

LMU-DCOM Student Life Guide

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LMU-DCOM Student Life Team

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LMU-DCOM Clubs

Organizations and Societies

- Student clubs can be classified as either organizations or societies. Regardless of whether a student club is classified as an organization or societies, all student clubs must maintain the same requirements and provide the same benefits and resources from the Student Services Department.
 - Student clubs that fall under "organizations" primarily focus on helping club members prepare for a residency track. All organizations must be nationally affiliated.
 - Student clubs that fall under "societies" primarily focus on creating a "sense of belonging/community building" with students in LMU-DCOM. They seek ways to connect with others and focus on advocacy. Societies may be nationally affiliated.

2024-2025 DCOM Student Clubs

[Harrogate Club List and Contact Information](#)

[Knoxville Club List and Contact Information](#)

New Club Applications

The LMU-DCOM Student Life Department will be accepting New Club Applications starting on August 1st of each academic year. The LMU-DCOM will review applications and will notify the proposed club contact person if the club has been accepted. LMU-DCOM Clubs may not interfere with the academic curriculum and must serve an audience that is not currently being served at LMU-DCOM. If accepted by the department, new clubs will receive support in setting up the club and initial activities.

By adhering to this structured process, LMU-DCOM ensures that new club applications are reviewed and accepted based on clear, objective, and fair criteria, promoting the establishment of clubs that are beneficial, sustainable, and do not interfere with the academic curriculum.

To access the 2024-2025 New Club Applications, please visit <https://www.dcomdo.com/club-forms>. Forms must be fully completed and sent to dcomstudentlife@lmu.net for review. Applications will no longer be accepted after August 31st of each academic year.

Faculty Advisor

- Every club must have one faculty/staff advisor employed at LMU-DCOM.
- Advisors are encouraged to have some affiliation or interest in the club they are representing.
- Faculty/staff advisors must be agreed upon annually by a majority vote of the club's executive board.
- It is the club leaders' responsibility to keep faculty/staff advisors informed regarding club events.
- Faculty/staff advisors may step down from their role for any reason and it is the club's responsibility to fill the role.
- All faculty/staff advisors and club executive board members must participate in an annual training hosted by the Student Life Department.

Executive Board Expectations

**Required positions to maintain active club status*

- President*
 - Oversees the club's operations and leads all club meetings.
 - Acts as a primary organizer for events.
 - May need to attend national conferences based on the club's national affiliation.
- Vice President*
 - Assists the president in managing the club's operations and meetings.
 - Helps coordinate events.
- Secretary*
 - Coordinates club meetings with Student Services.
 - Takes minutes during all club meetings.
- Treasurer
 - Manages records of the club's expenses.
 - Maintains the internal budget spreadsheet.
 - Serves as the initial point of contact for the club's conference funding and collaborates with the executive board on funding decisions.
- National Reps
 - Represents the club at national conferences if required by the club's national affiliation.
 - Adheres to student travel guidelines.
 - Provides reports on conference experiences to the respective club during scheduled meetings.
- Additional positions may exist within clubs, but any new roles must be incorporated into the club's bylaws.
- ***Students are limited to holding executive board positions in a maximum of three clubs.***

Club Record

- Clubs are required to have and maintain records of the following located in the club's designated TEAMS folder:
 - Bylaws
 - Membership rosters
 - Meeting minutes
 - Internal budget spreadsheets

- o End of Year Reports
- o National affiliations
 - Organizations must establish national affiliations whenever possible.

Club Budget

- Each LMU-DCOM Student Club has an internal account with the university.
 - o New clubs are allotted \$200 in kickstart funds.
 - Clubs can also supplement their funds with local dues.
 - o Funding for the club should be allocated in the following order of priority:
 - Student travel and conferences
 - Operations, food for meetings, etc.
 - Initial fundraiser costs
 - o It is the responsibility of the club's treasurer to maintain records of the club's expenses. Expenses should be kept up-to-date using the Club Budget Spreadsheet located in the club's TEAM Folder.
 - Club treasurers may contact the Student Life Department at any time to receive an accurate balance update.
 - o All cash and checks must be delivered to the Student Life Department within one week of receiving. The Student Life Department will deposit money into the university account.
- If your club requires students to pay dues, please complete the following Qualtrics link:
https://lmu.co1.qualtrics.com/jfe/form/SV_3HT8OST1JCFm9me
 - o The Student Services Department will receive your request and will create an iModules Payment Link on your behalf. Once the deadline to submit club dues have passed, a Student Services Coordinator will send you the updated club roster based on club due payments.

Mandatory Club Requirements

- Meeting requirements
 - Clubs will hold at least two meetings each semester. Club secretaries will keep an attendance record at each meeting.
 - Send regular and consistent club communication.
 - Maintain an updated version of club bylaws that is accessible to all members.
- OSTEOLAST
 - All clubs must participate in DCOM's annual student club and interest fair, OSTEOLAST, which takes place every August at the beginning of the fall semester.
 - At OSTEOLAST, students must set up a table and have at least 2 executive board members present.
 - Clubs are encouraged to collect emails from students interested in joining their club.
 - Clubs may use creativity in their table presentations and must submit any purchase requests to the Student Life Department at least 1 week prior to OSTEOLAST.
 - Failure to attend Osteoblast is a reason for removal from active club status.
- Submit End of Year Reports.
 - Each club will submit End of Year reports via an electronic submission to the Student Life Department. Reports will include a summary of fundraising efforts, conferences attended, club meetings, attendance, events and community outreach.
- Scheduling General Club Meetings
 - To submit a meeting request, for both virtual and in person meetings, please use the links below.
 - [DCOMH Meeting Request Form](#)
 - [DCOMK Meeting Request Form](#)

A calendar invitation will be sent to the club's executive board member who submitted the request to confirm the reservation. If a request is denied or needs to be altered, the Student Life Department will send a follow-up email.

Please submit meeting requests at least 1-2 weeks in advance of the club's desired meeting date.

Meeting requests will be processed within 2-3 business days.

All club meetings will be posted to the DCOM Activities Outlook Calendar.

DCOM Strong

DCOM-Strong is a student-led and Student Services-supported wellness initiative created to allow LMU-DCOM students to maintain emotional, physical, financial/professional, social, spiritual, and academic/intellectual wellness throughout all four years of their medical school journey. DCOM-Strong activities are student-led in collaboration with Student Services and faculty/staff representatives. It is a priority of the initiative to incorporate tolerance and inclusion within the LMU-DCOM student body.

If you have a wellness initiative that you would like to see implemented by DCOM Strong, please email LMU-DCOM's Associate Director of Student Life, Laurana Lehman (laurana.lehman@lmunet.edu).

House System

Every student is assigned to a House (listed below) for their entire time at LMU-DCOM. Each House will be led by an OMS-II student, known as the House Leaders. The purpose of the Housing System is to help first-year medical students integrate into LMU-DCOM and their campus location. Throughout the year, DCOM Student Life Department will host various events designed for Houses to come together.

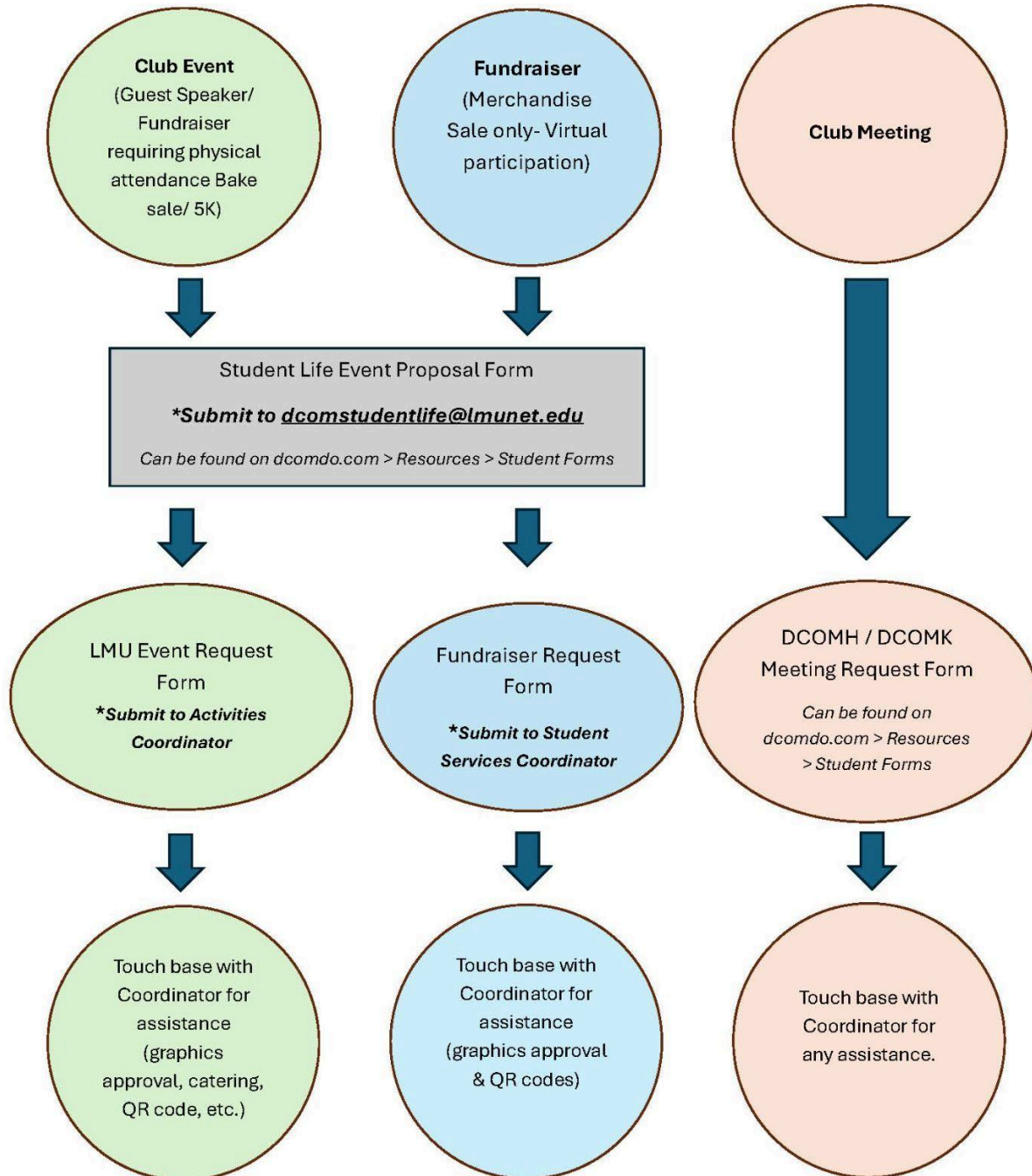
Throughout the year, DCOM Student Life will host various events aimed at bringing the Houses together. For every DCOM Student Services-sponsored, club, DEI, and/or Alumni event that a member of a House participates in, their House will earn points. The DCOM Student Life Department will track these points, and at the end of the academic year, the House with the most points will win a special prize!

1. Rocky Top
2. LeConte
3. Clinch River
4. Blue Ridge
5. Roan
6. Pinnacle
7. Clingmans Dome
8. White Lightning
9. Powell River
10. The Valley

Harrogate Knoxville

1. Happy Holler
2. Hardin Valley
3. Magnolia
4. Old City
5. Rocky Top
6. Sequoyah
7. SoKno
8. LeConte
9. NoKnox
10. Marble City

Event and Fundraiser Guide



Harrogate Campus: Student Services Coordinator- Keaton.Grimmett@lmunet.edu
 Activities Coordinator- Angie.Smolinsky@lmunet.edu
 Knoxville Campus: Student Services Coordinator- Stephanie.Mullins@lmunet.edu
 Activities Coordinator- Chris.Buford@lmunet.edu

Student Travel

Student Funding Resources

- Students may receive funding from the following sources, aside from organizational funding:
 - Student Services, OR
 - Research Department, OR
 - Diversity, Equity, and Inclusion (DEI)
- Students attending a club-related conference should always seek club funding **first** before requesting funding from the Student Life Department.
- Some national organizations may provide grants to club members. The Student Life department encourages you to seek out any possible grant associated with your club's national association. Connect with Mrs. Stephanie Mullins if you have any questions or to start the grant process.

What funding will be considered for the conference?

- The Student Life Department will only consider funding for the following:
 - Conference fee
 - The Student Life Department will not cover national membership fees along with additional Workshops, Ice Breaker events, etc. that students may not be required to attend.
 - Hotel
 - Funding will be allotted based on how many people are sharing one hotel room.
 - Hotel funding priority is given to those who share a room.
 - Airfare/Mileage
 - If reimbursing for mileage, the department will reimburse .50 cents per mile.
 - The Student life Department will not reimburse for checked baggage, assigned seating, upgrades, or insurance coverage.
 - The Student Life Department will not reimburse for rental cars, rental car upgrades, or insurance.
- Student clubs may cover other travel-related expenses, such as meals and transportation, out of the organization's available budget but the members must follow the per diem rates of the city where they are traveling (<https://www.gsa.gov/>).
 - Receipts for Meals have to be itemized. Accounts Payable will not accept them otherwise.
- Alcohol should **never** be included on a receipt turned in for meal reimbursement.
- Student Travel & Conference Policies
 - Students will need to submit and receive an approved Student Travel Request Form before attending a conference. Reimbursement or funding assistance will not be provided if the request comes in after the conference date.
 - If a student is required to attend a conference due to national affiliation, the Student Life Department **may** provide additional funding than originally allocated. Students will need to provide documentation confirming their required attendance.
 - All student travel funding is given via reimbursement.
 - All receipts for travel reimbursement must be itemized and show PAID.
 - Do not use 3rd party travel agencies to book trips.

Excused Absences for Conferences

- All students will need to contact the Assistant Deans of Students for an excused absence for conference attendance **before** filling out the Student Travel Form.
 - Harrogate Campus: Dr. Shane Apperley (shane.apperley@lmunet.edu)
 - Knoxville Campus: TBD
- Students will **not** be given approval to travel if the duration of the conference coincides with a scheduled exam*

- *Unless indicated that your attendance at the conference is mandatory
- Once the Student Travel Form has been submitted, students will be reviewed to ensure they are in good academic and professional standing. They will be contacted by the Student Life Department regarding travel approval and funding availability.

Club Travel Guidelines

- Establish a conference funding contact for your club – typically club treasurer.
- E-board voting procedures for student conferences.
 - Vote on funding allotment for individual students.
 - Funding must be split evenly among students in the club wanting to attend if multiple students are attending.
 - If a student is **required** to attend a conference due to club/national affiliation, more funding consideration is given.
 - Include student funding allotment from the club on student travel form and email to the Student Life Department.
- Group conferences
 - Survey any interested students and collaborate with Student Services to come up with a funding strategy.
 - Split funds among students.
 - **All paperwork must be submitted at the same time.**
 - Each student must pay for their own travel-related expenses. Avoid splitting expenses as much as possible as it complicates the reimbursement process.
 - If hotels do not allow you to split room costs, have one person submit a hotel receipt for reimbursement and indicate who stayed in the room with you.

Student Travel & Conference Procedure Checklist

- Research conference you are looking to attend and related costs.
- Seek out funding from the club by contacting the club conference contact.
- Fill out Student Travel Request Form and send it to DCOM Student Life at dcomstudentlife@lmunet.edu.
 - Forms must be sent a minimum of 30 days in advance. If a group is attending a conference, all students interested in traveling should submit the forms at the same time.
- Students may attend conferences once the Student Life Department has given approval.
- The Student Life Department will communicate funding allotment provided by the club and the department.
- Conference Receipt Submission Instructions for Reimbursement
 - Email all **itemized** receipts from the conference and the Student Travel Reimbursement Form to the Student Life Department within 30 days of conference attendance.
 - Harrogate Contact – Keaton Grimmert (keaton.grimmert@lmunet.edu)
 - Knoxville Contact – Stephanie Mullins (stephanie.mullins@lmunet.edu)
 - When submitting receipts, please send legible digital copies.
 - Hang on to original print receipts until reimbursement has been processed.
 - Reimbursements will be processed at an estimated timeline of 3-4 weeks.