

## University of Illinois College of Medicine Peoria

### STUDENT INTEREST GROUP REGISTRATION GUIDELINES (Updated 6/2022)

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 Peoria Medical Student Council 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. If your SIG is a career specialty group (ie: Emergency Medicine, Ped, etc.), you will be required to have a Career Outreach Chair. Career specialty groups are required to have THREE officers – President, Treasurer, and Career Outreach.
  4. Identify a faculty advisor.
  5. Provide at least a rough plan for activities for the coming academic year.
  6. Present a budget showing anticipated expenses.
  7. Submit a [SIG Registration Form](#) online by the third Monday of August for the upcoming year.
- All groups that meet the above criteria will be eligible for basic student fee support. The amount each group receives is generally \$150 per year.
- 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 at their monthly meetings. Requests need to be submitted by the 3<sup>rd</sup> Tuesday of each month. Requests for additional funds can be made by completing a [Funding Proposal Form](#) online. Funds may not be transferred from one group to another.
- Funding is intended to support student programming. Therefore, funds should support activities that are open to all students.
- Use of allocated funds must be consistent with the stated purposes of the group and must conform to applicable state and university guidelines.
- Funds that have not been used by mid-May of each academic year will revert to Student Affairs' general fund.
- *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, Peoria Medical Student Council, and the Budget Advisory Committee will serve to remind and guide students of the procedures and deadlines described above.
- When multiple applications are received for the same group or purpose, the groups may be required to consolidate.

Links to the SIG Registration form and Funding Proposal form are available above and on the [UICOMP Student Interest Group webpage](#). Completed forms may be submitted between May 15 and the Monday before the third Wednesday of August. For more information, contact Jaymi Belcher at 309/671-8411 or [jaymib@uic.edu](mailto:jaymib@uic.edu).