



STUDENT PROGRAMMING GUIDE

Stritch School of Medicine Office of Student Life



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LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE
2160 S. 1st Ave., Bldg. 120, Room 200, Maywood, IL 60153

Student Programming Guide

The following information provides a framework that will assist you in planning student-led programs from start to finish. Programming can refer to any extracurricular or co-curricular event or activity.

For more assistance and information specific to your event or activity, feel free to stop by the Office of Student Life (Suite 215) or email ssom-studentlife@luc.edu.

Program Planning Basics

There is much to consider when planning an event or activity:

- What is the purpose of this event/activity?
- How does it align with our organization's mission?
- Who is our intended audience?
- What do we want attendees to learn or experience at our event?
- Are there opportunities for collaboration with other organizations?
 - Reach a broader audience, share the workload, and split the costs by co-sponsoring an event or activity with another student organization!
- How will responsibilities be divided among the organization's members?
- What time and day of the week is ideal for our event/activity, given our intended audience?
- What is the best location?
- What is our budget?
 - What materials need to be purchased?
 - What other expenses or fees need to be considered?

Once you have these details confirmed, the next step is to complete a [Program Request Form](#).

Program Request Form

The [Program Request Form](#) is a tool to help you plan your organization's event or activity. It provides all the details of your program to the Office of Student Life so that the proper university departments can be notified of your needs.

- Your organization **MUST** fill out a Program Request Form to hold an event/activity.
- The Office of Student Life will review your request and notify you if it's been approved within two business days.
- Program requests **MUST** be submitted **at least 10 calendar days prior to your event/activity**.
 - Any requests submitted after 10 calendar days will be reviewed and approved or denied at the discretion of the Office of Student Life.
- General meetings and executive board meetings for your student organization do not require an event request form, however please be sure to reserve space for your meeting. Please see the "Campus Room Requests" section below to learn how to reserve campus space.

The Program Request Form can be found on the MSU website, or by clicking [here](#).

Funding

Your organization is responsible for finding its own funding for all programs.

The Medical Student Union grants each student organization \$100 to use toward events and activities put on during that academic year. This money must be used during the academic year it is granted and cannot roll over from one academic year to the next. A form and approval process exist to distribute these funds. MSU also has additional funds that an organization may request, beyond its initial \$100 grant. Please contact the MSU treasurer for more information. Fundraising events as well as initiation and membership dues may be implemented to help offset an organization's operating expenses. **The Office of Student Life must first approve all student fundraisers.** A minimum of 30 days' notice is required for approval of any fundraisers. Please see the Student Leadership Guide (downloadable from the [MSU website](#)) for details on fundraiser approval.

Organizations must exhaust their Medical Student Union (MSU) funding opportunities prior to seeking funding from academic departments and Student Life.

Departments available for funding requests:

- Ministry
- Medical Education
- Bioethics
- Center for Community and Global Health (CCGH)
- ODEI
- Student Life

Please be aware that a funding request is not a funding guarantee. Please wait for an organization or academic department to confirm that they've agreed to help fund your program.

Campus Room Requests

This section will provide information about reserving space for your events on campus and an overview of what rooms are available for student booking and what rooms should be reserved through Student Life. You must be a registered student organization in good standing in order to reserve space on campus.

To request use of any rooms, please indicate which room(s) on the Program Request Form. Student Life will confirm if that space is available and reserve it for you.

The CTRE, Library, CALL Lab, and Quiet Study Room (in the Nursing School) are prohibited for use as student event space.

For regular board meetings that don't require a Program Request form on file, you may request a room through the Room Scheduler. To request space on the HSC campus, you must use the Room Scheduler, which can be found on [Loyola Wired](#). Note: You must be on campus in order to use the Room Scheduler. There are two methods of requesting space, and the directions for each are explained below. After completing the room request, you will receive two emails: the first is to tell you that you've submitted a request, and the second will confirm whether or not the request was fulfilled. Please note: **Unless you get a SECOND confirmation email, your room request has not been fulfilled.** If you're not sure if your room request has been confirmed, please email ssom-studentlife@luc.edu.

Step 1: Booking the Room

- <https://portal.luhs.org>

- Log in with your UVID (email)
- Click on **Room Scheduler**
- **Schedule a Room OR Recurring Scheduler**
 - Schedule a Room – best if you're not sure which room you want
 - Recurring Scheduler – best if you know which room you want
- Include Sabrina Bynum's name (sbynum) for Contact Person (At Loyola)

Application Portal

EMPLOYEE DIRECTORY [Your Paper Groups](#) [Your Pages](#)
 Advanced Phone Search [Emergency Alert System](#)

All content from Loyola wired, such as employee and clinical resources, policies and department information, has moved to the new [Spire](#) intranet. This portal gives you access to your personal applications, which may include the room scheduler, Clinical Research Database, and more.

Welcome Kiantra Thornton (kthornton4) [Customize](#) [Logout](#) [Key Request Form](#) [Catering](#) [Policies](#) [Lawson](#)

- Academic Center for Excellence Meeting Request
- Annual Exposure Assessment
- Annual Disclosure Statement
- Cadence Request Forms
- Clinical Research Database
- Clinical Research Marketing
- Committee Tracker
- Corporate Compliance Survey
- Connective Action
- CPT Lookup
- CRIB: The Clinical Research Database
- Crosby Bay Scheduler
- Digital Archive Tracking Application (DATA)
- Emergency Broadcast System
- Employee Occurrence Report
- HSD Computer Inventory
- Job Descriptions
- LJHC Kronos
- LUHS Newsfeed
- LUMEN Online Exams
- MAGIS
- Mini Apps
- Nursing Performance Improvement Audits
- OB Hemorrhage Education
- Occupational Health Compliance
- Performance Review (GMH)
- Performance Review (LUMC)
- Performance Review (SSOM)
- Physician & Allied Medical Staff Clinical Privileges
- Poster Printing
- Professionalism Reporting
- Reports Channel
- Research Associate Evaluation
- Research Channel
- Research Training
- ROCKET: Relationship of Clinical Knowledge to Events Tool
- Room Scheduler
- SSOM Admissions II
- UpToDate
- Video Conferencing Request
- Way To Go Taxi Voucher
- Web Development Request Form
- Web On-Call
- Where's the doctor?

Step 2: Schedule the Room

Students should be sure they are listing the name of their event and carefully filling out the General Information Form. This information will be sent directly to the room approver. Any changes following the submission of the room schedule form will need to be emailed.

Start Date/Time

- The default time is the current time. Be sure to change that!

Resources/Requirements

- This section does not need to be filled out. Students should email Kia or Alia to submit request for Educational Technology Equipment.

Event Organization

- SSOM Other

Event Info Room Contact Info Additional Info Submit

* Denotes required field

General Information

Name of Event *

Event Description / Speaker * Please provide a brief (300 characters or less) description of the event.
Topic

Character Limit: 0/255

Start Date/Time *

Duration * 0.5 Hours

Event Type *

Event Sub-Type Other

Resources/Requirements

| Available Resources | Selected Resources |
|---------------------------------------|---------------------|
| 3-D Opaque Projector | -- None Selected -- |
| Alcohol | |
| Apple TV | |
| Audio Cassette Recorder | |
| Computer (CD/DVD Drive + USB Ports) | |
| Computer with Limited Internet Access | |
| Document Projector | |
| Dual Slide Projectors | |

Add Remove

Event Organization *

Number of Attendees * Please include event speakers/organizers.

Desired Buildings * Cancer Center
CTRE
Emergency Medical Services
Fahey Center
Maguire

Next

→

Step 3: Choosing a Room

Room Information

- The rooms tab shows all available rooms for your events date and time. Each yellow icon is linked to a picture of the room that shows its room layout. The notes explain the maximum capacity and the restrictions regarding the room and its general approval odds.
- If your room choice is flexible list your top 1-6 choices for your event. Room Approval comes on a first come first serve basis. Be sure to submit your request as soon as you have decided on a date and time so that your event can be at the top of the priority list.

If the room you are looking is not listed. Look for the building code for SSOM

- Building Code for SSOM is 120
- Ex. 120-360
- (Stritch, room 360)

| Building/Room | Room Info | Notes |
|------------------------------------|------------------|---|
| SSOM - Dining Room (120) | Room Information | Events between 11:00 AM and 3:00 PM will not be approved. All events must be approved by Nancy Parolin. Please send an email to nparol@uc.edu. Once approved, please forward to EITechSupport@uc.edu along with the approval. |
| SSOM - Classroom (160) | Room Information | Depending on room setup, the maximum capacity for this room is 102 people. |
| SSOM - Classroom (170) | Room Information | Depending on room setup, the maximum capacity for this room is 48 people. |
| SSOM - Case Method (460) | Room Information | |
| SSOM - Atrium (Atrium) | Room Information | All events must be approved by Nancy Parolin. Once you've entered your request, please send an email to nparol@uc.edu. Once approved, please forward to EITechSupport@uc.edu along with the event ID so your request can be approved in the system. |
| SSOM - Library Lawn (Library Lawn) | Room Information | You must email EITechSupport@uc.edu prior to making a reservation. All requests must be emailed at least 2 weeks in advance of event. Any music or loud activity must be positioned on the side closest to the parking garage. |

Why isn't the room I'm looking for listed here?

Request Type: I need only one of these rooms

Choice #1: No Selection

Choice #2: No Selection

Choice #3: No Selection

Choice #4: No Selection

Choice #5: No Selection

Choice #6: No Selection

Next

Step 4: Multi-Date Single Room Scheduler

Recurring Room Scheduler

- The room scheduler form can be used for organizations that will have continuous meeting times. Should an organization want to have an e-board meeting once a month for the fall semester they would use the Multi-Date Single Room Scheduler.

If the room you are looking is not listed. Look for the building code for SSOM

- Building Code for SSOM is 120
- Ex. 120-360
- (Stritch, room 360)

Multi-Date Single Room Scheduler

Organization: [Dropdown]

Event Name: [Text]

Event Description: [Text Area]

Start Time (hh:mm am/pm): [Text]

Duration in Hours: 0.5 [Dropdown]

Event Type: [Dropdown]

Event Sub-Type: [Dropdown]

Number of Attendees: [Text]

Room: [Dropdown]

Check Availability

Facilities Requests and Room Set-Up

SSOM's Facilities Dept. is responsible for arranging spaces on campus to meet the logistical needs of an event or activity.

- Facilities Considerations
 - Do you want existing furniture to be arranged differently or new furniture to be added to the space? Or both?
 - Should existing furniture stay where it is, or be pushed to the side?
 - How many _____ do you need?
 - What time do you need everything to be set up by?
- Furniture Available
 - 6-foot buffet tables
 - Folding chairs
 - Podium
 - Research presentation boards
 - Stage
 - Divider

All Facilities requests should be entered on the Program Request Form. Please include a sketch of how you would like the space arranged.

A/V - Technology Requests

Loyola's Classroom Technology Services has the following equipment available for your event/activity:

- Handheld microphones
- Lavalier microphones
- Microphones w/ stands
- Speakers w/ aux cord (plugging in a phone/tablet)
- Laptops
- iPads
- iPods
- Television with laptop projection
- Streaming services

Please indicate your A/V - Technology requests when filling out the Program Request Form.

Catering Requests

The Stritch School of Medicine has a partnership with HandCut Foods to provide food and catering services for the Health Sciences Campus. Student Life encourages students to use our in-house caterers as much as possible. Should your event have alcohol, Student Life will need to be contacted for approval, and the alcohol vendor **MUST** be HandCut Foods. For catering requests, please contact HCF catering manager, Stasia Chatfield, at stasia.chatfield@compass-usa.com. Please click [here](#) to view the HandCut Foods catering menu.

The Stritch School of Medicine abides by the Loyola University Chicago alcohol policy, which can be found in the Leadership Guide. All student organizations **MUST** get approval from Student Life to serve alcohol at their events. Please email ssom-studentlife@luc.edu or see Catherine Jardien (room 215) for approval.

Supply Purchases & Reimbursements

Loyola University Chicago is a 501(c) (3) organization, and therefore most purchases made on behalf of the university are exempt from sales tax. Please use a tax-exempt letter when making purchases for your event or program. Please contact the Office of Student Life or MSU for a tax-exempt letter. Students may use the tax-exempt letter for food purchases, decorations, and any supplies needed for their events. Simply print the tax-exempt letter and present it upon payment. There are some businesses that will not accept tax exempt letters, including but not limited to hotels, transportation companies (airlines, taxis, ridesharing, and public transportation), wholesale membership stores (Costco, Sam's Club, etc.) and some restaurants.

When purchasing supplies for your event or program, first confirm where your funds will come from. Does your organization have its own funds to draw from? Have you requested funds from MSU or an academic department? Any department you sought funding from will have its own process for reimbursing students. All MSU reimbursements are handled through the acting MSU treasurer.

Reimbursements cannot be made for the following:

- Alcohol (please see the university's alcohol policy)
- Gift Cards
- Lottery Tickets/Scratch-Offs
- Anything from E-Bay or Etsy

For reimbursements from the Office of Student Life, please email ssom-studentlife@luc.edu or visit the Office of Student Life (Suite 215).

Please keep in the mind the following information when submitting a reimbursement:

- All reimbursements are done by direct deposit (preferred) or check.
- Each reimbursement can take from two to five weeks to process.
- You must fill out a W-9 form for each academic year in order to be reimbursed that year.
 - W-9 forms can be found on the MSU website, or by clicking [here](#).
 - Only fill out the sections indicated.
 - Include the address to where you'd like your reimbursement check sent and/or banking info.
 - You only need to complete a W-9 once per academic year.
- You must provide an **ITEMIZED** receipt for reimbursements
 - Purchases without an itemized receipt will be ineligible for reimbursement.
- Sales tax cannot be reimbursed.
- Request reimbursement [here](#).

Marketing

All student organizations should market their event or activity at least two weeks prior to the date of the event. Students are encouraged to use social media for marketing, especially Facebook class groups and Slack Channels. Additionally, students may disseminate event information via org listservs and may create and hang flyers throughout SSOM in selected areas (bulletin boards in the student communities and SAC, flyer holders in the elevators, and/or covered bulletin boards – see OSL for guidance). Student Life highly recommends using all of these channels to ensure adequate promotion of an event or activity. Student Orgs are NOT permitted to email class listservs. Any flyers posted must be removed immediately following the conclusion of the event.

If additional marketing assistance is needed, students are able to ask Student Life to send out emails on their behalf. All requests for Student Life marketing should be sent to ssom-studentlife@luc.edu. OSL only sends out emails once/week (usually on Mondays), and also sends out a monthly newsletter, so your event could be included in one or both of those emails if you ask.