SMSA Annual Funding Guidelines

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If you have any questions, please contact the SMSA Treasurer.
I. TIMELINE FOR ANNUAL FUNDING APPLICATIONS

Overview

1) Applications are due at 11:59PM on the date set by the SMSA Treasurer. The deadline is usually set sometime during the last week of August/first week of September.

A complete application includes:
- Itemized budget for the upcoming academic year
- Group statement
- ASSU account statement (must include the previous academic year)

For submission instructions, see section III of this document.

PLEASE NOTE: GROUPS FAILING TO PROVIDE THE REQUIRED DOCUMENTATION BEFORE 11:59PM ON THE DEADLINE DATE WILL NOT BE ELIGIBLE FOR FUNDING THROUGH THE ANNUAL FUNDING PROCESS.

If your group misses the annual funding process, you will only be able to apply for SMSA SPIF funding (see the SMSA website for details). SPIF funding is intended for small projects and new groups, so it might not fully cover your group’s planned expenses, should you have to use it in place of annual funding.

If you know ahead of time that your group will have to miss annual funding, please contact the SMSA Treasurer.

2) Early-mid September: meet with your assigned SMSA Funding Panel

IMPORTANT: You must meet with your assigned SMSA Funding Panel. A panel of SMSA members will be assigned to you after you submit your application. The panel acts as your advocate during the SMSA funding meeting. Groups who do not meet with their assigned panel will not qualify for annual funding.

Returning Student Groups

All returning student groups must renew their student group status at the ASSU on an annual basis. The Fall Quarter registration deadline is usually in late October. If you have not already renewed your group, please do so now. Instructions can be found here: http://studentaffairs.stanford.edu/sal/manage/mygroups-registration#annual.

The current president or financial officer should login to myGroups (www.mygroups.stanford.edu) and create a registration for the upcoming academic year by entering the SUNet IDs (as in username, not ID number) for the new President and Financial Officer. The new President or FO can then login, complete the application and have all officers sign it.

New Student Groups

All new student groups must first register with SAL (http://studentaffairs.stanford.edu/sal/involved/new-group) at Old Union (location and hours: http://studentaffairs.stanford.edu/sal/about) and file for student
group status (VSO approval). Once SAL approval has been obtained, the student group must still file for an ASSU account before submitting a funding application to SMSA.

For more information, see http://studentaffairs.stanford.edu/sal/manage_groups.

Transfer of Funds

Your student group’s funds will be transferred into your ASSU account by mid-October. If you are a student group and do not have an ASSU account, you are required to file for an ASSU account before submitting this application.

Special note for course-associated student groups that are receiving departmental funding

New student-initiated groups that are affiliated with a medical school course (PALS and MSFC are previous examples) are not eligible for departmental funding for their first year of existence. They ARE eligible for SMSA funding in their first year and should follow the same guidelines as non-course affiliated groups. However, after one year of existence these groups are no longer eligible for SMSA funding for course-affiliated activities.
II. INTRODUCTION TO ANNUAL FUNDING

One of the primary missions of the Stanford Medical Student Association (SMSA) is to promote the well-being of Stanford medical students and the local community by funding medical student initiatives. To this end, we provide financial support for activities that contribute positively to medical student life, to the medical center, and to the community at large. This document explains the procedures and guidelines for requesting funding through the SMSA annual funding process. These procedures ensure that available funds are distributed equitably to all interested groups. While SMSA funds are limited, we will do our best to ensure that all high-quality proposals receive the necessary support, and we encourage the submission of novel initiatives that will add to the current array of student activities and events.

SMSA will consider applications for annual funding based on the following criteria:

<table>
<thead>
<tr>
<th>Reasonable Cost</th>
<th>This is the minimum cost needed to host your proposed activities. Low priority expenditures will be reduced.</th>
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<tbody>
<tr>
<td>Value</td>
<td>Groups providing the medical student body and the community at large with more “value” will receive an allocation closer to their minimum cost. This is clearly difficult to estimate, but SMSA will use the following indicators, in order, to arrive at a decision:</td>
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<td>1. Group history: Has your group been fiscally responsible, e.g. did you successfully host the events proposed last year? Annual events with established success will be approved in a more “automatic” manner, while new events will be judged according to the group’s history.</td>
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<td></td>
<td>2. School-wide invitation/advertising</td>
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<td>3. Event participation/attendance</td>
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<td></td>
<td>4. Number of active group members</td>
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<td>5. Number of people impacted outside of Stanford Medical School</td>
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</tbody>
</table>

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III. ANNUAL FUNDING APPLICATION INSTRUCTIONS

SMSA Funding is intended to cover expenses from September 1\textsuperscript{st} of the current year through August 31\textsuperscript{st} of the following year. A complete application for SMSA annual funding includes:

- Itemized budget for the upcoming academic year
- Group statement
- ASSU account statement (must include the previous academic year)

Descriptions of what each item should be are found below. Email the completed application to the SMSA Treasurer.

A. ITEMIZED BUDGET FOR THE PAST/UPCOMING ACADEMIC YEAR

The itemized budget should detail your group’s expenditure plans for the upcoming academic year (reminder: this should cover all activities from 9/1 through 8/31). It should NOT include any plans for conference travel and related expenses. Conference travel and related expenses are NOT covered through annual funding; instead, they will be handled on a rolling basis through a separate application process. If your group already knows what conferences it will attend (and the resulting expenses), you are encouraged to submit conference travel funding applications along with your annual funding application. This will put you early in line for conference travel funding. See the SMSA Group Conference Travel Application for details.

The itemized budget for returning student groups must also include all the events that were planned for the previous academic year, and how much funding, if any, was received from SMSA. SMSA considers a group’s history to allocate funds.

HELPFUL TIPS:

1) Group meetings with funded food must be open and advertised.
2) Lunch funding is $5/person and dinner funding is $7/person.
3) Paper copying is not funded as there is a free medical student copier already on the 4\textsuperscript{th} floor of LKSC.
4) Speaker honoraria are not funded.
5) The more documentation of past success you can show, the more likely you are to receive more funding.
6) Groups with an associated department (e.g. surgery interest group, etc.) should try to obtain departmental funding; SMSA is less apt to provide all requested funding for these groups with departmental options.

B. GROUP STATEMENT

In past years, many separate documents (member lists, cover sheets, etc.) were required so that SMSA could decide how best to fund each group. This year, these have all been replaced by a more freeform “group statement.” The group statement should be no more than a page in length and should describe your group’s goals and plans, its history, its place in the Stanford medicine community, and anything else that might impact funding decisions for your group.

In particular, if your group underspent or overspent the year before, it would most likely be useful to explain how this happened and how it will be avoided in the upcoming year. Other topics that you might want to cover in your group statement: school/community impact of
your group (including numbers of people impacted and extent of impact), number of active members, specific upcoming and past activities along with evidence of school-wide advertising/participation, description of any non-SMSA funding you have and why you need additional SMSA funds, explanation of large ASSU account balance and why you need additional SMSA funds.

C. ASSU ACCOUNT STATEMENT (MUST INCLUDE THE PREVIOUS ACADEMIC YEAR)

1. ASSU account statement that is inclusive of the previous academic year. This statement can be obtained in PDF format by contacting the ASSU. For returning student groups, it should also be accessible by the financial officer at the www.mygroups2.stanford.edu website (details: http://studentaffairs.stanford.edu/sal/manage/mygroups-mygroups2).

2. The ASSU account statement should include all of the following:
   i. Most current balance
   ii. Note of pending transactions
   iii. List of all transactions from the previous year

NOTE: It is imperative that all of the above be included in the ASSU statement. In previous years, groups were asked to present their receipts to SMSA. Groups are no longer responsible for providing receipts; however, the ASSU statement must be full and complete.