STUDENT LEADERSHIP MEETING

SGA 2025 – 2026

Overview

navigating Healthcareland

Michael Hankins, MD, MPH
http://himss.files.cms-plus.com/2014Conference/handouts/111.pdf

Complex Adaptive System (CAS)

system-wide patterns emerge

to influence future interactions

agents interact
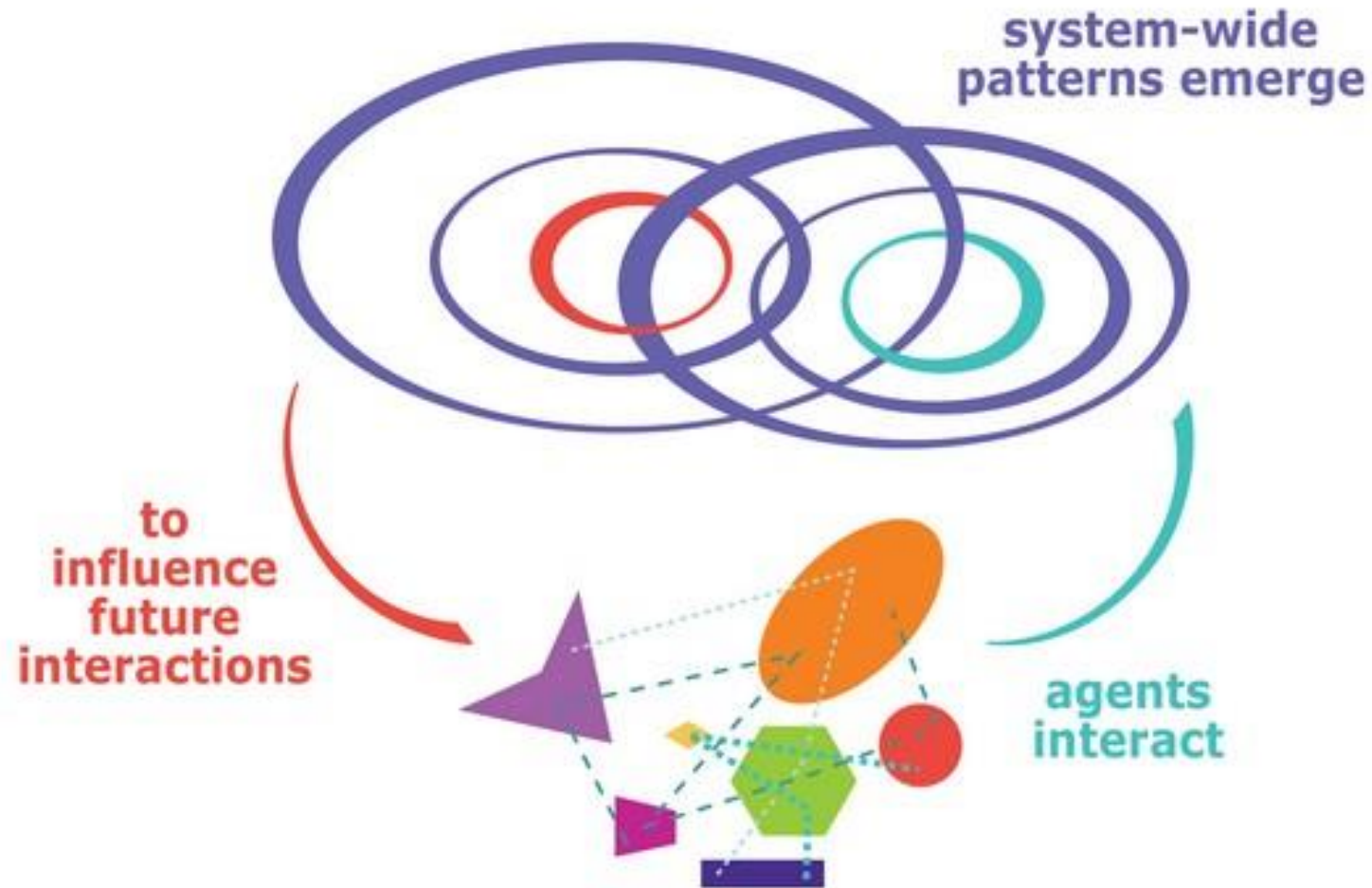
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# Rowan-Virtua SOM Leadership Competencies

- Demonstrate knowledge of health systems and care delivery models to optimize the delivery of quality health care across the continuum (SBP)
- Demonstrate knowledge of cost containment principles, efficiency of time, and their application to the delivery of patient care (SBP)
- Demonstrate knowledge of the responsibilities of the health care team and collaborate in providing integrated and inter-professional patient care (SBP)
- Ensure safe transitions across the continuum of care (SBP)
- Demonstrate the ability to identify system failures and contribute to a culture of safety (SBP)
- Engage in self-directed learning to identify the strengths, deficiencies, and limitations in one's knowledge and expertise and set learning and improvement goals to support professional growth and effectiveness (PBLI)
- Utilize interpersonal and communication skills to develop and maintain trusting relationships with patients and team members (ICS)
- Engage in difficult conversations with sensitivity, honesty, and compassion (ICS)
- Demonstrate the ability to document concise, timely, accurate, and legible records (ICS)

Rowan-Virtua SOM Professionalism Competencies

1. Carry out professional duties with accountability, integrity, respect, and compassion.
2. Recognize the limits of one's current capacity and seek direction and support to be the best that you can be.
3. Recognize the potential for conflicts of interests and place the interest of patients above one's own.
4. Demonstrate respect for patient privacy and autonomy.
5. Communicate interest in, respect and support for all people in a manner sensitive to age, gender, race, disability, and culture.
6. Recognize personal biases and how they can affect the professional community and patient care and strive to minimize their influence.
7. Advocate for those whose healthcare needs are not being met.
8. Maintain healthy habits and seek help when needed.

What Student Affairs is Doing For You!!
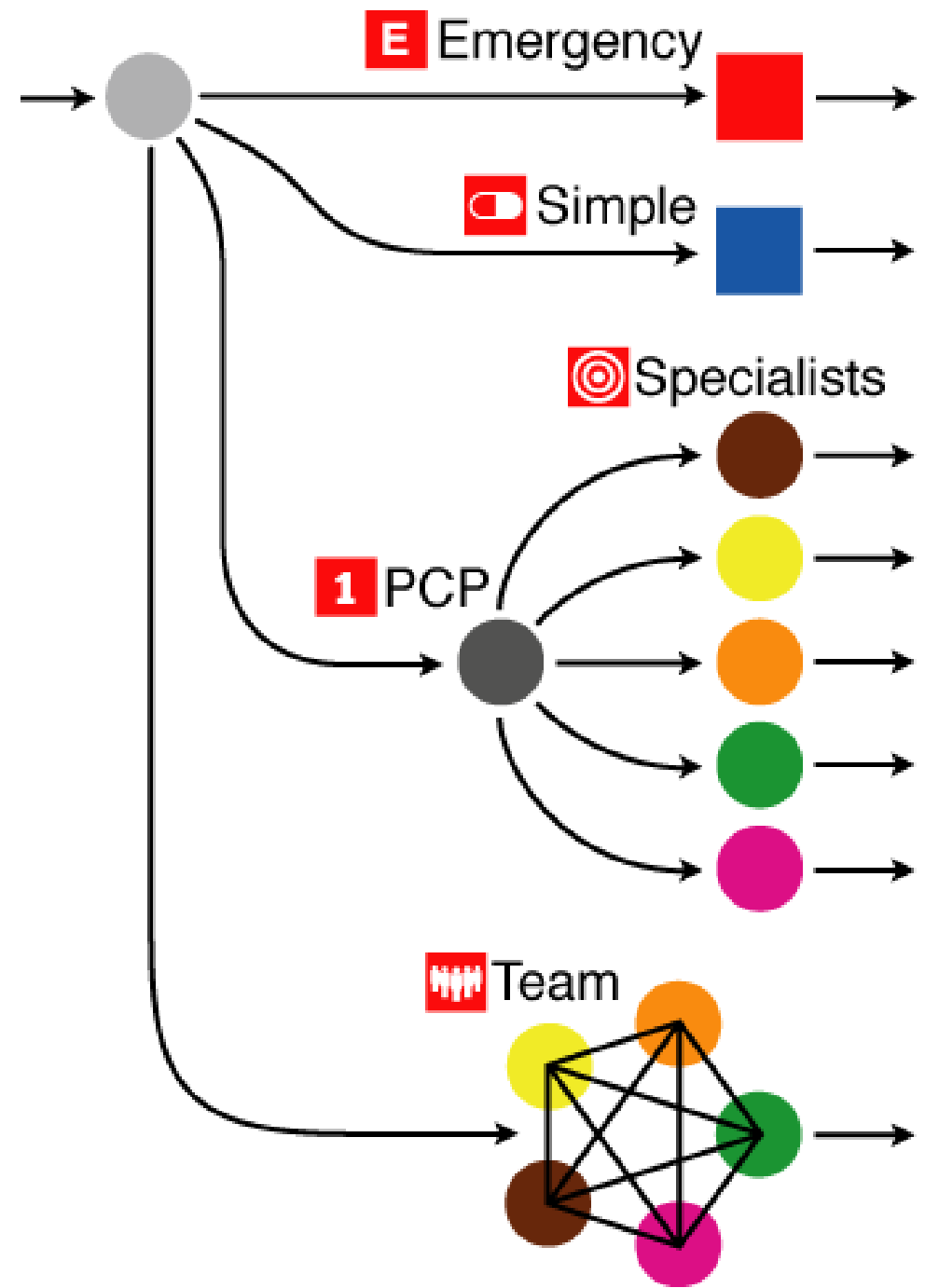
Important Information for 2025-2026

NEW UPDATES

Student Conferences → Student Symposia/Summits

- Less than 3 hours
- Weekdays/weeknights ONLY
- Limited honoraria - approx. 1 per event
- NO Research Component
- Faculty Advisor must approve
- Professionalism & Code of Conduct expectations apply

WHY?

Data from last 3 years of conferences
- Average student attendance: 10-30
- Average cost of conferences: $1,500-$2,500
- Evidence of resource waste, especially for in-person conferences
- Trend of high no-show rates
- 60+ hours of Student Affairs staff time
- High stress burden for student event planners
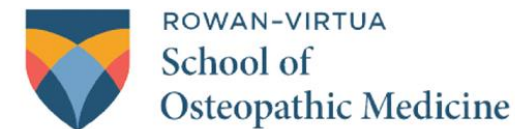
Evolution of False Narratives
- "There is no place to present student research."
- "SOM does not support student travel to present research."
- "Student Affairs needs to support these gaps for students."

Importance of Research Integrity
- *Quality* > quantity
- Necessity of high-quality faculty and expert review

Research Presentation Opportunities

Questions so far?

Events/Programs Deadline: *Reminder*

ALL requests for any student club hosted event, including virtual programs, must be submitted **AT LEAST TWO WEEKS** before the proposed event date.
- This include the event submission form, food orders (internal or approved vendors), Gourmet Dining waiver requests, and Amazon orders. Other requests that involve contracts or other approvals will need additional time.
- If <u>any</u> of the above items are not completed at least two weeks prior to your event, the event date will need to be moved.
- **THIS WILL REQUIRE CAREFUL PLANNING:**
  - For most events and meetings, planning should begin one month out.
  - For larger events and programs, planning should start at least two months in advance.

Practicing Stewardship

An important element of serving in a student leadership position is to commit to becoming good stewards with your resources.

Stewardship
1. The position and duties of a steward, a person who acts as the surrogate of another or others, especially by managing property, financial affairs, an estate, etc.
2. **The responsibility of overseeing and protecting something considered worth caring for and preserving.**

Know Your Finances

Understand and track your clubs financial status!

- What is your balance to start the year?
- Is your available balance less than $1,000? If so, look at past spending trends. **For some clubs, this will require some important decisions and discussion about fundraising ideas, cost-cutting and proper management of expenses.**
- Track spending during the year to ensure that you end the year with the same amount of funding (or more) to support your club.
- Note that all clubs must submit End-of-Year Reports to receive funding for the academic year (typically distributed in September).
- Stephanie Levin can provide historical financial information for each club.

A Closer Look: "Bad" Stewardship

- Hosting events that the club cannot afford to host OR spending a large sum of funds for a program that benefits a small number of students.
- Large portion of expenses focused on parties and social events.
- Fundraising opportunities or other funding sources not considered.
- Does not seek out collaborations with other clubs to offset costs for a program or event that requires significant funding.
- **The club awards travel funding to student travelers without establishing parameters and budget limits.**

A Closer Look: "Good" Stewardship

- Funding for student club-funded travel should be determined in the beginning of the year. *What is our budget for this?*
- Set parameters for student travel awards:
  - Requesting students must be members of your club
  - For professional travel or research in a specialty area that closely matches the mission and purpose of the club.
- Develop at least one fundraiser during the year!
- Seek funding from external sources including SGA, where appropriate:
  - Alumni Seed Grants ($250)
  - Special Project Grants
- Collaborate with clubs for shared investment and support in major programs and events.

Sewell Campus Engagement

Sewell Campus Engagement

It is important that we all consider how we can add enrichment, engagement and programming to be sure that both campuses have the same experience.

- **All student clubs should host <u>at least</u> one event OR meeting or event on the Sewell campus this year.**
- Each club that hosts one event or meeting during the year will receive 1 point on their Year End Report and additional programming can earn up to an additional second point.

Sewell Campus Engagement

To ensure that all students at both campuses have the opportunity to connect with clubs and club activities, we are recommending the following:

- All in-person meetings and enrichment events should be offered with a Webex viewing option. Many rooms on both campuses now have cameras making this easier!
- Also, all Webex meetings and events should be recorded and provided on request for those that were unable to attend.
- Consider class and exam schedules for both SGL and PBL students on both campuses when planning your meetings and events.

General Information

Where to Find Information

You can find important SGA information on the Sunday News!

- SGA event calendar
- Student Club Event Request Form
- Information for Reserving Rooms
- Links to online Forms and Documents

You can also find information on the Student Government website and Canvas (under Student Clubs and Professional Associations), including forms, policies and important documents.

Categories of Student Groups

- Established, active SGA student clubs (funded)
- Established, inactive SGA student clubs (not actively receiving funds)
- Approved, probationary SGA student clubs (non-funded)
- Interest Groups (non-funded)
- Support Groups/ Auxiliary Groups/ Meet-up Groups (non-funded)

Club Funding

- Organizations/clubs that are established SGA clubs and have met the minimum year-end requirements will receive funding.

    - Eligible clubs will receive their funding from the annual disbursement which are allocated from the Student Activity Fees.

    - Clubs may be eligible for additional funding, which will be awarded on a point system for each additional category met on the Year-End Report.

    - More information about this will be covered on the Year-End Report section.

Proposing a New Group or Club

- Only initiatives that meet a demonstrated need or interest will be considered. There are several new conditions that must be met to be approved for a new club or group.

- Before doing anything, you should speak to Dean Micciche and the 1st Vice President (Austin) regarding your desire to start a new club. The following factors should be considered before pursuing any new club venture:
  - Is there broad interest in the club concept? Not just a few students.
  - Does the club already exist (established or inactive) or something similar that matches interests?
  - If starting a recognized club is the proper route for your idea, we'll review how to start a new club and if you desire to have your club recognized vs an Interest Group.
  - Only start a club if you feel it will enrich the students and the campus environment – not just an attribute to add to your CV!

The Process to Create a New Club

Discuss proposal with classmates and assess interest. Are there at least 10 people who are interested in this club forming?

Develop proposal for new club – mission, purpose, planned activity/outreach

Meet with Dean Micciche to review and discuss proposal.

Refer to existing club

Refer to CSSEC Committee or Wellness Committee

Proposal denied

Approval to start Interest Group

After one year of successful operations, present new club proposal to SGA

If approved, complete one year as a probationary club.

Present to SGA for formal recognition as an established club

Club Requirements and Funding

Club Requirements

Established clubs must:

- **Appoint and maintain an approved Club Advisor or Advisors.**
- Attend the annual Student Leadership Workshop.
- Attend monthly SGA Meetings.
- Abide by all requests from the SGA regarding club logistics, housekeeping and communications.
- Submit an annual year-end report that highlight activities and programs, including participation in school service events, community service and other advocacy/enrichment.

*There are no requirements for Student Interest Groups.

SGA General Meeting Attendance

- Student Council Meetings are monthly meetings of student government (includes class and school student council) with the deans and special guests for the discussion of current, relevant topic areas regarding the school and important to the student body. It is a great opportunity for Student Leaders to come together and share information with their fellow students about what news, new initiatives and issues addressed at the school.

- Each SGA-based Funded Club is required to have **at least 1 representative** from their e-board attend the scheduled SGA meetings.

- Main role of the appointed representative is to share relevant information with their e-board and club members. Club may pick a different person to represent their club for each meeting.

- Attendance will be tracked by having a sign-in sheet (form), which is shared at the end of each meeting.

SGA Meeting Schedule for 2025-2026 will be posted on the SGA website.

Year End Report Questionnaire Preview

Rowan University

Full Name of Person Completing Form

_____

Contact Information for Form Completer

E-mail Address   _____
Preferred Phone   _____
Class Year   _____

Full name of SOM Club that you are completing this End of the Year Report for:

[_____ ⌄]

Please provide names and titles for all **2022-23** club officers.

	Name:	Class Year:
President		
Vice President		
Treasurer		
Secretary		
Other		

Please provide names and titles for all newly elected **2023-2024** club officers.

	Name:	Class Year:
President		
Vice President		
Treasurer		
Secretary		
Other		
Other		
Other		
Other		
Other		
Other		

Please indicate the full name and affiliation of your club's Faculty Advisor here (if applicable).

Rowan University

Please indicate the date, name of event, and number of hours for your school service event.

Name of the Event	
Date (format as XX/XX/XXXX)	
Number of Hours (duration of event or tabling)	

Please indicate the date, name of event, and number of hours for your school service event.

Name of the Event	
Date (format as XX/XX/XXXX)	
Number of Hours (duration of event or tabling)	

0% ████████   100%

←   →

Rowan University

Please add any additional events that your club held during the 2022-23 school year below by listing:

Event name (If fundraiser, include benefitting organization here.)
Date (XX/XX/XXXX)
Number of attendees
Purpose/goal of event

Then indicate the type of event.

	Community Service	School Service	Activity (Includes educational, fundraising, and general student body interest meetings)
Event:	☐	☐	☐
Event:	☐	☐	☐

SGA-Based Funded Clubs Year-End Report Requirements

Active clubs are required to complete the following listed event requirements yearly to receive base funding from SGA and maintain their active status. Active clubs that submit a completed Year-End Report are provided baseline funding of $300.

Year-End Report Requirements			
Points	**# of Events Required**	**Event Description**	**Event Examples**
1	1	Community Service: Event that benefits any entity outside Rowan-Virtua SOM	Includes CARES & Rowan Community Health Center (Community Clean Up, etc.)
	2	School Service: Event that benefits the school in an SGA Organized Event	Tabling, Homecoming, Fresh Check Day, Accepted Students Day, etc.
	3 Meetings Per Semester	SGA Meeting Attendance	1 club representative must attend 3 SGA Meetings per semester on WebEx or In-Person
	1	Student Leader attended Club Leadership Meeting	Held annually, 2 club representatives must attend live & complete the attendance form at the end of this session
2	3	Activity Events: 3 Categories 1. General Interest Meeting: Generates interest in club 2. Fundraising Event 3. Non-Service Event: Events that don't meet any of the criteria above	Meetings: Usually held at the beginning of the academic semester Fundraising: For your club or others within Rowan-Virtua SOM Non-Service Event: Educational speakers, campus partners collaborations

SGA-Based Funded Clubs Additional Point Information

The more category requirements that you meet the more points you can acquire which will than add on additional funding from the new based funding you will receive.

Additional Point Categories		
Points	**Event Description**	**Event Examples**
1 or more	Community Service: Additional event or events that benefits any entity outside of the University	Includes CARES & Rowan Community Health Center, Community Clean Up, etc.
	School Service: Event that benefits the school in a SGA Organized Event, Campus-Wide, Major Events	Tabling, Homecoming, Fresh Check Day, Accepted Students Day, etc.
	OMS Wellness Event: Active Participation in a Student Lead OMS Wellness Event	Friendsgiving, De-Stress Fest, Wellness Week
	Host event, meeting or program on the SOM Sewell campus	Club events &/or meetings occurring in-person in Sewell

Club Closet Rules and Expectations

Club Closets are located in the University Educational Center (UEC) #1091. This is located on the first floor – follow signs for the Institutional Review Board. Room 1091 is located off the main hall in a separate corridor. Student leaders should all have key access via their student IDs. If you are unable to access the club closets, please see Naomi Mastrocola in Student Affairs.

- All clubs are expected to maintain their club storage space in an organized and orderly fashion. Not maintaining your space appropriately can result in loss of your designated space in the closet and impact your funding.
- It is important that every new club leader visit this space soon - review and evaluate your club supplies, purge where you can and don't purchase anything additional unless something else can be disposed.
- All items should be properly stored in a box or container. NO ITEMS should be kept or stored on the floor, outside of the storage cabinets or on the top of the storage cabinets.

Questions so far?

Funding

Applying for Funding from SGA

- In order to apply for funding from SGA, you will need to complete a Qualtrics form based on why you are applying for funding. All Qualtrics links to the funding forms can be found on the [SGA website](#).
    - **SGA Travel Funding Request Form:** travel funding
    - **Rowan-Virtua SOM Alumni Seed Grant Request Form:** additional funding for smaller projects and programs (up to $250 in funding)
    - **SGA Club Special Projects Funding Request Form:** for larger projects and programs (funding requests of more than $250)

- You must submit these requests through Qualtrics to the President, Treasurer, Secretary, and Stephanie Levin by 5pm the Wednesday before the SGA Meeting. **Funding cannot be granted retroactively.**

SGA Funding Guidelines

- Alumni Seed Grant and Club Special Projects funding can only be awarded one time per student group per academic year.
  - Clubs and groups cannot apply for both grant opportunities for the same project or program.
  - These grants may only be used for events/programs or community service projects that are available to all medical students.

- SGA Travel Funding can only be used for conference or travel-related expenses. This does not include the cost of any presentation materials.

Frequently Used Online Forms & Documents

- Student Reimbursement Do's & Don'ts
- Tax Exempt Letter for NJ Purchases
- How the Student Reimbursement Policy Works
- Student Reimbursement Policy
- Student Reimbursement Request Form
- Student Day Travel Expense Form
- Travel Prepayment Form
- Student Travel Request Instructions
- Student Domestic Travel Request Form
- Student Travel Waiver Form
- Student Travel Expense Form
- International Travel Request Form
- SGA Travel Funding Request Form
- SGA Club Special Projects Funding Request Form
- Rowan-Virtua SOM Alumni Grant Award

Professional Travel

Travel Forms: An Overview

- University travel forms are only required from students IF the student plans to receive funding from any school organization or department, including SGA and clubs.

- **Pre-Travel:** Students planning to travel for professional development (research, leadership, club-related, medical mission, etc.) and who are seeking SGA funding, must complete and submit the online Student Domestic or International Travel Request form and Travel Waiver **two weeks prior** to travel (emailed to levins@rowan.edu). **For example, if your travel is on October 26th, then you would submit your paperwork no later than October 12th.**

- **Post-Travel:** Once travel has been completed, students must submit a Travel Expense Form and original receipts to Stephanie within **ten days** of travel to receive reimbursement. These forms must be submitted with all information completed including name, address, Rowan ID number, and purpose of trip. Receipts are required for acceptable expenses to cover your eligible reimbursement amount (the amount that you have been approved to receive).

- Please use **your own credit/debit card** when making purchases for your trip. Any expenses that were not paid for with a Rowan-Virtua SOM student credit/debit card will not be accepted!

Step 1: Determine Source of Funding

- There are two sources of funding that students can request:
  - SGA Funding
  - Club Funding
    - If a student organization/club has multiple members that are planning to attend any meeting or conference and receive club funds, the club's president should submit a list of attendees to Stephanie Levin as early as possible. Stephanie will inform these students of the pre-travel requirements.
- Sometimes students use both funding sources with proper approvals.
- You must secure ALL funding sources BEFORE submitting any travel paperwork. **Once your paperwork has been submitted, no additional funding requests will be accepted.**

SGA Funding Request Process

- Complete and submit the SGA Travel Funding Request Form through Qualtrics. Once submitted, the form is automatically sent to the SGA President, Treasurer, Secretary, and Stephanie Levin.

- Travel funding request forms must be submitted **NO less than two weeks before your date of travel AND at least one week before the SGA meeting that precedes your travel**. **Requests for travel funding WILL NOT be considered outside of the required deadlines.**

- When an eligible request is received, the requester will be contacted by the SGA Treasurer to advise of next steps.

Club Funding

- Students may request club funding for their travel. Again, student clubs that award travel funds should establish eligibility parameters for travel funding.

- **The maximum amount of funding that a student can acquire from a club is $100.**

- All club funding for travel must be approved by the President and Treasurer for the student club and must be shared via email with Stephanie Levin and Dean Micciche prior to submitting your travel forms.

Step 2: Pre-Travel Process

- Once funding is approved, Stephanie will send out an email explaining the travel process.
- Email the completed Student Domestic or International Travel Request Form and travel waiver to levins@rowan.edu.
- Again, all travel paperwork must be submitted **no later than two weeks prior** to when travel is taking place.
- If you are planning to rent a car while traveling, please ensure that you include this expense on your travel request form. All car rentals require pre-authorization. **Note: this approval will only apply if you are receiving funding beyond your typical travel costs- registration, air and hotel.**
- If you are traveling internationally, then you must complete the export control checklist and CITI training.

Step 3: Post-Travel Process

- Please submit your Student Day Travel Expense Form OR Student Travel Expense Form (overnight travel), itemized receipts, and a copy of your debit/credit card within **ten days after your travel has taken place.**
- Stephanie will reach out to you by email if you are missing any important paperwork.
- The Expense Report Tips document will assist you with what paperwork will be required for travel reimbursement!

Submitting a Reimbursement

What Items Cannot be Reimbursed

- **Anything that can be purchased via Amazon must be purchased on Amazon! Stephanie Levin will order items directly from your club account.**

- Per Rowan University policy, gift card reimbursements are prohibited!

- School or office supplies are to be purchased through our department's Office Depot account.

- If you would like to create signs for an event, please utilize the SOM Learning Technologies & Media or the Rowan University Print Center. *We will discuss this process later in the presentation.*

- **If you are unsure about a purchase or want to confirm if a purchase is reimbursable, contact Stephanie Levin.**

Food Purchases

- Food purchases **under $100** can be submitted for reimbursement with no additional documentation.

- Food purchases **$100 and over** must have an approved Gourmet Dining Waiver. This includes catered food, Amazon food purchases, and grocery store food purchases. Contact Stephanie Levin to initiate the waiver process at least two weeks prior to your event.

- A Gourmet Dining Waiver is not required at any cost for:
  - Pizza
  - Food purchases for events held on the Sewell Campus
  - The purchase of ingredients to PREPARE food

- Rowan University is tax exempt in the state of New Jersey. We are happy to provide you with a copy of the tax letter to provide to outside vendors should they accept it.

Reimbursement: Step 1

- Email your Student Reimbursement Request Form and itemized receipts to levins@rowan.edu.
- If you paid with a debit/credit card, you must also submit a copy of your debit/credit card showing **only your name and the last four digits**. Your itemized receipts must show the last four digits of your debit/credit card.
- Items purchased with a debit/credit card that is not in your name **will not be reimbursed**.
- Reimbursements for any items that could have been purchased or have been purchased on Amazon **will not be reimbursed.**
- All reimbursements must be submitted within **45 days** after the date of purchase. Reimbursements for expenses submitted after the 45 day period **will not be accepted!**

Good

Bad

Reimbursement: Step 2

- Stephanie will reach out to **both** the president and treasurer of your class or club by email to obtain approval for your purchase.
- Once Stephanie obtains both approvals, she will prepare your reimbursement.
- The Assistant Dean for Student Programs & Alumni Engagement will review and approve your reimbursement. If additional information is needed, Stephanie will reach out to you by email!

For More Information

- As a reminder, the SGA Travel Funding Request, Rowan-Virtua SOM Alumni Seed Grant, and SGA Club Special Projects Funding Request Forms are accessible on the SGA website and Canvas.
- I encourage all students to make an appointment with me to discuss travel, reimbursements, class and club finances. Our system, policies, and procedures can be a bit intricate, so I am happy to walk your through everything you need to know step-by-step!
- I am a part of the Starfish scheduling system, so please feel free to make an appointment with me! The link to schedule an appointment with me can be found within my email signature.
- I am located in the University Educational Center, Suite 2105, Office 2139. Please feel free to stop by!

Questions so far?

The How-Tos

Club Event Planning Process: START EARLY!

1. Confirm Event Details
(Date, Time, Location)

2. Submit Student Club Event Form

3. Determine Catering Needs and/or Set-Up Needs and Submit Any Necessary Requests

4. Promote Event
(Social Media, Sunday News, Automail)
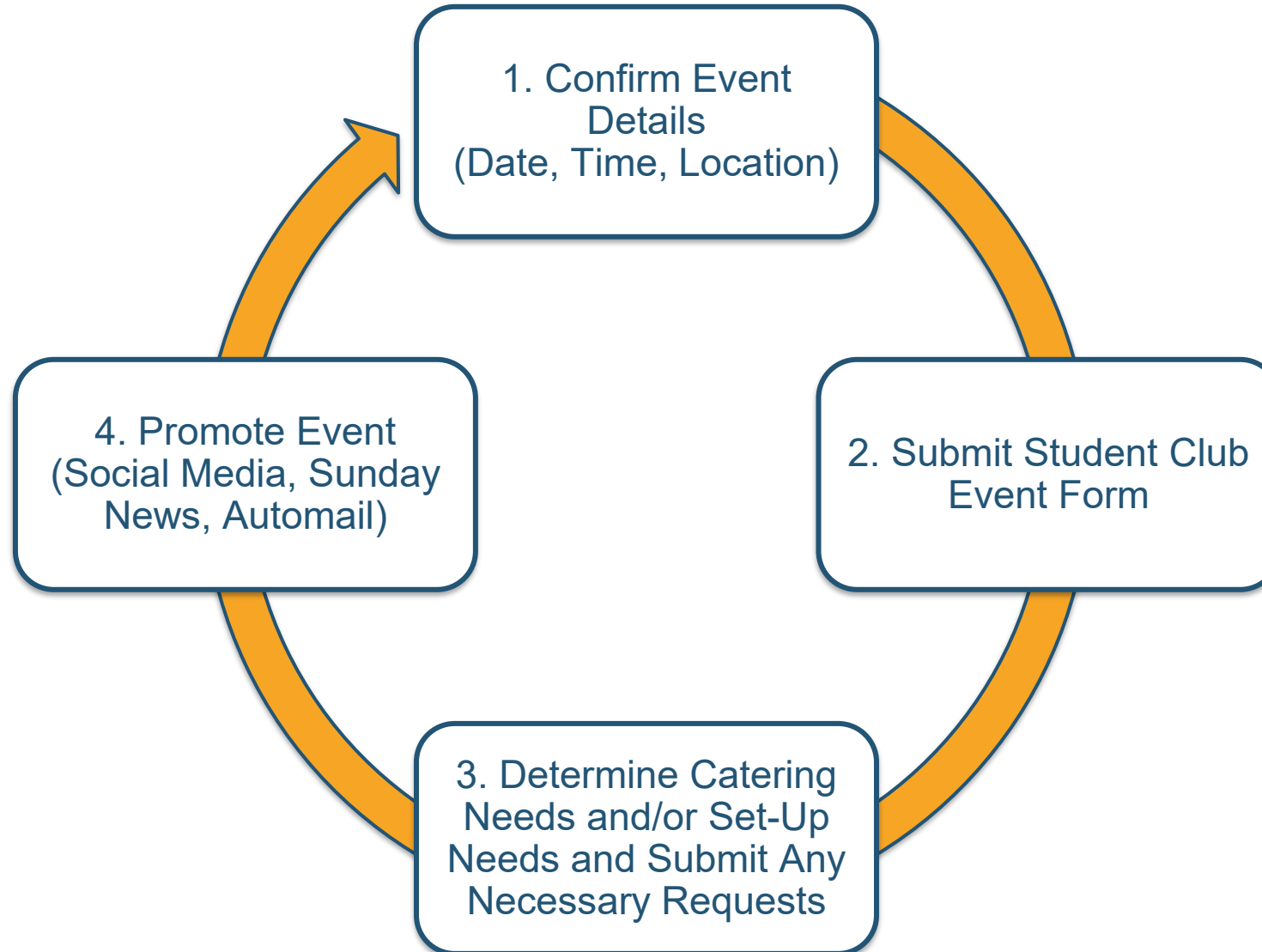
*Per the event policy, steps #1-3 must be **completed two weeks in advance**!*

Event Approvals: Virtual, Hybrid and In-Person

- All events held virtually or in-person (on or off campus) must be registered for review and approval through the Office of University Events. **No event may be held without University approval.**

- This process applies to ALL events, including those hosted by interest groups.

- A representative from the club responsible for the event must complete the Student Club Event Form at least **TWO WEEKS** prior to the proposed event date.

- Approvals can take up to 10 business days. Once the event has been approved, the club representative will receive a confirmation email.

- **Please allow ample time for the approval process when planning your event.**

NEW Student Club Event Form!

- We are in the process of finalizing a new Student Club Event Form! The form will be released to students this summer.

- By filling out the Student Club Event Form, your event will be:

  1. Submitted to University Events for final approval
  2. Added to the SGA calendar following University Events approval
  3. Tracked for your reference for the SGA Year End Reports

- Once your event is approved through University Events, your event will automatically populate to the SGA Calendar.

- You can access the Student Club Event Form and SGA Calendar in each edition of the Sunday News, in Weekly Wellness Resources Newsletters, and on Canvas in the "Student Clubs and Professional Associations" folder.

Student Club Event Form: What is New?

- The new form will now serve as both your Student Club Event Form **AND** your Room Reservation Request Form!

- Additional questions will help us gather information about your event to better assist you in your event planning (ex: Do you need additional AV? Do you need a room set up? Do you need to place an Amazon order?)

- You will be able to request a secondary room should the original room requested be unavailable so that we can quickly process your requests.

- **Our goal is to make the event planning process as seamless as possible for both our office and your club! Let us help you!**

Scheduling and Room Reservations

- By completing the Student Club Event Form, you have formally requested the reservation of the room indicated on your form.

- To assist in your scheduling, students can check if a room appears available through [25Live](#).

    ○ Note: Even if a room appears available, there is no guarantee until the room reservation is submitted and confirmed. <u>Please DO NOT request the room yourself</u>!

- You will receive an email confirmation from Naomi Mastrocola once your room is reserved. Reservations can take up to 72 hours to be processed.

Note: While the request forms are now combined, these are still two separate approval processes. Approval of a room reservation does not signify approval from University Events of your event and vice versa.

How to Request AV & Print Support

- Please note that MOST rooms within the Academic Center will allow you to have access to a projector, laptop/computer, and microphone. If you have a need for any AV equipment for your event that is not already provided to you, please indicate so on your event form so we can reach out to you. You are also welcome to email Brittany Quintana.

- Design & Printing Needs (Posters/Flyers) – Send your request to Brittany Quintana at quinta02@rowan.edu for review. There are no costs associated with design work, but there are costs associated with printing requests. Costs will come directly from your club account.

- **Please allow at least two weeks for your A/V, design and print requests.**

Student Club Tabling

- If you only want to reserve a table/chairs in the Atrium or UEC, please submit a table request to Naomi Mastrocola in Student Affairs at spinanr@rowan.edu.

- If you only want to reserve a table/chairs in the student lounge area at Sewell, please submit a table request to Lisa Smalley in Student Affairs at smalle31@rowan.edu.

- Table reservations must be submitted at least two weeks in advance.

Large Meetings & Events

Please contact Brittany Quintana in Student Affairs at quinta02@rowan.edu (Stratford) or Lisa Smalley in Student Affairs at smalle31@rowan.edu (Sewell) for assistance with:

- Larger catering orders/quotes through Gourmet Dining
- Major room set-ups and detailed floor plan designs
- Campus-wide marketing/promotions
- AV needs

For large-scale events, there are very specific requirements that must be reviewed with Student Affairs before any plans are made.

Gourmet Dining Catering Orders

Please contact Brittany Quintana in Student Affairs at quinta02@rowan.edu (Stratford) or Lisa Smalley in Student Affairs at smalle31@rowan.edu (Sewell) for assistance with Gourmet Dining catering orders.

- You can order catering for your event directly through Gourmet Dining, the on-campus caterer.
- This expense would come directly out of your club budget.
- Your order must be submitted at least TWO WEEKS prior to your event.
- **All Gourmet Dining orders will be submitted by Brittany Quintana or Lisa Smalley.**

External Food Orders - Stratford Campus

- External food orders are capped at $100, with the exception of pizza.
- Any external food order $100 or over will require an approved waiver to be eligible for reimbursement.
- Please allow ample time for pre-approvals if you plan to include food at your event.
- **You should not pay for any external food orders $100 or over without an approved waiver as they will not be reimbursable.**

If you anticipate that your food costs will exceed $100, please contact Stephanie Levin in Student Affairs at levins@rowan.edu to initiate the waiver process.

External Food Orders - Sewell Campus

- **The waiver requirement <u>does not apply</u> to the Sewell Campus.**
- You can place an order with Giofano's Italian Bistro, a local caterer that works closely with the Sewell Campus. While this is an external order, the expense would come directly out of your club budget with a purchase order.
- You can otherwise order from any restaurant of your choosing and submit for reimbursement. Your order does NOT have to be capped at $100 or require an approved waiver to be eligible for reimbursement.

Please contact Lisa Smalley in Student Affairs at smalle31@rowan.edu to place an order with Giofano's Italian Bistro.

Hosting a Collection or Drive

- Clubs seeking to host a collection or drive should contact Naomi Mastrocola at spinanr@rowan.edu to request collection bins. You should provide at least **TWO WEEKS notice** for your request. *Please note requests are on a first come, first served basis. You can check the SGA Calendar for available weeks.*

- Bins can be placed in the UEC second floor lobby, the Academic Center Atrium and/or the Sewell Student Lounge.

- Collections and drives will run for NO MORE than two weeks total, beginning on a Monday and ending on a Friday. Please ensure your signage is removed and donated items are cleaned out when your collection or drive is over so that they are ready for the next club's use.

- **Club representatives are responsible for properly labeling the bins and actively checking the bins to ensure that donated items do not overflow outside of the bins.**

Club Event/Sales Promotions

- **If you'd like your event/meeting, announcement, fundraiser/sale, or general information shared with the student body, please email the Secretary of SGA (ahmedn88@rowan.edu) with the subject line "Sunday News" by 5 pm the Saturday before the email is posted on Sunday.** *If you'd like an image attached, please submit in jpg form.*

- You can Facebook or Slack as a way to communicate with the student body.

- As a reminder, you cannot use class email lists for club announcements. Exceptions have been granted, but you must request it. Requests to email to any of the student class email lists should be sent to Dean Micciche at miccicda@rowan.edu.

Requesting an Approved Imprint or Logo Design

- Students seeking to purchase imprinted merchandise or apparel for their club should send their logo/print request to the SOM Marketing Dept. **Only the Marketing Dept. can approve logo designs that include the Rowan University or Rowan-Virtua SOM brand.**

- Requests should be submitted to Lynne Yarnell (yarnell@rowan.edu) and copy Dean Micciche (miccicda@rowan.edu).

- NO merchandise with the Rowan University or Rowan-Virtua School of Osteopathic Medicine logo should be ordered or advertised without this approval.

- Previously approved designs must still go through this process.

How to Request an SOM Automail

- Automail email requests are only permitted for events/fundraisers applicable to the **entire campus** – including faculty, staff, Rowan-Virtua SOM students and other Virtua Health College students – and are handled on a case-by-case basis.

- Email Brittany Quintana at quinta02@rowan.edu a short write-up of information about your event/what you want sent. *Attachments will need to be hyperlinked within the body of the email.*

- This should be submitted at least five business days prior to the day you want the email sent.

TV Monitor Announcements

- Any announcements by student groups must receive **prior approval** from the Office of Student Affairs and Alumni Engagement.

- To submit a request for a TV monitor announcement, please submit an email to Brittany Quintana (quinta02@rowan.edu) with the following information:
  - *A brief description of your announcement (text is limited to 10-15 words)*
  - *Any approved graphics or photo, ONE image will be selected for use*
  - *When you would like the announcement to run*

- Please submit your request **at least three weeks prior to your event** and remember to allow time for the announcement to be designed.

Wellness Initiatives

For campus events that promote wellness and balance.

- **Same event approval process applies. Complete the event approval form and select "wellness events"**
- Contact us if your club is interested in:
  - Wellness/fitness activities
  - Boosting morale
  - Promoting mindfulness
  - Breaking the stigma associated with mental health

The Office of Student Affairs and Alumni Engagement would love to collaborate with club leaders for wellness programming!

Contact Alexis Scott at <u>scotta7@rowan.edu</u> for more information.

Important Contacts

Student Affairs Contacts

Brittany Quintana, quinta02@rowan.edu

Stratford Student Events/ University Events

Alexis Scott, scotta7@rowan.edu

Alicia Monaco, monaco@rowan.edu

SOM Wellness Programs/ Social Media/ Yearbook

Lisa Smalley, smalle31@rowan.edu

Sewell Student Events/ Wellness Programs

Stephanie Levin, levins@rowan.edu

Club Governance/ Finance/ Student Travel/ Student Reimbursements

Naomi Mastrocola, spinanr@rowan.edu

Room & Table Reservations/ Club Leadership Directory/ White Coat Sales

SOM Student Government Contacts

SOM Student Government Officers 2025-2026

President
Jyothi Maruthanal - maruth85@rowan.edu

1st Vice President
Austin Parry- parrya94@rowan.edu

2nd Vice President
Nabeeha Soherwardy- soherw44@rowan.edu

Treasurer
Aarti Mehta- mehtaa48@rowan.edu

Secretary
Najira Ahmed- ahmedn88@rowan.edu

Public Relations
Shreya Patel- patels148@rowan.edu

Alumni Affairs
Zahra Wallizadeh- walliz15@rowan.edu

Wellness
Irenonsen Eigbe - eigbei64@rowan.edu

Summary

- All event/program requests must be submitted at least **TWO WEEKS** before proposed event (event submission, catering order and/or Amazon orders)
- Please give yourself ample time when it comes to planning – the more time we have, the better we can help you!
- Keep the Sewell campus in mind when planning your meetings and events.
- Use the Sunday News, class Facebook pages, and Slack to promote your events.
- Keep your club storage area neat and organized.
- Know your finances! Track your funds and expend funds in areas that support the mission/purpose of your club.

Summary

- Contact Stephanie for all things concerning your finances of the club, travel documents, purchases, waivers and/or reimbursements. When in doubt, ask Stephanie.

- All travel forms for funded travel must be submitted **TWO WEEKS** to the date of travel to Stephanie. You will have **TWO WEEKS f**rom the day you return home from traveling to submit your travel expense form.

- If you need to make a purchase or if you need supplies for an event via your club account, please send the Amazon link(s) for the proposed items to Stephanie Levin at levins@rowan.edu at least **TWO WEEKS** before they are needed.

- If you have any questions, feel free to contact the 1st VP at any time! Send an email with the subject line "Club 25-26" to parrya94@rowan.edu.

Final Questions?

THANK YOU FOR JOINING US!

Don't forget to fill out the attendance form!