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Boston University Chobanian & Avedisian School of Medicine

Student Activities Checklist

Last Updated 7/21/2025

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**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](https://docs.google.com/document/d/1kN7LW5N_TU2KSPaxS5ocQIgYStdZzDZqBnyi3jGAIJo/edit?usp=sharing) and must follow these guidelines
* Put your event on the [**Student Activities Calendar**](https://form.jotform.com/222756773494166) - Required of all SCOMSA-funded events, and strongly encouraged for all events. **Limit 2 events per time slot**
* 25Live delegates should **reserve a space** for your event on [25 Live](https://25live.collegenet.com/pro/bu#!/home/search) 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. [Complete form](https://docs.google.com/forms/d/e/1FAIpQLSdFqkLIQ9_UwN3Mt1djBi3yY7b9kx8CCIHv7AKEfVpLL9eNMw/viewform?usp=sf_link).
* Submit [**food and catering**](https://forms.office.com/Pages/ResponsePage.aspx?id=zDJ91SHBj0iwe9_nBWgMcVbuf2ZKCKFPvrIiRhJb6eRUMU1CTzRFRUdOVlhWWlg3TEJKV0wxNDcyNi4u) 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**](https://forms.office.com/Pages/ResponsePage.aspx?id=zDJ91SHBj0iwe9_nBWgMcVbuf2ZKCKFPvrIiRhJb6eRUMFZEWlFVODMyQVJQRzkzWVBCSFpZNjJBVy4u) 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](https://docs.google.com/spreadsheets/d/1_ooMi7Q5zZKo_bU9xZlqGxDzn8OqzzZpEtPLjdKy5oE/edit#gid=623428823)!
* Keep track of your available [**budgets**](https://docs.google.com/document/d/14BBbp6yaUhZr2zNMMnGyzZPeMhPVFWCh/edit?usp=sharing&ouid=106061647271633474826&rtpof=true&sd=true)— SCOMSA and/or your group’s MSOF account (funds from donations or fundraising, held by SAO)
  + Apply for [**ad hoc funding**](https://forms.gle/cmN3MM37aomekmbw7) 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**](https://www.bu.edu/safety/files/2020/02/PoM-Online-Training-Instructions.pdf) and send Royisha proof of completion for all participants.
* 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](mailto:youngra@bu.edu))

# Social Media and Event Promotion

* Submit the activity to the[Student Activities Calendar](https://form.jotform.com/222756773494166) and/or the [Student Affairs Digest](https://www.bumc.bu.edu/busm/student-affairs/student-life/student-activity-digest-submission/) 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](mailto: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](file:///\\ad.bu.edu\bumcfiles\BUSM\Student%20Affairs\Dept\Student%20Organizations\Student%20Activities%20Checklists\youngra@bu.edu)

**Content**

* The full name of the sponsoring organization
* The nature of the program
* Include “Open to MD and PA 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.