

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Organizations</b>		<b>SOP #: SA.017.03</b>
Effective Date	02.01.2018	
Last Revision/Review	05.12.2023	

### **1. Purpose**

To outline and define the processes for routine operations of Student Organizations at Burrell College

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Executive Director of Student Affairs, The Office of Student Affairs

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

#### **1.1 Starting a Club or Organization**

- a. Student(s) will complete and submit the Student Organization Interest Form (located online) to the Office of Student Affairs.
- b. Student Affairs will forward the completed form to the SGA Executive Board President for review and approval/denial, and forward it back to Student Affairs.
- c. The Executive Director of Student Affairs, will review and provide a final approval/denial
- d. If approved, the Executive Director of Student Affairs will provide the student(s) with the Student Organization Registration Form and any other necessary documentation that is required. Completed documentation must be submitted to the Executive Director of Student Affairs.
- e. Once all necessary documentation has been submitted, the Executive Director of Student Affairs will add group to the list of recognized club/organizations.

#### **2.1 Officer Eligibility**

- a. All officers must be in good academic standing. The Office of Student Affairs routinely reviews student eligibility to serve in club leadership positions.

#### **3.1 Request for Travel Funding**

- a. Student organizations may request funding for organizational travel through Student Government Association and the Office of Student Affairs in accordance with the SGA Treasurer Bylaws.
- b. Required Travel
  - i. The Office of Student Affairs will cover up to \$350 for organizational leadership travel under the following conditions:
    1. The student organization leader requesting funds has an approved excused absence from the Office of Student Affairs (approval documentation must be submitted to the Office of Student Affairs prior to a request).

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- ii. Student Organization leaders must fill out and submit the **Student Organization Request For Travel Funds** to Student Affairs before the trip and fill out a purchase requisition after the trip. Both requisitions must be submitted to the office of Student Affairs for reimbursement.

- 1. Students must submit receipts for reimbursement

### **4.1 Student Events**

- a. All student organizations desiring to reserve a room at Burrell for an event, must submit a Student Organization Event Request Form. (attachment)
- b. If IT technical support is needed for the event, the requesting party can indicate as such on the Student Organization Event Request Form.
- c. All building use for student events are approved by the Executive Director of Student Affairs, who will review the event to ensure it is Burrell mission appropriate.
- d. Once the building use request form is submitted, the Executive Director of Student Affairs will work to approve the room request. Once the request has been approved, the student and appropriate staff will be notified and the event will be placed on LEO, which is maintained by the Executive Director of Student Affairs.
- e. Faculty, Staff and outside entities events will be requested and approved by the Vice President of Administration and CFO.

### **5.1 Request for Guest Speaker Presentation**

- a. Student organizations interested in inviting a guest speaker to present at Burrell must fill out the Burrell Guest Speaker Request Form to request approval.
- b. The student organization's President must get signature approval from their Faculty Advisor and the Executive Director of Student Affairs
- c. The Student Organizations Faculty Advisor and Executive Director of Student Affairs will verify that the guest speaker's presentation is relevant and fits the mission of Burrell College.
- d. The Assistant Vice President of Student Affairs has final authority to approve or deny guest speaker presentations.
- e. Once a guest speaker is approved, a student organization may fill out the Student Organization Event Request Form to reserve a room on the Burrell campus.

### **6.1 Logging TOUCH Hours**

- a. Burrell students are encouraged to log their community service hours through TOUCH (Translating Osteopathic Understanding into Community Health). TOUCH is a national volunteer initiative organized through the Council of Osteopathic Student Government Presidents (COSGP). The goal of the TOUCH program is to encourage osteopathic medical students to work toward improving the health of their local community through service.
- b. Burrell students may submit TOUCH hours on the website (attachment).
- c. TOUCH hours are approved or denied via the site.
- d. Students must create a login before moving on to logging their hours.

## **6. Reports/Charts/Forms/Attachments/Cross References**

<https://burrell.edu/students/student-organizations/https://cosgptouch.aacom.org/>

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **7. Maintenance**

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

### **8. Signature**

Approved by

05.12.2023

Department Head of Student Affairs

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
07.01.2019	3.1	Added new criteria for approval 3.1 based on updated excused absence policy		07.01.2019
05.12.2023	All	Updated titles Director of Student Life to Executive Director of Student Affairs, Assistant Vice President of Student Affairs		05.12.2023
05.12.2023	1.1, 3.1, 4.1,	Updated student event procedures		05.12.2023
05.12.2023	4.1	Updated reimbursement amount and form names		05.12.2023
05.12.2023	6	Updated weblinks		05.12.2023