Student Organizations & Support Procedures 2024

Students seeking funding should read this document in its entirety to familiarize themselves with policies governing funding and procedures for receiving funds. Due to budget restructuring effective this year, some procedures have changed. MD students seeking funding for MD travel or MD-specific events, please use the Student Affairs forms linked below. Please reach out to OfficeofEducationalExcellence@wakehealth.edu with any questions or concerns.

Student Organizations

To start a new student organization, a complete application must be submitted to the Office of Educational Excellence. Applications will be reviewed and the applying student will receive a response via email. Student organizations that are affiliated with a group outside of Wake Forest or Atrium/Advocate Health may be subject to additional review before approval.

Funding for the activities of student organizations will be distributed as a reimbursement. To receive reimbursement, funding must be pre-approved and itemized receipts submitted to Rhiana Spratt along with the original award email. Requests should be submitted by the 5th of each month. Requests must be submitted at least two weeks in advance of the event to allow for processing, but ideally, requests would be submitted in time to be processed in the month before the event. Requests that exceed established funding parameters may be denied or only partially funded. The requesting student will be notified of committee questions about and decisions regarding funding via email. Students are expected to sign in during SOS-funded events using this form; incomplete or missing attendance data may affect future funding.

After the event, in addition to submitting receipts for reimbursement, students must submit the reflection form. Failure to fill out the form may result in delay or denial of future funding.

Regardless of event category, several restrictions and conditions apply to SOS funds.
- All groups are limited to funding of a maximum $300 per quarter.
- Please note that after-hours food or IT support for events in BGCME, 525@Vine, or Biotech Place may incur expenses for third-party services.
- The Canvas page for the student group requesting funding must be current in order for a request to be considered.
- Corporate policy prohibits reimbursement of Amazon orders. If an item must be ordered from Amazon, contact Rhiana Spratt after receiving approval for assistance.
- Students are not permitted to sign contracts on behalf of the School of Medicine or the Medical Center. A staff member must sign all contracts.
- Students must abide by the Student Substance Abuse Policy when planning events. Funding can not be used to purchase alcohol.
- Funds can not be used to purchase gift cards.
- All fundraising activities must be approved by the Office of Philanthropy and Alumni Relations at (336) 713-7657.
- All requests are reviewed for financial stewardship. Follow-up questions may be asked or recommendations may be made in the interest of this goal.
- We seek to encourage interprofessional events and collaboration across programs. If multiple groups are working together to co-host an event, please reach out to the Office of Educational Excellence before completing an application. Students who are not affiliated with a group but have an event idea should also reach out to OEE before submitting an application.

Student organization funding is available in the following categories:

Professional Development

Funds earmarked for professional development should meet one of the criteria below.

A. Support learners by helping develop habits that will promote academic success.

B. Support learners by helping develop skills (basic or specialty) through practice opportunities.

C. Maintain pathways to careers in medicine and science for all learners.

Neither publishing nor attending conferences/workshops qualifies for professional development funding.

Service/Community Engagement

Funds earmarked for service or community engagement should meet one of the criteria below.

A. Support events by providing needed supplies for activities that create interactions between learners and the community.

B. Support service opportunities by providing equipment and supplies to complete tasks locally.

Direct donation of SOS funds, purchase of items to donate without a corresponding service task, and travel costs associated with service do not qualify for service/community engagement funding.

Student Wellbeing

In addition to meeting one of the criteria below, funds earmarked for student wellbeing should support a cross-campus WFUSOM learning community that is free of mistreatment and embodies principles of integrity, diversity, inclusion, and mutual respect:

A. Cultivate a culture of inclusion for WFUSOM learners through recruitment and retention of exceptional diverse learners.

B. Engender mindful practices that support a sustainable future for all.

The best use of wellbeing funds promotes wellbeing habits that extend beyond the funded event.

Student Travel Support

Funding for support of student travel is pre-approved, then reimbursed after the fact. To receive a travel award, students must provide details about how funding will be used (approximate lodging cost, flight cost, etc). Students must submit documentation of fund use (receipts for lodging, boarding passes for flights, etc) to be reimbursed. Students are allowed up to $500.00 per calendar year for travel.

Travel awards are for extracurricular events only. Travel awards are not granted for course credit or rotations. Travel awards can not be used toward research or publication.

After traveling, students must submit the reflection form. Failure to fill out the form may result in delay or denial of future funding.

Questions about these processes should be directed to the Office of Educational Excellence.

Funding links

MD-specific student organization activity funding	MD-specific travel support
All other student organization activity funding	All other student organization activity reflection
All other student travel support	All other student travel reflection

SOS-funded event checklist for student group leaders