

Dental Student Organization Policy & Procedure

I. STRUCTURE

- A. The **Dental Student Organization** (DSO) e-board is composed of third year dental students. Responsibility
1. Positions include President, Vice President, Secretary and Treasurer
 2. Responsibility of DSO is to manage all event requests from student club/organizations and approve/deny funding requests accordingly
 - A. Approval requires a majority vote from E-board members. In the event of a tie, Director of Student Services/Office of Education will have final say
- B. **Election Process**
- i. In April of each year, the Office of Education sends out a nomination form to all DDS students to nominate rising third year dental students for an e-board position
 - ii. Once nominations have been accepted, an election form is sent out and students have a limited number of days to elect the individuals of their choice

II. MANAGEMENT OF FUNDS

A. Account Funds

- a. Every DDS and advanced education student is required to pay a \$45 student activity fee per semester. These funds are put into a Faculty Student Association (FSA) Account to be used for approved student event funding requests.
- b. Total funds in account are then based on the number of students in the DDS and advanced education cohorts:
 - i. 180 DDS students x \$90 per year= \$16,200 total amount of funding that can be used for DDS student events each year
 - ii. The Advanced Education annual fund allocation is based on the number of students in the program x \$90 student activity fee:
 1. Endodontics: 5 students x 90 = \$450 per year
 2. Orthodontics: 9 students x 90= \$810 per year
 3. Periodontics: 9 students x 90 = \$810 per year
 - a. Annual funds allocated for resident advanced education activities will be reserved specifically for their use. If these funds are not used by April, they will be redistributed as appropriate. To ensure planning and budgeting, any event intended for the spring semester must be emailed to the Director of Student Services and DSO@stonybrookmedicine.edu by January 5, 2027.

B. Budget Requests

a. Timeline

Dental Student Organization Policy & Procedure

- i.* All forms/requests must be submitted to DSO and Director of Student Services by email ***at least 3 weeks prior to the event. No exceptions will be made.***

b. Approval Guidelines/Rationale

i. **Class Meetings**

- 1. Each class is allocated \$500 annually to use for their class meetings.

ii. **Lunch and Learn**

- 1. DSO funds should not be used for any lunch and learns. If a company is coming to present to students, food must be provided by said company.

iii. **ASDA**

- 1. ASDA Fund approvals not to exceed \$8,000 per year. This limit was determined based on the average spending from past years.
 - a.* This allocation is intended to support events, including but not limited to small school activities, Spring Formal, etc. The ASDA e-board will be responsible for budgeting within this amount to ensure events for this year are supported.

iv. **Yearbook**

- 1. The cost of the yearbook should be covered by fundraising and donations secured from the year 4 class. If fundraising does not cover the cost of the yearbook, the class may request DSO funding to help with the cost up to \$2,500.

v. **Board Meetings**

- 1. DSO funds cannot be requested for internal general “board” meetings

vi. **Club Events**

- 1. Approval for request of club events is based on expected/confirmed attendance
 - a.* School Wide events: Maximum \$500 approval
 - b.* 1-10 People: \$100 approval
 - c.* 10-20 People: \$200 maximum
 - d.* +20 people: Approval based on intended audience (i.e. school wide, versus specific population)
- 2. All budget requests must include an **interest form** as proof of anticipated attendance, since funds are limited.
- 3. Clubs have a limit of **two** funded events per semester in order to ensure fair distribution of funds. This is subject to change based on the standing of funds going into spring semester.

III. PROCESS OF REQUESTING FUNDS/PAYING FOR EVENTS

A. Eligibility to Request Funds

Dental Student Organization Policy & Procedure

- a. All student clubs/organizations that are looking to request funds must:
 - i. Have submitted their eboard by the required deadline as requested by the Office of Student Services
 - ii. Must be a registered organization with the Office of Student Engagement

B. Requesting Funds:

- a. When submitting event request forms for which a club is requesting DSO funding, the form must be submitted with all required signatures and approvals based on the type of event being held. **Funding requests will not be considered if signatures have not been provided.**
- b. Completed event request forms requesting funding must include an itemized breakdown of funding request. Students may attach the quotes, cost of items on separate pages if needed.

C. Mechanism of Paying for Events

- a. There are two options available to pay for events with DSO funding:
 - i. **Check Generated Ahead of Time:**
 1. Student club/organizations can submit a completed event request form with the following documentation at least **4 weeks ahead of the event** to have a check generated:

W-9: A valid W-9 must be submitted from the vendor

Invoice: An invoice with the itemized breakdown must be included. As Stony Brook is tax-exempt, the invoice cannot include tax. If the vendor requires a tax-exempt certificate, clubs can access and download it directly from the SDM events webpage.
 - ii. **Reimbursement:**
 1. Student clubs/organizations can submit completed event request forms with the itemized breakdown of funding requests. Upon approval from DSO, the student who paid for the items will need to provide the following:
 - a. Itemized Receipt
 - b. W-9
 - c. Proof of Payment (i.e. credit card statement)

The Director of Student Services will then process and submit an FSA voucher to have a check generated to reimburse the student. The estimated reimbursement timeline is approximately 4-6 weeks.

Dental Student Organization Policy & Procedure