

MGB UNIVERSITY OF HEALTH PROFESSIONS

Office of Student Affairs & Services

Student Organization Handbook

— COMPLETE POLICIES, PROCEDURES & RESOURCES —

September 2026

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GETTING ORIENTED

Introduction

This handbook outlines the procedures, guidelines, and services offered throughout various departments within and outside the Office of Student Affairs and Services (OSAS), with the goal of providing the information needed to navigate the management of your student organization and to engage in successful student leadership at MGB University of Health Professions.

GETTING ORIENTED

Definitions

A student organization is defined as a group/organization that is directed and controlled by students whose programs and activities affect the educational process, promote cultural understanding and student welfare, and/or contribute to the enrichment of the overall community at MGB University of Health Professions. Student organizations are to be initiated by, organized, comprised of, and led by current MGH IHP Students. If there is ever a question as to the level of involvement of students vs. non-students in student organizations, it is at the discretion of OSAS to review and assess the club's current standing and membership for possible de-recognition.

Types of Student Organizations

1. **The Student Government Association (SGA):** Executive Board (E-Board) and Student Government Cohort groups will follow the same procedures as student clubs and organizations to plan events and access funds.
2. **Academic/Professional:** Natural extensions of classroom learning, academic organizations range from campus-based groups to local chapters of national organizations and allow their members to pursue their intellectual curiosity in a variety of disciplines.
3. **Inclusive Community Building/Cultural:** Provide safe spaces for students to examine and engage in local, regional, and national issues.
4. **Campus Life:** Provide an opportunity to stay involved with the IHP and its student body.
5. **Religious Groups:** Provide campus opportunities for expressing faith and fellowship.
6. **Service Groups:** Volunteer opportunities provide members a way to make a difference in their community.

GETTING STARTED

Registering Your Organization

This section will walk you through the initial recognition process for new student organizations and the annual registration process for officially recognized student organizations. All forms are linked directly or can be requested via e-mail from studentlife@mghihp.edu.

Establishing a New Official Student Organization

Criteria for Official Recognition:

1. The mission of the student organization reflects the values and mission of the MGB University of Health Professions.
2. The services and activities offered by the organization are directly related to the organization's mission and complies with the policies and procedures of the IHP.
3. Benefits the student body by organizing, promoting, and conducting activities beneficial to graduate student life or health care professions.

4. Is open to all members of the matriculated community regardless of race, sex, religion, sexual orientation, class, age, nationality, or physical ability (an additional requirement of specific program affiliation may be made for organizations guided by national professional organizations).
5. Has an active membership sufficient to sustain the organization's identified mission, including executive board members.
6. Has a plan of continuing for more than one year.
7. Does not substantially duplicate the same purpose or membership of an existing organization at the Institute.
8. Has a current, OSAS-approved faculty/staff advisor.

All petitioning student organizations should follow the process outlined below:

1. Hold an information meeting to generate club interest and recruit potential members.
2. Submit a [New Student Organization Application](#).
3. OSAS will review the application.
4. If the application is deemed complete, the Dean or their designee will send a recommendation to the SGA for final approval by the Executive Board.
5. OSAS and the SGA reserve the right to request follow-up information throughout the process as needed before officially recognizing a group.
6. OSAS and the SGA E-Board reserve the right to take up to one month to review the application.
7. The SGA executive board will vote on the status of the petitioning organization.
8. Applicants will receive notice from the SGA E-Board on the status of the request after the vote is held.
9. Once a new club is approved, a meeting with OSAS will be planned to review policies and procedures.

Continuing Student Organizations

To maintain recognized status, organizations are required to:

1. Complete the [Annual Registration Form](#) by October 1 of the academic year.
2. Notification of status and budget will be sent on or before October 15.
3. If a club or organization has questions or needs assistance with the process, contact OSAS.

Reactivating an Inactive Organization

If a club has been inactive for more than three months, a matriculated student at the Institute who wishes to reinstate the organization to officially recognized status must follow the steps outlined above for establishing a new organization.

Unofficial Student Organizations

The Institute is aware that some students wish to organize outside of the parameters of officially recognized organizations. Such unofficial organizations should be aware that they are declining the following support and resources:

1. The right to request funding.
2. The right to reserve and use Institute space for meetings and events.
3. The right to display and distribute approved promotional material on campus.

GOVERNANCE

Rights & Responsibilities

Organizational Rights

1. To reserve and use Institute space for meetings and events.
2. To display and distribute approved promotional material on campus.
3. To access approved means of communication with the IHP community (e.g. iTV, The IHP This Week, social media).
4. To request use of designated student organization funds.
5. To request a club/organization specific e-mail address to be made available (this is optional).
6. If an advisor to the club is unable to carry out their responsibilities, the organization has the right to remove and appoint a new advisor.

Organizational Responsibilities

1. Practice inclusivity.
2. Adhere to all policies and procedures outlined in this handbook.
3. Student organizations that are chapters of national organizations must also adhere to national charter requirements/policies.
4. Executive board members must attend one leadership development workshop (offered through OSAS) per academic year.
5. Have an approved faculty or staff advisor.
6. Hold a minimum of 2 Executive Board and 2 General Body meetings per academic year. These meetings must be publicly advertised and open to all IHP students who meet membership criteria (which may be related to course of study).
7. Maintain annual registration, which ideally includes an up-to-date constitution, mission, vision, and goals.

Responsibilities of Student Organization E-Board Members

Organizational Goal Setting & Planning:

1. Student organizations are encouraged to hold an annual strategic planning meeting.
2. Organizations should have both long-term and short-term goals that are shared with all members.
3. OSAS team members are available for support of organizations and members.

Fiscal Responsibilities:

1. Manage Institute resources wisely, ethically, and according to the guidelines in this handbook.
2. Develop and ensure successful officer transitions including good record keeping and new officer orientation.
3. Maintain accurate financial records, following IHP-designated policies and procedures.
4. Ensure a successful transition plan.

Note: OSAS reserves the right to review club financial records at any time.

Leadership Transition/Organizational Stewardship:

1. Student organization elections should be held prior to the current e-board stepping down.
2. E-board members transitioning out of leadership roles should meet with incoming e-board members to assist with transitions. (See transition checklist in appendix.)
3. Please contact your OSAS contact if you need support around organizing elections.

Role of Student Organization Advisors

1. An organization must identify a faculty/staff advisor for each academic year.
2. The advisor's term of office expires at the last meeting of the academic year.
3. An advisor's term may be extended beyond one academic year.
4. The advisor acts as the official Institute contact for the group should any questions or issues arise.
5. The advisor's primary role is to lend their experience and knowledge and act as a resource to the organization.
6. Advisors should play an active role in helping to set up meaningful programs that are consistent with the mission and objectives of the organization and the IHP.

Role of Student Government Association

The purpose of the Student Government Association shall be to serve as the student voice for institutional decision-making, to unify the student body, and to provide the channel through which students may communicate with administration and faculty.

In regard to student organizations, the SGA shall:

1. Represent student organizations to the Institute Leadership.
2. Vote upon the recognition status of student organizations.

FINANCIAL GUIDELINES

Funding

Financial Accountability

It is the duty of the club officers to maintain financial accountability and transparency. Organizations should follow these guidelines:

1. The treasurer of each organization is responsible for keeping accurate records of all financial transactions and maintaining the budget and should check in regularly with their faculty/staff advisor about budgeting.
2. It is recommended that a report of the student organization's budget be made available to the entire membership on a regular basis.
3. The treasurer will reconcile the student organization account semesterly with OSAS. This will help keep the student organization on track and prevent any fiscal errors.

Allocations Through OSAS

To access allotted funds, you must complete a [Student Organization Event/Funding Request Form](#) at least 10 business days ahead of an event.

1. OSAS allocates a designated amount of funds for each organization; specific amounts are determined and communicated annually.
2. Half of the allotted funds will be made available in the fall semester, and the remaining funds will be available in the spring semester.
3. Funds do not roll over between academic years. Organizations are encouraged to use all of their allotted funds prior to September 1.
4. Student organizations can supplement these funds through fundraising efforts and/or co-sponsorship.
5. OSAS-allocated funds are not eligible to be donated or transferred to any third-party entity other than professional affiliation fees.

Financial Transactions

1. OSAS will handle paperwork, including purchase orders, check requests, and cash deposits, and will process payments subject to Institute policy.
2. Financial requests must be made at least 10 business days prior to the transaction to allow for processing time via the Student Organization Event/Funding Request Form.
3. The student organization is responsible for adhering to lead times and deadlines. If funding paperwork is submitted after the deadline, it may result in a need for the program or event to be rescheduled or canceled.

Reimbursements

1. Funding must be approved in advance by OSAS for all reimbursable financial transactions; reimbursements submitted after the fact are not eligible. Funding estimates are initially approved through the Event Request Form, and then actual receipts are submitted through the Expense Report. Alternatively, you can provide OSAS with a list of items to be purchased in advance of an event, and OSAS can purchase the items.
2. An Expense Report, as well as original receipts, must be submitted in order to receive reimbursement. (Copies of this form will be provided to student organizations when annual funding is announced. Please contact Ronan Campbell, rcampbell@mghihp.edu if you need an additional copy.)
3. Requests for reimbursement must be submitted to OSAS within 30 days of the event. Failure to do so may result in denial.

Fundraising

In order to host a fund-raising event, organizations need to follow all of the procedures outlined in the Hosting Events section below.

Only recognized student organizations may fundraise. Fundraising events may include purchasing products or services for resale, promoting or advertising for a particular cause, i.e., bake sales, opportunity drawings, friendly competitions. All activities must receive advance approval from the OSAS whether they are on or off campus.

Fundraising activities may benefit an outside organization/company/foundation **only** if it aligns with the purpose and goals of the student organization and/or with the mission of the Institute.

General Guidelines on Fundraising:

1. On-campus fundraising includes conducting drawings, collecting donations, and selling goods and/or services.
2. Off-campus fundraising includes soliciting merchants or foundations and corporations for contributions in and of themselves or in return for an advertisement or service.
3. All funds raised must go to the designated organization or charity, and none may be retained for personal benefit.
4. Lists of parents, alumni, or students will not be made available for solicitations.
5. OSAS-approved solicitations or distributions may be announced through the IHP This Week, iTV, and IHP social media accounts.
6. Direct solicitation via one-on-one interaction, email, or distribution of solicitation materials to faculty, staff, administrators, alumni, or students is not permitted.
7. Solicitation or distribution is prohibited in classrooms, labs, clinical settings, and other work and learning areas.
8. Student organizations must report the amount of funds raised to OSAS via the [Deposit and Receipt Form](#) at the close of the fundraiser.
9. All funds must be given to OSAS within 2 business days after collection.

Opportunity Drawings:

1. Opportunity drawings, defined as a lottery in which a number of persons purchase one or more chances to win a prize, are subject to approval by OSAS.

2. In accordance with Massachusetts state law, an organization may not require purchase by any person to be entered into a drawing, and a sign must be present at the point of sale stating that while the purchase of a ticket is not required, a donation is welcome.
3. Soliciting for ticket sales on campus anywhere other than an approved, designated table is not permitted.

Sales on Campus:

1. The sale or promotion of goods and services by a student organization on campus requires the approval of OSAS.
2. Any perishable items sold must be individually packaged.
3. Perishable goods that must be refrigerated or reheated are not permitted to be sold on campus per public health code.
4. Bake sales should strictly follow the guidelines in the appendix.

Fundraising by Individual Student Leaders:

The MGB University of Health Professions abides by the MGB No Solicitation and No Distribution policies, which prohibit individual members of the community from soliciting or distributing fundraising appeals or materials to other employees or students. Specifically, they may not solicit or distribute any literature or other material to employees or students, to raise funds for charitable and other causes, or to promote or advertise a particular cause. In order to prevent disruption and assure a productive work and academic environment, it is the Institute's policy to prohibit unauthorized solicitation of individuals and/or distribution of materials on its premises. This policy applies to faculty, staff, administrators, students, visitors, and guests. In summary, student leaders can fundraise for a recognized and approved IHP student organization outside organizations or causes while at the IHP. Students may not engage in any on-campus fundraising activities that benefit an individual student (examples: conference funds, international travel).

Definitions:

"*Solicitation*" refers to persuasion to secure an individual's agreement to join or support an endeavor or an organization or to purchase products or services.

"*Distribution*" refers to the dissemination, posting of flyers, brochures, email and other written materials promoting products, services or an endeavor, organization or cause.

Failure to comply with this policy will result in the cancellation of any fundraising activity and the status of the student organization will be subject to review.

PLANNING & LOGISTICS

Events

Planning

Students are encouraged to utilize the [Event Planning Checklist](#) when organizing events.

Key Considerations:

1. Decide what you want to accomplish. How will you connect your event's purpose back to your organization's mission?
2. Set clear, achievable goals for your event.
3. Identify your target audience, including size, and determine what both your organization and the audience will get from the experience.
4. Based upon above considerations, determine event size.
5. Will this event be a one-time or recurring event?

Delegation and Follow-Through:

Do not try to do everything yourself!

1. Be sure to involve others in tasks that need to be accomplished for the program to be successful.
2. Ask a general member for help and bring them into your leadership circle.
3. When you assign a task to someone, be sure to follow up with them to make sure they understand what needs to be completed.
4. Give clear and direct guidelines and due dates.
5. Consider drafting an outline for all tasks that need to be completed to make the event successful and share this with everyone involved in event planning.

Co-Sponsorship and Collaboration:

1. Co-sponsorship and collaboration amongst student organizations is encouraged.
 - a. Collaboration not only allows for greater budgetary resources but also fosters a greater sense of community at the IHP.
 - b. Hosting events together can also foster learning opportunities for all parties involved.
2. When groups decide to collaborate, funding and duties must be divided up before an event takes place.
 - a. OSAS must be notified regarding funding decisions via the Event and Funding Request Form.

Advanced Planning Procedures:

1. Lead time – large events require 3-4 months lead-time, if not more. If you would like to host an event outdoors in the Navy Yard, there are permit requirements for all spaces that require a minimum 3-month lead time.
2. What date, time, and location will attract the biggest audience AND allow for your members to attend?
 - a. Are there other events on the same day that could impact attendance? Check the [Institute Events Calendar](#).
 - b. Does your event fall on or right before a holiday?
3. Once an event is approved, OSAS will secure a room for the event and forward the room request approval to the contact email provided on the Student Event Request form.
4. If refreshments are needed, OSAS can submit the order to the vendor. A student can also use their own funds to pay for refreshments and be reimbursed after the purchase.
5. Honoraria and Gifts. Should a presenter require an honorarium, please make sure to obtain the following: full legal name, mailing address, phone number, and social security number. If the presenter feels more comfortable, this information can be provided directly to an OSAS team member over the phone.
6. Under no circumstances are students allowed to sign contracts with outside vendors; all communications with outside vendors must have cc to the club advisor and Luella Benn.
7. If a contract will be signed with an outside vendor, ensure there is ample time for a contract review by all required parties.

Inclusionary Practices:

It is important to consider during the planning process how your event will be inclusive and accessible to all students. Some factors to consider:

1. Is the venue accessible? Does it provide elevator and ramp access?
2. If off-campus, is the transportation accessible?
3. Does your event include priority seating or accessible seating?
4. Alert your guest speakers to special accommodations beforehand.
5. Consider using an RSVP form to ask participants about accessibility needs such as:
 - a. dietary restrictions
 - b. interpreting services or assistive listening devices
 - c. accessible parking or seating
 - d. other accommodations needed

Space

Procedures for Reserving Space:

1. Student organizations should contact their OSAS contact no later than 5 business days before a desired meeting date to allow time to submit a room reservation request.
2. For larger events, it is essential that student organizations complete the [Event Request Form](#) no later than 10 business days before a desired event date (One month for guest speakers who require an honorarium).

List of Available Spaces on Campus:

1. Building 36/Shouse
 - a. All classrooms (classroom 320 in Shouse does not allow food)
 - b. Conference rooms 201, 205, and 259 (only open until 7 pm)
 - c. Lobby (can be utilized but not reserved, usage times must be outside of busy hours such as lunch times, Campus Services must be notified 48 hours in advance)
2. Building 39, 2nd floor
 - a. Conference Room
3. 2CW
 - a. All classrooms (classroom 240 in 2CW does not allow food)
 - b. IPC 106 (with special permission)
4. 1CW
 - a. Conference room(s)

Food

1. Vendor-supplied food distribution may be approved for non-public areas only, and will be limited to students, faculty, and staff unless special permission is given.
2. Alcoholic beverages may not be purchased with SGA or Club funds.
3. Snacks are always cheaper than full meals.
4. Keep in mind dietary restrictions. If possible, have a vegan, gluten-free, and non-pork option to be as inclusive as possible.
5. Bake sales should strictly follow the guidelines in the appendix.

List of Frequently Used Vendors and Caterers:

VENDOR	WEBSITE
Anna's Taqueria	annas.com
Baker's Best	www.bakersbestcatering.com
Blackmoor	blackmoorbar.com
Chicken & Rice Guys	cnrguys.com
Cmelatte Cafe	order.toasttab.com/online/cmelatte-cafe
Domino's	pizza.dominos.com/massachusetts/charlestown
Dovetail	dovetailcharlestown.com
East Meets West	eastmeetswestcatering.com
Emmie Bakery & Cafe	sorellecafe.com
Halal Guys	thehalalguys.com/locations/137-stuart-street-boston

VENDOR	WEBSITE
Joe Brogan Jazz Trio	www.joebroganjazztrio.com
Milk Street Cafe	www.milkstreetcafe.com
Noon Mediterranean	eatmednoon.com
Pier 6	www.pier6boston.com/menus-3
Prima	www.primaboston.com
Rebecca's	rebeccasculinarygroup.com/.../Rebeccas-Catering-and-Event-Menu.pdf
Rita's	www.ritascatering.com
Sebastian's	sebastians.com
Spinelli's	www.spinellis.com
Tatte	tattebakery.com
The Shop at Dovetail	dovetailcharlestown.com
Wegman's	Wegmans.com

Advertising

Advertising Your Meeting or Event:

- Think about how to best reach your audience. Some options include:
 - Bulletin boards in Shouse and 2CW
 - Flyers
 - iTV
 - The IHP This Week
 - Social media
 - Pop-up tables
 - Internal mailboxes (excluding fundraising)
- A space is provided on the [Student Organization Event/Funding Request Form](#) to share publicity materials. Any publicity requests that are not submitted through the event form should be sent to your OSAS contact.
- Please review [IHP Brand and Social Media Guidelines](#) before creating group social media accounts.

Off-Campus

Any student club or organization event held off-campus must comply with the following requirements:

- Release Form:** All participating students must sign a release form prior to the event.
- Transportation:** The club/organization should consider how students will travel to and from the off-campus location. NOTE: faculty and staff are prohibited from transporting students in personal vehicles.
- Alcohol:** If alcohol will be served or available at the event, an MGB employee must be present for the duration of the event. No OSAS funding may be used to purchase alcohol.
- Accessibility:** Event organizers must review the off-campus location in advance to confirm it meets accessibility requirements for all participants.

No Solicitation Clause: Film Screenings & Public Performance Rights

Student organizations will find difficulty showing television shows, or other copyrighted video content at campus events – including movie nights, fundraisers, and club meetings – because the Institute does not currently hold a public performance license for such screenings.

Owning a DVD, streaming subscription (e.g., Netflix, Hulu, Amazon Prime), or downloaded copy of a film only grants personal, private viewing rights; it does not authorize public screenings, even on campus and even for a small audience. Screening copyrighted content without a license is a violation of U.S. copyright law. See detailed information on film screening compliance in the appendix.

STAYING VISIBLE

Communication and Publicity

General Information

All student organizations are responsible for establishing a protocol to maintain communication with the student body regarding events or information associated with the group. **No Gmail accounts are allowed for formal communication.**

1. All student organization printed flyers and iTV announcements must be approved by OSAS.
2. Organizations should submit publicity requests to their primary OSAS contact no later than one week before an approved event if not already submitted through the event/meeting request forms.
3. Please review the [IHP Brand and Social Media Guidelines](#) before creating social media channels.
4. Advertisements posted on clubs' own social media accounts should be shared with OSAS for review. OSAS reserves the right to edit or remove content.

Recommended Forms of Publicity:

1. Flyers may be posted on designated cork boards on the third and fourth floor of Shouse and on the board behind the copiers in building 2CW.
2. iTV, internal mailboxes (excluding fundraising), and social media pages.
3. Reach out to the SGA through your cohort representative to help spread the word.

Social Media Guidelines

Permissible Use of IHP Logos and Branding:

1. Officers of the organization are required to submit requests of pre-approval for use of the names and/or images of MGH Institute or logos and branding.

Customized Apparel

Customized Apparel and Promotional Items:

1. Student Organizations may purchase apparel with their organization's name and the Institute logo.
2. To do so, contact the [IHP School Store](#) directly.
3. Any organization, including SGA, must submit their requests to use the logo and additional artwork to be featured on the apparel to the [Office of Strategic Communications](#) for approval. Make sure to CC an OSAS advisor.
4. Orders may take up to one month to complete.

PROFESSIONAL DEVELOPMENT

Student Conference Travel Grants

General Information

MGH Institute students are highly encouraged to attend and present at regional and national conferences in the hopes of gaining a deeper understanding of current issues in their field, building connections, and sharing the work that they have accomplished during their time at the IHP.

Each year, OSAS will offer a limited number of conference travel grants towards the cost of registration, travel, and related expenses. These travel grants are available to individual students and, in special requests, groups of students attending the same conference and/or a group of members from a registered club/organization attending a conference as a club. Under limited circumstances, the committee *may* fund conference presentations by recent graduates up to one semester after graduation.

Awards are contingent upon the amounts available in the fiscal year budget and the number of applications received and, therefore, are not fully predictable. It is not feasible and is not the goal of the program to fund any conference participation at one hundred percent. Historical grant amounts range from \$25-50 for students who attend a conference with numerous IHP student attendees to \$200 for students who present at conferences with low student representation from the IHP. As of the 2024–2025 fiscal/academic year, the OSAS will award up to a maximum of \$200 per applicant.

Participants should be aware that travel grants are not a guaranteed form of funding, and that grant money is issued in the form of a mailed reimbursement check for eligible expenses related to conference attendance.

Conference Travel Grant Details:

1. Grants are considered a partial source of funding, and applicants are encouraged to seek support from the following sources:
 - a. Funds or scholarships from the conferences they will be attending
 - b. Funds from professional organizations they may belong to
 - c. Academic department funds
2. Students are encouraged to apply according to their financial need.
3. To ensure consistency and equity across the Institute, grant applications will be scored on a rubric to determine funding amounts.
4. Applicants must submit the application for funding at least one month in advance of the conference. Applications received less than one month in advance of a conference will not be considered for funding.
5. When students request funding through an official student organization or club, the organization advisor must submit written approval of the planned conference activity in advance of the conference after consultation with the dean of students.
6. Should a student apply for grant funding and be unable/decide not to attend, the student should notify OSAS in writing. Students will remain eligible to apply for future grants in that academic year.
7. The Institute does not assume responsibility for expenses beyond an approved grant.
8. Students may submit multiple grant applications in multiple categories, but no student shall be funded for more than one grant per academic year.

Eligibility and Application

Eligibility:

OSAS will consider applications in the following categories:

1. **Accepted Presenters** are those students who have submitted papers or work that have been accepted for presentation at a conference. You will be asked to submit documentation of presenter status.

- a. *If applying as an accepted presenter, but confirmation of presentation has not yet been received, please submit your application in the outlined application timeframe and notify OSAS if/when you are accepted as a presenter for consideration to modify the award amount.
2. **Participants** are students who are attending a regional or national conference as an attendee for the purposes of professional development.
3. **Alumni:** If a conference is scheduled to take place within one semester of a student's completion date, and if the student has been accepted as a presenter at said conference for Institute-related research, a student/recent graduate may apply for funding as an Accepted Presenter.

Application Process:

1. Complete the [Conference Funding Application](#).
2. For official student organizations applying as a group the faculty advisor must submit a letter of support.

Selection Process

Conference Travel Grants will be scored on a rubric to determine an individual award amount. In order to be considered for a grant, the topic of the conference must align with the mission and Core Values of the MGH Institute. Rubric criteria will include the following eligibility factors:

1. Applicant must be a current IHP student or recent graduate (within 6 months).
2. Alignment of the conference as it relates to a grant applicant's individual interests and IHP course of study OR how closely the conference relates to the mission of an official IHP student organization or club.
3. Demonstrated need.

Funding Decision & Disbursement:

All students will be notified of their status within one month of submitting their application.

1. If a student receives an award, they will receive an e-mail detailing the reimbursement process.
2. Students will work with a designated OSAS staff member to meet all requirements for reimbursement of expenses after the conference.

Reimbursement

Reimbursement Instructions:

To complete the reimbursement process after the conference, awardees will need to provide:

1. **Non-Employee Business Expense Report Form** with the top part filled out and signed on the bottom. (Copies of this form will be provided to student organizations when annual funding is announced. Please contact Ronan Campbell, rcampbell@mghihp.edu if you need an additional copy.)
2. A copy of the registration receipt that includes your name, last four digits of the card number and purchase price, or a copy of the canceled personal check. **YOU WILL ONLY BE REIMBURSED FOR EXPENSES YOU PAID FOR YOURSELF.** Please do not book travel arrangements for another student unless it is a shared lodging (hotel/AirBnB/Vrbo, etc.).
3. If presenting, verification of status as a presenter (such as a copy of conference program, agenda, or notice of presentation acceptance from conference organizer).

Important Note: Once a reimbursement is submitted, it can take eight to ten weeks for the grant recipient to receive a check in accordance with MGB Accounts Payable timelines.

Notice: These policies and procedures will be reviewed on a regular basis. Any changes will be published on the Institute website. Please contact the Office of Student Affairs and Services with questions.

WE'RE HERE TO HELP

Resources

Primary OSAS Contacts for Student Organizations:

Luella Benn

Assistant Dean for Student Services — Student Government Association

lbenn@mgbuhp.edu

Susan Connors

Program Manager — Student Clubs & Orgs

sconnors@mgbuhp.edu

Ronan Campbell

Department Coordinator — Reimbursement Requests

rcampbell@mgbuhp.edu

Helpful Links

- [Officially Recognized Student Organizations](#)
- [Resources](#)

We're proud to support your organization's success.

SUPPORTING MATERIALS

Appendix

The forms, checklists, and reference guides below are cited throughout this handbook — including the bake sale guidelines, transition checklist, and film screening compliance information referenced in earlier sections. Keep this section handy as a quick reference.

Contents of This Appendix

- **Appendix A** — Bake Sale Guidelines
- **Appendix B** — Treasurer Transition Checklist
- **Appendix C** — Leadership Transition Best Practices
- **Appendix D** — How to Create an Effective iTV Poster
- **Appendix E** — Film Screening & Copyright Compliance
- **Appendix F** — Submitting a Reimbursement Request
- **Appendix G** — Non-Employee Business Expense Report (Example)

APPENDIX A

Bake Sale Guidelines

MGB University of Health Sciences — Office of Environmental Health & Safety

Traditional bake sale items — breads, muffins, and cookies — rarely cause illness. Still, under the wrong conditions, any food can pose a risk. Every step of the process matters: planning, preparation, packaging, transportation, display, and serving. Follow the recommendations below for a safe and successful event.

1. Planning

Board of Health:

- Bake sales are informal gatherings sponsored by individuals or by religious, charitable, or nonprofit organizations.
- Sales are limited to foods that are *not* time/temperature controlled — think cookies, cakes, brownies, and similar baked goods.
- A bake sale is a one-time, low-risk private event — **no permit is required**.

Menu:

- Keep the menu to items that don't require refrigeration — most baked goods are naturally low-risk.
- **Great options:** cookies, brownies, muffins, breads, scones, and candy.
- **Avoid items that need refrigeration after prep:** cream-filled pastries, pies, whipped cream, cheesecakes, custard desserts, and similar.
- Meat, poultry, or fish — including salads or sandwiches — should never be sold at a bake sale.

Food Allergies:

- **Common allergens include:** eggs, peanuts, tree nuts, milk, strawberries, citrus, and wheat.
- Separate and clearly label any items containing these ingredients.

Example label — Chocolate Chip Cookies: Wheat flour, sugar, Butter, vegetable shortening, Eggs, chocolate, pure vanilla extract, salt. (Allergens shown in bold.)

2. Preparation

Sound Sanitation Practices:

- Clean and sanitize all food-prep surfaces, utensils, and equipment before beginning.
- Wash hands thoroughly with soap and warm water, then dry with a paper towel, before handling any food.
- No smoking or eating during preparation.
- Limit non-essential foot traffic — people and pets — in the kitchen while food is being prepared.
- Re-wash hands after using the restroom, eating, smoking, changing diapers, handling pets, or touching raw meat, poultry, or produce.

Do Not Prepare Food If You:

- Have a communicable illness such as flu, a cold, or hepatitis
- Are experiencing vomiting, diarrhea, or other GI symptoms
- Have open wounds, cuts, or sores on your hands or arms
- Are a carrier of a communicable disease

Ingredient Safety:

- All ingredients must be pure and free from contamination or adulteration.
- Keep a list of items and their source; for donated goods, record the donor's name, address, and phone number.

3. Packaging

- Wrap baked goods individually to guard against microbial, chemical, and physical contamination in transit, storage, and display.
- Use containers approved for food storage.
- **Avoid plastic trash bags** — they aren't food-grade, and chemicals can leach into the food.

4. Transportation

- Transport food in a clean vehicle kept in good sanitary condition.
- Wrap all items tightly to protect against dust, dirt, and insects.
- Traveling with pets? Keep food in a sealed container with no pet contact at any time.

5. Display

- Cover all items with plastic wrap or aluminum foil to protect against contamination.
- **Consider allergies:** position allergen-containing items apart from the rest, or use a separate container and table.
- Label foods with common allergens, e.g., "contains nuts."

6. Serving

- Never handle or serve food with bare hands.
- Use disposable plastic gloves.
- Use tongs, utensils, or tissue to handle and serve items.

APPENDIX B**Treasurer Transition Checklist****MGB University of Health Professions**

When a new Treasurer takes over, the **outgoing Treasurer** must make sure every item below is complete before their term ends.

Note: Both the incoming and outgoing Treasurer must meet with Susan Connors for a transition meeting.

- ☐ Schedule an in-person handoff meeting to review current finances.

OUTGOING TREASURER

- ☐ Provide a list of all outstanding invoices, reimbursements, and pending requests.

OUTGOING TREASURER

- ☐ Review the Spendable Balance and Ledger Detail together.

BOTH TREASURERS

- ☐ Set up required Treasurer Training for the new Treasurer with OSAS.

NEW TREASURER

Questions about the transition process? **Contact your OSAS advisor.**

APPENDIX C

Leadership Transition Best Practices

Best practices for clubs to follow during their annual transition to a new executive board.

1. **Leadership Handoff Meeting** — Outgoing and incoming officers should meet to walk through responsibilities, recurring deadlines, and any unfinished business.
2. **Transfer of Documents and Records** — Rosters, meeting minutes, event files, contact lists, club constitutions/bylaws, and historical materials (past event plans, vendor contacts, budget reports) should be handed off and ideally centralized in a shared location (e.g., SharePoint) rather than kept on one person's device.
3. **Financial Handoff** — The outgoing treasurer should reconcile the budget, and brief the incoming treasurer on remaining funds, outstanding reimbursements, and set up a transition meeting with an OSAS advisor.
4. **Update Officer Roster with the Institution** — After elections, notify OSAS of the new e-board's names, roles, and contact information so club records, email lists, stay current.
5. **Account and Access Transfers** — Email distribution lists, social media accounts, shared drives, a club email inbox, and any online platform logins should be transferred to new officers.
6. **Review Governing Documents** — The new e-board should review the club's constitution/bylaws to confirm understanding of club purpose, officer duties, and procedural requirements (election rules, etc.).
7. **Calendar and Event Continuity** — Share the events calendar and any standing commitments (recurring meetings, annual traditions, co-sponsored events), and flag anything already in motion that the new board needs to follow up on.
8. **Advisor Introduction** — Ensure new officers know who the club's advisor is and hold a check-in meeting to establish a working relationship going forward.
9. **Community Partners Contacts** — If the club has worked with specific vendors, campus partners, or community organizations, transfer those relationships and contact information rather than letting them lapse.
10. **Training & Orientation** — New officers should complete training and orientation covering budget processes, room reservation systems, and event approval procedures with an OSAS advisor. Outgoing officers should assist with setting up this meeting.

APPENDIX D

How to Create an Effective iTV Poster

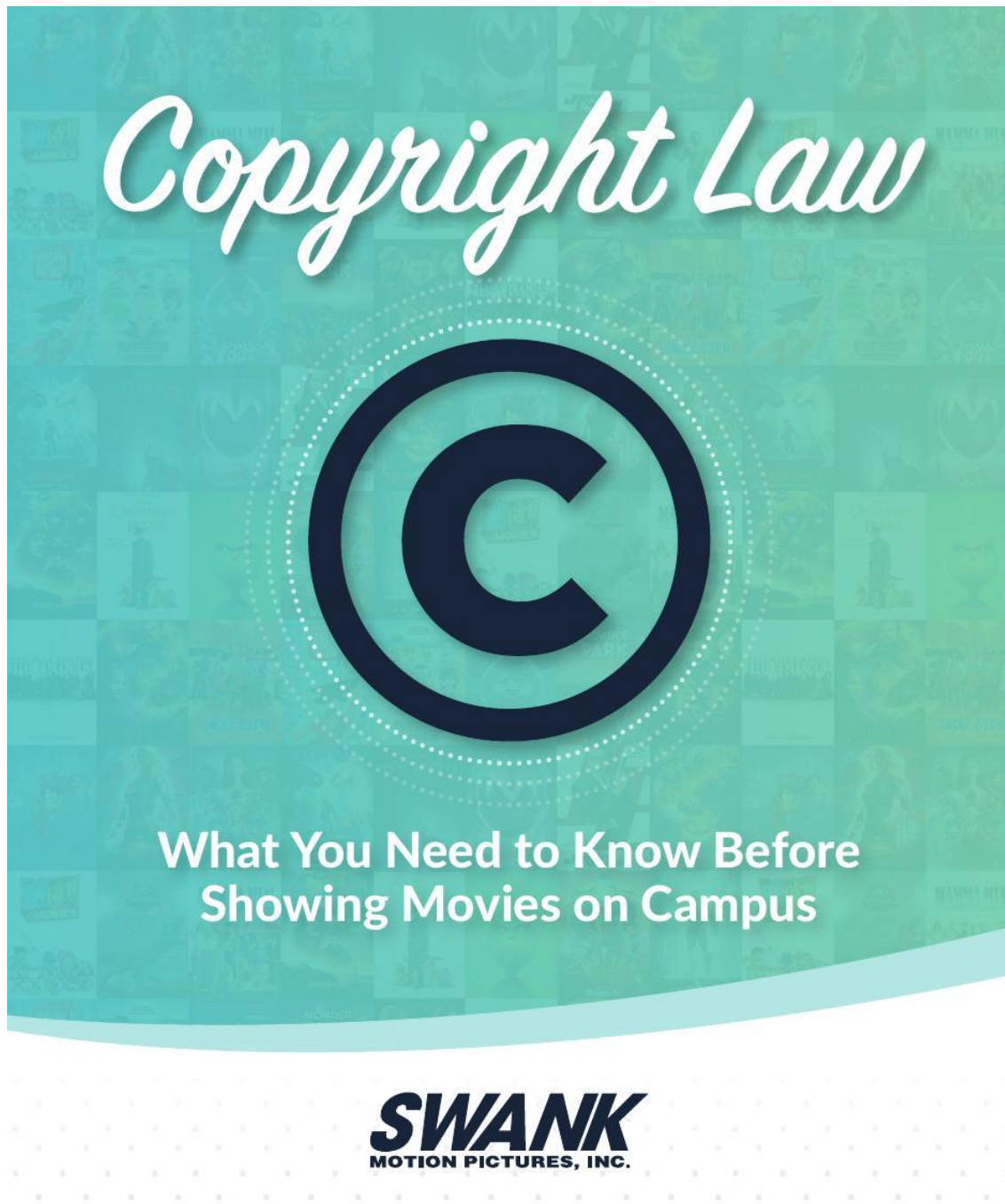
- **Size:** announcements should be in 16:9 format — the size of a PowerPoint slide.
- **Test Visibility:** view the sign from a distance to ensure the information is visible.
- **Layout:** use a large and impactful image rather than multiple smaller images.
- **Typography:** use bold fonts.

- **Color/Contrast:** ensure high contrast between background and text for readability.
- **Keep it simple:** too much information makes a poster hard to read.

APPENDIX E

Film Screening & Copyright Compliance

The following pages reproduce Swank Motion Pictures' guidance on copyright law for campus movie screenings, referenced in the Events section of this handbook.



What is a “public performance?”

For movies, a “public performance” takes place anytime a movie is shown outside of a home.

What does the law say?

The rental, purchase or download of a movie, as well as access to a streaming subscription, does not grant the right to exhibit it publicly outside the home, unless the screening is properly licensed.

This legal copyright compliance requirement applies to everyone, regardless of whether admission is charged, whether the institution is commercial or nonprofit or whether a federal, state or local agency is involved. Colleges and universities must properly license movies to show them publicly.

Movie studios own the copyrights to the movies they produce, and their agents are the only parties authorized to license sites like colleges and universities. Copyrighted movies borrowed from other sources, such as public libraries, college libraries or personal collections, cannot be used legally for showings without proper licensing.

Why should I obey copyright law?

Violating copyright law through unauthorized use of a movie:

- Could result in expensive fines and negative publicity.
- Prevents those who worked hard on a film from receiving just compensation.
- Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.

Who can provide me with proper licensing?

Only Swank can provide you public performance licenses on behalf of the studios represented in this brochure.



The “Education Exemption”

Under the “Face-to-Face Teaching Exemption,” copyrighted movies may be exhibited without a license only if the college is an accredited, non-profit institution and the screening meets all the following criteria:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The showing takes place in a classroom setting with only the enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

*Those who violate copyright law can be prosecuted —
consult your legal copyright advisor or attorney.*

Frequently Asked Questions

Do I need a license if I'm showing the movie for educational purposes?

Yes! You need a license unless you meet all the educational exemption requirements noted.

Do we need a license even if we don't charge admission?

Yes! A license is required for all public performances regardless of whether admission is charged.

What if a DVD, streaming or equipment supplier says it is okay to exhibit a movie?

These suppliers rent and sell movies for "Home Use Only" and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc.), not from a third party.

Who is responsible if a movie is shown without a license?

The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material could be implicated.

I own the movie. Do I still need a license to show it outside my home?

Yes! The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home, unless the screening is properly licensed. This includes streaming.

I want to show a movie that's been out on DVD for many years. Do I still need a license?

Yes! Copyright pertains to all movies regardless of the year it was produced.

If I purchased a license to show a movie, can I show that movie whenever I want?

No. Licenses are for a specific, designated time frame mutually agreed upon by the licensee and Swank Motion Pictures.

A small group is having an informal gathering in our facility. Do we still need a license?

Yes! A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

Studios We Represent



and many more!

Swank Motion Pictures provides both public performance licensing rights to numerous non-theatrical markets, including U.S. colleges and universities, worldwide cruise lines, K-12 public schools and libraries, and more.



For more information on *Copyright Law*

The Motion Picture Association (MPAA)

www.mpaa.org

Office of the Chairman and CEO
1600 I St., NW
Washington, DC 20006
(202) 293.1966

ALL231651

SWANK
MOTION PICTURES, INC.

1.800.876.5577 | swank.com/colleges

APPENDIX F

Submitting a Reimbursement Request

A student's guide to completing the Non-Employee Business Expense Report

If your club or organization paid out-of-pocket for an approved expense, you'll complete a Non-Employee Business Expense Report to get reimbursed. This guide walks you through what to enter in each section of the form, and how to submit it once you're done.

Part One — Completing the Form

I. Your Information

Top of the form — Non-Employee Business Expense Report (Appendix A-1)

Date	Address

Non-Employee		Social Security Number	

- **Non-Employee:** enter your own name — you are the person requesting reimbursement.
- **Address:** use your personal address where to mail reimbursement check, not the university's address.
- **Social Security Number:** required if you have not already been previously reimbursed by MGB at your current address.

II. Explanation of Business Purpose

Instance	Date(s)	Location	Description / Explanation

- **Date(s):** the date of the event, purchase, or activity.
- **Location:** where it took place.
- **Description/Explanation:** a brief note on what the expense was for.

III. Summary of Expenses

Instance #	Dates	Description	Air/Rail	Ground	Lodging	Meals	Alc. Bev.	Other	Total

- **Dates:** should match the date of purchase on the receipt you're submitting.
- **Description:** for most club & org purchases, this will be "Other."

IV. Expense Analysis

Less advances paid to Non-Employee	Non-PHS Reimbursement	Total Expense

Less advances paid to Vendor(s)	Total Owed Non-Employee

- **Total Expense:** carried over from your Summary of Expenses section above.
- **Less Advances Paid to Non-Employee:** only if you received an advance beforehand — that amount is subtracted from your total.
- **Less Advances Paid to Vendor(s):** only if you pre-paid a vendor directly; unlikely for clubs & orgs.
- **Non-PHS Reimbursement:** unlikely for clubs & orgs; may apply to a partial conference reimbursement, for example.

V. Payee Attestation

I certify that this report has been completed in conformity with the attached instructions and accurately describes the actual and necessary business expenses incurred in compliance with PHS policies unless specifically noted. I have not received reimbursement for these expenses from any other PHS entity or outside source. If airfare expense has been charged to a federally funded grant, I further certify that best efforts were made to obtain the lowest reasonable commercial airfare for such travel.

☒ I attest that no alcoholic beverages have been charged to a federally funded grant.

Non-Employee's signature	Date	Email

- Sign and date the form, and include your email address.
- Once this section is signed, your portion of the form is complete.

Part Two — Submitting Your Request

Upload — Don't Email

Once your form and receipts are ready, upload them through the Reimbursement Request link. Forms and receipts should never be sent by email.

A Note on Receipts

Include a receipt for every purchase, in the same order as your Summary of Expenses — it helps OSAS reconcile your request quickly. Receipts should include your name and form of payment, e.g., last four digits of a credit card number.

Listing Your Expense Information Online

Reimbursement Request link — Expense Information:

- Original Expense Approval Amount
- Actual Amount Spent
- Original Expense Approval Date
- Current Budget Amount of Club/Org minus these expenses
- **Original Expense Approval Amount:** what your club or org was originally approved to spend.
- **Actual Amount Spent:** what you actually spent. Small differences of \$5–\$10 are common, but check with OSAS to get re-approved if the difference is larger.
- **Current Budget Amount of Club/Org:** what remains in your club's budget after this expense.

What happens next: Once your request is submitted, the OSAS Department Coordinator reviews it and coordinates with the Finance Office to release your funds. Reimbursement will be issued within 10 business days.

APPENDIX G

Non-Employee Business Expense Report — Example

A completed example of the Non-Employee Business Expense Report (Appendix A-1), referenced throughout the Funding and Travel Grants sections of this handbook.

[illegible]