SSPPS Office of Admissions & Recruitment (SOAR)

RECRUITMENT REPRESENTATIVE CHECKLIST

In-Person Presentations/Panels	
≥ 1 month prior	1) Representatives and/or Sarah will initiate communications with host a. If Sarah initiates, she will select representatives to continue communications 2) Exchange contact information with host a. Name, email address, cell phone number if necessary 3) Coordinate date and time of event with host, as well as type of event (presentation, panel, etc.) 4) Obtain exact location of event a. Directions to campus/parking location (ask if host will provide parking permit/reimbursement) b. Building name and room number 5) Make travel plans and submit Travel Reimbursement Request Form to appropriate staff (see page 4 for Travel Reimbursement Guidelines and page 5 for Travel Reimbursement Form) 6) Ask what AV capabilities the host will have available to us a. Laptop/computer (you may bring your own portable device if you have one) b. Projector/screen 7) Ask host how many attendees we can expect to be present 8) Ask host if they have specific points your presentation should emphasize, or questions to prepare for during a panel 9) Navigate to OneDrive or Canvas SPPS OUTR "course" to download the PowerPoint presentation slide deck from SOAR a. Modify as needed, such as with your name on the first few slides, any points brought up from item #8, and other slides you may wish to add
≥ 3 weeks prior	1) Submit information for co-curricular credit as needed
≤ 1 week prior	1) Obtain SSPPS swag from Sarah a. Number/type of swag will be based on event type, how many attendees are expected, and availability of items b. If available and applicable, this will include a keepsake to give to the host 2) Confirm any missing details you may need with host
Day of event	1) Allow ample travel time 2) Photos a. Ask for someone to take photos of you while you present b. Take group photo with attendees if they consent
≤ 7 days after	1) Provide PDFs of the following documents: a. Full presentation you gave (you will convert slides to PDF) b. Brochures (SSPPS and Pharm4Me) c. Any other documents you may have used or referenced 2) Reimbursements a. Send itemized receipts to staff (see page 4 to determine which staff member)

In-Person Fairs or Similar	
≥ 1 month prior	1) Representatives and/or Sarah will initiate communications with host a. If Sarah initiates, she will select representatives to continue communications 2) Date and time of event will very likely be set before we become involved. Sarah will process any applicable registration fees. 3) Obtain exact location of event a. Directions to campus/parking location (ask if host will provide parking permit/reimbursement) b. Building name and room number 4) Make travel plans and submit Travel Reimbursement Request Form to appropriate staff (see page 4 for Travel Reimbursement Guidelines and page 5 for Travel Reimbursement Form) 5) If hosting a workshop, ask what AV capabilities the host will have available to us a. Laptop/computer b. Projector/screen 6) Ask host how many attendees we can expect to be present 7) Ask host if they have specific points your presentation should emphasize, or questions to prepare for during a panel a. Unless the host has a specific type of presentation for you to give, navigate to OneDrive or Canvas SPPS OUTR "course" to download the PowerPoint presentation slide deck from SOAR b. Modify as needed, such as with your name on the first few slides, any points brought up from item #7, and other slides you may wish to add
≥ 3 weeks prior	1) Submit information for co-curricular credit as needed
≤ 1 week prior	1) Obtain SSPPS swag from Sarah a. Number/type of swag will be based on event type, how many attendees are expected, and availability of items b. If available and applicable, this will include a keepsake to give to the host 2) Confirm any missing details you may need with host
Day of event	1) Allow ample travel time 2) Photos a. Ask for someone to take photos of you while you present your workshop or participate in your panel b. Ask for someone to take photos of you at the tabling portion c. Take group photo with attendees if they consent
≤ 7 days after	1) Christine will reach out to attendees interested in learning more about SSPPS 2) Reimbursements a. Send itemized receipts to staff (see page 4 to determine which staff member)

Virtual Presentations/Panels to Organizations	
≥ 1 month prior	1) Representatives and/or Sarah will initiate communications with host a. If Sarah initiates, she will select representatives to continue communications 2) Exchange contact information with host a. Name, email address, cell phone number if necessary 3) Coordinate date and time of event with host, as well as type of event (presentation, panel, etc.) 4) Determine which virtual platform (Zoom, Teams, etc.) is easiest and most convenient for organization 5) Determine who will create the meeting invitation a. If host will create, be sure to follow up if you haven't received it b. If we will create, you may create the invitation or ask Sarah to do so 6) Ask host how many attendees we can expect to be present a. Based on this number, we will offer to send SSPPS swag to them via mail. Ask host for mailing address if they would like us to do so. 7) Ask host if they have specific points your presentation should emphasize, or questions to prepare for during a panel 8) Navigate to OneDrive or Canvas SPPS OUTR "course" to download the PowerPoint presentation slide deck from SOAR a. Modify as needed, such as with your name on the first few slides, any points brought up from item #7, and other slides you may wish to add
≥ 3 weeks prior	1) Submit information for co-curricular credit as needed
≤ 1 week prior	1) If SSPPS swag is requested, Sarah will mail a. Number/type of swag will be based on event type, how many attendees are expected, and availability of items b. If available and applicable, this will include a keepsake to give to the host 2) Confirm any missing details you may need with host
Day of event	1) Photos a. Take group photo with attendees if they consent. Anyone who does not wish to do so may turn their cameras off. We will remove any identifying information from those people in the final version of the photo.
≤ 7 days after	1) Provide PDFs of the following documents: a. Full presentation you gave (you will convert slides to PDF) b. Brochures (SSPPS and Pharm4Me) c. Any other documents you may have used or referenced

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IN-PERSON REIMBURSEMENT GUIDELINES

Each student ambassador will be reimbursed for one in-person recruitment event. Any additional in-person cost of travel will need to be approved by SOAR. If multiple SSPPS representatives are traveling together, only 1 reimbursement is allowed per type per event. We encourage you to take advantage of virtual recruitment opportunities.

Type		%	What will be reimbursed
San Diego County			
Ground	Personal Vehicle	100%	Mileage
	Rideshare/Taxi	100%	
Outside of San Diego County, but within 2-3 hours driving distance from UC San Diego			
Ground	Personal Vehicle	100%	Gas receipt
Destination cities (traveling ONLY for recruitment event)			
Flight		100%	
Ground	Rideshare/Taxi	100%	To and from airport/recruitment event
Lodging	Friends/Family	N/A	Preferred
	Hotel	100%	1 night max only if no contacts in area & can't depart same day
Destination cities (traveling for other UC San Diego business, and adding an recruitment event)			
Ground	Rideshare/Taxi	100%	To and from recruitment event only
	Rental	100%	1 day max + gas if within 2-3 hours outside of destination city
Destination cities (traveling for personal reasons, and adding an recruitment event)			
Flight		45%	
Ground	Rideshare/Taxi	100%	To and from recruitment event only
	Rental	100%	1 day max + gas if within 2-3 hours outside of destination city

Travel Reimbursement Request Form and Itemized Receipts:

- You must submit Travel Reimbursement Request Form (page 5) to the following people at least **1 month** before traveling depending upon your title:
  - **Students:** Submit to Office of Student Affairs (sspps-studentaffairs@health.ucsd.edu)
  - **Admissions Committee Members:** Submit to SOAR (sppsadmissions@health.ucsd.edu)
- You must submit itemized receipts for all reimbursable costs incurred to the following people within **7 days** of the event depending upon your title:
  - **Students:** Submit to Office of Student Affairs and have them contact SOAR for chart string information
  - **Faculty:** Submit to your administrative support staff member and have them contact SOAR for chart string information
  - **Other Admissions Committee members:** Submit to SOAR

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Recruitment Travel Reimbursement Request Form

Name: _____ PID #: _____

Year in School: 1: ____ 2: ____ 3: ____ 4: ____

Event: _____

Location: _____

Dates: _____

Lodging Expense: $ _____

Registration Expense (if applicable): $ _____

Airfare: $ _____

Parking Expense: $ _____

Gas Receipt: $ _____

Auto Mileage (if within San Diego County): _____

Ground Transportation: $ _____

Amount Requested from OA: $ _____

I understand that I must submit an original itemized receipt, showing the amount paid, no later than 7 days following my return from the event.

Signature: _____ Date: _____

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SOAR Use Only

Date received: _____ Approved: _____ Amount: $_____

Not approved: ____ Reason: _____

_____

Director of Recruitment: _____ Date: _____