

## University of Illinois College of Medicine at Peoria STUDENT INTEREST GROUP REGISTRATION GUIDELINES

Student Interest Groups allow students to create programs and activities to further their common interests about medical specialties or other topics. The Assistant Dean for Student Affairs, in accordance with the recommendations of the Student Government and Association and the Budget Advisory Committee *and* the guidelines below, is responsible for approving the registration and funding of Student Interest Groups.

- To register and receive student fee monies, a group must
  1. Describe a purpose that distinguishes it from other interest groups and does not overlap with existing programs or services;
  2. Have, at minimum, *three* officers/leaders, all of whom will be enrolled both semesters of the upcoming academic year. Co-officers are limited to two (2) per position. At least one of the officers must be designated as “President,” and another one as “Treasurer.”
  3. Identify a faculty advisor;
  4. Provide at least a rough plan for activities for the coming academic year;
  5. Present a budget showing anticipated expenses other anticipated sources of funding;
  6. Submit a form signed by a contact person who will be enrolled for the entire upcoming academic year.
- All groups that meet the above criteria will be eligible for basic student fee support, regardless of whether they receive funds from other sources. The amount each group receives is generally determined by dividing the available funds by the number of registered groups. Funding levels have typically ranged from \$200 to \$300 per year.
- When multiple applications are received for the same group or purpose, the groups may be required to consolidate. Sports teams and recreational activities are covered by a different fund and so are not appropriate purposes for SIGs.
- To ensure eligibility for funding, groups must register by the Monday before the third Wednesday in August. Funds unused by mid-May of each academic year will revert to Student Affairs’ general fund.
- Groups may register *after* the deadline, but availability of funding cannot be guaranteed.
- Groups may apply for additional funding for special projects or activities. The Budget Advisory Committee will consider such requests on a case-by-case basis. Activities related to Career Selection and residency application preparation have high priority.
- Funds may not be transferred from one group to another.
- Use of allocated funds must be consistent with the stated purposes of the group and must conform to applicable state and university guidelines.
- *The treasurer will be responsible for maintaining an account of the group’s expenditures as a condition of accessing the allocated funds.*
- Periodic communications from the office of Student Affairs, Student Government, and the Budget Advisory Committee will serve to remind and guide students of the procedures and deadlines described above.

SIG registration/funding request forms are available from Student Affairs and also in an online format that can be filled out, downloaded and printed or emailed. Only one form is needed per group. Completed forms may be submitted between May 15 and the Monday before the third Wednesday of August.