

CSR Student Group Leader Orientation

April 10, 2024

Vice President: Tim Nakhla

Treasurer: Dana Kong

Tech Rep: Sophie Lee

Sign-In and Agenda

Sign-In: Please fill out the Google Form
(*ONE FORM PER GROUP*)

Agenda

- Emails and Website
- Registration Changes
- Funding
- Hosting Events
- Questions



https://cwru.az1.qualtrics.com/jfe/form/SV_0SZou7Nny1RWORM

Emails and Websites



Returning Groups: Transition Listservs

Managed by Google Groups:

<https://groups.google.com/u/1/my-groups>

Ask old leaders to add new leaders as managers

Managers can add new members with a case.edu email all together

The screenshot shows the Google Groups interface. On the left is a navigation sidebar with options: 'Create group', 'My groups' (selected), 'Recent groups', 'All groups', and 'Favorite groups'. The main content area is titled 'My groups 27 groups' and includes a search bar. Below the search bar is a table of groups:

Groups	Join date	Subscription	
<input type="checkbox"/> Psychiatry Interest Group psych@case.edu	Mar 22, 2021	Each email ▾	⚙️ 👤 ↶ ⭐
<input type="checkbox"/> School of Medicine Class of 2024 open list som-classof24@case.edu School of Medicine Class of 2024 open list	Jul 14, 2020	Each email ▾	↶ ⭐

A red arrow points to the 'Add members' icon (person with plus sign) in the action menu of the 'Psychiatry Interest Group'.

New Groups: Create a Listserv

Create a new Listserv if needed:

<http://case.edu/utech/google/groups/>

And then change a few quick settings on the **Post-Creation Checklist**

CWRU Google Group Created Successfully!

Your group has been created and you have been added to the group as a manager. You may begin managing your group, such as adding members, immediately. To manage your new group, please go to groups.case.edu, click "My groups", and select the "Manage" link next to your new group.

If you wish to create or delete additional groups, please go **back** to the previous page.

RESOURCES

Training for Groups

Post-Creation Checklist

Google Groups FAQ

Create or Delete Groups

Bulk Add Users

Manage Groups

Setting and Permissions Guide

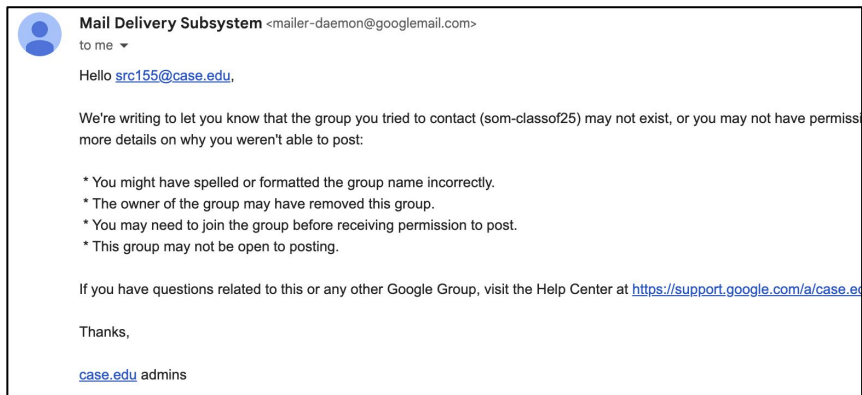
E-mail communication

Please don't spam the class listservs!!

- Use your listserv for intragroup communications, etc
 - For example, if your club is looking for leaders next year, you should try finding them from within your club first before reaching out to everybody
- Try not to email listservs separately
 - List all listservs as the recipients in one email
- Generally for events emailing twice is good enough. Use the same subject line so the emails appear in the same thread, reducing inbox clutter.
 - Test out the links to your Google Sheets/Forms and include all necessary attachments/Zoom links so you're not emailing repetitively
 - Ideally use a Google Form to prevent the all-too familiar "Sorry, forgot to make the sheet editable"

E-mail communication

- You have to add yourself to the class listservs in order to email that listserv; otherwise, your email will not send and bounce back (add yourself at <https://groups.google.com/all-groups>)
 - Class listservs are listed as "som-classof2xxx@case.edu"
- Error will look like this ->



How to Manage the Website



- Student leaders submitted during registration will be given access to edit the group's webpage
 - A directory of all student groups and their associated webpages can be found at:
<http://www.case-med.org/student-groups.html>
- You are responsible for the information on your group page. Contact Sophie Lee (scl95@case.edu) if you have questions pertaining to the website, or if you would like to add access for other members of your group to edit your webpage.
- Website editing is done through Weebly

Group Registration for the Incoming Class

At the beginning of the school year next year, we will ask everyone to put forms/lists to sign up for their groups on the CSR website

After the student groups fair (sometime in August after everyone is back on campus), CSR will send out 1-2 emails to the incoming M1s to show them where to sign up for everything

- This way the M1s don't receive a million emails from every single student group

Create a Listserv Signup Form

Create a Google form

Add a “Button” to your group’s webpage and link the form

Be sure to click “Publish” when done!

The screenshot displays a website builder interface. At the top, a navigation bar includes 'Build', 'Pages', 'Theme', 'Apps', 'Settings', and 'Help'. A 'Publish' button is highlighted in the top right corner. The main workspace shows a webpage with a background image of a modern building labeled 'PSYCHIATRY INTEREST GROUP'. A 'Button' configuration panel is open, with the 'Link' field highlighted and containing the text 'forms.gle/9...'. On the webpage, a button with the text 'SUBSCRIBE TO EMAILS' is highlighted. The left sidebar contains various widget options, with the 'Button' option highlighted. Below the main workspace, the text 'Student Leaders: Ashley Cantu' is visible.

Case Guidebook (Interest Groups)

- “Road to Residency” --
<https://sites.google.com/a/case.edu/casemed-guidebook/home>
- If your interest group is related to a residency program, please provide a link in your CSR page to the appropriate page on the guidebook.
 - This is just to streamline the experience of people utilizing case-med.org
- Guidebook pages will also link to the specific CSR interest group webpage

The logo for the Case Med Guidebook is centered at the bottom of the slide. It features the words "CASE MED" in a large, bold, black, sans-serif font, with "GUIDEBOOK" in a smaller, all-caps, black, sans-serif font directly below it. The text is overlaid on a light gray, semi-transparent background that shows a blurred image of a modern building with large windows.

CASE MED
GUIDEBOOK

Registration Changes



CampusGroups: Important

- CampusGroups is the platform that the rest of Case uses for their student group management.
- We will be transitioning to this platform for our student group maintenance to help keep our process streamlined and in-line with the rest of campus.
- We recognize that this is a major change to how we have done it in the past, and that there may be some difficulties in the process, but we are here to assist in any way possible.

How to Request a New Group

Go to:

<https://case.edu/studentlife/services/campusgroups>

- Scroll down and click “[Group Maintenance Form](#)”
- You will then be prompted to sign-in

CampusGroups Training and Support:

Email campusgroups@case.edu for general questions and technical issues.

If you want to create a group or make any changes to your group, please make a request through the [Group Maintenance Form](#).

[Sign up for an upcoming CampusGroups Training](#)

Refer to the guides and resources to learn more:

How to Request a New Group

You will then land on this page

If your group does not exist on CampusGroups (Even if you have CSR recognition) you will select “Request a new group”

0%

Group Maintenance Request

 Save As PDF

What would you like to do? *

- Request a new group
- Change my group's name
- Change my group's type or recognizing organization (ex. USG to UDC)
- Change my group's categories or acronym
- Revive inactive group
- Deactivate group

Which best describes your group? *

- Student organization
- University department or staff/faculty-led organization

New Group Name * ✓

The CWRU CG team will work with you to make sure your group name is consistent with platform standards and policy.

Tips for making sure your name is approved:

- Choose a name that is short, clear, and relates to the group's purpose.
- Avoid unexplained acronyms in the group name - spell them out.
- Avoid "CWRU" or other forms of the university name - university branding is already built into the platform.
- Use standard capitalization (title case), not all caps or all lowercase.
- Check the [CampusGroups directory](#) to make sure the name is unique and available.

Acronym/Short Name * ✓

This is the short version of your group name that will appear in your group's public website address (community.case.edu/acronym).

Requirements:

- Letters and numbers only (no spaces, punctuation, or special characters).
- Between 3-20 characters long.
- Related to your group name.

Be aware that if you change your group's acronym, you will need to update any links posted outside of CampusGroups that contain the old one.

Desired Categories (Maximum authorized answers: 2)

- Academic Activism Arts/Media Athletic Class Cohort
- Club Sports Committee Cultural Dance Department
- Departmental Group Engineering Fraternity Gaming
- Honor Society Interest/Affinity LGBTQ+ Multicultural Music
- Political Pre-Professional Professional Program Religious
- Residential Community Resource Social Service Social/Recreational
- Sorority Speech/Debate Student Governance Theatre

Categories allow new users and non-members to find group and events relevant to their interests on CampusGroups. You may select up to two.

What is your group's mission or purpose? * ✓

Desired Recognizing Organization *

- Graduate Student Government (USG)
- Undergraduate Diversity Collaborative (UDC)
- University Media Board (UMB)
- Greek Life (IFC/PHC)
- Residence Life (RHA)
- Class Officer Collective (COC)
- Graduate Student Council (GSC)
- Other Student Groups (Please explain in the comment box why you are not seeking recognition)

The primary purpose of recognition is to permit organizations to use the university's name, to use university facilities, apply for funding through their recognizing org, and other special privileges. Guidelines and requirements vary by recognizing group, but recognition generally extends for one fiscal year and must be renewed annually.

Most **undergraduate** student groups request recognition through **USG** or **UDC**, and **graduate/professional** student groups through **GSC**. The other options are included for rarer situations.

Refer to [Student Organization Recognition](#) for more information.

Comments:

Additional Recognition *

- Frances Payne Bolton School of Nursing
- Mandel School of Applied Social Sciences
- School of Dental Medicine
- School of Law (SBA)
- School of Medicine (CSR)
- Weatherhead School of Management (GBSA)
- No or not applicable
- Other (specify below)

Grad/professional student groups: If your group is recognized by your school, please confirm above. Undergraduate student groups can choose "No or not applicable".

Comments:

AGY Questions

The following information is needed to set up an agency project/speedtype for your new group. If you have questions (or your group already has an AGY), contact campusgroups@case.edu.

Where will the funds come from for your group? *

- Student Activity Fees
- Donations and Gifts
- Ticket Sales
- Membership Dues
- Fundraisers and Sales
- Other (please describe in the comment box)

Comments:

What type of expenses will your group be paying for? *

- Supplies
- Food
- Services
- Travel
- Student salaries
- Other (please specify below)

Comments:

Who is the CWRU staff advisor who will monitor of the group's financials on a regular basis? *

Molly Simmons

Search by CWRU network ID. This person can NOT be a student - they must be a CWRU staff or faculty member.

- OPR221301
- Other (please specify in the comment box)

Comments:

If the agency fund is closed where should the excess money be returned? *

AGY823070

In other words, if your group's account is closed, where will the leftover money be deposited to?

Additional Group Details

Membership Benefits *

What does your group offer its members? What types of events do you host, communications do you send out, etc? This information will be displayed in the group directory.

Upload a high-quality photo or graphic that is square and at least 300px by 300px.

Group Profile Image or Logo (PNG or JPG format) *

Group Cover Photo (PNG or JPG format) *

Upload a high-quality photo that is 1400-1920px wide and 200px tall. There should be no text on the image. This will appear along the top of your group page, and will also be the default image for events hosted by your group.

Constitution *

Anti-Discriminatory Statement *

I agree

Please read Anti-Discriminatory Statement: <https://case.edu/studentlife/university-policies/discrimination-policy>

Anti-Hazing Statement *

I agree

Please read Anti-Hazing Statement: <https://case.edu/studentlife/university-policies/anti-hazing-policy>

FERPA Statement *

I agree

Please read FERPA Statement: <https://case.edu/registrar/general/ferpa/policy>

Title IX Policy *

I agree

Please read the Title IX statement: <https://case.edu/equity/sexual-harassment-title-ix/sexual-harassment-policy>


Officer and Membership Information

Every student organization must specify a president, treasurer, and staff/faculty advisor.

If you are applying for recognition, check your desired recognizing organization's requirements and make sure you have a person in each role that they require.

You can search for your officers based on name or network ID.

Upload a spreadsheet with your initial members. Please use the template attached.

 Upload file

For USG recognition, you will need 15 general members and 4 executive members (president, treasurer, secretary, risk manager)

UDC recognition, you will need a minimum of 10 members.

Document: [Initial_Members_List_Template](#)

Advisor *

Start typing and wait for suggestions... ▼

Advisors must be CWRU Staff or Faculty.

President *

Start typing and wait for suggestions... ▼

Vice-President

Start typing and wait for suggestions... ▼

Treasurer *

Start typing and wait for suggestions... ▼

Secretary

Start typing and wait for suggestions... ▼

Risk Manager

Start typing and wait for suggestions... ▼

Faculty Advising

All student groups must have an active faculty advisor!

- Can be any professor affiliated with CWRU, UH, CCF, Metrohealth, VA
 - Does not have to be medicine-related but cannot be from another school
- This year we are going to be very stringent on this requirement.
 - We realize this may be inconvenient but we will be asking **all** new and returning student groups to show us verbal confirmation from your faculty advisor (in the form of an email).
 - If your faculty advisor has retired or does not want to be involved, reach out to Tim (tsn24@case.edu) or Dr. Lambrese ASAP.

Questions?

Important: GSC Student Group Registration has closed for the semester, so if your group would like to be recognized by GSC you will have to wait until fall!

Funding



General Funding Information

How To Apply for Funding?

- Funding [Guidelines](#)
- [Group Funding Application:](#)

Who Submits Funding Request?

- The group leader/registered member who will be reimbursed!

Criteria?

- Event must be open to all medical students. Event must be randomized for participation if spots are limited.

Questions? Email casecsrtreasurer@gmail.com

Funding Process

Pre-Event

1. Send email with sign-up sheet to gauge student interest
2. Submit funding request on CSR website **at least one week in advance** of the event
3. Receive email with approval number in approximately one week

Post-Event

1. **Submit the following to casecsrtreasurer@gmail.com**
 - Receipt Submission Form (linked in approval email)
 - Itemized Receipts (MUST HAVE PROOF OF PURCHASE [4 digits of credit card])
 - Sign-In Sheet (proof of participation)
 - Pictures of the Event
2. Receive check in approximately 45 days

Food Reimbursements/ Gift Cards



University does *not* reimburse sales tax; receipts must be itemized and show zero balance due

Gift cards (for prizes/incentives):

- Reach out to Molly to purchase
 - These will *NOT* be reimbursed if purchased ahead of time
- Typical turnaround time is ~2 weeks
- Must give Molly the name of the gift card recipient before they can order

* Purchasing help*

If you don't want to purchase items for your event, once approved for funding, you can reach out to Molly or Nastasia to use her school credit card for purchases. **All gift card purchases must go through Molly.**

Group Funding



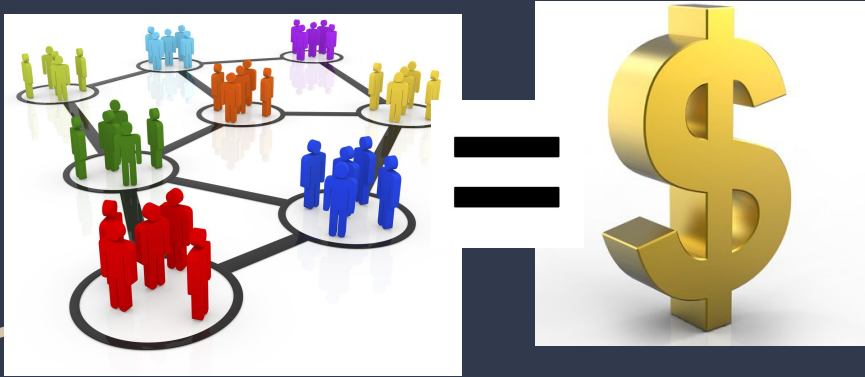
Single Group Event

- Standard: \$100 for < 50 people
- Special: \$130 for > 50 people

Eligibility

- Eligible for up to **three** funding approvals totaling no more than \$390 per semester
- If an event is <50 people but requires more than \$100 you can apply for additional funding. It will be awarded on a case by case basis by vote by CSR exec.

Collaborative Group Funding



2+ Group Event

- Standard: \$150 for < 50 people
- Special: \$180 for > 50 people

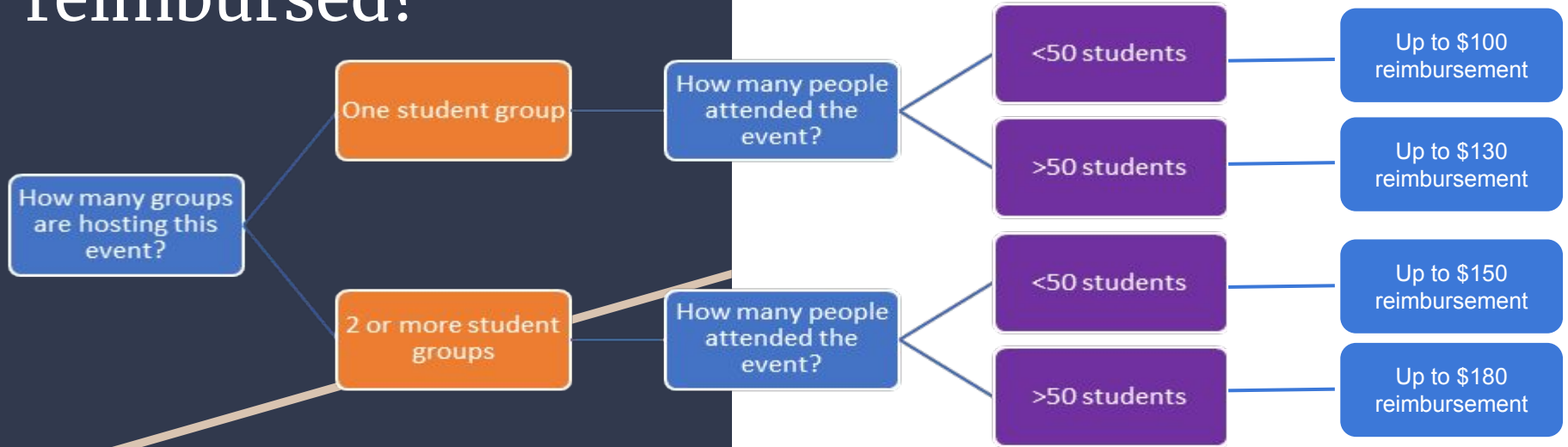
Eligibility

- Event counts for 0.5 toward 3 total funding approvals
 - For example, group could host 2 group events and 2 collaborative events!

Questions?

Email: casecsrtreasurer@gmail.com

How much can I expect to be reimbursed?



Hosting Events



Room Reservations

How Do I Reserve A Room?

Go to the Spartan Reservation System:

<https://case.emscloudservice.com/web/>

Log in using your Case ID and password

Select "Create a Reservation" on the right

Fill out pertinent info; select "Student Organizations" for Group

Note: Reservations must be made at least two business days prior to the event. If you need large trash cans or other supplies, you can request them on this form. PLEASE CLEAN UP AFTER YOURSELVES!

If less than 24 hours in advance, email

hec-rooms@case.edu

Calendar Updates

- To add student group event to CSR calendar, create your event on GCal and share the invitation with cwrumedtech98@gmail.com
- The event should then be visible here: <http://www.case-med.org/calendar.html>



AV Set-up Request

- To request AV support (e.g. if you want microphones--lapel and handheld--or video recording) send an email to hecsupport@case.edu with the details
- In person tech support is available between 8am-5pm

Alcohol Policy

Can I have alcohol at my group's events?

- *Yes, but you cannot use CSR funding for it!*
- There must be **food and non-alcoholic soft drink** options.
- A Risk Management meeting with Molly is required for any student group hosting an event where alcohol will be served. This **MUST** be done **at least a week in advance of the event**; after meeting with Molly, further approvals are needed by the main campus student affairs team. They have final approval/denial authority.

Student Affairs Handbook section on Alcohol:

<http://students.case.edu/handbook/policy/substances/alcohol.html>

Involving CCLCM Students

How Do I Get More CCLCM Students Involved?

- Emailing the normal listserv with CCLCM in the subject line
 - cclcm-classof20XX@case.edu (listserv for CCLCM). Also don't forget there are 5 classes
 - Can also email Associate Dean, **Dr. Christine Warren** (WARRENC@ccf.org), or **Allie Tura** (turaa2@ccf.org) and they will forward it to the entire class
- Hosting events at 12:30pm instead of 12pm
- Hosting events on Thursdays (no class) or Wednesday evening

Questions?

If any questions come up, please do not
hesitate to email us:

Vice President: tsn24@case.edu

Treasurer: casecsrtreasurer@gmail.com

Tech Rep: scl95@case.edu