

BUSM Student Activities Checklist Spring 2022

Last Updated: 4/4/2022

SAO Requirements

- For planning assistance, please notify Nichole Ciccarelli (ngcicca@bu.edu)
- Meet with Dean Sanchez and Nichole if event includes:
 - travel; non-BUSM/BUMC collaborators; weekend events; estimated budget over \$500; more than 50 attendees; minors; movie/film screening
- Submit [food and catering requests](#) AT LEAST 1 week in advance of your event
 - Email Nichole if you are looking to place a Chequers order
- 25Live delegates should reserve a space for your event: [25 Live](#)
- Submit [Amazon Order Form](#) if you need items from Amazon AT LEAST 1 week in advance of your event
 - 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
- Movie/film showings [must follow these guidelines](#) in order to be approved
- Put your event on the [Student Activities Calendar](#) - Required of all open events
- Any student organization involved with participants under age 18 must have completed the [Protection of Minors Training](#) and send Nichole (ngcicca@bu.edu) proof of completion for all participants.
- 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 & Safety Guidance

- Masks are optional, but no longer required for non-instructional indoor or outdoor events at BUSM
 - Instructional, for these purposes, refers to classroom programming associated with a registered course at which students are required to be present - this does not apply to Student Affairs and student organization programming
- If food is self-service (i.e. buffet-style or not individually packaged), all guests should sanitize prior to serving themselves, and proper serving utensils should be available
- Non- BU visitors are encouraged to be up-to-date with their COVID-19 vaccines
- Continue to check updated COVID-19 guidelines at [Back2BU](#) and the [FAQs for Medical Students](#)

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
- Career Interest Groups are strongly encouraged to create networks for shadowing opportunities