SAO Requirements

- For planning assistance, you should notify Nichole Ciccarelli (ngcicca@bu.edu)
- Meet with Dean Sanchez and Nichole if event includes:
  - travel; non-BUSM/BUMC attendees; weekend events; estimated budget over $500; more than 50 attendees; minors
- Submit food and catering requests AT LEAST 1 week in advance of your event
- Submit Amazon Order Form if you need items from Amazon
  - Purchases made by students on Amazon cannot be reimbursed
- Keep track of your available budgets- SCOMSA and/or your group’s -9 account (funds from donations or fundraising, held by SAO)
- Apply for ad hoc funding if needed, in advance of event or purchases
- Reserve a space: 25 Live
- Movie/film showings must follow these guidelines in order to be approved
- Put your event on the Student Activities Calendar
- Any student organization involved with participants under age 18 must have completed the Protection of Minors Training. Contact Pedro Falci (pcfalci@bu.edu) for online training information
- Any activity that involved direct contact with patients or procedures must have documented training of participants involved prior to the activity
- Take pictures and have fun!

COVID-19 Requirements

- Masking indoors at all times for all BUSM members and guests with the exception of active eating or drinking in designating eating areas.
- Food is only allowed to be served/ eaten in Hiebert Lounge or Chequer’s Cafe
- Indoor events do not have specific capacity limits aside from regular space capacities- however, distancing is strongly encouraged
- Masking not required at outdoor events, no person limit
- Hand sanitizer be made available
- If food is self-service (i.e. buffet-style or not individually packaged), all guests must be masked when serving themselves
- Continue to check updated COVID-19 guidelines at Back2BU and on the FAQs for Medical Students page

Social Media and Event Promotion

- Promote events on groups’ social media accounts
  - DO NOT email the Listservs
- Submit the activity to the Student Activities Calendar and/or the Student Affairs Digest by the Wednesday before the event (pictures, flyers, or graphics encouraged)
- Advertise on the L Lobby and MSR digital bulletin boards: Email medcampuscomm@bu.edu
Career Interest Groups & Shadowing

- All students who shadow must fill out [this Google Form](#) at least 1 week prior to the date of shadowing
- Limit to 2 students per shadowing event/ location
- No access to patient medical records
- Appropriate PPE to be work based on recommendations of faculty