

# BUSM Student Activities Checklist Fall 2022

Last Updated: 11/10/2022

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## SAO Requirements

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- For planning assistance, please notify Royisha Young, Student Affairs Coordinator([youngra@bu.edu](mailto:youngra@bu.edu))
- Meet with Dean Sanchez and Royisha 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 Royisha 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 MSOF 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 Royisha 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

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## Social Media and Event Promotion

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- 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](mailto:medcampuscomm@bu.edu)

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## Career Interest Groups & Shadowing

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Career Interest Groups are strongly encouraged to create networks for shadowing opportunities. Your Faculty Advisors will be key to developing that networks and collecting opportunities for members.

Please follow these guidelines once you've contacted the physician you'd like to shadow and agreed on a date.

- Students must [register using this Google Form](#) at least one week prior to their date of shadowing.
- Students must wear PPE at all times, based on BMC protocol.
- Students should not access the medical record.
- Students are permitted to scrub in with approval from the physician they will be shadowing. If student is not formally trained in scrubbing, it is up to the faculty to instruct.
- Shadowing activities not at BMC or at a non-BUSM affiliated site are not covered by BUSM liability insurance.
- Students must be registered using the link above to qualify for liability coverage
- If you're looking to shadow in a specific department but are unsure who to contact, please ask your Core Advisor for recommendations, or one of the [Field Specific Advising Leads](#).

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## COVID-19 & Safety Guidance

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- Masks are optional, but no longer required at Boston University, except for on the BU shuttle and in health spaces (i.e. SHS)
- [Masks are required if visiting BMC.](#)
- If food is self-service (i.e. buffet-style or not individually packed), 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](#)