

Requesting MMS Placement on Resume/Applications

Any MMS member who wishes to request approval for MMS placement on a resume or application must meet the following requirements:

1. Earn a minimum of 10 points participation in the program, where at least 1 point must come from presenting at a venue/community event

- a. Members requesting hours approval *without* presenting at venues must provide a reasonable explanation for being unable to present (i.e. the venue you signed up for was canceled due to COVID-19, the venue time conflicts with your class or work schedule, etc.)
2. Get confirmation from Project Leader that the member is active (i.e. consistently attends general meetings and project group meetings) to grant approval for hours request
 - a. Confirmation included in the Hours Audit Form (see below)
 - b. Note:** Project Leaders submitting hours requests should have their respective Director of Training provide confirmation and sign off on their form.

In order to submit a hours request, members must:

1. Fill out the **Hours Audit Form** (located on MMS website) and have their respective Project Leader verify/sign off on their contribution.
 - a. Must be able to provide a *complete and explicit* breakdown of hours committed to MMS activities such as: attending general meetings, meetings with project group, presenting at venues, time utilized for improving project poster board or powerpoint, etc.
 - b. Must provide an estimate of the total amount of hours.
2. Once filled out and signed off by Project Leader, the Hours Audit Form must be emailed to minimedicalschool.ucr@gmail.com for the Project Manager to cross-check hours committed to MMS with our records.

3. Members should request hours approval at least 1 week before the deadline of the resume or application they are submitting.

Members will not be granted permission to put MMS on their resume or application if:

1. Member has not earned 10 minimum points or received PL confirmation of activeness
2. Member has a strike and is deemed inactive
3. Member was removed from the program
4. Hours requested do not match up with MMS records