



Requirements to be a student leader:

Must have a 3.0 GPA Medical/Dental, 3.5 SOGSR and hold no more than 2 offices in a school year.

Event Planning Campus

Groups:

<http://mmc.campusgroups.com>

EVENTS

3 week notice required for:

General Body/Eboard Meetings
Fundraising on Campus (i.e. bake sales, t-shirts)
Guest speakers to the campus

30 day advance notice – Review by the Office of the General Counsel required:

- Community Outreach
- All Health Fairs- screenings-Meharry physician/dentist required to accompany group
- Off-Site Parties/events/banquets
- Events in Ross Fitness Center/Dr. Henry Moses PhD Alumni Hall, Cal Turner Center
- Vendor Fair on or off campus
- Events on campus with alcohol being served
- Events of a clinical nature (i.e. suture workshop, cast splinting)
- Probate shows □ Cultural shows
- Step Show

90 day advance notice required:

Formal events (i.e. Carabelli Ball, PAA Spring GALA, Match Day Celebration)

All balls will be held on campus.

Students **cannot** sign contracts in the name of MMC (\$30 park permit - \$10,000 for a banquet)

Student org flyers/items for sale must have the Meharry logo. Allow 20 days for approval. Events cannot be advertised until approved, nor will PAA send out in weekly announcements.

Parking passes for guests are \$1.50 per space.

Pickup at MMC Security.

Movies may only be shown in the LRC when license fees are paid

Fitness training is conducted by **licensed professionals only**.

MMC has a contract with Aramark for food served on campus. Food brought in from home is not allowed. Microwaves not allowed to prepare food/heat.

Finances

Withdrawals:

- Organizations with on campus accounts use RFDs to pay vendors or reimburse for items purchased.
- Allow 10 days for RFDs to process in order to avoid out of pocket expenses.
- RFD requires 3 signatures, 2 officers (president/vice-president/treasurer) and advisor.
- An officer cannot approve their own RFD. Original receipts are required to accompany RFD for reimbursement.
- Reimbursements to students are refunded via direct deposit.
- Holds on student accounts will prevent reimbursements.
- Supplies purchased for the organization must be kept on campus (i.e. grills, supplies).
- On campus accounts are tax exempt (forms are in the office of Student Life).

Deposits:

Forms in the office of Student Life. Checks are to be made out to **MMC with the organization name in the memo field**. Third party checks (made out to the organization instead of MMC) are signed by an officer, normally the treasurer. Completed form and funds are brought to the office of Student Life.

Office of STUDENT LIFE

Suite 120

Cal Turner Center for Student Education

8:30am – 5pm Monday - Friday