Touro University California College of Pharmacy

Student Event Checklist

- Step 1. Fill out Extracurricular Request Form
  - Email completed form to Dr. Irene Favreau (Irene.Favreau@tu.edu)
  - cc the administrative director for COP student services
    - You will need to have pharmacy supervision confirmed before you send the request for approval

- Step 2. Request for IPPE hours
  - Please fill out the Request for IPPE Hours form and send to the Experiential Team (copexpadmin@tu.edu) no later than 2 weeks before event for IPPE hour approval

- Step 3. Check Master Calendar and secure date
  - Email Alisa Danyeur to reserve the space (if on campus)
  - Email Karen Malone to add to Master Calendar (if it is a big school wide event, otherwise you do not have to do this)
  - Include following information in email
    - Date requesting
    - Group
    - Contact person
    - Phone
    - Email
    - Event name
    - Start time/End time
    - Room/space requested
    - # of attendance expected
  - Save confirmation number for your request

- Step 4. Request for funding
  - Make sure you have sufficient funds for your event prior to planning
  - Make sure you know the source of funding (SGA, COP, Fundraising)
  - Make sure all paperwork is completed on time – before and after event
  - Reimbursement issued only for approved events
  - Please read Funds & Reimbursement Guidelines for further details

- Step 5. Place Facilities Work Order (on-campus only)
  - http://facilities.tu.edu/forms/workorder-form.php
  - This is for any placement of tables, chairs, garbage containers, moving furniture, monitoring parking, open buildings after hours

- Step 6. Contact IT for any audio-visual arrangements (on-campus only)
  - Email servicedesk@tu.edu at least 5 work days prior to event
  - Special events may require more time

- Step 7. Order food
  - For Touro University Food Services (TUFS):
For approval of request, email tuc.dcs@tu.edu with your completed catering request (forms found at http://facilities.tu.edu/foodservice/.)

- Make sure you include table linen for food and guest tables
- Be aware that TUFS has the right of first refusal for catering services for all university events
  - For outside food orders:
    - Contact Rabbi Tenenbaum (rabbi@tu.edu) to receive approval of kosher food
  - Step 8. Post for sign-ups and document your event on tustudentlife.com
  - Step 9. Publicize
    - If you are using any sort of flyer, poster, handout, make sure you use the appropriate school logo
    - Anything with branding has to be approved by Andrea Garcia
    - If posting flyers around school, they must be approved and initialed by Irene Favreau
    - Please refer to the Branding Cheat Sheet for more specific information
  - Step 10. Health fairs/Outreaches
    - For any outreach or health fair that has diabetes glucose testing or any transport of sharps, you have to be CLIA trained
    - For off-campus health fairs, if transporting sharps back to school please include information of who transported sharps, and number of containers on Event Evaluation Form.
    - Preceptors & Liability-
      - Please contact Ms. Nalleli Gutierrez (Nalleli.Gutierrez@tu.edu) for adjunct faculty forms. All pharmacist preceptors must become adjunct faculty to be approved to precept our events and be covered by liability.
      - It is your responsibility to find a preceptor. If you cannot find a preceptor, please contact TPA VP of Professional Affairs to add your event to the calendar to be sent to adjunct faculty.
      - For direct patient care – 2 students per pharmacist (if providing BP screening, blood glucose testing, MTM, or any other clinical service).
      - For non-direct (professional development, education, networking) - you may have 1 preceptor for an unlimited number of students or however many students the preceptor is willing to precept.
  - Step 11. Event Evaluation Form
    - Please complete an Evaluation Form and submit to COP student services no later than 1 week after event

If you have any questions along the way, please ask COP Student Services!