Getting to Know

Kristen Kleffner

Department: Student Affairs – Years 1 & 2 Advising
Title: Senior Education Team Coordinator
Birth date: September 20th

If you could be any animal, what would you be and why? I think I’d like to be a Cardinal. Then I’d get to represent the best baseball team on the planet.

What is your hidden talent? If there were an olfactory contest, I’d win!

What is your favorite food? Right now, anything Asian – Vietnamese, Indian, or Thai.

When you were a kid, what did you want to be when you grew up? I thought I’d be a broadcasting journalist.

What are your hobbies? I like to eat! I live a fabulous life during lunchtime and love exploring new places with my colleagues. I recently visited Vietnam Café and I love Lulu’s Noodles!
Each week, we’ll be featuring a section of the Student Organization Reference Guide, the ultimate resource for all student organization questions. A copy of the handbook can be found at https://docs.google.com/document/d/1dGpkRP4ECAA3cO-RdJ_zWQ3WkvBgVvQFpZK-ELaJyW8/edit

**T-SHIRTS AND OTHER MEMORABILIA**

The Student Activity Fee Committee (SAFC) has recently moved to approving the use of student fees to go towards organization t-shirts. If your organization would like to purchase t-shirts or other gear, these designs must first be approved by the Office of Student Involvement and MUST include UMKC somewhere on the apparel.

The use of the University name, logo, or emblem is restricted solely to registered student organizations in good standing. The Office of Student Involvement will work with the Strategic Marketing and Communications Department to assure that all merchandise bearing UMKC and its affiliated marks promote and protect the University.

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**Prepare For and Save These Dates**

**UMKC Health Sciences Student Research Summit**

- **3/14/15 - 2/25/15** Submit abstract through the portal.
- **2/25/15** Posters due to SOM Research Administration.
- **2/9/15** 3/19/15 Students meet with SOM poster advisor.
- **Research Admin submits posters for printing**
- **4/9/15** Student Research Summit at Pierson Auditorium.

**Contact:** Please contact the Office of Research Administration with any questions at: SOMresearch@umkc.edu. We will update this Student Research Summit 2015 page as updates become available. Information and the SOM poster template are available at: SOM Poster.

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**FAFSA**

Need help with your FAFSA?

We recommend that you complete your 2015-2016 FAFSA by the March 1st priority deadline. To help you, staff from the Financial Aid and Scholarships Office will be on hand to assist students at the following events. **Scott Sponholtz and Nick Ward-Bopp** (the Hospital Hill financial aid staff) will be on hand at the Feb 25th event.

- **Feb. 24th from 3 PM to 5 PM** – Volker Event- Royall 310 Computer Lab
- **Feb. 25 from 5:30 PM to 7:30 PM** - Hospital Hill Event - Computer Lab Located in the Dental Library (Hosp Hill Financial Aid staff present)

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**Clipboard Sale – SOP Fundraiser**

The student college of clinical pharmacy organization here at the UMKC school of pharmacy is selling white coat clipboards as an organization fundraiser. Sign-up link here: https://docs.google.com/spreadsheets/d/1JmfwNbOhayGXYIF0JRFwssDIiWsaCHCUoR4mATqnhsw/edit?usp=sharing
SCCP
Student College of Clinical Pharmacy

WhiteCoat Clipboard Sale

$26 ea

Available in 12 colors
White, Black, Silver, Lilac, Blue, Green
Yellow, Orange, Pink, Red, Wine, Teal

Available with 7 labels
Medical, Anesthesia, Nursing, Respiratory,
Pharmacy, Pediatric, EMT

Cash or Checks made out to SCCP
Place payment in the SCCP folder located in the student office on the first floor.

For questions, contact Heather: hnsn85@mail.umkc.edu or Lori: lccpn6@mail.umkc.edu
Graduation Kickoff
Spring 2015
March 10 | 10 a.m. - 7 p.m.
March 11 | 8 a.m. - 5 p.m.

Kathy’s Tips for Success

Study Smart!

We are rolling out a new feature here in the “In the Know.” Each week, Kathy Phillips, Learning Resource Specialist, will be featuring a study tip to help you succeed academically. This week’s tip:

Look at the material in advance. You’ll understand the lecture better if you already have some background information!

For more help with studying smart, contact Kathy Phillips, Learning Resource Specialist, at phillipsk@umkc.edu
Eating Healthy Doesn’t Have to be Boring

Say the word “healthy” before “dessert” and people automatically feel disappointed. But this is truly nothing more than a false belief. Health food isn’t what it used to be, and with the explosion of Pinterest in the last couple of years, finding recipes that meet the healthy and delicious criteria couldn’t be easier. Simply go to pinterest.com and type “healthy desserts” in the search bar and you’ll find that there is no end to the mouthwatering recipes available.

Want to try some healthy desserts out? The SOM Wellness Council will be hosting a “Lean Tuesday” event in the lobby of the med school tomorrow from 11AM-1PM (a “Wellnessy” take on Mardis Gras/Fat Tuesday) where you can sample some snacks and earn festive Mardi Gras beads for participating in mini wellness challenges.

Here is the recipe for the (highly customizable) “Energy Bites” that I’ve made for tomorrow’s event. They’ll be gone quick some come by early for a taste! 😊 ~Nilofar

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**NO-BAKE ENERGY BITES**

Serves: 18-20 bites

**Ingredients**

- 1 cup oatmeal
- ½ cup peanut butter (or other nut butter)
- ¼ cup honey
- 1 cup coconut flakes
- ½ cup ground flaxseed
- ½ cup mini chocolate chips
- 1 tsp vanilla

**Instructions**

1. Mix everything above in a medium bowl until thoroughly incorporated.
2. Let chill in the refrigerator for half an hour.
3. Once chilled, roll into balls and enjoy!
4. Store in an airtight container and keep refrigerated for up to 1 week.
5. **You can substitute almost anything for any of the ingredients to work around food allergies, special diets, etc. Soybutter, almond butter, cashew butter, sun butter, etc all works in place of peanut butter. You can use creamed or liquid honey, or agave nectar or even maltitol syrup in place of the honey. If you do not like coconut try some crushed cereal, wheat germ, whole wheat flour, granola, cocoa powder...the possibilities are really endless. If you cannot find ground flaxseed you can buy it whole and grind it yourself in a coffee grinder or magic bullet or you can substitute any other dry ingredient in its place. Yes, the mini chocolate chips can be regular sized or carob or you can use raisins, cranberries, goji berries, or crushed nuts (almonds, cashews, walnuts, whatev) of some kind.**
Folk Alliance Kick-Off Party ($20): Westin Crown Center. Tim Finn, music writer for The Kansas City Star and INK magazine said the Folk Alliance International Conference in 2014 was one of the best music events he's ever been to… don't miss this chance to come to FOLK 2015. On Wednesday, February 18 TEN ballrooms at The Westin Crown Center will feature GREAT KC area bands and musicians, some will be playing what you typically define as folk but several other genre of music will be on display as well. For more info visit: http://www.folkalliance.org/conference/wednesday-night-tickets/

2015 KC Oscars Party (Free!): The 87th Academy Awards are February 22, 2015 and your pals at Scene-Stealers, Lost in Reviews, and Boom Howdy are hosting the coolest movie party in Kansas City. This is your chance to see Hollywood's best and worst dressed, watch the Academy Awards broadcast on the big screen with a bunch of other film nerds, drink to your heart's content, and try to best the rest of KC by picking the most winners correctly on your ballot! The winner gets a huge prize and all runners up get their pick of goods from our massive table of movie memorabilia donated by 43KIXKansasCity! The Kansas City Oscar Party 2015 will be at the Screenland Armour, complete with a food and cash bar! For more info visit: http://www.scene-stealers.com/blogs/kc-oscar-party-2015/

Cooking Techniques Class (Free!): Every Sunday at 11AM, the Williams-Sonoma store on the Plaza hosts a free Cooking Techniques class. This week’s class, on Sunday, February 15th is called “Cooking with Cast-Iron”. Because cast-iron cookware retains heat exceptionally well, it’s ideal for preparing slow-cooked one-pot meals, warming soups and much more. Discover how to make the most of your cast-iron cookware and how to keep these specialty pieces in tip-top shape.http://www.williams-sonoma.com/pages/store-events/store-events/technique-classes.html

For more events, visit Ink Magazine's online, searchable calendar: http://calendar.inkkc.com/ and Kansas City on the Cheap: www.kansascityonthecheap.com (which also has great deals and coupons!)

Wellness Council

The purpose of this group is to promote wellness here at the SOM, both through lighter activities like Tea Time and Smoothie Days, and through awareness campaigns to promote national health observances and reduce stigma surrounding mental health.

Next Event: “Lean Tuesday” – February 17th, 2015 11:00AM-1:00PM, SOM Lobby, come get healthy snacks and Mardi Gras beads

Next Meeting: Tuesday, March 10th, 2015 5:30PM, Gold 4 Conference Room

Seeking Students for Video

One thing I’ve heard from students over and over again is that they feel alone in dealing with whatever they’re dealing with. They believe they’re the ONLY one who’s struggling with this while everyone else is doing just fine. Since I get to work with so many of you, I always know that this is not true, but it can be hard for students to believe.

One idea that came out of a recent Wellness Council meeting was to create a video series regarding certain issues that med students face and to include students in the videos who would be willing to share. These would be really short Youtube style videos about a certain topic. Currently, I am working on a video about, students struggling with the question of:
“Is this program for me? Did I make the right choice? Should I drop out and go open a gym/restaurant/run away to the moon?” or any variation on this feeling of doubt about whether you made the right decision or are on the right path.

This is such a common question and I will offer some advice on this topic in the video, but would also like to feature students who are either currently struggling with this or did in the past.

Email me at shahmohammadin@umkc.edu if you’d like to be involved in this project ☺

Hospital Hill Mood and Alcohol Screening

How are you feeling?
Take a mental health screening checkup.
✓ Free
✓ Quick
✓ Confidential
✓ Anonymous*

Mood & Alcohol Screening Event

- Wednesday, March 11, 11 am to 1 pm
- Health Sciences Building Room 3302
- Stop by to take a mood and/or alcohol screening & get information about common college mental health issues. Counseling Center staff will be present to review results & facilitate follow-up referrals as needed.
- Co-sponsored by IFSP, APHA-ASP Operation Self-Care, and School of Medicine Wellness Council

*Reviewing your results with staff at event may compromise your anonymity.

Screenings provided by the UMKC Counseling Center & Student Health & Wellness. Visit www.umkc.edu/counselingcenter and click on Screening For Mental Health or go to http://screening.mentalhealthscreening.org/missouri

Questions?
Contact Rachel Pierce at 235-5386 or pierscorac@umkc.edu
Dave Ramsey was my inspiration to set financial goals, with his 7 Baby Steps. I didn’t follow his baby steps. As personal finance advice goes, they really aren’t that great. But I did find inspiration in listening to those who did call into his show and scream that they were debt free.

In the spirit of his Baby Steps, however, I’m going to cover 6 factors to consider as you set your own financial priorities. Then will apply these factors to some key financial goals that most of us have.

1. This is NOT one size fits all

It can be difficult to come up with a generic list of financial goals, because everybody’s financial situation is different. A college graduate with $200,000 in school loans, but no other debt, will have different financial priorities than somebody in their 50’s with little saved for retirement and $25,000 in credit card debt. Given the fact that variations in financial situations from one person to another are so great, there’s no such thing as one-size-fits-all.

This is my biggest concern when it comes to financial gurus who are dogmatic about their approach to personal finance. They leave no room for different financial situations, different personalities, and different life goals.

As an example, Dave Ramsey is well know for his debt snowball. According to Dave, everybody should pay off their smallest debt first, regardless of interest rates. His theory is that getting rid of a debt provides motivation to stay on the path to getting out of debt. Yet what about those individuals who don’t need that type of motivation and have larger debts with very high interest rates. Blindly following Dave’s approach would be very costly.

2. Think in terms of goals

You can’t just think in terms of steps. Instead, focus on your financial goals. Having $1 million in the bank is not a goal – it’s a number. What are you going to do the day you become a millionaire? Probably the same thing you did the day before. That’s what most people who become millionaires do.

As an example, one goal is to be financially able to handle an emergency. This goal often translates into saving three to six months worth of expenses in a savings account. While that is one way to meet this goal, it’s not the only way. We relied on a home equity line of credit as our emergency fund as we were paying down debt. Today we rely as much on our taxable investments for emergencies as we do an FDIC-insured savings account.

The key is to separate the goals from how you’ll achieve the goals. Doing so enables you to think outside the box for creative solutions.

3. Multi-tasking is the Key

Throw out the idea of working on just one goal at a time. There’s no set of required sequential steps. You should be pursuing multiple goals at the same time. For example, one can and should build an emergency fund at the same time they’re saving for retirement. The notion that you should pursue financial goals one at a time, a concept usually marketed by popular
financial personalities as “steps,” often leads to sub-optimal results.

4. Track Your Net Worth

If you see your net worth – what you own, less what you owe – you’ll see your progress. Net worth is more important than income in determining your financial resilience. It’s your financial “scorecard”.

You can make decisions about how certain actions and strategies will affect your net worth. For example, we can evaluate whether to pay off a debt quickly or invest the extra cash in light of how the two options will affect our net worth. But first you have to know what your net worth is, and be able to track it.

It’s very easy to do—How to Track Your Net Worth.

5. Liquidity is important

Liquidity is your ability to access cash quickly. It’s often overlooked when it comes to getting out of debt. For example, paying off installment loans (e.g., car or student loans) reduces your liquidity. Once you pay extra on these loans, you can’t get the money back. In contrast, paying off a revolving loan (e.g., credit cards or home equity line of credit) increases your credit.

Of course the goal is to get out of debt completely. But one could use a revolving line of credit in an emergency. You can’t use a car loan to deal with an emergency. We considered this when getting out of debt. We paid off our home equity line of credit first, and then tackled our school loans.

6. Money you don’t spend can have a significant impact on your life

You don’t need to spend money to get the benefits of having money. The money you save can have a profound effect on your life. Let me explain.

Having a solid financial foundation enables us to make life choices we wouldn’t otherwise make. With money in the bank, you may be more like to pursue your dreams, which may involve a different lower paying job, starting a business, or something else. You may not need to spend the money you’ve saved to accomplish these goals, but the money in the bank can give you the confidence to take the risk.


Scholarship

Thomas W. Loeb, MD Scholarship

Eligibility: This scholarship award is available to students with a physical or a learning disability.

Amount: $2,000: The award which will be distributed among three students; there will be one award of $1,000 and two awards of $500.

Requirements: Students will be requested to create a graphic on the subject of self-esteem; the requirements for the graphic will be provided upon submission of the application request.

To Apply: Students must apply through the website, at http://thomasloebmd.com. There is one section on the homepage (scroll down) titled “Thomas Loeb, MD Scholarship;” students may contact us via this portal to apply. Upon receiving their request we will send qualified applicants...
<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Concussion Awareness Scholarship</th>
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<tbody>
<tr>
<td><strong>Amount:</strong></td>
<td>$1,000</td>
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<tr>
<td><strong>Eligibility:</strong></td>
<td>ANY graduate or undergraduate student (future or current) that has been accepted or attends a community college, technical/trade college, or university may apply.</td>
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<td><strong>Application:</strong></td>
<td><a href="http://www.thepassrusher.com/concussionawareness.html">http://www.thepassrusher.com/concussionawareness.html</a></td>
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<td>Contact Robin Hill at <a href="mailto:hillrob@umkc.edu">hillrob@umkc.edu</a> with questions.</td>
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<tr>
<th>Scholarship</th>
<th>Student Veterans – Apply for the Tillman Scholarship</th>
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<td></td>
<td>UMKC students eligible to apply include:</td>
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<td></td>
<td>• Veteran and active-duty military service members</td>
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<td>• Honorably discharged of pre- and/or post-9/11 service (from all branches of the U.S. military, including National Guard and Reserve)</td>
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<td>• Current spouses of veterans or active-duty service members, including surviving spouses</td>
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<td>• All applicants must plan to be enrolled full-time in a degree program (Bachelor’s degree, Graduate, or post-graduate) for the 2015-16 award year</td>
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<tr>
<td><strong>Application Deadline:</strong></td>
<td>March 3, 2015 - <a href="http://www.PatTillmanFoundation.org/apply">www.PatTillmanFoundation.org/apply</a></td>
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<td>See this link for more information: <a href="http://info.umkc.edu/usucceed/2015/02/03/student-veterans-apply-for-the-tillman-scholarship/">http://info.umkc.edu/usucceed/2015/02/03/student-veterans-apply-for-the-tillman-scholarship/</a></td>
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<td>Contact Robin Hill with questions at <a href="mailto:hillrob@umkc.edu">hillrob@umkc.edu</a></td>
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<tr>
<th>Scholarship</th>
<th>YEAR 3-6 DEAN’S SCHOLARSHIPS</th>
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<tr>
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<td>The Year 3-6 Scholarship application for the Dean's Scholarship is now open. The link to complete it is below. This scholarship will be applied next year(2015-2016) so <strong>current year 2-5 students will be the ones to apply</strong>. You must also have at least a 3.0 cumulative GPA to qualify.</td>
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<td><strong>The application will be available from today through March 31st.</strong> After midnight on April 1st the application will no longer be available.</td>
</tr>
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<td></td>
<td>Please contact Robin Hill at <a href="mailto:hillrob@umkc.edu">hillrob@umkc.edu</a> if you have any questions or concerns.</td>
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<tr>
<td></td>
<td>Application Link: <a href="http://med2.umkc.edu/scholarship/">http://med2.umkc.edu/scholarship/</a></td>
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<th>Scholarship</th>
<th>Karman Healthcare Scholarship</th>
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<td><strong>Eligibility:</strong></td>
<td>students suffering from a mobility disability</td>
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<tr>
<td><strong>Amount:</strong></td>
<td>2 $500 scholarships</td>
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<tr>
<td><strong>Application Process Deadline:</strong></td>
<td>September 1, 2015</td>
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<td></td>
<td>Please see or email Robin Hill for details at <a href="mailto:hillrob@umkc.edu">hillrob@umkc.edu</a></td>
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Midwest Interventional Radiology Medical Student Symposium

Chicago, Illinois – March 14, 2015

Hyatt Chicago Magnificent Mile
633 North Saint Clair Street, Chicago, IL 60611

9:00 am - 9:30 am   Registration
9:30 am - 2:00 pm   Lectures, Lunch, Q&A panel
2:00 pm - 4:00 pm   Hands-on Sessions

Faculty
Dr. Rakesh Navuluri - University of Chicago (Director)
Dr. Bulent Arslan - Rush University
Dr. Marc Borge - Loyola University
Dr. James Bui - University of Illinois at Chicago
Dr. Parag Patel - Medical College of Wisconsin
Dr. Scott Resnick - Northwestern University

Register online:  http://goo.gl/c3AxD4
(The event is free, though space is limited)

Contact us:  IR@uchicago.edu
Missouri Academy of Family Physicians Poster Contest

In 2015, MAFP is offering exciting educational and networking opportunities for students and residents at the Annual Scientific Assembly (ASA), June 5-6, 2015, The Lodge at Old Kinderhook, Camdenton.

Students and residents will meet with current family physicians and MAFP leaders. A “Mixer” will be held from 5:15 – 6:15 p.m., Saturday, June 6th with hors d’oeuvres and drinks provided. Posters will be recognized and awards (3rd place $100, 2nd place $200, and 1st place $300) will be announced. Link for the Call for Proposal Form:


Conference registration is complimentary to both students and residents. MAFP will assist in funding for costs associated with overnight accommodations on a first-come, first-served basis for STUDENTS ONLY. Link to register for the conference:

http://www.mo-afp.org/cme-events/annual-scientific-assembly/annual-scientific-assembly/

If you need additional information, please contact Nancy Griffin at ngriffin@mo-afp.org. We look forward to seeing you in June.

Academy of Family Physicians Externship Program

2015 SUMMER EXTERNSHIP PROGRAM
Co-Sponsored by
The American Academy of Family Physicians Foundation &
The Family Health Foundation of Missouri

Once again, the AAFP and FHFM have partnered to offer four-week summer externships to Missouri medical students interested in pursuing a career in Family Medicine. The externships are available at the following locations:
- Cox Health Family Medicine Residency Program
- Research Family Medicine Residency Program
- Mercy Family Medicine Residency Program
- Saint Louis University Family Medicine Residency
- University of Missouri - Columbia Department of Family and Community Medicine Program
- University of Missouri - Kansas City Family Medicine Residency Program

For a description of the externships and to complete the application (fillable PDF) please follow the below link or email fmigumkc@gmail.com


Regnier Venture Creation Challenge

School of Medicine students are invited to participate in the 2015 Regnier Venture Creation Challenge, hosted by the Henry W. Bloch School of Management.

This annual event encourages UMKC students from all disciplines to create ventures by presenting their ideas to business leaders and entrepreneurs in a multi-stage competition. **The 1st place team receives a $15,000 team award**, and all 16 semifinalist teams receive a minimum $1,000 team award!

This is an excellent opportunity to enhance your entrepreneurial mindsets in addition to the
The Regnier Venture Creation Challenge involves the following key milestones:

- February 2 - April 3: Team registration
- April 19: Business plan submission deadline
- May 1: Advancing teams compete in the elevator pitches and venture expo competition
- May 8: Advancing teams compete in the semifinalist and finalist presentations

For additional competition information, access www.umkc.edu/entrepreneurship and look under Student Programs.

Call for Artists

The Multicultural Student Affairs office at UMKC is putting together a Mental Health Art Gallery premiering April 10th on 5245 Rockhill Rd. This gallery would serve to fight mental illness’s stigma and help cure ignorance of mental disorders through education by means of artwork.

If you are interested in joining with local artists and want to submit your own photography, paintings, drawings, etc., then please see the attached flyer and contact David Mosher at dkmb6@mail.umkc.edu for details.

For all others, please put April 10th in your calendar and come out to show your support for mental health! 100% of the proceeds made during the event will be given to a charity supporting mental health treatment for Kansas City, so please come out to show your support!

Call for all Artists & Art Lovers!

STUDENT ORGANIZATION MEETINGS AND OTHER EVENTS
Wellness Council Event – Lean Tuesday – February 17th

UMKC SOM WELLNESS COUNCIL

Lean Tuesday
Come to the lobby from 11-1 for some HEALTHY TREATS and a chance to win some MARDI GRAS BEADS!
Attn 4th yrs!

Worried about Step 1?
Don’t be!

COME JOIN
S.O.A.P.
Step One Assistance Program

Lectures every Thursday at 7pm in Theater B

Feb 19 – Bile Duct Disorders
Feb 26 – Blood Dyscrasias
Mar 5 – Leukemias
Mar 12 – Anemias
Mar 19 – Cardio Phys 1
Mar 26 – Cardio Phys 2

Apr 2 – Heart Murmurs
Apr 9 – Respiratory Phys
Apr 16 – Nephrotic/ Nephritic & Pre/Intra/Post-renal injuries
Apr 23 - Acid/Base Disorders
Apr 30 – Adrenal & Pituitary Disorders
Executive Director

ROBERT BONDURANT

AN INSIDER'S LOOK:
"Healing the HEALER"

Robert Bondurant, RN, LCSW, is currently the Executive Director of the Missouri Physicians Health Program (MPHP). Since 1994, Mr. Bondurant has served as MPHP Program Coordinator, functioning as the chief liaison bridging communication between constituent hospitals, medical staff, and regulatory boards. He also offers consultation for physician recovery in areas including malpractice and regulatory matters and coordinate services (interventions, consultations, enrollment in monitoring programs) on behalf of participating physicians.

Monday 02/16
5:30 PM
Theater C

For questions, please contact Ingrid Hsiung at ihhco@email.umkc.edu
Surgical Society

Volunteers Needed for Suturing Workshops

If anyone year 4-6 is interested in volunteering to teach suturing to Year 1 and 2 students. Please email Kevin Xiao, kx258@mail.umkc.edu

You would be working directly with UMKC faculty to help teach suturing techniques to 1st and 2nd year UMKC medical students. It is a great way to be involved with the Surgical Society and meeting UMKC faculty, as well as brushing up on your own suturing techniques. The dates to volunteer are as following

Feb 24th 8-10AM
Feb 26th 8-10AM, 10-12AM
SNMA'S 3rd ANNUAL

BLACK HISTORY MONTH EVENT

Date: February 27th
Time: Doors open at 6 pm

Free FOOD!! We will be serving Jimmy John's

Where: Health Sciences Building Rm 5301

Come Join SNMA for our 3rd Annual Black History Month Event! Join your peers as they show off a variety of talents reflective of the wide array of cultures that have helped define black history in America. We will also be discussing and educating on health issues that plague minority communities.

FOR MORE INFORMATION PLEASE CONTACT:
PAUL GUIDOS
Pagi22c@mail.umkc.edu
Policy for In the Know Announcement Submissions

1) All submissions must be in JPG format (if the announcement is a flyer). PDF and Word documents must be converted to JPG before being emailed to shahmohammadin@umkc.edu.

2) If the announcement is a text only announcement, please include it in the body of your email. Please use black font only and include a title for your announcement such as “Emergency Medicine Interest Group”.

3) If an announcement includes incorrect information (such as an incorrect date or time), and that week’s In the Know has already been sent out, a revision for your specific announcement will not be sent out to the school. The only time a correction email will be sent out is if the error is on the part of Student Affairs (mistyped or forgot to include an announcement).

Submissions which do not meet the new requirements will be returned to sender requesting the appropriate edits. The announcement may then be resubmitted to shahmohammadin@umkc.edu for inclusion in the In the Know.

4) To be included in the following Monday’s “In the Know”, announcements must be submitted by 5PM the prior Thursday.

To submit information for the next Student Affairs Weekly Announcement, send an email to Niloofar Shahmohammadi at shahmohammadin@umkc.edu.