

## New Interest Group Proposal Form

**INTEREST GROUP** – an MMSC-recognized, self-governing, student-run body of **academic** nature whose membership and events are open to all students.

An Interest Group is meant to engage students from all years in meaningful dialogue and action surrounding the objectives set out by the group. An Interest Group that is officially recognized by the MMSC is eligible to receive funding for its operations at the discretion of the MMSC following the submission of a budget.

The focus of the Interest Group **must** fall into one of the following categories:

- Medical discipline (Direct entry CaRMS specialties and internal medicine subspecialties/second iteration - e.g. Cardiology, Radiology, etc)
- Social medicine (e.g. Environmental health, Refugee health, etc)
- Student life (e.g. Musical, Improv, etc)

Please note that all new Interest Groups will hold a probationary status for the first year of operations, and will require a debrief assessment with MMSC at the end of the academic year. Please check the [MMSC website](#) for more information regarding the submission of a non-Interest Group-related funding request. (Documents → Financial Forms → Special Funding Request Form)

*Please submit this form to one of the VP Internals: [mmscvpihc@gmail.com](mailto:mmscvpihc@gmail.com) (Hamilton), [mmscvpinrc@gmail.com](mailto:mmscvpinrc@gmail.com) (NRC), [mmscvpiwrc@gmail.com](mailto:mmscvpiwrc@gmail.com) (WRC)*

*A representative from the MMSC will notify the chair within 3 weeks of the proposal submission regarding the status of their group. If the MMSC determines your interest group is more suitable as a subsidiary of an existing interest group you will be notified and connected to the appropriate Co-Chairs. If you have any questions, please contact one of the VP Internals.*

**Group Name:**

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**Type of Interest Group (circle/bold one):**

MEDICAL DISCIPLINE

SOCIAL MEDICINE

LIFESTYLE

**Group Acronym (eg. Rural Medicine Interest Group = RMIG):**

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**Chair(s) (at least 1, maximum 3), contact info, and other IGs they are chair of:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Chair to be contacted for all communication between the MMSC and the Group:**

\_\_\_\_\_

**Mission Statement/Interest Group Objectives. Please be specific regarding the goals of the group, the anticipated events and the projected attendees:**

*Please provide a brief description of how this interest group will benefit medical students*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What makes your IG/Club different from other existing IG/Clubs?**

*Please identify existing IGs and Committees which your proposed IG could overlap with and indicate how yours differs.*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Tentative Plan of Events (how do they differentiate your IG/Club from others?)*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tentative Proposed Budget including events and cost breakdown**

**\*\*Please submit as a separate excel sheet with the application\*\***

Please list the details of your budget. Keep in mind that this portion of the budget form can be very basic if you're not asking for a whole lot of money. However, for those who require a lot of money, the more detailed you are the easier it will be for your budget to be reviewed by the MMSC. A template can be found below. Questions can be directed to [mmscvpmoney@gmail.com](mailto:mmscvpmoney@gmail.com)

**BUDGETING CONSIDERATIONS:**

- A maximum of \$50 will be allocated to each IG/Committee for food per standard event. Keep in mind: purchasing less expensive food options, such as fruit, vegetable trays, popcorn / light refreshments can stretch this funding to feed higher numbers of participants.
- Honorariums are a maximum of \$25 per speaker. This includes parking, other transportation costs, and any other expenses.
- Exceptions to these considerations may be handled on a case by case basis.

\*\*Events with expenses less than \$150 do not have to be included in this budget (but can be if you want the funding approved sooner). These events can be allocated on a rolling basis via the Special Funding Form to allow for flexibility throughout the year as IG/Committee priorities change. To get reimbursement for a low-budget event (under \$150) after submission of your annual budget, please fill out the Special Funding form found on the MMSC Website (documents page). Please note:

- The Special Funding Form must be submitted at least 30 days before the event.
- A maximum of \$50 for food costs and maximum \$25 for an honorarium. If an exception is desired, detail this on the special funding form.

<b>Event Name</b>	<b>Description</b>	<b>Cost Breakdown</b> (Revenue - Expenses)	<b>Required Funding</b>
Bake sale	To raise money for the Night's Watch	<u>Revenues</u> 17-July-2022, Bake sale , \$90.00  <u>Expenses</u> 18-July-2022, 1 Valyrian Steel Sword (to defeat white walkers), \$91.00  19-July-2022, 1 Ring (to rule them all), \$1.00	\$2.00
<b>TOTAL:</b>			

**How do you plan to involve regional campuses in your IG/Club?**

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**How do you plan to keep your IG/Club running after you move on from your role as chair?**

*How do you see your proposed IG being relevant in the years to come? Describe your plan to transition the new co-chairs.*

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-- FOR INTERNAL USE ONLY --

Reviewed by VPI on: \_\_\_\_\_

**Comments/Concerns from VPI**

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Reviewed by MMSC on: \_\_\_\_\_

**Comments/Concerns from MMSC:**

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*Date*

*Application Status*

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