

## LMU-DCOM Student Club & Organization Manual

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## Starting a New Club

- Clubs versus interest groups
  - Student organizations can be classified as either clubs or interest groups. Clubs are governed by the Student Government Association (SGA) and maintained by Student Services. Clubs require SGA approval, receive SGA funding, and are expected to maintain certain standards and meet certain requirements set forth by SGA and Student Services. Interest groups operate independently of the school and are not subject to standards or requirements unless seeking approval for new club formation or seeking to host an event on campus.
- Steps for starting a new club
  - Set up meeting with Student Services to discuss club proposal.
    - Students should come to the meeting with Student Services with the completed New Club Application, which includes:
      - Obtain membership roster with at least 10 interested individuals
      - List positional candidates for organizational office positions
      - Obtain faculty/staff advisor
      - Draft a rough organizational Constitution and/or by-laws
      - Draft Mission/Purpose of organization
      - Create a tentative fundraiser idea (1 is required per year)
      - Create a tentative community service project idea
    - [New Club Application](#)
    - If Student Services approves the club proposal, the proposed club may move on to the ***Interest Group Trial Period***.
  - Interest Group Trial Period
    - If approved by Student Services, the proposed club will first be sanctioned as an interest group until all minimum requirements are met. Once requirements are met, the proposed club is eligible to present before SGA for official club status.
    - Requirements
      - Interest groups must hold at least two meetings/events prior to consideration for active club status.
      - Take minutes at all meetings and submit to Student Services and SGA.
      - Submit end of period report on group activity.
    - SGA will provide funding for interest groups as voted on by the executive board.
  - SGA Approval and Steps to Present Proposed Club
    - To set up meeting with SGA for club proposal presentation, email the SGA secretary.
    - Tips for a good proposal presentation
      - Create a PowerPoint.
      - Come prepared.
      - Discuss a plan of sustainability.
      - Elaborate on the uniqueness of the club and why DCOM needs it.
      - Affiliation with national organizations increases networking and professional opportunities for students. Clubs often present unique

outlets for students to volunteer outside of the LMU community. Special consideration will be given to applications that include opportunities for national affiliation and TOUCH hour approved activities.

- SGA will vote whether to approve or deny the application and interest group representatives will be notified via email.

## Executive Board Expectations

\*required positions to maintain active club status

- President\*
  - The president oversees club operations and presides over all club meetings.
  - One of the main organizers of club events.
  - Sometimes required to attend national conferences.
- Vice President\*
  - Assists the president in the oversight of club operations and club meetings.
  - Assist with the organization of club events.
  - Attends national conferences in the event the president cannot attend.
- Secretary\*
  - Schedules club meetings with Student Services.
  - Takes minutes at all club meetings.
  - Club Minutes Form
    - [DCOMH Club Minutes Form](#)
    - [DCOMK Club Minutes Form](#)
- Treasurer\*
  - Keeps record of club expenses.
  - Responsible for maintaining internal budget spreadsheet.
    - [Club Budget Spreadsheet Template](#)
  - Responsible for submitting quarterly financial reports to Student Services.
    - Submit [Club Budget Spreadsheet Template](#) for quarterly financial reports.
  - Initial point of contact for club conference funding.
    - Will vote with executive board on exact conference funding allotment for students.
- National Reps
  - Travel to national conferences on behalf of the club.
  - Follow student travel guidelines.
  - Give reports of conference experience to respective club during next scheduled club meeting.
- Other positions may be held in clubs, but any new positions must be implemented into club bylaws.

## Faculty/Staff Advisors

- Every club is required to have 1 faculty/staff advisor who is employed at LMU-DCOM.
- Advisors are encouraged to have some affiliation or interest in the clubs they are representing.
- Faculty/staff advisors must be agreed upon annually by a majority vote of the club e-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 must participate in an annual training hosted by Student Services.

## OSTEOBLAST

- All clubs are required to participate in DCOM's annual student club and organization fair, OSTEOBLAST, that takes place every August at the beginning of the fall semester.
- At OSTEOBLAST, students must set up a table and have at least 2 e-board members present at all times.
- Clubs are highly encouraged to collect emails from students who are interested in joining their club.
- Clubs may use creativity in their table presentations and must submit any purchase requests to Student Services at least 1 week prior to OSTEOBLAST.

## Meeting Requests

- Club meetings may include, but are not limited to, the following:
  - General business meetings
  - Guest speakers
  - Basic workshops
- 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 e-board member who submitted the request to confirm the reservation. If a request is denied or needs to be altered, a follow-up email will be sent by Student Services.
- 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.
- Notes about guest speakers:
  - If clubs are hosting a guest speaker and compensating them, the guest speaker will need to complete a [Guest Speaker Agreement](#).
    - If the guest speaker is not being compensated, an agreement is not necessary.

- To host a DCOM graduate as a guest speaker, contact Amy Drittler at [amy.drittler@lmunet.edu](mailto:amy.drittler@lmunet.edu).
- All club meetings will be posted to the DCOM Activities Outlook Calendar.

## Event Requests

- All clubs need to fill out an Event Request Form & send it to Student Services in order to host an event.
  - [Event Request Form](#)
- What composes an event?
  - Advanced clinical workshops
  - Highly attended social gatherings
  - Physical activities
  - Any gatherings outside the scope of a general business meeting, guest speaker event, or basis workshop
- Event Request Checklist
  - LMU has an event request checklist that every club should reference before planning an event. The link to this checklist can be found below.
    - [Event Planning Checklist](#)
  - Student Services will process additional paperwork required for events outside of the Event Request Form.
- If clubs are planning a large-scale event, scheduled meetings with a Student Services employee are highly encouraged.
- If students are hosting a guest for an event that will be providing specific services outside of food, the guest will need to fill out a [Guest Performer Agreement](#).
- Event requests need to be submitted at least 3-4 weeks in advance of the event.
  - Event approval will be communicated within 1 week of the submitted request.
- Events with minors
  - If an event involves students volunteering with minors, all involved volunteers must complete the following training and send verification of completion to Student Services prior to the event:
    - [LMU Protection of Minors Training](#)
- Events in partnership with 3<sup>rd</sup> parties
  - Events hosted in partnership with 3<sup>rd</sup> parties require a Certificate of Insurance and contract. Seek guidance from Student Service on how to obtain these.
- Additional event related resources and forms
  - Would your club like to host a 5K? See link below for approved routes:
    - [Approved 5K Routes](#)
    - [Walk/Run Waiver](#)
  - Would your club like to host an event that includes physical activity? See waiver link below:
    - [Sporting and Activity Waiver](#)
  - Does your event include pets?
    - [Pet Event Waiver](#)

- Would your club like to host a bonfire? See burn permit information below:
  - [Burn Permit Information](#)
- All club events will be posted to the DCOM Activities Outlook Calendar.

## Community Outreach

- Clubs may engage in two different types of community outreach:
  - Clinical outreach
  - Non-clinical outreach
- Directions for hosting clinical outreach:
  - Must have LMU-DCOM DO or MD faculty sponsor in attendance.
  - Submit Event Request Form to Student Services.
  - Basic clinical outreach, such as blood pressure and glucose level checks, health fairs, and exercise classes are encouraged. All other requests must be thoroughly planned out with a faculty sponsor and submitted to Student Services for approval.
  - Set up meeting with Student Services to discuss clinical outreach project if necessary.
  - 3<sup>rd</sup> party clinical outreach
    - All 3<sup>rd</sup> party clinical outreach opportunities must be approved by Student Services before participation.
    - Submit Event Request Form for approval.
    - Must have LMU-DCOM DO or MD faculty sponsor in attendance.
- Directions for hosting non-clinical outreach:
  - Submit Event Request Form to Student Services.
  - Set up meeting with Student Services to discuss non-clinical outreach project if necessary.
- Charity drives
  - Clubs may host drives to raise money for charities of their choice.
  - Charities must be a registered vendor through LMU in order to make donations.
    - To check if a vendor is registered, contact Student Services.
    - To add a new vendor, collect a completed W9 form from the organization and email to Student Services.
  - Charity drives may include online fundraisers, fundraising events, and physical donation boxes.
    - Set up online fundraisers through the DCOM Student Services Coordinator – Stephanie Mullins ([stephanie.mullins@lmunet.edu](mailto:stephanie.mullins@lmunet.edu)).
    - Fundraising events must be approved via an Event Request Form submitted to Student Services.
      - Harrogate contact – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
      - Knoxville contact – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))
    - Charity drive donation boxes and their locations must be approved by Student Services. Boxes may stay out in DCOM locations up to 4 weeks. It is the club's responsibility to promote the drive, maintain the donation area, keep the donation area clean, and deliver all donations to the respective charity.
- What counts as TOUCH?

- TOUCH hours count for any volunteer work that does not directly benefit the LMU campus community. For detailed questions about TOUCH hours contact the SGA VP1 or visit <https://www.dcomdo.com/touch-hours>.
- Charity drive donations count as TOUCH Hours with the following guidelines:
  - ½ hour for donation regardless of quantity, price, etc.
  - ½ time for planning charity event (i.e. 6 planning hours = 3 TOUCH hours)
  - Full TOUCH hour time given for assembling and delivering of donations.

## Clinical Workshops

- Clubs are encouraged to host clinical workshops, especially clubs that are connected to medical specialties. Workshop content should be relevant to the club's mission and purpose.
- All workshops should partner with LMU-DCOM faculty for optimal impact.
- Clubs may partner with outside sponsors for clinical workshops, but must seek approval from Student Services first.
- Student Services will partner with one club a month for a Student Life sponsored clinical workshop, but this does not limit other clubs from hosting additional workshops.
- All clubs must submit a Event Request Form and email it to Student Services to seek approval to host a clinical workshop.
  - Harrogate contact – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
  - Knoxville contact – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))

## Fundraising

- Clubs are encouraged, but not required, to complete 1 fundraiser per year.
- Clubs may only sell items to students, faculty & staff at their respective campus unless otherwise specified by Student Services.
- At the beginning of each semester, clubs that desire to do a fundraiser need to complete a fundraising timeline request form. Student Services will communicate back to club leaders which timeline their fundraiser has been approved for. This is the first point of approval until club leaders will need to fill out the fundraiser request form.
  - [DCOMH Fundraising Timeline Request](#)
  - [DCOMK Fundraising Timeline Request](#)
- Fill out fundraiser request form and submit to your campus contact for approval.
  - [Fundraiser Request Form](#)
  - DCOMH contact – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
  - DCOMK contact – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))
- Fundraising deadlines
  - The first day Student Services will accept fundraising requests is August 1<sup>st</sup>.
  - The last day Student Services will accept fundraising requests is March 1<sup>st</sup>.
- Fundraiser request follow ups
  - Once the fundraiser request has been approved, the Student Services coordinator will begin the sales process.

- Student Services Coordinator Contact – Stephanie Mullins ([stephanie.mullins@lmunet.edu](mailto:stephanie.mullins@lmunet.edu))
- The Student Services Coordinator will make payment links to sell your items on based on the information clubs provide in the fundraiser request form.
- The Student Services Coordinator will add club fundraisers to outlook calendar with a close date of 2 weeks after the online sales form has been created.
- The Student Services Coordinator will then send final sales spreadsheets to club leaders for ordering purposes. At this point, club leaders can proceed with the order and request an invoice from the vendor the club is buying products from.
- Important fundraising reminders
  - Do not purchase items or agree to purchase items from a vendor without approval.
  - All companies that clubs use for fundraising must be an LMU approved vendor.
    - To find out if a company is an LMU approved vendor, email Student Services.
    - To add a company as a new vendor, request a filled W9 form and email it to Student Services.
    - All vendors must accept purchase orders as a method of payment.
  - Clubs are responsible for communications with vendors, including requesting quotes & final invoices. Send all quotes/invoices to the Student Services Coordinator who will request a purchase order from LMU Finance and send the purchase order to the club representative to fulfill the order.
    - CC the Student Services Coordinator on all correspondences with vendors.
  - All final invoices need to be sent to the Student Services Coordinator to ensure payment has been fulfilled.
  - Distribution of club fundraiser items is the responsibility of the club. Clubs may reserve distribution dates/times in the DCOM building using the respective campus meeting request link.
    - [DCOMH Meeting Request Form](#)
    - [DCOMK Meeting Request Form](#)
  - Clubs fundraising forms may have up to 3 items on them with 3 color options per item as it relates to apparel merchandise.
  - Choice of club fundraiser items are first come, first serve. Similar items among clubs are fine, but duplication of items are discouraged. Clubs have first rights on items they sold the previous year.
  - Email your fundraiser link to your SGA VP2 to be added to the dcomdo.com website.

## Frequently Used Vendors

All Star Trophies & Screen Printing: <https://www.facebook.com/allstartrophiesandscreenprinting/>

- Apparel, screen printing, embroidery, and stickers.

Ideal Print Shop: <https://www.idealprintshop.com/>

- Good for banners, posters, and other custom products.

ParsonsKellogg: <https://www.parsonskellogg.com/>

- Premium promotional products and high quality brands such as Patagonia.

Drink Branders: <https://www.drinkbranders.com/>

- Custom drinkware products

Triple Tree: <https://www.tripletree.co>

- Drinkware, apparel, bags, pins, patches, writing utensils. Previously used for lapel pins.

The Graphic Cow Company: <https://thegraphiccowcompany.com/>

- Custom t-shirts – they'll make the design for you! \$\$\$ pricey, but excellent quality.

4IMPRINT: <https://www.4imprint.com>

- Promotional products – anything you can think of. Huge national company.

Stay away from Custom Ink if possible. Their pricing is dynamic and often up charged for small orders. Another company to stay away from is DiscountMugs.com because their products are often cheap and poorly made.

Keep in mind most companies will charge for the products purchased and may offer price breaks at certain quantities purchased. Additionally, most places charge a \$35-50 set up fee per item created. If it is a company that would need to ship products, shipping is an additional fee. Do not purchase items or agree to purchase items from a vendor without approval.

## Purchasing and Reimbursement

- All purchases must be approved by Student Services.
  - DCOMH approval – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
  - DCOMK approval – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))
- Methods of purchasing
  - Purchase orders
    - Any items over \$200
    - Club fundraiser orders require purchase orders.

- Student Services staff will process purchase orders on behalf of the club.
- Check requests
  - Payment for services.
  - Payment for donations.
  - Student Services staff will request checks on behalf of the club.
- P card
  - Student Services may use the department card to purchase basic items from local stores on behalf of the club.
  - To utilize the department card, clubs must notify Student Services of desired use at least 1 week in advance.
  - DCOMH contact – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
  - DCOMK contact – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))
- Reimbursements
  - Club members can also be reimbursed for club-related purchases, but the purchase must have been previously approved by Student Services.
  - Turn in receipt(s) for reimbursement. within 7 days of purchase.
  - If food was on receipt, turn in RSVP list from club lunch/dinner.
  - Reimbursements take 1-2 weeks to process.

## Club Budgets

- Each LMU-DCOM Club has an internal account with the university.
- New clubs are allotted \$200 in kickstart funds.
- Club funding should go towards the following:
  - Operations, food for meetings, etc.
  - Initial fundraiser costs
  - Student travel and conferences
- It is the responsibility of the club treasurer to maintain records of club expenses, including the following:
  - Quarterly financial reports to submit to Student Services
  - Internal club spreadsheets
    - [Club Budget Spreadsheet Template](#)
- All club expenses must be approved by Student Services.
- All cash and checks must be dropped off to Student Services within one week of receiving. Student Services will deposit money into university account.
- Club treasurers may contact Student Services at any time to receive an accurate balance update.

## Club Records

- Clubs are required to have and maintain records of the following:
  - Bylaws
  - Membership rosters
  - Meeting minutes
  - EOY Reports

- Quarterly financial reports
- National affiliations
  - Clubs are highly encouraged to have national affiliations if they are available.
- Activity statements/quarterly reports

## Club Status

- To maintain active status, each club will fulfill the requirements below. Clubs will be periodically audited by SGA and/or Student Services. If a club is not meeting the requirements they will be demoted from active status, lose funding from SGA, and will need to follow steps outlined in “Starting a Club” in order to become active status again.
  - Mandatory EOY Report submission
  - Quarterly club reports
  - Meet minimum club requirements
    - Club meetings
    - Attendance at Osteoblast
- End of Year reports
  - Each club will submit EOY reports to SGA and the student services director. Templates for these reports can be requested from student services. Reports will include summary of fundraising efforts. Reports will include a financial report from the year in addition to the quarterly reports. Reports will include number of meetings and number of attendees at each meeting. Reports will include descriptions of events sponsored, if any.
- Quarterly club reports must be submitted by club secretaries to Student Services. Reports will consist of an activity statement of club expenses, club fundraising, and description of club activities.
- Meeting requirements
  - Clubs will hold a minimum of two meetings each semester. Club secretaries will keep an attendance record at each meeting. This record will be used in the quarterly and EOY report.
- Attendance at Osteoblast
  - Clubs will set up a table at Osteoblast each year. At least two e-board members of the club will be present at the table for the entire osteoblast event. Failure to attend Osteoblast is grounds for removal from active club status.
- Fundraising
  - Clubs will conduct at least one fundraiser each academic year. Failure to conduct fundraising is grounds for removal from active club status.

## Student Travel & Conferences

- **Student Coverage Policies**
  - Students will be considered for up to \$1,000 of travel funding *per conference*.
  - Students will be considered for up to \$2,000 of travel funding *per year*.

- Students will be considered for up to \$3,000 of travel funding *from years OMS-I to OMS-IV*.
- Additional funding for student conferences may come from club accounts.
- Students who request funds that exceed the capped amount by Student Services and clubs will be handled on a case-by-case basis.
- **Student Funding Resources**
  - Students may receive funding from the following sources:
    - **Clubs**
    - **Research Department**
    - **Student Services**
  - Students attending a club/organization related conference should always seek club funding **first** before requesting funding from Student Services.
  - If a student is presenting research at a conference, go to the research department to seek funding first.
- **What funding will be considered for a conference?**
  - Student Services will only consider funding for the following:
    - **Conference fee**
      - *(will only reimburse for up to the cost of early registration)*
    - **Hotel**
      - Funding will be allotted based on how many people are in the room.
      - Hotel funding priority is given to those who share a room.
    - **Airfare/Mileage**
  - Clubs may cover other travel related expenses, such as meals and transportation.
  - If a student is **required** to attend a conference due to club/national affiliation, at minimum, the conference, lodging and airfare/mileage will be covered.
- **Student Travel & Conference Policies**
  - Do not use 3<sup>rd</sup> party travel agencies to book travel.
  - All receipts for travel reimbursement must be itemized and show PAID.
  - Per diem rates for meals for the conference city being traveled to must be followed.
  - Alcohol should **never** be included on a receipt turned in for meal reimbursement.
  - Sharing hotel rooms with other students attending conferences is encouraged.
  - All student travel funding is given via reimbursement.
- **Excused Absences for Conferences**
  - All students will need to contact the Deans of Students for an excused absence for conference attendance BEFORE filling out the Student Travel Form.
  - Harrogate Contact – Dr. Weaver ([kali.weaver@lmunet.edu](mailto:kali.weaver@lmunet.edu))
  - Knoxville Contact – Dr. Hyfantis ([justina.hyfantis@lmunet.edu](mailto:justina.hyfantis@lmunet.edu))
- **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 club wanting to attend if multiple students are attending.

- If a student is **required** to attend a conference due to club/national affiliation, at minimum, the conference, lodging and airfare/mileage will be covered.
    - Email student funding allotment from club to include on student travel form.
  - Group conferences
    - Send as many students as possible.
    - 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 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 club by contacting club conference contact.
  - Fill out Student Travel Request Form and send to Student Services.
    - [Student Travel Request Form](#)
    - Harrogate Contact – Caleb Arnold ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
    - Knoxville Contact – Laura Bryant ([laura.bryant@lmunet.edu](mailto:laura.bryant@lmunet.edu))
    - Approval forms will be sent back within 1 week.
  - Student Services will set up a meeting with students who have been approved for travel to recap student travel procedures.
  - Students may attend conference once approval has been given by Student Services
  - Student Services will communicate funding allotment provided by both the club and the Student Services department.
- **Conference Receipt Submission Instructions for Reimbursement**
  - Email all **itemized** receipts from the conference and the Student Travel Reimbursement Form to Student Services within 1 week of conference attendance.
    - [Travel Reimbursement Form](#)
    - Contact – Stephanie Mullins ([stephanie.mullins@lmunet.edu](mailto: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.

## Form List

- [DCOMH Meeting Request Form](#)
- [DCOMK Meeting Request Form](#)
- [Student Travel Request Form](#)
- [Travel Reimbursement Form](#)
- [DCOMH Fundraising Timeline Request](#)
- [DCOMK Fundraising Timeline Request](#)
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