MEDICAL SCHOOL COUNCIL RSO Funding Allocation Report

Meeting Date: 4/13/2022 Meeting Time: 12:00pm Meeting Location: College of Medicine MSC Members Present: Ariana Genovese, Michael Filoramo, Joshua Davis, Jacob Myhre, Samuel Boatright, Amber Parnell, Darci Hirth

Organization	Event/Conference Name, Date, #of students impacted	Contractual Services (speaker, DJ)	Expense (travel, rentals, supplies)	Food (food, food supplies)	Clothing (tshirts)	Total
American	Medical School End of					
Medical Student	Year Social		\$3,941	\$4,050		\$7,991
Association	5/5/2022 5:30pm- 8:30pm Township, Tallahassee Open to all students					
Total			\$3,941	\$4,050		\$7,991

Organizations receive funds for the particular conference of event, any funds not spent will be swept back to the funding council and eventually to COGS at the end of the fiscal year. COGS approval is required for all expenditures, and funds are only granted to organizations who follow policies outlined in the SGA/COGS Financial Manual, COGS Code, and SGA Statutes.

Meeting Minutes

(please include a breakdown of the funding request, costs, and what allocated funds are being allocated for. Should also include the vote for each request).

The Medical School Council (MSC) reserves the right to sweep any funds back to us.

If an organization wishes to use the funds for a reason other than the one they described at the meeting, they must get approval from MSC.

DATE 4/13/2022

Attendance → Ariana Genovese, Michael Filoramo, Joshua Davis, Jacob Myhre, Samuel Boatright, Amber Parnell, Darci Hirth

Amount requested	Amount Allocated	Votes			
Budget Categories and	Budget Categories and	7-0-0			
Amount Requested	Amount Requested				
Contractual Services 0	Contractual Services 0				
Expense General \$3,941	Expense General \$3,941				
Expense Travel 0	Expense Travel 0				
Food \$4,050	Food \$4,050				
Clothing/Awards 0	Clothing/Awards 0				

Organization: American Medical Student Association

Questions:

- What are the funds for?
 - This event that we would like to put on is an end of the year social for students at the College of Medicine. Their accomplishments will be celebrated with food, beverages, and games! This event will shine light on the dedication each student has put forth in order to achieve their goals of succeeding through the school year. This social will reward the students and will motivate them for their future classes. We would like to emphasize their hard work by putting on such a social event for everyone to enjoy.
 - Email and social media will be used as advertisement.
 - Note: Advised RSO of COVID guidelines
 - Note: Advised RSO of adhering to student conduct guidelines at event
 - Note: RSO states the event space will be able to accommodate the attendees per rules/ regulations set by main campus.

Note: Approved for a total of \$7,991 for End of Year Social at Township Tallahassee

Items and quantity of each:	Vendor:	Cost:
Rental	Township	\$3441
Labor	Township	\$500
Food	Township	\$4050
		TOTAL: \$7991

• Full vendor quote attached below

FSU College of Medicine

TOWNSHIP

FSU College of Medicine

BANQUET EVENT ORDER

ACCOUNT: Florida State University College of Medicine CONTACT: Parker Wilson ADDRESS: 1115 West Call Street Tallahassee, FL 32306-4300 EMAIL: <u>pw17@fsu.edu</u> PHONE: 8505456581 Thursday, May 5, 2022

SALES MANAGER: Ashley Chaney EMAIL: <u>ashley@forthetablehospitality.com</u>

PHONE:

OFFSITE ADDRESS:

DIRECTIONS/NOTES:

EVENT SUMMARY

PHONE:

EMAIL:

OFFSITE LOCATION:

OFFSITE LOCATION CONTACT:

FSU College of Medicine	5/5/ 2022	5:30 pm - 8:30 pm	Full Rental	Dinner	150		14iiii	
Name	Date	Time	Areas	Event Type	Guests	Gtd	Event F&B Min	Rental

ROOM RENTAL				STAFFING
Qty 1	Room Rental Fee	Price \$3,441.00	Total \$3,441.00	Qty. Price Total 1 Security \$500.00 \$500.00
Qty	BUILD YOUR OWN YEAST ROLLS & BUTTER Two Entree GARDEN SALAD mixed greens + heirloom tomatoes + shaved radishes + sliced cucumbers + pickled red onions + cheddar cheese + creamy herb dressing PORK TENDERLOIN ROLLATINI wild mushrooms + sun-dried tomatoes - spinach + fontina cheese + rosemary beurre blanc FLORENTINE AIRLINE CHICKEN BREAST		Total \$4,050.00	 PARKING Be advised that most of the parking available in the immediate College Town district is meter parking, paid only by credit/debit card or an app (Park By App) and enforced 24/7. The best spaces in the day time are the spaces on the street on Madison, or the 5-story parking garage located just behind the building, entrance on Lorene Street. Self-parking rates are as follows: Mon-Fri from 11am to 2pm: Free Mon-Thu All Other Hours: \$1/hour per space Fri-Sun All Other Hours: \$2/hour per space

1 of 3 FSU College of Medicine

Updated: 4/7/2022

FSU College of Medicine

all natural airline chicken breast + spinach + parmesan reggiano + sun-dried tomato cream sauce

GARLIC WHIPPED POTATOES

HARICOT VERTS WITH PICKLED SHALLOTS

SEASONAL ASSORTMENT OF CHEF'S CHOICE MINI DESSERTS

Updated: 4/7/2022

There is one FSU student parking lot at the corner of Woodward Avenue and St. Augustine Street that is free after 4:30 p.m. and on weekend, and it's about a block walk to the venue.

SETUP

The Room

The Garden includes the following features:

- Private full service bar with bartender
- Mix of couch, table, and chair seating (approx. 30 seats)
- Garage doors to separate it from our main dining room space, making your event fully private
- Retractable roof which can be opened if desired by host. When closed, the space is fully weatherproofed, heated & cooled

Timeline

- Your event space will be ready and set one hour prior to your event start time
- Timeline of Food TBD

Event Setup

- Preset Water Glasses
- Linen on food tables if other than locker countertops (MadSo only)
- (2) 6' tables with black linen, appropriate chafing/serving platters, serving utensils, food signs
- Disposable heavy plates, napkins, & utensils
- Trash can in room

BILLING

PAYMENT

A credit card is required to complete your reservation. Please complete the credit card authorization form that was sent with your contract. This card will only be charged with approval from the cardholder onsite OR if any guest checks or event bills are not paid upon completion of your event.

In the event the minimum is not met, the card on file will be billed for the difference.

You may choose to use any alternate method of payment onsite.

Labor

Total \$500.00

FSU College of Medicine		Updated: 4/7/2022
Room Rental		\$3,441.00
Food		\$4,050.00
Subtotal		\$7,991.00
Grand Total		\$7,991.00
Estimated Amount Due		\$7,991.00
F&B Minimum	Total	\$0.00
	-\$0.00 Met	

Client Signature

No signature on file

3 of 3 FSU College of Medicine