

Student Involvement FAQ

Student Activities Calendar/Room Reservations

- What is the Presence Student Activities calendar?
 - The Presence Student Activities Calendar is available to all NEOMED students, faculty and staff. It lists all student events, activities and meetings.
- How do I access the Presence Student Activities Calendar?
 - Click on this link: [Presence Student Activities Calendar](#)
 - You can also access the calendar by typing <https://neomed.presence.io/events/cal> into your browser.
- How do I reserve a room/table for my event?
 - Complete the [Student Activity Reservation Form](#)
 - i. The form can also be found on Presence in the “Forms” section: <https://neomed.presence.io/forms>
 - Once your room is approved, add your event to your organization’s Presence Page so it shows up on the student activities calendar.
- How do I add an event to my organization’s Presence Page?
 - Here is the link to login as an organization administrator: [Presence Admin Login](#)
 - Simply add your event to your group’s Presence page by creating a “New Event.” Click on the “Manage” button, select “Events” and click on the “+” sign. Once the event is created, click “Approve.” Presidents, Vice-Presidents, Secretaries, and Treasurers all have “Club/Organization Admin” access to add events and members to their page.
- I do not need to reserve a room, but I have an event I would like added to the Presence Student Activities Calendar. Do I still need to complete the Student Activity Reservation Form?
 - No. If you do not need to reserve a room or table for your event, you do not need to complete the Student Activity Reservation Form. You will still need to add your event to your group’s Presence Page.
- How do I know what rooms are available for meetings?
 - The [Student Activity Reservation Form](#) includes a list of meeting rooms. Because your first choice may not be available, you are required to choose a first, second and third room choice.
 - You are encouraged to also check the Presence Student Activities Calendar prior to making your room request to see if the room you want is already reserved for another activity.
- How long will it take for my room reservation request to be approved?

- Please allow at least 48 hours for your request to be processed. Requests are not approved over the weekend/holidays.
- How do I know that my room reservation request has been approved?
 - You will receive a confirmation email from Student Services staff when your request has been approved through the studentactivities@neomed.edu email address.
- How do I know what activities are happening on campus?
 - Visit: <https://neomed.presence.io/events/calendar>

Student Organizations

- Where can I find a list of student organizations?
 - A current list of registered student organizations is available on Presence: <https://neomed.presence.io/organizations>
- Where can I find a list of student organization officers?
 - A current roster of registered student organizations along with contact information for student officers and faculty/staff advisors is available on the [NSC Presence Page](#) . Click on “Documents.” The document is titled “2019-20 Student Organization Directory.”

How do I start a new student organization?

- Students wishing to start a new organization are encouraged to meet with Harmony Stanger in the Office of Student Services. Please contact Brian Butler at bbutler@neomed.edu to set up a meeting.
- Can I start an organization without an advisor?
 - No, each organization must have a faculty/staff advisor.
 - Advisors must be a NEOMED clinical or Rootstown based faculty member or administrative staff.
 - A directory of NEOMED faculty/staff is available on Banner Self Service:
- Can my student organization use the NEOMED logo?
 - In order to use the NEOMED name or logo on items, webpages, or social networking pages, student organizations must request permission from the Office of Student Services at bbutler@neomed.edu . Mr. Butler will send your request to NEOMED Marketing & Communications for approval.
- Can my organization host an event and serve alcohol to those who are 21 and older?
 - No. NEOMED is a dry campus. No alcohol may be served at NEOMED student events on or off campus. The only events that have been approved to serve alcohol are Charity Ball and the Commencement Ball.

- Can a member of our organization sign a contract for an outside venue we would like to book?
 - No. Students are not permitted to sign contracts on behalf of NEOMED.
 - Contact Student Services for help with contracts at bbutler@neomed.edu or (330) 325-6735.

General Questions

- Can I email the student body regarding an upcoming student organization events?
 - Yes, send your email to studentevents@neomed.edu
- How do I request a *Pulse* Announcement?
 - Submit an announcement at <http://thepulse.neomed.edu/events/>
- How can I get my event announcement posted on the electronic bulletin boards?
 - You can do this by sending a PowerPoint slide/PDF containing your information to the following departments:
 - dpcardon@neomed.edu (Library TV Monitors)
 - abennett@neomed.edu (First Floor NEW Center TV Monitors)
 - sloftus@neomed.edu (Second Floor NEW Center TV Monitors)
- May I hang promotional fliers around campus for my event?
 - Yes. First send an electronic copy of the flyer to bbutler@neomed.edu for approval.
 - Fliers are only allowed to be hung on the wooden display stands around campus.

Where are the wooden display stands located?

- i. Outside Erie Island Café
- ii. Watanakunakorn Auditorium
- iii. Outside Enrollment Services/Admissions
- iv. Outside the Library
- v. Giant Eagle Commons
- vi. Outside the bookstore
- vii. RGE Building lobby

- DO NOT HANG FLIERS ANYWHERE ELSE ON CAMPUS!
- Make sure to REMOVE fliers once event is over.
- My organization wants to collect donations for a charity (food, clothing, etc.). What are the requirements?
 - Contact bbutler@neomed.edu to get permission to put out donation boxes.
 - Boxes must be labeled with the name of the organization, the collection dates, the pick-up dates, the name of the charity, and the name and contact information for one of the organization members.
 - Donations must be picked up by the deadline date.

- My organization wants to set up a fundraiser. What paperwork needs to be completed?
 - Organizations must submit a Student Organization Fundraising Policy Form to Student Services prior to carrying out any fundraising activity.
 - The form can be found on the [NSC Presence Page](#) in **Documents** and is titled **Student Activities Policies- Student Organization Fundraising Policy Form**.
 - All student organizations are REQUIRED to complete a fundraiser.

NEOMED Student Council (NSC)

- What is NSC?
NSC is the student government organization on campus. NSC stands for the NEOMED Student Council.
- When are the NSC meetings?
 - NSC meets the first Wednesday of every month at 5:30 PM in NEW Group Room 2016. Funding requests start at 6:00 PM.
- How are NSC representatives chosen?
 - All NSC representatives are elected through nomination and voting by the class they will be representing. NSC elections for M1/P1 takes place in October of the 1st semester of the M1/P1 year. NSC elections for M2 and P2 takes place in May of the spring semester of the M1/P1 year.
- How many students can be a part of NSC?
 - NSC includes 2 representatives from each class from each college.
- Are there certain academic requirements to be a part of NSC?
 - No, any student in good academic standing is eligible to be elected.

NSC Funding & Reimbursement

- What activities does NSC fund?
 - NSC funds Student Organization events, and individual student travel to present research at conferences.
- What do I need to do to receive NSC funding for my event?
 - Your event must be included on your organization's estimated budget.
 - You must request funding at an NSC meeting at least 14 days before your event.
- How do I request funding for my event?
 - To request funding complete the [NSC Student Organization Event Request Form](#) .This form can be found on Presence in the "Forms" section: <https://neomed.presence.io/forms>
 - Complete the required request form electronically. Your request must be submitted by 5:00

p.m., the Friday before the Wednesday NSC Meeting.

- In addition, you must complete the **NSC Document-Advisor Signature Approval Document**. Have your advisor sign it and bring a copy to the NSC meeting. The form can also be found on the [NSC Presence Page](#) in the “Documents” section.
- Can a funding request be approved without the president’s signature?
 - No. The president must sign the funding request form electronically to be approved.
- Can a funding request be approved without the faculty/staff advisor’s signature?
 - No, your faculty/staff advisor must sign the Advisor Signature Approval Document in order for your event to be approved.
- Do I need to present my funding request in person to NSC?
 - Yes, a representative from the organization must be present at the NSC meeting.
- What expenses are covered by NSC for student organization events?
 - Food, non-alcoholic beverages, napkins, cups, utensils
 - Conference Services rental space, including set-up/tear-down fees
 - Entertainment; DJ music, photo booth, photography, decorations, fliers
- What expenses are NOT covered by NSC for events?
 - Expenses not funded include: organizational mailings, honorariums for speakers, individual gifts and/or prizes
 - Other expenses may be funded at the discretion of the NSC
- Can organizations substitute funds for activities other than those originally approved?
 - Substitutions require approval from NSC. If you need to change an event or event date that has already been approved you must send an email to nsc@neomed.edu. Include all of the details of the change in your email.
- Once my organization’s event is approved, how do I get the money?
 - If your expenses are from an **on campus vendor** (i.e. Café Clark, Conference Services, printing services) you can request direct payment from the NSC account
 - i. See Brian Butler in the Office of Student Services (R-132) for more information.
 - If your expenses are from an **off campus vendor** (Chipotle, Subway, etc.) you must pay with a personal check, cash or credit card and request reimbursement through the Office of Student Services. Make sure you keep your receipts.
- How can I get reimbursed for expenses related to my student organization event?
 - In order to be reimbursed for expenses you must submit a signed reimbursement request form and original receipts to Brian Butler in the Office of Student Services.
 - The reimbursement form is located on the [NSC Presence Page](#) . Click on the “Documents” tab and download the “Accounting- Student Reimbursement Form.”
 - Submit the reimbursement form with the itemized receipts to Student Services within 30

- days after event.
 - You can only be reimbursed for items that you actually paid for!
- Can I get funding to attend a conference?
 - No, NSC does not provide funding to a student who is **only attending** a conference.
- Can I get funding to present my research or poster at a conference?
- Yes. The NSC invites students who are authors or co-authors of research papers or session presenters at professional meetings to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$2,000 for research or presentation done, per student during their enrollment period may be allocated with a maximum of \$1,000 per presentation. The amount approved per conference may not exceed \$1,000. If more than one student is presenting the same research or project, the allocation will be distributed evenly, and the max is \$1,000 per project for the group. Total funding from NSC for research presentations will not exceed \$2,000 during a student's enrollment.
- How do I get funding for my research presentation?
 - Complete the [NEOMED Student Presentation Budget Request Form](#) .The link to the form can also be found on Presence in the "Forms" section: <https://neomed.presence.io/forms>
 - Once you submit the form, you will automatically be added to the NSC agenda for a meeting that is at least 14 days before your travel is scheduled to begin.
 - Your request must be submitted by 5:00 p.m., the Friday before the Wednesday NSC Meeting.
 - Bring a copy of your request form to the NSC meeting, along with a copy of your abstract and registration confirmation.
- How do I get funding for my research travel?
 - You must attend the conference and pay all expenses with your personal credit card, cash or check.
 - Obtain a receipt for expenses that clearly shows that you are the payee.
 - The reimbursement form is located on the [NSC Presence Page](#) . Click on the "Documents" tab and download the "Accounting- Student Reimbursement Form."
 - Submit the signed reimbursement form and original receipts to Student Services.
 - You can only be reimbursed for items you actually paid for!
- What expenses are covered by NSC for student presentations?
 - Hotel
 - Airfare
 - Gas
 - Tolls/parking
 - Registration
 - Poster printing
 - Rental car