Student Organizations | SOP #: SA.017.01
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Effective Date | 02/01/2018
Last Revision/Review | 07/01/2019, Reviewed 8/29/19

1. Purpose
Procedures for routine operations of Student Organizations at BCOM

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1.1 Starting a Club or Organization
   a. Student(s) will complete and submit the Student Organization Interest Form (located online) to the Office of Student Affairs.
   b. Student Affairs will forward the completed form to the SGA Executive Board President for review and approval/denial, and forward it back to Student Affairs.
   c. The Director of Student Life, or Assistant Director of Student Affairs will review and provide a final approval/denial.
   d. If approved, the Director of Student Life will provide the student(s) with the Student Organization Registration Form and any other necessary documentation that is required. Completed documentation must be submitted to the Director of Student Affairs.
   e. Once all necessary documentation has been submitted, Student Affairs will add group to the list of recognized club/organizations.

2.1 Officer Eligibility
   a. All officers must maintain an overall GPA Above 75% and must be in good academic standing. The Office of Student Affairs routinely reviews student eligibility to serve in club leadership positions.

3.1 Request for Travel Funding
   a. Student organizations may request funding for organizational travel through Student Government Association and the Office of Student Affairs in accordance with the SGA Treasurer Bylaws.
   b. Required Travel
      i. The Office of Student Affairs will cover up to $250 for organizational leadership travel under the following conditions:
         a. The student organization leader requesting funds has an approved excused absence from the Office of Academic Affairs (approval...
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documentation must be submitted to the Office of Student Affairs prior to a request).

ii. Student Organization leaders must fill out and submit the **Student Organization – Travel Request Form** to Student Affairs before the trip and fill out a purchase requisition after the trip. Both requisitions must be submitted to the office of Student Affairs for reimbursement.

iii. If awarded, scan the form and save in Student Travel folder (I:/Student Affairs/Student Orgs/Student Travel) with the filename “LN FN Travel Request Date”

iv. Complete **Award Notification Form** and **Approval Letter** (Save Award Notification to Student Travel Approval folder with filename “LN FN Travel Request Award Notification Form”)

v. Send student a notification email, attaching the Travel Request Form, Approval Letter, and Award Notification Form using the template below:

   From: studentaffairs@bcomnm.org
   CC: SGA Executive President, Executive Director Student Affairs, Director Student Life, Assistant Controller
   Subject: Student Organization Travel Request

   [Student First Name],
   The review committee has made a final decision regarding your recent travel request. See attached document(s) for further details.

   Thank you.

c. Non-Required Travel

   i. Student Organization Leaders and members may request funding for non-required travel via the Emerging Leaders Grant.

   ii. Requesting Emerging Leaders Grant

      1. Student submits Emerging Leaders Grant Application to Student Affairs
      2. Grant Application is reviewed by Student Affairs and Approved/Rejected
      3. Communication of Decision:

         a. Approved Applications:

            i. Assistant Director of Student Affairs will send the applicant an email regarding decision using the “Emerging Leaders Grant Email Template” with “Emerging Leaders Grant Congratulations Letter” and “Emerging Leaders Grant LOA” attached.

         b. Rejected Applications:

            i. Assistant Director of Student Affairs will send the applicant an email regarding decision using the “Emerging Leaders Grant Email Template” with “Emerging Leaders Grant Rejection Template” attached.

   4. Approved Applicants will submit the LOA to Student Affairs
5. Student Affairs will forward the Application, the LOA, and submitted receipts to the SGA Executive Board Treasurer via email and CC Student Government Association.

4.1 Student Events
   a. All student organizations desiring to reserve a room at BCOM for an event, must submit a Building Use Request Form. (attachment)
   b. If IT technical support is needed for the event, the requesting party can indicate as such on the Building Use Request Form.
   c. All building use for student events are approved by the Director of Student Affairs, who will review the event to ensure it is BCOM mission appropriate.
   d. Once the building use request form is submitted, the Director of Student Affairs and Student Affairs Administrative Assistant will work together to approve the room request. Once the request has been approved, the student and appropriate staff will be notified and the event will be placed on the BCOM Events Calendar, which is maintained by the Director of Student Affairs.
   e. Faculty, Staff and outside entities events will be requested and approved by the Vice President of Administration and CFO.

5.1 Request for Guest Speaker Presentation
   a. Student organizations interested in inviting a guest speaker to present at BCOM, must fill out the BCOM Guest Speaker Request Form to request approval.
   b. The student organization’s President must get signature approval from their Faculty Advisor and the Associate Dean for Student Affairs
   c. The BCOM Faculty Advisor and Associate Dean for Student Affairs will verify that the guest speaker’s presentation is relevant and fits the mission of BCOM.
   d. The Associate Dean for Student Affairs has final authority to approve or deny guest speaker presentations.
   e. Once a guest speaker is approved, a student organization may fill out the BCOM Building Use Request Form to reserve a room at BCOM.

6.1 Logging TOUCH Hours
   a. BCOM students are encouraged to log their community service hours through TOUCH (Translating Osteopathic Understanding into Community Health). TOUCH is a national volunteer initiative organized through the Council of Osteopathic Student Government Presidents (COSGP). The goal of the TOUCH program is to encourage osteopathic medical students to work toward improving the health of their local community through service.
   b. BCOM students may submit TOUCH hours on the website (attachment).
   c. TOUCH hours are approved or denied via the site.
   d. Students must create a login before moving on to logging their hours.

6. Reports/Charts/Forms/Attachments/Cross References

https://bcomnm.org/student-organizations/

Student Organization Registration Form

SGA Treasurer Bylaws
7. Maintenance
Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

8/29/19

Brett Newcomer, Director of Student Life Date

9. Distribution List
Internal/External

10. Revision History

<table>
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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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<td>3.1</td>
<td>Added new criteria for approval 3.1 based on updated excused absence policy</td>
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