

BUSM Student Activities Checklist Spring 2022

Last Updated: 3/1/2022

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