

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!

