

2026 MSC EVENT REQUESTS GUIDE

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EVENTS w/ FUNDING TIMELINE

- **COGS Policies: All Event Requests that require FUNDING must be submitted at least 15 BUSINESS DAYS prior to the event date.** All Travel Requests must be submitted at least 30 BUSINESS DAYS PRIOR to the event date.
 - Even if MSC approves your allocation/event requests, most likely it will be denied if it does not fall within the COGS timeline listed above.
- **MSC Recommends that all RSOs submit their Allocation/Event Requests 30 Business Days prior to the event date.**
 - Therefore, there is time to make any adjustments if needed.

EVENTS that DO NOT require Funding TIMELINE

- All Event Scheduling requests must be made **2 WEEKS PRIOR** to the intended date.
-

SCHEDULING TIPS & GUIDELINES

SELECTING A DATE & TIME

- CHECK ALL CALENDARS
 - MSC Calendar:
<https://calendar.google.com/calendar/u/1?cid=bWVkaWNhbHN0dWRIbnRjb3VuY2lsLmZzdUBnbWFpbC5jb20>

- SharePoint Calendars:
 - COMBINED Students Calendar:
<https://fsu.sharepoint.com/sites/med/CoMCal/Lists/CoMEvents/RRFDaily.aspx>
 - COMBINED Events Calendar:
<https://fsu.sharepoint.com/sites/med/CoMCal/Lists/CoMEvents/StudentDaily.aspx>

MSC EVENT SCHEDULING GUIDELINES

- Event Scheduling is conducted on a first come, first served basis.
 - ALL Lunch Scheduled events must end at 12:50pm
 - Only 2 **MSC/RSO Events** are allowed to be scheduled per day, 3 if one of them is on zoom.
 - Reference the **MSC Calendar** to reference the MSC/RSO Events already scheduled prior to scheduling your own.
 - Reference the **SharePoint Calendar** to ensure that your event will not interfere with any STUDENT Programming or COM/Campus Event.
 - No Events are allowed to be scheduled at the same time. An exception may be made if one of them is on zoom.
-

SUBMITTING MSC EVENT REQUEST

Submission Form: <https://forms.gle/68WmB3UP91tWnQd18>

Estimated Attendance: The attendance estimate you and your RSO E-Board has made for the event.

Funding Request Breakdown by Budget Categories:

- Ensure that the amount you are requesting does not include sales tax.

Second Authorized Signer Form:

- If your request is over \$1000, you are required to have your RSO Advisor sign the Second Authorized Signer Form.

Upload Multiple Quotes from Vendors:

- **Itemized** Receipts or Screenshots from approved vendors.
- If submitting quotes from multiple vendors, **compile/merge all of this information into a singular file/document!**

Ensure your funded events have been tracked in the [RSO Expense Tracker](#). If this is not updated for your RSO, an event request will not be approved.

POST MSC SUBMISSION APPROVAL - FUNDING

- MSC will email event submitter and request they be available by phone during MSC Weekly Meeting, in case questions arise.
- Following MSC Weekly Meeting, expect an MSC follow-up regarding MSC's Event Status.
- Following MSC/COGS Event Approval
 - Submit Sharepoint Room Request Form.
 - Submit Purchase Order Request via Nole Central.
 - Submit Receipt per instructions from Accounting (currently it is a qualtrics link they send along with your PO): [Qualtrics Receipt Submission](#)

POST MSC SUBMISSION APPROVAL - NO FUNDING

- THE ONLY Sharepoint Room Requests that will be approved by administration are the events that have received MSC approval and are on the MSC Google Calendar.
 - Even if an event has been approved by MSC, administration still has the right to deny.
- **ALL EVENTS** need to submit a Room Request Form via Sharepoint.
 - Including Virtual Zoom Events, in which there is an option for.
 - Submitting a Room Request Form, will also add your event to the Sharepoint Calendars.

SCHEDULING ROOM REQUESTS

- FSU COM Room Calendar: (check before submitting room requests) [COM Room Calendar](#)
- FSU COM Room Request Form [COM Room Request](#)
 - Room Reference Example: 1200 (Main Lecture Hall): Number of Guests = 75-300 ppl



Sharepoint Room Requests

Would you like to add the event to the student calendars? Select the calendars below

☐ Yes

IT Equipment or Assistance Needed
Please Note: Service Desk hours of operation are 7am-6pm, this request system.

* Please select one or more student calendar

M1
M2
PA1
PA2

Event Time From: 12/23/2023 08:00 To: 09:00

Do you need the room longer than the event?
☐ No

MILITARY TIME!

NOTES:
-When selecting a date from the calendar, click OK after making the selection to set the date.
-Time selections are military time

If Virtual Only Event or Virtual option is available, add the URL
VIRTUAL EVENTS - Insert Zoom Link Here

Name of the Requester: Holly Vu * Requester Phone: []

* Name of Host/RSO Advisor for Event: [search for host name] * Host Phone: []

* Host-Acknowledgement
☐ I acknowledge that I MUST have the College of Medicine faculty/staff

Have you received approval for MSC to have this event?
N/A

Ensure that you select the option to "Add event to the student calendars"

Additionally, you can select more than one student calendar!

Be cognitive that the form utilizes MILITARY TIME.

Virtual Events - Add ZOOM URL.

Select that you have received MSC approval for this event :)

Reminder that the Host cannot be a student. Events must be supervised by any advisor/faculty/administration.

***Does not have to be the RSO's faculty advisor.

BUDGET & FUNDING GUIDELINES

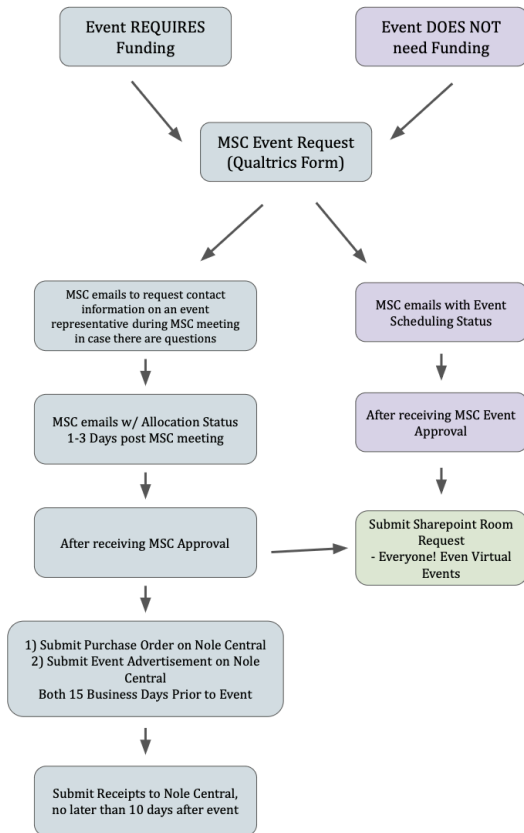
Review:

- SGA Financial Manual: https://sga.fsu.edu/financial/sga_financial_manual_22_23.pdf

Main Takeaways from SGA Financial Manual & COGS Funding Policies:

- ALL MSC Funding must be utilized in a manner that benefits the student body.
- Organizations should be picking up their food/items (no delivery)
- **Food must be <\$15 per person**
- Shipping is typically covered if not excessive (at discretion of MSC and COGS)
- **Maximum gratuity of 15%**
- **No food trucks** without asking front desk ** weeks in advance
- Must be a **tax-free purchase**
- Accessibility of Meetings & Events (... **must have SGA permission to be off campus**)
- **Limitation on Outside (non-FSU) Benefits** (Cannot use for political activities, community benefits, donations; must provide priority admission to current FSU students)
- Acknowledgment of SGA Funding (**Must use [COGS Logo](#) or include the phrase "Funded by COGS" / "Paid for by COGS"** on all printed materials, publications, clothing, or awards)
- **Alcohol (Not allowed)**
- **Do NOT pay for anything with a personal credit/debit card**
- Is the company not an approved vendor? Refer to: [Information Needed to Create a Vendor](#)
- **Restricted Items ([Full List Here p. 11](#))**
 - Awards must be less than \$35 each
 - No flowers for individuals (or gifts)
 - No promotional items not available and easily accessible to all students on a first come, first serve basis
 - No facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
 - **No Contributions/donations to community programs**
 - **No raffles and prizes paid for with COGS funding**

EVENT SCHEDULING DIAGRAM -



2/19/2025 Clarifications -

- What is “Event advertisement”? - Flyer for the event (must include COGS logo). This is asked for in the Purchase Order Request on Nole Central.
- *** Correction to “Submit Receipts to Nole Central” → Follow instructions provided by Accounting. Qualtrics link will be included in email with PO form : [Qualtrics Receipt Submission](#)