



Student Advocates Association

RESOURCE GUIDE

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Greetings!

The Student Advocates Association (SAA) is a subgroup of the Advocates for the American Osteopathic Association (AAOA). SAA as we know it now got its start back in 1960's. Before that there is a history dating back to 1922 as one of the earliest groups in 1922. As we continue to expand and grow it's important to remember where we started and where we have been.

The mission behind the SAA is simple ... to support and promote the osteopathic profession. The largest form of support comes from advocating for our very own medical student. However, we can all do so much more as an organization for each other and the profession in general.

In the following pages, you will find ways to fulfill this mission of support and promotion. A resource of information will be shared, including tips on starting your own chapter, ideas for raising funds and supporting philanthropy projects, and suggestions for increasing your members. In the appendix, you will also find a variety of samples that you may copy and edit to use for your specific chapter's purpose.

Welcome to the growing family of the SAA!

Sincerely,

The SAA and IRAA Commitee

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Things to Consider When Starting Your Own Chapter

Whether starting your organization from scratch or are already an established organization, here are a few things to consider for your own Advocate Chapter!

1. **Find An Advisor.** Advisors can be a variety of individuals. One example is someone associated with your medical school. Just as any student organization has a faculty/staff advisor, so should your advocate association. If you are an intern/resident advocate, consider connecting with an advisor associated with the Medical Education department. Support from your school or program can be greatly beneficial! Another example is a spouse advisor; an individual married to a current practicing physician. S/he can provide a lot of wisdom from experience itself! Spouse advisors can be found from someone associated with the affiliated hospital or even your state association!
2. **Establish Your Board.** Find your core group or have them voted in to get the organization up and running. Keeping it simple to begin with will create a foundation for future years, but establish the initial leadership you need. Three individuals can do it . . . President, Vice President, and Secretary/ Treasurer. **FILL out the NEW SAA FORM AND SEND TO SAA Liaison. You can find this under Resource Links See Appendix E**
3. **Write Your Bylaws.** Bylaws are guidelines that you will run your organization by. Sample bylaws and tips for writing your chapter bylaws are attached.
4. **Submit Your Bylaws to the AAOA.** Share your bylaws with the national organization. They approve all registered chapter bylaws, keep copies on file, and may provide feedback if applicable. You can find an example bylaws in Appendix C.
5. **Apply for an Employer Identification Number (EIN).** This is an optional step, but can provide some benefits, particularly in saving money. For more information, refer to the IRS website for more information on this process.
6. **Apply for Tax Exempt Status.** If you qualify as 501(c)(3), commonly known as a charitable organization, you can be eligible for tax exempt purchases. You can find more information about this process on the IRS website.
7. **Open A Bank Account.** Once you have an EIN, you can qualify to open a non-profit bank account for checking and savings to have a central place for all your cash and expenses. Compare your choices between banks and credit unions to determine which would be most financially beneficial for your organization.
8. **Promote Your Organization.** This tip can actually be broken down into two different topics that go hand in hand: increasing membership and determining the activities.

9. **Determining Activities.** To determine what activities are fitting to your group, do a formal or informal needs assessment. Do you intend to do monthly meetings? What topics would your current members be interested in covering during these meetings? Are (potential) members parents? Maybe a playgroup will be a good idea. Are (potential) members interested in specialty groups? Examples may include a book club, cooking club, project night, or even a bowling league. Find out member interests and be creative!
10. **Find A Cause.** Philanthropy is what a non-profit organization is known for! Find a cause that is close to you and your members and find out how you can help! Philanthropy ideas are also attached.
11. **Raise Funds.** When your organization has funds, it opens up possibilities for you to increase membership, support your membership, and simply have access to fun without extra added costs for your budget strapped members. Membership dues can be one form of fundraising, but there are already a multitude of other ideas floating around out there. Ideas based on size, purpose, goals, and more are attached.
12. **Submit your membership list and dues.** Once you have established your members for the year (or remainder of the year) you will need to pay membership dues (explained in yearly timeline) and your membership roster to the SAA Liaison. It's ok if its only your board members to start with!

Increasing Your Membership

Brochures: Create a brochure to mail out to new/current residents and to graduating SAA Members.

Collect Potential Advocate Information: During the medical school orientation process, work with your COM/SOM to collect information from students about those who support them that may be interested in becoming a SAA member. This can include spouses, significant others, etc.

Create an Online Presence: Use social media to help get your name out to the medical students and spouses. Often each class will have a Facebook Page, join and add to the conversation. Using Twitter, Facebook, Instagram, etc. are free ways of getting your message out.

Letters: Collect all new/current residents mailing addresses from the state association and send a letter about SAA, what it can do for them, how to join, etc.

Incentives: Use free gifts (e.g., flowers, logo merchandise, free membership fee, membership drive dinner, etc.) to draw in potential members.

State Advocates: If you have a state advocate chapter, contact them and work with them on contacting potential members and starting a group. Ask them to appoint an SAA Advisor and gather all the state's information to send out to each spouse or significant other so they can contact someone when they get to that state.

School Contacts: Contact your medical school to determine if they would be willing to work with you in spreading the word to their enrolled students who can pass the SAA information along.

Advertising The Value Of Membership: What do you have to offer members? These can include but are not limited to being a part of an understanding community; member only events; member only resources such as a local community guide book, important medical school timeline and unexpected costs, etc.; free or subsidized events; and much more!

Philanthropy Projects

Angel Tree: An Angel Tree is a project that is typically run during the Christmas holiday and focuses on the children and/or families that may be in financial need. You can work with a local school district, crisis center, women's shelter, etc. to receive a list of individuals in need. Compile a list of Christmas wishes (gifts) from those in need and make "angels" with these wishes to hang on a tree in a well-trafficked area. Please note that identifying names should not be shared of the "angels." Set up collection boxes to collect the donations (with the angel attached that they bought for), then have a wrapping party so that your "angels" can have the full holiday experience. Schedule a pick up or delivery time with the organization that you received the names. For more information, contact your nation SAA Liaison to put you in contact with those advocate organizations that have participated in such an event.

Charity Walks/Run: Organize a 1 mile, 5K, and/or 10K walk/run with proceeds going to a local charity of your choice. Obtain sponsorships from local businesses for the event and/or partner with your hospital/local recreation center. For more information, contact your national SAA Liaison to put you in contact with those advocate organizations that have done this before and individuals with experience in organizing this event (if you do not have one locally).

Community Clean-up: Contact your local city/county office to determine if they need help with a community clean-up, including picking up litter and trash, cleaning up vandalism and graffiti, etc.

Habitat for Humanity: For more information and for volunteer opportunities near you, visit the Habitat for Humanity website.

Homeless Shelter: If your community has a homeless shelter, they are always in need of help. Activities could include help with serving meals, collecting supply, and clean-up.

Hospital Volunteer: Contact your local hospital to find out about any volunteer needs.

Meals to Expectant or Sick Families: Obtain volunteers within your organization that would be willing to make meals for those families that may be expecting a new baby or have experienced an illness. Set up a schedule for those in need, possibly alternating days to allow for leftover nights, and assign days for those volunteering to prepare and deliver meals.

Reach Out and Read: Reach Out and Read is a non-profit organization designed to promote the importance of reading through doctors and the well child check-ups they perform. Opportunities may include a book drive for the doctors to distribute to their young patients or working with establishing a program in your area. For more information about these opportunities and/or to determine if a program currently exists in your area, visit the Reach Out and Read website.

Supply Drive: Crisis centers, women's shelters, local schools, etc. all have populations that may need a little extra assistance. Contact the facility to determine if they have a list of needs, from basic toiletries to school supplies, and collect the items for those in need.

United Way: United Way is a national organization with local affiliates located across the country. They offer a wide variety of volunteer options for individuals and organizations. For more information or to find local options, visit the United Way Website.

Fundraising Ideas

Flowers sold at the White Coat and Graduation Ceremonies: Work with your medical school to see if this is a possibility. Make sure you receive the proper permissions, complete the proper paperwork, etc. Once confirmed, order bulk flowers from a company that works for your budget. You can either order pre-assembled bouquets or it's usually more cost effective to assemble your own.

Merchandise Sales: Make sure to check about licensing/merchandise approval process with your medical school so there are no issues there. To avoid this concern, you can also generalize your merchandise and not include the school name or logo.

50/50 Raffle: Sell raffle tickets for \$1-\$5 per ticket. When a winner is selected, that person will get half of the total dollar amount collected, and the group will keep the other half. A 50/50 raffle is an exciting, small investment fundraiser that is always exciting to participants. You could include this type of raffle at several events throughout the year as they require no planning and are a quick and easy way to raise money. **Important note:** Most municipalities consider raffles a form of gambling if tickets are sold, so be sure to check with local authorities for legal requirements.

Art Show: For maximum exposure, open your art show fundraiser exhibit with a paid preview and dinner, and kick it off to the general public with a meet-the-artists gala and auction, for which you can also sell tickets. The artists can assist your fundraising by paying for their booths. Once you know which charity the proceeds of your art show will be donated to, write up a standard press release and/or media advisory and send it out to newspapers, news stations and local radio stations.

Auctions: Concentrate on smaller items like gift baskets, picnic baskets, gift cards, jewelry, kid stuff, art, services, etc. Contact local businesses for donations to fill your gift baskets. It never hurts to ask, and the less you spend, the more money your fundraiser will make. Have a silent bid auction at a dinner.

Bake Sale: Get volunteers to bake cookies, pies, cakes and other desserts and setup booths and tables to sell the goodies. These are usually good money makers because everyone it seems has a sweet tooth. Set up at your local teaching hospitals, conventions, or med school events. For add-ons to your bake sale fundraiser, you can provide beverages such as pop, bottled water, hot coffee, hot chocolate, cider or other drinks, depending on the season. Another source of goodies is donut shops. Many donut shops will sell their donuts at half price to worthy causes. Some bakeries and supermarkets will even donate some of their baked goodies for free. Also, don't forget about the cups, plates, plastic forks and napkins. Paper bags would be helpful for people who want to take their goodies home.

Bachelor Auction: Help raise funds for your group and meet some new people while doing so. Host a Bachelor/Bachelorette Auction. This fundraiser is appropriate for adult groups. Everyone knows someone looking for love, so volunteer yourself and your friends to be auctioned off to the highest bidder for a night on the town. Find some local celebrities willing to participate to generate interest in the auction. Contact local restaurants, coffee shops, bars, and activity places (i.e. miniature golf, bowling alleys, etc.) to see if they will donate gift certificates for the

dates. Package the bachelor/bachelorette with the gift certificates based on their interests. This will let potential bidders know something about the people up for auction and help the date go more smoothly if it is planned. Find a location to host the auction and an auctioneer to run the show. Hand out lists of the available bachelors/bachelorettes with a bio and date planned before the auction starts. It should be the responsibility of the bachelor/bachelorette and winner to decide on what date and time works for them.

Bargain Basement Evening Gowns: This is a wonderful way to clean out your closets and make some money during Prom and Homecoming Season. People always have old Prom dresses and Bridesmaids dresses that they don't know what to do with. Post flyers around your school, church and neighborhood asking for donations of old evening gowns and specify a drop off place & contact phone number. Make sure to call around to Bridal Shops and Fashion Boutiques to see if they have any dresses that they would be willing to donate. Saturday morning would probably be the best day for a sale like this. Set up the sale in a large room, such as a gym or cafeteria. Don't forget to set up dressing rooms with full length mirrors. It might be fun to bring in some hairstylists or make-up artists to give makeovers for a donation too. Set prices as low at \$20 and up to \$50 and expect to make a huge profit. Or do it on a consignment basis, let people know they can drop off a dress for \$5 each and they keep the money from the sale. Shopping always works up a thirst and appetite, so have coffee, bagels, donuts and bottled water available for sale.

BBQ: A barbecue is traditionally a popular fundraiser, especially if it features giveaways and attractive door prizes. Get sponsors to donate a bicycle, pricey bottles of wine, Spanish classes, gift certificates, etc. For sizable cash donations, let sponsors display company banners and provide an ad for inclusion in the event program. Sponsors can also provide the food and beverages, grills and fuel, tables and chairs, tents, etc. You can add value and charge a little more for your barbecue fundraiser if you include attractions such as an outdoor concert featuring local musicians, silent and live auctions, and have games for the kids. A fundraiser like this could be a massive undertaking, but it has the potential to bring in a lot of money too.

Bottled Water: Bottled water for fundraisers is an excellent choice for event-driven or steady, year-long fundraising. The product, bottled water with your custom label, is popular and the bottle with your logo becomes a walking billboard for your organization. The suggested retail price is generally \$1.00 per bottle although some markets will bear more. The profitability is usually in the 55% - 65% range, but depends on the minimum order. There are some issues to consider though. The water is easy to store, but can take a lot of space if you have purchased in any kind of volume. And since water bottle fundraising does not follow the "pre-sales" or "order taker" scenario, an up-front investment is required.

Bracelets: Bracelet fundraising is one such way where people from different walks of life can donate through buying fundraising bracelets (also called wristbands). Besides raising funds, these stylish promotional bracelets create awareness about a worthy cause. Be it at sporting events, conventions or rallies, they work to act as a common bonding factor among the members of the group wearing them. Typically made from silicone or rubber, these bracelets are associated with fundraising goals for numerous causes like aids, cancer, diabetes, leukemia, Alzheimer's, blood donor, organ donor, substance abuse, holiday celebrations, support troops, etc.

Calendars: There are two main types of calendars, those made or designed by yourself, and those made by a company. The best way to get a good price is simply to buy in bulk; however there is a balance between the number of calendars you can sell and their price. Don't buy a thousand cheaply if you can only sell six hundred. If, on the other hand, you decide to make your own calendar, you will have to have a small amount of money as an investment. The key to making a bestseller calendar and raising money for your school is to get pictures of local areas, monuments and people. You can ask members to take pictures or even make them out of art created by kids. An excellent way to promote the calendar is to hold a competition, this gets you both great art and great publicity and this means more money.

Don't forget timing is important ... no one buys a calendar in June, and they make great Christmas presents. Vista Print (<http://www.vistaprint.com>) and Café Press (<http://www.cafepress.com>) give you the flexibility of offering calendars to your supporters one by one. That is, they'll print as many calendars as your supporters order – no over- or under-ordering, and no waste.

Catalog: Arguably one of the biggest money makers of them all, the fundraiser catalog can be very lucrative, as long as you have good merchandise at reasonable prices. The secret is to have the right catalog for the right time of year. This is another type of fundraiser that can be done on-line or in the traditional "pre-sales" or "order taker" methods. The internet method is the simplest and has the advantage of letting you contact people outside of your community. Once you've selected your catalog, contact everyone you know nationwide and ask them to shop the catalog online at the provider's web site. They will either need to order from a special web page or enter a special code to make sure that your group gets credit for the sale. At the end of the fundraiser, a check for the pre-negotiated profits is sent to you. One reason why fundraising catalogs are so popular is that they require no up-front investment and very little work – the money is collected by the web site and the goods are shipped directly to the customer.

The brochure version of this fundraiser works just like any other "pre-sales" or "order taker" fundraiser. Your sales team is given a specific catalog with many different products to choose from and they collect money up front. At the end of the fundraiser, they deliver the goods to

your customers. This requires a little more work, but the face-to-face contact does a lot to enhance the good feeling for the customers.

You can also contact independent consultants for Tupperware, Cookie Lee Jewelry, Pampered Chef, Discovery Toys, Usborne Books, etc. Many of these companies offer a percentage of the sales for having a book show or home party. There might be someone within your group who sells these types of things.

Cater Meals for Meetings: Talk to your local state advocates or osteopathic association about their meeting times. They might meet during lunch or dinner and could be using a catering service. In place of the catering service, have your organization bring some home-cooking to the meetings instead. If your group is affiliated with a school or hospital, you can also inquire about the possibility of catering staff meetings, organizational meetings, etc.

Cheesecake: Highly palatable and highly profitable, a cheesecake fundraiser could be perfect for your fall or winter fundraising event. Cheesecake has mass appeal, so the potential customer base is quite large. A big selling point of cheesecake fundraising is that it's a premium product worthy of a premium price - this means higher profits for your organization. The downside, and one reason this is a popular cool weather fundraiser, is the perishable nature of cheesecake. Delivery from the manufacturer has to be well-coordinated, it has to be fast, and most importantly, it has to be refrigerated! This can increase your costs, although some producers will throw in free shipping if certain minimum order amounts are met. Delivery to your customer has to be coordinated too. It's a valuable item and it's perishable in the highest sense of the word. Under ideal circumstances, you'll be able to hand deliver it to the person who bought it. This takes a little time and effort but leaves your customer with an excellent impression of you and your organization.

Citrus Sales: The "order taker" method is low-risk and fresh fruit in the fall is always a good seller. Fruit is a commodity, so the selling price changes from year to year, but as a rule of thumb, expect to make \$4 to \$7 per box. This allows you to stay competitive with grocery store pricing but still turn a nice profit.

When planning a fruit fundraiser keep in mind that you are dealing with a seasonal, perishable item. It's only possible to stage your event during certain times of the year and quick turnaround to your customer is vital. Unloading the truck and then delivering to your customer takes concentrated effort and your people need to be committed to making this happen.

Coffee Fundraiser: Hosting a coffee fundraiser lets people help your organization by buying a product they use every single day. The mass appeal extends to businesses too – many employers are only too happy to help your organization and treat their employees at the same

time. Although the idea of coffee fundraising is not new, it's still “fresh”. The program involves selling premium coffee at a premium price. Premium coffee is a relatively easy sell and you can expect to make around 40% profit.

There are a fair number of coffee companies with fundraising programs and their offerings are remarkably similar. Examples include The Original Coffee Fundraiser (<http://coffeefundraiser.com/>) and We Care Coffee (<http://wecarecoffee.com/>), but you can always google “coffee fundraisers for a larger selection.” The coffee itself is of premium quality and is available in a number of flavors, varieties and grinds. Decaffeinated blends are available. For those who don't drink coffee at all, a selection of gourmet teas and/or hot chocolates is usually available.

Most organizations opt for “pre sales” via the “order taker” brochure, although coffee is a good candidate for direct sales too. It is incredibly easy to store—it's dense and doesn't require much space, plus it's non-perishable.

Convention Booths: Contact your state osteopathic association to find out if your organization can have a booth during their convention. Most states might give you one at no charge or at a discounted rate. Contact your state Advocates as well to see what they do at the conventions. Gather prizes and gifts such as themed baskets, gift cards, jewelry, wine, services, etc. to silent auction. Set up your items with a bid sheet where attendees can write down the price they are willing to pay. You can also sell raffle tickets for big ticket items. Or have a wine pull where they draw a number and they get the bottle of wine that has that number on it.

If you attend OMED, there is also (usually) an option to sell merchandise during the AAOA HOD to those in attendance.

Cookbook Sales: A cookbook fundraiser can be set up in two ways, by buying pre-made books to sell or by gathering your own recipes and then printing and selling them. Some schools and colleges opt for the former as it involves minimal effort and can maximize profits, but many prefer the latter for its sense of community spirit and pride.

Selling books door to door is a tactic that has been adopted by schools for decades, but there are some techniques that are often overlooked. An excellent way to sell cookbooks is to go to local markets or trade fairs and set up a small stand. By doing this you maximize the amount of people who will see and buy your book.

Another way is to set up a simple website and showcase the book there so people—especially those outside your community like out-of-state relatives and friends—can see the book and order it easily.

To create a book you will need recipes. Who better to ask than your membership, school or hospital staff, etc., many of whom will be more than happy to donate a unique recipe or two, then simply edit the book and either take it to your local printer or find an online cookbook specialist. Make sure to get recipes in several different categories (such as soups, desserts, seafood, chicken, salads, etc.) to make your book more appealing. For extra appeal, add photos and stories from contributors.

For the best results, look for a company that specializes in assembling cookbooks for fundraisers like yours. This cookbook will be professional and appealing to a lot of people and be more relevant to your local community since it will reflect the general tastes and flavors of the area.

Cooking Class: If your organization has a kitchen, if you can rent a space with one, or hold it at a house you can have a class. The class can cover the basics of cooking, a specific type of ethnic food, or how to put together a holiday meal. Your class can also focus on just one type of food, such as vegetable dishes or party appetizers, or one cooking method, like baking. Limit the number of students based on the amount of cooking space available to you, and charge a fee to participate. Afterward, everyone can sample the goodies prepared during class. By varying the topic and cooking method, you'll never run out of possibilities for future classes.

Coupon Cards: What better way to raise funds than by supporting your local community! Solicit deals from your local businesses, both independent as well as franchise, and create a coupon card filled with great money-saving deals. Examples may include restaurants, bookstores, clothing stores, auto mechanics, and even Walmart! The cost of printing is inexpensive, particularly if you create them a size that can easily fit in a wallet. Sell them at a profit and both the community and your organization will win!

Dinner for Dollars: A traditional fundraising event for many charitable groups is a large scale fundraising dinner. Often it is an annual event, and it is a time for speech making, recognizing outstanding volunteer work and giving awards. The annual dinner may be a formal fundraiser, maybe even a black tie affair, depending on the group. An alternative that has been used with great success is a western evening, with cowboy attire, and this would be hosted at a typical steak and beans cowboy restaurant/resort. The location should be chosen well in advance, and invitations sent out early to maximize the attendance. There is a great deal of organizing required to make sure that the fundraising dinner runs smoothly, and typically a committee is needed so that different tasks can be delegated. The assembly of so many supporters at one time is a great opportunity to fundraise in several ways, such as described in other sections (e.g., raffle table, 50/50 raffle, silent auction, etc.), and these tasks must be spread out amongst the organizing committee.

A less complicated version of the restaurant fundraiser involves selling discounted restaurant certificates to your supporters. The certificates (cards) are available for thousands of restaurants around the country. Your supporters can then enjoy dining at a discount at a restaurant of their choosing whenever they want. The cards also make great gifts.

Dog Wash: The idea is that dog owners come and get their dogs washed by volunteers in exchange for a set charge or donation. This fundraiser requires several hoses with sprays and/or buckets, pet shampoo, and a plentiful supply of towels to dry the animals. For success, it's essential that a good group of volunteers is assembled. They have to be confident when handling unknown dogs, and alert to any signs that the dogs are becoming unhappy, so that they do not become vulnerable to a dog turning on them and biting. To make this event a success requires good publicity, with local newspapers and radio stations involved, and perhaps signs on the street or advertisement through local pet shops.

First-Aid Kits: Basic first aid kits, especially the small purse-size ones, are in demand by anyone who has children, while the more deluxe models are attractive to automobile and boat owners.

Plus, there is a "feel-good" factor involved – customers feel good about the decision to be responsible.

There is a lot of diversity both in the type of kit available and in the selling prices. The small "Ouch Pack," which consists of antiseptic wipes and adhesive bandages sells for a mere \$2.00 while more deluxe models which include heavy-duty items like road flares and/or emergency blankets sell in the \$25.00 range. In-between versions including a variety of basic items like band-aids, cold compresses and antibiotic creams sell for around \$8.00 – \$10.00. Regardless of the selling price though, the gross profit tends to be in the 50% arena.

Some companies offer to print your logo on their hard-sided kit for a fee and this may be a worthwhile investment. The kit not only has the potential to "save the day," with a shelf life of up to five years, it becomes a lasting advertisement for your group.

Other than ranking a little low on the "sizzle" scale, there really is no downside to first aid kit fundraising. The product is useful, in demand and works well with either the "order taker" or direct sale approach.

Garage Sale/Yard Sale: Ask your organization's members, and the community, to get involved and donate their unwanted items to a group garage sale. Find a venue such as a school sports field or a church yard large enough for several tables while leaving room for browsing. Get volunteers and item donors to help mark everything with price tags before the sale begins. You can even offer simple concessions like hot dogs and sodas for hungry shoppers, and earn a little

extra cash. Have a backup location ready in case bad weather puts a damper on the outdoor event.

Holiday Shopping in One Night/Craft Show: Find vendors willing to set up a booth, either for a set fee or a percentage of their sales for the evening. Contact representatives from popular companies such as Avon, Mary Kay, Tupperware or crafters. Most companies have online directories to find representatives in your area, or ask around to find them. Send home flyers, advertise with posters, and contact your local newspapers. Offer a free grab bag or raffle ticket to the first fifty shoppers. See if the vendors will donate gift baskets or product samples to give away. Have a bake sale and concession stand to feed your hungry shoppers and make extra money.

Jail and Bail: One of the best fundraisers of all time is the jail and bail, where willing participants are cuffed and booked. Housed in a makeshift cell where they make phone calls, pleading for donations to passersby for enough money to make bail as they watch the hot dog sales, cokes or other goodies and other students, family, neighbors and friends watch the jail bird!

Ask prominent doctors or the state's presidents of various osteopathic organizations to participate. Get some advocates and med students involved as well, particularly the group leaders.

You will also need a Judge, that can be a real judge or someone dressed in a robe. It adds to the fun if you can have a bench or other real looking courtroom set up to summon your participants. Be sure and have the gavel because your judge will certainly need to call order in the court! As for the Jailbirds, this could take place in an office, hospital or other business where employees have agreed to raise money for a good cause. Try and get as many decorations donated as possible. You can use paper props or cardboard cutouts for the cells or judges quarters. Some costume designers or party supply stores will donate costumes, decorations and paper goods for your event. Supply phones and phone books for the jailbirds, to make their phone calls!

Krispy Kreme: Krispy Kreme has a fundraising tradition of more than 50 years which has brought success to a lot of schools, clubs and other non-profit organizations. Americans are crazy about doughnuts and that makes the Krispy Kreme fundraiser a perfect way to raise some money for charity or other goals. Moreover, with Krispy Kreme you can get profit by selling the doughnuts, but also cards and partnership certificates. You could even do all three fundraisers at the same time. For more information, visit the Krispy Kreme Fundraising Website.

Overnight Zoo or Garden: Imagine waking up to a front yard full of plastic pink flamingos, or spinning daisies for your next birthday or anniversary. You want to find a good source of plastic lawn ornaments. Look at local garden centers during their fall clearance or dollar stores. If you have a not-for-profit tax ID, you can go the wholesale route. Have an assortment of animals and flowers to choose from. Advertise in your local area about your overnight zoo and garden business. People love to surprise their families and friends. They will also like helping your group raise money for a good cause. Practice setting up the zoo in the dark. Have flashlights to keep from tripping over things. Learn how to keep the noise to a minimum so you don't wake up the "targets" or their neighbors. Leave a note for them to find the next morning offering "flower or animal cleanup service" for a fee. For instance: Flamingo "Flocking". Stick a pink flamingo in someone's yard. They can choose to pay "X" amount to have it taken off of their yard, or "Y" amount to stick it in another person's yard.

Pancake Breakfast: All participants pay an entrance fee for an all-you-can-eat pancake breakfast. This usually includes other breakfast items as well, such as eggs and sausage, coffee and juice, etc. First you'll need a facility that your local health department will find acceptable for food preparation and you'll need some people on your crew who have food handling experience and/or permits. Be sure to check with your local health department for all rules before embarking on this fundraiser. Depending on how many people you anticipate, you'll also need several volunteers for cooking, serving, cleaning and collecting money.

The whole point of the event is to raise money, so make sure you factor in the cost of equipment, supplies, rental fees and food before setting the price for tickets. To allay some of the costs, seek donations from local businesses. A grocery store may be willing to supply some of the cooking ingredients, such as pancake mix, eggs, syrup and milk. Other donations, such as the cost of table and chair rentals, table cloths and other equipment can also be supplied by local businesses, perhaps in exchange for an ad in the event program.

Breakfast is one of the easiest and cheapest meals to prepare and serve to a large group. It does help, however, to have some people readily available who have handled pancake fundraisers before, since there are lots of issues to work out, such as how much food to buy, how and when to start each task, and even how to promote your event to get a big response.

Photo Scanning: All it takes is a flatbed scanner, image scanning software, and a computer. It's best to set a per photo price, but you can offer volume discounts for those with a lot of photos. Allow participants to bring their own CDs or flash drives to store the scanned photos, or add them to the service for an extra fee. You may want to place a limit on the age of the photos to prevent damage to very old photographs, and have photo owners remove their own photos

from albums before bringing them to be scanned. You can even follow it up with a class on how to upload photos to the Internet, for an additional fee, of course.

Potato Bar: Try having an all-you-can-eat potato bar for your group's next dinner fundraiser. You will want to have baked potatoes with all the fixin's (e.g., chili, sour cream, shredded cheese, butter, steamed broccoli, melted cheese, chives, bacon bits, sautéed onions, sautéed mushrooms, hot peppers, ham, and spices). The possibilities are endless. Consider setting up a craft station for the younger diners, with carved potato stamps, ink and paper. Put your own potato kits up for sale. These can be easily made with recycled glass jars, tooth picks, potatoes, and growing instructions. This would be a great time to have a 50/50 raffle. Advertise in your local area with flyers, signs, and by contacting the local newspapers. Sell tickets in advance as well as at the door. You may want to offer a small discount to those buying in advance to encourage early sales.

Take Home Dinners: Contact your local hospital and see if you could do a fundraiser for your group. Try purchasing pre-packaged meals at a lower cost from restaurants or grocery stores. Sell to the doctors and staff of the hospital as they leave for the night. It saves them from having to go to the store or making food for their families. This could become a weekly event. Ask to send out an email to all the staff about the fundraiser and let them know it will be every Tuesday night at 6pm and what the food options are.

Waiting for Dollars: Find a local restaurant that is willing to host your waiting for dollars event. They will appreciate the extra business it will bring them and you will have a good time raising money. Your group will take over waiting tables and bussing dirty dishes, in exchange for tips for your group. You will probably want some experienced wait staff on hand to help guide your group. Most patrons, hearing their tip money will be going for a good cause will probably be generous giving more than the customary fifteen to twenty percent. Pick a restaurant that is popular so that you can ensure a large turnout. Advertise locally what your group will be doing and when. Work with the restaurant owner to create a special menu for the evening that is themed to your group. The restaurant may want to donate \$1 for every meal ordered from this menu. Remember to be polite, fast, and accurate. Try not to break any plates!

Wo'man' Fashion Show: Turn a normal dinner fundraiser into an evening of fun and entertainment. Find some brave men that are willing to embarrass themselves and have a "wo"man fashion show. Get donated dresses or look in local resale shops. You will need wigs too, so keep an eye out for these. Find jewelry, shoes and other accessories as well. Set up a dressing room with mirrors for applying make-up. Have someone willing to pull up zippers, make sure wigs are on straight, and help apply makeup. Have the fashion show after everyone has been seated for dinner, or during dessert. An emcee should introduce each model. Create a

bio for each of them such as, “and next we have Denise, she is six foot five inches tall, and in her spare time she likes to shop for camping gear.” Maybe combine this with the bachelor/butler auction.

Worker Auction: Ask doctors or students to auction themselves off to be a worker for a day. Get volunteers willing to auction themselves off for the day to the highest bidder. Set rules in advance of what the worker will do. Such as flower planting, cooking dinner, yard work, house cleaning, personal training, cake making, etc. Ask the workers what they are good at or if they have a hobby and auction that off. Identify what time the helper day starts and stops. Have a special pizza dinner that evening for butlers and employers to thank them for their participation.

Appendix A: Sample Announcement Letter

Announcing an osteopathic advocate organization in <Hospital/City/State>: ***Student Advocates Association!*** The Student Advocate Association (SAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA).

SAA will act as a service organization to the medical students as a social group for significant others. It is our goal to support the significant others, families, interns and residents of our community osteopathic programs by coordinating a membership drive, planning activities for the families, and working within the communities to promote osteopathic medicine. We feel it is in the interest of our <Medical School> to have this support organization available for medical students and their families to encourage them to stay connected and continue in the Intern and Residents Association and the Advocates to the American Osteopathic Association (AAOA).

We look forward to working with the osteopathic organizations at <Medical School> to promote medicine and support the osteopathic family. Also, we have an open membership and invite you to take part in this group. If you would like to learn more about SAA, please do not hesitate to contact <contact name>.

Thank you,

<Name> <Position> <Phone> <Email>

Please forward this on to those who would be interested in this exciting news!

Appendix B: Sample Membership Form

COM/SOM SAA Membership Form

Membership is more than simply paying annual dues; it's a pledge. It's a commitment to promoting and supporting student doctors and their families in many ways. It's about advocating on behalf of student osteopathic physicians, their patients, their friends, and their families. It's about strengthening ties and being involved. We are here to support and bond with families and affiliates who are on the same journey. Advocates are the people behind the profession. SAA is a vehicle of support for you, your student, and the profession. We encourage any level of participation.

Our Mission Statement: **LIST MISSION STATEMENT**

\$20 **(or other amount)** membership dues for the **YEAR** school year for all members covers:

\$5 goes to your one-year subscription to the Advocates for the American Osteopathic Association (AAOA). The AAOA network is vast, ranging from physicians, to friends, to office staff. They cover the globe, creating a strong, close network of people who understand that osteopathic medicine isn't a trend or a passing fad, but the BEST type of medical care possible.

\$15 stays with our local chapter to help fund events, meetings, supplies and student support.

- Inclusion on the **COM/SOM** SAA email list
- Inclusion in the **COM/SOM** SAA closed Facebook group and member-only events
- Inclusion in the AAOA mailing and email list

Membership options:

- Voting Member: the spouse, significant other, or other close friend or member who lives with or near a student at **COM/SOM**, who has paid dues. Voting members plan to attend meetings when possible and can vote on decisions regarding events, bylaws, finances, board elections, etc.
- Sponsor: an employee of **COM/SOM** or the spouse of a **COM/SOM** employee who is willing to serve the Voting Members and students as needed, who has paid dues. Sponsors attend meetings when possible and may offer input, but may not vote.
- Affiliate Member: a friend or family member of a student at **COM/SOM** who wishes to support the **COM/SOM** SAA and receive communications, but lives away from their student or cannot attend many meetings, but has paid dues.

SECTION I: Member Information

The first section is required for membership, but the second section is our way of trying to make sure you get connected and get the most out of SAA. We are here for you and want to partner with you along this journey!

Last Name: _____

First Name: _____

Student/Faculty/Staff Member Name: _____

Student's Graduating Class:

Member Type:

Voting Member (local, spouse, significant other)

Affiliate Member (non-local, typically parent)

Sponsor (LUCOM faculty/staff and their spouses)

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Would you like to receive text updates in addition to email and Facebook notifications?

Yes

No

Birthdate: _____

Check all that apply:

Married

Children

Engaged

Dating

Friend

Parent

Other:

SECTION II: How can we help you?

Please feel free to list anything below that you may be looking for or may need help with. We will do our best to meet this need or connect you with someone who is able to help.

Please list anything you are searching for help with or are trying to navigate in this new phase of life i.e. job search, moving, planning for new baby, getting connected, etc.

Do you have an idea or thoughts that may be helpful to other SAA members?

What do you hope to get out of a SAA membership?

***NOTE: You can turn this into a virtual form such as a google form, if that is easier to distribute to potential members.**

Appendix C: Sample SAA Chapter Bylaws

Notes and Instructions for SAA Bylaws

You can adjust almost any of the following of the bylaws examples to meet the needs of your SAA. This example is simply to cover the bases and get your SAA started. If you choose to edit these bylaws, you will need to resubmit to the AAOA board for re-approval. A lot of the bylaws examples are pretty standard for SAAs.

Fiscal Year in Example: This aligns with the national AAOA and should remain as such.

Voting During Meetings: You could also do a quorum of the voting members present when the vote is called.

Executive Officers: You should have a requirement of two officers, as a minimum and should not need more than six in total. You can vote on or assign committee chairs to gain more involvement from membership and distribute workload, as needed. Also, if you decide to add in the option to not fill certain roles, if there are not enough nominees, keep in mind the most pertinent roles for the executive board to operate. These might include the President, Secretary (can be combined with Treasurer or some other combination), and Treasurer. You can also write the bylaws as such that the President and Vice President, for example, would cover the responsibilities of those roles if there are not enough nominees for those roles.

Officer Election Timeline: This can be adjusted as needed to serve your SAA, BUT it is STRONGLY suggested to have your upcoming board installed BEFORE the end of the current school year. Your SAA is far less likely to become inactive if you already have your upcoming board installed before graduation, people go home for the summer, etc.

Student Advocates Association of **SCHOOL NAME**

BYLAWS

Article I. NAME

The name of this organization shall be the Student Advocates Association of the **SCHOOL NAME** (abbreviated, **ABBREVIATED NAME**) at **LOCATION**.

Article II. OBJECTIVES & MISSION STATEMENT

The objectives of this organization shall be to prepare the members for their future as supporters of osteopathic physicians, and to promote projects, which will benefit the **SCHOOL NAME**, the local community, and the osteopathic profession. This organization shall function as an affiliate to the Advocates to the American Osteopathic Association (AAOA). These objectives shall be achieved through activities relative to the osteopathic profession and its educational institutions; by encouraging fellowship and unity within the student body of the **SCHOOL NAME**; and by planning social activities for the students, their families and significant others.

The mission statement of this organization: "The **COM/SOM** SAA supports and promotes the Osteopathic profession and the values of **COM/SOM** by encouraging **COM/SOM** students, establishing positive relationships among our members, and educating our community."

Article III. MEMBERSHIP

Section 1. Membership options:

- Voting Member: the spouse, significant other, or other close friend or family member who lives with or near a student at **COM/SOM**, who has paid dues. Voting members plan to attend meetings when possible and can vote on decisions regarding events, bylaws, finances, board elections, etc.
- Sponsor: an employee of **COM/SOM** or the spouse of a **COM/SOM** employee who is willing to serve the Voting Members and students as needed, who has paid dues. Sponsors attend meetings when possible and may offer input, but may not vote.
- Affiliate Member: a friend or family member of a student at **COM/SOM** who wishes to support the **COM/SOM** SAA and receive communications, but lives away from their student or cannot attend many meetings, but has paid dues. Affiliate members may not vote.

Section 2. Voting Members may hold any office. Affiliate Members may hold any office but President and Vice President. In addition, Affiliate or Associate (Sponsor) Members may not vote.

Article IV. DUES

Section 1. The annual dues shall be voted on annually by the membership. This membership fee shall include AAOA Associate membership fees.

Section 2. The fiscal year shall be July 1 to June 30 inclusive. Dues shall be payable Sept 1st.

Members whose dues are not paid prior to Oct 31 will not be entitled to vote or hold office.

Section 3. Spouses who become eligible for active membership after January 1st shall not be delinquent until two months after eligibility has been established.

Article V. MEETINGS

Section 1. The Student Advocate Association shall have a general meeting during each month beginning in August and continuing through May.

Section 2. Special meetings may be called by any officer or majority of members.

Section 3. **FINITE AMOUNT OR FRACTION OF** Voting Members shall constitute a quorum.

Section 4. The Executive Board shall conduct the business of this organization between regular meetings.

Article VI. EXECUTIVE BOARD

Section 1. All officers shall constitute the Executive Board.

Section 2. The Executive Board shall:

- A. Administer the affairs of the Association and carry out the policies and programs between regular meetings.
- B. Make necessary recommendations to the membership.
- C. Form standing and special committees, as needed.
- D. Review and approve the proposed activities of all committees.

Section 3. 1/4 members of the Executive Board shall constitute a quorum. All officers may vote on Executive Board motions.

Article VII. OFFICERS

Section 1. The elected officers shall be President, Vice President, Secretary, Treasurer and President Elect. Appointed offices may be established as voted upon annually by the membership. **POSITION(S)** are required to be filled in order to establish and hold the executive board. **POSITIONS** can be combined as the following if there are not enough nominees to fill all board positions:

- A. **PUT COMBINABLE ROLES HERE**

Section 2. The following executive board positions are not required to be filled in the event there is not enough nominees:

- A. **PUT ROLES HERE**

Section 3. The officers shall perform the duties prescribed by these bylaws. Roberts Rules of Order, Newly Revised should govern all proceedings of this organization not provided for in these bylaws.

Section 4. The President of this organization shall have at least one year's experience as a member of the **COM/SOM** SAA. If an exception needs to be made to this, it will be voted on by membership.

Section 5. Each elected officer should have actively participated in activities throughout the previous year. If an exception needs to be made to this, it will be voted on by membership.

Section 6. All officers shall be members in good standing.

Section 7. Each officer shall prepare a Procedure Book to be passed on at the installation meeting.

Article VIII. DUTIES OF OFFICERS

Section 1. The President shall:

- A. Preside at all meetings of the advocates and the Executive Board.
- B. Submit the names and contact information of all elected officers to the AAOA SAA Liaison and the AAOA office no later than July 1.
- C. Submit a written annual report to the AAOA Office by the specified deadline.
- D. Serve as a representative of this SAA in the AAOA House of Delegates as an additional member of the delegation representing the state of Virginia. An alternate shall be elected by the Board if the President cannot attend.
- E. Perform all duties agreed upon prior to taking office according to the "**COM/SOM** SAA Officer Responsibilities" document.

Section 2. The Vice President shall:

- A. Preside in the absence of the President.
- B. Should a vacancy occur in the office of the President, the Vice President automatically becomes the President.
- C. Perform all duties agreed upon prior to taking office according to the "**COM/SOM** SAA Officer Responsibilities" document.

Section 3. The Secretary shall:

- A. Record the minutes of the SAA and the Executive Board.
- B. Maintain a permanent file of records including minutes, a master copy of the current bylaws and standing rules, and the charter.
- C. Attend to the general correspondence as directed by the President and the Executive Board.
- D. Perform all duties agreed upon prior to taking office according to the "**COM/SOM** SAA Officer Responsibilities" document.

Section 4. The Treasurer shall:

- A. Receive and record all funds of the SAA.
- B. Prepare checks in payment of authorized bills.
- C. Keep an accurate account of receipts and expenditures.
- D. Furnish a statement of monthly cash receipts and disbursements at regular meetings and an annual statement at the close of the fiscal year.
- E. Keep a corrected list of the membership and notify the Secretary of changes.
- F. Forward all contributions as directed by the Executive Board.
- G. Perform all duties agreed upon prior to taking office according to the “COM/SOM SAA Officer Responsibilities” document

Section 5. The President Elect shall:

- A. Attend all board meetings and work directly with the current president.
- B. Assist the President with large event planning, special projects grant proposal and yearly objectives.
- C. Receive automatic President nomination for the following year’s election that they can accept or decline.
- D. Perform all duties agreed upon prior to taking office according to the “COM/SOM SAA Officer Responsibilities” document

Article IX. NOMINATIONS AND ELECTIONS

Section 1. Nominations for elected officers shall be made by any active member.

Section 2. Elections of all officers shall be by written ballot at the regular meeting in February. An officer shall serve until his/her successor is elected and installed.

Section 3. Each office shall be voted on individually, beginning with the office of the President, followed by the Vice President, then Secretary, then Treasurer, then President Elect if all other roles are filled.

Section 4. Installation of officers shall be at the March regular meeting.

Section 5. Should a vacancy occur in an elected office other than the President and Vice President, the office shall be filled for the unexpired term at the next regular meeting. Nominations shall be from the floor and elected by ballot.

Section 6. Should a vacancy occur in the office Vice President, the Executive Board shall determine when the office will be filled.

Article X. AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the COM/SOM SAA by a two-thirds (2/3) vote of the Voting Members present, provided that the proposed amendments have been sent to the membership at least 30 days prior to the meeting.

Section 2. Bylaws shall be electronically distributed to all members after AAOA approval has been obtained.

Appendix D: Sample State Donation Letter

State or Hospital Name
c/o President or Director Name Mailing Address
City, State, Zip

Dear Ms./Mr. President/Director Name,

The Student Association (SAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA). *<Our state>* does not currently have a state AAOA, but a group of us would like to change this, creating a connection between the Student Advocate Associations (SAAs) and the state association, and ultimately, increasing your overall membership.

SAA will act as a service organization to the medical students as a social group for significant others at *< medical school>*. It is our goal to support the significant others, families, interns and residents of *<state or hospital>* osteopathic programs by coordinating a membership drive, planning activities for the families and working within the communities of *<your school>* to promote osteopathic medicine. We will have social events monthly, state meetings twice a year and district meetings every other month.

<State or Chapter Name> is in need of \$200.00 *<or other designated amount>* in order to send letters to potential members about the new group. The money will be used to purchase stamps, print letters and buy envelopes. The letters will be sent to a list of current *<state or hospital>* interns, residents, and fellows. All the programs within *<state or hospital>* will be contacted and will receive a packet of letters so they can distribute to any new interns or residents. The organization is asking the *<state association or hospital>* to please donate to help us start this group. If granted, *<State or Chapter Name>* would greatly appreciate your generous contribution and the donation would be used solely for membership purposes.

Once again, thank you for all your support. If you have any questions about *<State or Chapter Name>*, please contact *<Name>* at *<Phone and/or Email>*. Thank you for your time and attention.

Sincerely,

Signature

Enclosure *<An estimated budget attached would be a good idea!>*

Appendix E: NEW SAA APPLICATION

NEW Student Advocates Association GROUP Application Affiliated with AAOA

Applicant Information

School Name:

Advisor Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Approval from School: Y or N

Executive Board Information

Board Officer Title:

Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Executive Board Information

Board Officer Title:

Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Board Officer Title:

Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Board Officer Title:

Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Board Officer Title:

Name:

Email:

Phone:

Address:

City:

State:

Zip Code:

Board Officer Title:

Name:	Email:	Phone:
Address:		
City:	State:	Zip Code:

Board Officer Title:

Name:	Email:	Phone:
Address:		
City:	State:	Zip Code:

Board Officer Title:

Name:	Email:	Phone:
Address:		
City:	State:	Zip Code:

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.

Signature of Advisor:	Date:
-----------------------	-------

Signature of President:	Date:
-------------------------	-------

Please send All Applications to AAOASAALIAISON@gmail.com or Please return this form with payment to:

AAOA
142 E. Ontario St., 4th Fl. Chicago, IL 60611 Fax: 312-202-8224

*Note: you can also make a digital version of this to disperse electronically via platforms like google forms, etc.

Appendix F: General Annual Timeline and Yearly Requirements for SAA Chapters

JULY-AUGUST

SAA Annual Reports Due July-August: SAA Liaison will send the template but it is also in Appendix G. The SAA liaison might reach out before the end of the school year so the current SAA executive committee can complete it rather than the incoming executive committee.

AUGUST-SEPTEMBER

SAA Dues and Membership Roster sent to SAA Liaison by specified date (historically late August/early Sept.). Link: [HERE](#), under "Resource Links". You can also pay dues: [HERE](#) and then send payment confirmation along with the membership roster. You select "no additional donation" and input how many memberships you are paying from the dues you have collected from members.

SEPTEMBER-OCTOBER

OMED/AAOA HOD/SAA Workshop falls from September to October. Look for information regarding:

- Registration for AAOA HOD/SAA workshop
- SAA travel scholarship application information and travel stipend information
- Other information about OMED
- W9 form, if required for receiving travel funds or special projects funding

Holiday Hug Award information will be sent out right before or shortly following OMED so SAA members can apply for the grants provided. This is to help with any financial strain members might be facing during the end of year/holidays. This application will usually close early November.

IMPORTANT Tax Information Due October 15th:

The following NEEDS to be completed so each SAA who has applied for an EIN can keep it active AND keep their non-profit status.

SAA chapters that have less than \$50,000 in gross receipts you ONLY need to complete the "e-post card". Here is a link to the instructions <https://www.irs.gov/pub/irs-pdf/p5248.pdf>. Here is another guide that gives info: <https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in>

Information Regarding IRS Form 990 & 990 EZ

<https://www.irs.gov/charities-non-profits/annual-filing-and-forms>

Use this link to register:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Please be advised that AAOA affiliates, must file IRS Form 990/990 EZ/990 e-postcard by the 15th day of the fifth month after your fiscal year ends.

Example:

AAOA's fiscal year end is May 31 and our 990 Form must be filed no later than October 15th each year. If your organization has gross receipts less than \$100,000 or total assets less than \$250,000; you may file the 990 EZ form, which the majority of the advocate organizations will qualify for.

Make sure you put the name of your advocate association, not the national office. Please make sure you do not mark final on your return, the IRS will assume you have folded and remove your name as an affiliate.

A copy of the completed online form or a copy of your printed 990-Form must be sent to the AAOA SAA/IRAA liaison and should be sent to your local district IRS office. Please do not forget to sign your name and title on the last page of the 990/990 EZ form.

APRIL-JUNE

You will start getting information about the special projects application. This is available to SAA's for various needs. These funds can be applied for use in chapter fundraising, chapter events such as graduation activities or holiday events, charitable uses, etc. There will be a progress report and a final report required, if awarded the funding.

Appendix G: SAA Annual Report Template

Instructions

[DELETE WHEN FINISHED]

Please try to keep the general formatting the same so we have consistency between all the SAAs. If you have questions, please feel free to reach out to the SAA Liaison at aaosaaiaison@gmail.com. There is also a completed brief example after this template.

SUBMIT TO: aaosaaiaison@gmail.com

[SAA COM/SOM NAME] Annual Report [YEAR]

Advisor:

-

Officers:

-

Committee Chairs:

-

Other:

-

Year in Review

Provide general information you would like to include about the last year.

Events and Activities

Include any and all events activities throughout the year with a short description of these events and activities along with the date. This includes fundraising, activities to support students or SAA members, volunteer activities, engagement with the community, etc.

Name of Event or Activity (add as many as needed to include all events)

Date or Date Range

Short Description

Awards, Acknowledgements, and Accomplished Milestones

- Bullet list of awards, acknowledgements, and accomplished milestones

EXAMPLE

[DELETE WHEN FINISHED]

SAACOM SAA Annual Report 2021-2022

Advisor: Meredith Bowling

Officers:

- President – Sallie Sue
- Vice President – Mary Smith
- Secretary – Jenny John
- Treasurer – Matt Jekins

Committee Chairs:

- Hospitality Committee Chair - Susie Pike
- Parents & Playdates Committee Chair - Jesse Jacobs
- After Work Meetup Committee Chair - Katie James
- Events Committee Chair - Shane Hicks

Year Recap

The past year and a half was a year full of unknowns, this was when SAACOM SAA really stepped in to provide help, comfort and support to our members. SAA provided support to students and spouses, parents of students and those new to the medical school trying to navigate through during a pandemic. We are forever grateful to our mentors and the other SAA presidents from across the country for your constant support through the pandemic.

Events and Activities

Drive In Movie Night

September 27th, 2020

SAA and Student Services hosted a drive in, socially distant, movie night. SAA provided the movie rental, staff, and partial budget for the NOMAD trailer which attended and assisted with all catering as well as the movie projector and screen. Student Services covered the remainder of catering expenses. This event allowed for distance as well as a night of family fun. This event was open to all students and their families.

Fall Festival

October 24th, 2020

SAA hosted an event for SAA members and their families at the Glick's family farm from 5-7pm. Provided catered hot dogs, cole slaw, and mac and cheese, water bottles/Lacroix/Bubly, s'mores, plates, napkins, and silverware. We arranged to have horseback rides.

Hot Cocoa With the Dean

February 22nd, 2021

Two deans volunteered to spend a couple hours answering questions that student supporters felt were unable to answer in any other setting. This year's format was on Webex and provided an encouraging environment for very specific and unique questions to be asked directly to both Deans. Hot cocoa and snacks were also provided to attendees for the event (within COVID restrictions). This event was open to all student supporters, but also students as well.

Merchandise Sales

Year Round

SAA sells various merchandise online and at events such as orientation week, the white coat ceremony etc. Popular items stock inventory are replenished every year and new items are added to the merchandise inventory every year.

Volunteer Event at Park View Community Mission

March 6th, 2021

We had seven members and four children sign up for a Saturday shift of service at Food for Thought where we packaged food to be sent home with school aged children over the weekend in their backpacks. This serves the underprivileged students living in our area. The experience not only helped us get involved in the community, but gave our members an opportunity to serve together and get to know each other better.

Orientation Week - SGA Social

July 21st, 2020

SAA tabled at the Student Social. Handed out SAA pamphlets, signed up members (ipads with form and took dues), advertised about our family welcome back picnic, encouraged students to get spouses involved to welcome them into their new town, and sold merchandise.

SAA Monthly Business Meetings

1x Monthly, August-June

Monthly meetings were held to approve business items and enjoy some socialization with other SAA members. Light refreshments and babysitting was provided.

Awards, Acknowledgements, and Accomplished Milestones

- OMED Attendance – President, President Elect, Vice President and Secretary
- AAOA representation- President Elect- Director, Vice President- SAA/IRAA liaison
- 2020-2021 SAA President received the Donna Jones Moritsugu Memorial Award

Appendix H: SAA Example Informational Brochure

You can alter this in any way you see fit or leave it as fairly “as-is”. This is simply a starting point to help explain what SAA is all about!

[COM/SOM] SAA Student Advocate Association

Contact Information Here

Who are we?

We are supporters of medical students. We can be a significant other, a parent, a sibling, a friend, etc. and we are those who will be walking alongside our medical student to graduation and beyond.

[COM/SOM] SAA is also a local chapter of the national Advocates for the American Osteopathic Association (Advocates to the AOA). Advocates to the AOA is there to help provide various support for our chapter as a whole and individual opportunities for our members. Your membership with our SAA chapter automatically gets you a membership with Advocates to the AOA.

What do we do?

We not only support our medical students, but also support each other. This can look like a lot of things. New to the area? We can be there to help you settle into your new town and provide opportunities to make connections with others. Students studying long hours for finals? We can make care packages for them to help encourage them.

Here are some more examples of the events and activities we provide to help everyone a part of this community:

- List activities here

How can you get involved?

Become a member! Ask one of our members about how you can become a member of our SAA chapter.

Appendix I: Common Out of Pocket Medical Expenses During Medical School

You can adjust the following for your school, as needed.

****Please refer to the websites of each organization listed for any updated costs****

What	Price Estimate	When	Notes
COMLEX Level 1 & STEP 1 (if applicable) study materials	<p>Prices will vary.</p> <p>UWORLD up to \$579.</p> <p>First Aid (get used from older student, if possible).</p> <p>There are various others. One can purchase COMSAE (practice exams) for \$60 per exam - usually purchase multiple.</p> <p>Sketchy is another study tool some use and it can cost up to \$450 (for two years use).</p>		<p>Links: UWorld COMSAE Sketchy</p>
COMLEX Level 1 exam	\$715	Summer between 2nd & 3rd year, but will register during first semester of 2nd year.	<p>This is mandatory for all students to take.</p> <p>Link: COMLEX</p>
USMLE STEP 1 exam	\$660	Summer between 2nd & 3rd year, but will register during first semester of 2nd year.	Not required, but many students choose to take it.
Lodging for exam(s)	Will vary - plan for \$250ish per exam with food and lodging	Summer between 2nd & 3rd year	This will depend on where students take exam and whether or not testing sites are nearby.

Conferences	Will vary depending on conference. Also have to take into account travel costs and lodging. Many different conferences to choose from depending on the organizations students are involved in and what they are most interested in.	2nd & 3rd year	\$800 - \$1,000 (registration, food, lodging and flight) for 5 day trip but some conferences can be partially refunded by school.) These are usually not required, but helpful for making connections and learning enrichment.
Moving expenses	Will vary based on rotation locations the school has secured. Some rotation locations might be more local while others may not.	Summer between 2nd year and 3rd year, or 3rd & 4th year.	
Scrubs	Will vary	Beginning of 3rd year	They will need more scrubs for rotations and will probably want better scrubs than what they have.
Business clothes	Will vary	Beginning of 3rd year	Need for some rotations.
Level 2 and Step 2 (if applicable) study materials	Will vary. COMAT study prep from Comquest for \$80 a piece to \$899 for bundles. Many other options to choose from.	Throughout 3rd year.	School provides some study materials and programs. Link: COMAT
COMLEX Level 2 CE	\$715	Summer between 3rd and 4th year but will register during 1st or 2nd semester of 3rd year.	Mandatory for all students to take.

Core Competency (will replace the discontinued COMLEX 2 PE)	This is still in the developing phases so we will not know the cost until they implement it for all medical students in 2028.		Link: Core Competency
USMLE Step 2-CK	\$645	Summer between 3rd and 4th year but will register during 1st or 2nd semester of 3rd year	Not required but students who took Step 1 will most likely take it.
VSLO (4th year rotation application)	Cost varies by program	VSLO access starts in Jan. of 3rd year and officially opens in April of 3rd year.	Not all programs use VSLO. Be sure to check individual program sites for application costs.
ERAS (residency applications)	Will vary based on how many programs and specialties student is applying to. Expect at least \$800 if applying to only one speciality with the amount rising from there.	Due early September of 4th year.	Link: ERAS
4th Year Rotations	WILL VARY GREATLY. Have to take into account gas, car rentals, airport parking, flights, food, uber/lyft, long term lodging if doing audition rotations (which can last 2-4 weeks, but many are 4 weeks). Some options for lodging can be found on rotating room, AirBnb, VRBO, or hotels that offer extended stay rates.	First half of 4th year. Sometime between July-December most likely	Will vary by specialty. Some will have to and/or choose to do more audition rotations than others.

4th year Interviews	WILL VARY GREATLY. Have to take into account car rentals, airport parking, flights, food, uber/lyft, lodging, etc.	October-January of 4th year	Depending on specialty, expect approximately 8-12 interviews for a good match percentage.
NRMP Registration	\$85	4th year	
Graduation Application or "Graduation Fee"	Varies by school	4th year	Term may vary by school as well.
Moving Expenses	Will vary-if using student loans remember to account for these expenses before spending all funds	After graduation, most likely May or June of 4th year	
Living expenses before first residency paycheck	Normal monthly expenses	Will most likely move in May or June of 4th year. Majority of residencies start beginning of July with orientations at the end of June. Most likely won't get first paycheck until close to August.	

Other expenses:

- Shots/Titers - Health Department gives them for \$20 each
- Drug screenings - may need new before any 4th year rotations
- Head shots - need for ERAS
- Background checks
- Rotation fees for some audition rotations

Tips:

- Get a credit card that has travel points/rewards, if you need to get one.
- REMEMBER that during 4th year, you get half of your loan payment in July and that has

to last you for the majority of your interviews and travel during the fall. You will not get your second loan payment until mid-January of your 4th year and that has to last through your moving expenses before starting residency.

- If you can possibly manage, don't take out the maximum amount of loans every year. Take out what you need (and a bit more for emergencies), but remember that the loans are accruing interest. This obviously varies for everyone, especially depending on spouse/significant other working, kids, family assisting with funding school, etc.
- Depending on your financial circumstance, you might qualify for some government assistance such as WIC (if you have children), food stamps, Medicaid, etc.