

# Student Organizations & Support

January-December 2023

Rationale: To balance support of interprofessional student initiatives with fiscal and environmental responsibility and adherence to the institutional culture and mission.

## *Goals*

- Foster learner development as professionals by
  - Helping learners achieve academic success,
  - Guiding learners through their career pursuits,
  - Promoting wellness of the whole learner (intellectual, physical, emotional, and spiritual),
- Supporting a cross-campus WFUSM learning community that is free of mistreatment and embodies principles of integrity, diversity, inclusion, and mutual respect,
- Cultivating a culture of inclusion for WFUSM learners through recruitment and retention of exceptional diverse learners,
- Maintaining pathways to careers in medicine and science for all learners, and
- Engendering mindful practices that support a sustainable future for all.

## **Criteria for Funding**

The following guidelines will govern WFUSM support of student organizations and activities. To be considered for support and/or funding, student organizations or activities must fall into one of the following focus areas:

- Professional Development
- Service/Community Engagement
- Student Wellbeing

## **How to Request Funding for Student Groups or Student Initiatives**

Student requests for funding will be reviewed monthly by an interdisciplinary committee of faculty and staff representing all healthcare education programs (i.e., MD, PA, Academic Nursing, and Graduate School).

Funding Specifics:

- Read this document in its entirety
- Requests are due by the 5<sup>th</sup> of each month
- Requests must be submitted at a minimum of two weeks prior to the event and/or travel
- Requests that fall outside of established funding criteria and/or do not meet rubric requirements may be denied or partially funded
- The requesting student will be notified of the committee's funding decision by email within ten business days of committee's decision

## **Requirements of Those Who Receive Funding**

To demonstrate the effectiveness and value of the funds provided and to maintain accountability of said funds, we ask for students to [complete the form](#) within 30 days of completion of the activity.

## **Distribution of Funds**

- Approved funding will be distributed through reimbursement or award.
- Catered/Ordered food meetings are limited to a maximum of \$300/per quarter to allow equitable funding for all groups. We encourage using funding for activities other than food.
- Large scale events are limited to a \$1,500.00 award if approved and should be open to students in all programs.

## ***Reimbursement***

- Original, itemized receipts must be submitted to Rhiana Spratt ([rhspratt@wakehealth.edu](mailto:rhspratt@wakehealth.edu)), immediately after the event.
- The original email with the award should be submitted with any receipts.
- All reimbursements will be direct deposited into student accounts, and students will be asked to complete a direct deposit form if they have not already done so. Failing to keep your financial documentation up to date may result in a delay in reimbursement.
- Receipts submitted beyond thirty (30) days are not guaranteed for reimbursement.

## ***Travel Awards***

- Funding for student travel will be provided in the form of a travel award for the approved amount.
- Students are allowed up to \$500.00 per budget year for travel. Additional assistance may be available if a student is deemed to have a financial need. If you have a financial hardship pertaining to conference travel above the \$500.00 maximum, please contact the Office of Educational Excellence.
- Travel awards are for extracurricular events only. Travel awards are not granted for course credit or rotations.
- Travel awards will be direct deposited into the student account.

## **Event Guidelines**

When planning an activity or event, students should contact Timmery Frey for administrative coordination. Additionally, students should keep in mind the following guidelines:

- 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.
- Please give at least two (2) weeks' notice of events to ensure all necessary resources, supplies, and space are available.
- All fundraising activities must be approved by the Office of Philanthropy and Alumni Relations.
  - Contact: (336) 713-7657

Expenses that are not reimbursable by SOS:

- Publication fees
- Alcohol
- Gift Cards
- Amazon

**To be considered for funding, students must complete the form at the following link(s):**

[2023 SOS Funding Request Form](#)

[2023 SOS Travel Award Form](#)

## **Questions**

Questions about these guidelines and processes may be directed to the [Office of Educational Excellence](#)