I. Purpose
OCS Student Interest Groups (SIGs) allow students to create programs and activities to further their common interests about medical specialties and/or other topics.

II. Scope
This policy applies to all Ochsner Clinical School students.

III. Policy Statements
SIGs are expected to adhere to all applicable University of Queensland, Ochsner Clinical School, and Ochsner Health System policies and procedures.

IV. Policy Implementation
A. All leaders/officers must be approved by the Office of Student Affairs (OSA) prior to election. **SIG leaders/officers must be in good academic standing.** Students NOT in good academic standing may attend meetings; but are not to hold a leadership position or participate in external activities.

B. All SIGs must have a faculty sponsor who is responsible for all activities.

C. SIGs should meet regularly, and internal speakers (employees of Ochsner) are encouraged.

D. To obtain approval for an external speaker or activity, SIGs must submit the SIG Request for External Function Form (enclosure 1) at least one month prior to the event. This form must be signed by the faculty sponsor and must be approved by the Deputy Head of School, Students.

E. SIGs may reserve meeting space by contacting StudentAffairs@ochsner.org **at least one week prior** to the event. Administration will send you a room reservation form.

F. In order to remain active, SIGs must apply for reauthorization each academic year prior to the census date. This application should include the following information:
   1. Updated OCS Petition for a SIG (enclosure 2)
   2. Attendance rosters from meetings or activities during the previous academic year
   3. Documentation of at least four attendees at each meeting or activity

In order to maintain version control, printed copies of Policies are for reference only. Please refer to the online Student Policy Manual for the latest version.
4. Documentation of at least three meetings or activities during the previous academic year

G. New SIGs must be approved through OSA by the Deputy Head of School, Students. To charter a new SIG, you must submit a completed OCS Petition for a SIG to OSA at any time during the academic year (enclosure 2). For a sample, see enclosure 3. This petition must:

1. Describe a purpose that distinguishes your group from other interest groups and does not duplicate existing programs or services.
2. List a minimum of three officers/leaders, all of whom must be in good academic standing. At least one officer must be designated as “President” and another as "Treasurer," but there should be no more than two co-officers for any position.
3. Identify a faculty advisor who must sign the petition.
4. Provide a plan for activities for the coming academic year.
5. Present a budget showing anticipated expenses and anticipated sources of funding.

V. Enforcement
OSA reserves the right to dissolve any SIG not following the guidelines outlined in this policy.

VI. INTERNAL REFERENCES
A. Enclosure 1 - Student Interest Group (SIG) Request for an External Function
B. Enclosure 2 - OCS Petition for a Student Interest Group (SIG)
C. Enclosure 2 - Sample OCS Petition for a New Student Interest Group (SIG)
Student Interest Group Name: ________________________________________________________________

Name of Student President: ________________________________________________________________

Faculty Sponsor: _______________________________________________________________________

Brief description of the activity/speaker, including dates, location:

If this is a speaker, does the speaker have colleagues, friends, contacts or family members working at Ochsner? If so, please list these.

Is there a budget for this activity? If so, what is the source of funding?

Signature of SIG Leader: __________________________________________ Date: ________________

By signing below, I attest that I have reviewed this activity or speaker and believe it is in the best interests of the Ochsner Clinical School to proceed.

Signature of Faculty Sponsor: __________________________________________ Date: ________________

Approved by: __________________________________________ Date: ________________

   Deputy Head of School, Students
Enclosure (2). OCS Petition for a Student Interest Group (SIG)

Name of Group:

Purpose:

Officers:

Faculty Sponsor:

Activities for the upcoming year:

Budget:

Signature of SIG Leader: ___________________________ Date: _______________

Signature of Faculty Sponsor: ______________________ Date: _______________

Office of Student Affairs Only

Approved by: ______________________________________ Date: _______________

Deputy Head of School, Students
Enclosure (3). Sample OCS Petition for a New Student Interest Group (SIG)

Name of Group:
Student Whale Watching Interest Group (SWWIG)

Purpose:
To bring together students with a common interest in whale watching, to raise awareness of the plight of whales, and to better understand the contribution of whales to human society. To our knowledge, there are no other student interest groups with a similar purpose.

Officers:
President: Mary Humpback
Treasurer: Thomas Blue
Activities director: Christopher Robin Right

Faculty Sponsor:
Dr. Susan Thompson, chair of endocrinology

Activities for the upcoming year:
1. We’ll view a video on the plight of whales in March
2. We plan an outing to the Gulf of Mexico for Whale Watching in November
3. We will do fundraising for our outing at various events throughout the year July
   a. Bake sale
   b. King cake delivery service during Mardi Gras
   c. Uber is sponsoring a week of “rides for the whales,” and will donate 25% of all proceeds during that week.

Budget:
We have received a $5,000 grant from the Whale Preservation Society of North America to support our outing, which we anticipate will cost $10,000. We will raise the remainder of the funds via fundraising as outlined above.

Signature of SIG Leader: ____________________________ Date: ________________

Signature of Faculty Sponsor: ____________________________ Date: ________________

Office of Student Affairs Only

Approved by: ____________________________ Date: ________________
Deputy Head of School, Students