UWSOM Student Organization 2019 Leadership Manual

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Registered Student Organizations (RSO's) and UWSOM-affiliated student organizations

RSO is short for Registered Student Organization and is an administrative designation recognizing a group as a legitimate student organization at the University of Washington. Becoming an RSO is a separate process that is regulated by the Student Activities Office on upper campus. You must be an RSO to use many of the campus-wide resources discussed below. Details on how to obtain RSO status for your group can be found at: https://depts.washington.edu/thehub/sao/rso-registration/. You must register your group **every year** by October 31st to maintain good standing and keep the RSO benefits. Registration involves sending one member (at least) of your group to a registration session on upper campus.

UWSOM-affiliated Student Organizations means that the group is approved by the Medical Student Association and thus recognized as affiliated with the School of Medicine. This allows a group to qualify for support provided by the MSA and the SOM. Unlike RSO registration, groups do not need to register with the UWSOM annually. Once a group is approved, it is always approved.

To start a new student organization, review the process as outlined on the SOM's student org website and email Emily Slager (eslager@uw.edu).

Note that some student organizations are set up to work more like a networking unit. This structure works well for specialty interest groups that have low student #'s but high student interest – for example, with **specialties that are highly competitive** like Dermatology or Neurosurgery. These student orgs may not plan events or programs for the student body or even hold regular meetings. Instead, they may be connected by a Facebook page or list-serve and their primary purpose may be to share information with each other, especially as it relates to applying in that specialty. They may be well-connected with MS4's, recent grads, residents, and faculty members in this field.

Benefits to being RSOs or UWSOM Affiliated

Benefits for groups that are Registered Student Organizations
(in addition to the ones listed below)
- Visit the RSO Benefits and Resources website to see a comprehensive list: https://depts.washington.edu/thehub/sao/rso-benefits-resources/
- Funding available to groups that apply for various funding sources (see below for a list)
- Access to a group e-mail address ("shared NetID") and website http://depts.washington.edu/thehub/sao/rso-policy-guide/email-web-accounts/
- Access to SORC - Student Organizations Resource Center http://depts.washington.edu/source/
- Room rental in the HUB, SCC, Health Sciences, ECC
- Free meeting space in HUB
- Support from Emily Kalstad, the SAO advisor for all Health Sciences RSO's (ekalstad@uw.edu)

Benefits for groups that are SOM-affiliated:
- Funding from the MSA

- Funding ($150/group/year) from Student Affairs for internal UW charges (e.g. special event space reservations, reserved parking for speakers, etc.)
- Group is added to the SOM Student Organization Calendars website
- Group is given access to a Google calendar so events can be seen by other students
- Group is added to the SOM Student Organization Leadership Directory
- Leaders are invited to participate in a new leaders training
- Group is invited to have a booth at the annual SOM Student Organizations Activities Fair
- Group receives support, as needed, from Student Affairs

Funding Support

Associated Students of the University of Washington (ASUW) & Graduate and Professional Student Senate (GPSS)

- http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-event-funds-student-government/

- http://money.asuw.org/application/

- http://depts.washington.edu/gpss/funding/

University of Washington Alumni Association Fund for Registered Student Organizations
- http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-event-funds-alumni-association/
- RSOs are eligible to receive $500 per year.

Wells Fargo Fund for Registered Student Organizations
- For information: http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-event-funds-wells-fargo/
- RSOs are eligible to receive $1000 per year

The Husky Union Building (HUB) event fund
- http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-event-funds-the-hub/
- RSOs are eligible to receive $1000 per year

Medical Student Association (MSA)
- Ask your MSA reps or contact the MSA Treasurer at msamoney@uw.edu.

School of Medicine, Student Affairs
- Contact Ashley Russell in Student Affairs at russea@uw.edu
- Reserve a Special Event Space (e.g. Vista Café, Lobby, South Campus Center rooms)
- Set up arranged parking for guests
- Order food through Plaza Café (to Health Sciences only): http://www.uwmcplazacafe.com/catering/
- UWSOM-affiliated student orgs are eligible to receive $150 per year

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UWSOM Conference Travel Grants:
- https://depts.washington.edu/gowwami/conference.htm

Fundraising:
- Clothing sales
- Photo competition turned into photo calendar - sell
- Food/coffee cart outside class
- Sell "candy gram" messages
- Collect donated items and conduct a silent auction with proceeds going to group
- Bake/cook food in the student lounge and sell to students/staff

Other ideas:
- WAFP (Wash Academy of Family Physicians)
- AAFP (American Academy of Family Physicians)
- Washington Association of Pediatrics
- Other national chapters your group is affiliated with
- UW Medicine department that your group is affiliated with
- External grants (e.g. Whole Foods, Starbucks)

Banking

Student groups' budgets are *independent* from the university and from the SOM. Your group may establish a bank account at any local bank or credit union. Popular choices are: BECU, Bank of America, Key Bank, and US Bank (located in the HUB).

Helpful information about RSO's and tax-exempt statuses, non-profit statuses, banking, and Tax IDs:
https://depts.washington.edu/thehub/sao/rso-policy-guide/banking-tax-ids/

To establish a new bank account, follow these steps:
- Apply for an Employer Identification Number (EIN) from the IRS by filling out the online application at: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- After filling out the online application, it will generate a PDF with your EIN on it
- Register your EIN as a community organization, volunteer group, or "other"
- Print the PDF with your EIN on it and bring it to the bank when you go to set up your account
- Call the bank ahead of time to ask what additional requirements they have for opening an account (e.g. a $100 deposit)

Recruiting members and advertising events

Activities Fair
At the start of each academic year, Student Affairs organizes the Student Organizations Activities Fair. Participating in this event is one of the best ways to recruit students to join your organization, a group's list-serve, and find students interested in taking on leadership roles. Student Affairs will contact leaders

towards the end of Summer to give more information about participating in the fair.

Student Organization Resource Center (The SORC):
The SORC is located on the first floor of the HUB. The SORC has ample resources for advertising your RSO-related events. At the SORC, RSOs can use an allowance to receive or purchase balloons, bulletin boards, buttons, chalk, lamination, sandwich boards, banners, and more. Each RSO is also given an allowance of $50 to make up to 5,000 copies per year.

Learn more: http://depts.washington.edu/thehub/the-sorc/.

Google Calendar:
Put your event on your group's Google Calendar so it will be included in the weekly Activities Digest, which goes out to all Seattle students (more info below).

Auxiliary list-serves
Students are encouraged to advertise their events using the auxiliary list-serves.

- Md1auxsea@uw.edu
- Md1aux@uw.edu (WWAMI-wide; use only if applicable to all MS1's)
- Md2auxsea@uw.edu
- Md2aux@uw.edu (WWAMI-wide; use only if applicable to all MS2's)
- Md3aux@uw.edu
- Md4aux@uw.edu

Group e-mail account (shared Net ID)
- **RSO e-mail and website accounts – available to registered student organizations:**
  http://depts.washington.edu/thehub/sao/rso-policy-guide/email-web-accounts/

- **E-mail list-serve, to send information to a group of subscribers::**
  http://www.washington.edu/itconnect/connect/email/mailman/

Group calendars and activities digests

All SOM-affiliated Student Organization calendars can be found on the UWSOM Student Organization Calendars page (Chrome works best). Here, students can see all events that student groups have added to their Google calendar. (The page displays best in Mozilla Firefox). Entering events on your student group's Google calendar is a good way to make your event visible to other students and to limit the number of conflicting events on a given night.

How to access your groups' Google Calendar:
1. Go to http://www.washington.edu/itconnect/connect/email/google-apps/getting-started/

2. Click on "Manage UW Google Apps" (first time: "Activating UW G Suite")

4. Log in with your UW Net ID

5. You should see your group's Google Calendar shared with you

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6. **Create an Event** – add the title, date, time, location, and write in details about the event.

Activities Digest:

Early each week, Student Affairs compiles a list of all groups' events for the upcoming week. The digest is sent to all Seattle SOM students.

Miscellaneous needs

Alcohol Permits

Click here for a summary of the University's policies on serving and selling alcohol – it walks you through the step-by-step process: http://depts.washington.edu/thehub/sao/rso-policy-guide/alcohol/

This flowchart may help - https://depts.washington.edu/sprogram/wordpress/wp-content/uploads/2016/01/ASR_flowchart.pdf

Equipment rental

Classroom Services provides AV equipment (microphones, tables, chairs, etc.), and other equipment rentals to support activities in the Health Sciences Building and South Campus Center. Equipment reservations can be made over the phone at 206-543-6729 or by emailing hsbav@uw.edu and can be picked up at room T-291.

Room Reservations

Type #1 – T-5 CLASSROOMS, FREE, BOOK THROUGH UWSOM

- To read a description of the rooms and how to schedule a room, go to: http://www.uwmedicine.org/education/Documents/md-program/1st%20Year%20resources/room-reservation-procedures.pdf
- To reserve, e-mail somrooms@uw.edu
- Include: date, time, the T-5 room you prefer, title of the event, and your contact
- Submit your request as soon as you know the details – the earlier the better.

Type #2 – NON-T5 CLASSROOMS, COST VARIES, BOOK THROUGH ROOMQ

- Before you reserve, look at a list and photos of all reserveable rooms: https://depts.washington.edu/hsasf/instructional-support/hsrr/matrix/
- Contact **Health Sciences Room Reservations** to talk with someone about which room is available on the date/time that you need it. **Phone:** 206-543-0530.
- E-mail mailto:russea@uw.edu with: Date, Time, preferred Location (based on phone call with HS Room Reservations), Title of event, and expected # of attendees.
- If you are booking a Special Event Space ($40/hour), do NOT book on your own unless you are anticipating paying for the space out of your pocket.

To reserve a non-T5 classroom on your own:

- For an overview of how to use Room Q, visit https://depts.washington.edu/hsasf/instructional-support/hsrr/roomq-guidelines-procedures/
- Go to http://depts.washington.edu/hsrr/roomq/

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- Log in to Room Q
- Click on "Make a Request"
- Event Type: Health Sciences Student
- Is this event directly related to curriculum delivery? Mark YES
- Will your event have food service: Mark NO
- Type of waste expected: Leave BLANK. Borrow trash bags from Student Affairs if you need any

Request Information

Event title or Course prefix/number *	**Will your event be open to the public?** * ⚪ Yes ⚫ No (all public events require completion of a RUUF)
Event Type * Health Sciences Student ▾	**Would you like course casting?** ⚪ Yes ⚫ No
	Is this event directly related to ✂ ⚫ Yes ⚪ No **curriculum/course delivery?** * ❓
	Will your event have food service or ⚪ Yes ⚫ No **serve alcohol?** * ❓ (Banquet Permits required to serve alcohol)
	Type of waste expected * ☐ Cans/Bottles ☐ Paper ☐ Compost ☐ Garbage

- Using the installed AV equipment: Mark NO
- Location preference: put this in the "Special Instructions" box – there is no other way to indicate that you want a specified space.
- You'll receive a series of emails confirming that you made a request, and then an email with the room reservation confirmation.

Public areas that are suitable for a leadership meeting:
- A-300 student study area
- South Campus Center lobby spaces
- Rotunda Café, Vista Café
- Health Sciences Lobby
- HUB meeting spaces (2 hours/week are free for RSO's):
  http://depts.washington.edu/thehub/sao/rso-policy-guide/free-meeting-space/

Zoom video conferencing technology

What is Zoom?

Zoom conferencing software allows students to video conference with each other, using a video camera, microphone or telephone. Working like Skype, this software allows students to connect remotely, whether they are in Seattle, in the WWAMI region, or at home. Zoom also allows the sessions to be recorded, so they can be shared with people at a later time.

Why do groups use Zoom technology?

- To include members of student organizations who are not based in Seattle.
- To meet with the student org's "branches" or "chapters" at non-Seattle sites.
- To Increase participation and inclusion of students around WWAMI and across all 4 years.
- To record events such as panel discussions for others to watch at a later time.

How do I request a Zoom meeting link?

Option 1: Own your own Zoom account through a Shared NetID hosted by SAO

- Your group registers annually as an RSO (Registered Student Org) with Main Campus
- The Student Activities Office hosts your group's shared NetID (for example: ossmig@uw.edu)
- Contact SOM-ALT and request that they give your shared NetID its own Zoom account

Pros: Your group has **complete independence** in scheduling their own Zoom recordings

Cons: You will need to **re-register** as RSO year after year and information about your Shared NetID will need to be passed along to the next group leaders.

Option 2: Own your own Zoom account through a Shared NetID hosted by Student Affairs

- Contact Student Affairs to request a shared NetID address for your group and your preference of what the Shared NetID will be called
- Student Affairs will be the owner of the Shared NetID and will give your group leaders administrative control over the NetID
- Contact SOM-ALT and request that they give your shared NetID its own Zoom account

Pro: Your group doesn't need to be an RSO and renew this status with UW year after year

Cons: Your group cannot be guaranteed **complete privacy and confidentiality** since the NetID is owned by a staff member. While group can set up its own password, the UWSOM staff member, as owner of the account, can always have the ability to reset the password. This statement is made for "full disclosure" purposes only.

Option 3: Request a link from Student Affairs for the rare time your group needs it

- For a 1-time Zoom link, e-mail Ashley Russell, and she will provide you with a one-time Zoom link
- Provide date, start time, end time

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- The first time you use Zoom, allow a few extra minutes for registering with Zoom on your computer or devise.

Pro: No information needs to be passed on from year to year, quick process to get the link.

Con: If your Zoom event needs to be recorded, you will need to coordinate with Ashley to "hand off host roles" since you are not the owner of the Zoom account and Ashley won't be attending the event. Please note the "handoff" must take place within normal 9:00-5:00 business hours.

Event support: Order of operations and who to contact

Before your event, you should:
1. Consult with your class schedule, determine a **date and time** for your event.
2. Based on the audience and type of event, decide if you want to use **Zoom** video conferencing.
3. Determine the best **location** for your event.
   a. See below for a list of Zoom-compatible rooms
   b. Check out the Room Matrix to explore rooms in HSB and SCC: https://depts.washington.edu/hsasf/instructional-support/hsrr/matrix/

Zoom can be used on your laptop anywhere, if your laptop has a camera, microphone, and speakers. For larger events, it's wise to use a **Zoom-compatible room**:

- T-550 (capacity: 50) – ideal location for most student org events
- E-308 (capacity: 20) – located near Family Medicine department
- E-309 (capacity: 12) – located near Family Medicine department
- A-325 (capacity: 20) – Suite A-300 closes at 6:00PM; group must have a faculty advisor present
- A-334 (capacity: 6) – Suite A-300 closes at 6:00PM; group must have a faculty advisor present

Then, follow these order of operations (chart on next page):

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You need support with…	Then before the event, you should contact…
Getting a T-5 small group room reserved	Email : somrooms@uw.edu, and tell them: • Date, Time, Title of event (allow extra time for set-up) • Ideal room you would like to reserve (include a few options) • **If you are using Zoom**, you should ONLY request rooms that have Zoom capabilities (see list above).
Getting a non T-5 small group room reserved	**Student Affairs can schedule for you:** Email: Ashley Russell (russea@uw.edu), and tell her: • Date, Start & End Time of event, Title of event (allow extra time for set-up) • Ideal room you would like to reserve (include a few options) **Or you can do it independently:** • Learn more about using Room Q • Refer to this manual for step-by-step instructions • Begin by going to: http://depts.washington.edu/hsrr/roomq/
Obtaining a Zoom meeting link	If your group has a NetID and Zoom license, there is no need to contact anyone! For a one-time Zoom meeting link, Email Ashley Russell, russea@uw.edu • Include date, meeting title, start and end time
Using Zoom technology in a classroom	Email: somalt@uw.edu • The SOMALT team is happy to train people how to use Zoom technology in a room, but cannot be at your event to set up Zoom. It is your responsibility to schedule a time with SOMALT **>3 days in advance** to learn how to use Zoom technology in the room that you have reserved (T-550, E-308, E-309).
Getting food catered	Refer to the "Funding support" section of this manual for ideas for funding your group. If your group chooses to use it's $150/year from Student Affairs: • pick out your order from https://www.uwmcplazacafe.com/catering/ • Email Ashley Russell with your food order • Also include: date, room, and delivery time
Arranging paid-for parking for a special guest or speaker	Email: Ashley Russell (russea@uw.edu), and tell her: • Date, Title of event • Time for which the speaker will be parked (estimated) • Number of guests who will need parking arranged • Preferred parking lot (typically S-1 lot is best)

Student Orgs at non-Seattle Foundation Sites

If a student wants to form a new UWSOM-affiliated group:

- If it is a group that has never been approved by UWSOM MSA, then **Seattle-based students** should submit a constitution and description to Seattle MSA for approval. A step-by-step guide can be found on the UWSOM [Student Organization website.](#)

- If it is a group that has never been approved by UWSOM MSA, then **non-Seattle based students** can contact the MSA leaders at their site and submit a constitution and description for their approval. Note: once a UWSOM-affiliated group is in existence, it does not need to go through additional approval processes to have a presence at non-Seattle sites.

If a non-Seattle based student wants to JOIN a group:

Non-Seattle students who wish to join the student group should contact the leaders listed in the Leadership Directory to inquire how they can be involved in the group or how it would look to have a branch or chapter at their site.

- If the student organization is active in Seattle, and **if the interest at the WWAMI site is small,** those students can get in contact with the Seattle student leaders and become involved in the already-existing group in Seattle. This may mean they join a list-serv, a Facebook page, call in to meetings, use Zoom video technology, and generally stay in close contact with other students in this informal way. This would look similar to how students in the Clinical Phase may be involved in a student organization even when they are not in Seattle. Note: this model can work for any student joining any group at any WWAMI site (not just Seattle-based sites).

- If the group is active in Seattle, and **if the interest at the WWAMI site is large,** the Foundations Site can form a "branch" or "chapter" of the already-existing student group. In this case, the Foundations Site would have their own leaders, meetings, events, and potentially their own faculty support. The groups would be independent, but the leaders would stay connected to the Seattle leaders in terms of exchanging ideas and offering support. The chapter/branch should coordinate with the current group leaders to decide how this model should look. **No additional approval is necessary** since a new student organization is not being formed. The non-Seattle group would be a branch of a group that already received approval when it formed in Seattle.

General information:

Non-Seattle based students should turn to their MSA leaders and their site administrators. Each of these groups have resources available to support student organizations at their site.

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Student Interest Group Career Reflection Worksheet

Many Student Interest Group events and activities provide you opportunities to reflect on and develop your career planning.

In particular, these programs allow you to….

- Understand yourself – your interests, values, skills related to medicine and specialties
- Explore your options – obtain current and relevant information about available career options

To take this reflection to the next level of learning/career development, answer the following questions after attending an event/activity:

Student Name:

Event Name:

Sponsoring Group:

Date of Event:

Understanding Yourself More

• What stood out to you about the event/topic?

• What do you like about the career related information shared?

• What do you dislike about the career related information shared?

• What surprised you about the career related information you learned?

• How might your interests, values and skills support the specialties or aspects of medicine discussed?

Exploring Your Options Further

• Now, what aspects of medicine or specific specialties, do you want to learn more about?

• What resources, strategies and skills can you use to learn more about the items named above?

• What is your action plan to learn more about this specialty(ties)?