

Student Organization Leadership Turnover Streamlined

You have received this form because you have been named as a leader for one of the student organizations here at the Carver College of Medicine. Please utilize this guide to streamline your transition into your leadership role to successfully host events and activities throughout the year with these commonly requested resources.

Update the Contact Information of CCOM Student Organization Leadership

Please send an Excel spreadsheet via email containing the following information (Organization Name, Officer Last Name, Officer First Name, Position/Title, Ulowa Email) for each of the upcoming year's leadership members to cody-pritchard@uiowa.edu to ensure a smooth transition in the future with these processes.

CCOM Student Organization Webpages

Each CCOM student organization has a webpage that can be found [here](#). Please look over your organization's page and send any necessary updates for webpage content to cody-pritchard@uiowa.edu.

CCOM Student Organization Email Listservs

As a CCOM student organization leader, you have access to a certain CCOM listserv, which allows you to contact your entire organization via email. CCOM student organization listservs are intended to be used to share updates to current members regarding meetings, events, volunteer opportunities, etc.

Listserv Tips:

- Any member of the listserv may send a message to the entire listserv.
- Listserv settings do not allow attachments. You may embed images, flyers, etc. into the body of a message but ensure image size is less than 100 kb.
- To add/remove members, send a list of emails to cody-pritchard@uiowa.edu.
- Reach out to cody-pritchard@uiowa.edu with any questions regarding listservs.

Update the Leadership Roles on Engage

Before handing off your student organization's leadership to a new group, please ensure that leadership roles on your student organization's Engage page are updated so that the new leaders have access to add/remove members and submit funding requests. This step does not need to be completed if your student organization does not have an Engage page. Questions regarding this process can be directed to Sam Jacobs (samuel-jacobs@uiowa.edu) or Drea

Tinoco (andrea-tinoco@uiowa.edu), from the Office of Leadership, Service, and Civic Engagement.

Add/Remove Student Organization Members on Engage

The amount of funding your student organization can be approved for may be partially determined by the number of registered members of your student organization on Engage. It is in your best interest to regularly add/update members to your student organization's Engage page. This step does not need to be completed if your student organization does not have an Engage page. Questions regarding this process can be directed to Sam Jacobs (samuel-jacobs@uiowa.edu) or Drea Tinoco (andrea-tinoco@uiowa.edu), from the Office of Leadership, Service, and Civic Engagement.

Re-Register Student Organizations on Engage

Each year in April/May/June, student organizations registered on Engage must re-register to continue to be an active student organization and eligible to request funding for future events/years. As a student organization leader, you will receive an automated email from Engage in April prompting you to re-register. This step does not need to be completed if your student organization does not have an Engage page. Questions regarding this process can be directed to Sam Jacobs (samuel-jacobs@uiowa.edu) or Drea Tinoco (andrea-tinoco@uiowa.edu), from the Office of Leadership, Service, and Civic Engagement.

New Registration of Student Organizations on Engage

If your student organization has not yet registered on Engage but wishes to do so and would like to be eligible to request funding for events, please refer to instructions [here](#). Questions regarding this process can be directed to Sam Jacobs (samuel-jacobs@uiowa.edu) or Drea Tinoco (andrea-tinoco@uiowa.edu), from the Office of Leadership, Service, and Civic Engagement.

CCOM Student Organization Registration

All CCOM student organizations will register with CCOM annually over the summer. All OSAC students will receive an email in June requesting they complete a registration form for each organization. The form includes updated officer contact information, updated advisor information, review/updated web content, and other items. Each organization should have one officer complete this registration form sent via email. This is a separate but necessary process of registration from Engage. Questions regarding this process should be sent to cody-pritchard@uiowa.edu.

OSAC Happenings Shared Outlook Calendar

This calendar is used to view and plan events and activities relating to CCOM students and staff. It will be your one stop shop to make sure nothing overlaps or coincides with other events while also reserving your event time in the calendar. Please see the following [link](#) to view current events and then plan an event on Outlook by sharing the event with [OSAC-Happenings](#) to have it approved to appear on this calendar and in the weekly bulletin. If you have any questions, you can reach out to: cody-pritchard@uiowa.edu or see the instructions below.

To add an event of your organization or group to the OSAC Happenings calendar follow these steps below:

1. Open your University of Iowa Microsoft Outlook calendar.
2. Click the “New Event” option.
3. Type in the “title” of your event and what “organization” it is through.
4. **Invite: OSAC-Happenings@uiowa.edu**
5. Select the “date” and “timeframe.”
6. Insert the “location” of the meeting.
7. Type a “description of the event.” (This includes zoom links, food available, speakers, etc.)
8. If applicable, select “attach file” to add a flyer or infographic.
9. Click the “Save” button.
10. Wait for the event to be approved or declined. (You will receive a notification.) Your event will show on the OSAC Happenings calendar as “tentative” until approved.
****Avoid scheduling events over the noon hour on Tuesdays. These times are reserved for Learning Community activities. No events will be approved for this time.****
11. Approved events will appear on the OSAC Happenings Outlook calendar with full details available.

Room Reservation

Please view the following [link](#) to reserve rooms for any meetings, events, speakers, or activities. An email can be sent to CCOM-RESERVATIONS@uiowa.edu to make room reservations. Please include the date, time, estimated attendance, whether food will be at the event, and your requested room in the email. You may include a couple rooms just in case your top choice is not available. If you have any questions, you can reach out to: courtney-ralph@uiowa.edu.

****Avoid scheduling events over the noon hour on Tuesdays. These times are reserved for Learning Community activities. No events will be approved for this time.****

Recording Meetings

To record your meetings, hit the record meeting in Zoom and save to cloud. Within 24 hours, you will be notified of the recording with a link. You may then share the recording with anyone who may have missed the meeting.

Graduate and Professional Student Government Funding (UPDATED FALL 2024)

This is the University of Iowa graduate campus student government organization that can grant funds and help make meals and other expenses possible with proper notice. There are also research/travel/service grants available for those engaging in any national conferences, or service-related costs.

- The categories you can request funding for are listed [here](#). (UPDATED FALL 2024)
- Please see the following link on how to submit a [GPSG funding request](#). (For both Regular funding requests and Rapid funding requests, the request will be made on Engage.)
- Please see the following link on how to submit a [GPSG grant request](#).
- The [link](#) to register on Engage.

- **GPSG Funding: As stated in the CCOMSG Constitution, CCOM student organizations must make reasonable efforts to seek Graduate and Professional Student Government (GPSG) or external funding for their events.** External funding includes, but is not limited to, departmental funding, sponsorship by an office, or national organization funding.
 - Your student organization must be registered with the University of Iowa on Engage to be able to submit GPSG budget/funding requests. If your student organization is entirely externally funded (i.e. not by GPSG or CCOMSG), you are not required to be registered with the University on Engage.
 - There are two options for GPSG funding: **GPAC Rapid Funding and GPSG Regular Funding Cycle.** [GPSG Regular Funding Cycle](#) deadlines (and when the form opens) and instructions on how to submit funding requests can be found here: [GPSG funding request](#) and you will typically receive a decision within 2 weeks of the close of the cycle. If your event will not occur until at least 2 weeks after the deadline of a GPSG Regular Funding Cycle, it is expected that you request funding via this method. If you have any questions, please direct them to Nathan Chen, the GPAC Director: nathan-j-chen@uiowa.edu. [GPAC Rapid Funding](#) requests can be made at any time of the year and will be reviewed by the GPSG President, GPSG Finance Director, and the GPAC Director and you will typically receive a decision within 1 week of your submission. This funding method should only be used if your event is occurring 2 weeks before the deadline of a GPSG Regular Funding Cycle.
 - If GPSG/GPAC asks for revisions to be made to your funding/budget request, please have that done in a timely manner to facilitate a final decision to be able to be made as soon as possible (in time for your event).
 - The categories that you may request funding in are outlined [here](#).
 - The GPSG funding applications can be found on the [GPSG Engage webpage](#).
 - Log in, then search for GPSG
 - Click on the “Forms” tab and then start the budget request form for whichever type of funding you are interested in. Please read carefully between GPAC Rapid Funding and GPSG Regular Funding Cycle so you receive a funding decision within the timeframe you are expecting.
 - Requests are more likely to be funded when the use of the funding is thoroughly outlined in the application. This means you should include as

much information as you possibly can to help GPSG/GPAC understand how you intend to spend your money (vendors and quantities if possible), any efforts you have made to acquire other funding, the purpose of the event/meeting, and be sure to indicate that it is open to all students.

- Once you have been approved funding, you may utilize a p-card from the SOBO office at the IMU to make any purchases by sending proof of funding approval.
 - If choosing to use a SOBO p-card, please forward the funding approval email to sobo@uiowa.edu along with the estimated checkout date/time and estimated return date of the p-card. The SOBO p-card can be kept overnight or over the weekend. Any purchases made using this card must be tax-exempt.
 - You may also use your own credit/debit card to make the purchases, but tax needs to be included in the pre-approved funding amount and you will need to fill out a reimbursement form afterwards to get reimbursed.
 - **IMPORTANT:** Regardless of the card you use (personal card or p-card), you must keep an itemized receipt that shows the last four digits of the card used and a list of the attendees to your event. These should be turned into either SOBO. **Please note: If your student organization has a financial account with the University, you will not see this funding deposited into your account.**
- To maintain good standing with the University, all student organizations are required to send at least one member of their leadership to attend an annual training session hosted by the Office of Leadership, Service, and Civic Engagement (LSCE). An individual can represent multiple student organizations, provided he/she is on the leadership of each organization being represented. This usually takes place on a Sunday afternoon in August/September at the IMU. However, the LSCE office may instead have CCOM student organizations complete training on ICON to fulfill that requirement. Please keep a lookout each year for this training requirement.

- **CCOMSG Funding:** In the event your student organization has reasonably explored GPSG or external funding but was denied funding, CCOMSG may be able to help fund your student organization's events. Each student organization that qualifies may be eligible to request up to **\$200 per semester**. CCOMSG will vote at the beginning of each semester on the maximum amount a student organization can request so the total amount may change from semester to semester. Questions regarding CCOMSG funding can be directed to the CCOMSG Executive Treasurer, Nathan Chen (nathan-j-chen@uiowa.edu). **UPDATED FALL 2024**

- CCOMSG reserves the right to fully fund requests, partially fund requests, or decline funding entirely as deemed appropriate. No student organization is guaranteed funding. All regular funding requests will be reviewed by the entire CCOMSG and voted on after discussion. All rapid funding requests will be reviewed by the CCOMSG SBP, SBPe, and Executive Treasurer and voted on after discussion.
- CCOMSG will give funding priority to new student organizations, organizations that CCOMSG believes will greatly enhance the CCOM student body, organizations that lack alternative sources of funding (after an exhaustive search for external funding), and organizations that are financially responsible with the funding they receive.
- The current official guidelines for funding for food/beverages for student organization meetings will be \$8/person and that CCOMSG will not typically consider funding more than one event/meeting per month per student organization.
- CCOMSG has two funding options: a Rapid Funding Request (with decisions made within days) and a Regular Funding Request (with decisions made at the next monthly CCOMSG meeting). The Rapid Funding Request should only be used when immediate funding is needed for an event that is scheduled to take place prior to one week after the next CCOMSG meeting. If you submit a Regular Funding Request, you are more than welcome to attend the next CCOMSG meeting to help promote/advocate for funding for your student organization. For review, funding requests must be submitted by 12 PM on the day of the meeting. CCOMSG typically meets at 7 PM in MERF 1117 on the second Tuesday of each month.
- Funding is considered based on the application submitted by each organization.
- The applications can be found on the [Carver College of Medicine Student Government Engage webpage](#).
 - Log in, then search for CCOM Student Government
 - Click on the "Forms" tab and then start the appropriate budget request form. Please read carefully between CCOMSG Rapid Funding and CCOMSG Regular Funding Request so you receive a funding decision within the timeframe you are expecting.
 - Requests are more likely to be funded when the use of the funding is thoroughly outlined in the application. This means you should include as

much information as you possibly can to help CCOMSG understand how you intend to spend your money (vendors and quantities if possible), any efforts you have made to acquire external funding, the purpose of the event/meeting, etc.

- If you are asked to make revisions or clarifications to your funding request, please do so in a timely manner to help CCOMSG make a final decision on your funding request.
- Once approved, funding must be used for the purpose stated in the funding request form and any unused funds will be forfeited.
- Once you have been approved funding, you may utilize a p-card from the SOBO office at the IMU to make any purchases by sending proof of funding approval.
 - If choosing to use a SOBO p-card, please forward the funding approval email to sobo@uiowa.edu along with the estimated checkout date/time and estimated return date of the p-card. The SOBO p-card can be kept overnight or over the weekend. Any purchases made using this card must be tax-exempt.
 - You may also use your own credit/debit card to make the purchases, but tax needs to be included in the pre-approved funding amount and you will need to fill out a reimbursement form afterwards to get reimbursed.
 - **IMPORTANT:** Regardless of the card you use (personal card or p-card), you must keep an itemized receipt that shows the last four digits of the card used and a list of the attendees to your event. These should be turned into either SOBO. ***Please note: If your student organization has a financial account with the University, you will not see this funding deposited into your account.***

Important points for both GPSG and CCOMSG funding:

1. No purchases made that provide a membership benefit can be reimbursed (i.e., nothing from Costco, don't swipe your FuelSaver card at HyVee, don't use a member benefits card at Walgreens, etc.).

2. Please contact SOBO (sobo@uiowa.edu) well in advance of your event (minimum 2 weeks) if you would like to make an Amazon purchase as it requires a specific form and items must be shipped to a University address (usually the Office of Student Affairs and Curriculum, 375 Newton Rd., Iowa City, IA 52242) or you risk SOBO not reimbursing you.
3. Under no circumstances should you overspend the pre-approved funding amount. If this happens, your student organization risks revocation of future funding eligibility (if your purchase was made on a p-card) and/or not being reimbursed the entire amount (if the purchase was made on a personal card).