

OFFICE OF STUDENT LIFE

Leadership Summit 2026

Catherine Jardien, MA

Sabrina Bynum, MHA

David Hernandez

The office of Student Life is located in the Student Affairs suite, through entrance 210. Catherine's office is 215. Sabrina's and David's desks are outside her office.

STRITCH SCHOOL OF MEDICINE



LOYOLA
UNIVERSITY CHICAGO

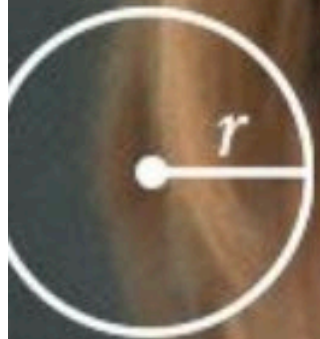


Objectives

- Learn how to manage your organization
- Identify steps to planning programs at Stritch
- Familiarize yourself with the Student Leadership Guide
- After this session, you will be able to:
 - Plan a program/event at Stritch from start to finish
 - Book a room
 - Request A/V and Housekeeping Services
 - Solicit funding
 - Order catering through HandCut Foods
 - Market through appropriate channels
 - Review the Student Leadership guide

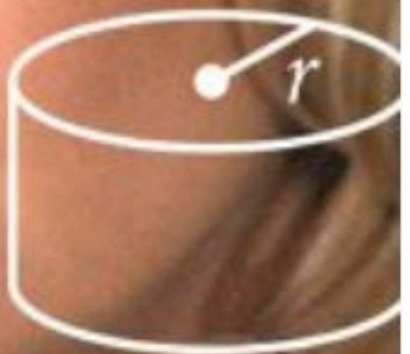
Event Planning Checklist

- Pick a date
- Plan your budget
- Ask for funding (if you NEED it)
- Clear any speakers
- Book a room
- Sketch room arrangement
- Decide Ed Tech needs
- Order food
- Buy supplies
- Market your event
- Get reimbursed



$$A = \pi r^2$$
$$C = 2\pi r$$

$$V = \frac{1}{3} \pi r^2 h$$



$$V = \pi r^2 h$$

SCHEDULING

	30°	45°	60°
sin	1/2	√2/2	√3/2
cos	√3/2	√2/2	1/2
tan	1/√3	1	√3

YOUR PROGRAMS/ EVENTS

$$\int \tan x dx = -\ln|\cos x| + C$$

$$\int \frac{dx}{\sin x} = \ln \left| \tan \frac{x}{2} \right| + C$$



$$ax^2 + bx + c = 0$$

$$a(x^2 + \frac{b}{a}x + \frac{c}{a}) = 0$$

Scheduling

- Check [activities calendar](#) for events that have already been planned to ensure yours doesn't conflict
- Be cognizant of special months/days (i.e., Hispanic Heritage Month, National Coming Out Day, St. Luke's Week, etc.)
- Check the [religious holidays calendar](#)

Program Request Form

- <https://forms.office.com/pages/responsepage.aspx?id=408fApwrJEiDeLvPnsWsy89IGbSkLoJlpjDBjYIMV1BUMTdVSVpCSDdaVFhEUIZIUjlUWkFYM1JKOC4u&route=shorturl>
- Submit **AT LEAST** 10 calendar days before the event. Requests submitted with less lead time may not be approved.
- Please list at least 3 options for the location of your event. Student Life will book the room for you.

Asking for Funding

- Decide which departments are most applicable
 - Bioethics
 - CCGH
 - Medical Education (Dr. Gruener)
 - Ministry
 - MSU
 - ODEI
 - Student Life
- Be reasonable in your requests and expectations.
- **Do not make any purchases before funding has been approved.**
- Get approval for any purchases in writing to be sure you'll be reimbursed.
- When possible, have staff use their ProCards to make purchases.
 - ProCard requests must be sent in **AT LEAST** 2-3 business days prior to an event taking place.
 - MSU treasurer approval for funding must be given prior to submitting your request

Facilities (Room Set-up)

- Things to consider
 - Do you want existing furniture to be arranged differently or new furniture to be added to the space? Or both?
 - Should existing furniture stay where it is, or be pushed to the side?
 - How many_____ do you need? (tables, chairs, etc.)
 - What time do you need everything to be set up by?
 - What time should everything be taken down?
- Furniture Available (SSOM Building ONLY)
 - 6-foot buffet tables
 - Folding chairs
 - Podium
 - Research presentation boards
 - Stage
 - Divider
- Sketch it out

Facilities

- Reserve space and allow 2-3 hours for larger setups and tear downs
- No events allowed on campus during University Closure days.
- Any events for an outside organization will be charged a room rental fee.
- Take down flyers and decorations after events have concluded.
- For events that include external guests:
 - A list of attendees must be submitted at least 72 hours in advance to Brian Triumph with Campus Safety at btrumph@luc.edu
 - Someone from your event needs to be at the front desk to help get the external guests through the gates, especially during the first hour of the event.

Technology Needs

Equipment Available

- Handheld microphones
- Lavalier microphones
- Microphones w/ stands
- Speakers w/ aux cord (plugging in a phone/tablet)
- iPad w/ Pandora subscription (music)
- Streaming services
- 55" TV for presentations
- Big screen w/projector
- Laptops
- iPads
- Extension cords

HandCut

- Email Stasia Chatfield, the catering manager at stasia.chatfield@compass-usa.com
- Alcohol is not allowed at student org events
- Email Sabrina or David for approval
- Outside vendors are also ok
- Not all outside vendors accept the tax-exempt certificate

Movies and Documentaries

- We need a minimum of 30 days' notice to show movies and documentaries
- There is a cost to this
- **The University has to purchase the rights to show it**
- As a result, some may not be able to be shown

Buying Supplies

- Get a tax-exempt letter from Sabrina, David, Catherine, or Abygail
 - **ONLY USE IT WHEN YOU'RE BUYING SOMETHING FOR LOYOLA**
 - Some places won't accept it.
 - Hotels
 - Airlines
 - Some restaurants
 - Costco
- Ask Sabrina, David, or Catherine to buy something on their ProCard
- Things you can't buy:
 - Alcohol
 - Gift cards
 - Lottery tickets/scratch-offs
 - Anything off Etsy or EBay (Amazon is okay)
- Do not buy food from 3rd party vendors (GrubHub, UberEats, etc.). Please order directly from a restaurant.

Marketing Your Event

- Email your org from your organization's email account**
- Ask Student Life to send out an email to all students from ssom-studentlife@luc.edu
 - Ask Ministry, CCGH, Bioethics, etc. to send email
 - Ask Student Life to email faculty and staff
- Ask Student Life to post it on the [activities calendar](#)
- Post it on the university calendar
http://lucweb.luc.edu/newsevents/public/calendar_submit.cfm?skin=default
 - Under calendar association, be sure to select Health Sciences Campus Calendar, Stritch School of Medicine Calendar and/or Stritch Wellness Calendar so it shows up on the screens around campus
- Create and hang flyer
 - Can only hang flyers in flyer holders and on bulletin boards – **do NOT tape anything to walls**
- Use social media, especially Facebook class groups and SLACK channels
- DO NOT use class listservs for marketing events

Messaging the Student Body

- Student orgs are NOT permitted to use the class listservs
- You may email your org's listserv anytime
- For inclusion in various newsletters:
 - Student Life – email ssom-studentlife@luc.edu
 - ODEI Insights/e-bulletins – email ssom-diversity@luc.edu
 - GPASL Newsletter – email mrotherham@luc.edu
- For info you want to go to an entire class or the whole student body and/or faculty and staff, email ssom-studentlife@luc.edu

Class Email Listservs

- Stitch##@luc.edu (Class of 2021) = stitch21@luc.edu
 - You can only use this list from your LUC email account.
- Use for:
 - Campus events and program info (not org specific; i.e., SWAG offerings, MSU emails ok because they apply to all students)
 - Research opportunities
 - Academic correspondence
 - **Send all fundraising info to Student Life to distribute**
- Do NOT use for:
 - Commercial interests
 - Soliciting support for causes/charities not associated with the university
 - Spam
 - Org events/fundraisers

Contracts

- For contracts we need a **MINIMUM** of 30 days' notice to move forward with any request involving the signing of a contract.
- The contract needs to be signed by the provost, this can take up to four weeks!
- We need a Worker Classification Form for contractors – See Student Life
- Under no circumstances should you sign any agreement/contract with a vendor

EGR/CCGH Credit

- Ethics Grand Rounds Credit
 - Mark Kuczewski – mkuczew@luc.edu
- Community and Global Health Credit
 - Evelyn Gonzalez – egonzalez9@luc.edu
- Provide info at least 2 weeks before your event to see if it will qualify for credit

Fundraisers

- Start planning **AT LEAST** a month before you want to hold your fundraiser (2 months is better)
- You **MUST** meet with Catherine Jardien for approval.
- You may only use UMC approved logos for promotional items and may not alter the logos in any way. Schedule a meeting with Catherine to go over which logo(s) would be most appropriate for your item(s).
- For more difficult/detailed requests, you may be directed to go through UMC
- You **may not** collect money via a personal Venmo, Zelle, cash app, etc. account
- All money raised must be given to Catherine Jardien to hold for your organization in the form of a check made out to Loyola University Chicago within 1 week of your fundraiser ending

Merchandise for Fundraising

- Designing apparel for groups or fundraisers
 - Custom Specialty Promotions
 - rick@cpsworldwide.com
 - bradley@cpsworldwide.com
 - Warehouse Direct
 - Sabrina, David, or Catherine have to initiate contact
 - The Finer Line
 - [Awards, Engraving, and Promotional Products - The Finer Line, Inc.](#)

Student Org Funds

- Student orgs may not hold money in bank accounts outside the university.
- All funds from fundraisers, parent organizations, donations, etc. must be deposited into the Student Life agency account with Catherine Jardien.
- To deposit funds, write out a check to Loyola University Chicago and drop off with Catherine Jardien, or bring cash. Make sure to specify which org this is for.
- Orgs receive \$100 in MSU-sponsored funding; requests for additional funding can be made and will be voted on anonymously at the corresponding MSU meeting. Please note, additional funding requests will only be considered for proposed events open to the entire SSOM student body.

Getting Reimbursed

- Review MSU [Info Sheet about Reimbursements](#)
- All reimbursements are done with a direct deposit or check
 - Can take ~2-6 weeks to get processed
 - Fill out a W-9 here: <https://forms.luc.edu/w9/> (only needs to be done the first time you request reimbursement for the year)
 - Include the address where you'd like your reimbursement check deposited/sent (direct deposit is preferred)
- **You must submit a reimbursement request within 30 days of spending the money**
- **All reimbursement requests due by April 30th** to ensure it's applied to the current FY. If received after this date, it's possible that it will have to be applied to next year's budget, which means your org will start the 2026-2027 year with less money.
- Things you can't get reimbursed for
 - Taxes paid on a purchase
 - Interest charges you incur from putting something on a credit card
 - Gift card purchases
- MSU Reimbursements
 - Handled through Student Life/Abygail Dravis (next slide)
- Non-MSU Reimbursements
 - See non-MSU reimbursement slide

MSU Reimbursements

- Handled through Student Life, approved by Abygail Dravis, MSU Treasurer
- Every group allotted \$100 for the year
- Get tax exempt form from Abygail, Sabrina, David, or Catherine
- You **CANNOT** be reimbursed for tax paid
- If spending under \$100:
 - Fill out reimbursement form online here: <https://forms.office.com/r/k1iLQtLuQe>
 - You **MUST** upload an itemized receipt to the form or email it directly to ssom-studentlife@luc.edu. Reimbursement requests without a corresponding receipt will not be processed.
 - If requesting a reimbursement for food, you **MUST** provide a list of attendees.
- **Reimbursement requests must be submitted within 30 days**
- Get your money ~2-6 weeks after processing
- If you have questions about reimbursements, please email David or Sabrina at ssom-studentlife@luc.edu.

MSU Reimbursements

- If you already spent the first \$100 and need more:
 - If Student Life is holding funds for you, use those funds before asking for any additional funding.
 - Fill out the additional funding request Google form (on MSU website under Resources) BEFORE your event
 - Abygail will email you with confirmation and whether MSU approved your request
 - Then AFTER your event:
- Fill out reimbursement form here: <https://forms.office.com/r/k1iLQtLuQe>
- You MUST upload an itemized receipt and attendance list for the event to the form or email it directly to ssom-studentlife@luc.edu. Reimbursement requests without a receipt will not be processed.
 - Reimbursement requests must be submitted within 30 days
 - Get your money ~2-6 weeks after processing
- You must have an approved program request form on file in order to ensure that you will get a reimbursement. If you do not have an approved program request form, reimbursements may not be approved retroactively. The program request form can be found here: <https://forms.office.com/r/QGYxtH9z2B>

Non-MSU Reimbursements

- For Student Life reimbursements, fill out this form: <https://forms.office.com/r/k1iLQtLuQe>
- For reimbursements from ODEI, Ministry, CCGH, etc., please contact that department directly to find out their reimbursement procedures
- **SALES TAX WILL NOT BE REIMBURSED**
- Submit reimbursement requests within 30 days of the event date
- Reimbursements will not be processed if received after April 30th without prior approval from Catherine Jardien

ProCard Use

- Can request Student Life to use the ProCard to purchase items.
- You cannot borrow the ProCard. Student Life will place the order and have it delivered to the office.
 - If placing an amazon order, please provide someone's name and address for delivery. We've had several amazon packages lost on campus this year and would prefer not to have them deliver to campus due to this.
- Not all restaurants will allow for the tax-exempt option.
- We will only purchase items in batches of over \$250 from Costco (delivery only, we will not pick up for you).
- You **MUST** get an itemized RECEIPT and send it to the person who ordered for you. Often when we call in an order they do not give us a receipt immediately. If you don't get one, you won't be able to use the ProCard again.

Reminders

- Make sure all info on leadership roster is correct
 - Officers
 - Faculty Advisor
 - For changes, email ssom-msu@gmail.com and cc cjardien@luc.edu
- Your faculty advisor must be aware of any events/meetings you hold and invited to attend
- Orgs must have at least 2 board positions and 5 members in order to remain active and receive MSU funding. If you're struggling to meet these requirements, ask about the possibility of combining with a similar org (i.e., CHC and CHC Phlebotomy combined to become one org) or deactivating for a year
- Check out the activity calendar (<http://stritch.luc.edu/calendar/> and select Activity Calendar)—that's where all extracurricular events will be posted
- Review the Student Leadership Guide
 - Org leaders are responsible for being in compliance with all regulations in this guide
 - The Leadership Guide is updated annually in August
- MSU website: <https://www.luc.edu/stritch/loyolamsu/index.shtml>

Faculty Advisors

- All orgs MUST have a faculty or staff liaison/advisor (you may have more than 1)
- Your advisor must sign the advisor contract form and you need to upload it to register your org
 - If you already completed your form and still need your advisor to sign the contract, please email the contract to me once you have your advisor's signature (no later than March 13th)
- Advisors should be aware of who your board members are, when you're having meetings, what events you're planning, and be invited to attend all meetings/events
- If you have questions about policies, please ask your advisor before reaching out to MSU/Student Life
- Communicating with your advisor is essential!

Updates from MSU

- Student orgs = opportunity for leadership & community
 - Boards should actively contribute to cultivating community around shared interest
- Orgs must plan at least one event per academic year to remain active for the year.
- Unused funds cannot be “donated” to another org.
- Orgs must hold a transition meeting between the old and new boards annually in February.

Updates from MSU - Elections

- **All orgs** must consider all applications for a leadership role. You may not select yourself to fill a role unless you do not have enough applications to fill all board roles.
- When coordinating transitions in the winter, you must make sure that at least one rising M2 must be on the board (attending next year's Leadership Summit, etc.)
- Each student may only serve on the same board for 2 years maximum but must serve in a different role during the second year.
- All board positions in every org must be up for election in accordance with standards set by MSU (more info to come after the new year)

LoyolaLinked
Alumni
Speaker
Program

Stritch Student Organizations and
MET Event Application



Deadline: March 6th

Campus Contact Info

EVENT PLANNING

Handcut Foods

- Stasia Chatfield, Catering Manager – stasia.chatfield@compass-usa.com

Housekeeping

- <http://www.luc.edu/facilities/requestaworkorder>

IT/Technology

- itsservicedesk@luc.edu

AV Requests

- <https://luc.saasit.com/>

UNIVERSITY DEPARTMENTS

Student Life

- Sabrina Bynum and David Hernandez, Program Coordinators – ssom-studentlife@luc.edu

Admissions

- Grace Roman, Office Coordinator – ssom-admissions@luc.edu

Office of Diversity, Equity, and Inclusion

- Mark Torrez, Program Manager – ssom-diversity@luc.edu

Office of Bioethics

- Robbin Hiller, Coordinator Bioethics Education – rhiller@luc.edu

Ministry

- Ana Koulouris, Ministry Coordinator – akoulouris@luc.edu

Center for Community and Global Health

- Evelyn Gonzalez, Asst. Dir. – egonzalez9@luc.edu

Academic Center for Excellence

- Tina Calcagno, Acad. Support Advisor – tcalcagno@luc.edu

Leadership Summit 2026 Feedback

