

University of Virginia School of Medicine
Mulholland Society Student Club
Resource Guide

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2018-2019

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Welcome

Greetings Club Leaders!

This resource guide was put together for medical students who are both new and returning to Mulholland Student Club leadership at the UVa School of Medicine. It provides key definitions and fundamental processes that will help you as you move through the year to ensure that your student club is successful. **We strongly suggest that all club officers read through this document and review it yearly.**

Please be sure to contact your Mulholland Society officers if you have any questions about items found here or need further guidance. Feedback is always welcome. Please notify the current Vice Presidents if any links are old and need updating. Best of luck in the coming year!

Compiled by Jason Franasiak, 2007-2008 Mulholland VP

Updated by Brielle Gerry, 2017-2018 Mulholland VP

Mulholland Society Student Clubs & Leadership

Part of our goal as the Mulholland Society is to provide medical students with a full and diverse experience during their medical education. One important aspect of this endeavor is the Mulholland Society's student organizations. In addition to the Mulholland Society, there are currently there are over 70 student organizations in which medical students can participate. These organizations can currently be found on the [Mulholland Society website](#).

The following document is designed to be a resource for club officers: it provides important information regarding club funding, the UVa CIO application process, and resources available here at UVa. If you have any questions please be sure to contact your Mulholland Society officers, who can be found [here](#).

The Academic Year

The Mulholland Society designates the academic year as August 1st through July 31st. The "fall semester" is designated as August 1st through January 31st, and the "spring semester" is designated as February 1st through July 31st.

Explanation of Student Organizations at UVa

There are many types of organizations at the University of Virginia including Special Status Organizations, Agency Organizations, Fraternal Organizations (FO's), and Contracted Independent Organizations (CIO's).

A CIO is not considered part of the University but rather exists and operates independently of the University. The University may exercise control over the CIO's activities occurring on the University's property or over matters covered by the University's honor or judicial systems. In order to establish a club at the University, a student must submit a CIO Agreement in order to 1) clarify the existing relationship between the University and the individual student organization and 2) permit the student organization's access to certain University services and benefits.

For new Mulholland clubs, all club leaders are required to register their student clubs as CIOs as soon as possible after club approval by the Mulholland Society. For existing Mulholland clubs, all club leaders are required to register their student clubs as CIOs **by the beginning of the Fall 2018 semester**. The CIO process is not meant to be burdensome, but rather to ensure the optimal use of time and resources for medical students and the Mulholland Society as a whole.

Existing club leaders may submit annual requests for Mulholland funding, depending on anticipated expenses for the upcoming academic year. In addition, all clubs are required to submit updated information regarding club leadership and contact information, information about club events including expenses, and any additional information as needed by the Mulholland Society.

Contracted Independent Organizations (CIOs)

Benefits and Services Provided to CIO's

A CIO is eligible to participate in the Intramural program, enter the film lottery, be acknowledged as a student organization at the University of Virginia, use the University's facilities, subject to applicable policies and procedures, and access the Student Council appropriated student activities fee fund (if eligible), subject to the provisions adopted by the Board of Visitors. Importantly, CIO's have access to UVa's Student Activities Center (SAC) in Newcomb Hall.

About the Student Activities Center

The Student Activities Center (SAC) is a full-service resource center for student organizations at the University of Virginia. Located on the first floor of Newcomb Hall, the SAC offers a wide range of services that support event and activity programming provided by more than 600 contracted independent student organizations (CIOs).

The vibrant and modern workspace affords students an opportunity to work, relax, and receive event planning and organizational advice. Computer workstations, photocopying, faxing, digital equipment checkout, student organization mailboxes, small meeting spaces, and storage are just some of the support services available in the SAC.

The SAC also serves as the hub for organizational consulting resources available to student organizations. Student affairs professionals and more importantly, trained student Leadership Consultants, are available round-the-clock to provide consulting services that include general walk-in consulting for quick information or problem-solving and large- scale project-based consulting that is tailored specifically to your organization.

Leadership Consultants are also available to answer service-specific questions on topics ranging from event scheduling to technology or audio-visual needs to advertising and marketing.

The services and support of the SAC are available whenever Newcomb Hall is open. All students are encouraged to take advantage of this innovative resource that is operated collaboratively by Student Council, Newcomb Hall, and the Office of the Dean of Students.

Features of the Student Activities Center:

- Computer Workstations
- Scanner
- Printing and Copying (color & black and white)
- Send/Receive Faxes
- Equipment Check-out (laptop computers, projectors & screens, digital cameras & camcorders, tables, chalk, cashboxes, sound system)
- Event Ticketing
- Wireless Access
- Long-term and Short-term Storage
- Student Organizations Mailboxes
- Casual lounge space
- Information desk for students to help assist student organization

How to Start a New CIO

Below is a list of the steps required to start a student organization. You may contact our [Student Council Representative for the School of Medicine](#), or the Student Council Vice President of Organizations (VPO) at studco-vpo@virginia.edu with any questions about this process.

- [Registration for New CIOs](#) opens soon after the start of the new academic term.
- Start by identifying at least two of your officers for the coming year. It will be the responsibility of the President to register or renew CIO status.
- Access the student organization information management system on-line, [atUVA](#). You may need to register yourself before logging in to complete or renew your contract.

The contract process consists of several forms for which you must supply information; these include basic information about your organization, officer contact information, your organization constitution, and address information.

Each CIO must maintain a constitution and save it on atUVa. A constitution template is provided in the registration if you do not have one prior to the submission process. See the next section in this document entitled “Template Constitution & Bylaws for CIOs” for additional information on how to create a constitution.

- Once you have submitted your organization information on-line, the VPO will review your submission to ensure that all is correct.
- After the VPO has reviewed the submission, he/she will present the organization to the Representative Body of Student Council at the next Tuesday night Representative Body meeting.

- After the Representative Body has reviewed the organization, the VPO electronically sends the submission to a representative of the Office of Dean of Students for review.
- Once the Associate Dean of Students and Director of Student Involvement reviews the organization, the President is notified via email. The email should provide further instructions.

Please contact the Student Council Vice President of Organizations at studco-vpo@virginia.edu with any questions about this process. Further information can be found on the [Student Activities website](#).

Template Constitution & Bylaws for CIOs

- I. Name of the Organization
For example, “This organization will be known as...”
- II. Purpose of the Organization
A statement of the reason for the organization and a general declaration of its goals.
- III. Membership in the Organization
This article includes all provisions for membership and rules for attendance, if any. It should make clear the requirements that must be met to remain a voting member. Membership ought to be open to all interested undergraduate students at the college. If membership is open to anyone else, make it clear. For example, “Membership in this organization will be open to all interested members of the University of Virginia community.”
- IV. Officers
This article declares all the officers involved and the duties and obligations inherent to each. If there are no officers and instead a sponsor, specify this and enumerate the duties of the sponsor.
- V. Elections
This is a very important article and should be drafted with care. Be certain to try to cover every possibility because odds are the worst will happen eventually. Never assume that everyone simply knows how something is done or chaos may break out during election proceedings. Be sure to specify:
 1. How and when each officer is elected or appointed
 2. How the officers are replaced if they fail to complete a term of office
 3. How officers are removed if they fail to meet required duties and obligations
 4. Terms of office
 In every voting procedure note what type of majority is required (simple majority, 2/3 majority, etc). Make clear whether the body considered to determine the majority is the entire membership or only those attending the meeting and specify the voting rights of the officers. If more than one voting procedure is used, depending on the office or for whatever reason, define every procedure.
- VI. Committees
If there are any standing committees, name them and describe their purpose and function. Detail how committee members are determined, how committee officers, if any, are elected and appointed, and how special (temporary) committees are created. If committees are expected to give reports to the general membership at regular intervals,

this is the place to say so. If committee meetings can be closed, make it clear, so state how the determination is made. You may also specify how often committees meet.

VII. Meetings

Declare how often the organization meets and if there are any minimum requirements such as one meeting per month, five per semester, or one meeting to be held no later than the fourth week of class, etc.

VIII. Dues

If dues are required, state how much they are or describe the process that governs how much they are. It is a good idea to provide a means of changing dues through time other than amending the constitution. Take care to point out who is to collect dues under the duties of the officers (if it's an officer) or the functions of standing committees (if it's a committee).

IX. Amendments

ALL ORGANIZATIONS MUST HAVE PROVISIONS FOR AMENDING THEIR CONSTITUTIONS OR BYLAWS. It is usually best that constitutions and bylaws are amendable only at certain times under certain conditions. These documents are supposed to be permanent guides for your organization and so should not be prone to constant modification. The most common method is only allowing amendments at the meeting when elections are held; it is not at all advisable to allow amendments to be voted on at the meeting at which they are proposed unless the meeting is such a constitutionally defined time. Include what type of majority is required and who makes the amendments as well as when amendments can be made. Make this process excessively clear. Amendments are one of the most important provisions in a constitution or bylaws and have been the most frequently omitted. If the organization desires to change any procedure in the constitution/bylaws, it is done by means of an amendment which changes, deletes, or adds something in the document.

X. Ratification

This article is the last one in a constitution or bylaws and includes when they took effect, whether they void any previous documents or conflicting legislation, who passed it, and what majority was needed for ratification. Please include the date ratified.

According to **Robert's Rules of Order**, an organization may choose to adopt both a constitution and bylaws, only a constitution, or only bylaws. Whichever course your organization chooses to follow, please make use of these guidelines; they apply to both. If you decide to draft both a constitution and bylaws, the constitution will be an outline of the structure of the organization and the bylaws will be the specific rules governing the organization. The constitution should be the more binding document and is usually more difficult to amend. Both documents require articles describing how it may be amended.

You may want to refer to Robert's Rules of Order where you can find additional help and you can be assured of finding all the proper ways to conduct your organization's business.

Constitutions should be written in the third person and use the definite future tense ("will") in such statements as "The officers will be elected at the annual election meeting." "Shall," "should," and "would" are not to be used except where absolutely grammatically correct.

New Mulholland Clubs

Purpose of Forming a New Student Club

Student clubs are an essential part of the UVA medical student experience. While students may gather informally to participate in common activities, club and CIO status offer official standing for a group of students with a common interest. The primary benefits of student clubs are to be able (1) to access Mulholland and Student Council Funds, and (2) to advertise a student club during the Fall and Spring Activities Fair.

Timeline of Forming a New Student Club & Registration for CIO status

New club applications must be submitted **by July 31st** for consideration for the fall semester, and **by December 1st** for consideration for the spring semester. Approval of new clubs will only take place during the August and December/January Mulholland meetings.

Registration for new CIOs opens soon after the start of the new academic term on the undergraduate calendar. This is mid-August for the fall semester and mid-January for the spring semester, which is soon after the above deadlines. After a new club is approved, the club is strongly encouraged to submit a contract for CIO status **at the beginning of the same or following semester**. Potential new club leaders are also welcome to submit paperwork for CIO status prior to approval as a Mulholland club. Mulholland clubs that submit an application for CIO status will be favored for additional funding from the Mulholland Society.

How to Propose a New Student Club

A new student club may be proposed if the club (1) will be made available to the entire student body, (2) will fulfill a niche not otherwise covered by another existing organization, and (3) is considered worthwhile to be given funding and to be associated with the University of Virginia and the School of Medicine.

To form a new Mulholland Student Club, an **Application form** and a **Financial Request form** must be submitted to the [Mulholland Vice Presidents and Treasurer](#) by email.

After submitting the two forms, one of the aforementioned Vice Presidents will be in contact with the student representative of the proposed club in order to arrange being present at a Mulholland Society meeting to speak briefly about the club. One to three representatives of the proposed club can be present. Mulholland Society meetings usually occur on the third Wednesday of every month. Please see the [Mulholland Calendar](#) for specific dates.

At the Mulholland Society meeting, the submitted forms for the proposed club will be shown to all members present. The representative(s) will describe the purpose, goals, and benefits of the new club, as well as explain funding requests. Members present will be able to ask the representative(s) questions. At the conclusion of the discussion, the representative(s) will be asked to step out of the room while the Council members present discuss, debate, and finally vote on the (1) approval of the group and (2) approval of its funding. This is decided by a simple majority of the Council members present. Mulholland members who are involved with the new club should also step out and are not eligible to vote in order to avoid a conflict of interest. The

decision of this vote will be communicated to the representative(s) via email by one of the Vice Presidents.

New Mulholland Club Application

The new club application should be filled out clearly and completely. Failure to do so will result in a request for further clarification of information.

See the appendices at the end of this resource guide for the form.

New Mulholland Club Financial Request Form

The financial request form should be filled out clearly and completely for the academic year. A separate entry should be created for each event, and as many events as are applicable can be added. Each entry should include an event name, event description, date, location, expected number of students to attend, estimated cost, and specific explanation of cost, among other items indicated on the forms.

See the appendices at the end of this resource guide for the form.

Please refer to the Established Mulholland Clubs on the following pages for further information on funding and to become more familiar with future funding requests.

Established Mulholland Clubs

Registering as a CIO for Established Student Clubs

All club leaders of existing Mulholland clubs are strongly encouraged to register their student clubs as CIOs in order to access additional funding.

Requesting Financial Reimbursement from Mulholland

Clubs with approved CIO status, with a contract submission in process, or who have attempted to obtain CIO status will be favored in budget allocation by the Mulholland Society.

How to Apply for Funding for the Academic Year

1) Submit the “**Established Student Club Funding Application**” (see [Appendix 3](#)) with your club’s anticipated budget for the upcoming academic year to the [Mulholland Treasurer](#).

- This form will be sent out by the Mulholland Treasurer to club leaders by June 1st. Instructions will be included for club leaders at that time. Funding applications are due by July 1st. Failure to submit funding applications on time will result in a loss of funding for the academic year.
- Club leaders should consider which expenses can be covered via CIO status and the Student Activities funds, as well as other outside sources of funding.
- The budget must include planned activities for both the fall and spring semesters along with all expected sources of financial reimbursement. Clubs are encouraged to seek funding from other sources as the Mulholland Society will likely not have a sufficient amount to cover every event proposed by all of the clubs that request Mulholland funding.
- The standard funding provided by Mulholland for each semester is \$90. This value may be higher or lower depending on the club’s demonstrated activity, community outreach programs, large-scale programming, and CIO status.

2) Wait to receive a confirmation email that the club’s request has been approved. Club budgets will be approved by July 31st.

3) To receive reimbursement for expenses, submit original itemized receipts and the reimbursement request form ([Appendix 4](#)) to the Mulholland Treasurer based on the guidelines below. **Non-itemized receipts, bank statements, or other documentation will not be accepted.**

Any questions regarding items that may or may not be reimbursed should be directed to the Mulholland treasurer **before** events take place and receipts are submitted for reimbursement.

Process for Reimbursement


Reimbursement receipts should be submitted **within two weeks of the date of the event.**

1) Place the original itemized receipt along with a completed and signed “**Expenditure Voucher Form**” (see [Appendix 4](#) – fill out only the highlighted sections) in an envelope with the following written on the outside:

- Name of individual to be reimbursed
- Contact email address
- Name of club
- Name and date of activity/event approved for reimbursement

The original receipt must be itemized or an itemized invoice must accompany the receipt. The Mulholland Society as well as the business office that processes reimbursements must be able to see exact expenses. Examples of acceptable and unacceptable receipts are shown below.

ACCEPTABLE – original and itemized receipt (left), original and itemized invoice (right)



More value for the way you live.

1159 EMMETT STREET
434-293-5176
YOUR CASHIER WAS ALEX

	KVLU NAPKINS	0.93 T
	STCY PTA CHP	2.00 B
SC	KROGER SAVINGS	1.69
	TOSTITOS	2.50 B
SC	KROGER SAVINGS	0.99
	PRSL CRACKER	5.49 B
SC	KROGER SAVINGS	0.50
	7UP DIET	1.25 B
SC	KROGER SAVINGS	0.74
	PEPSI COLA	1.11 B
SC	KROGER SAVINGS	0.78
	DT COKE CNTR	1.34 B
SC	KROGER SAVINGS	0.65
	CLASSIC CNTR	1.33 B
SC	KROGER SAVINGS	0.66
	PRSL CHEESE	5.99 B
	PRSL BRIE	5.99 B
	SABR HUMMUS	4.69 B
	SABR HUMMUS	4.69 B
	KRO VEG TRAY	9.99 B
	BKRY MUFFINS	3.69 B
	BKRY MUFFINS	3.69 B
	KRO PLATES	2.99 T
	PRSL BROWNIE	3.99 B
	PRSL BROWNIE	3.99 B
	KRO CLR CUP	3.39 T
SC	KROGER SAVINGS	0.60
	TOSTIOS SLSA	3.99 B
	KROGER PLUS CUSTOMER TAX	*****1578
	**** BALANCE	2.25
	*****1006	75.28
	REF#: 000000	
	PURCHASE: 75.28	

Take It Away
115 Elliewood Ave
Charlottesville, VA 22903

Bill To: [REDACTED]

Ship To: [REDACTED]

P.O. #
Terms: Net 30

Ship Date	9/22/2011
Due Date	10/22/2011
Other	

Item	Description	Qty	Price	Amount
Sandwiches		45	5.27	237.15T
Cheese		20	0.75	15.00T
Chips		45	0.99	44.55T

Reimburse \$75

*paid 9/22/11
Morgan*

Subtotal	\$296.70
Sales Tax (9.0%)	\$26.70
Total	\$323.40
Payments/Credits	\$0.00
Balance Due	\$323.40

Invoice
Date 9/22/2011
Invoice # 111178

Take It Away
takeitawaybookkeeper@gmail.com
takeitawaysandwichshop.com

434-295-1899
Fax 434-295-1899

UNACCEPTABLE – not an itemized receipt

**CREDIT CARD
ORDER**

4243
Domino's Pizza LLC
(434) 970-7777

10/11/2011 12:36 AM
Order 310319 Server Techsup

Delivery

200 JEANETTE LANCASTER WAY

Visa

CREDIT CARD # XXXXXXXXXXXX7968
REFERENCE
APPROVAL CODE 193059

Amount \$128.54
Tip 13.00
Total 141.54

SIGNATURE

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT

DEL EXPS ID _____

- 2) Notify the Mulholland Treasurer by email that you are submitting a reimbursement request. Requests for time-sensitive reimbursements should be included in this email.
- 3) Put the envelope in the orange Mulholland Treasurer box in the medical student lounge on the second floor of the Claude Moore Medical Education Building.

If you would like your reimbursement check to be mailed to you, please provide a self-addressed, stamped envelope with submission of your receipts. You must email the Mulholland Treasurer to notify them of this need.

- 4) The Mulholland Treasurer will process your request for reimbursement, usually within 6-8 weeks depending on holidays and academic breaks. In order for your reimbursement to be successfully processed:
 - The expenses should not exceed the previously approved club budget for the academic year,
 - The expenses should be reasonable,
 - The expenses should be for an activity that was previously listed on the budget request for the academic year,

- The expenses should not include alcohol or bottled water.

5) The Treasurer will put the reimbursement check in the Mulholland Treasurer box or mail it to you if requested. You will receive an email when the check is ready.

Sources of Funding Outside of Mulholland

Various funding sources for Mulholland Clubs exist outside of the Mulholland Society. These include, but are not limited to: UVA Hospital departments, UVA academic departments, national and regional organizations, and individual club members. It is expected that student clubs that 1) have related hospital or academic departments at the University, 2) are student chapters of a larger organization, and 3) are registered as a CIO will at least attempt to request financial support from the appropriate funding source.

Funding Requests & Reimbursements Outside of Mulholland

Direct reimbursement from hospital or academic departments - When receiving funding from both the Mulholland Society and hospital or academic departments, keep in mind that the Mulholland Treasurer must have the original receipt for reimbursement and that the department will most likely need an original receipt as well.

- Arrange to have various expenses in separate amounts in order to have original receipts (i.e., two or more receipts) for both the Mulholland Society and the department(s).
- Mulholland will only reimburse for the previously approved amount on the club budget, not the total amount of the receipt in the case that the expenses are greater than the approved amount.

Indirect reimbursement via Mulholland - For clubs with external department funding that has been submitted to the Mulholland Society by check, funds will be deducted from the external funding first. Once this funding is used, any approved Mulholland funding will be used next. Student club leaders supported by departments in this way should keep track of expenses on their own and should periodically check in with the Mulholland Society on the status of their funding.

CIOs - Review the [CIO Handbook](#) for submitting CIO reimbursement.

How to Organize a Lunch Talk or Other Event

Scheduling Events

- 1) Organize a speaker, panel, or activity with a target audience (i.e. entire student body, M1s only, M3s and M4s only). Plan supplies needed, food, and expected attendance.
- 2) **Check the [Mulholland calendar](#) prior to scheduling events.** Choose a date and email the [Mulholland Secretary](#) to get your event on the Mulholland calendar. A room reservation is not required for this.
 - There should be **only one lunch talk each day** to allow students to attend all lunch talks (and to maximize free food consumption).
 - For events geared toward M1s and M2s, summative weeks and breaks are all on the calendar to help you avoid scheduling conflicts.
 - CPD is scheduled from 1:00-5:00 Monday through Thursday. To avoid having students exit a lunch talk early, particularly if guest speakers are present, plan to have events end at 12:50 or 12:55 pm.

Estimating Costs

While free food is a main draw for many events, the Mulholland Society strongly encourages the use of a sign-up sheet for events to guarantee that all food is eaten. In general, providing food for the first 20-30 students to sign up on a Google spreadsheet is more reasonable than providing food for everyone in attendance. For example, the first 25 students to sign-up are guaranteed food, and then any other students in attendance thereafter may have the remaining food.

It is recommended to keep track of event attendance with an online Google spreadsheet or paper sign-in. This is useful not only for a student club's future event planning, but also if the club plans to request greater than the standard budget in the following year and would like to have evidence of well-attended events.

The Mulholland Society urges student club leaders to use funding wisely and to not spend the maximum allotment if unnecessary.

Reserving Space

When requesting an academic space, include the specific space requested and event name, date, and time. It is useful to submit an alternate date and time request as well in the case that the primary request cannot be honored.

The contacts for space reservations in the Claude Moore Medical Education Building, Pinn Hall, and MR-5 research building are as follows:

- MedEd** - Email **Lucille Bland** (ltm3e@eservices.virginia.edu) and **Mary O'Leary** (MJO@hscmail.mcc.virginia.edu). Dr. Canterbury approves these requests.

- *Learning Studio, Auditorium*
- **Pinn Hall Classrooms** - Email **Lucille Bland** (ltm3e@eservices.virginia.edu)
 - *Rooms 1005, 1014, 1-14*
- **Pinn Hall Conference Center** - Email **Sibyl Hale** (sdh9t@eservices.virginia.edu)
 - *Ground level: G1/G2*
 - *1st floor: Auditorium, 1st floor lobby, Meeting room #1*
 - *2nd floor: 2ABC*
- **BME lobby & MR-5** - Email **Lucille Bland** (ltm3e@eservices.virginia.edu)
 - *Classrooms: MR-1005, MR-2005, MR-3005*
- **Health Sciences Library** – Email **Diane Aramian** (daa3f@virginia.edu)
 - *Study rooms*
 - *Downstairs classrooms*

Advertising Your Event

Once the date, time, location, and other details are finalized for a club event, an email can be sent to the appropriate listserv or class emails. Events can be open to club members only, specific classes, or to the entire student body.

- Class listservs are as follows: smd20@virginia.edu, smd21@virginia.edu, smd22@virginia.edu, etc.
- For any event with a limited attendance (i.e. suturing workshop, small meeting with faculty, etc) or maximum number of students for food, **avoid emailing students during FCM (CPD) hours** (1:00 pm to 5:00 pm Monday through Thursday) to ensure that all students have a fair opportunity to attend club events.
- Try to avoid emailing the entire student body when possible and utilize club listservs and class Facebook pages whenever possible.

All student club events may also be advertised on the [Mulholland Society Facebook page](#) by emailing the [Mulholland Secretary](#) with a post that can be copy/pasted.

Reimbursement

Submit original itemized receipts and a completed reimbursement request form to the Mulholland Treasurer if using Mulholland funds. Refer to the “Established Mulholland Clubs” section above for more information on reimbursements.

Miscellaneous

Unsure about any aspect of planning a student club event? Email the Mulholland Society Vice Presidents for help, especially prior to spending money.

It is a violation of the Honor Code to misuse Mulholland Society funding, to misrepresent funding expenses when requesting reimbursement, or to misrepresent club activities that require funding.

Supplemental Funding

Supplemental funding is intended to be used for events which were not planned prior to the academic budgeting deadline or for events which may cost more than what was originally allotted in the club budget. Supplemental funding requests may be submitted by 1) the leaders of approved Mulholland Student Clubs who need additional funding above that which was allotted to them during the normal budget process at the beginning of the academic year, and 2) individual students with non-club related ideas for events that require funding.

All supplemental funding applications must be submitted and approved 2 weeks prior to the event for which the funds will be used. **Supplemental funding requests submitted after the event occurs will not be accepted under any circumstance.**

A detailed explanation of the event, use of funds, and justification for the requested funding amount (i.e. menu prices for food, pricing for supplies, etc) should be documented on the request form.

Supplemental funding requests are subject to available funds within the Mulholland Society budget. Requests will be reviewed and voted upon either at the next Mulholland Society meeting if time permits prior to the event or by the Mulholland Society executive committee. Students submitting this application are welcome but not required to be present at the Mulholland meeting, as all pertinent information should be documented on the form. For approved supplemental funding requests, reimbursements will occur in the same way as for student clubs. Refer to the “Process for Reimbursement” section for more information.

See [Appendix 5](#) for the form.

Appendix 1

UVA Mulholland Society New Student Club Application

This form should be submitted with the New Student Club Financial Request Form to the Mulholland Vice Presidents and Treasurer.

Required

Proposed club name:

Date of submission:

Submitting student's name & email:

Club leader(s) & emails:

Purpose of proposed club:

How proposed club will benefit medical students:

Brief description of proposed activities:

Required only if applicable to student club

Faculty sponsor:

Department sponsor:

Associated Regional or National Organization:

How the above sources will support or are associated with the proposed club:

Appendix 2

UVA Mulholland Society New Student Club Financial Request Form

This form should be submitted with the New Student Club Application to the Mulholland Society Vice Presidents and Treasurer. New club applications must be submitted by **July 31**, for consideration for the fall semester, and by **December 1**, for consideration for the spring semester.

Proposed club name:

Date of submission:

Submitting student's name & email:

Total expected expenses for academic year: \$ _____

Expected sources of contributions:

National/Regional Organization \$ _____
 University CIO Status \$ _____ Supporting
 UVA Department \$ _____ Club members
 \$ _____ Mulholland Society
 \$ _____ Other (please specify source)
 \$ _____

Event #1

Event title:

Estimated cost:

Expected event date and location:

Will this event be advertised to the entire student body?

Expected # students in attendance:

Detailed event description:

Breakdown of expected cost:

Food	\$ _____
Beverages	\$ _____
Food/napkins/utensils	\$ _____
Venue	\$ _____
Advertising	\$ _____
Uniforms	\$ _____
Gifts	\$ _____
Other (please specify)	\$ _____

Appendix 3

**UVA Mulholland Society
Established Student Club Funding Application**

This form should be submitted to the Mulholland Society Treasurer by July 1st. Late forms will not be accepted.

Club name:

Date of submission:

Submitting student's name & email:

CIO status (select one): Active Inactive Have not applied Applied & Denied

Total expected expenses for academic year: \$ _____

Expected sources of contributions:

National/Regional Organization \$ _____
 University CIO Status \$ _____ Supporting
 UVA Department \$ _____ Club members
 \$ _____ Mulholland Society
 \$ _____ Other (please specify source)
 \$ _____

Event #1

Event title:

Estimated cost:

Expected event date and location:

Will this event be advertised to the entire student body?

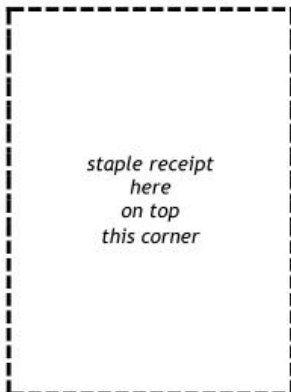
Expected # students in attendance:

Detailed event description:

Breakdown of expected cost:

Food	\$ _____
Beverages	\$ _____
Food/napkins/utensils	\$ _____
Venue	\$ _____
Advertising	\$ _____
Uniforms	\$ _____
Gifts	\$ _____
Other (please specify)	\$ _____

Appendix 4



EXPENDITURE VOUCHER FORM - FY2016
OFFICE OF THE DEAN OF STUDENTS

DATE: _____ **AMOUNT (CANNOT EXCEED AUTHORIZED LIMIT):** _____

OUTSIDE VENDOR OR UVA DEPARTMENT: _____

PTAO TO CHARGE: _____ - _____ - _____

PTAO TO CHARGE: _____ - _____ - _____

CHECK ALL APPROPRIATE BOXES BELOW:

- | | |
|--|--|
| <input type="checkbox"/> Purchasing Card Expenditure
Complete section I & II and attach receipt(s) | <input type="checkbox"/> Request for Reimbursement
Complete section I & II and attach receipt(s) |
| <input type="checkbox"/> Petty Cash
Limit of \$100 per person per day
Complete section I & II and attach receipt(s) | <input type="checkbox"/> Request for Payment to Vendor or UVA Department
Complete section I & II and attach receipt(s) |

SECTION I: SPONSORING ENTITY

- ODOS Newcomb Hall Student Council Other _____
 University Programs Council (UPC) Student Activities Cultural Programming Board (CPB)

SECTION II: PROGRAM/EVENT/COMMITTEE INFORMATION

Event/ Program/Committee Title: _____

Description of Event/Program & Materials purchased: _____

Event/Program Location: _____ Approximate Attendance _____ Date _____

SECTION III: REIMBURSEMENT REQUEST

Name of individual to Reimburse: _____

University ID Number: _____ Email _____

I certify that this expenditure has been made in accordance with policies and within the parameters of our budget. (Please print your name & sign)

Person Spending Money: _____

Signature: _____ **date:** _____

Supervisor /Advisor/ Designee: _____

Signature: _____ **date:** _____

Please Note: (1) ORIGINAL receipts and/or documentation must be Signed, Dated, and Submitted to the Business Office within FIVE Days of purchase and (2) A separate receipt must be provided for each event...

FOR OFFICE USE ONLY:
AMOUNT: _____
LPO/PO/CK #: _____
VOUCHER: _____

Appendix 5

**UVA Mulholland Society
Supplementary Funding Application**

This form should be submitted to the Mulholland Society Treasurer and Vice Presidents 2 weeks prior to the proposed event.

Submitting student's name & email:

Date of form submission:

Date of event:

Requested funding amount:

Event title:

Is this event already receiving Mulholland or external funding?

Current Mulholland funding amount:

Other expected source(s) of contributions and amount:

Estimated total cost:

Expected event date, time, location:

Target audience:

Expected # students in attendance:

Detailed narrative event description:

Breakdown of expected total cost:

Food	\$ _____
Beverages	\$ _____
Food/napkins/utensils	\$ _____
Venue	\$ _____
Advertising	\$ _____
Uniforms	\$ _____
Gifts	\$ _____
Other (please specify)	\$ _____