

From: Suter, Riley M.
Sent: Wednesday, August 18, 2021 1:16 PM
To: Si, Edward P.
Cc: Coltrain, Lauren E.
Subject: New Club Application Approval

Good morning, Edward,

Thank you for your interest in creating a new club! SGA has approved for application for a Students for a National Health Program Club. I greatly apologize for the delay, but after our leadership transition and summer break hiatus, we had been working hard at the start of this school year to elect and fill out our complete SGA board, so that we could have enough members to convene and vote on outstanding club applications. That being said, your application has been accepted and there are just a few more steps that every new club has to take!

To continue with this process and be officially recognized as a club, I will need you to do the following:

Fill out this form: <https://forms.gle/ETJcTiE6maGbvHpA6>

You will need to make a club Gmail account in the format of
"evmsSomeFormOfClubName@[gmail.com](mailto:evmsSomeFormOfClubName@gmail.com)"

Establish leaders, create a constitution, and have at least 10 people join the group. Your constitution can be adapted from other interest group ones if you need help finding a place to start.

Contact Parth Patel about getting an Event Medley page - tell him you have been approved as a new club - and contact Diane Dougherty about having the president of the org added to EVMS Engage. Be sure to give Diane a brief description of the club as well to add to the page.

For the first year of your club, your finances will be managed under SGA until your "probationary year" is up, and you satisfy all of the club requirements to remain in good standing.

Additionally, your club leaders must attend both the Fall Club Fair (Friday, August 27th from 12-1:30 in Waitzer 200) and the Student Leadership Workshop (Date still TBD, likely the second week of September).

Lastly, review these highlighted guidelines from Student Affairs, all of which will be covered in more detail at the Leadership Workshop:

1. Submit all meeting/event requests at least two weeks in advance
2. Groups hosting events with non-EVMS speakers **MUST** submit a speaker bio for leadership approval when they submit the event application
3. You cannot begin advertising for an event that hasn't yet been approved by or submitted to Student Affairs
4. Do not directly contact our AV department for BlueJeans links without knowledge or approval from Student Affairs
5. Students who are unaware of where event applications/event policies are located should refer to the resources provided to them on EventMedley.com (Clubs → Club Resources tab and the More → Forms & Resources tab)
6. Virginia Hilton is the Marketing rep for all students; all t-shirt designs, plasma screen/flyers, social media questions and approvals can be directed to her ([REDACTED]). All approved Marketing jobs will be submitted by Diane Dougherty on behalf of the student.
7. Student Announcement submissions need to be in to Diane Dougherty no later than Noon on Fridays (please provide a title & blurb with details, picture/image is optional) **GOOGLE DOCS** do not work!
8. GivePulse/EVMS Engage group page setup must be approved by Riley Suter and requested to Diane Dougherty with club/org description and president contact information provided
9. In-person events are being approved at this time per the COVID Task Force, however restrictions apply on masking, distancing, food, and available space. If you have questions please contact StudentAffairs@evms.edu.

Lauren Coltrain (CC'd here) is the new VP in charge of clubs. Please do not hesitate to reach out to her if you have any questions, and feel free to include me on the email as well if I can provide any additional assistance!

Very respectfully,
--Riley Suter

Riley M. Suter, ENS, MC, USN
Eastern Virginia Medical School
Student Body President
President | MD Class of 2023
[REDACTED]