Student Programming Guide

The following information provides a framework that will assist you in planning student-led programs from start to finish. Programming can refer to any extracurricular or co-curricular event or activity.

For more assistance and information specific to your event or activity, feel free to stop by the Office of Student Life (Room 215) or email ssom-studentlife@luc.edu.

Program Planning Basics

There is much to consider when planning an event or activity:

- What is the purpose of this event/activity?
- How does it align with our organization’s mission?
- Who is our intended audience?
- What do we want attendees to learn or experience at our event?
- Are there opportunities for collaboration with other organizations?
  - Reach a broader audience, share the workload, and split the costs by co-sponsoring an event or activity with another student organization!
- How will responsibilities be divided among the organization’s members?
- What time and day of the week is ideal for our event/activity, given our intended audience?
- What is the best location?
- What is our budget?
  - What materials need to be purchased?
  - What other expenses or fees need to be considered?

Once you have these details confirmed, the next step is to complete a Program Request Form.

Program Request Form

The Program Request Form is a tool to help you plan your organization’s event or activity. It provides all the details of your program to the Office of Student Life so that the proper university departments can be notified of your needs.

- Your organization MUST fill out a Program Request Form to hold an event/activity.
- The Office of Student Life will review your request and notify you if it’s been approved within 2 business days.
- Program requests MUST be submitted at least 10 calendar days prior to your event/activity.
  - Any requests submitted after 10 calendar days will be reviewed and approved at the discretion of the Office of Student Life.
- General meetings and executive board meetings for your student organization do not require an event request form, however please be sure to reserve space for your meeting. Please see the “Campus Room Requests” section below to learn how to reserve campus space.

The Program Request Form can be found on the Student Life website, or by clicking here.

Funding

Your organization is responsible for finding its own funding for all programs.
The Medical Student Union grants each student organization $100 to use toward events and activities put on during that academic year. This money must be used during the academic year it is granted, and cannot roll over from one academic year to the next. A form and approval process exist to distribute these funds. MSU also has additional funds that an organization may request beyond its initial $100 grant. Please contact an officer of MSU for more information. Fundraising events as well as initiation and membership dues may be implemented to help offset an organization’s operating expenses. Students Life must first approve all student fundraisers. Please see the Student Leadership Policy (https://ssom.luc.edu/media/stritchschoolofmedicine/loyolamsu/documents/StudentLeadershipGuide.pdf) for details on fundraiser approval.

Organizations must exhaust their Medical Student Union (MSU) funding opportunities prior to seeking funding from academic departments and Student Life.

Departments available for funding requests:

- Ministry
- Medical Education
- Bioethics
- Center for Community and Global Health (CCGH)
- Diversity, Equity, and Inclusion
- Student Life

Please be aware that a funding request is not a funding guarantee. Please wait for an organization or academic department to confirm that they’ve agreed to help fund your program. Do not make any purchases for your event prior to receiving approval and an agreement of funding for the event. Whenever possible, ask the department sponsoring your event to make purchases on their ProCard(s). You must receive approval for any purchases you make in writing in order to qualify for reimbursement of funds spent.

**Campus Room Requests**

This section will provide information about reserving space for your events on campus and an overview of what rooms are available for student booking and what rooms should be reserved through Student Life. You must be a registered student organization in good standing in order to reserve space on campus.

Students can book any room in SSOM with the exception of the following:

- Atrium
- Leischner Hall (390)
- Tobin Hall (190)
- Loyola Center for Fitness Lobby
- Clinical Skills Center
- Lower-level Labs
- Nursing School Lawn

To request use of the above spaces, please indicate on the Program Request Form.
The CTRE, Library, and Quiet Study Room (in the Nursing School) are prohibited for use as student event space.

To request space on the HSD campus, you must use the Room Scheduler, which can be found on Loyola Wired. There are two methods of requesting space, and the directions for each are explained below.

After completing the room request, you will receive two emails: the first is to tell you that you’ve submitted a request, and the second will confirm whether or not the request was fulfilled. Please note: **Unless you get a SECOND confirmation email, your room request has not been fulfilled.** If you’re not sure if your room request has been confirmed, please email ssom-studentlife@luc.edu.

**Step 1: Booking the Room**

- [https://portal.luhs.org](https://portal.luhs.org)
- Log in with your UVID (email)
- Click on **Room Scheduler**
- **Schedule a Room OR Recurring Scheduler**
  - Schedule a Room – best if you’re not sure which room you want
  - Recurring Scheduler – best if you know which room you want
- Include Catherine or Curtis’ name and email for Contact Person (At Loyola)
  - Catherine Jardien ([cjardien@luc.edu](mailto:cjardien@luc.edu))
  - Curtis Kimberlin ([ckimberlin@luc.edu](mailto:ckimberlin@luc.edu))
Step 2: Schedule the Room

Students should be sure they are listing the name of their event and carefully filling out the General Information Form. This information will be sent directly to the room approver. Any changes following the submission of the room schedule form will need to be emailed.

Start Date/Time
- The default time is the current time. Be sure to change that!

Resources/Requirements
- This section does not need to be filled out. Students should email Curtis or Catherine to submit request for Educational Technology Equipment.

Event Organization
- SSOM Other
Step 3: Choosing a Room

**Room Information**
- The rooms tab shows all available rooms for your events date and time. Each yellow icon is linked to a picture of the room that shows its room layout. The notes explain the maximum capacity and the restrictions regarding the room and its general approval odds.
- If your room choice is flexible list your top 1-6 choices for your event. Room Approval comes on a first come, first served basis. Be sure to submit your request as soon as you have decided on a date and time so that your event can be at the top of the priority list.

If the room you are looking is not listed. Look for the building code for SSOM.
- Building Code for SSOM is 120
- Ex. 120-360
- (Stritch, room 360)

Step 4: Multi-Date Single Room Scheduler

**Recurring Room Scheduler**
- The room scheduler form can be used for organizations that will have continuous meeting times. Should an organization want to have an e-board meeting once a month for the fall semester they would use the Multi-Date Single Room Scheduler.

If the room you are looking is not listed. Look for the building code for SSOM.
- Building Code for SSOM is 120
- Ex. 120-360
- (Stritch, room 360)
Facilities Requests and Room Set-Up

SSOM’s Facilities Dept. is responsible for arranging spaces on campus to meet the logistical needs of an event or activity.

- Facilities Considerations
  - Do you want existing furniture to be arranged differently or new furniture to be added to the space? Or both?
  - Should existing furniture stay where it is, or be pushed to the side?
  - How many______ do you need?
  - What time do you need everything to be set up by?

- Furniture Available
  - 6-foot buffet tables
  - Folding chairs
  - Podium
  - Research presentation boards
  - Stage
  - Divider

All Facilities requests should be entered on the Program Request Form. Please include a sketch of how you would like the space arranged.

Educational Technologies Requests

SSOM’s Educational Technologies Department (Ed Tech) has the following equipment available for your event/activity:

- Handheld microphones
- Lavalier microphones
- Microphones w/ stands
- Speakers w/ aux cord (plugging in a phone/tablet)
- Laptops
- iPads
- iPods
- Television with laptop projection
- Streaming services

Please indicate your Educational Technologies requests when filling out the Program Request Form.

Catering Requests

The Stritch School of Medicine has a partnership with HandCut Foods to provide food and catering services for the HSD campus. Student Life strongly encourages students to use our in-house caterers as much as possible. Should your event have alcohol, Student Life will need to be contacted for approval. For catering requests, please contact HCF catering manager, Dina Roupas, at dinar@handcutfoods.com. Please click here to view the Handcut Foods catering menu.

The Stritch School of Medicine abides by the Loyola University Chicago alcohol policy, which can be found here. All student organizations MUST get approval from Student Life to serve alcohol at their events. Please email ssom-studentlife@luc.edu or see Catherine or Curtis in the Office of Student Life (Room 215) to begin the discussion about serving alcohol. All requests for serving alcohol MUST be approved by Dean Mendez.
Supply Purchases & Reimbursements

Loyola University Chicago is a 501(c)(3) organization, and therefore most purchases made on behalf of the university are exempt from sales tax. Please use a tax exempt letter when making purchases for your event or program. Please contact the Office of Student Life for a tax exempt letter. Students may use the tax exempt letter for food purchases, decorations, and any supplies needed for their events. Simply print the tax exempt letter and present it upon payment. There are some businesses that will not accept tax exempt letters, including but not limited to hotels, transportation companies (airlines, taxis, ridesharing, and public transportation), wholesale membership stores (Costco, Sam’s Club, etc.) and some restaurants.

When purchasing supplies for your event or program, first confirm where your funds will come from. Does your organization have its own funds to draw from? Have you requested funds from MSU or an academic department? Any department you sought funding from will have its own process for reimbursing students. All MSU reimbursements are handled through the acting MSU treasurer.

Reimbursements cannot be made for the following:
- Alcohol (please see the university’s alcohol policy—https://ssom.luc.edu/media/stritchschoolofmedicine/loyolamsu/documents/Campus%20Alcohol%20Policy.pdf
- Gift Cards
- Lottery Tickets/Scratch-Offs
- Anything from E-Bay or Etsy

For reimbursements from the Office of Student Life, please email ssom-studentlife@luc.edu or visit the Office of Student Life (Room 215).

Please keep the following information in mind when submitting a reimbursement:

- All reimbursements are done by check.
- Each reimbursement can take from two to six weeks to process.
- You must fill out a W-9 form for each academic year in order to be reimbursed that year.
  - W-9 forms can be found on the Student Life and MSU websites, or by clicking here
  - Only fill out the sections indicated.
  - Include the address to where you’d like your reimbursement check sent.
  - You only need to complete a W-9 once per academic year.
- You must provide an ITEMIZED receipt for reimbursements
  - Purchases without an itemized receipt will be ineligible for reimbursement.

Marketing

All student organizations should market their event or activity at least two weeks prior to the date of the event. Students are encouraged to use social media for marketing, especially Facebook class groups. Additionally, students may disseminate event information via class listservs and may create and hang flyers throughout SSOM. Student Life highly recommends using all of these channels to ensure adequate promotion of an event or activity.

If additional marketing assistance is needed, students are able to ask Student life to send out emails on their behalf. All requests for Student Life marketing should be sent to ssom-studentlife@luc.edu. Organizations may also submit a creative request to University Marketing and Communication to create a flyer on their behalf. Please submit a creative request here or contact Naomi Gitlin from UMC at ngitlin@luc.edu. Please be advised that UMC can take up to three weeks to fulfill a flyer creation request.