



Geisinger
Commonwealth
School of Medicine

MSC Organization Funding Guidelines

Origin of MSC Funds

The Medical Student Council is responsible to Geisinger Commonwealth School of Medicine and to the student body for the resourceful channeling of its funds. Medical Student Council funds are allocated based on the priority of enriching student life as set forth in the MSC Constitution.

A. Eligibility

1. Clubs and organizations must complete and submit Form A each semester by the set deadlines established by the MSC Finance Committee.
2. Clubs must engage in an approved local service project in which the club or organization's members will actively participate.
 - a. Newly proposed service projects must be approved by the Student Affairs Associate Dean of Students via the completion of the Community Service Application process.
3. Maintenance of complete, accurate, and current electronic files in the MSC google drive is required for all clubs and organizations that wish to receive funding. Required records include:
 - a. A constitution
 - b. Timely submission of the End of the Year Report
 - c. Participation in a community service project
 - d. Current list of all officers, members, and advisor(s)

B. General Guidelines

1. Funding for specific events should be allocated only in the semester during which the event is to be held.
 - a. Unused funds will not rollover for use in the following semester.
2. Every MSC-funded event must have an event attendance sign-in sheet and turned in with Form B and itemized receipts.
3. The MSC is unable to honor requests for items of personal interests (i.e. t-shirts, journal/resource subscriptions, prizes, etc.).
4. Travel costs to/from events will not be reimbursed.
5. Funds cannot be used for items and services provided by the school such as stamps, shipping costs, printing, and paper.
6. While conference funding may be acquired via a separate application process through the school, MSC will not directly cover any conference costs.

7. Per GCSOM policy, school chapters of National Associations are not eligible to receive MSC funds.
8. Purchases without proof of receipt will not be reimbursed.

C. Allocation Guidelines

1. General body meetings and executive board meetings will not receive funding.
2. All lectures (including guest speakers, debates, etc.) may receive up to \$40.
 - a. No guest lecturers should receive gifts.
 - b. Guest lecturer name, title and organization must be listed on Form A.
3. Non-lecture activities may receive up to \$60.
 - a. Recurrent events (i.e. weekly, monthly, etc.) will be funded as a single activity.
4. Sports and recreation clubs requesting funding will receive up to **\$5 per person per semester**.
 - a. Funding must be used for registration and/or club outings only.
 - b. Funding will not be distributed as lump sum; funding will only be disbursed upon receipt of individual registration and/or payment.
5. Requests for additional funding:
 - a. To be eligible to receive additional funding above the original allocated amount from MSC you must provide the following to the MSC Treasurer **14 business days prior** to the event:
 - i. An RSVP list for the event
 - ii. Form C

D. Joint Club Events

1. Please specify the name of the event and the GCSOM club/organization that you are collaborating with on Form A.
 - a. On all forms submitted for the joint event, please keep the event name and details identical.

E. Purchasing

1. Tax-exempt form must be presented at time of purchase.
 - a. Tax-exempt form can be obtained prior to purchase from Janis Williams.
2. Items to be purchased online and from Amazon.com and Ebay.com must be directly ordered via MSC Advisor. Organization Treasurer must submit all itemized items, identify online store, include shipping and handling charges to ensure cost doesn't exceed allotted funds.
3. Per GCSOM policy, any sugar sweetened beverages will not be provided by Metz or reimbursed by the school.
4. Per GCSOM policy, any gift card request by students will be reviewed on an individual basis and must be requested via MSC Advisor. MSC Advisor will work collaboratively with the Finance Office to get approval.

F. Reimbursement

1. To be reimbursed, you must submit the following items directly to the MSC Treasurer:
 - a. Form B

- b. Itemized receipt(s)
- c. Event attendance sign-in sheet must have participants' printed full name and signatures