
Boston University Chobanian & Avedisian School of Medicine

Student Activities Checklist

Last Updated 10/24/2024

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
 - travel
 - non-Medical School/BUMC collaborators
 - minors
 - [Movie/film screening and must follow these guidelines](#)
 - Put your event on the [Student Activities Calendar](#) - Required of all SCOMSA-funded events, and strongly encouraged for all events. Make sure it does not conflict with another group's event
 - 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.
 - 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
 - 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.
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- Any activity that involves procedures performed on patients must have documented training of participants involved prior to the activity. Please send documentation of training to Royisha Young and Dean Sanchez.
- Planned activities must be discussed with your faculty advisor
- For planning assistance, please notify Royisha Young, Student Affairs Coordinator (youngra@bu.edu)

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.