

To All Student Leaders:

Below are guidelines for requesting and receiving funds for Student Interest Groups and Student Organizations. There is always confusion with this process, so please pay special attention to the guidelines. These guidelines must be followed to receive funds for your events.

Allotment of funds:

- Interest Groups and Student Organizations currently recognized by BSOM Medical Student Council and registered with OrgSync will be allowed \$500/academic year.
- New Interest Groups and Student Organizations created during the current academic year must request recognition from the MSC and be approved as well as registering with OrgSync before being allowed \$250 for the same academic year.
- Separate funding is available through OrgSync requesting procedures.

Use of funds:

- The funds allotted to each Interest Group or Student Organization may be used for the following purposes:
 - Purchase of lunch for academic meetings
 - Honoraria to bring speakers
 - Certain travel expenses for conferences

Requesting funds:

- The funds allotted to each Interest Group or Student Organization **SHOULD BE REQUESTED 30 DAYS IN ADVANCE OF YOUR SCHEDULED MEETING** by submitting the proper paperwork (Organization Event Fund Request Form or Organization Travel Form) accessible on OrgSync website.
- The following items are also **REQUIRED** for reimbursement of events:
 - Original itemized receipt/invoice (if paid should show a -0- balance)
 - Meeting agenda/flyer
 - Attendee/Sign In Sheet
- The following items are also **REQUIRED** for reimbursement of travel:
 - Conference meeting agenda
 - Original hotel bill with itemized statement, paid in full (-0- balance) –note: mandatory for reimbursement of hotel
 - Any original receipts for expenses claimed (taxi, parking, etc.)
 - Make sure all information is complete for the event by student leaders
 - Forms can be completed with dates and if the event changes, our office can change information without completing a new form
- Requests for funds are subject to approval by the Office of Student Affairs at any time.

Disbursement of funds:

- Three Options:
 - Reimbursement:
 - Student can pay with their personal credit card or debit card showing full payment with the last four digits of the card number. Personal checks can be reimbursed with payment details of front and back copies of check. Only payments directly from students can be reimbursed. All paperwork must be submitted within 30 days of event to be reimbursed.
 - Any source of payment directly from your interest group, organization, or any non-student source **CANNOT** be reimbursed, including checks, credit cards, debit cards, or others.
 - Be aware that reimbursement can take up to a month to be completed.
 - Vendor Invoice:
 - Many food vendors are currently on file with the ECU accounts system. If this is the case (you can ask your food vendors and present the University tax exempt certificate), the reimbursement can be provided directly to them with no money out of pocket for the student.
 - In these cases, it is especially essential that your paperwork be submitted on time.
 - Student Affairs ProCard (Office Credit Card)
 - Vendor can be contacted by our office on meeting day for payment.
- There are no circumstances in which funds are disbursed prior to your event or meeting.

Exceptions to these guidelines may be considered on a case-by-case basis but only in uncontrollable or extreme circumstances.

These funds are generously provided by the ECU Medical and Health Sciences Foundation, Inc. with the goal of encouraging the rich environment of student involvement and interest in our future profession. Please be mindful it is a privilege to receive these funds.

Thank you for volunteering your time as a Student Leader. If you have any questions about this information, please don't hesitate to ask.