



**MEHARRY**  
M E D I C A L C O L L E G E

# Student Leadership Manual: Executing Successful Events



## 2009-2010 Registered Student Organizations

100 Collegiate Black Men of Meharry Medical College	Medical Students For Choice
A.R.T. Dental Public Health Club	Meharry Green Team
African Caribbean Students Association/ROOTS	Meharry Medical College Pre-Alumni Association
Alpha Omega Alpha Honor Medical Society	Meharry Road Runners
Alpha Phi Alpha Fraternity Inc.	Meharrian - Yearbook
American Association of Women Dentists	Meharry-Vanderbilt Student Alliance
American Latino Medical Association	Omega Psi Phi Fraternity, Inc.
American Medical Association	Ophthalmology Interest Group
American Medical Students Association	Oral Maxillofacial Surgery Club
American Medical women's Association	Orthodontic Study Club
American Student Dental Association	Orthopedic Surgery Club
Christian Medical and Dental Association	Physicians for Human Rights/Global Health Interest Group
Division of Public Health Practice Student Association	Pretty in Pink
Dove Club	Project Prevention
Elephant Club	Restorative Dentistry Study Club
Emergency Medicine Interest Group	Saburo Hara Pediatrics Society
Endodontic Study Club	Students Helping All Relationships Endure (SHARE)
Ewell-Neil Dental Research Society	Student National Medical Association (SNMA)
Family Medicine Interest Group	Student Mental Health and Risk Prevention
Geriatric Student Forum	Student National Dental Association (SNDA)
Graduate Student Association	Surgery Club
Henry W. Foster OB/GYN Interest Group	The Pulse (student newsletter)
Kappa Alpha Psi Fraternity, Inc. Kappa Chapter	The STOP PAIN Group (Anesthesiology Club)
Lloyd Elam Psychiatry Club	Thomas-Hardy Internal Medicine Society (THIMS)

### Student Organizations on file, but not registered for 2009-2010:

Brazilian Jiu-Jitsu Club (BJJ)	Musculoskeletal Society
Medical Military Student Association	Pediatric Dental Club
Meharry Health and Wellness Association Radiology	Club
Meharry Muslim Student Union	South Asian Meharry Student Association

*The list of registered student organizations is updated each academic year and posted online on the following website:*

<http://www.mmc.edu/students/organizations.html>



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## Dear Student Leaders:

Congratulations on your election to student leadership at Meharry Medical College. The confidence your peers have placed in you by electing you to the Pre-Alumni Association, various student organization, and/or class officer leadership positions is a great responsibility.

The student experience of the entire student body is very important to the executive and senior management of Meharry Medical College. The Pre-Alumni Association, class organizations, student organizations, clubs, and intramural sports programs contribute significantly to the student experience. They provide opportunities for professional development, community service, recreational, athletic, and social outlets to balance the rigorous academic demands of our health professions curriculums.

Student Services and Enrollment Management is committed to ensuring that each student's enrollment experience from Admissions to Graduation is enjoyable and successful. The Office of Student Life is specifically charged with assisting student organization leaders in the planning and execution of student events, administering the intramural sports programs, managing the Ross Fitness Center and its programming, and serving as advisors to the student publications - the Pulse newsletter and Meharrarian yearbook.

This manual was created to facilitate the event planning process, minimize unnecessary confusion, and provide structure and guidance to student leaders when carrying out their student organizations' programming. The Office of Student Life will serve as your liaison between other departments at Meharry Medical College and your first point of contact when planning any event whether on or off-campus.

It is our hope that you will find this manual and our staff support to be effective resources for you. We look forward to working with you over the next year.

Karen A. Lewis, M.S.  
Assistant Vice President  
Student Services & Enrollment Management

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## Student Life



Student Life will serve as the initial point of contact for all student activities. Student leaders must complete the Event/Meeting Planning Form and submit it either electronically (to [studentservices@mmc.edu](mailto:studentservices@mmc.edu)) or in person to the Student Life Program Coordinator. Whenever possible, the organization's advisor's signature should be obtained. If this is not feasible, the Program Coordinator will contact the Advisor to obtain their approval. Advisor approval is required to ensure their awareness of the organization's activities.

# General Information

## Student Services & Enrollment Management Contact Information

Who/What		Number
General Student Services Information	Student Services & Enrollment Management Front Desk	615-327-6223
Karen Lewis	Assistant Vice President, Student Services and Enrollment Management	615-963-3197
Ta-Tanisha Thomas	Office Manager, Student Services and Enrollment Management	615-963-3177
Henry Atwater	Director, Student Life	615-327-6387 615-327-6792
Gwendolyn R. Williams	Program Coordinator, Student Life	615-327-6084 615-327-6792
Jimmy Bryant	Ross Fitness Center Trainer	615-963-3168

### Student Fee Funded Organizations

There are eight (8) student organizations for which fees are collected by the College. They are listed below:

- ◆ SNDA – Student National Dental Association (Dental student fees only)
- ◆ ASDA – American Student Dental Association (Dental student fees only)
- ◆ AMSA – American Medical Student Association (Medical student fees only)
- ◆ SNMA – Student National Medical Association (Medical student fees only)
- ◆ Ewell-Neil Dental Society (Dental student fees only)
- ◆ Pre-Alumni Association (all student fees)
- ◆ GSA – Graduate Student Association (Graduate school student fees only)
- ◆ Student Publications—The Meharrian (yearbook), The Pulse (student newsletter), etc.

These eight (8) organizations automatically have an on-campus designated account set up. At registration, fees for each of the eight organizations is receipted to a general ledger account assigned to the organizations. The cash is deposited into the respective College bank accounts. Though these eight organizations are funded by student fees, they are still required to register their organization with Student Life each academic year.

For more information about on-campus student organization bank accounts, please refer to the *Financial Guidelines* section.

### Greek Organizations Information

There are nine National Pan-Hellenic Council Greek Organizations. Of the nine, only four have chapters that were officially chartered on Meharry Medical College's campus:

- ◆ Kappa Chapter of Kappa Alpha Psi Fraternity, Inc.
- ◆ Chi Chapter of Alpha Phi Alpha Fraternity, Inc.
- ◆ Delta Chapter of Omega Psi Phi Fraternity, Inc.
- ◆ Kappa Chapter of Phi Beta Sigma Fraternity, Inc.

Currently, not all of the chapters are active. The other organizations have members on campus, but do not have an official chapter on campus. For the Greek organizations that do not have chapters, they are allowed to register as clubs without the official Greek organization name. For example, a certain sorority in the past has registered as The Elephant Club. If you would like information on chartering a chapter for one of the Greek organizations on Meharry's campus, please contact Student Life at (615) 327-6084 and/or the Regional Director for your Greek organization.

# Organization Set-up and Structure

## Requirements for Registration

For an organization to be registered by Student Life, the following requirements must be met.

### An organization's officers must:

- ♦ at a minimum, not be on academic or disciplinary probation.
- ♦ be full-time registered students as defined by their school or college;
- ♦ assume responsibility for their respective positions within the organization's Constitution and agree to abide by all Meharry Medical College regulations, policies, and procedures of an academic, non-academic, legal, or financial nature;
- ♦ refrain from participating or encouraging any unlawful activity;
- ♦ refrain from discriminating in membership selection, officer or advisor appointments, or practices of organizational activities on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or sexual orientation, in compliance with Federal law;
- ♦ assure that neither the organization nor its members allow hazing in any form. Hazing is defined as: "intimidation by physical punishment; harassment by exacting unnecessary, disagreeable, or difficult work; or harassment by means of embarrassment by banter, ridicule, or criticism."

### An organization must:

- ♦ have Meharry Medical College students as part of its membership;
- ♦ have only Meharry Medical College students, faculty, or staff members serve as officers;
- ♦ Select a full-time Meharry Medical College faculty or staff members as an advisors (advisor will need to complete the Advisor Agreement Form);
- ♦ receive funding primarily from its membership or the College;
- ♦ maintain all funds on deposit in a designated account through Student Financial Services and follow appropriate accounting procedures *\*more information in the Financial Guidelines section;*
- ♦ have purposes which do not overlap significantly with

any other registered student organization;

- ♦ submit a request for **ALL** events, meetings, fundraising activities, etc. to Student Life using the web form found online at [www.mmc.edu/students/event\\_request\\_form.htm](http://www.mmc.edu/students/event_request_form.htm) **7-30 days** in advance (refer to the Planning & Policies section for details).
- ♦ make clear that organization members speak only for their organization, not for the entire institution, all students, all faculty members, or all staff members. (Refer to *Marketing & Communications* in the Planning & Policies section for more detailed information.)

### A faculty/staff advisor must:

- ♦ be a full-time member of the Meharry Medical College faculty or staff;
- ♦ provide guidance in planning programs and events;
- ♦ be aware of the organization's executive board and/or general body meetings, receive minutes, and approve all activities (besides monthly/general body meetings);
- ♦ sign off on all RFDs (requests for disbursement).

Advisors are given access to the student organization's Banner Production account in order to check the student organization account balance, etc. **A training session will be arranged annually to teach advisors how to navigate the system.**

*\*By virtue of their position, the Assistant Vice President of Student Services & Enrollment Management, the Director of Student Life, and the Program Coordinator of Student Life serve as the advisors to the Pre-Alumni Association and student publications.*

## How to Become an Officially Registered Student Organization

### Make a formal request for a new organization (if not already an organization):

If the organization is not already formed, a Formal Request for a New Student Organization will need to be completed and turned in to Student Life. The following information outlines what is requested in the form, which can be found in the forms section of this manual and online soon (information will be sent to the entire student body via email when the link is ready).

- ♦ Proposed organization name, purpose, contact person, proposed advisor, target membership population, address or post office box of the organization and if it has any local, regional, or national affiliation.
- ♦ The signature of the Associate Dean or Department Head is needed if the organization is school or department specific; the signature of the Dean(s) of your school is required for all new organizations along with the Assistant Vice President of Student Services & Enrollment Management, and the General Counsel.
- ♦ The Program Coordinator or the Director of Student Life will notify the organization contact of the approval/denial of the requested organization.

### Register the organization annually:

Complete the Student Organization Registration form annually (a link to the form can be found online at [www.mmc.edu/students/organizations.html](http://www.mmc.edu/students/organizations.html)).

- ♦ Organization officers usually change annually and Student Life need up-to-date records on file.
- ♦ The form requires the organization name, advisor, advisor's email address and phone number; a brief statement of purpose, the organization officers, and criteria for membership.

The Student Organization Registration Form should be submitted to Student Life early in the Fall semester of each year. \*The date for the Student Organization Fair may vary each year. Please watch your email for updates on when registration for student organizations is due.

### Benefits of being a registered student organization:

- ♦ Use of the Meharry Medical College tax-exempt form (submit requests 2-3 days in advance with the Vendor name, phone number and fax number to Student Life).
- ♦ Hold events, meetings and fundraisers on campus by submitting an event/meeting request form to Student Life ([www.mmc.edu/students/event\\_request\\_form.htm](http://www.mmc.edu/students/event_request_form.htm)).
- ♦ Have your events, activities and meetings included in Student Organization Announcement email message to **All Students** from Student Life.
- ♦ An opportunity to win \$500 for your Student Organization Account during the Pre-Alumni Annual Banquet as the “**Student Life Student Organization of the Year.**” (The details on how the winner will be determined are on the next page).
- ♦ Use of the Student Life Department Sam's Club Card\*

### Student Life Sam's Club Card Usage Rules

1. Use of the card will be limited to the President, Vice-President, and Treasurer of registered student organizations.
2. You will have to sign the card out/in in the Student Life Department and return it within **12 hours** of the time you check it out.
3. To use the card, you will have to have a Meharry check to pay for your items and they will be tax exempt. (Because the card is in Meharry's name, they will not accept payment from any other source).
4. You can go online to the following website to select the items you will be purchasing: <http://www.samsclub.com/shopping/navigate.do?catg=607>. Add the items to your cart and print the page that lists your cart items and subtotal. **Use that page as your invoice to get a check cut.** (Approved by Student Financial Services). Submit the documentation for the check 5 business days before it is needed to allow for ample time to get the check. To save time, you can copy the item # and amounts to a Fax and Pull Sam's Club sheet (pick these up in the Student Life Office) and fax it in so that you can go into the store and have your items waiting for you at the front.



## "Student Life Student Organization of the Year" Award Calculation Details

**Level 1 Event** = (5-7 business days in advance notice required)  
Room only or less than 4 tables and ALL student e-mail;

**Level 2 Event** = (14 workday advance notice required)  
Special A/V needs (podium microphone outside a classroom that doesn't already have it), post to MyMMC, or more than 4 tables, reservation of the Amphitheater, requests to serve alcohol at an event (following the current alcohol policy).

**Level 3 Event** = (30 workday advance notice required)  
Extensive legal review, external publicity, off-campus events and/or many non-Meharry guests, street closures, Ross Fitness Center gym floor covered

For every event, calculate the work day difference between the date the request was received and the date of the event. (Collaborations will count as a single event for each of the organizations involved). The following Excel formula will be used for this calculation: =NETWORKDAYS(date request received, date of event).

Total the **NETWORKDAYS** for Level 1, Level 2 and Level 3 events separately.

Then for Level 1 events, divide the total networkdays by the number of Level 1 events times 7. (Level 1 events require 7 days advance notice). So if the organization had 3 Level 1 events and the total Networkdays for those events was 18, we would divide 18 by 21 (3x7) to get 0.86. (18/21 = 0.86) The closer the product is to 1, the better. If you had turned in all of your requests for level one events exactly 7 workdays ahead of time, the calculation would have been: 21 Networkdays/(3x7)= 1.

Follow the same procedure for Level 2 events (multiply the number of events by 14) and Level 3 events (multiply the number of events by 30).

Add the products of each Event level and divide by 3 (# of event levels). The organization with the highest number will receive the award. If there is a tie, the presidents of the organizations will arm wrestle for the award. 😊

# Planning and Policies

## Scheduling Meetings and Planning Events

### Monthly Organization Meetings

Prior to holding any event on Meharry Medical College's campus, you must complete an Event/Meeting Reservation Request form. A link to the form can be found online at the following web address: <http://www.mmc.edu/students/organizations.html>. **Please print a copy of your form for your records.**

This form should be completed online only. Community service events that are held off site should be reported on the following form: [www.mmc.edu/students/community\\_service\\_form.htm](http://www.mmc.edu/students/community_service_form.htm). Please note for smaller events (bake sales, club/organization monthly meetings), the form must be completed **5-7 business days in advance**.

### Calendar Planning

Student Life will serve as the initial point of contact for all student activities. Student leaders must complete the Event/Meeting Planning Form and submit it online. Your advisors will be notified of your events as some require their approval. **Advisor approval is required to ensure their awareness of the organization's activities.** (*Advisor approval is not necessary for general body organization meetings; however, they should be aware of all meetings and receive minutes*).

Student Life has obtained the course schedules of all Schools by program and known major institutional events in order to assist student leaders with selecting optimal times for events and activities that will minimize conflicts. To help make the process of selecting the "Most Compliant Student Organization of the Year" better, each event will be assigned a level as described below:

- ♦ **Level 1 Event (5-7 days advance notice):** Requesting a room only **OR** space and less than 4 tables/4 chairs **AND ALL** Student publicity (via e-mail);
- ♦ **Level 2 Event (14 days advance notice):** Requesting a room/space **AND** audio visual, posting to MyMMC for Employees & Students to see, **AND/OR** more than 4 tables/4 chairs, request to serve alcohol at an event, or reserving the Amphitheater;
- ♦ **Level 3 Event (30 days advance notice):** Requires extensive legal review, street closure, Ross Fitness Center Floor covered, external publicity, off-campus **AND/OR** non-Meharry guests such as **major events**, i.e., Community Day, Oral Cancer Walk, etc. that require extensive multi-level coordination between several internal and external departments.

For events beyond organization meetings or self-explanatory events like bake sales, a brief description of the event or proposal needs to be included in the "Purpose of Event" field.

After reviewing the form, the Program Coordinator will contact you if there are any questions and to clarify all of your needs for the event. Once your form is complete, the Program coordinator will work with other departments on campus to make sure your requests are met.

### Room Reservations

Based on the information on the form, the Program Coordinator will secure all room reservations. *\*Event request forms must be submitted for use of the Amphitheater also.*

### Campus Operations

Based on the information on the form, the Program Coordinator will secure any tables, chairs, trash receptacles, or other set-up/clean-up needs with Campus Operations. **Note:** Campus Operations has 20 tables and 25 chairs available for use. If the number of tables and chairs you request are not available, your organization can rent additional tables and/or chairs from a vendor. Campus Operations has requested **two weeks advance notice** for set-up requests. The TQM Room and Multipurpose room in the LRC have more tables and chairs available (up to 65 chairs and 30 tables). *Please be sure to state your request for trash receptacles in the additional comments section of the Event/Meeting Request form.*

The only parking lots available for special guests Monday through Friday from 7 a.m. - 5 p.m. are the paid parking areas: Lot-F and Lot-O. If your organization would like to obtain a parking voucher for special guest(s), please make your request through Student Life 5 days in advance. The cost is \$4.00 per voucher. Payment can be made via RFD.

Campus Safety and Security can assist with parking for approved events after business hours and for weekend events. Request your parking needs on your Event Request Form.

### Campus Security

Based on the information on the form, the Program Coordinator will secure Security services needed for the event. (Security is notified of all student organization events whether their service is or is not required/requested).

- ♦ Events that will require street closure must be submitted **30 days in advance**.
- ♦ Events that non-Meharry guests will be invited to require **30 days advance notice**.
- ♦ When events require additional officers, the officer(s) assigned to the event receives a rate of time and a half ac-

ording to his or her hourly pay rate. The Student Organization will be required to pay the overtime rate. You will be notified in advance if this is necessary. Additional officers may be required for events that require street closures or events that a large group of non-Meharrians will be attending on campus.

- ♦ **Security for Off-campus events:** The Office of Campus Safety & Security at Meharry Medical College is not required or authorized to cover off-campus student events. If the venue you are using requires security and they do not provide it, inform the Student Life Program Coordinator who will work with security to advise your organization regarding your security needs. \*Be certain that you hire someone who is personally bonded & licensed as a security/police officer or works for a company that is bonded & licensed.

## Marketing & Communications

Based on the information on the form, the Program Coordinator will arrange campus announcements and/or external publicity for your event. There are branding specifications and a style guide that governs all printed communications and publications (included in this section). The Program Coordinator is authorized to send email messages to the All Students distribution list and post announcements on the Student Tab of MyMMC. Marketing & Communications requests **3 business days to review** announcements before posting an announcement on the home tab of MyMMC. Below is the standard operating procedure for posting to MyMMC.

*The purpose of a post to MyMMC (for all users to see) is to provide the intended recipient with information relevant to conducting the business of Meharry Medical College. Typically, "All Users" messages fall into one or more of the following categories:*

- ♦ **Academic Information** - grand rounds, research, student information
- ♦ **Advancement of the College** - fundraising events benefiting Meharry
- ♦ **Communication from the President**
- ♦ **Community Benefits/Partnerships** - walks
- ♦ **Condolences**
- ♦ **Human Resources** - benefits
- ♦ **Information impacting patient care** - parking, new services, clinical trial research
- ♦ **News about Meharry Medical College** - current events
- ♦ **Specific information affecting your job** - utility announcements, computer issues, weather advisories
- ♦ **Safety & Security** - announcements, briefings

*MyMMC is not an appropriate distribution tool for departmental newsletters, personal announcements, vacation opportunities, sales, etc.*

*All announcements planned for distribution through "All Users" must be submitted online through MyMMC. Announcements will be reviewed, edited, placed in a specific format and approved before being distributed.*

**Student Life will submit requests for approved student organization events that request messages to "All Users" that fit in one of the categories previously listed.**

**Press Release:** The number of days to prepare a press release depends on your event and the information provided. (Detailed information about your event will be required).

Student Life is sometimes required to submit requests for certain fundraisers to Marketing & Communications as well (for the sale of non-food items that have the Meharry name on them or one of the seals or the logo). **\*Please refer to the Media Relations - Institutional Advancement/Office of Communications and Marketing policy for more information.**

If you would like your student organization event (fundraisers and service projects) to be highlighted in the President's Weekly Bulletin, it must be submitted and approved by Student Life before 3 p.m. Wednesday of each week.

## Legal/Risk Management

Most major events, and some events collaborating with external entities, require review by Legal and Risk Management. The Program Coordinator will serve as your interface with Legal. Some major events require that Meharry Medical College secure Special Event Supplemental Liability Insurance. The cost is not passed on to the sponsoring organization, but the process must be completed to protect the College. This process is why event requests for major events should be submitted **thirty (30) days in advance**.

## Media Services

Based on the information on the form, the Program Coordinator will secure audio/visual equipment for your event.

- ♦ Requests for audio/visual support that is in addition to the equipment already in classrooms requires 14 business days advance notice (Level 2 Event).
- ♦ Photography service is available for student events as well. Please be courteous and be on time to your events. For some events (excluding formal events) that last 3 or more hours, you might want to pick a peak time for photographs to be taken. This request should be made on your event request form 14 business days in advance as well.

# Financial Guidelines

## Student Organizations Designated Accounts

Eight (8) college bank accounts have been established by the Accounting Department (*listed on page 3*). Each individual account will be maintained by the Treasurer and Advisor of the respective organization.

All Student Organizations should maintain an on-campus designated account. Only organizations with on-campus accounts have the benefit of the Meharry Medical College state tax exemption certificate and non-profit status.

The policy and procedure for establishing a student organization on-campus designated account is below. Student Life will work with Finance and the student organization leaders to facilitate this process.

1. Student organizations must reaffirm their intent to maintain a sponsored organization annually with Student Life by completing the student organization registration form (see forms section).
2. New organizations must petition Student Life for approval of campus sponsorship by completing the formal request for a new student organization form (see forms section).
3. Once approved, the Student Life Program Coordinator may request an on campus account for the organization if requested by the President/Treasurer and notify the advisor, president and treasurer of the organization's approval and account number.
4. Student Financial Services will coordinate with Controller's Office to ensure proper activation of account. Once the account is opened, the advisor, President and treasurer will be provided one account number to be used when making deposits or requesting disbursements/reimbursements (FOAPAL).
5. Established procedures will adhere in regards to processing request for disbursement (RFD).

Any off-campus bank accounts cannot have the name Meharry anywhere in the account holder's name, and Meharry Medical College will not be responsible or liable for any activities associated with such accounts.

Student organization leaders are reminded that they are handling someone else's money. Therefore, all caution should be exercised to ensure timely deposits (daily) so that money and checks are not being held in a person's home, car or on their person.

Monthly reports on the 8 student organizations that are funded through student fees will be generated by Student Financial Services and sent to the Director and Program Coordinator of Student Life and the Assistant Vice President of Student Services & Enrollment Management. Student Life will send a copy of each specific organizations' monthly report to its respective President, Treasurer and Advisor.

## Federal Tax ID Information

The Meharry Medical College federal tax identification number (denoting non-profit status) cannot be used directly by an individual (student, staff or faculty member) or organization under any circumstances. This number can only be used by authorized agents of the College on behalf of the College according to the established protocols.

The Meharry Medical College state tax exemption certificate is maintained and utilized by Finance. With **2 – 3 days** advance notice, Finance can provide a copy of the certificate to any vendor to secure tax free status for approved student organizations with an on-campus account.

**Note: The tax exemption form covers only state sales & use taxes. Some items, such as hotel rooms, liquor, and airline tickets, have additional taxes that your organization will be responsible for.**

## Disbursements and Reimbursements

With proper planning, student organizations can secure funds in advance of their event. Whether a disbursement or reimbursement of personal funds that have been expended is needed, the Request for Disbursement (RFD) form must be used. These forms can be purchased from the Purchasing Dept. at a cost of \$45.00 per 100. The Program Coordinator will have a small supply for emergencies and smaller student organizations with limited financial transactions.

- ◆ **Meharry will reimburse taxes to students who submit proper documentation with their RFDs because the money comes from student organization accounts that are not officially part of Meharry Medical College.**
- ◆ **Student Life will submit all RFDs for** student organizations to Student Financial Services. If something is missing or if there is a problem with the documentation, Student Financial Services will call Student Life to resolve the issue.
- ◆ Students, please check your account in Banner Self Service to make sure you do not have a hold on your account before submitting an RFD for reimbursement.

Advance disbursements require the RFD with an original invoice including the total amount, vendor information, and detailed information regarding the purchase attached. The RFD and supporting documentation must be submitted at least **seven (5) business days prior to the date the check is needed**. *\*Please turn in all completed RFDs to Student Life. The Program Coordinator or Director will review your RFD and documentation to make sure you have everything that is needed and take it to Student Financial Services. The Program Coordinator will maintain a database that notes the organization, date, amount, vendor, and signatures on the RFDs to help make sure student organizations get their money in a timely fashion and to give students less steps as you plan events.*

Checks are run every Tuesday and Thursday for distribution every Wednesday and Friday. Please notice pick-ups are allowed only on Wednesday and Friday.

**Note:** Checks will be released to the Treasury Services window after 9 a.m. on Wednesdays and Fridays. **Checks will be released to the person designated on the RFD only or to the Student Life Program Coordinator.**

If you expend personal funds and need to be reimbursed, you must submit the RFD form with original receipts. If a copy of the invoice is submitted, the invoice must be marked "Paid" by the vendor with the date paid & method of payment, i.e., cash, check, etc.

The **RFD form requires 3 signatures**: two of three authorized officers (treasurer, president, or vice-president), and the organization advisor.

Please note reimbursements to students are processed through direct deposit. If there is a financial hold on a student's account or a balance, the reimbursement will not be processed and you will be notified by Student Financial Services or Student Life. You can check your account for hold by logging onto Banner Self Service at any time.

## Fundraising/Soliciting Policies

*The full Policy on Fund Raising and Acceptance of Gifts and the Policy on Approval of Fundraising Activities (Private Gifts and Grants) is included in the Planning & Policies section of the manual.*

The Division of Institutional Advancement will have the primary responsibility to receive donations of money, securities, and property from any source on behalf of Meharry Medical College and is responsible for using these gifts in accordance with the conditions established by the donor.

All efforts within the College to raise funds from private

sources – including corporations, foundations, individuals, or other non-public entities – must be approved by the Senior Vice President for Institutional Advancement prior to their initiation.

Prior to the initiation of a formal request for solicitation approval, senior advancement officers are available to consult with those who wish to approach potential funding sources.

This policy does not apply to grant or contract proposals submitted to any governmental agency or government or organizational entity.

Faculty members, student organizations, departments and units who wish to seek non-contract funding from the private sector should refer to the *Policy on Approval of Fundraising Activities (Private Gifts and Grants)*.

Only officially recognized student organizations will be authorized to conduct fund raising projects at Meharry Medical College or at other approved locations. As an adjunct to fundraising, organizations may collect, but not solicit dues. All student fund raising projects and/or requests must be submitted in writing to the Office of Student Services and Enrollment Management. **All fund raising projects must be approved by the Director and AVP of Student Services or their designee with the appropriate signatures prior to submission to the Office of the Senior Vice President for Institutional Advancement.**

Proposals and/or requests should be made in writing including details about the project, its goals, and planned use of funds. The request must be submitted to the Office of the Senior Vice President for review **three weeks** prior to the proposed event. The senior vice president or his/her designee will assess the appropriateness and timing of the proposed fund raising project in light of both institutional priorities and any known financial commitments by those considered to be potential donors. The senior vice president will make the final determination. A decision will be rendered within ten working days.






# Official Policies



### Abbreviated Form of Policies & Procedures for Use of Facilities

These facilities are for educational use ONLY. Priority for use of the classrooms is given to educational, research, and clinical programs of the College.

1. No food or drinks are permitted in the classrooms without explicit permission from the Dean's Office. **Rooms on the 2<sup>nd</sup> floor of the WBS (2006, 2008, 2010, and Quiet Study Room 2012) are designated as rooms where food and drinks are permitted for activities, meetings and studying.**
2. Use of electronic equipment (and the podium) in each facility is supervised by Academic Computing and supported by Media Services. If not properly trained on the use of the equipment, please contact the appropriate persons in these departments for set-up and break-down of the equipment.
3. Users should NOT change the configuration of any equipment in the room; contact Academic Computing at 327-6265 if modifications are needed or there are problems with the equipment.
4. When finished using the podium and electronic equipment, please ensure that all equipment is turned off, back in its proper location and secured.
5. Users should take proper care of the furniture and carpet (i.e. no damage to seat backs, seat cushions, tables, etc.). Please report damages to the Dean's Office.
6. No furniture is to be moved **IN** or **OUT** of the facility without explicit permission from the Dean's Office.
7. There is adequate seating in each facility; therefore, do not place additional chairs or tables in the rear of the classroom or at the podium. If there is a need for additional furniture, obtain approval first and remove the additional furniture immediately when done.
8. Users are responsible for maintaining the cleanliness of the rooms – ensuring that all materials and debris are cleaned up and properly removed after use.
9. Scheduling the use of the classroom **MUST** be coordinated through Student Services at least 7 days in advance (14 days in advance if extra tables and chairs will be needed).
10. Student Services will determine if a faculty/staff advisor approval is required and contact the advisor if necessary.
11. During regular classroom hours, events that could distract from the educational program cannot be permitted in the classrooms or the atrium.

 <b>POLICIES</b>	Page 1 of 2
	Effective Date: July 1, 2009
Retired:	Revised: April 23, 2010
Approved by: Associate VP Student Financial Services	
Subject: Student Organizations Designated Accounts	

**PURPOSE:** Establish policy and procedure for the establishment/use of designated accounts for student organizations.

**POLICY STATEMENT:**

Meharry Medical College has a group of organizations managed by student leaders and advised by a faculty member. Any student group may petition Student Life for approval to manage an organization on campus. Student Life will evaluate the validity of the organization and verify faculty sponsorship.

Upon approval, the Program Coordinator of Student Life will send a confirmation to the President, Treasurer and Faculty/Staff advisor of the organization and inquire about setting up a designated account for the organization.

Verification of the completed approval process is required to request a designated account. Student Life will submit an email to Student Financial Services to initiate bank account set-up and include the President, Treasurer and Faculty/Staff advisor in the email message. No student organization may directly request account set-up.

Student organization funds must be kept separate from and not be intermingled with Departmental funds.

**DEFINITIONS:**

**PROCEDURE:**

1. Student organizations must reaffirm their intent to maintain a sponsored organization annually with Student Life.
2. New organizations must petition Life for approval of campus sponsorship.
3. Once approved, Student Life will request a designated account for the organization.
4. Student Financial Services will coordinate with Controller's Office to ensure proper activation of account and notify Student Life, the faculty advisor, organization President and Treasurer of the appropriate FOAPAL.
5. Established procedures will adhere in regards to processing request for disbursement (RFD).



**POLICIES**

Effective Date:

**Subject:** Student Organization Designated Accounts

- RFD must be signed by faculty advisor and 2 of 3 student officers (President, Vice President and/or Treasurer).
- Original receipts/estimates must be attached to each RFD.
- Keep the pink copy for your organization's records.
- Turn in all complete RFDs to the Student Life office. They will review and submit them to Accounts Payable.

**EXHIBITS: Student Organizations; Establishing Student Organizations.**

## MEHARRY MEDICAL COLLEGE POLICY

<b>VOLUME:</b>	<b>ACCOUNTABILITY:</b> Office of Student Financial Services – Student Accounts
<b>SECTION:</b>	<b>REFERENCE NUMBER:</b>
<b>CHAPTER:</b>	<b>DEPARTMENT:</b> Office of Student Financial Services
<b>TITLE:</b> Student Organizations	<b>PAGES:</b> 2
<b>APPROVED:</b>	<b>EFFECTIVE DATE:</b>
<b>REVISED:</b> April 2010	<b>POLICY REFERENCES:</b>
<b>RETIRED:</b>	<b>CONTACT:</b> (615) 327-6220

<b>SCOPE:</b>
<b>PURPOSE:</b>
<b>DEFINITIONS:</b>
<b>STUDENT ORGANIZATIONS</b>
<p><b>POLICY:</b></p> <p>Meharry Medical College has eight (8) organizations managed by student leaders and their advisor. The Program Coordinator of Student Life provides the roster of Officers and Advisors each academic year. Funding of these organizations is through the assessing of Student Fees during the Fall semester</p> <ul style="list-style-type: none"> <li>• SNDA – Student National Dental Association                      130050</li> <li>• ASDA – American Student Dental Association                      130060</li> <li>• AMSA – American Medical Student Association                      130070</li> <li>• SNMA – Student National Medical Association                      130080</li> <li>• Eweil-Neil Dental Society    130090</li> <li>• Pre-Alumni Assoc. Activity    130100</li> <li>• Student Annual    130150</li> <li>• GSA - Graduate Student Association                                      130240</li> </ul>
<p><b>PROCEDURE:</b></p> <p>A student officer will leave a completed request for disbursement (RFD) in the Office of Student Financial Services for verification and final approval.</p> <p><i>Verify:</i></p> <ul style="list-style-type: none"> <li>• The RFD is signed by 2 of the 3 student officers (President, Vice President, and/or Treasurer) and the student organization’s advisor.</li> <li>• The first RFD should always be for membership dues (if your organization is funded by membership dues).</li> </ul>

## MEHARRY MEDICAL COLLEGE POLICY

- The RFD must be payable to the agency/vendor providing the service. If request is payable to a student/employee of Meharry their banner ID # should be indicated on the RFD
- Original receipts/estimates must be attached to each RFD.
- Verify fund and account codes (expenditure A/C code is 905140)

Once you have completed all the necessary information, Student Life will hand deliver the RFD to the Accounts Payable department the same day if it is before 4:00 p.m. Student Life will maintain a database with the amount, date, etc. from your RFD. Also retain a copy (pink) of the RFD for your organization records.

Banner form **FGITBSR** is used to verify balances and review transactions. Payments not automatically fed must be deposited at the Cashier's window (5th floor of the Learning Resource Center), accompanied by a transmittal for receipt into the organization's fund code –A/C code 904650.


Copies of each request and an excel spreadsheet are maintained in the Office of Student Financial Services as a quick fund balance reference, and to avoid duplication of payments. This spreadsheet should be e-mailed to the Assistant Vice President for Student Services and Enrollment Management, the Director and Program Coordinator of Student Life monthly.

*Note:* Account # 904650 receipts  
905140 disbursements

**SANCTIONS:**

**REFERENCES:**

**EXHIBITS:**

 <b>MEHARRY</b> <small>MEDICAL COLLEGE</small> <b>POLICIES</b>	Page 1 of 1
	Effective Date: April 11, 1986
Retired:	Revised: April 3, 2009
Approved by: Wayne J. Riley, M.D., MBA, President and CEO	
Subject: Administration – Use of Alcoholic Beverages	

## Use of Alcoholic Beverages

### Policy Guidelines

Consumption of alcoholic beverages on any Meharry Medical College facilities shall be in strict accordance with the following policy guidelines:

- Approval of request to serve alcoholic beverages shall be limited to wine and beer.
- All requests to serve alcoholic beverages must be made five (5) days in advance of the event as a part of the initial Request Form to the Office of External Affairs and Special Events, (Office of the President).
- The Office of General Counsel shall take under advisement extraordinary requests serve alcoholic beverages other than wine and beer.
- Alcoholic beverages may not be sold on campus.
- Approved alcoholic beverages may not be served to at events which will include attendees under 21 years of age.
- It is the responsibility of the person (s) or organization (s) sponsoring an event to observe the laws of the State of Tennessee and Meharry's regulations regarding consumption of alcoholic beverages.
- Approved alcoholic beverages may not be served during the times when classes are normally in session (Mondays through Fridays from 8:00 a.m. to 5:00 p.m.)
- The serving of approved alcoholic beverages in laboratories, classrooms, lecture halls and patient areas is expressly prohibited.
- All events at which approved alcoholic beverages are served must also have non-alcoholic beverages available.



**POLICIES**

Effective Date: August 1, 2008

Retired:

Revised:

Approved by: Wayne J. Riley, M.D., MBA, President and CEO

Subject: Media Relations - Institutional Advancement / Office of Communications and Marketing

**PURPOSE:**

This policy provides for the coordination and management of media relations in an effort to supply timely, accurate information to the media and the public while protecting the brand, interests and positive image of the college.

This policy applies to all staff, employees, faculty, and students of Meharry Medical College.

**PROCEDURE:**

***Official Spokesperson***

The Associate Vice President (AVP) for Communications and Marketing in the Division of Institutional Advancement serves as the official spokesperson for Meharry Medical College. The Senior Vice President of Institutional Advancement or his designee will serve as the official spokesperson when the AVP of Communications is unavailable.

**Responding to Media Requests**

Anyone receiving a media inquiry or request for an interview should refrain from responding until the media inquiry/request has been reviewed by the Office of Communications and Marketing. All media requests pertaining to the College, faculty, staff, students and other Meharry Medical College entities must be forwarded to the Office of Communications and Marketing immediately upon receipt. This may be done via e-mail message to [media@mmc.edu](mailto:media@mmc.edu) or voice mail message to 615.327.6282 or 615.327.6251. This may also be done via text message to 615.500.0632.

A representative from the Office of Communications and Marketing will either respond directly to the media request or make contact with the appropriate person to respond on behalf of the College. In the case of an interview, the Communications representative may be present when the interview takes place.

**Matters of Personal Opinion**

Anyone associated with Meharry Medical College who chooses to give a personal opinion or comment publicly on matters not related to their professional position at Meharry must state clearly that he or she is expressing a personal opinion and is not representing or speaking on behalf of Meharry Medical College. The interview



## POLICIES

Effective Date: August 1, 2008

**Subject: Media Relations**

participant shall immediately notify the Office of Communications and Marketing of the interview.

### **Media Presence at Events**

If media coverage is anticipated at a Meharry sponsored event or activity, the sponsoring or participating department shall make the Office of Communications and Marketing aware of the date, time, and place of the event at the earliest possible date.

### **Notifying the Media of Newsworthy Information**

The Office of Communications and Marketing is primarily responsible for raising brand awareness of Meharry Medical College, its various centers/subcontracts and main entities [School of Medicine, School of Dentistry and School of Graduate Studies and Research] through proactive media relations.

The Office of Communications and Marketing is responsible for conducting media relations for anything significant and impactful to the College's brand like discovering key research findings, receiving major grants, comprehensive student achievements, and key campus wide events that have been approved by the Division of Institutional Advancement to receive support from the Office of Communications and Marketing.

If there are newsworthy events that may be media worthy, a Media Release Form should be completed and submitted to the Office of Communications and Marketing and a determination will be made as to whether an external media release will be distributed. Types of information that may be newsworthy include the following:

- Individual awards
- Research grant awards
- Publications
- Faculty Promotions
- Special appointments
- Outstanding Achievements
- Community Leadership Appointments
- Community Involvement Awards



**POLICIES**

**Effective Date:** August 1, 2008

**Subject: Media Relations**

**EXHIBITS:**

- A. Media Release Form



**POLICIES**

Effective Date: August 1, 2008

Subject: Media Relations

**EXHIBIT A**

**MEDIA RELEASE FORM**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

**Attach Description of event/Biographical Sketch/Curricula Vitae/Resume**

**Please provide as much detail as possible for your submission. Remember to include correct spelling, specific dates and times, and please tell us why you think this is newsworthy:**

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**MEHARRY MEDICAL COLLEGE**  
***Division of Institutional Advancement***

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**Policy on Approval of Fundraising Activities  
(Private Gifts and Grants)**

**PURPOSE**

The private gifts and grants approval policy managed by the Division of Institutional Advancement is designed to ensure an effective fundraising process, which will optimize productive solicitation of private gifts and grants on behalf of Meharry Medical College. These procedures are designed primarily to avoid inappropriate multiple solicitations of prospects.

Understanding and adherence to these policies will enable Meharry to successfully accomplish its fundraising objectives, in support of institutional priorities.

**APPROVAL PROCESS**

1. Persons wishing to solicit funds should contact the Office of Corporate and Foundation Relations or the Office of Prospect Research and Donor Relations for consultation on corporate, foundation, and organization prospects. The Associate Vice President for Development should be consulted regarding solicitation of individuals.
2. A Grant Proposal and Prospect Solicitation Approval (clearance) Form, which is attached to the end of this document, should be completed and returned to the Office of Prospect Research and Donor Relations (LRC, Room 604).
3. Approved clearance forms and any initial prospect research findings will be returned within 10 working days. Appropriate copies will be distributed to division and department heads.
4. Approval requests that are denied are returned within 10 working days with an explanation and suggestions for alternative prospects.
5. Upon receipt of approval to approach a corporation, foundation, or organization the faculty member typically writes the first draft of the proposal. The corporate and foundation relations staff is available for assistance with the proposal. The first draft must be reviewed and approved by the Dean or his/her designee. The faculty member's

departmental procedures must be followed regarding the submission of proposals must be followed.

Requests for approval will be evaluated on the following:

- The College's fundraising priorities
- The Prospect's areas of philanthropic interest and potential giving levels

Following initial evaluation, additional prospect research may be conducted to determine:

- History of giving to Meharry Medical College
- Past solicitation activity and outcomes
- Existing Meharry relationships (board members, deans, faculty, alumni, etc.) which may assist with cultivation and solicitation of the prospect

### **STUDENT ORGANIZATIONS**

Only officially recognized student organizations will be authorized to conduct fund raising projects at Meharry Medical College and at other approved locations. As an adjunct to fund raising, organizations may accept but not solicit dues. All student fund raising project proposals must be submitted to the Office of Student Services and Enrollment for approval by the department head or his/her designee well in advance of the proposed event, e.g., six to eight weeks. Forms for project approval can be obtained from the Office of Student Services and Enrollment. Proposals should be made in writing and detail the project, its goals, and planned use of funds.

Final approval for fund raising by student organizations will be guided by the appropriateness and timing of such solicitation and must be approved by the Office of the Senior Vice President for Institutional Advancement.

### **ADDITIONAL CONSIDERATIONS**

The policy on approval of fundraising activities covers preliminary letters of inquiry, telephone queries, and personal visits, as well as written proposals.

The Office of Prospect Research and Donor Relations will keep copies of all proposals, records and documents pertaining to the cultivation/solicitation of any donor prospect. As part of the approval process, faculty and college officials should send copies of all letters, contact/trip/call reports, and other materials pertinent to their solicitations to the Office of Prospect Research and Donor Relations.

## **ADDITIONAL SUPPORT SERVICES**

The Office of Corporate and Foundation Relations has experienced grant writers on staff that can provide assistance in writing proposals. Other services include the development of proposal strategy, identifying prospects, editing proposals, and training sessions on proposal development.

Proposals should address the following:

- A. What problem is to be addressed?
- B. Who will benefit from the proposed project?
- C. What are the specific goals and objectives of the proposed project?
- D. What methods will be used to achieve the objectives of the proposed project?
- E. How will the project be evaluated?
- F. If applicable, what are the potential patents and/or commercial applications that may result from the project?
- G. Who are the potential collaborators, if applicable?
- H. What is the proposed budget?
- I. What other funding sources have you identified?
- J. How will the project/program be funded when grant commitments end?

## **Proposal Review and Approval**

All proposals of \$250,000 or more on behalf of the College require the President's signature or the signature of his/her designee. The Division of Institutional Advancement will coordinate a review of the proposal prior to forwarding it to the President or his/her designee for approval. All proposals of less than \$250,000 require the signature of the Senior Vice President for Institutional Advancement or his/her designee. Some proposals regardless of amount will require the President's signature.

The Division of Institutional Advancement will review proposals and distribute an edited version to the appropriate persons including:

- The appropriate Vice President
- The appropriate Dean and Department Head;
- The Division of Sponsored Research; and
- In some case instances, the Senior Vice President for Finance

Each recipient will be asked to return the proposal by the requested date with approvals as necessary. Any comments and suggestions will be considered in the preparation of the final draft. The proposal, together with a transmittal form, which lists the persons who have reviewed it, is submitted to the President or his/her designee for signature.

**Meharry Medical College**

**DIVISION OF INSTITUTIONAL ADVANCEMENT**

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**Grant Proposal and Prospect Solicitation Approval Form**

Principal Investigator(s) Name and Department:

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Title of Proposal:

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Proposal Due Date: \_\_\_\_\_

Type of Proposal:

Research Grant \_\_\_\_\_ Project Grant \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

Brief Description of Project/Program:

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Names and Location (City and State) of Private Foundations or Corporations (if Known) to Which You Plan to Apply:

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Total Project Budget: \$\_\_\_\_\_

Amount Requested in this Grant: \$\_\_\_\_\_

Other Funding Source(s):

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Approval of Department Chair of Principal Investigator:

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Name Date

Approval of Principal Investigator's Dean:

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Name Date

**Please return your completed form to:**

**Division of Institutional Advancement  
Office of Prospect Research and Donor Relations  
LRC – 6<sup>th</sup> Floor, Rm. 604**

<b>VOLUME III:</b> Finance	<b>ACCOUNTABILITY:</b> Sr. Vice President for Finance and Sr. Associate Vice President and Controller
<b>SECTION 5:</b> Controller	<b>REFERENCE NUMBER:</b> III.5.2.3
<b>CHAPTER 2:</b> Procurement	<b>DEPARTMENT:</b> Controller/Accounting Office
<b>TITLE 3:</b> Travel Policy	<b>PAGES:</b> 15
<b>APPROVED:</b>	<b>EFFECTIVE DATE:</b> July 1, 2002
<b>REVISED:</b> April, 2008	<b>POLICY REFERENCES:</b> III.5.2.1;III.5.2.4;III.5.2.5;III.5.2.6
<b>RETIRED:</b>	<b>CONTACT:</b> (615) 327-6241 or <a href="mailto:travel@mmc.edu">travel@mmc.edu</a>
<b>SCOPE:</b> This policy applies to all Meharry Medical College administrators, faculty, staff, students and consultants who submit direct bills for travel expenses related to services rendered.	
<b>PURPOSE:</b> This policy establishes guidelines that provide for the reasonable needs of travelers and controls expenditures consistent with the requirements of funding, regulatory agency guidelines, and best business practices. This policy also ensures that all employees and students have a concise understanding of the policies and procedures for business travel.	
<b>DEFINITIONS:</b> NA	
<b>POLICY:</b> Meharry Medical College employees and students required to travel in the performance of their duties must have authorization for their travel. The travelers shall be reimbursed for all reasonable and necessary expenses.	
<p>*Note for students: Please work closely with Student Life for your travel needs. The entire policy is not included in this manual because most of the information is handled by the school you are traveling on behalf of or by our department. Please inform Student Life 15- 30 days in advance of any planned academic trips.</p> <p>The Travel Authorization Form, Travel Expense report and the instructions for both are included in this manual for you to review; however, Student Life will be happy to guide you through the process when needed.</p>	





# **Forms and Other Helpful Information**

## FORMAL REQUEST FOR A NEW STUDENT ORGANIZATION

*Please complete and turn into Student Services via email or drop it by the Henry A. Moses Building.*

### Procedure

**1. Attach and submit the following to the Office of Student Services via email or in person:**

- Name of proposed organization
- Purpose (goals and objectives) of proposed organization
- Any local, regional, or national affiliation
- Target membership population
- Contact person (Name, phone number and email)
- Proposed advisor
- Funding source
- Address or post office box

\_\_\_\_\_  
Signature of Contact Person:

\_\_\_\_\_  
Date:

**2. If the organization is School or Department specific, the signature of the Associate Dean or Department Head is required.**

\_\_\_\_\_  
Signature of Associate Dean or Department Head

\_\_\_\_\_  
Date:

**3. Obtain approval from the Dean(s) of your specific school(s)**

\_\_\_\_\_  
Signature of the Dean

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
A.V.P. Student Services and Enrollment Management

\_\_\_\_\_  
Date:

**4. Paperwork verifying submission of all required documentation and signatures will be forwarded to the General Counsel's Office.**

\_\_\_\_\_  
Signature of the General Counsel

\_\_\_\_\_  
Date:

**5. Student Services (Director or Program Coordinator) will notify the organization of official college approval.**

\_\_\_\_\_  
Signature of Student Service's Notifier

\_\_\_\_\_  
Date:





## Student Organization Advisor Agreement

I, \_\_\_\_\_, certify that I am a full-time faculty/staff of Meharry Medical  
(Advisor Name)  
College and agree to serve as the advisor for \_\_\_\_\_  
(Student Organization)  
for the \_\_\_\_\_ academic year. As an advisor, I am aware of and agree to perform the  
(Academic Year)  
duties as outlined below.

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### Advisor Responsibilities

- Work actively with the organization to determine the style and nature of advisement required in order to help the group achieve its stated purpose
- Provide updates on the student account as requested (the advisor(s) for each organization is given access to the student organization's Banner Production account. A training session will be held to walk advisors through the steps to pull up the student organization account)
- Provide guidance in planning programs and events
- Be aware of the organization's regular meetings (no approval necessary) & receive minutes
- Approve all activities via email to [studentservices@mmc.edu](mailto:studentservices@mmc.edu) or phone call to 615-327-6792 (except monthly/general body meetings)
- Sign off on all RFDs (requests for disbursement)

Advisor Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Preferred contact method (please select only one):

Phone       E-mail

Print Form

# Student Org. Event/Meeting Request Form

www.mmc.edu/students/event\_request\_form.htm

Office of Student Life

(615) 327-6792

studentservices@mmc.edu

Requests must be made 5-7 business days prior to the event. If you need time to advertise, please send request sooner than 5-7 days as it may take up to 5 days to get approval, etc. Larger scale events require more advance notice. Please refer to the Student Leadership Manual: Executing Successful Events for more detailed information.

## Event/Meeting and Organization Details

**1. Date of Event:**

Please select the date using the calendar icon below or enter the date in MM/DD/YYYY format.

If this is an extended event, please select the end date or enter it in MM/DD/YYYY format please.

**2. Event Start Time:**

**3. Event End Time:**

**4. Name of Requestor:**

**5. Email address:**

**6. Phone #:**

XXX-XXX-XXXX format please

**7. Registered Student Organization:**

Select from the list below

**8. Faculty/Staff Advisor:**

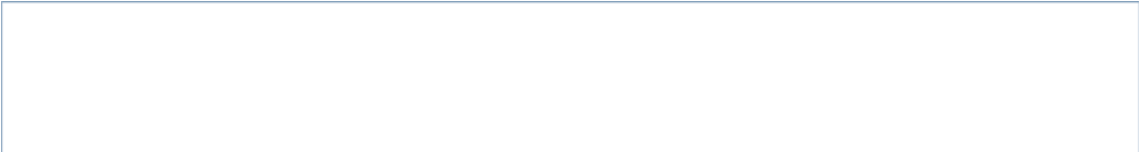
**9. Building/Facility:**

Select from the list below

**10. Room Requested:**

**11. Purpose of Event:**

Please provide a DETAILED description of the event



**12. Has this event been held on campus before?**

- Yes
- No

**13. Will alcoholic beverages (beer or wine) be served during this event?**

Please review the [Use of Alcoholic Beverages Policy](#). If you plan to serve alcoholic beverages, your event will have to go through an additional approval step.

- Yes
- No

**14. Are non-Meharrians invited to this event?**

- Yes
- No

If yes, please provide approximate # of guests:

**Special Requests - Setup, Media, Publicity**

*(Note: Depending on the nature of the event, additional resources or fees may be incurred. If your event incurs extra fees, you will be notified in advance.)*

**15. Campus Operations Resources**

*Only 20 tables and 25 chairs are available for use on campus through Campus Operations with the exception of the LRC, which has up to 70 chairs for use in the Multi-purpose room and the TQM room. If you need additional tables/chairs, your organization will have to rent them. Student Life can assist you with finding a rental company.*

Tables:

Chairs:

Trash Cans:

Parking: (enter the number of spaces requested)

**16. Media Services Resources**

*List the number needed for each item. For photography, list the time you would like the photographer to be at the event.*

Computer and Projector:

Podium with Microphone:

Microphone:

Photography Services (list time for photographer):

Other:

**17. Publicity**

*Please note most student events will be advertised only to students. Events such as balls/formals, community events, or food/clothing drives can be submitted to the President's Weekly Bulletin.*

- All Students
- All Students & All Employees (through President's Weekly Bulletin)

(SAMPLE)

PLEASE DRAW CHECK PAYABLE TO →

if a company

if a student

FOR \$ 56.00

CHECK NEEDED BY MM/DD/YY

ABC Company  
1234 Numbers Blvd  
Nashville, TN 37208

Student Name  
M#

WRITE OUT AMOUNT HERE → Fifty-six DOLLARS no CENTS

WRITE HERE WHAT CHECK IS FOR (THIS IS TO GO ON CHECK STUB)

End of the year student award

SAMPLE

6 digit org. account #

CHARGE TO →	DEPT. OR ACCT. NUMBER	OBJ.	AMOUNT	1. REQUESTED BY & DATE
		<u>-905140</u>		
				2. APPROVED BY & DATE
				<u>Officer (Pres/Treas/VP)</u>
				3. APPROVED BY & DATE
				<u>Advisor</u>

CHECK ✓ ONE

SAMPLE

OTHER NOTES

\_\_\_\_\_ CHECK WILL BE PICKED UP BY \_\_\_\_\_

\_\_\_\_\_ SEND CHECK TO \_\_\_\_\_

\_\_\_\_\_ MAIL CHECK TO PAYEE AT ADDRESS SHOWN ABOVE

If it's for a company, you might want to pick it up.

\*Any reimbursements to students will be direct deposited.

ENCUMBRANCE BLOCK

ACCOUNT	OBJ.	ENCUMBRANCE AMOUNT	DATE

ENCUMBERED BY \_\_\_\_\_



## Instructions for Travel Authorization and Expense Forms

Revised 03/2010

The Travel Authorization and Expense Forms are included in this excel workbook. Both forms have formulas in them to compute the math. The Traveler should complete a separate workbook for each trip and save the workbook.

### APPROVALS

The Travel Authorization Form and the Travel Expense Form must have signature approvals as follows:

<u>Schools:</u>	<u>Approvals</u>	<u>Central Admin:</u>	<u>Approvals</u>
Project Dir/PI	Dept. Head	Traveler (employee/student)	Supervisor & Dept. Head
Depart. Head	Dean	Dept. Head	Sr. V.P. or V.P.
Dean	President	Sr. V.P. or V.P.	President

**NOTE: The President must approve ALL foreign travel (includes Puerto Rico, Alaska, and Hawaii).**

### TRAVEL AUTHORIZATION FORM

This form should be completed and approved at least **fourteen (14) business days** prior to travel and is to be completed when a traveler attends workshops or conferences, regardless of the locale. This form should **NOT** be completed when an employee travels as part of his/her routine work assignment during the workday.

*T- number - will be assigned by the Travel Office and emailed back to the travel arranger.*

#### **Section I. General Information**

Note that this information will automatically populate in Section I of the Travel Expense Form.

#### **Section II. Estimated Costs.**

Fill out estimated costs and indicate if advance is required along with the amount.

Advances will be received 3 - 5 business days prior to travel.

#### **Section III. Related Third Party Payments**

List up to five payees and amounts for related third party payments. This includes payments to American Express Corporate Card expenses related to travel. Indicate who check(s) will be picked up by. Do **NOT** list advances for traveler in this section.

**Submission:** The signed Travel Authorization Form may be scanned along with supporting documentation and emailed to: [travel@mmc.edu](mailto:travel@mmc.edu)



## **TRAVEL EXPENSE FORM**

All travelers must complete a Travel Expense Form upon completion of their travel and within **fifteen (15) business days** after the trip. Travelers who do not adhere to this policy may forfeit amounts due to them and may be subject to sanctions stated in the Travel Policy.

### **Section I. General Information**

Note that this information will automatically populate from Section I of the Travel Authorization Form.

### **Section II. Itemized Travel Expenses**

List travel expenses by category. Meals - limits are subject to travel policy. Tips for meals should be included in meal totals.

### **Section III. Entertainment**

When entertaining guests, list date, name of guest, place, and nature of business along with the amount.

### **Section IV. Mileage**

Type in current allowable mileage rate per mile (i.e. .50 per mile). The actual amount will populate in the field for "Amount".

### **Section V. Summary Reconciliation**

For General, Entertainment, Mileage, Grand Total and Advance lines, the cells will populate automatically.

Credit Card/Egencia - List amounts charged to a credit card.

Third Party Payment - Add up all payments paid by checks.

**Submission:** The Travel Expense Form may be scanned and emailed along with receipts if there is a refund due to traveler. If the traveler owes the College, the form must be turned in with payment. Refunds will be direct deposited into traveler's bank account. **Send to:** [travel@mmc.edu](mailto:travel@mmc.edu)

*All expenses must follow the guidelines of the Travel Policy or if applicable, restrictions related to grants or contracts.*

### Section I. General Information

Traveler's Name: _____	**Title: _____		
Department: _____	School/Division: _____		
Purpose of Travel: _____			
Leave: Nashville, TN	Date: _____	Arrive: _____	Date: _____
Leave: Nashville,	Date: _____	Arrive: TN	Date: _____
Funding Source: FOAPAL: _____	Account Title: _____	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>
FOAPAL: _____	Account Title: _____	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>

*\*\*Student travelers must obtain travel authorization from the Dean of the appropriate school.*

### Section II. Estimated Costs

Meals:	\$ _____
Lodging:	\$ _____
Registration:	\$ _____
Transportation:	\$ _____
Taxi / Mileage:	\$ _____
Car Rental:	\$ _____
Other(specify):	\$ _____
<b>Total Estimated Cost:</b>	<b>\$ _____ \$0.00</b>
Advance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount:	\$ _____

### Section III. Related Third Party Payments

<p>(1) Payee: _____ Mailing Address: _____ Purpose: _____ Amount: \$ _____</p> <p>(2) Payee: _____ Mailing Address: _____ Purpose: _____ Amount: \$ _____</p> <p>(3) Payee: _____ Mailing Address: _____ Purpose: _____ Amount: \$ _____</p>	<p>(4) Payee: _____ Mailing Address: _____ Purpose: _____ Amount: \$ _____</p> <p>(5) Reimbursement: _____ Mailing Address: _____ Purpose: _____ Amount: \$ _____</p> <p><input type="checkbox"/> Check(s) will be picked up by: _____</p> <p><input type="checkbox"/> Send Check(s) to: _____</p>
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*\*Please indicate the name of the individual who will cover for you in your absence.*

_____	/	_____
Name(Type or Print)		Signature Date

Traveler: (sign & date)	_____ / _____
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Approved By: (sign & date)	
Project Director/Supervisor/PI: _____	/ _____
Department Head: _____	/ _____
Sr. Vice President/V.P./Dean: _____	/ _____
President: _____	/ _____

Processed By: (sign & date)	
Accounting	_____ / _____
Grants	_____ / _____



# Travel Expense Report

T - \_\_\_\_\_

### SECTION I. GENERAL INFORMATION

Traveler's Name: _____	**Title: _____		
Department: _____	School/Division: _____		
Purpose of Travel: _____			
Leave: _____ Nashville, TN	Date: _____	Arrive: _____	Date: _____
Leave: _____	Date: _____	Arrive: _____ Nashville, TN	Date: _____
Funding Source: FOAPAL: _____	Account Title: _____	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>
FOAPAL: _____	Account Title: _____	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>

*\*\*Student travelers must obtain travel authorization from the Dean of the appropriate school.*

### SECTION II. ITEMIZED TRAVEL EXPENSES

Week 1	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
Lodging								-	
Transportation								-	
Car Rental								-	
Parking								-	
Taxi, Limo, Other								-	
Tips								-	
Registration Fee								-	
Meals								-	
Other (specify)								-	
<b>SUBTOTAL</b>	-	-	-	-	-	-	-	-	
									<b>COMBINED TOTAL</b>
Week 2	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
Lodging								-	-
Transportation								-	-
Car Rental								-	-
Parking								-	-
Taxi, Limo, Other								-	-
Tips								-	-
Registration Fee								-	-
Meals								-	-
Other (specify)								-	-
<b>SUBTOTAL</b>	-	-	-	-	-	-	-	-	-

### SECTION III. ENTERTAINMENT

DATE	GUEST	PLACE	NATURE OF BUSINESS	AMOUNT

### SECTION IV. MILEAGE

(Mileage \$ \_\_\_\_\_ per mile)

DATE	TRAVEL FROM	TRAVEL TO	MILEAGE	AMOUNT
				-
				-
				-

### SECTION V. RECONCILIATION SUMMARY

Total General	-
Total Entertainment	-
Mileage	-
<b>Grand Total</b>	-
Advance	-
Credit Card/Egencia	-
Third Party Payment	-
<b>Due College</b>	\$0.00
<b>Due Employee</b>	\$ -

Traveler (sign & date): \_\_\_\_\_ / \_\_\_\_\_

Approved By: (sign & date)

Immediate Supervisor: \_\_\_\_\_ / \_\_\_\_\_

Department Head: \_\_\_\_\_ / \_\_\_\_\_

Processed By: (sign & date)

Travel: \_\_\_\_\_ / \_\_\_\_\_

Grants: \_\_\_\_\_ / \_\_\_\_\_



