

## Student Council Funding Cheat Sheet

### **So you want to start a group?**

- Any student (Med or Grad) can start a new group on campus.
- Email the Student Council Treasurers ([student.treasurer@icahn.mssm.edu](mailto:student.treasurer@icahn.mssm.edu)) with your idea, and we will work with you to structure the group or partner you with existing groups on campus that overlap with your interests.
- Your group's proposal will be presented at a monthly Student Council Financial Management Team (FMT) meeting, where Student Council representatives will vote on group's approval and/or budget.

### **So you are now in charge of a group?**

- You must attend Finance Meetings led by the Treasurers each semester.
- \$325 is the standard maximum budget for each group, per semester.
  - o Exceeding this amount requires filling out an additional application.
- No student group should pay sales tax on purchases. Mount Sinai Tax form available on Student Council WebCommons page, [Student Organization Funding](#).
- Reimbursements: submit *in a single email* (1) reimbursement form and (2) itemized receipts (if the purchase is >\$200, also submit credit card statement including name, purchase, and last four digits of the card) to [student.treasurer@icahn.mssm.edu](mailto:student.treasurer@icahn.mssm.edu).
  - o Reimbursements over \$200 include those where one purchase is over \$200, several receipts totalling over \$200 are submitted in a single reimbursement, and when a receipt for more than \$200 is being reimbursed for less than \$200.
- Events must be publicized/open to all students and be free of charge. Adding your event to the [Student Activities Calendar](#) and sending (no more than two) emails to students-events are *both* prerequisites for having your expenses reimbursed.
- With few exceptions, we cannot fund: alcohol, honoraria or travel costs for speakers, items not used by ISMMS students, clothing or items for individual use that are not reusable (except food, of course), costumes, audio equipment, or music.

### **So you want to attend a conference?**

- For Graduate Students or MD/PhD students in grad phase seeking to attend a conference related to thesis research, please seek funding from their thesis advisor.
- For Medical Students, follow Conference Funding Eligibility Flowchart. In brief:
  - o If presenting own work, first pursue funding from Medical Student Research Office (MSRO)
  - o If you need more funding as a first-author, or are not presenting at a conference, the following are the (Treasurer-determined) amounts you may be receive:
    - If you are the only person attending the conference: \$450 max
    - If more than one person is attending: \$250-350 per person max
    - Total amount can fund for one conference, regardless of attendance: \$1500 max
    - Total we can fund for one student per semester: \$450 max
  - o To apply, fill out form on Student Council WebCommons page: [Conference funding](#).