

SPH New E-Board Leader Workshop.

Spring 2025

Introductions

- Name and Pronouns
- Student Org(s) you belong to
- What is your favorite place to visit in Boston?

Graduate Student Life Team



Mary Murphy-Phillips
(she/her)
Assistant Dean of
Students



Ashley Leonard
(she/her)
Assistant Director of
Graduate Student Life



Tenbit Mitiku
(she/her)
Assistant Director for
Student Success



Kori MacInnis
(she/her)
Assistant Director for
Student Engagement

A Little Bit About Me!



Leadership Training Goals



Requirements

- Academic responsibility
- Inclusivity



Event Planning

- Steps for planning events
- GSL resources
- Budget management



Collaboration

- Share past experiences
- Event ideas

Student Organizations

- ❖ Academy Health
- ❖ Biostatistics Student Association
- ❖ BUSPH Consulting Club
- ❖ BU Students in Health Data
- ❖ Global Health Student Organization
- ❖ Doctoral Student Organization
- ❖ First-Generation Association at BUSPH
- ❖ Food is Medicine Collective
- ❖ Health Policy and Law Student Organization
- ❖ Healthcare Management Student Association
- ❖ International Students Organization
- ❖ Latino Caucus for Public Health at BUSPH
- ❖ Maternal Child Health in Action
- ❖ Mental Health Public Health Connections
- ❖ Part-Time Student Organization
- ❖ The Period Project
- ❖ Public Health Social Work Club
- ❖ Queer Alliance
- ❖ Reproductive Justice Student Alliance
- ❖ Students of Color for Public Health
- ❖ Student Senate



E-Board Leadership Responsibilities

- **BUSPH Student Organizations Policies and Guidelines**
- Must be in [good academic standing](#), violations of academic misconduct will result in removal from position
- Hold e-board meetings (every 2-3 weeks) to stay on track
- Meet with advisor at least twice a semester
- Have at least 7 members
- Foster an atmosphere of caring, inclusivity, and positive relationships among the members



Responsibilities Cont.

- Establish continuity
- **Your role indicates your commitment to representing the school.**
- Bring members together for social/educational engagement opportunities around the philosophy of your organization
- Participate in Graduate Student Life sponsored events when asked
 - *Orientation/Commencement Activities, Student Org Fair, National Public Health Week, Training & Org Transitions*



Membership Roles



- Each leader understands role and responsibilities
- Required e-board positions: President, Vice President, Treasurer (*if co-leaders, must have one person overseeing budget*)
- Delegate who will oversee tasks at beginning of semester
 - Manage budget
 - Create social media flyers/promotion requests
 - Submit food order requests
- Event set-up and clean-up is responsibility of all members
 - Create sign-up list for each event

Event Planning

- Focus on mission of organization
- Get out into community!
- Volunteer opportunities
- Donation drives
 - Collecting items or donating directly to cause
- Think outside the box!
 - What are groups on CRC doing? Only repeat traditions, bring new events to life on campus



Budgeting Proposal



Budget proposal and list of at least 7 members due **by September 30/January 31** to secure access to funds. *Beyond this deadline, student org will become inactive for semester.*



Budget available Sept. 1- May 1. (*Funds expire after May 1*)



How much of budget allotted to each event?



Options to utilize BU student admission and discounts (BU Museum free admission)



Collaborate with other student organizations

BUSPH Student Organization Budget (Spring 2025)

| | |
|------------------------|--|
| Organization Name | |
| GSL Approval Signature | |

*All events must reflect mission of the organization.

*Food orders cannot exceed \$100 per event. Permission required for larger events. **Funding expires May 1, 2025.**

*Use cost estimations to determine how much you want to budget for each event.

| | | | |
|---|--|-------------|-----------------|
| Total Spent in Fall 2024 Semester: | | | |
| | | | |
| Overall Total Requested for SP25 Semester | Overall Total Approved for SP25 Semester | Total Spent | Total Remaining |
| \$0.00 | | \$0.00 | \$0.00 |

| Event #1 Title | Date and Time | Type of Event | Aprox Number Attendees | Location | Event Description | How does this event reflect the mission of your organization? | Do you plan on collaborating with other orgs or departments? If yes, please list who. |
|----------------|---------------|---------------|------------------------|----------|-------------------|---|---|
| | | | | | | | |

| Item/Food | Vendor | Estimated Cost per Unit | Quantity | Purpose of Item | Total Requested | Amount Spent | Amount Remaining |
|-----------|--------|-------------------------|----------|-----------------|-----------------|--------------|------------------|
| | | | | | \$0.00 | | \$0.00 |
| | | | | | \$0.00 | | \$0.00 |
| | | | | | \$0.00 | | \$0.00 |

Quality Over Quantity

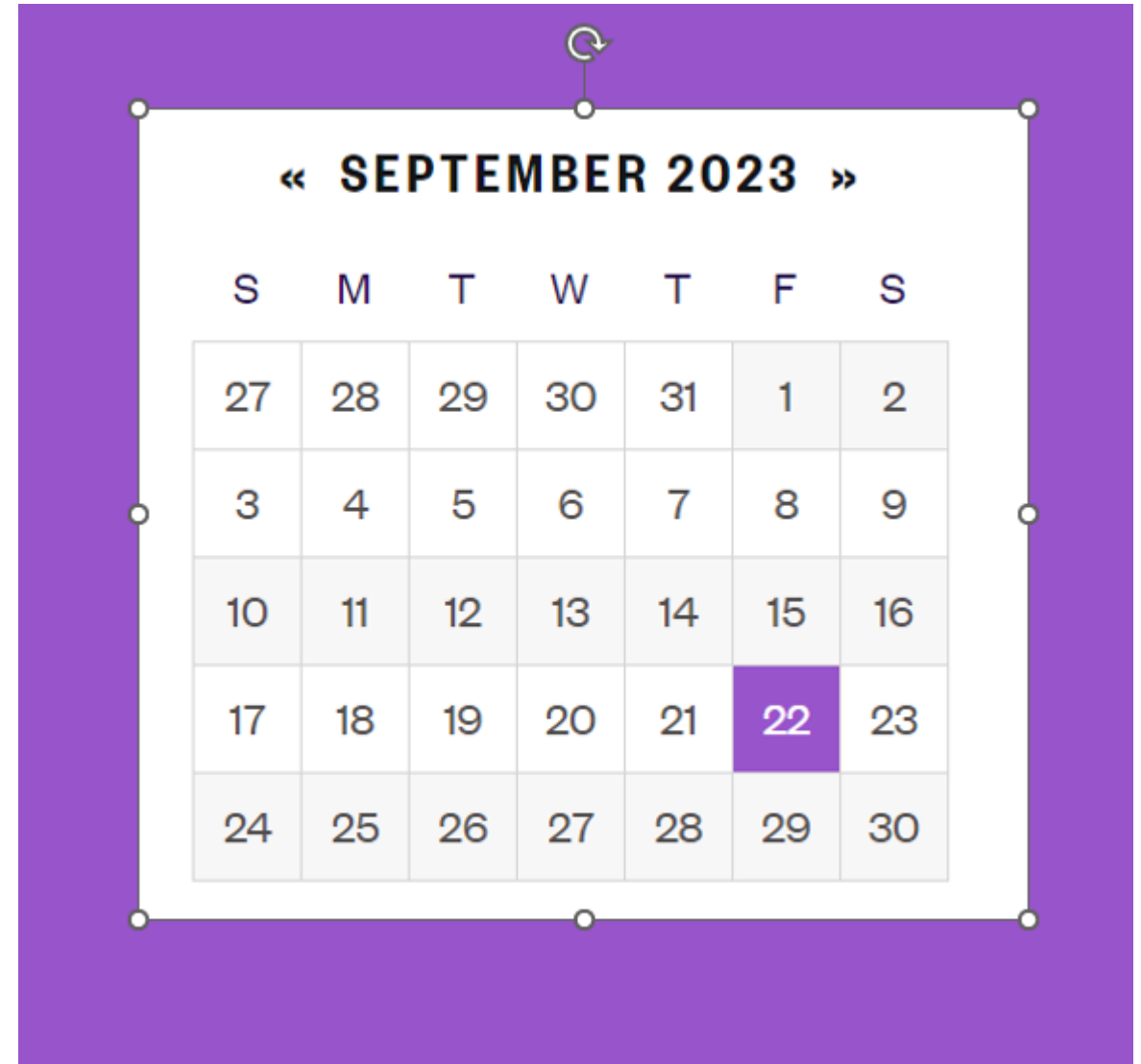


- Be thoughtful with events
- Bringing community together
 - BU Fuller Pub outings
 - Volunteer with local organizations
- SPH impact
 - How can your org make a difference?

Event Planning

Step 1: Select a Date

- Start early!
- Make sure no major conflicts (holidays, Dean's level events or Coffee Chats)
- Check [SPH Calendar](#), [SPH Academic Calendar](#) and [Student Org Calendar](#)
- **All events are for on-campus degrees only**
- *Remember: Lack of planning leads to poor results!*



Event Planning

Step 2: Reserve a Space

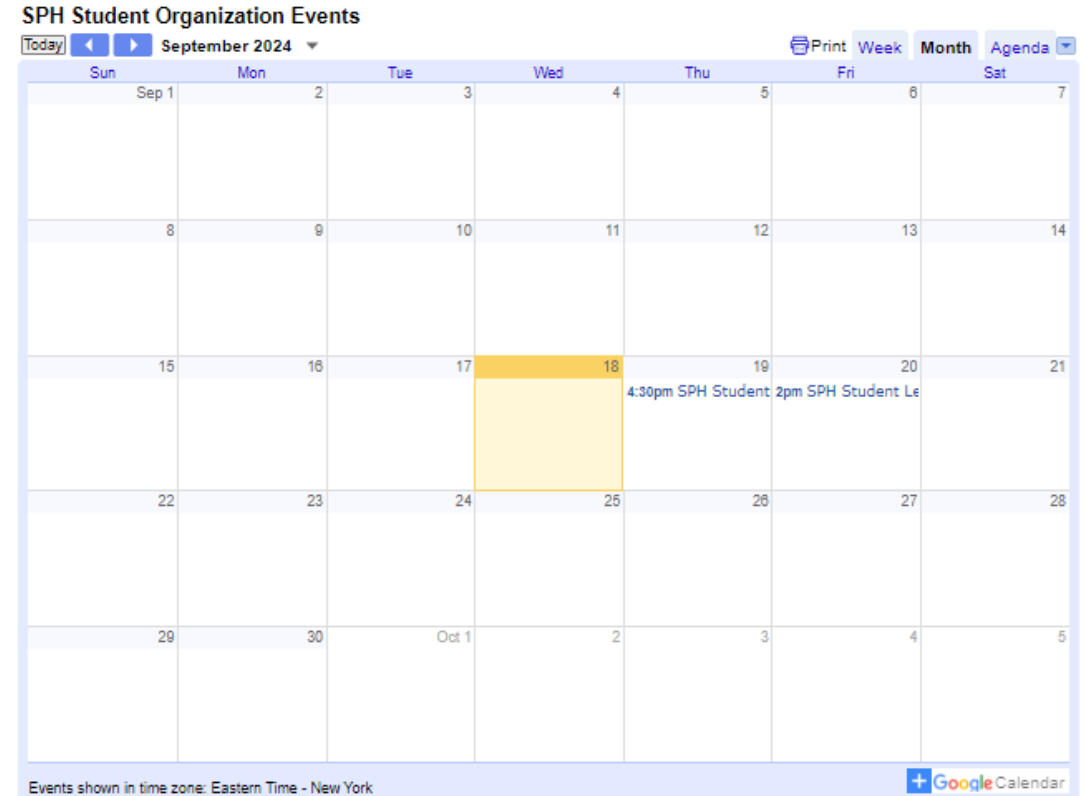
- Consider how many people you expect to attend (RSVP forms)
 - *Talbot conference room & Talbot Green*
 - *10 people or less- Talbot 113B & C*
 - *Events over 30 people: INS classroom*
- Submit a [space request form](#)

Once event is approved, please add to shared [Student Org Calendar](#)



Student Organization Calendar

- All SPH org emails granted access
- Once events are approved on budget form, student org is responsible for adding events to calendar
- Located on Student Org Website, Talbot screens, and student lounge



Event Planning

Step 3: Make an Announcement

- Submit a [student event/announcement request](#) to have your event appear in the **Student Weekly** and **SPH Calendar**
- All Student Weekly requests must be submitted by 12pm the Wednesday before publishing (*Kori MacInnis oversees Student Weekly*)

****All events must be advertised for on-campus students only****

Boston University School of Public Health

Student Weekly

January 29, 2024

3 Top Items To Note This Week:

- LGBTQIA+ Student Resource Center
- Professional Headshot Event for Students
- Talking Circle with Dean Cozier

Announcements.

Celebrating Black History Month



Social Media Presence

- Don't post just to post: focus on the quality of the content
- #hashtags #are #our #friends (This can be an effective way to join larger conversations about a topic/event etc.)
- Add friends, accept friends, share and repost
- Keep up with the trends, utilize varied features

Social Media Presence

Tag [@thegradlife_busph](#) and [@busph](#) to spread awareness of your events and initiatives!



Event Planning

Step 4: Order Food and Supplies

- Submit a [food request form](#) at least 7 business days before event
- For supplies:
 - [Amazon Order Form](#)
 - **All Amazon orders must be placed by our office through our Amazon business account. We cannot reimburse students for anything placed from their personal accounts. We cannot order Amazon Fresh as this is separate from Amazon Business.**
 - Graduate Student Life has a lot of supplies, so be sure to check there first!



Event Planning

Due to our high volume of order requests, we are no longer able to accept requests from grocery and department stores. We can accept the following:

- **Amazon requests**
- **WB Mason requests** (many non-perishable grocery items can be purchased through this vendor-regardless of item you can always ask me first to check this vendor. Please list WB mason request using food order request form.)
- **Restaurant delivery orders**
- **Chequers catering bundles** (new section on food request form) sandwich halves, mini flatbread pizza slices, cheese and cracker platters, bagels, and coffee/hot chocolate)

Local Restaurants We've Used

- Anna's Taqueria
- Anoush'ella
- El Barrio Mexican Grill (Harrison Ave)
- Café Luna
- Café Quattro
- Chipotle
- Dunkin
- Flour Bakery & Café
- House of Tandoor
- Milk Street Cafe
- Panera
- Pizza Stop
- South End Pita
- Upper Crust
- Yang's Dumplings

Before Submitting Food Order Request:

- **Call restaurant to make sure they deliver or you will be responsible for picking up order yourself**
- Place a test order online to account for delivery fees
- Determine any dietary restrictions and list on food request form

Reimbursement Approval Form

If you are looking to purchase something that is not available using the options mentioned, or if you are unable to meet the time requirements, you are welcome to make your own purchase and request reimbursement

- ***Reimbursement request must be submitted before making any independent purchases***
- **All purchases must be approved by GSL first**
- Form must be submitted at least 2 weeks prior to event, contact Ashley if within this deadline
- [Reimbursement Approval Form](#)

Exceeding Budget Request

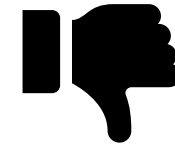
- A maximum of \$100 may be spent on food per event
- For larger events, requests to exceed this limit must be submitted with [exceeding budget request form](#)



Funds and Spending Do's and Don'ts



- Collaborate with other groups/orgs
- Tax Exempt form available upon request
- Keep spending records
 - Be sure to request copy of receipts
- If approved for reimbursement, keep receipts!
 - Please send all related receipts to Ashley Leonard (aleonar@bu.edu)



- Put duties of your org before academics
- Put in a food order or any urgent request for same day outcome
- Host an event that conflicts with Dean's coffee chats or other signature events that are on the SPH calendar.

Steps for Planning an Event

1. Submit a space request to reserve room at least **2 weeks prior**
2. Once room has been reserved, submit event/announcement request with promotional flyer attached to have event posted in SPH Calendar and Student Weekly (by **12pm Wednesday** prior to Student Weekly being published). Make sure to post on Student Org Google Calendar.
3. Submit [screen request](#) for digital promotion
4. Submit food request at least 7 business days prior to event (for any Amazon, WB Mason, and Chequers must give 2 weeks notice)

****All purchases must be approved by GSL****

Resources for Student Org Leaders

You can access the [Event Planning Guide](#) and full list of request forms under the [Resources for Student Organization Leaders](#) tab on the GSL website

Students For Quality
Health Care.

Student Organization Contacts & Social Media List



Resources For Student Organization Leaders



Ordering Food For Student Events



SPH Student Org Bin

- Located in closet next to TLB 221 East
- Avoid storing any food
- Please be mindful of shared space and only use what is purchased by your organization
- Arts and crafts outside of bins are available for all
- *Loose items will be discarded*



Fall 2025 Recruitment

- Begin recruiting early!
- Advertise open positions in Student Weekly and on Instagram
- **Must have at least 7 members by September 30, 2025**

Upcoming Student Org Meet-Up

- **Thursday, February 6 from 5-6pm**
- **INS 109AB** (*may change to TLB 307C-will let you know!*)
- **Hybrid format-Zoom link coming soon!**
- Informal chance to meet and connect with other student org leader, and to collaborate/brainstorm ideas



Steps for Success



- **Take Care of Yourself!**
 - Stress Management
 - Mindfulness
 - Work/life balance
- **What You'll Gain as a Student Leader**
 - Networking opportunities
 - Faculty, staff, and BUSPH departments
 - Leadership skills/prof. development
 - Meet new people!

Let's Collaborate!

- Reintroduce yourself/group
- Upcoming events
- If you are looking to collaborate
- Events that were successful for your group
- What worked/What didn't work

Questions?

Contact Me!

Email: aleonar@bu.edu

Office: Talbot 221 East