

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Organizations		SOP #: SA.017.02
Effective Date	02/01/2018	
Last Revision/Review	12/01/21	

1. Purpose

Procedures for routine operations of Student Organizations at Burrell College

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 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 Student Affairs (approval

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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.
 1. Students must submit receipts for reimbursement

4.1 Student Events

- a. All student organizations desiring to reserve a room at Burrell for an event, must submit an Event Use Request Form. (attachment)
- b. If IT technical support is needed for the event, the requesting party can indicate as such on the Event Use Request Form.
- c. All building use for student events are approved by the Director of Student Life, who will review the event to ensure it is Burrell mission appropriate.
- d. Once the building use request form is submitted, the Director of Student Life and the 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 LEO, which is maintained by the Director of Student Life.
- 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 Burrell, must fill out the Burrell Guest Speaker Request Form to request approval.
- b. The student organization's President must get signature approval from their Faculty Advisor and the Director of Student Life
- c. The Bulls Faculty Advisor and Director of Student Life will verify that the guest speaker's presentation is relevant and fits the mission of Burrell College.
- 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 Burrell Building Use Request Form to reserve a room on the Burrell campus.

6.1 Logging TOUCH Hours

- a. Burrell 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. Burrell 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

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

<https://bcomm.org/student-organizations/>

[Student Organization Registration Form](#)

[SGA Treasurer Bylaws](#)

[Student Organization Travel Request Form](#)

[Travel Requisition](#)

[Purchase Requisition](#)

[BCOM Guest Speaker Request Form](#)

[Building Use Request Form](#)

<https://cosgptouch.aacom.org/>

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Director of Student Life	12/01/21 Date
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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/1/19	3.1	Added new criteria for approval 3.1 based on updated excused absence policy		7/1/19