Student Interest Group (SIG) and Student Focus Group (SFG) Handbook

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Student Interest Groups (SIG) Definition

Student Interest Groups (SIGs) focus on a specific field of medicine and are designed to increase student knowledge in those areas. SIGs provide networking opportunities for students with faculty, staff, and guest speakers and facilitate the mission of diversity in the College of Medicine. SIGs offer leadership opportunities to CMED students to run meetings and coordinate events.

Student Focus Groups (SFG) Definition

Student Focus Groups (SFGs) are more focused on their pursuits than SIGs, and they delve into much smaller topics in medicine. SFGs have fewer requirements to apply and fewer requirements to remain active. SFGs still provide leadership opportunities, facilitate the missions of CMED, and provide valuable opportunities for students to broaden their experience in medicine.

Student Group Coordinators (SG)

Elected M1 and M2 student leaders who coordinate the SIG and SFG groups.

Process for starting a new SIG or SFG

There are three steps to getting a new SIG or SFG approved.
1. Apply:
    a. Students wishing to start a new SIG or SFG must fill out the SIG or SFG application form linked at the top of the relevant column below.

SIG Requirements and App Link	SFG Requirements and App Link

Items Required on **SIG** Application
▪ Proposed SIG name
▪ Name of 2 leaders/contact information
▪ Name of advisor/contact information
▪ SIG Advisor Acknowledgement Form
▪ A description of your proposed SIG will provide CMED students with experience in one or more of the following areas:
   o Various careers in medicine
   o Diversity for the CMED Community
   o Networking opportunities with faculty, staff, guest speakers
▪ Networking with other CMED students
▪ A description of how the new SIG fills a role not already addressed by other SIGs/SFGs.
▪ Rules Acknowledgement
▪ Examples of possible events
▪ National Affiliation response
▪ A roster of students interested in your proposed SIG
	Items Required on **SFG** Application
	▪ Proposed SFG Name
	▪ Name of leaders/contact information
	▪ A description of the proposed SFG and what role it fills that is not being served by other CMED SIGs or SFGs
	▪ Rules Acknowledgement
	▪ Examples of possible events
	▪ A roster of CMED students interested in your proposed SIG.
	
	*SFGs do not require group advisors.

2. Application Consideration:

a. For SIG applications: Completed applications are reviewed by the SG Coordinators and forwarded to the CMED Student Senate for discussion and approval pursuant to their bylaws.

b. For SFG applications: Completed applications are reviewed by the SG Coordinators and OSA. A decision on the application will be made jointly.

3. <u>Decision and Appeals</u>:

a. If your proposed application is **approved, the SG Coordinators will contact you,** who will set up a meeting with your group's leadership and OSA to discuss rules and expectations.

b. If your proposed application is **denied approval**

   i. For SIGs: the CMED Student Senate will provide why your proposed group was denied, and your proposed group's leaders may <u>appeal</u> the Student Senate decision.

      1. The appeal must

         a. explain why your proposed group meets SIG or SFG requirements,

         b. Specify any changes made to the original application. The CMED Student Senate reserves the right to send an **appeal** to the Office of Student Affairs (OSA) with a simple majority vote. If an appeal is sent to OSA, the decision of OSA is final and may not be appealed further.

   ii. For SFGs: OSA and/or the SG coordinators will contact you via email with their decision and why the application was rejected.

Requirements for SIGs and SFGs to maintain active status

SIG requirements to Maintain Active Status	SFG requirements to Maintain Active Status
- Must have 2 leaders - Must have an advisor - Must hold 1 general meeting in September or October and again in January or February to lay out a plan for the year's events - Must hold 1 event in the fall semester by November 30 - Must hold 2 events in the spring semester by March 31. - No events should be held in June, July, or August - Must complete an end-of-year report	- Must have 2 leaders - Must hold 1 general meeting in September or October to lay out a plan for the year's events - Must hold 2 events per school year, one in the fall and one in the spring - Fall event must be completed by November 30 - Spring event must be completed by March 31 - No events should be held in June, July, or August - Must complete an end-of-year report

SIG probation

SIG: Failure to meet the requirements to maintain active status will result in a SIG being placed on probation for the following semester. Please correct these issues during the probation semester to avoid the inactivation of the SIG. Any SIG on probation is not eligible for funding from OSA and will become an SFG.

SFG: SFGs who do not meet the required criteria will become inactive, and there is no probation period for SFGs.

General meetings VS events

General meeting: a time for current leaders and any interested members to get together and plan for upcoming events

Events: events can include skills labs, speakers, volunteer opportunities, fundraisers/drives, extracurricular activities to do with the group (e.g., salsa dancing lessons hosted by the LMSA), or anything else that promotes student involvement in your groups focus.

Reactivating an inactive SIG or SFG

The SIG and SFG reactivation process follows the general process of starting a new SIG or SFG. Completion of a new application and subsequent approval by the Student Senate will be required. If a SIG or SFG is successfully reactivated, any previous materials and resources will be transferred to the new leadership. Students should note that reactivated SIGs will only be eligible for funding after the first general meeting.

Process for electing the SG Coordinators

Each year, two Student Group (SG) Coordinators, an M1 student and an M2 student are elected in the spring semester. The elected M1 is the Assistant SG Coordinator, and the previously selected M2 is the Lead SG Coordinator. This two-year position begins in the M1 year as Assistant SG Coordinator and culminates in the M2 year as the lead SG Coordinator. The Office of Student Affairs (OSA) holds the elections for the M1 position each spring semester.

Role of the SG Coordinators

Lead SG Coordinator
- with OSA, provide oversight to the SIG and SFG application and notification process
- provide mentorship to SIG and SFG leaders throughout the year
- work with OSA to track SIG and SFG requirements for maintaining active status
- work with OSA to place SIGs and SFGs on probation if the active status is not maintained
- work with OSA to reactivate SIGs and SFGs who successfully reapply after being placed on probation
- work with OSA to coordinate the fall SIG and SFG Get Involved Fair
- maintain regular communication with the Office of Student Affairs
- beginning in January, guide SIG and SFG leaders through the election/appointment process for new leadership
- after elections are held, work with OSA to hold a SIG and SFG new leader orientation event in the spring semester
- prepare two copies of an end-of-year report for new SG Coordinators and OSA
- work with OSA to plan a leader appreciation event in the spring for outgoing SIG and SFG leaders

Assistant SG Coordinator
- assists the Lead SG Coordinator
- learn the responsibilities of the position before assuming leadership in their M2 year

Electing SIG and SFG leadership

Active SIGs and SFGs must have at least two elected members serving in leadership roles, one of which must be an M2 student. These roles may not necessarily be equal but should be designed to help distribute the burden of running a SIG while maintaining required studies. Leadership will transfer during the month of March and is open to all 4 cohorts. The M2, in whatever role they have, will be the main point of contact for the Get Involved Fair and leadership transition. The primary leader and co-leaders will collectively be responsible for all SIG/SFG activities, including but not limited to pre/post-event approvals, fundraisers, leadership recruitment, etc. At the start of the academic year, roles for the M2 student and M3 and/or M4 students must be clearly defined in writing and submitted to OSA to keep on file. Each SIG and SFG selects new leadership through either elections or appointments made by their own selection committee.

Apart from National SIGs/SFGs, (who may have a different election timeline if their national charter requires such), all SIGs and SFGs should use the following leadership election timeline.

Mid-January	OSA contacts current SIG and SFG leaders about the upcoming election timeline
By February 1	OSA calls for new leadership to all current CMED students, via email, including the Statement of Interest Form, due February 15 by midnight.
February 1-February 15	Individuals interested in leadership positions submit a Statement of Interest Form to the current leader of each SIG or SFG* they are interested in leading by February 15 at midnight.
February 16-February 28	Each SIG and SFG selects new leadership through either elections or appointments made by a selection committee.
March 1	SIG and SFG leaders provide OSA with a listing of new leadership using this form: https://forms.office.com/r/ZP6UY61kLB
March	- OSA and SG Coordinators host a new leader orientation meeting - Individual meetings take place between exiting leaders and incoming leaders to pass down key information - Leadership transition should be completed by March 31st

Limits to Student Participation: To keep the focus on academics, and to spread leadership positions around, CMED students are limited to a total of three leadership/membership opportunities. The only exception to this policy is when a student's leadership/membership role is also a part of the Student Senate, in which case the dual appointment would count as 1 role instead of 2. For example, the SIG Coordinator is also asked to serve as a member of the Student Senate. In this case, instead of counting as two separate roles, it counts as 1 role in total. When OSA becomes aware that a student is a leader of more than 3 organizations, OSA will contact the student and ask them to step down from the additional leadership/membership roles.

Role of SIG and SFG Leaders

SIG and SFG leaders hold group meetings, plan educational events and fundraisers, ensure their group meets SIG and SFG expectations, submit annual impact statement and end-of-year reports, determine how new group leaders will be elected/appointed and helps new leaders transition into their new roles. SIG and SFG leadership maintain an active and up-to-date list of the number and names of their group's members. Leaders are tasked with advertising, collecting, and deciding newly elected leaders of SIG/SFG for the following academic year.

Role of the SIG Advisors

SIG advisors are faculty and staff who agree to serve as a resource for student leaders as they plan events and bring in speakers. All SIGs must have a current and documented advisor to ensure that SIG events and meetings are professional and appropriate and connect students with additional resources. The advisor can be faculty, staff, an approved outside physician, or another relevant expert. Please note that an advisor may only advise a maximum of five SIGs as outlined in the advisor guidelines.

SFGs are not required to have an advisor.

Role of OSA with SIGs and SFGs

The Office of Student Affairs works with SG Coordinators and SIG/SFGs in several ways. First, OSA holds elections for the SG coordinators and assists them with transitioning to their new roles. Second, OSA assists the SG Coordinators in receiving new SIG and SFG applications, the approval process, and decision notifications. Third, OSA receives and tracks the pre-event forms and post-event forms. In addition, OSA reserves rooms, sets up meeting links and responds to funding requests. Fourth, OSA updates the SIG and SFG student handbook and the College of Medicine website regarding SIGs and SFGs. Finally, OSA keeps historical records of SIG and SFG leadership, membership, and events.

Get Involved Fair

The "Get Involved Fair" takes place each year in September and is planned by the Lead SG Coordinator and OSA. During this evening event, SIGs and SFGs attract new members from the M1 class. This event is not mandatory; however, it is strongly recommended, as it is a great opportunity for SIGs and SFGs to provide information about their groups. At this event, at least one group 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 pre-packaged snacks are welcome and highly encouraged.

Documentation Required for SIG and SFG Events

Each SIG and SFG group must host, sponsor, or facilitate events and informational meetings, as noted in the requirements section above. Sample events include speakers, volunteer opportunities, fundraisers, conferences, etc. These events can be in-person or virtual.

All SIG and SFG events, whether on or off campus, must be documented as follows; otherwise, they violate OSA and CMED policy and cannot count as events required to maintain "active status."

Following is a list of required documentation for SIG and SFG Events:

1. Before the event, the SIG or SFG leader completes and submits a Pre-Event form. This form must be submitted at least two full weeks before the event to ensure the event approval, timeslot, day, and room availability. Only requests submitted 14 days in advance of said event will be approved. In addition, OSA will not approve more than 2 SIG or SFG events per timeslot. OSA reserves the right to modify or reject events and will notify the submitting SIG with their reasoning. Below are general rules to keep in mind regarding student-hosted events:

    a. Any event that is clinical in nature (i.e., casting clinics, suturing, health screenings, etc.) MUST have a CMED faculty member on-site to provide supervision.

    b. SIG and SFG groups cannot host vendors in the CMED Building.

    c. For guest speakers providing career advising, the Associate Dean of Student Affairs should be contacted by email with the event details in advance to discuss the nature of the meeting. This allows the Associate Dean of Student Affairs to coordinate with interested parties to ensure consistent student advising and merge events and/or provide CMED resources outside the SIG/SFG structure.

    d. Feature films, or clips of feature films, can only be shown on campus with a general open-admission with a public performance license from the copyright holder. Likewise, images from movies cannot be used on things such as flyers without permission from the copyright holder. With permission, films may be shown in a classroom to enrolled students for instructional purposes. Please get in touch with OSA with any questions, and they will let you know if viewing is allowed.

2. After the event, SIG or SFG leaders fill out the Post-Event form, reporting the actual attendance number, event highlights, and suggestions for improvement. This form must be submitted within 48 hours of the event.

Holding Fundraisers

Fundraisers: All fundraisers (including lottery fundraisers) must be approved by OSA before they can proceed. SIG leadership must submit a [Fundraiser Form](#) at least two weeks before the planned fundraiser, detailing the type of fundraiser, the benefiting organization, the goal, and the time period. Once OSA approval has been issued, the SIG group may proceed with the fundraiser. Any promotional items being sold must be approved by OSA and follow CMU [brand identity guidelines.](#) Note: Fundraisers that include home-baked foods are not allowed due to health code requirements. However, prepackaged foods are allowed.

Lottery Fundraisers: Certain fundraiser slots must gain Student Senate approval through a lottery system.
1) Title A: Purpose
     a) Define a ruleset for running fundraisers as a CMED student organization
     b) Outline a lottery system for assigning special fundraisers on a yearly basis
     c) Clarify which groups are obligated to operate under Article IX

2) Title B: Eligible entities:
     a) SIGs, SFGs, Student Senate, all class MSCs, and all student committees are eligible to hold student fundraisers under Article IX and shall constitute Eligible Groups
     b) Further, the above groups are obligated to comply with Article IX rules in fairness to all students
     c) Uncovered Groups not listed above may submit a written request to Senate to become an Eligible Group by simple majority consideration
     d) OSA may declare any Uncovered Group an Eligible Group with notice to the CMED Student Senate

3) Title C: Scheduling
     a) Eligible groups can hold one-week fundraisers throughout the year by scheduling the blocks with OSA.
     b) Eligible Groups may submit to an annual lottery one month before the drawing
          i) Eligible groups will submit their group for entry into the Lottery to an individual designated by the Senate
     c) Blocks will be assigned on a first-come, first-served basis.
     d) Blocks can be applied for by Eligible groups no earlier than one month before the start date of the fundraiser.
     e) Blocks will be assigned to only one Eligible group; all other groups will be prohibited from holding concurrent fundraisers.
     f) This may be waived by any group running an active fundraiser if they wish for other groups to be able to fundraise concurrently
     g) Eligible groups that have run a fundraiser must wait two calendar months before they can apply for their next fundraiser block.
     h) Eligible groups may, at their discretion, allow other groups to run concurrent fundraisers.

4) Title D: Senate-Identified Special Fundraisers
   a) Any Title C fundraiser shall not infringe upon the following events
   b) Opening Year Clothing Sale of the Year (August)
      i) For which the purpose is to sell CMED-branded clothing
   c) Second Clothing Sale of the Year (September – once M2 students are on campus)
      i) For which the purpose is to sell CMED-branded clothing
   d) White Coat Embroidery (August – right after M1 orientation week)
      i) For which the purpose is to embroider M1 white coats
   e) Patagonia or other embroidered "Flying C" logo sweater sale
   f) December Clothing Sale (November – to receive the product before the winter break)
      i) For which the purpose is to sell CMED-branded clothing
   g) Valentine's Candygrams (February)
   h) Title C fundraisers may be scheduled during the same period but not for the same material goods or services

5) Title E: Lottery for Special Fundraisers
   a) Due to the productivity of Special Fundraisers, Senate has determined that Eligible Groups must bid upon Title D fundraisers. To that end, Title D fundraisers will be randomly drawn for in a Lottery.
   b) During the Lottery, the selected group may claim either one available title D fundraiser
   c) The Lottery will be held on Friday preceding synapse

6) Title F: Contingencies
   a) Senate may, by a 2/3rds vote, reallocate fundraisers to facilitate strategic goals of the student body.
   b) Conditions for forced yielding of fundraisers-must confirm title D or early title C fundraisers with OSA 40 days before the start date of their fundraiser. If this is not done, OSA can reassign the fundraiser under title C rules
   c) Results of the lottery are binding. Disputes must be raised at the time of the lottery and will be addressed by the individual conducting the lottery with no dispute.
   d) Groups may exchange fundraisers with each other
   e) A Senate volunteer will run the Lottery
   f) These rules do not supersede CMU rules

Booking a Room

The OSA office can only reserve rooms on your behalf. Once OSA approves your event, OSA will book a room and add your event to the sig.event calendar and OSA calendar. If you have questions about reserving a room, contact Tracey Miret in OSA at miret1tl@cmich.edu. Following are the spaces available in the CMED for student-sponsored events.

Auditorium- Room 1404: Available to students anytime outside of class periods. Projection capabilities. Capacity 125

TBL Room- Room 1426: Available to students anytime outside of class periods. Monitor display available. No food permitted. Capacity 130

ECS Room- Room 2403: Available to students anytime outside of class periods. Projection capabilities. Capacity 50

Teachers' Lounge- Room 2401: Available to student's weekdays after 5 pm and on weekends. Capacity 21

SP Suite Conference Room- Room 2404 B: Available during the lunch hour. Monitor display available. This room has unique requirements for reservation; see OSA for details. Capacity 13

OSA Conference Room- Room 1401 D: Available during the lunch hour. Monitor display available. Capacity 8

Student Lounge: Available to students anytime. Clean-up is expected.

Marketing Your Event

Flyers: All flyers, posters, slides, etc., that use the CMU or CMED logo must be approved in advance by the CMED Communications team using the required CMU brand identity guidelines. Please submit materials to Carolyn Yordy for approval at least 2-3 weeks before your event.

Use of CMU Logo: Any use of the CMU Logo must be in accordance with Central Michigan University Licensing requirements outlined in the CMU brand identity guidelines.

OSA Weekly Email Blast: OSA promotes approved student events in their weekly email blast. This information is obtained from pre-event forms. Students can also provide OSA with approved flyers and additional information. Still, it must be received no later than Thursday at noon to be included in the following Monday's email blast.

Outlook/Google calendar subscription: The SG Coordinator will maintain a running outlook and concurrent google calendar to which the student body can subscribe. This will include all approved student group events, including time, location, and descriptions of events. To subscribe, follow the following [instructions](#).

Other ways to advertise events include Individual Group me groups, the SG Coordinator maintained Event Calendar and the CMED weekly email blast.

Promotional items: Any and all items produced or sold with the CMU or CMED logo (i.e., apparel, mugs, water bottles, etc.) must meet the CMU [brand identity guidelines](#). In addition, apparel and other such items can only be ordered from a CMU-approved licensed vendor. Below is a list of CMU Licensed Vendors:

<div align="center">

Logo's Galore
2135 E Remus Rd • Mt. Pleasant, MI
989.772.0566

Total-Lee Sports
714 W. Pickard St., Mt. Pleasant, MI
989-772-6121

Mahoney and Associates
lisa@mahoneypromo.com
Dewitt, Michigan
517-669-4300

4imprint Inc.
Oshkosh, Wisconsin
877-446-7746
www.4imprint.com
khilla@4imprint.com

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Outlook Groups

All SIGs and SFGs are expected to use the Outlook Group page for group maintenance and member contact. The reasoning behind this is to facilitate the simple transition to future leadership. Any issues with these groups should first be brought to OSA; then, you may contact the CMED IT department directly by submitting an IT ticket.

OSA will add new leadership names to the Outlook Group once the leadership transition takes place in March. The new leadership will be responsible for adding new members to this group.

Applying for OSA Funding

Each year, depending on the budget situation, limited funds may be available from OSA to help support College of Medicine Student Interest Groups (SIGs), Committees, and Medical Student Councils (MSCs). Here are the rules to apply for funding:

- OSA funds are awarded on a first-come, first-served basis.

- Once the OSA student fund is <u>depleted</u> for the year, no additional funds will be awarded.

- Each SIG/MSC can request up to <u>$100</u> total, per year, from OSA for supplies for their events.

- All funding requests must be submitted at least 2-weeks in advance, or they will be denied unless previously approved by OSA.

- To apply for funding, SIGS/MSCS should fill out the <u>online</u> OSA Student
  - funding request form: https://forms.office.com/r/HmdhXLCGmD

- Once the OSA Student Group Funding Request Form is submitted, it will be reviewed by OSA staff and either approved, amended, or declined.

- OSA has the final say on what items can and will be funded or what items cannot and will not be funded. These decisions will be made in compliance with CMU funding policies and procedures.

- The funding decision from OSA will be emailed to the SIG/MSC leaders by OSA Office Professional, Tracey Miret.

- If funding is approved, SIG/MSC leadership will consult with OSA on whether to 1) have the SIG/MSC front the money and be reimbursed, or 2) have the OSA staff order the items on the SIG/MSC's behalf using the OSA credit card.
  - **At no time should a SIG/MSC front money and expect to be reimbursed without prior approval from OSA. If a SIG/MSC fronts money without OSA advance approval, they will not be reimbursed.**

- In all cases, a detailed, <u>itemized</u> receipt for all items purchased (and funded by OSA) must be given to Tracey Miret on the same day the money is spent or the day of the event, whichever is earlier. The receipt must include each item that was purchased, not just the total amount. The SIG/MSC cannot be reimbursed per CMU policies and procedures if the receipt is not itemized. You must provide OSA with the original receipt. Otherwise, the SIG/MSC will be billed for the purchase, per CMU policies and procedures.

- In all cases, per CMU policies and procedures, a listing of the first and last names of everyone present at the event must be provided to OSA by the day after the event.

- In all cases, a flyer or agenda of the event must be given to OSA by the day after the event per CMU policies and procedures.

- <u>Acceptable</u> items *generally* approved for funding include supplies such as paper, markers, office supplies, craft supplies, paperware, tableware, certain décor, promotional items (pens, mugs, etc.), event apparel, plaques, service awards, etc.

- <u>Unacceptable</u> items include gift cards, gas cards, lodging, flowers/plants, alcohol, items donated to a charity (i.e., food for the soup kitchen), sponsorships, charitable contributions (i.e., Special Olympics monetary donation), and food. This list is not exhaustive.

- Conference travel is not funded (unless approved for AMA, AAMC, OSR representatives, SNMA, and/or other national professional organizations. A maximum of 2 reps for each group may be funded annually but is not guaranteed).

- Prizes: Certain prize items are allowable for an organized contest.
  - See OSA for more information.

- Thankyou gifts: In most circumstances, a handwritten thank you card is appropriate for most guest speakers. In cases where the speaker travels a good distance, it might be appropriate to present them with a small token of appreciation, such as a CMU/CMED swag item. See OSA for more information.

- FOR SIGs ONLY: SIGS must be deemed "active" by the Student Senate to apply for funding. OSA will verify with the Student Senate that a SIG is active.

- The above rules apply to OSA SIG/MSC funding requests. Funds raised by SIGS/MSCS through their fundraisers do not have to adhere to these policies.

New Position Orientation/Transfer of Leadership:

<u>Students Entering SIG and SFG Leadership Roles:</u>
Once new SIG and SFG leaders are selected, the following meetings should take place.

- <u>New Leader Orientation Event:</u> OSA will invite all new leaders once the SIG and SFG elections are complete. The purpose of this meeting is for OSA and the SG Coordinators to review the SIG and SFG handbook and expectations and answer any questions.

- Incoming SIG and SFG leaders should schedule a meeting with the exiting SIG or SFG leaders who previously held their leadership position: The purpose of this meeting is to share the history of their SIG or SFG, specifically how it functions, any unfinished business for the upcoming year, and to receive important records and documents needed moving forward. This should include meeting minutes, financial accounting documents, planning documents, their SIG or SFG end-of-year report, email address, and Outlook group site. If banking is involved, the bank account should be switched at that time. All items should be shared with the new leaders to ensure institutional memory.

- Fall semester Leader Orientation Event: OSA will send an invitation to SIG/SFG leaders once they return to campus for their M2 year. The purpose of this meeting is for OSA and the SG Coordinators to review the SIG and SFG handbook and expectations and answer any questions.

Students Exiting SIG and SFG Leadership Roles:

- Prepare an end-of-year continuity report. At year's end, the leadership of each SIG or SFG should prepare a comprehensive electronic end-of-year report. One copy of the report should be given to OSA and one to the new SIG/SFG leaders. This report must be completed one full week before the final bridge week of the academic year. The report should include the following information in one electronic file.
    - Copies of all meeting agendas
    - Copies of all meeting minutes
    - A listing of the current members, exiting SIG and SFG leaders, and advisor
    - A listing of the newly elected SIG and SFG leaders, and advisors for the coming year
    - A full accounting of financing, including bank account information, cash on hand, how any money was spent during the year, how the remaining money is to be used, a listing of any committed money or unpaid bills, and the date the bank account was transitioned to the new leadership. Include a list of all names on the new account.
    - Bullet point listing of accomplishments, events, etc. (where applicable, include detail such as title, date, time, location, cost, number in attendance, any vendors used, suggestions for next year, etc.)
    - Bullet point list of challenge areas for SIG or SFG
    - A description of any planning that has occurred in preparation for the next year
    - A description of any unfinished business that will need attention next year
    - A yearly impact statement (How the SIG 1. furthered knowledge about careers in medicine, 2. facilitated the mission of diversity, and 3. provided networking opportunities for students, faculty, staff, and guest speakers).
    - Exiting leader's contact information in case the new leaders have any questions moving forward

- Provide/exchange passwords to any social media or communication accounts. Add the new people to any platforms you used (i.e., Teams, group-me, etc.) Transfer any financial accounts, if applicable, to the incoming leaders.

- Provide/exchange any physical items to the incoming leaders, such as unused event items, scrapbooks, pictures, trophies, etc.

Technology Support

Available assistants often resolve simple technology issues at the technology office. These individuals are trained in Outlook and familiar with the group pages' functioning. For more complex issues, the following technology representatives may be able to help.
Mike Molter
Kip Ferguson
Contacting these representatives should be reserved for when other resources are unable to help. This will ensure that they are not overwhelmed by inquiries.

Contacts/Resources

Questions? SIG and SFG students should feel free to contact the SG Coordinators, their SIG Advisor, or Tracey Miret and Judy Idema in the Office of Student Affairs. In addition, many necessary documents and resources can be found on the CMED SIG Leader Outlook Page.

Form Hyperlinks

Pre-Event Form

Post-Event Form

Fundraiser Form

Funding Request Form

SIG Advisor Transition Form

SIG AND SFG Leader Transition Form

New SIG Registration form

New SFG Registration Form

SIG Advisor Guide

SG Event Calendar Subscription Link