
Boston University Chobanian & Avedisian School of Medicine

Student Activities Checklist

Last Updated 3/18/2024

Event Planning Requirements

- Meet with Dean Sanchez and Royisha at least 2 weeks prior to finalization/publication of the event if the event includes any of the following:
 - more than 50 attendees
 - weekend events
 - estimated budget \$500 or greater
 - contact with patients/community members
 - Movie/film screening
 - non-Medical School/BUMC collaborators
 - minors
 - travel
 - For planning assistance, please notify Royisha Young, Student Affairs Coordinator (youngra@bu.edu)
 - Movie/film showings [must follow these guidelines](#) in order to be approved
 - Planned activities must be discussed with your faculty advisor
 - 25Live delegates should **reserve a space** for your event on [25 Live](#) AT LEAST 1 week in advance of your event. Please contact Royisha regarding reserving Hiebert and L405 to make sure the room is appropriate for the event.
 - Put your event on the [Student Activities Calendar](#) - Required of all SCOMSA-funded events, and strongly encouraged for all events
 - 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
 - Submit [Supplies Order Form](#) if you need items AT LEAST 2 weeks in advance of your event
 - Purchases made by students on Amazon **cannot** be reimbursed
 - Check the SCOMSA closet for available supplies. [Please find the SCOMSA Closet Inventory with instructions here!](#)
 - 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
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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

- 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)
- Student Groups **ARE NOT PERMITTED** to email Class Listservs
- Promote events on groups' social media accounts
- Advertise on the L Lobby and MSR digital bulletin boards: Email medcampuscomm@bu.edu
- **No paper flyers permitted on the medical campus**

Flyer Formatting Guidelines

Have the poster/flyer approved *prior* to publicizing by the Office of Student Affairs (email Royisha Young, youngra@bu.edu)

Content

- The full name of the sponsoring organization
- The nature of the program
- Include "Open to MD students"
- Date, time, and place of program
- Example: November 2 at 1-2 p.m.
- **Time formatting: 1-2 p.m.**

Format

- Font size and style must be easily legible
- Banner styler (best for digital advertisement) or square images (best for the Digest and social media) are preferable for flyer advertisements
- The university seal may never be used in student organization promotional material.

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](#)