

# Student Organization Handbook:

## Policies to support Student Leaders and Organization Advisors

The Office of Student Affairs and Services

Updated Fall 2023

## **Types of Organizations:**

**Academic:** Natural extensions of classroom learning, academic organizations range from campus-based groups to local chapters of national organizations and allow its members to pursue their intellectual curiosity in a variety of disciplines.

**Inclusive Community Building/Cultural:** provide safe spaces for students to examine and engage in local, regional, and national issues.

**Campus Life:** provide an opportunity to stay involved with the IHP and its student body.

**Religious Groups:** provide campus opportunities for expressing faith and fellowship.

**Service Groups:** volunteer opportunities provide members a way to make a difference in their community.

## **Complete listing of all Officially Recognized Student Organizations:**

**Crimson Care Collaborative (CCC)** – In partnership with Harvard Medical School, the Crimson Care Collaborative (CCC) pairs IHP students from nursing and physician assistant studies with Harvard’s medical students. Overseen by faculty clinicians from both schools, this group links the allied health and medical worlds. The program operates in seven community-based clinical sites providing care to underserved populations.

**Harvard Medical School: Student Leadership Committee (HMS SLC)** – The Student Leadership Committee is an interdisciplinary group of health care students from Harvard Medical School and the IHP. The purpose is to empower and train students to become leaders in primary care practice, education, research, advocacy, and community engagement.

**National Student Speech Language Hearing Association (NSSLHA)** – NSSLHA is a nonprofit organization for graduate and undergraduate students interested in the study of human communication and related disabilities (Speech-Language Pathology) and is affiliated with ASHA.

**IHP Cares 4 Kids (ICK)** – Members from all disciplines join as a community to promote awareness of a pediatric health, illness, and disabilities through educational and professional events.

**KinsIHP (LGBTQ Club)** – Provides a forum for lesbian, gay, bisexual, transgender, intersex, and queer-identified students and allies. The club is open to any student who has an interest in LGBTQ-related health.

**Minorities Engaged in Dialogue and Services (MEDS)** – Committed to establishing and strengthening relationships between People of Color at the IHP. MEDS provides a space for community building via dialogue, networking, and service.

**Physical Therapy Club** – Affiliated with APTA, the club's mission is to increase awareness of the physical therapy profession to the general public.

**Physician Assistant Student Society (PASS)** – The group's mission is to promote activities that enhance the knowledge of the PA profession across the disciplines at the MGH IHP and is affiliated with the AAPA.

**Student Government Association (SGA)** – The purpose of the Student Government Association (SGA) is to represent and serve the needs and interest of the members of the student body. Comprised of 4 executive board seats, over 30 class representative seats, and 4 committees open to all students to join this student organization offers everyone a voice.

**Student Occupational Therapy Association (SOTA)** – Affiliated with AOTA, this student group seeks to enhance knowledge about occupational therapy through community service, public relations, fundraising, and campus activities.

**Students for Racial Justice in Health Care (SRJH)** – A group to facilitate dialogue about racial justice, both within the IHP community and beyond.

## Official Student Organization Policies and Procedures

The following information is pertinent to all members of student organizations (organization, student organization, club, group, etc.) of the MGH Institute of Health Professions. Please read and review all policies and guidelines outlined below in their entirety.

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## **Annual Organization Recognition and Registration Information**

The contents of this section are designed to help students understand:

1. Key Terms for student organizations
2. Criteria for official student organization recognition
3. How to establish a new student organization
4. The steps to recognition for continuing student organizations
5. How student organizations can maintain recognition through the academic term
6. How to reactivate an inactive student organization
7. The rights and responsibilities of student organizations
8. Unofficial student organizations

This section of the student organization handbook will walk you through the recognition and registration process. All forms for recognition and registration can be found in Appendix A. Student organization registration can also be accessed via the Institute website.

The benefits of becoming an officially recognized student organization include:

- the ability to market on campus, reserve and use on-campus facilities
- seek funding, and much more.

Therefore, it is important to maintain accurate records of the organization's officers, faculty/staff advisors, and operating information for each group.

### **Definition of Key Terms:**

***Petitioning:*** A group seeking recognized status.

***Officially Recognized:*** A student organization officially recognized by the Student Government Association and the Office of Student Affairs and Services

***Inactive:*** A recognized student organization that has not submitted registration materials within the appropriate time periods, is unable to maintain any of the conditions of an official student organization and or fails to meet the criteria for maintaining recognized status.

***Unofficial:*** A group who organizes outside of the parameters of officially recognized student organizations.

### **Criteria for Official Recognition:**

1. The mission of the student organization reflects the values and mission of the MGH Institute of Health Professions.
2. The services and activities offered by the organization are directly related to the organization's mission and complies with the policies and procedures of the IHP.
3. Benefits the student body by organizing, promoting, and conducting activities beneficial to graduate student life or health care professions.
4. Is open to all members of the matriculated community regardless of race, sex, religion, sexual orientation, class, age, nationality, or physical ability (an additional

requirement of specific program affiliation may be made for organizations guided by national professional organizations.)

5. Has an active membership of at least 16 students including executive board members.
6. Has a plan of continuing for more than one year.
7. Does not substantially duplicate the same purpose or membership of an existing organization at the Institute.
8. Has a current, OSAS approved faculty/staff advisor.

### **Establishing a New Official Student Organization**

All petitioning student organizations should follow the process, keeping in mind specific regulations outlined below.

#### **1. Gathering Interest, Recruiting Members:**

- Hold an information meeting to generate club interest.

#### **2. Approval Process – Making It Official:**

- To gain provisionally recognized club status the petitioning club must have at least 6-16 committed members before applying with OSAS and the SGA.
- A club advisor should also be secured during the petition period.
  - Club advisors must be a current Institute Faculty/Staff member.
- Once these steps are achieved, fill out the [New Student Organization Application form](#).
- OSAS will review the application and if deemed complete, your group must schedule a slot at the next SGA Executive Board meeting.
  - Your group should be prepared to outline your organization's mission and purpose for the SGA.
  - OSAS and the SGA reserve the right to take up to one month to review the application.
- The SGA executive board will vote on the status of the petitioning organization.
  - In order for a group to be provisionally recognized, the SGA Executive Board must have a majority vote to move the petitioning student organization forward.
- Founding members will receive a letter from the SGA with news of status within one week of the vote.

#### **3. Post-Approval:**

- The organization should hold elections for an Executive Board.
  - Having an E-board will help to shape the club and make sure it is following its mission and purpose.
  - The E-board should at the very least include the following positions: Chair/President, Treasurer, Secretary, and SGA Liaison.
- Create a constitution, mission statement, and goals for your organization.
- Submit the [Annual Registration Form](#).

## **Steps to Recognition for Continuing Student Organizations:**

This process is required on an annual basis to maintain recognized status.

1. Complete the [Annual Registration Form](#) by April 30 or within one week after elections have taken place if your group elects outside of the usual election period.
2. All applications for recognition are submitted to OSAS for review.
3. If the application is deemed complete, the Dean or their designee will send a recommendation to the SGA for final approval by the Executive Board.
4. The SGA Executive Board will hold a vote. A majority vote is necessary for a petitioning organization to achieve recognition.
5. Notification of status will be sent by the third week of May or three weeks after submittal.
6. OSAS and the SGA reserve the right to request follow up information throughout the process as needed before officially recognizing a group.
7. Newly recognized organizations may request reimbursement for pre-recognition expenditures by contacting [Programming and Advising Manager](#)
8. Required Information:
  - The registration process will ask for the following information:
    - Organization name
    - Description/purpose of organization
    - Advisor's name(s) and contact information
    - Officer names(s) and contact information
    - Member roster that includes name, program, anticipated graduation date
      - Please also include a single PDF of all signed Contact Information Sheets
    - Governing documents, such as constitutions and by-laws
    - Overall goals for the year – a minimum of 2 is required

## **Maintaining Recognition:**

All recognized groups must -

1. Have at least 50% of a student organization's executive board members must attend a Role-specific Workshop for Elected Leaders offering within one semester of being elected.
2. Demonstrate a roster of 16 active members including executive officers through the submission of Contact Information Sheets. (Can be found in appendix F)
3. Have an approved faculty or staff advisor.

4. Hold regular meeting times throughout the school year – a minimum of 1 Executive Board and 1 General Body meeting per semester. These meetings must be open to all IHP students, and publicly advertised 5 business days in advance of the meeting.
5. Complete an Annual Report by April 15 each academic year.
6. Demonstrate that all financial records are compliant and in order upon each reconciliation period. (See student organization funding section.)
7. Maintain registration including an up to date constitution, mission, vision, and goals.

### **Reactivating an Inactive Organization:**

1. All clubs will have a grace period of three months to regain active status before having to follow the approval process again.
2. If a club has been inactive for more than three months, a matriculated student of the Institute who wishes to reinstate an inactive organization to official recognized status must follow the same steps outlined above for establishing a new organization.

### **Organizational Rights:**

1. To reserve and use Institute space for meetings and events.
2. To display and distribute approved promotional material on campus.
3. To access approved means of communication with the IHP community (e.g. iTV, Daily News, the Yardarm.)
4. To request and use funding from the Student Government Association and the Institute.
5. Clubs may charge nominal dues fees at a cap of \$15 per member.

### **Organizational Responsibilities:**

1. Organizations must abide by Institute regulations regarding fundraising.
2. Must comply with all financial procedures outlined herein and maintain sound fiscal management practices to protect the financial resources of the organization and the Institute.
3. Will utilize IHP logos in adherence with the permissible use policy
4. Will adhere to all policies and procedures outlined in this handbook.
5. Club leaders are required to attend certain OSAS sponsored leadership development events each semester.

## **Unofficial Student Organizations**

The Institute is aware that some students wish to organize outside of the parameters of officially recognized organizations. Such unofficial organizations should be aware that they are declining the following support and resources:

- The right to reserve and use Institute space for meetings and events.
- The right to display and distribute approved promotional material on campus.
- The right to access approved means of communication with the IHP community (e.g. iTV, Daily News, the Yardarm.)
- The right to request and use funding from the Student Government Association and the Institute.
- Vote upon the recognition status of student organizations

## **Official Student Organization Governance**

### **The Role of the Student Government Association:**

The purpose of the Student Government Association shall be to serve as the student voice for institutional decision-making, to unify the student body, and to provide the channel through which students may communicate with administration and faculty.

In regards to student organizations the SGA shall:

- Represent student organizations to the Institute Leadership
- Vote upon the recognition status of student organizations

## **General Responsibilities of Student Organization Officers:**

Officers or selected leaders of a student group must follow these guidelines.

### **Major Responsibilities:**

- Manage Institute resources wisely, ethically, and according to Institute guidelines.
- Develop and ensure successful officer transitions including good record keeping and new officer orientation.
- Manage organization's finances responsibly by maintaining accurate financial records, implementing appropriate procedures, and meeting all financial obligations.

### **Goal Setting and Annual Planning:**

- Planning ahead is always helpful and encouraged. It is recommended that each summer semester, all student organizations hold a strategic planning meeting to discuss and make plans for the upcoming academic year.
- The group should set both long-term and short-term goals for their organization, and make sure to share it with all club members.
- Knowing the plan before the semester sets in, will help keep your organization on track, even if roadblocks come up; such a leadership becoming too busy, or setbacks in club membership.
- Always remember, OSAS team members are available for consultation during your retreat or any other meetings. Please make sure to reach out at least 10 business days in advance of your meeting.

### **Annual Registration:**

- Student organization officers must register the organization annually with OSAS. Officers are responsible for filling out the [Annual Registration Form](#) and returning it to OSAS within one month of elections.

### **Elections:**

- It is recommended that student organization officer elections are held prior to current officers stepping down. This will help provide a more seamless transition and allow time for the new officers to gain understanding of their new role, and the club leadership.
- Student groups have the option of utilizing [Election Runner](#) software to facilitate their elections. Please contact the [Programming and Advising Manager](#) to set this up.

### **Annual Reports – Succession Planning:**

- Each student organization is required to submit an annual report to OSAS by June 30 each year.
- All reports should include:
  - Lists of outgoing and incoming organization leaders. Provide the title of office held and student email address.
  - List of current organization members.
  - List of events completed during the academic year.

- Summary of organization funds, expenditures, funding sources.
- Account balances from the start and end of the academic year.

## **The Student Organization Advisor:**

### **General Information:**

- All recognized student organizations must have a faculty or staff member as an advisor.
- An advisor's primary role is to facilitate student development of creative co-curricular learning opportunities.
- The advisor acts as the official Institute contact for the group should any questions or issues arise within the group.
- The advisor's term of office expires at the last meeting of the academic year.
- An organization must identify an advisor for the upcoming academic year before the due date of the end of year report.
- An advisor's term may extend longer than one year.

### **Other responsibilities include:**

- Lend experience, knowledge, and act as a resource to the club.
- Encourage students to participate in community outreach opportunities.
- Attend the organization's meetings, and programs that will not conflict with your daily schedule.
- Foster teamwork within the organization.
- Play an active role in helping the students set up meaningful programs that are consistent with the organization's objectives and with the mission of the Institute.
- Encourage the organization to evaluate its objectives periodically to determine the degree to which they are being accomplished.
- Encourage the development of initiative, responsibility and leadership in the organization. Holding an office can be a rewarding experience if students learn to take on responsibilities and learn about interpersonal relationships.
- Advisors should make themselves knowledgeable of all Institute policies and procedures and encourage adherence of them within the organization.
- Be knowledgeable of the various facilities and resources available to organizations.
- Notify the Office of Student Affairs and Services when you as advisor or co-advisor must discontinue your advisory role.

Advisors are required to fulfill a 1-year term. Their term is extendable for as long as the organization sees fit. If the advisor to the club is unable to carry out the responsibilities and follow the policies and guidelines for the student organization, the individual organization has the right to remove and appoint a new advisor. The individual organization will need to submit a notification in writing for immediate changes to occur. The Office of Student Affairs and Services also reserves the right to remove an advisor from their role and appoint a new advisor for any organization. If at any time you feel you are unable to carry out your position as an advisor, a notification to the organization and The Office of Student Affairs and Services will need to be submitted.

## **Student Organization Funding:**

### **Five Financial Tracks to Support Student Leadership and Organizations:**

#### **1. Fundraising and Philanthropy**

Only recognized student organizations may fundraise. This may include: joining or supporting an endeavor or an organization; purchasing products or services for resale; promoting or advertising for a particular cause; subsidizing student professional development activities excluding credit bearing courses. All activities must receive advance approval from the Office of Student Affairs and Services (OSAS) to conduct any such activities, whether they are on or off-campus.

Fundraising activities may benefit an outside organization/company/foundation only if it aligns with the purpose and goals of the student organization and/or with the mission of the Institute.

**Guidelines:** OSAS may permit student organizations to engage in selected solicitations or distributions, as described below:

##### **a. General Fundraising**

- i. On-campus fundraising includes conducting drawings, collecting donations, and selling of goods and/or services.
- ii. Off-campus fundraising includes soliciting merchants or foundations and corporations, for contributions in and of themselves, or in return for an advertisement or service.
- iii. All funds raised must go to the designated organization or charity and none may be retained for personal benefit.
- iv. Lists of parents, alumni or students will not be made available for solicitations.

##### **b. Gambling/Raffles**

- i. Raffles, defined as a lottery in which a number of persons purchase one or more chances to win a prize, are subject to approval by OSAS.
- ii. In accordance with Massachusetts state law, an organization may not require purchase by any person to be entered into its raffle drawing, and a sign must be present at the point of sale stating that while the purchase of a ticket is not required, a donation is welcome in support of the fundraiser.
- iii. Soliciting for ticket sales on campus anywhere other than a designated table is against Institute policies and will not be permitted.

##### **c. Sales on Campus**

- i. The sale or promotion of goods and services by a student organization on campus requires the approval of OSAS.

- ii. Perishable goods that must be refrigerated or reheated are not permitted to be sold on campus due to public health concerns.

**d. Events**

- i. Student organizations may host events such as speaking engagements, performances or concerts, etc.; however, the collection of entry or admission fees for is not permitted.
- ii. Drawings for door prizes awarded to individuals present are allowable.
- iii. Entry fees, and cash awards for events that involve an element of chance such as a raffle, a card tournament, or a casino night, are prohibited by both Institute policy and state statutes.

**e. Fundraising by Individual Student Leaders:**

The MGH Institute of Health Professions abides by the MGH and PHS No Solicitation and No Distribution policies, which prohibit individual members of the community from soliciting or distributing fundraising appeals or materials to other employees or students. Specifically, they may not solicit or distribute any literature or other material to employees or students, to raise funds for charitable and other causes, or to promote or advertise a particular cause. In order to prevent disruption and assure a productive work and academic environment, it is the Institute's policy to prohibit unauthorized solicitation of individuals and/or distribution of materials on its premises. This policy applies to faculty, staff, administrators, students, visitors, and guests.

**f. Definitions:**

*"Solicitation"* refers to persuasion to secure an individual's agreement to join or support an endeavor or an organization or to purchase products or services.

*"Distribution"* refers to the dissemination, posting of flyers, brochures, email and other written materials promoting products, services or an endeavor, organization or cause.

**How and When to Submit a Request:** Request permission in writing at least 10 business days in advance from the Programming and Advising Manager (or the Dean's designee) via the [Event and Funding Request Form](#). The right to approve or deny any fundraising activity requests is reserved by this individual.

The review process will take into account:

- a. That all solicitations or distributions align with the purpose and goals of the student organization and/or with the mission of the Institute.
- b. The calendar of other fundraising activities at the Institute.
- c. Space availability during the requested date and time of the fundraiser.

If the application is approved, the following applies:

- a. Literature must be appropriately marked as authorized by OSAS before being posted or distributed. Send all literature to the [Programming and Advising Manager](#) for approval if not included in the Event Request Form.

- b. Direct solicitation via one-on-one interaction, email or distribution of solicitation materials to faculty, staff, administrators, alumni or students is not permitted; however, OSAS approved solicitations or distributions may be announced through the Daily News, iTV, and IHP sanctioned social media sites.
- c. Solicitation or distribution is prohibited in classrooms, labs, clinical settings and other work and learning areas.
- d. Failure to comply with this policy will result in the cancellation of any fundraising activity and the status of the student organization will be subject for review.
  - i. Student organizations must report the amount of funds raised to OSAS via the [Deposit and Receipt Form](#) at the close of the fundraiser.
- e. All funds must be given to OSAS within 2 business days after collection.

## **2. Class/Cohort Allocations Through SGA**

### **Procedures for Requesting Funds Through the SGA**

- a. Funding for Class events may be requested through the SGA by submitting an [Event and Funding Request Form](#) to the SGA Treasurer.
- b. An RSVP list is required to be sent along with the Funding Request Form.
- c. Once funding approval is granted, class representatives must fill out the [Event and Funding Request form](#).
- d. Classes may be funded for one event per semester.
- e. Funding is not guaranteed and should be requested at least one month in advance.

## **3. Student Club/Organization Allocations Through OSAS**

- a. OSAS allocates a designated amount of funds for each organization annually.
- b. These funds can be accessed through the meeting and event request forms.
- c. Student organizations can supplement these funds through fundraising efforts and/or co-sponsorship.
- d. OSAS allocated funds are not eligible to be donated or transferred to any third-party entity.

## **4. Conference/Professional Development Funding Through OSAS**

### **IHP STUDENT CONFERENCE TRAVEL GRANT PROGRAM (SCTGP)**

Attending a professional conference is a great way to practice leadership and increase students' understanding of professionalism and continuing professional development within the various health professions. MGH Institute students are highly encouraged to attend and present at regional and national conferences in the hopes of gaining a deeper understanding of their profession, building connections, and sharing the work that they have accomplished during their time

at the IHP. The goal of this new IHP SCTGP is to streamline procedures for equitable distribution of IHP funds and to promote conference participation across all programs. This new approach will continue our longstanding practice of partial funding designed to offset the expenses associated with IHP students attending and presenting at conferences.

In support of student leadership development, each year a SCTGP Committee will be able to offer a number of conference travel grants to help students with the cost of conference registration, travel, and related expenses. This funding opportunity is available to individual students, a group of students attending the same conference and/or a group of members from a registered club/organization attending a conference as a club. Under limited circumstances, the committee may fund conference presentations by recent graduates.

### **CONFERENCE TRAVEL GRANT DETAILS**

- A. Grants will be reviewed by a committee comprised of individuals from across the IHP community to ensure consistency and equity.
- B. Applicants must plan accordingly for attendance at a conference and submit the application for funding on time.
- C. When students apply as a group or individually through an official student organization or club, the organization advisor must submit written approval of the planned conference activity in advance of the conference.
- D. Applications will only be approved for the funding period in which the conference occurs (see application timeframe below).
- E. Request withdrawals are allowed should an applicant decide not to attend.
- F. The Institute does not assume responsibility for expenses beyond an approved grant.
- G. It is not the goal of the program to fund any conference participation at one hundred percent.
- H. Students may not receive more than one Conference Travel Grant award per category in an academic year, September through August.
- I. Students are encouraged to apply according to their financial need.
- J. Applicants who seek funding to support travel accommodations or food expenses must submit a detailed explanation for this request.

### **ELIGIBILITY CATEGORIES**

The Conference Committee will consider applications in the following categories:

#### **Accepted Presenters**

Accepted presenters are those students who submitted papers or work that has been accepted for presentation at a conference. Please submit a letter of invitation or documentation of appointment with your application.

If applying as an accepted presenter, but confirmation of presentation has not yet been received, please go ahead and submit your application in the appropriate application timeframe and forward your acceptance letter as soon as it arrives. Consideration is only given to applications received prior to the deadline date.

Alumni: If a conference is scheduled to take place within one year of a student's completion date, and if the student has been accepted as a presenter at said conference for Institute-related research, a student (or recent graduate) may apply for funding as an Accepted Presenter.

### **Participants**

Students who are attending a regional or national conference for self-selected professional development.

In cases where the applicant will not be presenting, the student statement and advisor recommendation should address the importance of attendance for the student or group's professional development.

### **Representatives:**

Occasionally, the Institute may ask students to travel as official representatives of the IHP. In such cases, students who are asked to serve as official representatives (or student ambassadors) should work directly with the Institute to determine funding. They may be funded through sources outside the SCTGP.

### **APPLICATION PROCESS:**

Follow the below process to apply for the IHP Student Conference Travel Grant

1. Complete the [Conference Funding Application](#)
2. For official student organizations: have your advisor complete the [Advisor Support for Conference Funding Form](#) to submit their recommendation

### **Important Information:**

- a. Students may submit multiple grant applications and in multiple categories, but no student shall be funded for more than one grant per category per academic year (September through August).
- b. There is no limit to the number of times a student can apply for conference funding if denied.
- c. Please note - this grant opportunity is considered a partial source of support and applicants are required to seek funds from the following other sources first, before applying for these funds, including:
  1. Funds or scholarships from the conferences they will be attending
  2. Funds from professional organizations they may belong to

### **SELECTION PROCESS**

Awardees are selected through a committee, using a rubric which the committee shall design and share with applicants. The main selection criteria are as follows:

- a. Two overarching factors:

1. The topic of the conference must align with the mission and Core Values of the MGH Institute
  2. Conferences that have significant conflicts with the IHP calendar shall be funded at the committee's discretion
- b. The committee shall consider the following additional selection criteria, giving priority in the following rank order (1 being the highest priority):
1. The conference relates closely to a grant applicant's IHP course of study
  2. The conference relates closely to the mission of an official IHP student organization or club
  3. The conference topic aligns with the grant applicant's individual interests

Further factors will be determined by the committee in accordance with the established rubric.

The selection committee shall be made up of:

- a. Chair – Programming and Advising Manager
- b. A faculty member from each school appointed by the Dean
- c. A staff member from each school appointed by the Dean
- d. The Director of Alumni Relations or designee
- e. An SGA representative from each school to be appointed by the President of the Student Government Association
- f. Dean of Student Services (*ex officio*)

**RANGE OF SUPPORT:**

It is not the goal of the program to fund any conference participation at one hundred percent. However, students are encouraged to apply according to their financial need. Awards are contingent upon the amounts provided to the committee and the number of applications received. As of the 2023 – 2024 fiscal/academic year, the evaluation committee will award up to a maximum of \$500 per applicant. Students are highly encouraged to provide detailed explanations for the amount requested. The IHP Student Conference Travel Grant is not a guaranteed source of funding.

**Typical grant amounts:**

We cannot fully predict typical grant sizes, however below you will find typical grant amounts:

- a. Individual grants: \$150 to supplement the cost of registration and related expenses.
- b. Large conferences with numerous attendees, if approved, a minimum of \$25 per participant will be granted.

**Maximum grant amounts per conference:**

- a. Individual applications will have a maximum grant award amount of \$500.
- b. A maximum of \$2,000 is able to be granted for large conferences with numerous attendees. This sum will be split between all approved attendees.

### **FUNDING DECISION:**

All students will be notified of their status within one month of the closing of applications.

- a. If a student receives an award, they will receive a letter detailing the process to access the funding.
- b. The award funds will be available via reimbursement only.
- c. Students should work with the Assistant to the Dean and Programming and Advising Manager in OSAS to follow all requirements for submitting receipts for reimbursement of expenses.

### **TRAVEL BOOKING:**

- Students who are selected as Representatives (to be funded by the Institute) for travel 150+ miles from the IHP must utilize Egencia or Great Getaways (E/GG) to book their travel arrangements, including flights and accommodations to be arranged by the Programming and Advising Manager in OSAS.
- Accepted Presenters and Participants who receive grants may also wish to use E/GG.

### **REIMBURSEMENT INSTRUCTIONS:**

All funding will be provided via reimbursement. To begin this process awardees will need to provide:

1. [Non-Employee Business Expense Report form](#) with top part filled out and signed on the bottom
2. Copy of the registration receipt that includes YOUR name, last four digits of the card number and purchase price, or a copy of the canceled personal check. **YOU WILL ONLY BE REIMBURSED FOR EXPENSES YOU PAID FOR YOURSELF!**
3. Copy of the cover page of conference book/program and, if presenting, a copy of the page where your presentation is cited.
4. Conference Fund Form Letter- signed by both your faculty advisor and department chair, regardless of whether or not they are providing you with funding (included with approval email)
5. If receiving funding from outside sources, a letter is needed detailing specifically what expenses were covered and how much for each has been reimbursed

Reimbursement is not an immediate process and will take some time. Once a reimbursement is submitted, it can take up to 1.5 months from when a reimbursement is submitted to OSAS to the time a grant recipient receives a check in accordance with Partners Accounts Payable timelines.

## **5. Special Requests for Funding Through Other IHP Sources**

All requests for funding through other IHP sources must be made in writing and addressed to the leadership of the program/department you wish to petition. These requests should be made as far in advance as possible.

## **Financial Accountability and Transparency:**

- It is the duty of the club officers to maintain financial accountability, and transparency. Leaders should use the following guidelines to achieve this:

### **Accounts and Record Keeping:**

- OSAS allocates a designated amount of funding for each organization annually.
- The treasurer of each organization is responsible for keeping accurate records of all financial transactions and maintaining the budget.
- The treasurer of all student organizations should check in regularly with the organization's faculty/staff advisor in regard to budgeting.
- It is recommended that a report of the student organization's budgetary actions for the previous month, that includes the current total, should be made available to the entire membership.
- The treasurer will reconcile the student organization account semesterly with OSAS. This will help keep the student organization on track and prevent any fiscal errors.
- OSAS will provide assistance to student organization as needed.

### **Financial Transactions:**

- OSAS will handle all paperwork including purchase orders, check requests, cash deposits, and will process payments subject to Institute policy.
- Financial requests should be made at least 10 business days prior to the transaction to allow for processing time.
- Approval is contingent on authorized budget.
- The student organization treasurer is responsible for adhering to lead times and deadlines when making purchases for the student organization. If the treasurer submits funding paperwork after the deadline, his or her delay in initiating the transaction may cause the program or event to reschedule or even be cancelled.
- Funds received from the SGA and OSAS shall be used towards accomplishing the club's goals (e.g. purchasing of equipment/supplies, renting space, funds to aid in the hosting of fundraising events) and not solely towards the club's social events. These funds may not be donated directly to a charity outside of the Institute in accordance with the SGA bylaws.
- Organizations must be prepared for financial audit as OSAS may review club financial records at any time.

### **Reimbursements:**

- Funding must be approved ahead of time by OSAS for all reimbursable financial transactions.
- An Expense Report, as well as original receipts, must be submitted in order to receive reimbursement. The Expense Report form is available upon request from OSAS.
- Any requests for reimbursement must be submitted to OSAS within 30 days of the event. Failure to do so may result in denial of reimbursement.

**Honoraria and Gifts:**

- Should a presenter require an honorarium, please make sure to obtain the following: full legal name, mailing address, phone number, and social security number. If the presenter feels more comfortable, this information can be provided over the phone directly to an OSAS team member.

## **Procedures for Hosting Events:**

### **Determine the Scope**

- Decide what you want to accomplish.
  - How will you connect your event's purpose back to your organization's mission?
- Set smart, clear, and reachable goals for your event.
- Identify your audience.
  - Identify your target audience, including size, and determine what your group and the audience will get from experiencing this event.
- Based upon these findings determine how large or small your event should be.
- Will this event be an annual occurrence on campus or a onetime program?
- What types of program will best help you meet that goal? (passive vs. active, movie, panel)

### **Delegation and Follow Through**

- Do not try to do everything yourself! Leadership is about how well you lead others and motivate them to follow through.
  - Be sure to involve others in tasks that need to be accomplished for the program to be successful.
  - Tap a general member for help and bring them into your leadership circle.
  - When you assign a task to someone, be sure to follow up with them to make sure they understand what needs to be completed.
  - Give clear and direct guidelines and due dates. Consider drafting an outline for all tasks that need to be completed to make the event successful and share this with all parties involved.

### **Co-Sponsorship and Collaboration:**

- Co-sponsorship and collaboration amongst student organizations is encouraged.
  - Collaboration not only allows for greater budgetary resources, but also fosters a greater sense of community at the IHP.
  - Hosting events together, can also foster learning opportunities for all parties involved.
- When groups decide to collaborate, funding and duties must be divvied up before an event takes place.
  - OSAS must be notified regarding funding decisions.

### **Advanced Planning Procedures:**

- Lead time – large events require 3-4 months lead-time, if not more. If you would like to host an event outdoors in the Navy Yard, there are permit requirements for all spaces that require 3 months lead time from the chosen date.
- What date, time, and location will attract the biggest audience AND allow for your members to attend?

- Are there other events on the same day that could impact attendance? Two good places to check are the [Institute Events Calendar](#) and the Student Life module on D2L.
- Does your event fall on or right before a holiday?
- Once an event is approved OSAS will secure a room for the event and forward the room request approval to the contact email provided on the Student Event Request form.
- If refreshments are needed, OSAS can submit the order to the vendor. A student can also use their own funds to pay for refreshments and be reimbursed after the purchase.

### Event Inclusion

- It is important to consider during your event planning process how your event will be inclusive and accessible to students. Each event your organization plans, the leaders and members should look critically at accessibility and inclusion. Some factors to consider:
  - Is the venue accessible? Does it provide elevator and ramp access?
  - If off-campus is the transportation accessible?
  - Does your event include priority seating or accessible seating?
  - Alert your guest speakers to special accommodations beforehand.
  - Some accessibility notes to provide speakers:
    - Speak clearly (ideally facing forward without covering your mouth)
    - Avoid acronyms and colloquialisms as much as possible
    - When addressing someone specifically, ask for his/her/their name and pronouns to confirm
    - Specify when you're finished speaking
    - If there is an interpreter, avoid addressing them in a conversation with a hard-of-hearing attendee. Always look at/address the participating attendee.
  - Use of an RSVP to gather accessibility data
    - Here are some custom questions you can include in your forms:
      - Dietary restrictions
      - Requests for interpreting services or assistive listening devices
      - Requests for accessible parking or seating
      - An open text area asking about other accommodations that will help ensure full guest participation
      - If you're going to be using your attendee's information to print badges, it's also a good idea to include preferred pronouns on your form so you can display them on those badges.

### Procedures for Reserving Space:

- To allow time to best prepare, it is essential that student organizations complete the [Event and Funding Request Form](#) for all events no later than **10 business days** before a desired event date. (One month for guest speakers who require an honorarium)

### **List of Available Spaces on Campus:**

- Spaces available for Student Organization Meetings and Events
  - Shouse – All classrooms\*, conference rooms 201, 205, and 259 as well, these conference rooms are only open until 7pm; Lobby can be utilized but cannot be reserved – Campus Services must receive notice 48 hours in advance, and usage times must be outside of busy hours such as lunch times.
  - 2CW – All classrooms\*, IPC 106 (with special permission)
  - Park area behind Shouse – The grassy area behind Shouse is part of a park owned by the City of Boston. In order to utilize this space, or any of the outdoor areas around the Navy Yard, at least 3 months' notice is needed to have ample time to secure necessary permits. The cost to pull a permit is \$250. Please take this into account when thinking of utilizing this space for events.
  - 1CW

\*Please note: classrooms 320 in Shouse and 240 in 2CW do not allow food

### **Borrowing IHP Equipment for Events:**

- Video camera – must be requested through Programming and Advising Manager and may not be taken off-campus.
- Photo-booth – must be requested through Programming and Advising Manager, and staff/faculty advisor must be present at event the equipment will be used at.

### **Refreshments and Catering:**

- Vendor-supplied food distribution may be approved for non-public areas only, and will be limited to students, faculty, and staff unless special permission is given.
- Alcoholic beverages may not be purchased with SGA or Club funds.
- Snacks are always cheaper than full meals.
- Keep in mind dietary restrictions. If possible, have a vegan, gluten-free, and non-pork option to be as inclusive as possible.

### **List of Frequently Used Vendors and Caterers:**

- [Spinelli's Pasta and Pastry Shop](#), East Boston – Large pan pizzas, pasta dishes, Italian and Spanish style cuisine
- [Jenny's Pizza](#), Charlestown
- [Blackmoor Bar + Kitchen](#), Charlestown
- [Bell in Hand](#), Boston
- [Boston Beerworks](#), Canal Street, Boston
- [Amazon Prime](#) – OSAS holds a Prime membership, to take advantage of this, please send a link to the items your organization wishes to purchase, and an OSAS team member will handle the transaction.

### **How and When to Submit a Request:**

- Before submitting a request, utilize the Event Planning Checklist (found in appendix G) to make sure you are on track.
- To allow time to best prepare, it is essential that student organizations complete the [Event and Funding Request Form](#) for all events **no later than 10 business days** before a desired event date. Large events require 3-4 months lead-time, if not more. If you would like to host an event outdoors in the Navy Yard, there are permit requirements for all spaces that require 3 months lead time from the chosen date.

### **Advertising Your Meeting or Event:**

- Think about how to best reach your audience. Some options include:
  - Bulletin boards in Shouse and 2CW
  - Flyers
  - iTV
  - Daily News
  - Social media
  - Buttons
  - Pop-up table
  - Internal mailboxes (excluding fundraising)
- To keep things simple, when submitting your request form, a space to add in a Daily News item request is provided. Any publicity requests that are not submitted through the event form should be sent to [Programming and Advising Manager](#).
- Please review the [Institute Social Media Policy](#) before creating group Facebook or Twitter pages.
- For information about posting flyers around campus, please see the guidelines for Posting of Notices. (contact Campus Operations)

### **Overall Tips**

- The most successful events require at least 6 weeks of planning; larger events require at least 10 weeks.
- Create a timeline for planning your event (see Appendix B for a template.)
- Create a to-do list to keep track of details.
- Delegate tasks and provide clear expectations and deadlines.
- Meet regularly about the event with your planning committee.
- Share all information about the event with your committee and update as needed.

## **Student Organization Publicity and Communication:**

**Event Updates** – Photos, Social Media, and Information: After each successful event all organizations should share their success with the IHP Community! To do so, email the Programming and Advising Manager.

- When including photos, be sure to name each person captured, and if possible give information about their program and year of graduation.
- The best event updates include the who, what, when, where, and why of the event, so be sure to include this information.
- If you held a fundraising event, please be sure to include the amount raised and the name of the organization that will benefit.

### **General Information:**

- All student organizations are responsible for establishing a protocol to maintain communication with the student body regarding events or information associated with the group. **No Gmail accounts are allowed for formal communication.**
- All student organization announcements/flyers must be approved by OSAS.
- Organizations should submit publicity requests to [Programming and Advising Manager](#) no later than one week before an approved event if not already submitted through the event/meeting request forms.
- Please review the [Institute Social Media Policy](#) before creating group Facebook or Twitter pages.

### **Recommended Forms of Publicity:**

- Flyers: May be posted on the organization's designated cork boards on the third floor of Shouse and on the board behind the copiers in building 2CW.
- Daily News bulletins: please submit your Daily News item through the meeting or event request form, whichever is most appropriate. If your item is not ready before you submit, please email the item to [Programming and Advising Manager](#).
- iTV, internal mailboxes (excluding fundraising), and social media pages.
- Reach out to the SGA through your cohort representative to help spread the word.

### **Permissible Use of IHP Logos and Branding:**

- Officers of the organization are required to submit requests of pre-approval for use of the names and/or images of MGH Institute or logos and branding.
- Requests should be sent to the Office of Strategic Communications via [email](#).

### **Customized Apparel and Promotional Items:**

- Student Organizations may purchase apparel with their organization's name and the Institute logo.
- To do so, contact the [IHP School Store](#) directly.
- Any organization, whether receiving funding from the SGA or not for apparel, must submit their requests to use the logo and additional artwork to be featured on the

apparel to the [Office of Communications and Marketing](#) for approval. Make sure to Cc the student life email.

- Orders may take up to one month to complete.

### **Social Media Guidelines: Building community through social media**

Social media is online media networks which foster relationships, conversations, and information sharing to connect and build virtual communities. There is a wealth of social media networks today, but most popular are Facebook, Twitter, Instagram, LinkedIn, and YouTube. The communication landscape has changed with the use of these digital tools. People can communicate among large groups of people online with common interests and goals, and in turn create valuable dialogue among community members.

MGH Institute of Health Professions encourages the community to take part in these conversations and welcomes online discussion. It is important with the evolving digital landscape to provide guidelines and update them as appropriate, to promote best practices and consistent brand messaging regarding the use of online media. Below we've provided some Institute guidelines on the use of social media.

Best practices when contributing to and consuming social media

#### **1. Professional Communication**

When posting on social networks, blogs, and websites, keep in mind this is an additional vehicle of communication that lives permanently on the web. You are not only representing the MGH Institute of Health Professions community, but also your personal brand. We encourage dialogue and sharing opinions and ideas, but please be professional and respectful when communicating online as a member of the MGH Institute community.

##### **Blogging, Websites, and Social Media Networks**

It is common practice for those who work in a profession to discuss and write about their expertise or experience online in a professional blog or various social media networks, such as Twitter. The Institute requires that you provide a statement on any professional social media profile, blog, or website that states, *"The views expressed on this [blog, website] are mine alone and do not necessarily reflect the views of the MGH Institute of Health Professions."*

Sharing online creates valuable conversations, from which we can all learn, but please keep in mind that this is an extension of your role within the MGH Institute community and will be viewed by the public. [If you are interested in blogging for the Institute, click here.](#)

Note: When participating in a personal blog, website, or social media network, remember to adjust your privacy settings accordingly and use discretion.

#### **2. Content Review**

The Office of Strategic Communications continues to monitor media content on the web to ensure the MGH Institute of Health Professions online reputation is consistent with our brand and represents the community accurately. Please be mindful that content posted is subject to review and should adhere to the Institute's [Computer Use Policy](#) for students and the [Partners' Acceptable Use](#)

[Policy](#) for all faculty, staff, and administrators. The Institute does not endorse or take responsibility for content posted by third parties.

We will post the MGH Institute Web Style Guide for reference.

### **3. Consuming Media**

Remember to listen to comments and think about conversations before posting online. Posts will be viewed by numerous audiences, should evoke thought and be relevant to the discussion. It can be easy to react with a quick post, but the posts remain permanently online and can be shared with ease.

#### **Partners HealthCare - Social Media Policy:**

The MGH Institute of Health Professions is an academic affiliate of Partners HealthCare. All employees must comply with the [Partners HealthCare Social Media Policy](#) which outlines policies in reference to HIPAA, patient care, and the MGH community.

#### **Request to Create Official Social Media Sites or a Blog:**

If you are interested in blogging for the MGH Institute or using a social media site to build an online community, please feel free to contact the [Office of Strategic Communications](#) for further information.

**Notice:** These policies and procedures will be reviewed annually. Any changes will be published on the Institute website. Please contact the Office of Student Affairs and Services with questions.