Guidelines for Student Organizations

The Office of Student Affairs manages financial accounts and transactions for student organizations. No separate bank accounts may be maintained.

Requests for Reimbursements

Students may spend their own money and then be reimbursed on items such as food and general supplies if purchased for a funded student group. Some funding sources have stricter guidelines than others, so please check with Student Affairs if you are unsure of the reimbursement policy for a specific item before purchasing it.

1. The Reimbursement Justification Form must be submitted by the group treasurer with every reimbursement request.
2. Original receipts must be submitted with every reimbursement request.
3. Every effort should be made to purchase items with a bank/credit card. In the event that a receipt is lost, a bank/credit card statement may suffice along with a Missing Receipt Affidavit.
4. Reimbursement requests for food must be accompanied by a sign-in sheet from the meeting/event.
5. All reimbursement requests MUST be received within 6 weeks of the transaction.
6. Prior approval is required for the purchase of gift cards.

Planning an Event

The following student events and activities must be registered with the Office of Student Affairs (regardless of your source of funding) at least three weeks in advance of the event (six weeks for health fairs) and/or before any purchases/solicitations/collections are made. To register, please submit the Event Budget Worksheet to the Office of Student Affairs.

1. All events or activities where alcohol will be served
2. All events or activities where money will be collected (through ticket sales, sale of items, etc.)
3. All events or activities that require security, facilities, or Brown catering.
4. All events or activities that include rental of a facility, park, vehicle, or any other equipment.
5. All events or activities that will require a payment for services (examples include guest speakers, contractors, etc.)
6. All events or activities that include health screening or education, such as health fairs. If any screenings (such as glucose or blood pressure measurements) are planned, students must be supervised by a healthcare provider.

Community work

Any group planning to work in the community (examples include health fairs and tutoring or mentoring programs) must have a faculty advisor and a liaison from the community site with which the interest group is working (this may be the same person). Each interest group must also designate a community engagement student leader who will ensure along with the Offices of Student Affairs and Diversity/Multicultural Affairs that all work in the community is being done in a responsible fashion.
Fundraising
Medical student fundraising is required to comply with all university policies and guidelines. Only student groups that are registered with the Office of Student Affairs or the Office of Medical Education may conduct any fundraising efforts. If your group is interested in raising any funds through any means for any purpose, the Fundraising Request Form must be submitted to the Office of Student Affairs at least 90 days before efforts begin.

Please submit all forms and direct any questions to chelsea_reyes@brown.edu.