

# Student Organization Information Packet

*2019-2020*



DREXEL UNIVERSITY

College of

Medicine

*Student Government Association*

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## Planning Events

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### Room Reservations

Please use the following link: <https://www.aaiscloud.com/DrexelU/Default.aspx>

**A room reservation is required for all events on campus.**

Before submitting an event request, please be sure to use the correct event request form for the campus on which the event will be held (i.e. QL vs Center City vs. University City). Using an incorrect form may cause delays in confirming the request. The normal processing time for a room confirmation is within 24-48 hours. Please submit the request at least 10 days in advance if you require any special needs such as A/V assistance, room or video conference set-up or catering. For assistance with Astra Schedule on the Queen Lane campus, contact Amy Nickerson, the Associate Registrar, at [ccrooms@drexel.edu](mailto:ccrooms@drexel.edu).

Room setup information must be emailed to [Dennis Kane](#) no less than 10 business days prior to your event. Facilities staff leave at 5pm, so if you are hosting an after-hours event, please make sure everything is set up according to your specifications so there is time to make changes if necessary.

#### **Tips:**

- When making a room reservation, you should add approximately 1 hour-30 minutes prior/after your event for setup/clean up. For example, if you need the SAC set a certain way, *allow for a minimum of an hour of setup time* before your event.
- Please note, **food is not allowed in Laboratory A or Laboratory B**. If you have questions about this policy, please contact Dr. Russo's office.

### Reserving A Table Outside The Cafeteria

In order to use the tables outside of the cafeteria, please contact the [Student Group Liaison](#) to confirm a date and time. After approval by the Student Group Liaison, please contact [Dennis Kane](#) notifying him of the date and time you will be utilizing the Cafeteria tables. Please post your event on the DUCOM SGA website calendar.

### Reserving the Lawn

In order to use the lawn, please contact the [Student Group Liaison](#) to confirm a date and time. After approval by the Student Group Liaison, please contact [Dennis Kane](#) notifying him of the date and time you will be utilizing the lawn. Please post your event on the DUCOM SGA website calendar.

### Reserving the Grill

To reserve the grill, please contact the [Student Group Liaison](#). Please make these requests at least 2 weeks in advance.

### Queen Lane Technology Help

On the [SGA website](#), please find "cheat sheets" for tech support specific to the SAC and the AUDs, which explain how to hook up laptops and turn on the projectors. You can find these under the "About Student Government" tab, by clicking "Campus Projector Help."

## SGA Calendar

All events hosted by student groups must be put on the SGA calendar. This is an attempt to avoid time conflicts with other events as much as possible.

The calendar is available at [ducomsga.org/calendar](http://ducomsga.org/calendar). You, as well as other users who have privileges to add events, can click on the “Events” item in the sidebar to see a list of events, edit events, and add new ones. Our calendar is powered by a plugin called “Timely.”

### **Adding a New Event**

1. To create an event, click the “Add new” button from the Events page.
2. Enter a title, fill out timing and location information, as well as an event description.
3. Ignore the “Custom Fields” box. If you are creating this event on behalf an organization, select that organization as the author - this will allow them the ability to edit the event, as well.
4. Finally, add any **Sponsoring Organizations**. Doing this will cause the event to show on that organization’s page, in addition to the main calendar page. Events can be sponsored by zero or more organizations but can only have one Author. When you’re done adding event information, click the blue **Submit for review** button in the top right.

## Collecting RSVPs

It is recommended that group leaders collect an RSVP list in advance of an event. It is recommended that you collect information through something like [Eventbrite](#) or [Google Forms](#). This can be helpful in estimating numbers for food orders.

**Attendance/sign in sheets must be submitted to the Office of Student Affairs & Career Advising for reimbursement purposes.**

Additionally, collecting an RSVP can provide some accountability to ensure attendance. One strategy that has proven to be useful is sending a direct email the day before an event to only those who have RSVPed, thanking them for signing up to attend and reminding them of the time and location.

## Tips for Advertising an Event

1. Send a “Save the Date” email to your student organization listserv 3-4- weeks prior to the event
2. Send an event registration email to your student organization listserv 2-3 weeks prior to your event
3. Add slide to the Queen Lane Monitors/Webcampus by sending your information formatted as a PPT to [ducomads@drexel.edu](mailto:ducomads@drexel.edu)
4. Send a reminder email to attendees the day before your event reminding them of the time/place

## Guest Speakers

When hosting a speaker, whether it be a faculty member or outside guest, it is a nice gesture to provide them with a small gift to show appreciation. Also, make sure that they are not paying for their own parking at QL.

### Ordering Food and Supplies

To place a food/supply order, please come to the Office of Student Affairs & Career Advising Monday-Friday between 12-4pm. [Veronica Bosier](#) in the Office of Student Affairs & Career Advising (Suite 114) will be able to assist you with placing your order.

An attendance sheet and receipt must be submitted for each purchase made. Veronica will review the process with you in our office.

The Office of Student Affairs & Career Advising has tax exempt accounts set up with the following companies:

- Amazon
  - If ordering through Amazon, you **cannot** use your personal account. Staff in the Office of Student Affairs & Career Advising can help you place an order on Drexel's Business Account. **Using a personal Amazon account for purchasing is strictly prohibited by Drexel University Procurement and will result in the departmental credit cards being suspended.**
- [Couch Tomato](#)
- [Day by Day Catering](#)
- [Tasty Table Catering](#)
- [Qdoba](#)
- [Corner Bakery Cafe](#)
- [Panera](#)
- [Home Depot](#)
- [Party City](#)
- [Restaurant Depot](#)
  - To purchase items from Restaurant Depot, please contact [Caitlin Curcio](#) the week prior to your event.
- [Slices](#)
  - Slices offers a discount to DUCOM

Student organizations are not limited to ordering from these companies. If you'd like to order from a different restaurant etc., *it is the student's responsibility to ensure that tax is not charged.*

### Social Media

**Help us to advertise all the amazing things are students are involved with around campus!** If you would like to advertise an event or share photos from a past event, please contact [Caitlin Curcio](#) who can help your student organization be featured on Drexel Medicine's [Instagram](#) and [Facebook](#) social media accounts.

### Parking

[Veronica Bosier](#) in the Office of Student Affairs & Career Advising (Suite 114) maintains a list of parking tokens for Student Government Association student organizations. If you

need a parking code for a guest, please contact [Veronica](#). Student leaders should provide a parking code and instructions to their guests at least 72 hours prior to an event.

Student groups are limited to 5 parking codes per academic year. If you need additional parking codes, please contact the [SGA Treasurer](#) for approval.

When emailing parking instructions to guests, please use and modify the following template:

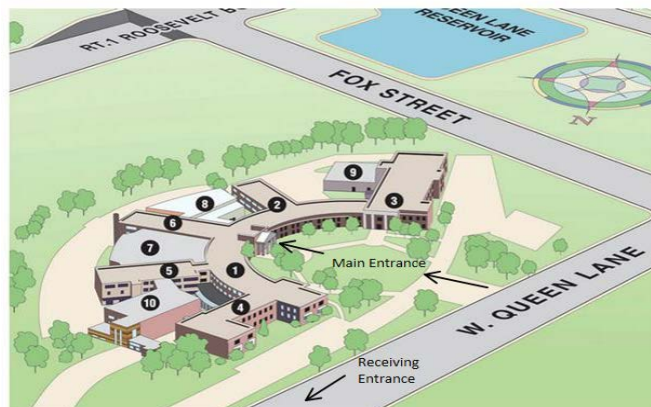
Below is a map of the Queen Lane Campus. Please enter onto the campus at the Main entrance. As you pass the bus station turn right and enter the parking lot to the right and behind the bus shelter. The gate will automatically raise when you pull up to it. Note the parking stall number where you park.

Before entering the building, you will enter your parking code (**below**) and parking spot number and a ticket will print out that you can put face up on your dashboard. Once complete, please proceed to the main entrance into the building via the center doors. Please check-in at the front desk with Public Safety and let them know that you're here for the event.

**Coupon Code:** [insert coupon code here]

#### QUEEN LANE CAMPUS MAP

2900 Queen Lane  
Philadelphia, PA 19129  
215-991-8100



- |  |                                  |
|--|----------------------------------|
| 5<br>Archives and Special Collections on Women in Medicine | 6<br>Library                     |
| 7<br>Betty A. and D. Walter Cohen Auditorium               | 2<br>Microbiology and Immunology |
| 8<br>Cafeteria   | 3<br>Neurobiology and Anatomy    |
| 10<br>Independence Blue Cross Medical Simulation Center    | 9<br>Research Addition           |
| 10<br>Institute for Women's Health & Leadership            | 8<br>Student Activity Center     |
| 4 & 5<br>Instruction Classrooms                            | 1<br>Student Affairs             |

## Event Planning Template

The Office of Student Affairs & Career Advising recommends using the Event Planning Template to help guide you through the planning process. This template does not need to be turned in, but it's helpful to use as a checklist and to update as your student group plans an event. We'd recommend passing this along to next year's group leaders along with any notes you have for improvement.

OSACA/SGA Event Planning Template					
Student Organization:					
Event Name:					
Event Description:					
Student/Faculty/Staff Collaborator(s):					
Date(s):			Rain Date(if applicable):		
Event Time:		Set-up Time:		Break-down time:	
Location(s):			Rain Location (if applicable):		
Estimated Attendance:			Audience:		
Primary Student Contact:					
Student Organization Advisor:					
Has <a href="#">AAIS Room Reservation</a> has been made? <input type="checkbox"/> Yes <input type="checkbox"/> No All spaces must be reserved through AAIS. If you do not have access to AAIS, please contact <a href="#">Caitlin Curcio</a> .			Has the event has been added to the SGA calendar? <input type="checkbox"/> Yes <input type="checkbox"/> No Please see "How to Utilize the SGA Website" above.		
Will you be selling tickets at this event? <input type="checkbox"/> Yes** <input type="checkbox"/> No **If yes, please contact the <a href="#">SGA Technical Officer</a> about setting up a TouchNet store to collect payment for tickets.			Have you created a slide for the QL monitors? <input type="checkbox"/> Yes** <input type="checkbox"/> No **Email a PPT slide with your event information to <a href="mailto:ducomads@drexel.edu">ducomads@drexel.edu</a> . The SGA On-Campus Technical Representative will add your event slide to the QL monitors.		
Would you like your event to be featured on Drexel Medicine's social media accounts? <input type="checkbox"/> Yes** <input type="checkbox"/> No **Contact <a href="#">Caitlin Curcio</a> who can help your student organization be featured on Drexel Medicine's <a href="#">Instagram</a> and <a href="#">Facebook</a> social media accounts.					
If this is a school-wide SGA-sponsored event with alcohol**, have you contacted the <a href="#">Honor Court President</a> about requesting chaperones? <input type="checkbox"/> Yes** <input type="checkbox"/> No **Alcohol is not permitted at on-campus student events.					
Do you have any room setup needs? <input type="checkbox"/> Yes** <input type="checkbox"/> No			Do you have any Audio/Visual needs? <input type="checkbox"/> Yes** <input type="checkbox"/> No		

<p>**Room setup information must be emailed to <a href="#">Dennis Kane</a> no less than 10 business days prior to your event. Facilities staff leave at 5pm, so if you are hosting an after-hours event, please make sure everything is set up according to your specifications so there is time to make changes if necessary.</p>	<p>**AV must be emailed to <a href="#">Lori O'Connell</a> no less than 10 business days prior to your event.</p>
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**Will this event have non-DUCOM participants?**     Yes\*\*     No

\*\*If a non-Drexel attendee will be visiting campus, please email the following information to [Katey Morales](#), the Director of Security, no less than 24 hours prior to your event:

- Name of Student Organization hosting the event
- Date, time, and location of event
- Name(s) of non-DUCOM attendee
- Name and phone number of a student/faculty member sponsoring this event

**Will your event be hosting any children under the age of 18?**     Yes\*\*     No

\*\*If you will be hosting children on campus, please work with [Caitlin Curcio](#), the Director of Student Affairs, who will coordinate details of your program with [Stephen Guckin](#), Drexel's Minors Coordinator. Please contact Caitlin Curcio at least **2-3 weeks prior** to your event to allow enough time for related paperwork. **Please note that the requirements of PA Law and Drexel Policy must be complied with prior to the start of your program.** Review the following policies and required forms:

- [Protection of Minors and Reporting of Child Abuse Policy](#)
- [Minors Checklist Form](#)
- [Mandated Reporting of Suspected Child Abuse](#)
- [Protection of Minors Instructional Video](#)

As outlined in the PS-1 Policy, the [Minors Program Registration Form](#) must be completed for any programs, activities, services or events involving minors, and forwarded to me with the required approvals. **In Part 3 of this form, please list the names of all Drexel employed/enrolled authorized adults who will have direct contact with a minor. These names will then be sent to HR for the background check process. All authorized adults having "Direct Contact" or "Direct Volunteer Contact" as defined below, must have the Background Clearances outlined in the Background Check Policy, HR-52.**

Any minor participating in a Drexel program, activity, service or event, must also submit a completed and signed [Informed Consent, Assumption of Risk and Release of Liability Form](#) with their parent/guardian's approval. These forms must be retained by the Program Director/Coordinator for the later of (a) 7 years from the date of the Activity/Event, or (b) until the Minor turns 25 years old. (OGC-4 Policy).

Additionally, if you are partnering with an external sponsor (i.e. an elementary or high school), the principal or head of the outside sponsor must submit the [Certification of Background Checks and Training for External Sponsors Form](#) to the Minors Coordinator certifying compliance with Pennsylvania Law and training on safe environment issues and mandated reporting of child abuse.

**Learning Outcomes or Goals of the Program**

[What do you hope that students/faculty/staff will learn/take away from this event?]



### **Collaborators/Partnerships**

[Please list any student organizations/departments/outside organizations that you plan on collaborating with for this event. How will they contribute to the event?]

### **Event Staffing**

[How many student volunteers do you need to staff this event? What jobs will you need them to do?]

### **Advertising**

[How do you plan on advertising this event? List all the resources/avenues you plan to utilize.]

### **Facilities Needs/Floor Plan**

[Describe your Facility needs (table/chair setup, extra trash cans, in the SAC Hall is the wall divider up or down, etc.) for this program and sketch out your floor plan. This information should be sent to [Dennis Kane](#) no less than 10 business days prior to your event. If you are planning an event after hours (after 5pm on a weekday) and have Facilities requests, your room must be set before Facilities staff leave campus. You should add extra time onto your reservation in AAIS.]

### **Audio/Visual Needs**

[Describe your Audio/Visual needs (PPT presentation, microphones, recording the event, Zoom/Skype meeting etc.) needs for this program. This information should be sent to [Lori O'Connell](#) no less than 10 business days prior to your event. If you are planning an event after hours (after 5pm on a weekday), it is your responsibility to be trained on how to set up your AV needs. Lori O'Connell and her staff can train you if needed. ]

### **Menu/Catering**

[Describe the proposed menu and which caterer you would like to use.]

### **Outside Performers/Vendors**

[List any outside vendors you will hire for this program. Please remember that all contracts must be submitted to the Office of Student Affairs & Career Advising for processing. Do not sign any contracts yourself.]

### **Supply List**

[Think through all the details of your event. What supplies will you need? Are any of these items available to you in the SGA Closet? Be thorough.]

### **Gifts in Kind/Donations**

[List any donations (food, supplies, money, etc.) this program received and from whom.]

**Risk Assessment**

[Think through your event, what are some challenges or roadblocks that could happen? How would you overcome them?]

<b>Budget for Program</b>				
[Catering/Supplies/Transportation/Publicity/Performers /Etc.]				
Item	Quantity	Description	Estimated Cost	Final Cost
<b>Sub-Total:</b>				
<b>Total:</b>				

<b>Planning Timeline</b>		
Time	Task/Activity	Person(s) Responsible

<b>Day of Tasks/Itinerary</b>		
Time	Task/Activity	Person(s) Responsible

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**Post-Mortem Notes for Next Year**

[Please insert comments/feedback received or observations you made. Describe what went well and what you would change.]

**Supporting Documents**

[For next year’s leaders, please list the supporting documents (diagrams, menu, marketing materials, assessment/evaluation documents, invoices/receipts, etc.) and where those files are stored. Include a plan for how these files will be shared with next year’s leaders.]

## Listserv Policy

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The SGA Constitution states student groups are permitted to use the official class email lists once per semester. Listservs are meant for academic use, and it is important to limit the amount of emails as to not dilute important content. In addition, many faculty members are on these email lists.

It is recommended that group leaders keep their own email directory of those who have indicated interested in a group, by utilizing Google sheets, sign in sheets at events, and the annual Activities Fair. It is also recommended that student group leaders utilize their organization's email account when sending out mass emails.

Clubs/Interest Groups can send mass emails for their first meeting ONLY and once during the spring semester. After that they must utilize the email lists that they generate at that meeting or the activities fair. See below for exceptions. Other suggestions for advertisement avenues are the Webcampus main page, the Queen Lane Digital Signage system, and class Facebook pages. Additionally, if someone requests to be taken off a group email list, it must be done immediately.

Instructions for sending an email to a class listserv can be found on [Webcampus](#).

### Exceptions to Restrictions:

1. SGA Members (presidents, social chairs, etc.) are exempt from emailing restrictions with the understanding that they will use discretion.
2. Learning Society Leaders are also exempt from the above rules and should use the society specific listservs when applicable.
3. The Pediatric AIDS Benefit Concert (PABC) group will be allowed to send multiple emails to class Listservs about the event. However, the committee recruitment emails must follow the rules established in the above section.
4. HOP Clinic leaders are exempt from emailing restrictions with the understanding that they will use discretion.
5. Any other specific requests should be presented to the Class Presidents or Student Groups Liaison who have decisional power to authorize Mass Emails.

## How to Utilize the DUCOM SGA Website as a Student Leader

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### Login Information

To log in, visit [ducomsga.org/login](http://ducomsga.org/login) in your browser.

Each active and registered group has received an email from the MDSGA Tech Officer email to their group's provided e-mail address which provides their username and a link to set your group's password.

Please retain this information in a safe place as subsequent group leaders will be using this login information in the future.

### Student Organizations Page

An organization page contains public information about that organization for the community to see. In general, each Class, Learning Society, and Student Group gets a page. Each of these entities should have their own user account to allow them to log in to the site and edit their own page.

- **Group Name:** Group Names cannot be changed by the Group Leader directly, and in the case of Student Groups, should be changed by the Student Group Liaison. If you would like to change your group name, please reach out to the Student Group Liaison.
- **Official Email:** This is the e-mail address provided to the Student Group Liaison when the organization was registered. This e-mail address is also the one associated with the group's user account.
- **Description:** This is a brief description (in the case of student groups, the "Statement of Purpose"). The description cannot be edited directly by the Group Leader. If you wish to change your group's description, please contact the Student Group Liaison.
- **Events:** Events can be associated with an organization by adding the event to the list contained in this field. Instructions on how to add an event will be explained in another section of this manual.
- **Photo:** Groups can upload a group photo here to be displayed on their group page.
- **Announcements:** Groups can edit this section to let the community know what's coming up. Good uses for this section include upcoming sales or meetings.
- **Contact Name and Email:** By default, an organization page invites visitors to e-mail the group at their official e-mail address. The group leader can manually specify a different name or e-mail address to appear on their page for people to contact them.

### Events

This area controls the calendar, visible at [ducomsga.org/calendar](http://ducomsga.org/calendar). You, as well as other users who have privileges to add events, can click on the "Events" item in the sidebar to see a list of events, edit events, and add new ones. Our calendar is powered by a plugin called "Timely."

### Adding a New Event

To create an event, click the “Add new” button from the Events page. Enter a title, fill out timing and location information, as well as an event description. Ignore the “Custom Fields” box. If you are creating this event on behalf an organization, select that organization as the author - this will allow them the ability to edit the event, as well. Finally, add any **Sponsoring Organizations**. Doing this will cause the event to show on that organization’s page, in addition to the main calendar page. Events can be sponsored by zero or more organizations but can only have one Author. When you’re done adding event information, click the blue **Submit for review** button in the top right.

### Who Can Add an Event?

On the SGA site, only users with usernames and passwords can add events. Each approved organization has an account associated with the e-mail address they provided when they registered their organization. If you don’t know your password, use the “Forgot password” link on the login page.

If a user not associated with an organization would like to add an event, there are two options:

1. They provide an administrator with the event details, and the administrator adds the event manually.
2. The administrator grants them a user account so they can add their event themselves. This option is preferable when the individual will be adding multiple events (e.g. someone from the Office of Student Affairs).

## SGA Closet Inventory

To borrow an item from the SGA Closet, please contact [Caitlin Curcio](#), Director of Student Affairs. Items must be returned within 24 hours after an event and must be put back in the same location so other students can easily locate them.

Item	Quantity	Location
Ethicon Suturing Kits	3 Boxes	Black Shelf
Water Jugs	3 / 1	Black Shelf / Closet
Basketballs		3 Black Shelf (Bin)
Kickballs		7 ^
Softballs		2 ^
Football		1 ^
Wiffleball		1 ^
Air Pump		1 ^
Buckets		7 Black Shelf
Sponges		6 Black Shelf (In Buckets)
Tug Of War Rope		1 Gray Bin (Black Shelf)
Dean's Cup Banner		1 ^
Skeleton		2 ^
Golden Apples Banner		1 Black Shelf
Miscellaneous Halloween Decorations	1 Bin	Black Shelf
Christmas Ornaments/Confetti		Brown Box (Floor)
2 Giants Volleyballs	1 / 1	Closet / Brown Box (Black Shelf)
Decorative Glass Vases		7 Brown Box (Floor)
Miscellaneous Extensive Cords, Etc.	1 Box	Clear Bin (Floor)
Surgery Interest Group Poster		Tucked Between Black Shelf/Drawers
AMWA Poster		1 ^
SGA Recruitment Poster		1 ^
Blank Poster		1 ^
3rd & 4th Years - Founders Of Female Medical College Poster		Tucked Between Wall And Drawers
1st Years - Founders Of Female Medical College Poster		1 ^
Miscellaneous Arts And Crafts Supplies (Colored Paper, Spray Paint, Etc.)		1st Drawer - Black Metal Office Unit
Walkie Talkies, Mardi Gras Masks, ID Holders, Balloon Weights, Bike Pump, Screws		2nd Drawer - Black Metal Office Unit
Golden Apple Awards/Bag Of Decorative Apples		3rd Drawer -Black Metal Office Unit
Foosball/Ping Pong Table Supplies	1 Box	Top Of Drawers
Dean's Cup Wristbands	1 Box	Top Of Drawers
<b>In The Closet</b>		



Proud Parent Shirt - Black	2 Boxes	
Can Jam Game		
Mirrors/Decorative Pebbles	1 Box (Pink)	
Towels With Plastic Spatulas	1 Box	
Christmas Ornaments	1 Box	Top Shelf On Left
Projector		^
Inflatable Beach Balls	1 Bag	^
Bag Of Tools		Top/Middle Shelf On Left
Ping Pong Paddles	14	^
Basketballs	3	^
Athletic Cones		^
Feather Boa		^
Whiffle Ball Bats	4	^
Softball Helmets	4	^
Viking Helmet	1	^
Projector Stand And Screen	1	^
Amplifier		^
Speaker Box		^
Video Cables	1 Box	^
Microphone		^
Chafing Dish	22	Bottom Shelf On Left
Aluminum Food Pans	12	^
Match Day 2015 Shirts	1 Box	^
Match Day 2017/Dean's Cup Shirts	1 Box	^
Game Of Horseshoes		^
Bag Of Markers		^
Tarps		Floor On Left
Giant Speakers	2	Inside Door
Game Of Cornhole		
Volleyball Net With Poles		
Frisbee		Clear Plastic Bin - Inside Door
Badminton Rackets	4	^
Whiffle Balls	4	^
Softballs	2	^
Badminton Birdies	2	^
Bean Bags For Cornhole		^
Artificial Christmas Tree		
Plastic Coffee Lids	500	Right Side Top Shelf
Paper Dinner Napkins	1950	^
Clear 10 Oz Cups	500	^

Old Coffee Machine		^
Box Of Outdoor Games		^
Garden Hose	1	Right Side Top/Middle Shelves
Windex/Dish Soap		^
Volleyballs	4	^
Aluminum Food Pans	7	^
White Tablecloths	5 Packs + Box	^
Cooking Utensils		Middle Shelf
Metal Trays	4	^
Chafing Fuel	1 Box	^
Plastic Cutlery		^
Paper Cups With Plastic Lids		^
Metal Knives (Sharp Knife Set With Wooden Blocks)		^
Christmas Balls		^
Menorah		^
EMIG Box		
Chaffing Dishes	7	Bottom Shelf
Eagles Shirts/Match Day 2016 Shirts	1 Box	^
<b>Wall Shelves - Board Games</b>		
Jenga	3	
Puzzle		
Uno	2	
Taboo		
Boggle		
Guess Again		
Operation		
Ticket To Ride		
Risk Legacy		
Twister	4	
Scategories		
Guess Who		
Sheriff		

## Tax Exempt Certificate

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The SGA cannot reimburse students for sales taxes paid on expenses. In order to avoid paying taxes on items purchased for Student Group and/or Class activities, a Pennsylvania Tax Exemption Certificate must be requested. This form should be presented to the vendor at check-out.

To receive a copy of a Tax Exempt Certificate, please contact [Veronica Bosier](#) in the Office of Student Affairs & Career Advising (Suite 114).

Information required for the Tax Exemption Certificate includes:

- Name of student making the request
- Student's email
- Full group name (no acronyms!)
- Vendor's name
- Vendor's address (street, city, state, zip)
- Date of purchase

**Improper use of Drexel's tax exemption status will not be tolerated. Any reports of such usage will be considered grounds for an Honor Court violation and will lead to rescinding the applicable club's budget.**

## Purchasing & Reimbursement Requests

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\*\*Before you purchase anything with your own funds, consider if this is something that can be purchased with the Student Affairs Purchasing-Card (P-Card). If you're unsure, we encourage you to stop by the Office of Student Affairs & Career Advising (Suite 114) to ask—**we would prefer you don't pay for club expenses out of your own pocket!** To place a food/supply order, please come to the Office of Student Affairs & Career Advising Monday-Friday between 12-4pm. [Veronica Bosier](#) in the Office of Student Affairs & Career Advising (Suite 114) will be able to assist you with placing your order.

If you do purchase items/food for your club's events, you must make a request for reimbursement to the SGA Treasurer. Such requests must be submitted no longer than 2 weeks after the event has taken place.

The SGA Executive Board from 2017-2018 created a video to orient you as a group leader. Please follow the link below for important information: <http://ducomsga.org/student-government/resources-for-student-groups/>

You have been provided a budget of **\$500** to use for group purposes throughout the **entire year**. You do not need to provide any formal budget request to use these funds, but there are some **limits** on what it can be used for (see video associated with the link posted above).

If you determine that you need additional funding, you will need to provide a **budget request form** (emailed to you by [MDSGA Treasurer](#)) to justify the increase. Include any expenses you plan to use the original \$500 for so that we can get a complete picture.

Please submit all reimbursement requests electronically via the [online reimbursement request form](#), which can be found under the "Resources for Student Groups" tab on the DUCOM SGA website. It's easier to keep track of all the requests if they are in one place.

**\*\*Please note, reimbursement requests are reviewed the 1<sup>st</sup> of each month. Please allow 4-6 weeks for Drexel Procurement to process reimbursement requests.**

**Events must be posted on the SGA calendar to be reimbursed.** If the Treasurer does not see the event on the calendar, the request must be rejected.

## Contact Information

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For student group/SGA related concerns:

<b>Student Group Liaison</b>	Chalon Forbes	<a href="mailto:mdsgagrpliaison@drexel.edu">mdsgagrpliaison@drexel.edu</a>
<b>President of the SGA</b>	Rita Akumuo	<a href="mailto:mdsgapresident@drexel.edu">mdsgapresident@drexel.edu</a>
<b>Vice-President of the SGA</b>	Jenna Kocsis	<a href="mailto:mdsgavp@drexel.edu">mdsgavp@drexel.edu</a>
<b>Secretary of the SGA</b>	Oluwakemi Adesina	<a href="mailto:mdsgasecretary@drexel.edu">mdsgasecretary@drexel.edu</a>
<b>Treasurer of the SGA</b>	Connor McLaughlin	<a href="mailto:mdsgatreasurer@drexel.edu">mdsgatreasurer@drexel.edu</a>
<b>President of the Honor Court</b>	Lauren Skerritt	<a href="mailto:mdsgahonorcourt@drexel.edu">mdsgahonorcourt@drexel.edu</a>
<b>Technical Officer</b>	Ailaura Donahoe	<a href="mailto:mdsgatech@drexel.edu">mdsgatech@drexel.edu</a>
<b>Director of Student Affairs</b>	Caitlin Curcio	<a href="mailto:cak332@drexel.edu">cak332@drexel.edu</a>
<b>Administrative Assistant, Student Affairs</b>	Veronica Bosier	<a href="mailto:Vb78@drexel.edu">Vb78@drexel.edu</a>