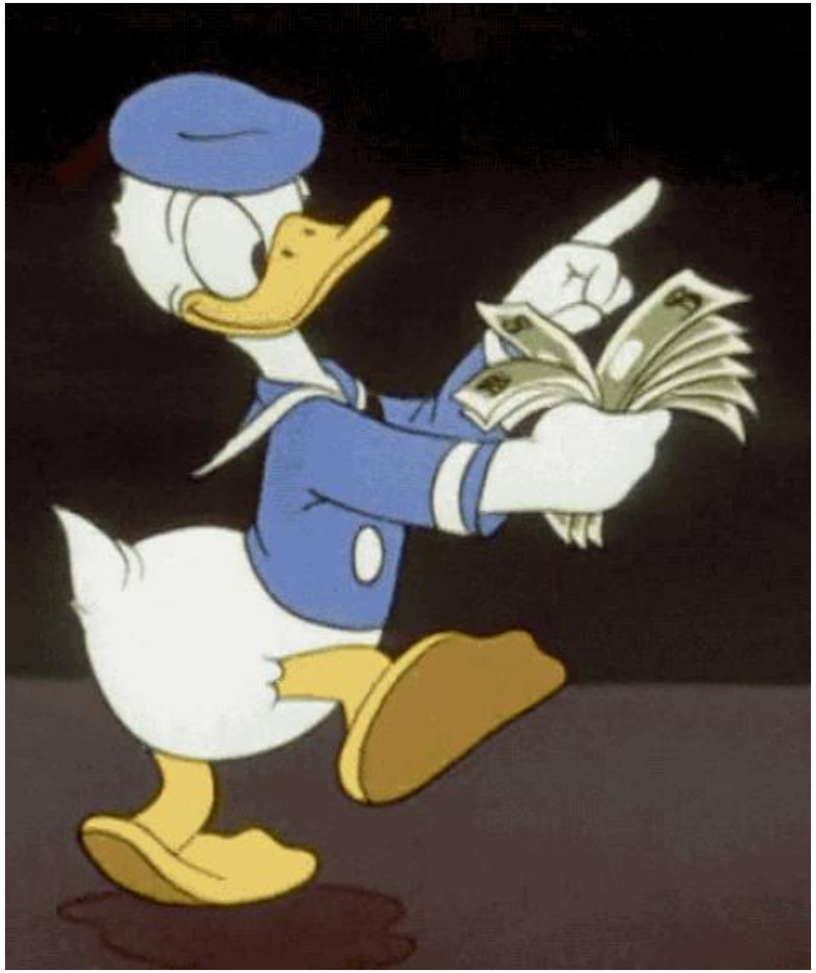
Student Organization Funding

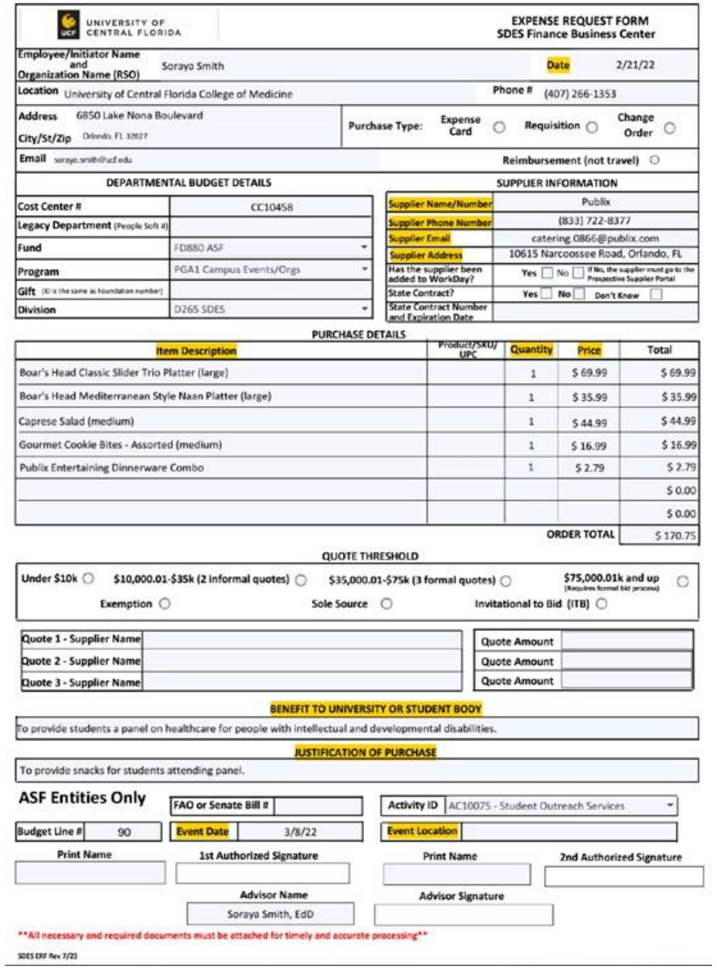
- Most student organizations should have received a budget.
- Tried our best to accommodate everyone's request.
- Main Group vs. Sub-group



Purchase Request Form (PRF)

What is a Purchase Request Form (PRF)?

- Purchase Request Form is the universities way of documenting all requests within a fiscal year.
- All student organization events require a PRF if planning to use SGA funds.
- PRF codes change from year to year- make sure you are using accurate information!



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 ○ Requisition ○ Change Order ○
City/St/Zip	Orlando, FL 32827		
Email	soraya.smith@ucf.edu	Reimbursement (not travel) ○	

DEPARTMENTAL BUDGET DETAILS

Cost Center #	CC10458
Legacy Department (People Soft #)	
Fund	FD880 ASF
Program	PGA1 Campus Events/Orgs
Gift (ID is the same as foundation number)	
Division	D265 SDES

SUPPLIER INFORMATION

Supplier Name/Number	Publix
Supplier Phone Number	(833) 722-8377
Supplier Email	catering.0866@publix.com
Supplier Address	10615 Narcoossee Road, Orlando, FL
Has the supplier been added to WorkDay?	Yes ☐ No ☐ If No, the supplier must go to the Prospective Supplier Portal
State Contract?	Yes ☐ No ☐ Don't Know ☐
State Contract Number and Expiration Date	

PURCHASE DETAILS

Item Description	Product/SKU/UPC	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
			ORDER TOTAL	$ 170.75

QUOTE THRESHOLD

Under $10k ○ $10,000.01-$35k (2 informal quotes) ○ $35,000.01-$75k (3 formal quotes) ○ $75,000.01k and up (Requires formal bid process) ○

Exemption ○ Sole Source ○ Invitational to Bid (ITB) ○

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

SDES ERF Rev 7/21

UCF

PRF Breakdown

- Students will complete these sections.
- No signature needed for the forms.
- PDF is formatted for you! Please do not change any of the budget line information.

PURCHASE DETAILS

Item Description	Product/SKU/UPC	Quantity	Price	Total
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			ORDER TOTAL	$ 0.00

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BENEFIT TO UNIVERSITY OR STUDENT BODY

JUSTIFICATION OF PURCHASE

Helpful Tips

- If you are ordering from Amazon create a word document or include direct links to items you wish to order.
- Any other online orders, please include the direct link.
- We cannot provide payment to online portals or online orders (i.e. Domino's, Chik Fil A, Uber Eats, Instacart,).

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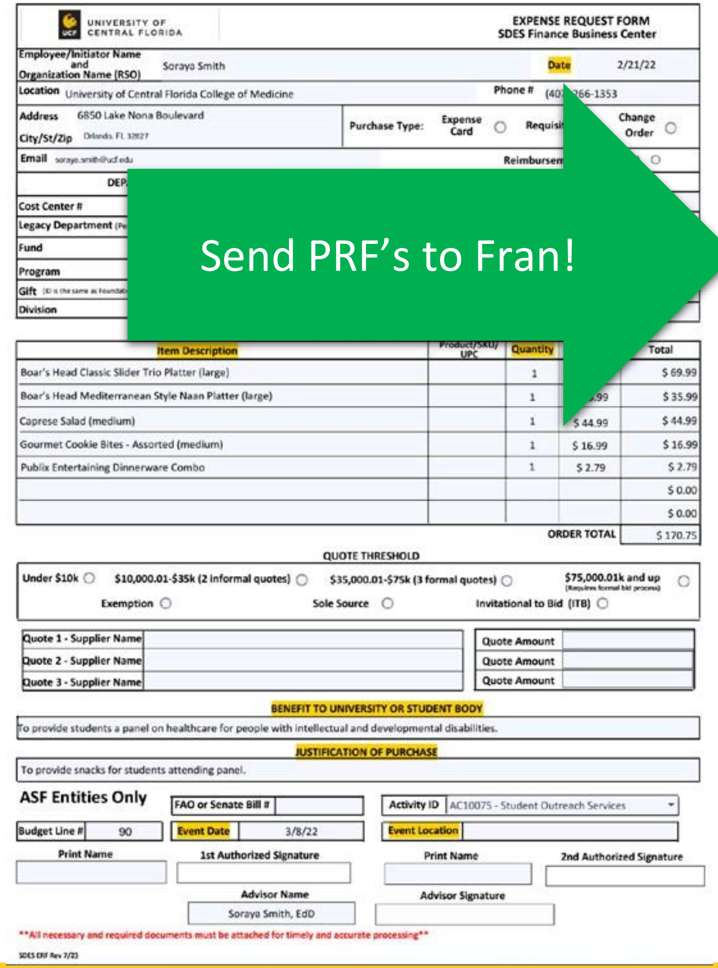
The Complete Packet

1 The PRF

2 The Invoice

3 The Flyer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SDES Finance Business Center

Employee/Initiator Name and Organization Name (RSO): Soraya Smith | Date: 2/21/22

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Address: 6850 Lake Nona Boulevard | Purchase Type: Expense Card / Requisi[...] / Change Order

City/St/Zip: Orlando, FL 32827

Email: soraya.smith@ucf.edu | Reimbursem[...]

Cost Center #

Legacy Department

Fund

Program

Gift

Division

Item Description	Product/SKU/UPC	Quantity		Total
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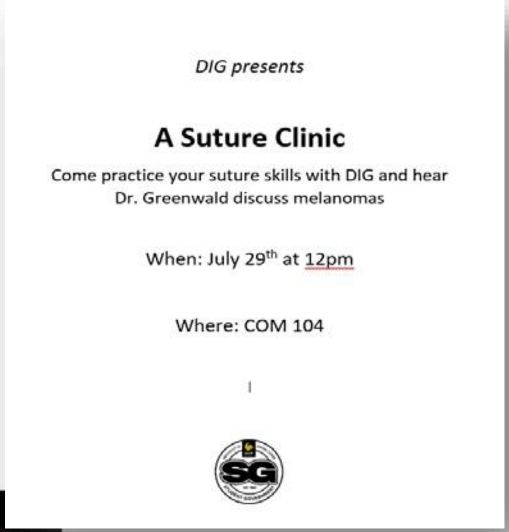
Print Name | 1st Authorized Signature | Print Name | 2nd Authorized Signature

Advisor Name: Soraya Smith, EdD | Advisor Signature

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

SDES ERF Rev 7/21

Send PRF's to Fran!



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

Tell me what I cannot do!

- Gift cards, cash equivalents, or raffle items (not allowed with SGA dollars)
- 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

UCF

Vendors

PARK PIZZA & BREWING CO.

JEREMIAH'S HOMEMADE EST. 1996 ITALIAN ICE

PANDA EXPRESS CHINESE KITCHEN

amazon

insomnia cookies

Publix

LITTLE GREEK FRESH GRILL

huey magoo's CHICKEN TENDERS

AHMED INDIAN RESTAURANT

Pizza Hut

PIZZA PAPA JOHN'S

UCF | Print Shop

Banking & External Funding

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

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 Andrew Quigley) to open an account and also to add or remove new/past members from the account
- 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

UCF

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

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 ☺)

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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?