MSC EVENT REQUESTS GUIDE

EVENTS w/ FUNDING TIMELINE

- **COGS Policies: All Event Requests that require FUNDING must be submitted at least 21 BUSINESS DAYS prior to the event date.** All Travel Requests must be submitted at least 30 BUSINESS DAYS PRIOR to the event date.
    - Even if MSC approves your allocation/event requests, most likely it will be denied if it does not fall within the COGS timeline listed above.

- **MSC Recommends** that all RSOs submit their Allocation/Event Requests **30 Business Days** prior to the event date.
    - Therefore, there is time to make any adjustments if needed.

EVENTS that DO NOT require Funding TIMELINE

- All Event Scheduling requests must be made **2 WEEKS PRIOR** to the intended date.

SCHEDULING TIPS & GUIDELINES

SELECTING A DATE & TIME
- CHECK ALL CALENDARS
    - MSC Calendar:
      https://calendar.google.com/calendar/u/1?cid=bWVkaWNhbHN0dWRlbnRjb3VuY2lsLmZzdUBnbWFpbC5jb20

- ○ SharePoint Calendars:
  - ■ COMBINED Students Calendar:
    https://fsu.sharepoint.com/sites/med/CoMCal/Lists/CoMEvents/RRFDaily.aspx
  - ■ COMBINED Events Calendar:
    https://fsu.sharepoint.com/sites/med/CoMCal/Lists/CoMEvents/StudentDaily.aspx

MSC EVENT SCHEDULING GUIDELINES
- Event Scheduling is conducted on a first come, first served basis.
- ALL Lunch Scheduled events must end at 12:50pm
- Only 2 **MSC/RSO Events** are allowed to be scheduled per day, 3 if one of them is on zoom.
  - ○ Reference the **MSC Calendar** to reference the MSC/RSO Events already scheduled prior to scheduling your own.
  - ○ Reference the **SharePoint Calendar** to ensure that your event will not interfere with any STUDENT Programming or COM/Campus Event.
- No Events are allowed to be scheduled at the same time. An exception may be made if one of them is on zoom.

SUBMITTING MSC EVENT REQUEST

Submission Form: https://fsu.qualtrics.com/jfe/form/SV_bJYbmPe9Ij7DdjM

Estimated Attendance: The attendance estimate you and your RSO E-Board has made for the event.

Funding Request Breakdown by Budget Categories:
- Ensure that the amount you are requesting does not include sales tax.

Second Authorized Signer Form:
- If your request is over $1000, you are required to have your RSO Advisor sign the Second Authorized Signer Form.

Upload Multiple Quotes from Vendors:
- **Itemized** Receipts or Screenshots from approved vendors.
- If submitting quotes from multiple vendors, **compile/merge all of this information into a singular file/document**!

POST MSC SUBMISSION APPROVAL - FUNDING

- MSC email requesting presence of RSO Event Representation at MSC Weekly Meeting, explaining your event request.
- Following MSC Weekly Meeting, expect an MSC follow-up regarding MSC's Event Status.
- Following MSC/COGS Event Approval
  - Submit Sharepoint Room Request Form.
  - Submit Purchase Order Request via Nole Central.
  - Submit Receipt to Nole Central.

POST MSC SUBMISSION APPROVAL - NO FUNDING

- THE ONLY Sharepoint Room Requests that will be approved by administration are the events that have received MSC approval and are on the MSC Google Calendar.
  - Even if an event has been approved by MSC, administration still has the right to deny.
- **ALL EVENTS** need to submit a Room Request Form via Sharepoint.
  - Including Virtual Zoom Events, in which there is an option for.
  - Submitting a Room Request Form, will also add your event to the Sharepoint Calendars.

SCHEDULING ROOM REQUESTS

- FSU COM Room Calendar: (check before submitting room requests)
  https://fsu.sharepoint.com/sites/med/CoMCal/SitePages/Home.aspx?CT=1693244008718&OR=OWA-NT&CID=b51e5a30-1d2c-e13d-369f-b617a6bcb291

- FSU COM Room Request Form
  https://apps.powerapps.com/play/e/default-a36450eb-db06-42a7-8d1b-026719f701e3/a/8987dd92-df92-4b77-8204-660f6858b47a?tenantId=a36450eb-db06-42a7-8d1b-026719f701e3&hidenavbar=true
  - Room Reference Example: 1200 (Main Lecture Hall): Number of Guests = 75-300 ppl

ROOM REQUEST FORM

Reminder that the Host cannot be a student. Events must be supervised by advisor/faculty/administration.

BUDGET & FUNDING GUIDELINES

Review:
- SGA Financial Manual: https://sga.fsu.edu/financial/sga_financial_manual_22_23.pdf
  - Approved Vendors listed here.
- COGS Funding Policies & Guidelines for Graduate RSOs:
  https://sga.fsu.edu/cogs/PDF/COGS-Funding-Policies-Guidelines.pdf

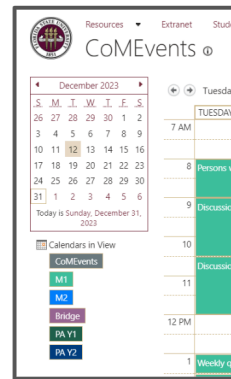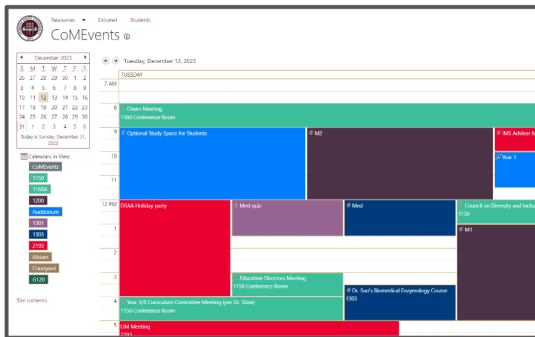**Main Takeaways from SGA Financial Manual & COGS Funding Policies:**
- ALL MSC Funding must be utilized in a manner that <u>benefits the student body.</u>
- Organizations should be picking up their food/items (no delivery)
- **Food must be <$15 per person**
- Shipping is typically covered if not excessive (at discretion of MSC and COGS)
- **Maximum gratuity of 15%**
- **No food trucks** without asking front desk ** weeks in advance
- Must be a **tax-free purchase**
- Accessibility of Meetings & Events (... **must have SGA permission to be off campus**)
- **Limitation on Outside (non-FSU) Benefits** (Cannot use for political activities, community benefits, donations; must provide priority admission to current FSU students)
- Acknowledgment of SGA Funding (**Must use [COGS] logo** or statement on all printed materials, publications, clothing, or awards
  - All materials and broadcasts expressing a political message must also include "The views expressed herein do not necessarily reflect those of FSU SGA"
- **Alcohol (Not allowed)**
- **Do NOT pay for anything with a personal credit/debit card**
- Need a check for a vendor instead of PO? Longer process. Email us.
- **Restricted Items (Full List Here p. 11)**
  - Awards must be less than $35 each

- No flowers for individuals (or gifts)
- No promotional items not available and easily accessible to all students on a first come, first serve basis
- No facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- **No Contributions/donations to community programs**
- **No raffles and prizes paid for with COGS funding**

Selecting a Date & Time

Check ALL Calendars
1) MSC Google Calendar
2) Sharepoint Calendar: COMBINED Students Calendar
3) Sharepoint Calendar: COMBINED Events Calendar
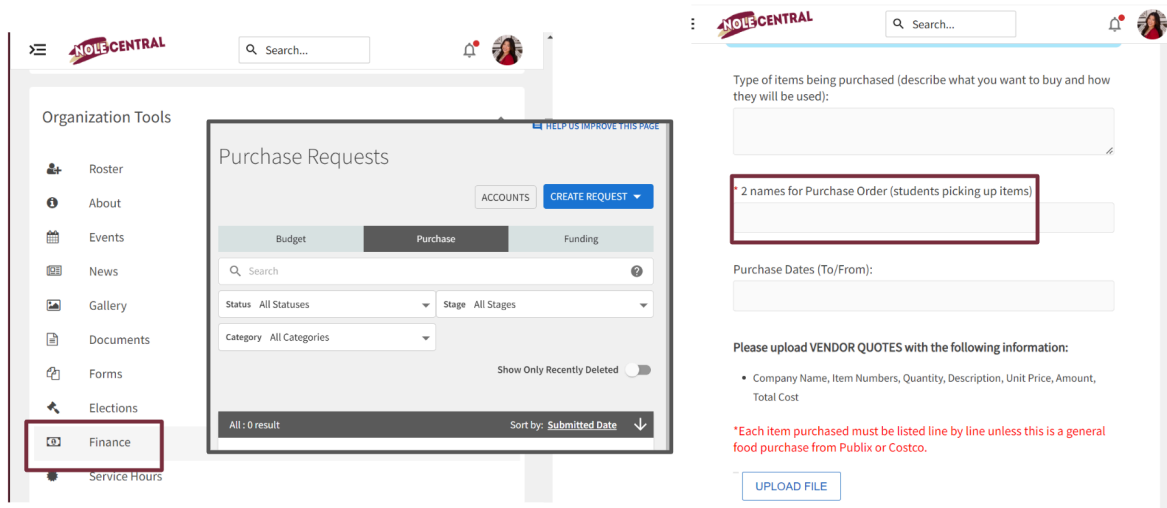
Nole Central & Event Requests
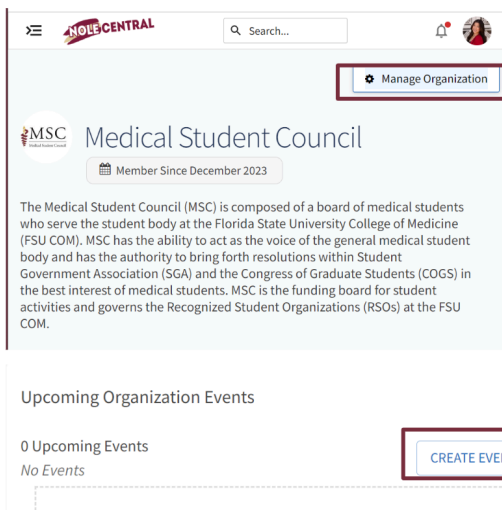
Event Advertisement needs to be posted on Nole Central 15 Business Days prior

Medical Student Council
📅 Member Since December 2023

The Medical Student Council (MSC) is composed of a board of medical students who serve the student body at the Florida State University College of Medicine (FSU COM). MSC has the ability to act as the voice of the general medical student body and has the authority to bring forth resolutions within Student Government Association (SGA) and the Congress of Graduate Students (COGS) in the best interest of medical students. MSC is the funding board for student activities and governs the Recognized Student Organizations (RSOs) at the FSU COM.

Upcoming Organization Events

0 Upcoming Events
No Events

CREATE EVENT

Create Event

Basic Details

*Event Title
Enter Event Title

*Theme
Not Selected

*Description

* Have you completed an event proposal?
○ Yes
○ No ⓘ

Please upload a flyer image for the event advertising that includes:
• Name of event, Date, Time, Location, and the SGA/COGS logo.
Purchase requests regarding events cannot be processed without an event flyer.
UPLOAD FILE

Nole Central & Purchase Orders

MSC Medical Student Council

Organization Tools

- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- **Finance**
- Service Hours

Purchase Requests

HELP US IMPROVE THIS PAGE

ACCOUNTS | CREATE REQUEST ▾

| Budget | **Purchase** | Funding |

🔍 Search

Status All Statuses ▾   Stage All Stages ▾
Category All Categories ▾

Show Only Recently Deleted

All : 0 result   Sort by: Submitted Date ↓

Type of items being purchased (describe what you want to buy and how they will be used):

* 2 names for Purchase Order (students picking up items)

Purchase Dates (To/From):

Please upload VENDOR QUOTES with the following information:

- Company Name, Item Numbers, Quantity, Description, Unit Price, Amount, Total Cost

*Each item purchased must be listed line by line unless this is a general food purchase from Publix or Costco.

UPLOAD FILE

EVENT SCHEDULING DIAGRAM

Event REQUIRES Funding →
Event DOES NOT need Funding →

MSC Event Request (Qualtrics Form)

↓ (left branch)
MSC emails you to request Event Representative's attendance at MSC Meeting
↓
MSC emails w/ Allocation Status 1-3 Days post MSC meeting
↓
After receiving MSC/COGS Approval
↓
1) Submit Purchase Order on Nole Central 2) Submit Event Advertisement on Nole Central Both 15 Business Days Prior to Event
↓
Submit Receipts to Nole Central, no later than 10 days after event

↓ (right branch)
MSC emails with Event Scheduling Status
↓
After receiving MSC Event Approval
↓
Submit Sharepoint Room Request - Everyone! Even Virtual Events