

# UWSOM Student Organization Leadership Manual 2021-2022

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

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**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 (SAO) 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. Upcoming registration sessions for RSOs can be found here: <https://hub.washington.edu/get-involved/sao/rso-registration/#hub-trumba-calendar>.

You can contact their office with questions by emailing [saoreg@uw.edu](mailto:saoreg@uw.edu).

**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 Nick Cheung ([ntcheung@uw.edu](mailto:ntcheung@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 numbers 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

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Benefits for groups that are Registered Student Organizations

- 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 account  
<http://depts.washington.edu/thehub/sao/rso-policy-guide/email-web-accounts/>
- Access to The SORC - Student Organizations Resource Center <https://hub.washington.edu/the-sorc/>
- Free room rentals in the HUB, Ethnic Cultural Center
- Discounted rates across campus facilities, equipment reservations, UW bookstore, etc.
- Visit the RSO Benefits and Resources website to see a comprehensive list:  
<https://depts.washington.edu/thehub/sao/rso-benefits-resources/>
- Support from Gabrielle Hickok, the SAO advisor for all Health Sciences RSOs ([hickok4@uw.edu](mailto:hickok4@uw.edu))

Benefits for groups that are SOM-affiliated:

- Funding from the Medical Student Association (MSA)
- Funding (\$150/group/year) from Student Affairs for internal UW charges (e.g., room 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 new leadership training
- Group is invited to attend the annual SOM Student Organizations Activities Fair
- Group receives support, as needed, from Student Affairs

## Funding Support

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Associated Students of UW (ASUW) & Graduate and Professional Student Senate (GPSS)

- <https://hub.washington.edu/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

- <https://hub.washington.edu/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 \$750 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 \$750 per year

Medical Student Association (MSA)

- Ask your MSA reps or contact the MSA Treasurer at [msamoney@uw.edu](mailto:msamoney@uw.edu).

School of Medicine, Student Affairs

- UWSOM-affiliated student orgs are eligible to receive \$150 per year
- Contact Nick Cheung [ntcheung@uw.edu](mailto:ntcheung@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): <https://www.uwmcplazacafe.com/catering-menu/>

### Fundraising:

- Clothing sales
- Photo competition turned into photo calendar – to then 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

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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://hub.washington.edu/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

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### 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: <https://hub.washington.edu/the-sorc/>

## Auxiliary list-serves

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

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

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All SOM-affiliated Student Organization calendars can be found on the [UWSOM Student Organization Calendars page](#). 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. Open link in in-private browser: <http://www.washington.edu/itconnect/connect/email/google-apps/getting-started/>
2. Click on "Manage UW Google" (the first time, go to "Activating UW G Suite")
4. Log in with your UW Net ID
5. You should see your group's Google Calendar shared with you
6. **Create an Event** – add the title, date, time, rsvp/zoom, 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 (*currently being advertised to all WWAMI students as well during the pandemic since all events are virtual*). As more events are being made virtual or hybrid, the hope is to make more events accessible to all students.

## Miscellaneous needs

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### 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](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 [crshelp@uw.edu](mailto:crshelp@uw.edu) and can be picked up at room T-291A. Visit their website at: <https://hsasf.hsa.washington.edu/instructional-support/crs/>

## Room Reservations

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

- To reserve, e-mail [somrooms@uw.edu](mailto:somrooms@uw.edu)
- Include: date, time, the T-5 room you prefer, title of the event, approximate attendee number, 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 of all reservable rooms: <https://hsasf.hsa.washington.edu/instructional-support/crs/matrix/>
- Contact **Classroom Services** to talk with someone about specific room availability on the date/time that you need it. **Phone:** 206-543-6729. Or check out room availability on your own via 25 Live: <https://25live.collegenet.com/pro/washington#!/home/availability>
- E-mail [ntcheung@uw.edu](mailto:ntcheung@uw.edu) and include event date, start/end time, preferred room/location (based on availability), title of event, and expected number of attendees.
- If you are booking a Special Event Space (cost is hourly, **DO NOT** book on your own unless you are anticipating paying for the space out of your own pocket).

To reserve a non-T5 classroom on your own:

- Go to [https://hscrs.formstack.com/forms/crs\\_request\\_wizard](https://hscrs.formstack.com/forms/crs_request_wizard)

Updated 12/2021

Free/public areas that are suitable for a leadership meeting:

- South Campus Center lobby spaces
- Rotunda Café, Vista Café, Plaza Café, Overpass Espresso Cafe
- Health Sciences Lobby
- HUB meeting spaces: <https://hub.washington.edu/sao/rso-policy-guide/free-meeting-space/>

## Zoom video conferencing technology

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### 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 sessions to be recorded and be shared with people later.

### Why do groups use Zoom technology?

- To include members of student organizations or visitors who are not based in a WWAMI site.
- To meet with the student organizations “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 later.

## Event support: Order of operations and who to contact

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Before your event, you should:

1. Consult with your Elentra class schedule/student organizations google calendar, to determine the best **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://hsasf.hsa.washington.edu/instructional-support/crs/matrix/>

For larger in-person events, it’s wise to use a **Zoom-compatible room**:

- T-550 and T553 (capacity: 50) – ideal location for most student organizations events
- T5 small group classrooms – there are pairs of dividable rooms that all have Zoom capability. Each pair when combined merge into one larger Zoom room and can have increased capacity: T534-536, T535-537, T538-540, T541-543, T546-548, T547-549.
- 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

Please note that the rooms in the A-300 suite do not provide student access. You will need to contact a staff member to allow you in.

Then, follow this order of operations (see chart below):

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**You need support with... Then before the event, you should contact...**

Getting a T-5 small group room reserved	<p>Email <a href="mailto:somrooms@uw.edu">somrooms@uw.edu</a> and include the following information:</p> <ul style="list-style-type: none"> <li>• Date, Time, Title of event (allow extra time for set-up), approximate attendees</li> <li>• Ideal room you would like to reserve (include a few options)</li> <li>• <b>If you are using Zoom</b>, you should ONLY request rooms that have Zoom capabilities (see list above).</li> </ul>
Getting a non T-5 small group room reserved	<p><b>Student Affairs can schedule for you:</b>          Email: Nick Cheung (<a href="mailto:ntcheung@uw.edu">ntcheung@uw.edu</a>) and include the following information:</p> <ul style="list-style-type: none"> <li>• Date, Start/End Time of event (allow extra time for set-up), title of event, approximate attendees</li> <li>• Ideal room you would like to reserve (include a few options)</li> </ul>
Using Zoom technology in a classroom	<p>Email: <a href="mailto:somalt@uw.edu">somalt@uw.edu</a></p> <ul style="list-style-type: none"> <li>• If you are unfamiliar with how to use the Zoom technology with the in-room system, the SOMALT team cannot be at your event to set this up for you Zoom but can train you beforehand. It is your responsibility to schedule a time with SOMALT <b>more than 3 days in advance</b> to learn how to use Zoom technology in the reserved room (T-550, E-308, E-309) add additional zoom equipped rooms.</li> </ul>
Getting food catered	<p>Refer to the “Funding support” section of this manual for ideas for funding your group.</p> <p>If your group chooses to use it’s \$150/year from Student Affairs:</p> <ul style="list-style-type: none"> <li>• Pick out your order from <a href="https://www.uwmcplazacafe.com/catering-menu/">https://www.uwmcplazacafe.com/catering-menu/</a></li> <li>• Email Nick Cheung (<a href="mailto:ntcheung@uw.edu">ntcheung@uw.edu</a>) with your food order 4-5 days prior to the event</li> <li>• Be sure to include event date, delivery time and room, food quantities/details, number of attendees</li> </ul>
Arranging paid-for parking for a special guest or speaker	<p>Email: Nick Cheung (<a href="mailto:ntcheung@uw.edu">ntcheung@uw.edu</a>) and include:</p> <ul style="list-style-type: none"> <li>• Date, title of event</li> <li>• Time for which the speaker will be parked (estimated)</li> <li>• Number of guests who will need arranged free parking</li> <li>• Preferred parking lot (typically S-1 lot is best)</li> </ul>

# Increasing Access to Specialty & Career Sessions for All Students Across WWAMI: Leveraging the Partnership Between SSIGs and Career Advising

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This content is written for Student Specialty Interest Groups (SSIGs) and other Organizations offering specialty and career-exploration related workshops and panels and includes information about recording sessions and best practices to follow when organizing sessions. We want to partner with you to further develop student resources so that the career- and specialty-related sessions your organizations offer can be easily shared and accessed by students of all class years and in all WWAMI regions.

In 2020, at the suggestion of students, a Mediasite location was created to store recorded sessions relevant to student career- and specialty-exploration such as resident panels, match panels, and physician interviews.

- Recording Library: [mediasite.hs.washington.edu/Mediasite/Channel/career-advising-student-videos](https://mediasite.hs.washington.edu/Mediasite/Channel/career-advising-student-videos)
- Recordings are easily accessible for all students across WWAMI, ensuring equity and allowing a wider audience to benefit from asynchronous materials
- If your session is focused on career or specialty exploration, please record so that all UWSOM students may benefit.

**As your organization records sessions, follow these steps to add your recording to the Recording Library:**

1. Upload the MP4 of the recording to the free version of [wetransfer.com](https://www.wetransfer.com)
2. Email the file to [medadv@uw.edu](mailto:medadv@uw.edu)
3. We will email you the recording URL within 1-2 business days after we receive the file
4. From there, you can distribute and share the URL as you need
5. The recording will remain in the library, unless someone from your organization requests it taken down

## Best Practices when Organizing Panels

- When possible, consider offering your session in a virtual or hybrid manner to increase access for all students across WWAMI
- When a session is virtual or hybrid, invite your fellow students from across the region by sending the invitation to the class email listservs (reference listserv emails above)
- Strive for increased identity representation, especially racial representation, when inviting panelists and speakers.
- Ask your Faculty Advisor or Foundation Site administrators if you need help identifying local speakers representing a diversity of identities.
- Many national professional organizations maintain databases of physicians who are willing to speak to medical students. This is a great option if you are at a site with a limited pool of community physicians to pull from.

## Normalize Recording Career and Specialty-Related Sessions

- If your session is focused on career or specialty exploration, record it so that all UWSOM students may benefit - ensuring a wider audience across time.
- If there are aspects of a session where quality or confidentiality could be compromised by recording, please stop recording or edit out these aspects. Our goal is to capture the primary content.

### Record in-person sessions:

- If you are the host of the Zoom session or make others co-hosts, sessions can be recorded through Zoom. For Seattle, instructions were provided for using Zoom technology in a classroom.
- Most Foundation sites have the technology to make recording possible and accessible for all students. Contact your Foundations Site to find out how to reserve rooms with technology and equipment to make recording your session easy, and for training on how to use this technology.

## Student Organizations at non-Seattle Foundation Sites

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### 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 you would like to start a new group based out of your local WWAMI site, **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 current 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 WWAMI 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, join via ZOOM, 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 originally 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.