

STUCO Student Educational Lecture Grant Criteria

The purpose of the STUCO Student Educational Lecture Grant is to encourage student organizations to bring distinguished speakers to our campus and enrich the medical student learning experience with educational, motivational, and inspiring lectures. The money awarded from this fund can be used towards honorarium and speaker fees, travel and hotel for the speaker(s), speaker gifts, and other expenses related to the speaker. A total of \$2,000 per year will be allocated towards these grants.

Criteria for the Student Educational Lecture Grant:

1. A ***minimum of 3 student organizations*** must be co-sponsoring and actively involved with organizing the lecture/speaker event.
 2. Lecture/speaker must be approved by Student Council.
 3. Lecture/Speaker must be made available to all students, even if all do not use it or participate, sponsored programs cannot be limited to a certain group of individuals (ex. Only members of a particular club)
 4. Student Council will match the total amount of funds that student organizations contribute towards the lecture/speaker ***up to a maximum of \$500*** (this amount precludes any outside source of funding that they receive, funds must be coming directly from the organization's account).
 - a. For example, if 3 organizations each contribute \$100 towards their speaker and they receive another \$80 from another outside organization towards the event, Student Council will only match up to \$300 in funds. Student Council will not match funding that is external to Rowan SOM student organizations.
 5. The \$500 maximum match from Student Council may be exceeded in select circumstances at the discretion of the Student Council.
 6. Grant funds cannot be used towards expenses incurred for hosting the event, which include but are not limited to: food, drinks, tableware, event venue expenses etc...
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STUCO Student Educational Lecture Grant Request Form

Organizations
Involved:

Name of Event:

Contact Name:

Phone
Number:

Contact E-mail
Address:

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| Proposed Date of Event: | Total Amount Requested from STUCO: |
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Description & Purpose of Event:

Description of the Speaker and other his/her qualifications and reputation in his/her respective fields:

Funding provided by each of the involved Student Organizations (from their budget)

Sources of other funding received (specify if you have requested and are expecting other funds from external sources)

Fundraisers done for event (what was done, how much was raised):



Break Down of Cost. Please include a detailed description of the anticipated costs that the speaker has requested in order to visit the RowanSOM campus (Use quantitative measures such as % or dollar descriptions and measurements). Please include a breakdown of travel expenses, hotel, honorarium fees etc... and other expenses that will be going towards to hosting the speaker.

INSTRUCTIONS:

1. Complete STUCO Funding Request form and email **STUCO Secretary (Rachel Fay: fayr5@rowan.edu)** **STUCO Treasurer (Tracy Tauro: taurot67@rowan.edu)**, **STUCO President (Melvin Ways: waysmd@rowan.edu)** and **Stephanie Levin (levins@rowan.edu)** by **5pm the Wednesday before the STUCO meeting**. The form must be received by this deadline to be considered at the next STUCO meeting.
 2. In order to receive reimbursement, "Miscellaneous Disbursement Form," a copy of the credit card (if used), and original receipts must be submitted to Stephanie Levin upon completion of the event. Forms can be found on the STUCO website.
 3. Students are **required to present** this funding request (3 minutes maximum) to the council at the monthly STUCO meeting. If the student is unable to attend, he or she must inform the **STUCO Secretary (Rachel Fay: fayr5@rowan.edu)**, **STUCO Treasurer (Tracy Tauro: taurot67@rowan.edu)**, and **STUCO President (Melvin Ways: waysmd@rowan.edu)** at least 48 hours prior to the STUCO meeting to set up an alternate means of presenting the request.
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