

Louisiana State University Health Science Center School of Nursing

General Guidelines for Student Government

- I. SGA is awarded the 1st open date of the semester, on which the “Back to School” party will be held. SGA will also be allotted one open date in the fall, on which the annual Nightingale Ball will be held and one open date in the spring, on which the Spring Semi-Formal will be held. In addition to these dates, SGA will also be given first pick at an additional party date per semester.
- II. Process for planning a class event/fundraiser
 - a. The activities approval form must be completed using the online link once the event has been approved by the class's Faculty Advisor. This link requires specific details about the event to be included for approval by the Assistant Dean of Student Services.
 - i. Date/Time of proposed event
 - ii. Email to be sent to students
 - iii. Contract for fundraiser or party
 - iv. Alcohol approval form if there will be alcohol at a party
 - v. Copy of screenprint used for any merchandise being sold
 - b. Once approved, the Assistant Dean of Student Services will notify the person that they can proceed, and it will be entered on the activities calendar.
 - c. Upon completion of the event, the Post-event form must be completed. This form can be located on the website just below the activities approval form submission link.
- III. Each class is allotted one (1) party date per semester. Once each class has scheduled/confirmed their party dates through the SGA Social Vice Presidents (usually right after the Officer's Forum), the classes may proceed with making arrangements for their party.
 - a. An alcohol authorization form must be filled out and approved by the Dean and the Assistant Dean of Student Services prior to the approved party date.
- IV. Each class will also be permitted to have two (2) additional, alternate fundraiser items or events per semester (i.e. selling of t-shirts, coffee mugs, etc. Or garage sale, car wash, etc.). Bake sales may not be used as a fundraiser event.
- V. All designs for party flyers and fundraiser items, as well as e-mails for mass distribution, must receive approval from the Assistant Dean of Student Services.
 - a. Any item a class makes available for sale must not resemble any item for sale in the LSUHSC bookstore or include the official LSUHSC-SON logo.

VI. SGA executive officers will be responsible for coordinating and conducting class officer elections for the incoming Sophomore I class. Elections will be conducted within the first month of the semester.

- a. SGA executive officers will be responsible for transitioning newly elected Sophomore I class officers, as well as all newly elected SGA executive board officers and class officers.

VII. At the beginning of each semester, class secretaries are required to submit a class officer phone list to the SGA executive board secretary. These lists will be compiled into a master phone tree, to be used in cases of emergency (i.e. school closure due to a hurricane).

- a. SGA will have a master list of all officers. Copies of this master list will be distributed to both the Dean and the Associate Dean of Student Services.
- b. Each individual class is responsible for compiling their own interclass phone tree. The secretary will create the class directory and divide calling duties among the other officers.