

## USC ASSP Student Programming Policy

1. The University of Southern California (USC) Associated Students of the School of Pharmacy (ASSP) Student Programming Policy will be outlined as follows:
  - a. Allowable Use of Student Body Electronic Communication
  - b. Monday Mail Submissions
  - c. Event Limitations
  - d. Room Reservations
  - e. Violations and Consequences
2. Allowable Use of Student Body Electronic Communication
  - a. Event Advertising
    - i. Organizations may submit event notifications to Monday Mail during the **two weeks prior to or one week prior to the event**, one posting per week, for a total of two postings.
  - b. Student Outreach for Community Health (SOCH) Events
    - i. The same policy of Monday Mail applies to SOCH events.
    - ii. Once event sign-ups have been completed, only those who signed up for the event may be emailed.
  - c. Class Specific Events
    - i. All information pertaining to specific class events will be posted in Monday Mail
  - d. Other Modes of Communication
    - i. Organizations may use organization specific listservs to communicate with their members at any time.
    - ii. Social media is an approved form of advertisement for student organizations.
  - e. Exceptions
    - i. Clinic rescheduling, procedure as follows:
      1. Contact initially selected volunteers and inquire if they can attend the new date.
      2. Contact all students that volunteered for any of the clinic dates.
      3. If the above options fail, the organization is allowed to open up the new clinic date to the listserv.
    - ii. Membership
      1. Membership links will be available in a separate section of the Monday Mail until the end of October.
      2. One additional aggregate email for membership drives will be sent via listserv towards the end of the membership drive period.
    - iii. Urgent information may be sent by the faculty advisor on behalf of the organization.

3. Monday Mail Submissions
  - a. Monday Mail forms must be submitted by **Friday 10PM** prior to the following Monday in order to have information included in the upcoming week.
  - b. You may make submissions for events as early as **2 weeks** in advance.
  - c. Late Submissions
    - i. Late submissions will not be accepted.
  - d. Emergency Changes
    - i. The Directors of Student Programs will not send another email to the student body to correct changes in an event.
      1. Student organizations can email students who have RSVP'd to an event to communicate any last minute changes.
  - e. Requirements
    - i. All Monday Mail submissions **MUST** have at least one hyperlink leading to an event flyer or a RSVP link.
    - ii. Submissions with no links will not be published.
    - iii. Facebook links will not be accepted and will not be published
  - f. Unaffiliated Events
    - i. Events that are unaffiliated with any organizations (e.g. information sessions for hospital internship opportunities) will be subject to approval and will have to meet the same deadlines and requirements.
4. Event Priorities and Limitations
  - a. Priorities
    - i. Date priorities will be given in consideration of the type of event. Priority is as follows:
      1. Major professional events
      2. Minor professional events
      3. Community service events
      4. Fraternity events
      5. Social events
    - ii. Scheduling Considerations
      1. The intended audience of the event may be factored (e.g. a residency workshop geared toward upper class students may be put on a day on which first year students have IPPE rotations scheduled).
      2. No events are allowed to conflict with interview days for prospective students.
      3. No events are allowed to conflict with examination times.
  - b. Lunch Events (12:00 PM - 1:00 PM)
    - i. All lunch events will be limited to two events per day.
      1. Executive board meetings are exempt from this limitation.
    - ii. Information sessions at the start of each school year will be limited to half the lunch period (either from 12:00 PM to 12:25 PM or 12:30 PM to 12:55 PM).

- c. After Class Events (after 5:00 PM)
  - i. After class events will be limited to three events.
    - 1. Executive board meetings are exempt from this limitation.
  - ii. Any after class event that involves the first year class and conflicts with Supplemental Instruction will not be scheduled.