
Boston University Chobanian and Avedisian School of Medicine

Student Activities Checklist

Last Updated 8/8/2023

SAO Requirements

- For planning assistance, please notify Royisha Young, Student Affairs Coordinator (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
 - Movie/film showings [must follow these guidelines](#) in order to be approved
 - 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 AT LEAST 1 week in advance on: [25 Live](#)
 - Submit [Amazon Order Form](#) if you need items from Amazon AT LEAST 2 weeks 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
 - Put your event on the [Student Activities Calendar](#) - Required of all open events
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- 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. Please send documentation of training to Royisha and Dean Sanchez.

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

Career Interest Groups are encouraged to create networks for shadowing opportunities by working with Faculty Advisors.

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 to be approved and qualify for liability coverage.
- Students must wear PPE at all times, based on hospital protocol.
- Students should not access the medical record.
- Shadowing activities occurring at a non-BUSM affiliated site or during school vacations are not covered by BUSM liability insurance unless discussed with the Student Affairs Office prior to shadowing event. Please contact Dean Sanchez.
- Students must be compliant with BUSM/BMC compliance requirements.

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- If you're looking to shadow in a specific department but are unsure who to contact, please ask your Core Advisor for recommendations, speak with the Career Interest Group in that field, or one of the FACULTY for [Guided Career Exploration](#).

COVID-19 & Safety Guidance

- Masks are no longer required in either administrative areas or clinical settings as of May 23, 2023.
- All students who provide direct patient-facing healthcare are required to have documentation of COVID vaccination or waiver.
- Continue to check updated COVID-19 guidelines at [Back2BU](#) and the [FAQs for Medical Students](#)