Checklist for MMC Student Events

When submitting event requests in Campus Groups please remember the following:

1. The information on "create event" is how the event will show on the calendar when it is approved.
2. Complete the supplemental form after you "create event" with as much detail about the event as possible. The more information submitted the better.
3. If the event is off campus, provide the location and contact information for the vendor.
4. List the names of volunteers not "names will be added later." This will cause a delay in the process. List at least the names of your members that have committed to participate. You can add more names later as needed.
5. Parking passes can be obtained at Campus Security for $1.50 each.
6. Events with food being served will require at least 1 trash can.
7. Attach the design for items to sell for Marketing to review and approve.
8. Attach contracts for the event
9. Formal events require at least two months to plan, preferably three months.
10. List the name of the Meharry attending physician/dentist or faculty that will accompany student doctors for screenings.
11. Indicate whether your advisor will attend the event.
12. When special set up is required by Campus Operations with less than a two week notice, items such as tables, chairs and trash cans will not be guaranteed
13. Some events will require a Certificate of Insurance. If asked to fill out a COI Request form. Please do so and return as soon as possible. The request form must be submitted so that the COI can be created before the start of your event.
14. Advertisement of your event is not allowed until the event is approved.

Time frames for submitting the following event types:

One-Two week notice:

Club/ Organization Meetings

Fundraising

Bake sales – provide what is being cooked, who will be cooking, if cooked on-site what it will be cooked on. Review is required by the Office of the General Counsel.

Selling items with the Meharry name requires review and approval by marketing which normally takes 7-10 days (about 1 and a half weeks). The Office of Student Life handles communication with Marketing. MMC has branding guidelines and a style guide that governs all

printed communications and publications. If the items were sold previously with no changes to the design by Marketing, note on the request

Informational

Panel discussions, provide names of the panelists. If non-Meharrians are participating, provide the credentials and contact information. The Office of the General Counsel will review the request.

Two weeks notice with review by the Office of the General Counsel:

Guest speakers to Meharry – provide credentials and contact information

Thirty-day notice with review by the Office of the General Counsel:

Community Outreach and/or Service (external audience)

Shadowing/mentoring activities will require consent forms

All Health Fairs with screenings performed by student doctors require a Meharry attending physician/dentist or faculty member to accompany student doctors

Oral Cancer Walk – On or Off Campus

Off-site parties/events/banquets: Any event that involves a contract will have to be routed through various departments which Student Life will route for you

Events in Ross Fitness Center, Dr. Henry Moses Ph.D. Alumni Hall, and Cal Turner Center

Community Day - major events requiring extensive coordination between several internal and external departments

Impression Day

Residency Fair Vendor Fair on or off Campus

Request to serve alcohol (beer or wine only) on campus. Review of the Alcoholic Beverage Policy is required.

Events of a clinical nature, for example suture workshop, cast splinting workshop, or creating dental items will require review and approval by the Dean of the perspective school.

Sixty-day notice with review by the Office of the General Counsel:

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

MMC Campus Security services for events after hours and weekends may incur costs passed to the organization. A few examples are Oral Cancer Walk, talent shows, banquets on campus, cultural shows, intramural tournaments in Ross Fitness Center, step shows, probate shows.

Please contact the Office of Student Life before you talk to external vendors/businesses about planning an event at their location. Allow enough time for assistance from the Office of Student Life in making contacts and getting things reviewed which will give you time to advertise once the event is approved or time to find an alternate location in the event it is not approved.

The Office of the General Counsel requires 20 business days to review contracts for students. Students are not allowed to sign contracts on behalf of Meharry. Contracts could range from a $30 park permit to $10,000+ for a banquet. Plan far in advance to overcome obstacles that may hinder an event taking place.

Additional Information for Student Leaders

Student Organization Fundraising

Please contact the Office of Student Life for guidance before requesting money from departments, faculty, staff, administration, and external vendors/businesses. Many of your fundraising ideas are vastly different, the process may be a little different for each one.

You may request funds from local businesses and local stores with approval from Student Life, but you can never approach the corporate office of large businesses as Institutional Advancement requests donations from the corporate offices for the college

Student Organizations On-Campus Accounts: RFDs

Advance disbursements require the Request for Disbursement (RFD) with an original invoice with the vendor information, and detailed information regarding the purchase at least seven days prior to the date the check is needed. Please submit your RFDs to the Office of Student Life at least 5 business days before you need the check. Checks are available for pick up on Wednesdays or Fridays only. We can pick them up from the Casher Window for you. You will need the following items for Finance to process your RFD:

An invoice from the vendor or an **original** receipt. If the RFD is to pay a vendor that Meharry has not worked with before, we will need a W-9 from them. An RFD signed by your organization advisor and 2 of the following officers: president, treasurer, or vice-president

If a check is made out to your student organization. It must be made out to Meharry Medical College. At the bottom left of the check, there will be a “For” line. On that line is where you write the student organization’s name receiving the check.

Student organizations, even with an on-campus account, are not permitted to use the Meharry Medical College state tax exemption certificate and non-profit status.

Reimbursements to students are processed through direct deposit. Please note that if there is a financial hold on a student’s account or a balance, the reimbursement will not be processed.

Student Organizations with Off-Campus Accounts

Off-Campus accounts are permitted. It is up to the student organization how it is managed. 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 the account.