

Running a Club the Right way!

The quick must-know facts about being a Polity-funded club

Scheduling and Holding an Event:

Step 1) Look at the Polity Calendar or CalendarSuture to choose the best time and date for your event.

Step 2) Contact Polity Secretary (ubpolity@gmail.com) and ask if that time/date is available. Polity works to ensure that scheduling conflicts do not occur.

Step 3) Once confirmed, you can schedule the room for the event. Contact Ms. Stamm (dstamm@buffalo.edu) to reserve Butler, and Dr. Dannenhoffer (rpd@buffalo.edu) to reserve any other room.

Step 4) Request funding from Polity treasurer *at least* 2 weeks before the event

Funding:

(1) Request funding from Polity Treasurer at least 2 weeks in advance of your event.

(2) You can NOT collect money for any events without setting up through the SBI ticket office first. This includes all bar nights and any event where a person would pay money to attend.

(3) Be familiar with the “General Polity Treasury Procedures” document.

Other Important Facts:

(1) Clubs are required to send at least one executive officer to each monthly Polity meeting.

(2) Contact information for all clubs can be found under the “Clubs” tab on our Polity Website:
<http://www.smbs.buffalo.edu/polity/clubs.php>

(3) We strongly encourage clubs to take photos at their events, especially unique and interactive events, for promotional reasons such as websites, class yearbook, and Spring Clinical Day.

Listserv:

When you wish to notify the class of events, the class listserv(s) can be used. You are asked to include the MSTP list serve (MD/PhD students) in all emails, and to include 3rd and 4th year students in emails about weekend or evening events.

MD Student Listserv: SMBSXXXX-LIST@listserv.buffalo.edu
(Insert class' graduating year in place of "XXXX")
Example: SMBS2019-LIST@listserv.buffalo.edu

MD/PhD Students: MSTP-LIST@listserv.buffalo.edu