Student Interest Group (SIG) Handbook

Disclaimer: This handbook has been written and revised by the SIG Coordinators and the Office of Student Affairs. This is meant to be a set of guidelines for interested or new SIG leaders. If you have questions please reach out to the CMU College of Medicine's Office of Student Affairs at 989-774-4462.

Table of Contents

Requirements of Maintaining Active Status

Active SIGs must have at least two documented members serving in leadership roles. These roles do not necessarily need to be equal, but rather should be designed to help spread the burden of running a SIG while also maintaining your studies. (Please note that one student may hold a leadership position in no more than 3 SIGs without prior approval from OSA.)

All SIG's are required to have a current and documented advisor, to ensure that SIG events and meetings are professional and appropriate, as well as connecting students with additional resources. The advisor can be faculty, staff, or an approved outside physician or other relevant expert.

Finally, each SIG is required to host, sponsor, or facilitate at least two educational events during the fall semester and at least one educational event in the spring semester, and hold at least one general meeting per semester. The educational events can be speakers, volunteer opportunities, fundraisers*, conferences, documentary showings, or anything else that promotes student involvement in your SIG's focus or the CMED community. These events must be documented appropriately, or are unable to account for this requirement (See "Hosting an Event" for details on documentation). Note: the general meeting of the Fall semester and the first educational event may be combined if denoted in Pre-Event Form and approved by OSA.

Failure to adhere to any of these expectations will result in the SIG being placed on probation for the following semester. Failure to correct these issues during that probation semester will result in the inactivation of the SIG. Any SIG that is on probation is not eligible for funding from OSA.

*Fundraisers hosted by a SIG are required to be a one-time event and have an educational component to count towards the two events required per semester. Any other long-standing fundraiser (clothing sales, food drives, candle drives, etc.) will not count toward the event total.

Starting a New SIG

In order to start a new SIG the interested students should begin by retrieving a hardcopy application from CMED's Student Life page or requesting an electronic application from OSA. This form will collect information from the interested students such that OSA is able to confirm that all the requirements of an active SIG have been met. (See "Requirements of Maintaining Active Status" for details on these requirements) When this form is complete, the interested students should submit this form and expect to meet with an OSA representative. The purpose of this meeting is to ensure that the students are aware of the expectations of SIG leaders and the rules, regulations, and procedures in place for managing a SIG.

Reactivating a SIG

This process follows the general process of starting a new SIG, however, previous materials and resources will be transferred the new leadership. Students should note that reactivated SIGs will only be eligible for funding after the first general meeting is held.

Transferring Leadership

This process may look different for each SIG. Some SIGs may hold elections, some may have interested students write personal statements and select future leaders from those – OSA encourages SIG leaders to discuss the transfer process with members and find what works best for that SIG. The deadline for notifying OSA of leadership roles for the upcoming year (approximately February-March) will be announced by OSA and the current SIG Coordinator early in the spring semester. Prior to this date, a survey will be sent to current leadership, and the data will be compiled into a roster for the following year. Though this information is required by the announced deadline, each SIG may choose to transfer leadership before or after said date depending on the preferences of the SIG. This process will be designed and monitored by the SIG Coordinator each year, and current leadership should expect to be contacted about details sometime in early February.

Do not run elections or transfer leadership until January. This allows the M1's to get through Foundations before they have to concern themselves with the responsibilities of SIG leadership roles.

Get Involved Fair

This fair is generally hosted in the first or second week of school for the M2 class. This is an evening event where each SIG has the opportunity to attract new members from the M1 class. This event is not mandatory, however, is a great opportunity to advertise your SIG and is strongly recommended. At this event, at least one SIG leader should be present to answer questions. A sign-up sheet is recommended to capture the contact information of interested M1 students. This event is designed to be fun and interactive! Posters, pictures, and snacks are welcome and highly encouraged. Unfortunately, no funding is available for this event from OSA.

Hosting an Educational Event

Once a SIG has decided to host an educational event, one of the leaders should begin the process of documenting the event. **All events on or off campus, must be documented and placed on the OSA calendar**; please see Becca in OSA to have an event added to the calendar. Each SIG is required to host, sponsor, or facilitate at least 2 educational events and/or activities

in the fall semester and at least 1 educational event in the spring semester are required. Both educational events and informational meetings can use the Pre-Event form found online to reserve rooms and notify OSA of the event or informational meeting.

These events can be speakers, volunteer opportunities, fundraisers*, conferences, documentary showings, or anything else that promotes student involvement in your SIG's focus or the CMED community. These events must be documented appropriately or are unable to account for this requirement. Note: these events do not include informational meetings.

Up to 5 SIGs may collaborate on an event, but all parties assume equal responsibility for the event including but not limited to: setup, funding, cleanup, organization, etc. If you are co-hosting an event, every SIG involved needs to submit a pre-event form for the event and note that they are co-hosting with another SIG. If you require funding for the collaborative event, please submit one funding request and list all of the responsible parties.

 The first step is to consider what type of space your event will require.

Available Spaces in the College of Medicine

Auditorium- Room 1404

> Available to students anytime outside of class periods. Projection capabilities.

TBL Room- Room 1426

> Available to students anytime outside of class periods. Monitor display available. No food permitted.

ECS Room- Room 2403

> Available to students anytime outside of class periods. Projection capabilities.

Teachers' Lounge- Room 2401

> Available to students weekdays after 5pm and on weekends.

SP Suite Conference Room- Room 2404 B

> Available during the lunch hour. Monitor display available. This room has special requirements for reservation, see OSA for details.

OSA Conference Room- Room 1401 D

> Available during the lunch hour. Monitor display available.

Available Spaces around CMU's Campus

Park Library Facilities*: https://www.cmich.edu/library/facilities/Pages/default.aspx

Auditorium-

> Seating for up to 140. Projection capabilities. No food or drink allowed. Staff or faculty

member representative required for reservation.

Strosacker Room-

Seating for up to 40. Projection capabilities.

Baber Room-

Space for 80-150 (depending on requested set up).

*These rooms are well maintained and offer a great deal of diversity for events. Visit the website listed above and follow the procedure given.

Scheduling an Event / Booking a Room

A Pre-Event Form should be completed and submitted at least two weeks in advance of the event. This form is required even if the event if going to be hosted outside CMED. This form is a simple online questionnaire that will store your information so it can be used for LCME tracking and OSA. After this form is completed, the leaders should approach OSA and book a room or if the event is being hosted outside of CMED, place the event on the OSA calendar.

If you have any questions about reserving a room, please come and talk with Becca Bogin in OSA about it or email her at boomg1rl@cmich.edu.

Applying for Funding

Funding amounts that OSA receive yearly are determined by administration and the overall budget. Some years there may be no funding available while other years there may be more available. Funding available for SIG events is limited and granted on a case-by-case basis. All funding requests must be submitted at least 2-weeks in advance, or it will be immediately denied unless previously approved by OSA.

If a SIG would like to apply for funding, they should fill out the online funding request form. Once the funding request is submitted, it will be reviewed by the funding committee made up of the M1 Treasurer, M2 Treasurer and OSA staff. The decision of the funding committee will be emailed to the SIG leaders by Becca Bogin.

Everything needed for the event should be included in this form to obtain appropriate funding as OSA is unable to provide anything other than funding for SIG events. This includes, but is not limited to foods, plates, napkins, cups, silverware, etc.

Please note that the following are not funded:

- Food for the informational meetings
- Conference travel unless they are AMA, AAMC, OSR Representatives, LMSA, or SNMA related

- Please note that only 2 reps from each of these groups will be funded each year.

Marketing the Event

SIGs are encouraged to advertise their events and seek large audiences. SIGs are expected to use the provided Outlook group space for event announcement and management, but using other supplementary platforms is allowed. Facebook, for example, is a welcome space for SIG group pages and events, however, SIGs are not permitted to post in CMED affiliated student pages, except the specified CMED-SIG page. Students can reach out to OSA and request that their event is included in the weekly update. Posters and flyers are also allowed, but should be posted in appropriate areas, these are determined by OSA (bulletin boards, student lounge, lobby TV, and Small Group Rooms), no exceptions. If you have questions about which areas are appropriate please ask OSA.

Digital Signage

To advertise on the TV in the lobby, make sure your flyer follows the brand identity guidelines. All of these are outlined in documents uploaded to the SIG Leaders Outlook Group. There is a PowerPoint with slides that can be used to submit the flyer appropriately. Additionally, there is a PDF with the brand guidelines. Ask your SIG Coordinator if you have any questions.

Meeting Follow Up

After the event, SIG leadership is required to fill out a Post-Event Form, which helps OSA keep track of events and attendance. This form is an online questionnaire and must be completed no later than 48 hours after the event.

Why Diversity Matters & the Diversity Log

Diversity is an important value embraced by the College of Medicine. We strive to continue the promotion of diversity throughout our school and the surrounding community. In addition, the LCME has specific standards for diversity in the establishment of medical schools. Therefore, we ask that you help us document our diversity efforts to capture the hard work that everyone is doing. A form is available as an online questionnaire to collect information on any diversity events (past, present, future) hosted by student interest groups.

Additionally, the LCME requires that diversity is a priority of all medical schools. In order to help meet this requirement, CMED asks SIGS to fill out a diversity log for all event promoting diversity. This form is an online questionnaire.

All online forms can be found in the CMED SIG Leaders Outlook page under the files tab, where links to the questionnaires have been listed.

Hosting a Fundraiser

Fundraisers are allowed and encouraged, however, all fundraisers must be approved by OSA. This process should begin by leadership filing a Fundraiser Form. This form will detail the type of fundraiser, the benefiting organization, the goal, and the time period of the fundraiser. Once approval has been issued, the SIG may proceed with the fundraiser. Note: Fundraisers including home baked foods are not allowed due to health code requirements, however, prepackaged foods are allowed.

Using the CMED Logo

Any publicly available pages or documents must be in accordance with Central Michigan University Licensing requirements. Additionally, all items produced or sold with the CMU or CMED logo must meet these requirements. These requirements are detailed in the files titled 'CMED_Seal_GraphicStandards' and 'CMU_Brand_Identity' under the files tab of the CMED SIG Leaders Outlook page. Any questions should be directed to OSA.

Outlook Groups

All SIGs are expected to use the provided Outlook Group page for SIG maintenance and member contact. The reasoning in this is to facilitate simple transition to future leadership. Any issues with these groups should first be brought to the SIG Coordinator, and if they do not respond in a timely manner, then you may reach out to the CMED Technology department directly.

All groups must add the current SIG Coordinator to their Outlook Group to attain credit for the events they host.

If your group is inactive online in Office 365 for a semester, then it will be considered dormant, and the SIG will be placed on probation and unable to apply for funding.

Technology Support

Simple technology issues can often be resolved at the technology office by available assistants. These individuals are trained in Outlook, and are familiar in the functioning of the group pages. For more complex issues, the following technology representatives may be able to help.

Mike Molter: molte1mt@cmich.edu

Kip Ferguson: fergu1tg@cmich.edu

Contacting these representatives should be reserved for when other resources are unable to help. This will help ensure that they are not overwhelmed by inquires.

Contacts/Resources

Anytime that you run into problems or questions you should feel free to contact the SIG Coordinator, Administrative Secretary Rebecca Bogin in OSA, your SIG advisor, or OSA in general.

Many necessary documents and resources can be found on the CMED SIG Leader Outlook Page.

FAQs

1. How do I start a new SIG/reactivate a SIG/take over leadership? What do I do next?
    A. Submission of a SIG application (found on CMED's Student Life page or in OSA) will be required for new and reactivated SIGs. Students will be contacted by OSA once the SIG is approved and sent a SIG Leadership Orientation PowerPoint along with an Office 365 Group to communicate with members. Next, SIG Leaders should hold a general meeting to connect with members and discuss the expected events and direction of the SIG. After this, SIG Leaders are ready to submit Pre-Event Forms and plan and host events!
    B. In a transfer of leadership, the application and approval steps described above will be skipped. During the transfer stage, incoming and outgoing leadership will be expected to collaborate on reassigning ownership of the Office 365 Group, contacting the SIG advisor to notify them of the new leadership, and covering the basics of the SIG (past event logistics, funding/banking information, important contacts, etc). SIG Leaders are now ready to hold a general meeting and follow the steps outlined above!
    C. Stop in to OSA or ask you SIG Coordinators if you have questions!
2. How many events should a SIG have per semester?
    A. At least 2 educational events and/or activities in the fall semester and at least 1 educational event in the spring semester are required, however, if you are motivated to host more, this is encouraged!
3. Do I have to fill out a Pre-Event Form for every event or activity?
    A. Yes! In order to track your SIGs activities, for CMED and national board goals, we need to see what you are doing over the year. Please be diligent and include volunteer and diversity details in the appropriate forms. General meetings also require a Pre-Event Form.
    B. Fundraisers require a special Fundraiser Form.
4. When should the Post-Event Form be completed by?
    A. Post-Event Forms must be completed within 48 hours of an event and are required for all events.
5. When should we use a sign-in sheet?
    A. CMED requires that a sign-in sheet be used at any event that has been provided funding. This is required to document an accurate count of attendance.
    B. Additionally, if a SIG is receiving funding from national organizations, many will

require a sign-in sheet as well.

C. Furthermore, many SIGs choose to have a minimum participation requirement for active member, and this can be a simple way to track member activity. Also, documenting attendance may help your SIG better predict future event attendance and food needs.

6. Where can I find forms and resources for SIG leaders?
    A. All forms and resources provided by CMED to SIG Leaders can be found in the SIG Leader Outlook Group under Forms. Several important forms are linked below. Please contact the SIG Coordinator or OSA if you still have questions.

7. What is the difference between an educational event and an informational meeting?
    A. Educational events may include speakers, volunteer opportunities, fundraisers*, conferences, documentary showings, or anything else that promotes student involvement in your SIG's focus or the CMED community.
    B. An informational meeting is a meeting for your SIG members to be informed about the SIG's goals and plans and provide feedback on future potential events.

8. How should I go about approaching a potential speaker?
    A. Most experts and professionals, especially local individuals, are extremely flattered when asked to speak. You should feel comfortable sending an email or calling professionals you find online or have been referred to.

9. Once my speaker is booked, what do I do?
    A. Work with your speaker to find a time that works for both of your schedules that is at least 3 weeks away so you have time to reserve a room and advertise the event. Be clear with your speaker about who their audience is and what your SIG is looking for. Set up travel and parking arrangements for the speaker; parking can be coordinated with OSA. Consider having a thank you note or gift at the event for your speaker. Remember, you are representing CMED to the community, be professional and considerate.

10. How do I get technology support for an event?
    A. Submit an IT request 72 hours in advance of your event, they will likely be able to provide support for your event. If you have a question about how to use the available technology, a member of the technology office can walk you through it if they are available.

11. How do I attract new members?
    A. Make an appearance at the Get Involved Fair at the beginning of the year. This event is extremely popular and M1's are very eager to make connections! Hint: Consider a colorful poster or some fun snacks to draw people to your booth!
    B. In addition, throughout the year you can co-host events with other SIGs; this disperses the responsibility for the event and brings a whole new audience to your SIG. You can follow up with attendees to see if they are interested in signing up for your SIG.

12. What space should I host my event in?
    A. The two most important characteristics to consider are how many people will attend and what technology do I need. Once you have these questions answered reference "Available Spaces" on page 3 and select a location that has avlibility on

your date. You can host events at other locations which can increase the flexibility of your event.
   B. NOTE: events hosted away from CMED must still be documented.
13. When do I talk to my SIG advisor?
   A. Your SIG advisor should be aware of leadership changes and all events hosted by the SIG prior to the event; you can inform them of events to them by sending them a brief email. The level of involvement of the SIG advisor is up to the SIG leaders, but your advisors are also fantastic resources for finding speakers and suggesting resources!
14. How do I transfer leadership?
   A. This may look different for each SIG. Many SIGs have found success using elections, nominations, or personal statements. Discuss with your Co-Leaders and other members to find what will work best for your group.
15. How do I update the Outlook Group?
   A. Go to Outlook in the browser of your preference.
   B. Scroll down on the left hand side where all of your folders are to find "Groups." You may have to click "More" if you don't see the group.
   C. Click <Your SIG> to go into the group.
   D. You should see the name, private group and the number of members near the top, click on "# members" to open the membership window.
   E. Search within the members to find the new leaders' names.
   F. Under Role you'll see some people are "Owner" and some are "Member." Click the drop down arrow next to the name of the new leaders and select owner. It automatically saves for you.
16. Tips: Food for events
   A. NOTE: OSA has limited funding for each SIG to assist in purchasing, food, utensils, etc. for SIG events. Submit a funding request form to see what your SIG is approved for.
      i. Also note, your SIG must make arrangement to pick up food. OSA will not deliver for you.
   B. There are some tips to make this more cost effective if additional funding is required:
      i. Food can attract people to your event, and you do not have to provide a complete meal, snacks and treats work well too.
      ii. Try to get an accurate head count prior to the event to avoid buying extra food.
      iii. Choose to co-host an event and potentially increase the number of people contributing to the cost.
      iv. If you register your SIG with a national organization representing medical students with a similar interests or goals as your SIG, they might sponsor events for you.
      v. Your SIG could host a fundraiser, or request contributions from your members (Venmo is a great tool for this). Additionally, you can look for coupons and use rewards programs.

17. What if I have more questions?
    A. Ask your SIG Coordinator or pop into OSA.

Important Websites

Pre-Event Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxYK7DwdT11FmF6HqdiajmZUNkhaQVhCQjhOVFhNOVNZSjdUT1hISlNHWS4u

Post-Event Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxYK7DwdT11FmF6HqdiajmZURFZQU0JGVTIySTg3VTNXTVBEUFRCMDYwRy4u

Fundraiser Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxYK7DwdT11FmF6HqdiajmZUOU1KR0ZJQVZMV1VWVTBLMzExREwwTDVZUi4u

Funding Request Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxYK7DwdT11FmF6HqdiajmZURVJJS09CREJPUU9GREdEVVJCSEQ0QjhFMy4u

Diversity Log

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxYK7DwdT11FmF6HqdiajmZUQVVLUFhDMDYyQjU5MkxRRjhYUEpQMU01RC4u

SIG Advisor Transition Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJY4AktQxrEzJPjaSWVmHoVMNURFpHWERMOVFEVFo0MjFaSVhXTFlNT1haMy4u

SIG Leader Transition Form

https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJY4AktQxrEzJPjaSWVmHoVMNUMlpLMUtFQ1U2UElLRFhNOERJNllKNkZYSS4u