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Introduction

On behalf of MSUCOM’s Office of Admissions & Student Life and the Student Government Association (SGA), congratulations and welcome to the roles and responsibilities of student organization leadership! Within this manual, student organization leaders are provided with guidance and resources for an optimal transition. Additionally, this document serves as a standardized guide for all MSUCOM student organizations to reference with regard to MSUCOM SGA Policies & Procedures. With each transition of leadership, it becomes the responsibility of the newly elected Executive Board to ensure that this document remains up to date. While this document is intended to efficiently consolidate student organization information, it is understood that additional organizational resources may also be used (i.e. Google Drive, Facebook, Electronic Files, Spreadsheets, etc.).

Objective of SGA

The objective of the MSUCOM Student Government Associations is to unite the MSUCOM student body toward common educational, professional, and social goals: To serve as a liaison between the MSUCOM student organizations and administration. To promote the art and science of osteopathic medicine. To uphold the standards of academic honesty and integrity within the osteopathic profession. To facilitate cooperation and communication among MSUCOM organizations. To represent all MSUCOM students at the national level of the Council of Student Government Presidents (COSGP) and through the American Osteopathic Association (AOA).

SGA Executive Board & Advisors 2020-21

<table>
<thead>
<tr>
<th>Position</th>
<th>EL</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>EL</td>
<td>Samantha MacKay</td>
<td><a href="mailto:mackaysa@msu.edu">mackaysa@msu.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>DMC</td>
<td>Polo Kostecki</td>
<td><a href="mailto:Kosteck7@msu.edu">Kosteck7@msu.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>EL</td>
<td>Emma Theis</td>
<td><a href="mailto:theisemm@msu.edu">theisemm@msu.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>MUC</td>
<td>Dan Chmielewski</td>
<td><a href="mailto:chmiel37@msu.edu">chmiel37@msu.edu</a></td>
</tr>
<tr>
<td>Director of Administrative Services</td>
<td>MUC</td>
<td>Asim Ghani</td>
<td><a href="mailto:ghaniasi@msu.edu">ghaniasi@msu.edu</a></td>
</tr>
<tr>
<td>Director of Programming</td>
<td>EL</td>
<td>Tori VanEpps</td>
<td><a href="mailto:vaneppsv@msu.edu">vaneppsv@msu.edu</a></td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>EL</td>
<td>Dr. Katherine Ruger</td>
<td><a href="mailto:ruger@msu.edu">ruger@msu.edu</a></td>
</tr>
<tr>
<td>Staff Advisor</td>
<td>EL</td>
<td>Ms. M. Beth Courey</td>
<td><a href="mailto:courey@msu.edu">courey@msu.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>EL</td>
<td>Ms. Jennifer Miller</td>
<td><a href="mailto:mill2470@msu.edu">mill2470@msu.edu</a></td>
</tr>
<tr>
<td>Representative</td>
<td>EL</td>
<td>Ms. Cathleen LaPierre</td>
<td><a href="mailto:watsonc@msu.edu">watsonc@msu.edu</a></td>
</tr>
<tr>
<td>Representative</td>
<td>EL</td>
<td>Ms. Jennifer Lanuzza</td>
<td><a href="mailto:lanuzza@msu.edu">lanuzza@msu.edu</a></td>
</tr>
</tbody>
</table>
ELECTIONS:

● OMS I students interested in running for an Executive Board or Committee Representative position for any of the SGA Organizations, must submit their name, site and email to: [https://docs.google.com/forms/d/1CAXWtEw4dBTh2wDrbg60DqTW1sgj78AEiAPc1lsb9tk/edit](https://docs.google.com/forms/d/1CAXWtEw4dBTh2wDrbg60DqTW1sgj78AEiAPc1lsb9tk/edit)

   **The deadline is before November 6, 2020 at noon.**

● To be eligible for any position, students must have earned an over-all academic average of 75%. If below the 75% threshold, Administration will notify each student individually before the final election process occurs. Periodic academic checks of E-Board and Committee Reps will be made to assure that students are maintaining the 75% threshold. If academics fall beneath the threshold of 75%, students leaders will be asked to resign from leadership positions to focus on academics. Students must be up-to-date on all MSUCOM compliances in order to be considered for an E-Board position or to join an organization.

● All positions will be assigned to a point system. Students may not be selected for more than 3 Executive Boards and may not acquire more than 5 points.
  - Presidents = 4 points:
  - Vice Presidents & National Liaisons = 3 Points:
  - ALL other E-board positions Secretary; Treasurer; Clinical; Events; Health Fair; Outreach; Research; Social Coordinators and Communications; Community, Political; Public Relation Representatives, etc. = 2 Points
  - COM, MOA & MSU Committee Representatives = 1 Point.

Upon selection of the OMS I candidates and prior to announcing final election results, outgoing organization Presidents will submit candidates’ names, positions, sites and emails to: [https://docs.google.com/spreadsheets/d/1rrwvFCTRvDXBXOeqKW54Yeqh2y7Ddp25-x4kKyYTmlA/edit#gid=0](https://docs.google.com/spreadsheets/d/1rrwvFCTRvDXBXOeqKW54Yeqh2y7Ddp25-x4kKyYTmlA/edit#gid=0) for final administrative approval. **Deadline is before or by February 12, 2021.** Administration then will inform the outgoing President of results so notifications may be sent to OMS I students.

- Student Government Association (SGA) Elections will be held in November.
- SOMA elections will be held shortly thereafter, before the holiday break. (All other organization elections will be held during the month of January).
- SGA E-Board members may not serve as an E-Board member of any other organization.
- E-Board applications will be sent to all COM students to review prior to the scheduled election.
- Each candidate will have 2 minutes to present their platform. ALL COM students may vote.
- Organization advertising for E-Board positions and elections can be conducted starting the week after the SGA election.
- Each organization must have at least a four-member E-Board and an MSU faculty advisor (the advisor must have a faculty appointment with MSU).
- Elections for all student organization E-Board positions must be completed by the first week of February.
- Each organization will maintain a Standard Operating Procedure (SOP) manual.
- A mandatory SGA Leadership Summit for all organization E-Boards and Committee Representatives will be scheduled in February or March at Cleary University in Howell. Lunch will be provided (carpooling is encouraged).
REGISTER NEW E-BOARD WITH MSU STUDENT LIFE

- Once Elections are complete, each COM organization President must be pre-register (another registration will occur in September) with MSU’s Student Life Office as an Registered Student Organization (RSO) through the “Community” portal before transferring MSUFCU financials.
- COM Administration will notify MSU Student Life Office of new E-Board members to update in their system.
- Once the update is completed, the President will be emailed a code to enter into the “Community” system to register their organization with their E-board members – specifically President, Treasurer and Faculty Advisor.
- The link to access the Community system is https://michiganstate-community.symplicity.com/
- All organizations must register as (example) COM SGA

How to register:
- Log into Community and select your group
- Go to “Members”
- Scroll down, click, “Add/Invite A Student”
- On the “Status” drop down, change it from “Invited” to “Active Member” or “Admin”. Note, the “Admin” role is for students who will update registration, make changes to general group information, and request events. “Active members” will not have access to the system.
- Type in the member name under “Student” and select when it pops up
- Select the position. If the title doesn’t fit under the options, select “Member”

If one of your e-board members is already on the Community roster, but you want to change their title:
- Log into Community and select your group
- Go to “Members”
- On the student’s name, click on the edit icon (a piece of paper with a pencil). From there you can change the position title

If one of your e-board members is already on the Community roster, but you want to assign them admin privileges:
- Log into Community and select your group
- Go to “Members”
- Check the box next to the e-board member you want to assign as an admin
- Hover over “Actions” and select “Make Admin”
- You can also revoke admin privileges by following steps 1-4, instead select “Remove Admin Privilege”.
- If you have any questions with anything listed don’t hesitate to contact Adam Winans at Michigan State University’s Department of Student Life. (winansa@msu.edu)
In addition to the initial executive board roster update in the Community portal, the designated administrator of the group (President) will need to re-register the organization, open on August 1st. This prior to the beginning of the next university academic year.

Notifications of group deactivation and invitations to re-register will be sent out to group administrators via email and will contain instructions on how to reactivate the group for the upcoming academic year.

SAMPLE ADMINISTRATOR INSTRUCTIONS:

“Everyone receiving this message has already successfully registered your student organization for the 20__-__ school year but we need you to review your information for accuracy and make changes as needed. Please note, we still need your advisor information added, as well as 4 e-board members minimum. We also ask that you upload an updated copy (if applicable) of your organization’s constitution when you submit this document. All information from last year carries over to this year, so fewer updates are needed upon reactivation.”

“You will find your organization in the ‘Apply to Reactivate an Organization’ list. Simply click ‘Apply to Reactivate’ and complete the information—DO NOT DO A NEW GROUP REGISTRATION. You will receive a confirmation message once clicking submit, which means registration was received. Please allow 1-2 weeks for review. Groups will not be able to request events in the system until registration is initiated by you and approved by Student Life. When the group requestor receives a confirmation email, they can begin requesting events. Below you will find the information needed to access the Community system, as well as the temporary password for you to review and update any information changes. Please note this information is tied to you and cannot be shared with other group members.”
**FINANCES AND TAX EIN #**

- Financial information such as checkbook/savings, debit card, must be transitioned to the new Treasurer, President and Faculty Advisor. “Organization Checkbook Transfer Instructions” and “MSUFCU Application” are below.
- Each organization has a Tax EIN # for the MSUFCU Application. This Tax EIN # is NOT tax exempt. (Tax EIN # can be obtained through Office of Scheduling & Student Activities, COM _________ Tax EIN # is _________)
- A checkbook register along with the monthly statement must be reviewed by the Treasurer, President and Faculty Advisor on a monthly basis.
- Once the incoming Executive Board has been added to the “Community” registration website, each student organization has a Tax EIN (Employee Identification Number).
- The Tax EIN is a requirement for MSUCOM organizations to obtain a checking account at MSUFCU and complete the Registered Student Organization (RSO) Account Application. Complete the Registered Student Organization (RSO) Account Application: [http://com.msu.edu/Students/Student_Gov_Organizations/MSUFCU%20Application1.pdf](http://com.msu.edu/Students/Student_Gov_Organizations/MSUFCU%20Application1.pdf)
- Venmo Accounts statements must be saved to share with Advisor and President. Money collected into the Venmo Account must be transferred immediately to the organizations checking or savings.

**SECTION A:**
RSO Name (example COM SGA)
Nature of RSO – Membership Organization
RSO EIN – Obtained from Ms. Coury
Email - organization email address.
Phone # - Treasurer’s number
Alternate phone # - President’s number
RSO street address - use: 965 Wilson Road, Room C101, East Lansing, MI 48824

**SECTION B:**
Membership and Account Agreement– Treasurer and President signatures are needed.

**SECTION C:**
Account Information - Notices/Electronic, Statements/Paper, RSO Checking:YES, Checks:YES, Deposits larger than $10K/NO, Wire Transfers/NO,
Business provides services – Lottery, Check Cashing, Transferring Funds/NO to all three.

**SECTION D:**
Responsible Individuals and Advisor – Treasurer, President, and Faculty Advisor required to complete this section.
Signed and filled out form can then be taken to any MSUFCU branch.
*A checkbook register with the monthly statement must be reviewed by the President, Treasurer, and Advisor on a monthly basis.*

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**Registered Student Organization (RSO) Account Application**

**Section A - Registered Student Organization Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM SGA</td>
<td>(example)</td>
<td><a href="mailto:comsga@email.com">comsga@email.com</a></td>
</tr>
</tbody>
</table>

**Section B - Certification, Registation and Compliance & Account Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business identification number</td>
<td>Obtained from Ms. Coury</td>
</tr>
<tr>
<td>Email address</td>
<td>organization email address.</td>
</tr>
<tr>
<td>Phone number</td>
<td>Treasurer’s number</td>
</tr>
<tr>
<td>Alternate phone number</td>
<td>President’s number</td>
</tr>
<tr>
<td>RSO street address</td>
<td>965 Wilson Road, Room C101, East Lansing, MI 48824</td>
</tr>
</tbody>
</table>

**Section C - Account Information and Preferences**

<table>
<thead>
<tr>
<th>Account Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices/Electronic</td>
<td>Statements/Paper, RSO Checking:YES, Checks:YES, Deposits larger than $10K/NO, Wire Transfers/NO, Business provides services – Lottery, Check Cashing, Transferring Funds/NO to all three.</td>
</tr>
</tbody>
</table>

**Section D - Responsible Individuals and Advisor**

<table>
<thead>
<tr>
<th>Individual in Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>MSUFCU account owner and signatory.</td>
</tr>
<tr>
<td>President</td>
<td>MSUFCU account owner and signatory.</td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>MSUFCU account owner and signatory.</td>
</tr>
</tbody>
</table>

---

**Signatures**

Signed and filled out form can then be taken to any MSUFCU branch.
BRANDING USAGE – PRINTED MATERIAL

In determining a design for your item, please consider the following:

Will this item represent the university in a good professional tone? Would you share this item at a residency interview? Does the design stand by my Osteopathic pledge of commitment? Provide compassionate, quality care to my patients? Partner with them to promote health? Display integrity and professionalism throughout my career? Continue life-long learning? Advance the philosophy, practice and science of osteopathic medicine? Support my profession with loyalty in action, word and deed? Live each day as an example of what an osteopathic physician should be?

MSU Approved Logo’s for Printed Material
LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

COM Approved Logo’s for Printed Material
LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

MICHIGAN STATE UNIVERSITY  College of Osteopathic Medicine

MICHIGAN STATE UNIVERSITY  College of Osteopathic Medicine

College of Osteopathic Medicine

College of Osteopathic Medicine
BRANDING USAGE – CLOTHING AND PROMOTIONAL ITEMS

Organization tee shirts, other clothing and promotional item designs will follow the same branding usage policies.
- All apparel must go through the MSUCOM approved vendors (please check directly with the Office of Student Engagement & Leadership).
- Organizations will use their logo from year-to-year (no years printed on organization clothing, class clothing only).
- Submission of organization logo’s and wording will start in September/October with Tee Shirt Layout Form.
- All logo’s and wording will need to be approved through Office of Student Engagement & Leadership along with MSU Licensing.
- Tee shirt color samples will be determined from year-to-year.
- After final approval, organizations will submit Tee Shirt Order Form.
- All Tee Shirts will be printed through the Office of Student Engagement & Leadership.
- MSU Logos can be printed in Black, Green or White ONLY.

MSU Approved Logo’s for Clothing and Promotional Items
LOGO’S CANNOT BE CHANGED OR INTERMINGLED

COM Approved Logo’s for Clothing and Promotional Items
LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S
BRANDING USAGE APPROVAL FORM

When requesting the use of the name or logo of MSU and/or COM for printed material, items must be approved by your faculty advisor and the Director of Student Engagement & Leadership. In determining a design for your item, be consider the following:

Please describe your requested design wording and/or graphics in the space below.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Printed Material: Yes____ No_____ Promotional Items: Yes____ No_____ 

Organization Name: _____________________________________________________________

President: ___________________________ Approval Signature: _________________________

Date of Request: _________________

Faculty Advisor: ______________________ Approval Signature: _________________________

Director of Student Activities Approval: ____________________________ Date: ___________

Return this form to C101 East Fee Hall or courey@msu.edu
SGA Policies & Procedures

SOCIAL MEDIA EXPECTATIONS AND PROFESSIONALISM

- MSUCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA).
- When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information, disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional.
- Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or health care issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of MSUCOM or others.
- Cyber stalking and similarly inappropriate online activity can be viewed as forms of harassment.
- MSUCOM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers.
- Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from MSUCOM) and in some instances, legal action, if postings violate applicable laws.
- Facebook must be open to the public – great recruiting tool for perspective students. College approved logo’s must be used. Each organization should read (example): COM Student Government Association (SGA). Only organization information can be posted – no personal posts.

MEDIA RELATIONS POLICY – RESPONDING TO MEDIA

When contacted by a reporter who is interested in doing a story about your student organization, here are some general guidelines to follow.

- Contact the communications department in the College of Osteopathic Medicine. We can help you work with the reporter and also help promote the story.
- Be responsive and helpful when receiving a media request.
- Find out the details of the story. Who the reporter/outlet is, what specifically do they want to cover, when, and the date the story will publish or air.
- Make sure you understand each question before answering and if you don’t know the answer, then say so. It’s ok. Let the reporter know you can follow up later with an answer or more information.
- Focus on three to four key messages about your organization and stick to them. If the reporter starts asking you about something not within your expertise, say so. Let them know you can help connect them with the appropriate person.
- Make sure to represent your organization, the College of Osteopathic Medicine and MSU professionally and responsibly. Personal opinions should be clearly and carefully identified as such.
- Be sure the name of your organization and its affiliation with the College of Osteopathic Medicine is accurately represented in the story.
- If you receive a call related to a crisis or emergency, contact the COM communications department immediately at 517-884-3755.
GRADING SYSTEM

Annually SGA E-board requests a budget from the Dean to provide student organizations with money to use towards travel to conferences. Typically, SGA receives a budget of $400.00 per student organization each fiscal year (July 1 to June 30).

- 15% Attending SGA General Meetings
- 15% E-Board Meetings w/faculty advisors – one minimum per semester
- 20% Events/General Membership Meetings – one minimum per semester – no more than two lunch hours and maximum of three (evening)
- 10% Organization Poster Completion (by given deadline)
- 10% Registration with MSU Community – Fall and Spring
- 10% E-Board Attendance at Organization Fairs
- 10% Lounge Clean-Up (on assigned dates at all 3 sites)
- 10% Mid-Year Report and Year-End Report
- 100% Total

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%</td>
</tr>
<tr>
<td>A-</td>
<td>88%</td>
</tr>
<tr>
<td>B+</td>
<td>85%</td>
</tr>
<tr>
<td>B</td>
<td>80%</td>
</tr>
<tr>
<td>B-</td>
<td>78%</td>
</tr>
<tr>
<td>C+</td>
<td>75%</td>
</tr>
<tr>
<td>C</td>
<td>70%</td>
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<td>D+</td>
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<td>D</td>
<td>60%</td>
</tr>
<tr>
<td>D-</td>
<td>0%</td>
</tr>
<tr>
<td>F</td>
<td>0%</td>
</tr>
</tbody>
</table>

The score your organization receives will be used for future existence as a COM Organization.

Events and meetings are documented by the minutes your organization sends to SGA over the year. For events that did not have minutes, dates for the event were sent to SGA and those dates were cross-checked and confirmed with the Student Events Google calendar. If an organization falls below a C (75%) on a consistent basis, SGA Executive Board and the advisors – Dr. Katherine Ruger and Ms. Beth Courey will meet with the organization and its advisors to discuss termination of that organization.

Grading: SGA General Meeting Attendance
One or more E-Board members must attend the SGA general meetings where role call is taken. These meetings are schedule twice a semester - Fall and Spring and once during Summer semester. Information will be shared concerning: College of Osteopathic Student Government Presidents (COSGP), Translating Osteopathic Understanding into Community Health (TOUCH) and Student DO of the Year, SGA Social Events. In turn, each organization will have an opportunity to share information on their upcoming events. Collaboration between organizations is highly encouraged.

Grading: Executive Board Meetings with Faculty Advisor(s)
E-Board meetings are to be scheduled with the faculty advisor(s), twice a semester (once for Summer Semester) in person or by Zoom, Google Chat, etc. Advisors are important to the organizations to help with speakers, topics of discussion and events to better inform the members.
Grading: Events, Fund Raisers or General Meetings
Each organization must schedule an event or fund raiser (from a bake sale to a suture clinic), or general membership meetings at least once per semester and no more than three. It is imperative that you keep your general membership engaged. Organizations must email the SGA Director of Administrative Services with minutes from meetings or date of fundraiser. General membership meetings will be scheduled through the Office of Student Engagement and Leadership.

ROOM SCHEDULING FOR MEETINGS, EVENTS, FUNDRAISER

- All meetings and events must be scheduled through the Office of Student Engagement and Leadership at least twelve business days prior to event. Fundraisers should be scheduled one month prior.
- You MUST check the following four Google Calendars*: COM Students Events, Electives and both Class Google Calendars before you request a date and room.
- No organization can schedule their meeting/event over academics, Student Government Association, Class and Administration/Student Communication Hour meetings or other major College events.

INSTRUCTIONS
Go to: http://events.msu.edu/main.php?calendar=osteomed
Click: Update
User-ID: com Password: student
Click: Add New Event
Select Student Group and Click Choose Template
Please fill out the form as completely – Date, Time, Category (Student Event) and Title.
Please fill out all the information requested within the Description box, which includes the following:

- # Expected to Attend: Put in number of attendees for each site
- Description of Event: Dr. Mark Johns, Professor, Cleveland Clinic will be speaking Open Heart Surgery
- Are you providing food? Yes or No
- Does this need to be broadcast to all 3 sites? Tell us if it is to DMC and/or Macomb
- Will you need to share any computer-based content? Tell us if it is a web-based presentation – YouTube video or a disc movie.
- Top 3 Date Preferences: Put in three dates by order of preference
- Also: Tell us if it is open to all students or just your organizations membership
- Location Choices. In East Lansing: A316 E. Fee* (seats 20), A338 E. Fee (seats 20), C102 E. Fee (Patenge Conference Room)* (seats 50), Conrad - Evenings only* (seats 430), E202 Fee* (seats 110), E105 Fee* (seats 160). If your event is being broadcast to DMC or Macomb, our office will automatically set up rooms for you at those sites for you.
- Price: Leave blank, or No Charge or Donations Appreciate, etc.
- Contact Name: Name of person making the request
- Contact Phone: Leave blank or add your cell phone
- Contact email: Your email or your organizations g-mail
- Displayed Sponsor Name: Name of your organization (write out – no acronyms)

The above information will go to Ms. Jennifer Miller – mill2470@msu.edu, Office of Student Engagement and Leadership, C101 East Fee Hall, East Lansing who will check dates/rooms availability for the request at all three sites.
You will be emailed a confirmation for the meeting with the date and rooms numbers which will also automatically be placed on the COM Student Services Google Calendar and the College Web Calendar. Please do not publicize meeting/event until you have received that confirmation.

IT (Information Technology) does not support meetings/events after 5:00 p.m. You will need to contact them for an appointment of equipment set up, usage and shut down procedures.

East Lansing: key check-out for rooms is located in Office of Student Engagement and Leadership, C101 East Fee Hall

You will be emailed a confirmation for the event with the date also automatically being placed on the MSUCOM Student Services Calendar and College Web Calendar.

Be sure to wait until receiving this confirmation before adding the event to YOUR organizations MASTER Calendar of Events excel sheet within your Google Drive.
After receiving confirmation, you are now able to add the event to YOUR organizations MASTER Volunteering Calendar and make it available to our members for sign-up.

Example: SSP

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Status</th>
<th>Sign-up Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/19/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*db21a9+b6cB-A-qF*8cT">https://docs.google.com/spreadsheets/d/1*db21a9+b6cB-A-qF*8cT</a></td>
<td></td>
</tr>
<tr>
<td>5/19/2018</td>
<td>Special Olympics Michigan</td>
<td>Oakland University</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*30_YZ2y/REDvK">https://docs.google.com/spreadsheets/d/1*30_YZ2y/REDvK</a></td>
<td></td>
</tr>
<tr>
<td>5/2/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*49f95T/tae6k9P3/4hF">https://docs.google.com/spreadsheets/d/1*49f95T/tae6k9P3/4hF</a></td>
<td></td>
</tr>
<tr>
<td>6/16/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*DWh9m3YlEhhl">https://docs.google.com/spreadsheets/d/1*DWh9m3YlEhhl</a></td>
<td></td>
</tr>
<tr>
<td>7/21/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*el5EvrMvnhp8_SAC13">https://docs.google.com/spreadsheets/d/1*el5EvrMvnhp8_SAC13</a></td>
<td></td>
</tr>
<tr>
<td>7/21/2018</td>
<td>East Lansing Parks and Rec</td>
<td>EL</td>
<td><a href="https://docs.google.com/spreadsheets/d/1*7EtShE5p1U4hV5V/20">https://docs.google.com/spreadsheets/d/1*7EtShE5p1U4hV5V/20</a></td>
<td></td>
</tr>
</tbody>
</table>

Prior to each volunteering event, a Student Organization Clinical/Volunteering Activity Approval Form MUST be completed.  See Page 19 for Form
The easiest way to overlap the Google Calendars for viewing:

Visit our webpage:
http://com.msu.edu/Students/Office%20of%20Scheduling%20and%20Student%20Activities.htm

Click on the Event Calendar

Click the plus sign at the bottom right corner of the calendar

Then visit both Classes Pages:
http://com.msu.edu/AP/preclerkship_program/preclerkship_syllabi/2021/index.htm
http://com.msu.edu/AP/preclerkship_program/preclerkship_syllabi/2022/index.htm

Class Calendar link is at the top right of the page
For both Class Calendars click the plus sign at bottom right of page

Add the Google Elective Calendar:

https://calendar.google.com/calendar?cid=bXN1LmVkdV9mdHE3ZzFiNWRhMjYzMyZmVjcWVscXAxbjdr0Bncm91cC5jYWxibmRhci5nb29nbGUuY29t

All four calendars will overlay.
Grading: Organization Poster Requirements
Each organization will need to create a poster to be displayed at each site before the incoming class Orientation (April). East Lansing and Macomb will have paper posters, DMC will have poster on a continuous loop on the monitor in the classroom hallway.

- In PowerPoint 2007 open up a blank screen. Under Design go to Page Setup. Change the size of the document (see below) width and height from there.
- If you have an older version of PowerPoint, you can change the size of the document under File then Page Setup. Font must be: Arial or Times Roman. Please make sure you leave .5” margins around the edges.
- To spruce up your poster you can download free clip art and images at http://office.microsoft.com/en-us/images/
- If you need the photo taken of you or your other e-board members at the Convocation/White Coat Ceremony for your posters, contact Ms. Courey at courey@msu.edu
- E-mail your PowerPoint poster to Office of Student Engagement and Leadership at courey@msu.edu for approval by mid-April.

ACOFP: 23”w x 23”h  IMC: 23”w x 23”h  SAAO: 23”w x 23”h
AIG: 23”w x 23”h  IMSA: 23”w x 23”h  SAMOPS: 23”w x 23”h
AMWA: 23”w x 23”h  IOMO: 23”w x 23”h  SGA: 26”w x 31”h
APSA: 23”w x 23”h  JOSA: 23”w x 23”h  SNMA: 23”w x 23”h
CIM: 23”w x 23”h  LGBTA: 23”w x 23”h  SNOPS: 23”w x 23”h
Class 1st year 56” x 36”h  OBIGS: 23”x x 23”h  SOMA: 23”w x 23”
Class 2nd year 56” x 36”h  OSMP: 23”w x 23”h  SSOA: 23”w x 23”h
CMA: 23”w x 23”h  PHA: 23”w x 23”h  SSM: 23”w x 23”h
COSO: 23”w x 23”h  PIGS: 23”w x 23”h  SSP: 23”w x 23”h
DSC: 23”w x 23”h  PM: 23” w x 23”h
EMC: 23”w x 23”h

Poster Requirements
Full name of organization
Organization acronym:
Picture of each e-board member with title and site:
Name(s) of faculty advisor(s) and /or photo
Organizations’ Gmail address
Goals of the organization/mission statement
Labeled pictures of organization events

Grading: Registration and Constitutions
All organizations must have an electronic updated constitution. Constitutions need to be sent to the current SGA Director of Administrative Services by early September (registration with MSU). All organizations must re-registered with MSU Student Life by early September. If an organization fails to produce a constitution or to register with MSU Student Life Office, the organization will not be allowed to schedule events, fund raisers or general membership meetings with polycom therefore jeopardizing their standing with SGA.
Grading: Organization Fair Requirements

One or more E-Board members must attend the Summer Organization Fairs. Each organization has table top displays that are to be updated with current E-Board and membership information. The fairs will be scheduled at each site during the summer (evening events), so that new students can obtain more information about each organization on making final decisions on which to join. Some E-Board members may need to travel to each site.

Grading: Lounge Clean Up Schedule

Organizations will be assigned a week to clean their respective lounges by the SGA Director of Administrative Services (DAS). A schedule and check list will be provided in each of the lounges and e-mailed to each organization. Email DAS to confirm that you have cleaned.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAAO</td>
<td>Aug. 28</td>
<td>____ Pick up trash from floor</td>
</tr>
<tr>
<td>SAMOPS</td>
<td>Sept. 4</td>
<td>____ Put away pool sticks and triangle rack</td>
</tr>
<tr>
<td>SGA</td>
<td>Sept. 11</td>
<td>____ Put away ping pong paddles and balls</td>
</tr>
<tr>
<td>SNMA</td>
<td>Sept. 18</td>
<td>____ Organize games for N64 on shelf under TV</td>
</tr>
<tr>
<td>SNOPS</td>
<td>Sept. 25</td>
<td>____ Wrap up N64 controllers on shelf under TV</td>
</tr>
<tr>
<td>SOASM</td>
<td>Oct. 2</td>
<td>____ Check refrigerators for old food; throw it away</td>
</tr>
<tr>
<td>SOMA</td>
<td>Oct. 9</td>
<td>____ Move furniture back if out of place</td>
</tr>
<tr>
<td>SOSA</td>
<td>Oct. 16</td>
<td>____ *Wipe down the shelves in the refrigerators</td>
</tr>
<tr>
<td>SSM</td>
<td>Oct. 23</td>
<td>____ Place chairs back around tables</td>
</tr>
<tr>
<td>SSP</td>
<td>Oct. 30</td>
<td>____ *Wipe down counters and tables</td>
</tr>
<tr>
<td>ACOPF</td>
<td>Nov. 6</td>
<td>____ Dust TVs, tables, cabinets, entertainment center</td>
</tr>
<tr>
<td>AIG</td>
<td>Nov. 13</td>
<td>____ Scrub sink with SOS</td>
</tr>
<tr>
<td>AMWA</td>
<td>Nov. 20</td>
<td>____ Wipe down stainless steel appliances</td>
</tr>
<tr>
<td>APSA</td>
<td>Dec. 4</td>
<td>*Cleaning supplies can be found under sink</td>
</tr>
<tr>
<td>CLASS ‘24</td>
<td>Dec. 11</td>
<td>After cleaning email <a href="mailto:msucom.sga@gmail.com">msucom.sga@gmail.com</a></td>
</tr>
</tbody>
</table>

*Updates to cleaning schedule will be made in January 2021*

Grading: Semester Reports

These reports are used for tracking organizations events, fundraisers, meetings, expenditures for SGA accuracy in the Grading System. Also, that advisors have an overall report of their organization’s activities. Go to:

https://docs.google.com/forms/d/1kGP3wfcwRTFi-tZ_Nj4luCIWFS6basFOdInC7hXz4zU/edit

Submit your organizations Semester Reports:
1. Mid-September for activities from April through September
2. Mid-January for activities from September through January

See Google Semester Report questions – next page.
2020-21 COM SGA Organization Semester Reports

Tracking of organization events, fundraisers, meetings, expenditures for SGA Grading System. Due May for 2020 Spring Semester. October for 2020 Summer Semester. February 2021 for Fall Semester.

Organization Acronym *
Membership Count *
Membership Dues Per Person ($Amount) *
Fund Raisers. LIST: 1) Fundraiser Titles, 2) Dates: 3) Assets + (income): 4) Expenditures - (costs): or NONE *
Events. LIST: 1) Event Titles, 2) Dates: 3) Assets + (income): 4) Expenditures - (costs): or NONE *
Meetings. LIST: 1) Meeting Titles, 2) Dates: 3) Assets + (income): 4) Expenditures - (costs): or NONE *
Misc. Activities. LIST: 1) Activity Titles, 2) Dates: 3) Assets + (income): 4) Expenditures - (costs): or NONE *
MSUFCU Accounts *
Savings
Checking
No Bank Account
Other:
Beginning Balance in Account - Spring 2020 *
Balance in Account *
Names on Accounts *
Account Number *
Are you affiliated with a national association *
Advisors Names *
Name and Title of E-board Members completing this form *

VOLUNTEER ACTIVITY APPROVAL FORM

The Student Organization Clinical/Volunteer Activity Approval Form must be submitted to the Office of Student Engagement and Leadership three weeks prior to the event.

For organizations with the exception of CIM, DSC, Macomb Mobile Clinic and SSM there will not be any patient contact at volunteering events. The form would NOT need to include a Supervising Physician but does need to be signed by our Faculty Supervisor/Advisor.

For CIM, SCS, Macomb Mobile Clinic and SSM with patient contact, the Form will need a Supervising Physician and Faculty Supervisor/Advisor signatures.

The purpose of this form is to ensure that students who have signed up are compliant with MSUCOM’s requirements (i.e. vaccinations, etc.).
Student Organization Clinical / Volunteer Activity Approval Form
MICHIGAN STATE UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE
(Any activity that involves MSUCOM Students and the public with providing health information or direct patient contact)

Event Name ____________________________________________

Date ___________________________ Time ___________________________ Organization ___________________________

Location ___________________________ Address ___________________________

Name & Title of Student supplying form ___________________________

Supervising Physician ___________________________ Contact Number ___________________________

List Student Participants with year. (Attach additional sheets as necessary)
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Students participating in this event will perform the following clinical procedures, not to exceed the level of his/her training to date. These procedures may include:

______ Height, Weight, BMI
______ Blood Pressure screening
______ Cholesterol screening
______ Glucose screening
______ Public health education (nutrition, exercise, cancer)

______ HEENT, Heart, Lung, Vital screening
______ Blood draw (hemoglobin, HgA1C)
______ Flu vaccinations
______ OMM
______ Other: ___________________________

By my signature, I take full responsibility for the above named students to perform the above noted activities under my direction.

Physician or CDM Faculty Advisor Signature ___________________________ Print Last Name ___________________________ Date _____________

FORM MUST BE TURNED IN THREE WEEKS PRIOR TO THE EVENT TO:
Office of Scheduling and Student Activities, C101 E. Fee Hall

For Office Use Only

Immunization/Compliance
Initials: ___________________________ Date: ___________________________

Eligibility Verification
Initials: ___________________________ Date: ___________________________
STUDENT TRAVEL GUIDELINES

Only students who are required by or serve on a national committee/affiliation will be considered for an excused absence from COM examinations and/or mandatory course activities at the discretion of the Associate Dean of Medical Education. All other students, regardless of what is stated in a COM organizations constitution, will be reviewed individually for consideration of an excused absence. Students must have academic average of 75% to be approved for travel funding.

TRAVEL PROCEDURES:
1. There is no travel funding for any COM Electives (Cuba, Guatemala, South Korea, Peru, Malawi, Mexico, etc.)
2. In order for the MSUCOM SGA or SOMA Finance Committee to consider approval of your travel -- YOU MUST FILL OUT AN EXCUSED ABSENCE FORM (on line at: https://orion.msu.edu/Arm-IT_COM_StudentPortal&services=https%3A%2F%2Fstudentportal.com.msu.edu%2Fj_security_check
3. The approval email from the Associate Dean of Medical Education must accompany either Expenditure Form. Failure to fill out this form and attach the approval will cancel your request.
4. If you are requesting funding to travel to a national meeting/convention, print and fill out either (and/or) the “MSUCOM SGA Pre-Clerkship /Clerkship or SOMA Expenditure Request Forms” on line at: http://www.com.msu.edu/Students/Student_Gov_Organizations/Student_Gov_Association.htm These forms must be filled out COMPLETELY with your MSU e-mail address (the College will not authorize your travel without it). Staple a copy of the cover page from the meeting/convention you are applying for (showing where and when the meeting is being held) to either of these forms.
5. The SGA Expenditure Request Form needs to be approved and signed by the Organization President before turning it in to Beth Courey, C101 Fee Hall – courey@msu.edu
6. The SOMA Expenditure Request Form can be turned in directly to Ms. Courey. The SGA Director of Finance will send correspondence as to when forms are due.
7. After the MSUCOM SGA/SOMA Finance Committee has met, you will receive notification of the outcome of that meeting before you travel. If approved, an MSU Pre-Travel Authorization Form will be filled out for you.
8. If traveling with several classmates, each traveler must complete all of their own forms, purchase their own airline ticket, pay for their own registration and only the name of the person on the hotel receipt can claim the hotel room for reimbursement. You can only claim ONE room, so do not book multiple rooms for other students. MSU will not reimburse if done this way.
9. REMEMBER TO SAVE ALL RECEIPTS (except for food - See MSU Guidelines) at: http://ctlr.msu.edu/COTravel/DomesticMIE.aspx If you plan on requesting reimbursement for food, a copy of the entire program must be provided so we know which meals the conference/meeting provides.
10. Turn in your ORIGINAL receipts from your trip as soon as possible (within two weeks) after you return. This includes ALL boarding passes and proof of payment for airfare and/or registration. It takes approximately two more weeks after that for your reimbursement check from the University.

(see page 24 for example report).

Travel reimbursements are processed through the MSU Concur Travel System.

ALL STUDENTS
When we receive your SGA or SOMA approved Travel Expenditure Request Form, we will enter your information into the Concur Travel System. So that your reimbursement is not delayed, please make sure that you submit all required paperwork immediately after your trip (two weeks maximum).

MSU EMPLOYEE
If you are a current MSU Employee you will need to add Lynn Whipple and Holly Byrnes as your Travel Arranger, Expense Delegates and assign permissions for us. Please check all of the permission options listed. When this is complete, we will be able to start entering you into the Concur Travel System

For you to access some helpful guides go to:

http://www.ctlr.msu.edu/COTravelNew/Guides.aspx

Click: Getting Started – User Profile Settings
RECEIPTS NEEDED:
1. Conference Agenda (one to two pages of What, Where & When)
2. Conference Registration Receipt
3. Airline Itinerary/Rail Itinerary. Also provide proof of payment for your ticket. Confirmations are not accepted by MSU.
4. Car rental receipt and proof of payment (accident insurance will not be reimbursed).
5. Uber/Taxi (only receipts to hotel, airport and meeting site will be reimbursed. Please write on receipt the to/from. No reimbursement can be made for travel to restaurants.
6. Airport/Rail parking
7. Michigan Flier Receipt
8. Hotel (Itemized hotel receipt. No incidentals will be reimbursed).
9. List of other students that stayed in your room along with the complete name and address of the hotel.
10. If you are paying for the entire room, a receipt (Venmo, etc.) must be shown for payments from those students that stay in the room, with their name and your name, so they can be reimbursed.
11. Food will be figured per diem. No receipts needed.
12. There will be no reimbursement for alcohol.
13. There will be no food reimbursement if not spending the evening at a meeting at a meeting/conference.
14. Please send receipts as a pdf. We won’t be able to accept them any other way.
15. When you return from your trip, email Ms. Beth Courey at courey@msu.edu for a copy of the Travel Reimbursement Report to be filled out with receipts (see page 23 in the SGA Policy and Procedure Guide for the report).

If you have any questions regarding travel or reimbursement, contact - Beth Courey at courey@msu.edu
Phone: 517/355-4608, C101 East Fee Hall
DEADLINES FOR EXPENDITURE REQUEST FORMS CYCLES

### Travel Reimbursement Report - Example

**EXAMPLES**

<table>
<thead>
<tr>
<th>STUDENT NAME, MSU EMAIL and ADDRESS</th>
<th>CONFERENCE NAME, CITY and STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Doe   <a href="mailto:doe@msu.edu">doe@msu.edu</a></td>
<td>AOA House of Delegates</td>
</tr>
<tr>
<td>456 Spartan Drive, East Lansing, 48823</td>
<td>Chicago, IL</td>
</tr>
</tbody>
</table>

**FLIGHTS / RAIL / DRIVING**

<table>
<thead>
<tr>
<th>Name of Transportation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta</td>
<td>City A to City B: Detroit to Atlanta $259.00</td>
</tr>
<tr>
<td></td>
<td>City B to City A: Atlanta to Detroit $259.00</td>
</tr>
<tr>
<td></td>
<td>Total      $518.00</td>
</tr>
</tbody>
</table>

**HOTEL OR AIRBNB**

<table>
<thead>
<tr>
<th>Name Hotel/Airbnb</th>
<th>Address</th>
<th>Cost Per Night</th>
<th>Number of nights</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriott Hotel</td>
<td>123 Upton St, Atlanta, GA</td>
<td>$100.00</td>
<td>3</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**TRANSPORTATION**

<table>
<thead>
<tr>
<th>From &amp; To</th>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMC to Metro Airport</td>
<td>19</td>
</tr>
<tr>
<td>Metro Airport to DMC</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
</tr>
</tbody>
</table>

**PARKING**

<table>
<thead>
<tr>
<th>Airport</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro Airport Parking</td>
<td>$40.00</td>
</tr>
<tr>
<td>CAB/UBER: Airport to Marriott</td>
<td>$20.00</td>
</tr>
<tr>
<td>CAB/UBER: Marriott to Conference</td>
<td>$10.00</td>
</tr>
<tr>
<td>CAB/UBER: Marriott to Airport</td>
<td>$20.00</td>
</tr>
<tr>
<td>Total</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

Cab/Uber will not be reimbursed to restaurants or site-seeing.

**MEALS**

<table>
<thead>
<tr>
<th>Day</th>
<th>BK</th>
<th>LU</th>
<th>DI</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Y</td>
<td>Y</td>
<td>IN</td>
<td>$30.00</td>
</tr>
<tr>
<td>Day 2</td>
<td>Y</td>
<td>Y</td>
<td>IN</td>
<td>$30.00</td>
</tr>
<tr>
<td>Day 3</td>
<td>Y</td>
<td>IN</td>
<td>Y</td>
<td>$40.00</td>
</tr>
<tr>
<td>Day 4</td>
<td>pd</td>
<td>pd</td>
<td>pd</td>
<td>$-</td>
</tr>
<tr>
<td>Day 5</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>$35.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$135.00</td>
</tr>
</tbody>
</table>

Meals can only be reimbursed for overnight stays. Alcohol will not be reimbursed.

1. Some meals may be included during conference - type in IN (Included)
2. If no meals are included - type in pd (per diem) and $0 in Total Costs. Daily rates for BK, LU, DI by city are determined by MSU.
3. If no overnight and you paid for your own meal - type in Y (yes) and amount in Total Costs.

Do not embed receipts into the body of the email. Send as .pdf attachments.
MISCELLANEOUS

- SGA is limited to 30 (or less) student organizations. No additional organizations will be added.
- SGA will send a weekly email with all organizations upcoming meetings and events based on the MSUCOM Google Events Calendar
- Organizations are to email only their membership, not the class list serves.
- Permission to email to class list serves will need to be obtained from Ms. Courey’s Office.
- Organizations are not allowed to create independent websites.
- Pharmaceutical Reps are not allowed to present or pay for lunches for organizations.
- Each organization has storage space in their site-specific areas: Fee – Student Lounge (two rooms - basement), DMC – Student Lounge, Macomb – Student Lounge. Storage of biohazard products, food or beverage is prohibited. Any large items or mass quantities of items need prior approval. Storage room will need to be “cleaned out” on a mid-year and year-end schedule.
- MSUCOM student organizations are not allowed to have joint E-Boards with the College of Human Medicine students, although any MSU student can be a member of an organization.
- The College offers inter-campus mail (between all sites) dependent on administrators, faculty and staff that travel on a weekly basis.
- Lost and Found: East Lansing - Office of Student Engagement & Leadership, C101 East Fee Hall, DMC and Macomb in their respective Administrative Offices.
- Protocol for corresponding with Administration, Faculty and Staff. Please use proper titles, example: Dean Amalfitano, Dr. Ruger, Dr. Waarala, Dr. Enright, etc.
- Protocol for signatures on emails. Salutation and First & Last Name, Titles and Organizations, MSU College of Osteopathic Medicine, Class of 20__, and Email. Example:

Ms. Samantha B. MacKay
President - Student Government Association
Student Trustee – Michigan Osteopathic Association
MSU College of Osteopathic Medicine
Class of 2023
mackaysa@msu.edu