

Student Organization Information Packet 2016-2017



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List- Serve Policy

The SGA constitution states that student groups are permitted to use the official class email lists once per semester. List-serves are meant for academic use, and it is important to limit the amount of emails as to not dilute important content. In addition, many faculty members are on these email lists. It is recommended that group leaders keep their own email directory of those who have indicated interested in a particular group, by utilizing Google sheets, sign in sheets at events, and the activities fair. It is also recommended that student group leaders utilize their organization's email account to send out mass emails.

Clubs/Interest Groups are allowed to send mass emails for their first meeting ONLY and once during the spring semester. After that they must utilize the email lists that they generate at that meeting or the activities fair. See below for exceptions. Other suggestions for advertisement avenues are the Webcampus main page, the Queen Lane Digital Signage system, and class Facebook pages. Additionally, if someone requests to be taken off of a group email list it must be done immediately.

Exceptions to Restrictions:

1. The Pediatric AIDS Benefit Concert (PABC) student group will be allowed to send multiple emails to class Listservs about the event. However, the committee recruitment emails must follow the rules established in the above section.
2. SGA members (presidents, social chairs, etc) are exempt from emailing restrictions with the understanding that they will use discretion.
3. Learning society leaders are also exempt from the above rules, and should use the society specific list-serves when applicable.
4. Any other specific requests should be presented to the Class Presidents or Student Groups Liaison who have decisional power to authorize Mass Emails.
5. HOP clinics are exempt from emailing restrictions with the understanding that they will use discretion.

Setting up Events: Room Reservation, SGA Calendar, RSVPs, and Other Tips

Choosing a Date:

When planning an event, [Click Here](#) or go to the SGA website and select "Student Groups and Contact info" from the bottom of the page and review the Exam Calendar to best plan your event around each year's and tracks exam dates. Also, to avoid scheduling your event at the same time as another group, check the SGA

calendar on the main page of the SGA website or [Click Here](#) to see what other groups have planned on the day your considering your event.

Room Reservations:

Please use the following link:

<https://create.tms.drexel.edu/AstraScheduler/events/EventReqForm.aspx?id=a9346112-8736-464f-8344-b60c6e47898e&returnURL=#viewmode%3Dedit>

Before submitting an event request, please be sure to use the correct event request form for the campus on which the event will be held (ie. QL vs Center City vs. University City). Using an incorrect form may cause delays in confirming the request. The normal processing time for a room confirmation is within 24-48 hours. Please submit the request at least 10 days in advance if you require any special needs such as A/V assistance, room or video conference set-up or catering. For assistance with Astra Schedule on the Queen Lane campus, contact Amy Nickerson at ccrooms@drexel.edu or 215-991-8228.

SGA Calendar

All events put on by student groups must be put on the SGA calendar. This is an attempt to avoid time conflicts with other events as much as possible. Simply [Click Here](#) and select "Add Event" on the bottom of the page. Then just fill out the form. This can also be accessed from the SGA website (<https://sga.drexelmed.edu/>) under the "Events" heading.

RSVP

It is recommended that group leaders collect an RSVP list in advance of an event. This can be helpful in estimating numbers for food orders. It can also be submitted for reimbursement purposes. Additionally, it can provide some accountability to ensure attendance. One strategy that has proven to be useful is sending a direct email the day before an event to only those who have RSVPed, thanking them for signing up to attend and reminding them of the time and whereabouts.

Guest Speakers

When hosting a speaker, whether it be a faculty member or outside guest, it is a nice gesture to provide them with a small gift to show appreciation. Also, make sure that they are not paying for their own parking at QL.

Tech Help

Contact Lori O'Connell at lori.oconnell@drexelmed.edu with AV needs after receiving your room confirmation, especially if you need to rent microphones or need access to Auditorium or SAC built-in projectors. Allow at least 4 business days for these requests.

In addition, on the SGA website, please find “cheat sheets” for tech support specific to the SAC and the AUDs, which explain how to hook up laptops and turn on the projectors. You can find these under the “Links” tab, by clicking “Student Groups and Contact Info.”

If you require rental of the SGA projector, contact mdsgatech@drexel.edu. If you require rental of extension cords, tables, chairs, or wish to rearrange a large venue, please contact Dennis Kane (dpk45@drexel.edu).

How to Reserve the Grill

To reserve the grill, please contact the student group liaison (Molly Kaplan) at mdsgagrpliaison@drexel.edu. Please make these requests at least 1 week in advance.

How to reserve and set-up the speakers

Select the "Speaker Rental" link at the bottom of the page from the SGA Website (<https://sga.drexelmed.edu/>) and fill out the form for reservation. You will be contacted with instructions on how to set them up and rules of use.

Tax Exempt Certificate

Under new rules, imposed July 2009, the SGA cannot reimburse students for sales taxes paid on expenses.

In order to avoid paying taxes on items purchased for Student Group and/or Class activities, a Pennsylvania Tax Exemption Certificate must be requested. This form should be presented to the vendor at check-out.

In order to obtain a Tax Exemption Certificate, a request must be submitted on-line at least 4 business days prior to the intended date of purchase. The Google Doc to request this certificate can be found on the SGA website.

Information required for the Tax Exemption Certificate includes:

- Name of student making the request
- Student's email
- Full group name (no acronyms!)
- Vendor's name
- Vendor's address (street, city, state, zip)
- Date of purchase

After the Certificate has been prepared, the person requesting the certificate will receive an e-mail with their certificate. The form must be printed out and signed in order to give it to the vendor.

Improper use of Drexel's tax exemption status will not be tolerated. Any reports of such usage will be considered grounds for an Honor Court violation and will lead to rescinding the applicable club's budget.

Reimbursement Requests

As a leader of your group, you will be making purchases for your events. In order to be paid for these expenses, you must make a request for reimbursement to the SGA Treasurer. Such requests must be submitted no longer than 2 weeks after the event has taken place.

A link to the Reimbursement Request Form (RRF) Google Doc is available on the SGA website under the Links menu.

In order for reimbursement requests to be fulfilled, the following must be **e-mailed** to the SGA Treasurer (please use ducomsgatreasurer@gmail.com as this has greater storage) after submitting your request:

- Original receipts, or invoices with supporting proof of payment
- RSVP list for the event
- Attendance sheet from the event
- All other supporting documentation for conferences and/or external speakers

Any request that does not include all of the above supporting documentation will be returned as "rejected".

It is in your best interest to submit RRF's and supporting documentation electronically. If for some reason this is not possible, you may drop off paper copies in the "Drop Off Box" outside the SGA office, across from the Fitness Center at the back of the building, down the hallway by the bookstore; or in the SGA Treasurer's folder outside of Mike Lombardo's office in Student Affairs. Note that by not submitting your requests electronically, your reimbursement request may be considerably delayed, as the SGA Treasurer is on clinical rotations and cannot make it to campus every day to check these locations.

Reimbursements are made by check via the mail. Expect 2 to 6 weeks for reimbursement if submitted electronically, and longer than 6 weeks if submitted in paper.

Reserving a Table Outside the QL Cafeteria

In order to use the tables outside of the cafeteria, it is required to reserve a spot via the SGA website. On the website, under the “Links” tab, please click on “Queen Ln Cafe Table Reservation” to view the schedule and to submit a request. Please allow 2-4 days for approval.

Contact Information

For student group related matters:

Student Group Liaison- Molly Kaplan, mdsgagrpliaison@drexel.edu

SGA Tech Officer- Leo Burunchenko, mdsgatech@drexel.edu

Treasurer of the SGA- Jeremy Parsons, mdsgatreasurer@drexel.edu

Director of Student Affairs:- Mike Lombardo, Michael.Lombardo@DrexelMed.edu

For other SGA concerns:

President- Sameer Massand, mdsgapresident@drexel.edu

Vice President- Diane Sun, mdsgavp@drexel.edu

Honor Court President: Kiran Motwani, mdsgahonorcourt@drexel.edu

Secretary: Jake Fridman, mdsgasecretary@drexel.edu