

**MEDICAL SCHOOL COUNCIL
RSO Funding Allocation Report**

Meeting Date: 4/26/2022

Meeting Time: 12:00pm

Meeting Location: College of Medicine

MSC Members Present: Ariana Genovese, Michael Filoramo, Joshua Davis, Parker Wilson, Jacob Myhre, Samuel Boatright, Tamara Raymond, Amber Parnell, Darci Hirth, Alexis Kendall

Organization	Event/Conference Name, Date, #of students impacted	Contractual Services (speaker, DJ)	Expense (travel, rentals, supplies)	Food (food, food supplies)	Clothing (tshirts)	Total
Radiology Interest Group	Medical School End of Year Social 5/5/2022 5:30pm- 8:30pm Township, Tallahassee Open to all students		\$3,941	\$4,050		\$7,991
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 4/26/2022

Attendance → Ariana Genovese, Michael Filoramo, Joshua Davis, Jacob Myhre, Parker Wilson, Samuel Boatright, Tamara Raymond, Amber Parnell, Darci Hirth, Alexis Kendall

Organization: Radiology Interest Group

Amount requested	Amount Allocated	Votes
Budget Categories and Amount Requested Contractual Services 0 Expense General \$3,941 Expense Travel 0 Food \$4,050	Budget Categories and Amount Requested Contractual Services 0 Expense General \$3,941 Expense Travel 0 Food \$4,050	10-0-0

Clothing/Awards 0	Clothing/Awards 0	
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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: Event was originally allocated to be hosted by the American Medical Student Association (AMSA), however, Radiology Interest Group (RIG) will now be holding the event**
 - *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**
 - *Full vendor quote attached below*

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



FSU College of Medicine

Thursday, May 5, 2022

BANQUET EVENT ORDER

ACCOUNT: Florida State University College of Medicine
CONTACT: Parker Wilson
ADDRESS: 1115 West Call Street
 Tallahassee, FL 32306-4300
EMAIL: pw17@fsu.edu
PHONE: 8505456581

SALES MANAGER: Ashley Chaney
EMAIL: ashley@forthetablehospitality.com
PHONE:

OFFSITE LOCATION:
OFFSITE LOCATION CONTACT:
PHONE:
EMAIL:

OFFSITE ADDRESS:
DIRECTIONS/NOTES:

EVENT SUMMARY

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

ROOM RENTAL			
Qty.		Price	Total
1	Room Rental Fee	\$3,441.00	\$3,441.00

STAFFING			
Qty.		Price	Total
1	Security	\$500.00	\$500.00

FOOD			
Qty.		Price	Total
BUILD YOUR OWN			
YEAST ROLLS & BUTTER			
150	Two Entree	\$27.00	\$4,050.00
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			

SPECIAL INSTRUCTIONS

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

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

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 weather-proofed, 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.

	Total
Labor	\$500.00

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