



JOHNS HOPKINS  
UNIVERSITY

---

**Homewood Student Affairs**  
Center for Social Concern

# Group Management Handbook

2016-2017

---

**CALENDAR**  
**2016-2017**

|  |   |
|--|---|
| <b>Wednesday, August 31</b>                              | Deadline to confirm participation in CSC Group Meet and Greet           |
| <b>Wednesday, September 7</b>                            | CSC Group Meet and Greet—Freshman Quad (Rain Location: Glass Pavilion)  |
| <b>Friday, September 9</b>                               | Student Leadership and Involvement (SAC) Fair                           |
| <b>Tuesday, September 6 through Friday, September 30</b> | Mandatory Fall Advising Appointments with CSC Advisor                   |
| <b>Saturday, September 10</b>                            | CSC Leadership Conference   |
| <b>Monday, December 12</b>                               | CSC Group Fall End of Semester Report Due by Noon                       |
| <b>Wednesday, March 15</b>                               | Group Re-registration Opens<br>New Group Proposal Period Opens          |
| <b>Saturday, April 15</b>                                | Group Re-registration Period Closes<br>New Group Proposal Period Closes |
| <b>Monday, May 8</b>                                     | CSC Group End of Year Report Due by Noon                                |

## Table of Contents

|   |    |
|---|----|
| WELCOME LETTER .....  | 7  |
| GENERAL INFORMATION .....   | 8  |
| ❖ History of the Center for Social Concern.....   | 8  |
| ❖ Our Mission .....   | 8  |
| • Runs a pre-orientation program, <b>HopkinsCORPS</b> , for 30 highly engaged incoming freshmen ..... | 8  |
| ❖ Our Facilities .....  | 8  |
| ❖ Center for Social Concern Staff Members.....  | 9  |
| ❖ Center for Social Concern Group Management Interns .....  | 11 |
| FUNCTIONAL DIRECTORY.....   | 12 |
| RESPONSIBILITIES OF CSC COMMUNITY SERVICE GROUPS .....  | 13 |
| ❖ Community Responsibilities .....  | 13 |
| ❖ University Responsibilities .....   | 13 |
| ❖ Individual Responsibilities.....  | 14 |
| THE ROLE OF THE CENTER FOR SOCIAL CONCERN COMMUNITY SERVICE GROUP ADVISORS.....                       | 15 |
| ❖ Student Group Advising .....  | 15 |
| ❖ Role of the Staff Advisor.....  | 15 |
| ❖ Role of the Student Interns for Group Management .....  | 16 |
| ❖ Role of the Intern for Student Group Leadership and Development .....                               | 16 |
| GROUP REGISTRATION .....  | 16 |
| ❖ CSC Student Group Re-Registration.....  | 16 |
| Submit Required Paperwork .....   | 16 |
| Register/Attend Fall Recruitment Events.....  | 17 |
| Meet With Your CSC Advisor .....  | 17 |
| Attend the CSC Student Leadership Conference.....   | 18 |
| Complete Officer Training .....   | 18 |
| Volunteer! .....  | 18 |
| Reflect on the experience .....   | 19 |
| Keep in touch with the CSC.....   | 19 |
| Submit Reports.....   | 20 |
| Checklist of Important Dates for Returning CSC Student Groups.....                                    | 20 |
| HOPKINS GROUPS groups.jhu.edu .....   | 22 |

|   |    |
|---|----|
| ❖ Rosters .....   | 22 |
| ❖ Service Hours .....   | 22 |
| ❖ Other Electronic Resources .....                                  | 24 |
| MAKING YOUR ORGANIZATION RUN SMOOTHLY .....                         | 24 |
| ❖ CSC Group Management Resources .....                              | 24 |
| Attend, host, or present a workshop .....                           | 24 |
| Read the Group Management Newsletter! .....                         | 25 |
| Office Hours.....   | 25 |
| ❖ TRANSITION PLANNING .....   | 25 |
| Transition binder .....   | 26 |
| Other notes regarding group transitions: .....                      | 28 |
| ❖ Suspending your group .....                                       | 29 |
| MONEY AND RESOURCES .....   | 29 |
| ❖ Center for Social Concern Access, Storage, and Office Space ..... | 29 |
| Building Access .....   | 29 |
| Meeting Space .....   | 30 |
| Copying and Printing.....   | 30 |
| Other Materials and Services: .....                                 | 30 |
| ❖ Transportation .....  | 30 |
| Access to CSC and HOP (formerly known as SAC) Vans.....             | 31 |
| Rentals/ZipCar .....  | 31 |
| Taxis and Uber .....  | 31 |
| Personal Car .....  | 32 |
| ❖ Money .....   | 32 |
| Group Budgets.....  | 32 |
| Outside Bank Accounts .....   | 33 |
| Other Funding Sources.....  | 33 |
| JHU Grant Programs .....  | 33 |
| Other JHU Departments.....  | 34 |
| Local Businesses .....  | 34 |
| PayPal and Similar Platforms.....                                   | 34 |
| Cash Donations.....   | 34 |
| Dues .....  | 35 |

|   |    |
|---|----|
| Other External Grants .....                                       | 35 |
| Making Purchases.....   | 35 |
| Vendors .....   | 36 |
| Getting Reimbursed.....   | 36 |
| ❖ Recruitment and Tabling Policy.....                             | 37 |
| ❖ Fundraising Events and Philanthropy Policy .....                | 37 |
| University Policy Regarding Gifts.....                            | 38 |
| T-Shirts .....  | 38 |
| OTHER POLICIES .....  | 39 |
| ❖ Film Screening Policy .....                                     | 39 |
| ❖ Co-Sponsored Events .....                                       | 41 |
| RISK MANAGEMENT .....   | 41 |
| ❖ Required Forms .....  | 41 |
| ❖ Required Online Trainings.....                                  | 42 |
| Youth Serving .....   | 42 |
| Health Advocacy and Health Related .....                          | 42 |
| Online Trainings:.....  | 43 |
| Policies.....   | 43 |
| ❖ Child Safety Policy.....  | 43 |
| JHU’s Online Child Safety Training.....                           | 43 |
| Reporting Process.....  | 44 |
| Background Checks and Fingerprinting .....                        | 44 |
| ❖ Community Partner Policy.....                                   | 45 |
| ❖ Image and Photo Policy.....                                     | 45 |
| ❖ Home Visitation Policy .....                                    | 46 |
| ❖ Transportation Policy.....                                      | 46 |
| Getting to your Community Partner Site .....                      | 46 |
| Transportation Policy and Memorandum of Understanding (MOU) ..... | 47 |
| ❖ Trip Policy .....   | 47 |
| Overnight Trips.....  | 47 |
| Other Trips .....   | 47 |
| ❖ Use of Name Policy .....  | 48 |
| ❖ Website Policy .....  | 48 |

|   |    |
|---|----|
| APPENDIX 2: EVENT PLANNING .....                  | 48 |
| ❖ Event Planning .....                            | 48 |
| ❖ Overall Advertising Rules & Regulations .....   | 49 |
| Advertising must not contain material that: ..... | 49 |
| Use of University Logo and Name .....             | 50 |
| Types of Advertising on Campus .....              | 50 |

# WELCOME LETTER

August 2016

Dear Student Leaders,

On behalf of the staff at the Center for Social Concern, I would like to thank you for your commitment to service!

Every semester, JHU's community service student organizations serve over 45,000 hours with agencies across Baltimore City. Your organization can play an invaluable role in supporting these agencies with careful planning and open communication with your community partner. This handbook is meant to be a guide that will help you be successful in running your community-based student organization.

Unlike on-campus organizations, your program has an added responsibility to a community partner and the population they serve. It is important that you take your role as an officer seriously and make sure you have a full understanding of all of your roles and responsibilities.

In addition to your role in the community and your work as an officer, I hope that your experience with student organizations will provide you and the members of your organization with an opportunity that compliments your academic endeavors, helps you explore pressing challenges urban communities face, and deepens your understanding of your personal strengths and weaknesses.

Many students engaged with service find that it is one of the most rewarding activities they participate in during their college career, and I hope you have a similar experience. Please know that our office is here to support you during your service journey! I look forward to your continued participation with the Center for Social Concern and seeing you in our office!

Thank you for your service,



Rollin Johnson Jr.

Director



**Homewood Student Affairs**  
Center for Social Concern

## GENERAL INFORMATION

### ❖ History of the Center for Social Concern

The Center for Social Concern (CSC) is the student life office dedicated to community service and civic engagement and is under the umbrella of Johns Hopkins University's Academic Services

### ❖ Our Mission

The Center for Social Concern emphasizes the value of service *with* others, rather than the commonly accepted concept of service *to* others. The volunteer and client enter into an educational process where both benefit from the interaction and reciprocal learning is the common ground for all of our initiatives.

Specifically, the CSC:

- Supports **HopServe50**, which challenges Hopkins students to serve at least 50 hours of service each year
- Houses over **60 community service groups** that perform direct service to the Baltimore community (NOTE: Student Leadership and Involvement administers all other student groups on campus)
- Organizes the **President's Day of Service**, an annual volunteer event that brings together nearly 1,000 students, faculty, and staff for a day of service across Baltimore City
- Oversees the **JHU Tutorial Project**, an in-house tutoring program for Baltimore area elementary school students
- Coordinates the **Community Impact Internships Program (CIIP)**, recruiting, selecting and supporting 50 undergraduate interns for paid community-based summer internships in Baltimore nonprofits and government agencies
- Administers a community-based **Federal Work Study** program
- Serves as a resource for students, faculty, and community organizations who want to develop **community-based learning (CBL)** opportunities
- Runs the **Breaking in Baltimore** Alternative Breaks program, with seven weekend and week-long student-led alternative break trips each year, each focusing on a different issue area
- Hosts the **Student Ambassador Board**, a selective group of student leaders committed to service and social justice, who are working to create a culture of service at Hopkins
- Runs a pre-orientation program, **HopkinsCORPS**, for 30 highly engaged incoming freshmen

### ❖ Our Facilities

---



In summer 2009, CSC's main facility moved from Levering Hall to 3103 North Charles Street (called the Center for Social Concern Building). This three story row home houses all of CSC's programs and student services, except its Johns Hopkins University Tutorial Project.

The Johns Hopkins Tutorial Project is located on the second floor of Levering Hall. This location is unique in that the main area of the space contains an incredible floor-to-ceiling mural done by Robert R. Hieronimus, Ph.D. "The Apocalypse" was commissioned in 1968 by Dr. Chester Wickwire, then-Chaplain of the Johns Hopkins University.

### ❖ **Center for Social Concern Staff Members**

#### **Rollin Johnson, Jr., Director of the Center for Social Concern**

[rjohn@181@jhu.edu](mailto:rjohn@181@jhu.edu)

Rollin Johnson Jr. began at Johns Hopkins as the Director of the Center for Social Concern in Fall 2013. Rollin served as the Director of Community Partnerships at the University of Michigan's Ginsberg Center where he led the Center's Community Initiatives Program and cultivated relationships with community organizations to create meaningful engagement experiences for students, faculty, and community organizations. Prior to his work at the Ginsberg Center, Rollin served as a graduate research assistant for the Entrepreneurship Institute at Saginaw Valley State University where he also received his Master of Business Administration. Rollin also served as an AmeriCorps VISTA at Coe College and prior to his work in higher education he was in the U.S. Peace Corps.

#### **Gia Grier McGinnis, Associate Director**

[ggrier2@jhu.edu](mailto:ggrier2@jhu.edu)

Gia joined the CSC staff in 2007. She has past experience in community organizing, event planning, and program coordination. She received a bachelor's degree in environmental studies from Washington College in 2002, where she developed and coordinated campus-wide service programming for 3 years. She received a master's degree in environmental policy from the University of Michigan in 2005, with a research focus on environmental justice and health and diversity in the environmental field. She is currently a DRPH candidate at Morgan State University's School of Community Health and Policy.

#### **Abby Neyenhouse, Assistant Director**

[aneyenh1@jhu.edu](mailto:aneyenh1@jhu.edu)

Abby Neyenhouse is the Assistant Director of the Center for Social Concern. She directs the Community Impact Internships Program as well as the Community-based Federal Work Study program.

#### **Caroline Ouwerkerk, Assistant Director**

[carolineo@jhu.edu](mailto:carolineo@jhu.edu)

Caroline Ouwerkerk joined Johns Hopkins as the Assistant Director of the Center for Social Concern in February 2015. In this role, she supports the Student Ambassador Board, Alternative Breaks, pre-orientation, student groups, and HopServe50. Previously, she was the founding Program Director of the University of Chicago Urban Network, and the Program Manager for Social Justice Initiatives at the University of Chicago Community Service Center. Caroline received her A.B. in History from the University of Chicago, and an M.S. Ed. in Higher Education

Administration from the University of Pennsylvania, In addition to her role at Johns Hopkins, Caroline also serves on the national board of the IMPACT Conference on Service, Advocacy and Social Justice.

**Carolyn Mack, Administrative Coordinator**

[cmack@jhu.edu](mailto:cmack@jhu.edu)

Carolyn Mack is the CSC's Administrative Coordinator/Financial Manager. She is the financial advisor to the CSC volunteer groups, assisting them with all aspects of financial planning and management. She also handles Federal Work Study payroll.

**Erika Brown, Americorps VISTA**

[ebrow118@jhu.edu](mailto:ebrow118@jhu.edu)

Erika Brown is the 2016-17 AmeriCorps Vista at The Center for Social Concern. She received a double BS in Accounting and Marketing from Salisbury University in 2010 and is passionate about financial literacy and community development. Erika is working for Waverly Main Street and Johns Hopkins University on the Community Resource Connections Program, which connects residents with existing organizations that offer job training programs and small business development.

**Katie Lowe, Operations Assistant**

[Klowe3@jhu.edu](mailto:Klowe3@jhu.edu)

Katie started with the CSC in Summer 2016. Her work focuses on risk management for Center programs. She holds a BSc in Social Sciences from Towson University and is working towards a graduate degree concentrating on Policy and Communications.

**Kelly Milo, Assistant Director of Operations**

[kmilo1@jhu.edu](mailto:kmilo1@jhu.edu)

Kelly joined Hopkins in fall 2013 focusing her efforts on CSC risk management policies and new partnership agreements. In spring 2016, she transitioned to a new role where she will continue helping with risk management but will also support the CSC's marketing efforts and data/program assessments. Kelly has been working in higher education since 2003.

**Megan Scharmann, Event Coordinator**

[mscharm2@jhu.edu](mailto:mscharm2@jhu.edu)

Megan Scharmann is the Event Coordinator for the Center for Social Concern. In this capacity, she coordinates the annual President's Day of Service, as well as the fall and spring weekend Breaking in Baltimore trips. She also supports the Community Impact Internships Program.

**Young Song, Tutorial Project Director**

[ysong@jhu.edu](mailto:ysong@jhu.edu)

Young Song earned her Bachelor of Science in Early Childhood Education and spent four years teaching Kindergarten. She worked in various human resources positions before joining the Johns Hopkins Center for Communication Programs as their HR Coordinator in 2006. She joined the CSC in 2007 as the Director of the Tutorial Project. In addition to Tutorial, she oversees the youth serving groups of the CSC.

### ❖ **Center for Social Concern Group Management Interns**

#### **Carissa Zukowski, Leadership and Development—Group Management Intern**

Carissa is a senior, majoring in Applied Mathematics and Statistics and History of Art. She will primarily work with new CSC groups to help develop their leaders in their community roles. This year, Carissa will focus on designing and facilitating workshops for students on various topics, such as Volunteering 101, transition planning, budget and group operations, and reflection.

#### **Jimmy Li, Strategic Planning and Support—Group Management Intern**

Jimmy is a sophomore majoring in Cognitive Science. Jimmy volunteers with Health Leads, Jail Tutorial, and other CSC Groups. He will manage a portfolio of student groups and works with group leaders to support students doing complete community service.

#### **Alice White, Strategic Planning and Support—Group Management Intern**

Alice is a junior majoring in Applied Mathematics and Statistics and Economics. She will work with a portfolio of various student groups, advising leaders how to assess their community impact and to improve the functionality of their group.

## FUNCTIONAL DIRECTORY

| Name                | Title   | Email  | Phone        | Contact for questions on:   |
|---------------------|---|--|--------------|---|
| Erika Brown         | Americorps VISTA  | <a href="mailto:ebrow118@jhu.edu">ebrow118@jhu.edu</a>   | 410-516-4843 |   |
| Gia Grier McGinnis  | Associate Director  | <a href="mailto:ggrier2@jhu.edu">ggrier2@jhu.edu</a>     | 410-516-6773 | Community-Based Learning  |
| Margaret Hart       | Academic Program Admin. – CEO (Whiting School of Engineering) | <a href="mailto:mhart21@jhu.edu">mhart21@jhu.edu</a>     | 410-516-4180 | STEM student groups   |
| Rollin Johnson, Jr. | Director  | <a href="mailto:rjohn181@jhu.edu">rjohn181@jhu.edu</a>   | 410-516-4777 |   |
| Katie Lowe          | Operations Assistant  | <a href="mailto:klowe3@jhu.edu">klowe3@jhu.edu</a>       | 410-516-6447 | Risk Mgmt. questions  |
| Carolyn Mack        | Administrative Coordinator                                    | <a href="mailto:cmack@jhu.edu">cmack@jhu.edu</a>         | 410-516-4777 | Financial/budget and event-planning   |
| Kelly Milo          | Assistant Director  | <a href="mailto:kmilo1@jhu.edu">kmilo1@jhu.edu</a>       | 410-516-4170 | Marketing, Assessments, Risk Management   |
| Abby Neyenhouse     | Assistant Director  | <a href="mailto:aneyenh1@jhu.edu">aneyenh1@jhu.edu</a>   | 410-516-4777 | CIIP, Community-Based Federal Work Study, Community Partners, Alumni Affinity Group |
| Caroline Ouwkerk    | Assistant Director  | <a href="mailto:carolineO@jhu.edu">carolineO@jhu.edu</a> | 410-516-4777 | Questions about student groups, SAB, HopkinsCORPS, Breaking in Baltimore            |
| Megan Scharmann     | Event Coordinator   | <a href="mailto:mscharm2@jhu.edu">mscharm2@jhu.edu</a>   | 410-516-2351 | PDOS, large events  |
| Young Song          | Director of the Tutorial Project                              | <a href="mailto:ysong@jhu.edu">ysong@jhu.edu</a>         | 410-516-7673 | Tutorial Project, youth student groups  |

## RESPONSIBILITIES OF CSC COMMUNITY SERVICE GROUPS

The Center for Social Concern supports over 60 student-led groups, each of which focuses on direct service to the Baltimore community. CSC student groups provide valuable opportunities for students to be actively engaged members of the Baltimore community. Our involved students grow and develop necessary skills to become successful leaders and social justice advocates throughout their careers at JHU and beyond. Our students engaged with service find that it is one of the most rewarding activities they participate in during their college career, and we hope you have a similar experience.

### ❖ Community Responsibilities

- **Uphold the CSC’s mission of “In the community, with the community”.** As a Community Service Group, your group is expected to address community-identified needs through sustainable, safe, and respectful service.
- **Be punctual and responsible.** CSC Groups are responsible for communicating regularly with community partners, especially regarding planned or unplanned absences, paperwork, or other issues.
- **Respect the privacy of all clients.** Community Service Group volunteers are expected to respect the privacy of the clients whom they serve. This includes not sharing confidential information you might be privy to (such as organizational files, full names, or personal stories). Only take photographs in accordance with the policy outlined in this manual, and always ask for permission.
- **Be flexible and proactive.** Since nonprofit organizations often do significant work with limited resources, sometimes situations might be unpredictable at your partner site. Remaining flexible is essential.

### ❖ University Responsibilities

- **Register Annually.** Every Community Service Group is required to register annually in order to maintain its status as an “Active Group”.
- **Report on Service.** Throughout the year, Community Service Groups must submit several reports and documents in order to keep the CSC updated on their work. A complete list of annual report requirements and deadlines can be found in [group registration](#).
- **Respond to the CSC.** Groups must make a timely effort to respond to requests for information from CSC staff advisors and group management interns.
- **Be good stewards of financial resources.** CSC/France-Merrick funds are intended to support direct service in the city of Baltimore. Student groups may only spend budget allocations in accordance with the financial regulations outlined in this manual. Failure to comply with the policies contained in this manual might jeopardize

your ability to be reimbursed and/or for your group to continue to receive CSC funding.

- **Follow Regulations** Student groups are expected to comply with all University policies included in this handbook, those listed on the CSC and Student Leadership and Involvement websites, and the student code of conduct. It is your responsibility as a student group leader to be familiar with all policies and to ensure that your organization is in compliance. If you ever have any questions about what is expected of you, please contact your advisor.

### ❖ Individual Responsibilities

In addition to these group responsibilities, individual CSC student group members have specific additional responsibilities, including:

- The group president/secretary should create a spreadsheet of group members and track completion of the following forms. Please email the spreadsheet to [jhu.csc.groupmanagement@gmail.com](mailto:jhu.csc.groupmanagement@gmail.com) by October 15, 2016.
- **Every student volunteering** with a JHU student group **must** complete the following:
  - Waiver of Liability and Hold Harmless Agreement
    - Online form found here: <http://tinyurl.com/csc-liabilitywaiver> or access form on CSC's website.
  - Registration for Track it Forward
    - Student group members must create a [Track it Forward account](#) to log service hours. By registering for Track it Forward, you'll be able to track and log your service hours within seconds.
    - You must log your service hours weekly!
    - Prior to registering for Track it Forward, volunteers must [submit the CSC's Waiver of Liability](#).
      1. Scroll to the bottom and click Need an Account? "Sign-Up"
      2. Enter your email address and create a password
      3. Complete all applicable fields, including your JHED ID (\*\*\*\*\*Your JHED ID is NOT your ISIS ID. To locate your JHED ID, please [click here](#).)
      4. Make sure have completed the CSC's Waiver of Liability.
      5. Click "Sign up."
      6. You've now set up your account!
    - You can view a running count of your service hours by logging into your Track it Forward profile at any time. If you'd rather log your hours via the Track it Forward mobile app,
    - To download the mobile app, just go to the App Store or Google Play and search for "Track it Forward" or "Volunteer Time Tracking" and you'll find it!
    - NOTE: you must create a "Track it Forward" Profile before you can download the mobile app.
    - Once you download the app, enter your "email address" and "password" that you used during your initial Track it Forward registration.

- Every time you complete a service or activity, simply submit the "hours", "date", "organization or affiliation" through the mobile app.
- You can also enter any additional information (i.e. name of organization you worked with and other details in the "notes" field.
  - Example: Volunteered at My Sister's Place Lodge and helped serve food.
- Volunteers may have additional responsibilities depending on the activities you are completing. You will learn more about these responsibilities as outlined in the Risk Management Section of this training. . You can also refer to the "[Risk Management](#)" [section of this handbook](#) for additional information.
- Note: there may be additional requirements of your community partner.
- Making sure your group memberships are recorded accurately on Hopkins Groups This includes making sure you are on the roster of any groups of which you are a part, and that you have been removed from the rosters of groups with which you are no longer involved.

## THE ROLE OF THE CENTER FOR SOCIAL CONCERN COMMUNITY SERVICE GROUP ADVISORS

### ❖ Student Group Advising

Each group is assigned a staff advisor and a Group Management Intern. Advisors are professional staff members at the Center for Social Concern or one of its partner offices on campus.

All CSC student groups are completely student-run organizations that execute student-initiated ideas. CSC staff advisors and group management interns serve in an advisory capacity to support student group engagement with community partners, to interpret University policy, and to provide guidance and support to work through challenges that may arise. In addition, CSC staff advisors and group management interns challenge and support student groups to provide high-quality, respectful, and meaningful service in concert with our community partner organizations to address community-identified needs.

### ❖ Role of the Staff Advisor

- Conduct in-person 1:1 meetings with group officers for each assigned group during fall registration, and check-in with "Staff-advised" groups at least once per month.
- Serve as content-area experts for relevant and related topics.
- Answer any community partner or site-specific inquiries from groups.
- Help interpret CSC policies for student group leaders or refer students to appropriate staff person
- Mitigate any crises and emergency situations or significant group management issues (Ex. Community partner has lost funding, Group president has vacated his/her duties).
- Recommend relevant professional development opportunities to student leaders (workshops, trainings, etc.).

- Help celebrate/promote outstanding student group work (for example, nominating student groups and leaders for year-end CSC and SLI awards; notifying appropriate staff members of newsworthy accomplishments for inclusion in annual report or newsletters).

#### ❖ **Role of the Student Interns for Group Management**

- Provide support and feedback on group re-registration process and documents.
- Gather input from student group leaders about how the CSC staff could continue to strengthen their support of the work CSC groups are doing.
- Provide suggestions for troubleshooting common student group issues, such as an inability to connect with a community partner, intra-group conflict; advising on leadership transition planning.
- Help interpret CSC policies for student group leaders or refer students to appropriate staff person
- Refer students to professional development opportunities, such as workshops offered by the CSC and campus partners.
- Facilitate reflection sessions, info sessions, and workshops.

#### ❖ **Role of the Intern for Student Group Leadership and Development**

- Advise portfolio of newly-formed CSC student groups.
- Plan and deliver workshops on a variety of topics to support group management and leadership development.
- Train other leaders in delivering workshops and other trainings.
- Support CSC grants programs (leadership, education, social, reflection)

## GROUP REGISTRATION

#### ❖ **CSC Student Group Re-Registration**

##### [Submit Required Paperwork](#)

We have now moved the group re-registration process to the spring semester. The group re-registration period for returning CSC groups is from March 15 through April 15 every year. Returning CSC student groups must: The entire re-registration process now takes place online, and we have streamlined the process so that you are not filling out duplicate information for the Center for Social Concern (which provides your funding, advises you, and sets the policies you follow) and Student Leadership and Involvement (SLI, which organizes the fall Student Involvement Fair and manages the Hopkins Groups website).

Please note that the system automatically displays a "re-register my organization" option (displayed as a blue bar across the top of the page) to those who have access to re-registering. If you do not see this bar but feel you should, please contact someone who is currently listed as an officer and ask him/her/them to make you an officer by going to your organization's page, clicking on "roster," then "manage roster," then "edit positions." If you *are* an officer but do not



see the blue bar, it is likely because another member of your group has already re-registered you. Please email Caroline Ouwerkerk at [CarolineO@jhu.edu](mailto:CarolineO@jhu.edu) for assistance.

Please note that you will need to upload the following forms as part of the re-registration process. The system does not save your work, so you will need to have them ready to upload prior to beginning re-registration:

- **Center for Social Concern Student Group Guiding Document** (using the official Guiding Document Template, which will be emailed to all group officers prior to the start of the re-registration period).
- **Budget** The budget should detail all planned expenditures for the 2017-2018 academic year. See the financial policies section of this handbook for details of acceptable and unacceptable expenses. The budget must be submitted using the template provided.
- **Roster** The Hopkins Groups system will ask you to verify your group's members and make sure students have the correct positions in the system. You are required to have at least 10 members. It is very important that your roster be kept up to date, as your roster determines a number of other processes, including risk management and eligibility for t-shirt grants.

All re-registration paperwork is due by 11:59 PM on Saturday, April 15, 2017.

**IMPORTANT: Failure to complete the entire re-registration process by the deadline may result in your group being suspended for the 2017-2018 academic year.**

### [Register/Attend Fall Recruitment Events](#)

There are two major events you might like to attend in order to advertise your group and recruit new members for the 2016-17 academic year:

- Center for Social Concern Group Meet and Greet—Wednesday, September 7, 2016 from 3:30-5:30 PM (group set-up begins at 3 PM)
  - Register with the CSC by September 1 to participate in this event
- Student Involvement (formerly SAC) Fair—Friday, September 9, 2016 from 11 AM—2 PM
  - To participate, register with Student Leadership and Involvement during the Student Leadership and Involvement group re-registration process in Hopkins Groups.

### [Meet With Your CSC Advisor](#)

All CSC groups must meet with their assigned CSC advisor for the annual fall advising meeting between Tuesday, September 6 and Friday, September 30. Failure to meet with your advisor during this period may result in delayed access to group funding for the 2016-17 academic year.

During this meeting, your advisor will discuss your group's goals with you and review important CSC policies. You will also have time to ask any questions you might have.

## [Attend the CSC Student Leadership Conference](#)

All CSC Student Groups must send at least two delegates to the CSC Student Leadership Conference on Saturday, September 10. At this conference, CSC student group leaders will attend a series of workshops designed to give them the tools to run their groups more effectively. *Two people from your group MUST attend the conference in order to complete the registration process.*

## [Complete Officer Training](#)

At least three officers from every Center for Social Concern student group must complete the two-part officer training program, which is available online through Blackboard. This online training replaces the Risk Management and Treasurer training sessions, which used to be offered in-person during the Fall Leadership Conference. Training must be completed prior to the Fall Leadership Conference on Monday, October 3<sup>rd</sup>. Groups will not have access to their CSC funding until this requirement has been completed.

## [Volunteer!](#)

Once you have had your annual fall meeting with your advisor and have completed the Officer Training modules, you may begin volunteering.

Remember that individual student volunteers **must** complete and submit the following forms **prior** to volunteering:

- Registration for Track it Forward
  - Student group members must create a [Track it Forward account](#) to log service hours. By registering for Track it Forward, you'll be able to track and log your service hours within seconds.
  - You must log your service hours weekly!
  - Prior to registering for Track it Forward, volunteers must [submit the CSC's Waiver of Liability](#).
    - Scroll to the bottom and click Need an Account? "Sign-Up"
    - Enter your email address and create a password
    - Complete all applicable fields, including your JHED ID (\*\*\*\*\*Your JHED ID is NOT your ISIS ID. To locate your JHED ID, please [click here](#).)
    - Make sure have completed the CSC's Waiver of Liability.
    - Click "Sign up."
    - You've now set up your account!
  - You can view a running count of your service hours by logging into your Track it Forward profile at any time. If you'd rather log your hours via the Track it Forward mobile app,
  - To download the mobile app, just go to the App Store or Google Play and search for "Track it Forward" or "Volunteer Time Tracking" and you'll find it!
  - NOTE: you must create a "Track it Forward" Profile before you can download the mobile app.
  - Once you download the app, enter your "email address" and "password" that you used during your initial Track it Forward registration.

- Every time you complete a service or activity, simply submit the "hours", "date", "organization or affiliation" through the mobile app.
- You can also enter any additional information (i.e. name of organization you worked with and other details in the "notes" field.
  - Example: Volunteered at My Sister's Place Lodge and helped serve food.
- Waiver of Liability and Hold Harmless Agreement
  - Online form found here: <http://tinyurl.com/csc-liabilitywaiver> or access form on CSC's website
- Volunteers may have additional responsibilities depending on the activities you are completing. You will learn more about these responsibilities as outlined in the Risk Management Section of this training. . You can also refer to the "[Risk Management](#)" section of this handbook for additional information.
- Note: there may be additional requirements of your community partner. You can also refer to the "[Risk Management](#)" section of this handbook for additional information.

Student group presidents should remind group members to join the group via the group's page in Hopkins Groups. Volunteers should be sure to record their service hours in Track it Forward as soon as possible after serving (ideally within one week). Group presidents are responsible for ensuring that all group members are recording their hours accurately.

### [Reflect on the experience](#)

The most successful groups meet on campus between their visits to off-campus community partner service sites. These meetings are a great opportunity for group members to build a sense of community and get to know one another. They also provide a space for group members to reflect on their service and talk through challenging situations at the service sites. Facilitated reflection sessions may be counted as service hours in Track it Forward. This year, the CSC will be offering several small-grant opportunities to encourage reflection and group bonding.

### [Keep in touch with the CSC](#)

- Attend a CSC Group Management Workshop!
  - Workshops are offered throughout the semester and will cover topics relevant to helping your group thrive. See [Group Management Resources for](#) more information.
- Keep your group management intern and CSC advisor informed about how your service is going. We're here to help you and are happy to hear updates about your work!
- Read the Group Management Newsletter frequently—the newsletter has important information about deadlines, trainings, and other announcements. It is your responsibility to make sure you know what is covered.
- Respond to emails from your CSC advisor and group management intern

## Submit Reports

- All student groups must submit reports throughout the year, including:
  - a. A fall End of Semester report, due Monday, December 12 by noon (officers will be emailed a link in mid-November)
  - b. An End-of-Year report, due Monday, May 8 by noon (Officers will be emailed a link in mid-April)
    - Note that with the End-of-Year report, you will be asked to submit a budget report giving details on your group's revenue and expenses over the past year

Individual volunteers are also expected to record their service hours throughout the year in Track it Forward. Failure to meet deadlines may result in the group's account being frozen, and may possibly result in the group being suspended. See the checklist below for more information about deadlines. Reminders about deadlines and forms will also go out in the Group Management Newsletter, so be sure to read it!

### Checklist of Important Dates for Returning CSC Student Groups

|   | Who  | How   | Due   |
|---|--|---|---|
| <b>Confirm Participation in CSC Group Meet &amp; Greet</b>          | President  | Reply to email with directions in mid-August  | Thursday, September 1, 2016   |
| <b>Participate in CSC Group Meet &amp; Greet</b>                    | Group Members  |   | Wednesday, September 7, from 3:30-5:30 (check-in for groups begins at 3) on the Freshman Quad (rain location: Glass Pavilion) |
| <b>Participate in Student Involvement (formerly SAC) Fair</b>       | Group members  | Details provided by SLI during Group Re-Registration in April 2016                        | Friday, September 9, 2016   |
| <b>Returning Group Re-Registration Appointment with CSC advisor</b> | President  | Look for email with instructions on how to schedule with your advisor                     | Tuesday, September 6 through Friday, September 30   |
| <b>Complete Officer Training</b>                                    | At least 3 officers from every group (President and Treasurer are mandatory) | Through Blackboard (Look for an email with instructions on how to take the online module) | Training must be completed by Saturday, September 10  |
| <b>Send at least 2 representatives to Student</b>                   | At least 2 group members,  | Reply to email invitation from CSC in early   | Saturday, September 10  |

|  |  |  |  |
|--|--|--|--|
| <b>Leadership Conference</b>   | preferably the president and treasurer     | August   |  |
| <b>Update Hopkins Groups page and update roster</b>  | President/group members                    | Group members should add themselves to the group, but the president should confirm that the roster is accurate<br>Log into:<br>Groups.jhu.edu  | Updated roster in Hopkins Groups by October 1  |
| <b>Send spreadsheet of group volunteer pre-service paperwork</b>   | President/group members                    | Group members should email completed spreadsheet listing all group volunteers by October 15. Leaders will be emailed a template in late August | Pre-Service paperwork should be completed before serving on-site. Spreadsheets are due to the CSC by October 15. |
| <b>Remind volunteers to submit their service hours through Track it Forward</b>  | President                                  | Volunteers should individually log into Track it Forward (either via the app or on the website)  | Service hours should be submitted within a week of serving   |
| <b>Submit end-of-semester report</b>   | President                                  | Presidents will receive an email with a link to the online form  | Monday, December 12 by noon  |
| <b>Make sure all reimbursements for the fall semester have been requested</b>  | Treasurer                                  | Follow reimbursement policy outlined in this manual  | Reimbursements MUST be submitted within 30 days of the purchase, or they **will not** be processed               |
| <b>Host elections for 2017-2018 officers through Hopkins Groups</b>  | Executive Board                            | Host elections in person or via Hopkins Groups   | February/March 2017 (Before Group Re-Registration begins March 15, 2017)   |
| <b>Complete Group Re-Registration</b>  | Executive Board                            | Hopkins Groups   | March 15-April 15, 2017  |
| <b>Submit End of Year Service and Budget Report</b>  | President/Incoming President and Treasurer | Presidents will receive an email with a link to the online form  | Monday, May 8, 2017 by noon  |
| <b>Log in to Hopkins Groups to double-check that End of Spring Semester Roster is accurate (delete any graduating seniors)</b> | President/incoming president               | Log in to Hopkins Groups   | Monday, May 8, 2017 by noon  |
| <b>Make sure all reimbursements for the spring semester have been requested</b>  | Treasurer                                  | Follow reimbursement policy outlined in this manual  | Reimbursements MUST be submitted within 30 days of the purchase, or they **will not** be processed               |

# HOPKINS GROUPS

## groups.jhu.edu

Hopkins Groups is the online platform for Johns Hopkins University student groups. Groups can use the system to:

- Manage rosters
- Send group emails
- Store documents and photos
- Hold elections
- Post a group's constitution
- Create forms and surveys
- Advertise events to the entire JHU campus

CSC student groups are required to use Hopkins Groups to maintain an updated roster and complete annual student group re-registration, though groups are encouraged to make full use of the program's many other functions. The CSC Groups Management interns will be offering workshops on making the most of Hopkins Groups throughout the year.

### ❖ Rosters

Student groups are required to maintain updated rosters through Hopkins Groups at all times.

Group leaders will be asked to maintain a spreadsheet with information regarding each volunteer's completion of the [required pre-service requirements](#). This spreadsheet should be submitted to [jhu.csc.groupmanagement@gmail.com](mailto:jhu.csc.groupmanagement@gmail.com) by October 15.

### *Why Rosters?*

We ask student groups to submit rosters for a variety of reasons:

- So the CSC can accurately report on the number of students involved in service
- Because the CSC needs certain forms to be filled out by every volunteer and we need to know whose forms we should be looking for
- So the CSC can get richer information about the nature of student volunteerism on campus (which will enable us to create programs that serve students better)

Important: Make sure to ask the students in your group to log in to Hopkins Groups and add themselves as members—this avoids the president having to log in and manually add each student.

### ❖ Service Hours

All students serving with CSC student groups are required to log their service hours through Track it Forward—ideally within one week of the service. Group presidents are asked to remind group members to log their hours frequently. Presidents will also need to log into the system to approve submitted hours.

Logging Service Hours:

- Student group members must create a [Track it Forward account](#) to log service hours. By registering for Track it Forward, you'll be able to track and log your service hours within seconds.
- You must log your service hours weekly!
- Prior to registering for Track it Forward, volunteers must [submit the CSC's Waiver of Liability](#).
  7. Scroll to the bottom and click Need an Account? "Sign-Up"
  8. Enter your email address and create a password
  9. Complete all applicable fields, including your JHED ID (\*\*\*\*\*Your JHED ID is NOT your ISIS ID. To locate your JHED ID, please [click here](#).)
  10. Make sure have completed the CSC's Waiver of Liability.
  11. Click "Sign up."
  12. You've now set up your account!
- You can view a running count of your service hours by logging into your Track it Forward profile at any time. If you'd rather log your hours via the Track it Forward mobile app,
- To download the mobile app, just go to the App Store or Google Play and search for "Track it Forward" or "Volunteer Time Tracking" and you'll find it!
- NOTE: you must create a "Track it Forward" Profile before you can download the mobile app.
- Once you download the app, enter your "email address" and "password" that you used during your initial Track it Forward registration.
- Every time you complete a service or activity, simply submit the "hours", "date", "organization or affiliation" through the mobile app.
- You can also enter any additional information (i.e. name of organization you worked with and other details in the "notes" field.
  - Example: Volunteered at My Sister's Place Lodge and helped serve food.

**Note: Students can only submit service hours for organizations for which they are listed as members, which is why it is critical that your rosters are up to date!**

*Why should our group's members log their service hours themselves? Why can't we just submit an Excel spreadsheet at the end of the semester like we used to?*

Having members log their service hours themselves distributes the work of recording what the group has done more evenly among the group members. It also allows for more accurate recording of who has served and for how long. The Center for Social Concern is often asked to provide this sort of data for internal and external surveys, applications, and reports, and using the Track it Forward system will increase the accuracy of the data we are able to provide.

In addition, as you apply to graduate school, fellowships, and other opportunities, you will often need to report on your extracurricular activities and be asked to indicate the number of hours you spent on these various projects. **By keeping a record of your service through Track it Forward, you will be able to access this information instantaneously.** In addition, the records will be much more accurate than they have been previously. Furthermore, by having access to this information, the Center for Social Concern will be better able to respond quickly and accurately to requests for verification of participation in student groups and service. Lastly, with the launch of the new Service Challenge, logging your service hours through Track it Forward will streamline the process of being able to determine who is eligible for this honor.

### ❖ Other Electronic Resources

Student groups often have other electronic resources, including email addresses, Facebook groups, Instagram accounts, Twitter handles, and websites. Many of these accounts can connect to your Hopkins Groups page to keep everything in sync. In some cases, such as with the Hopkins Groups file storage feature and email list feature, the Hopkins Groups site can replace some of these other accounts.

In any case, if you choose to use non-JHU accounts, **please make sure the login information is clearly documented!** These accounts are often full of incredibly valuable information, and it is far too easy to lose access to them if they are solely maintained by one student who graduates or otherwise leaves the group. Don't lose that institutional memory! Write the logins down!

## MAKING YOUR ORGANIZATION RUN SMOOTHLY

### ❖ CSC Group Management Resources

#### [Attend, host, or present a workshop](#)

Throughout the semester, the CSC group management team offers workshops on a variety of topics designed to help strengthen your student group so that you can spend more time on service and less time managing your group. Workshop topics include:

- Volunteering 101
- Using Hopkins Groups
- Recruiting and retaining volunteers
- Event Planning
- Working with Community Partners
- Budgeting
- Reflection



- Transition Planning

Announcements about upcoming workshops will be sent through the CSC group management newsletter. A complete schedule is also available on the CSC website. If you are interested in having a group management intern come to your general body or executive board meeting to do a workshop, please email [juhu.csc.groupmanagement@gmail.com](mailto:juhu.csc.groupmanagement@gmail.com). The CSC offers special grant programs to encourage student groups to host educational and leadership development workshops for their members. Please [refer to the grant section](#) in this handbook.

If you'd like to share a tip or technique that has worked well for your group or would like to volunteer to present a workshop, please contact the interns at [juhu.csc.groupmanagement@gmail.com](mailto:juhu.csc.groupmanagement@gmail.com) to learn more.

### [Read the Group Management Newsletter!](#)

This newsletter goes out at least once a month to the leaders of CSC student groups. It contains important deadlines and links to resources that you should be aware of. As a student group leader, you are responsible for reading and understanding the contents of this newsletter.

### [Office Hours](#)

Group leaders should check in with the Center for Social Concern once a month. During your fall advisor meeting, your advisor will make recommendations for the best way to get in touch. Each group has an assigned Group Management Intern who will be able to offer support and advice at any time throughout the year.

The Group Management Interns hold drop-in office hours throughout the week—this is a great time to pop into the CSC to ask a quick question or get advice. See the newsletter or the CSC website for information about exact times.

## ❖ **TRANSITION PLANNING**

You've spent four years working hard to build and strengthen your CSC student group. You've developed a great relationship with a community partner and have a strong base of JHU student volunteers. Now that you're graduating, how do you ensure that the group continues long after you're gone?

The answer: by spending lots of time transition planning.

Start preparing no later than the beginning of the semester you'll be graduating. This is the time to hold elections for new leadership and to prepare a Transition Binder.

## Transition binder<sup>1</sup>

A transition binder is an invaluable resource to help support the growth of your organization and preserve institutional memory.

A transition binder should include at least:

- History
  - A paragraph explaining your organization's history.
- Constitution
  - A copy of your organization's constitution, including mission statement. (If the old items need updating, now is a great time to do that!).
    - Need help creating a constitution? Check out the links to constitution templates on the CSC website: <http://studentaffairs.jhu.edu/socialconcern/student-groups/csc-resources/>.
  - If you did something this year that wasn't listed in your position's list of responsibilities, add it now here and update your constitution!
- Old records
  - This includes meeting agendas and minutes, calendars, files, notebooks, copies of documents used for advertising past events, and correspondence (Pass along everything you've got!).
- Officer Reflections
  - Each officer should also complete a Leadership Transition Interview (see our website for the template) and include their personal responses. You'll add to this each year as a way to inform the incoming officers.
- Calendar and Event Summaries
  - Your organization's annual calendar (add any important annual events or CSC deadlines that non-exec board members might not know about, i.e. student org fairs, workshops, budget/event deadlines etc.).

---

<sup>1</sup> *Transition binder checklist adapted from Temple University's Student Organization Transitional Leadership Binder Checklist and the University of Chicago Center for Leadership and Involvement RSO Resource Guide*

- Completed program evaluations for last year’s projects and events, achievements, and mistakes (See our website for the template).
  - What have you found to be the most effective way to advertise/reach your audience?
- Fundraising efforts
- How does your group raise money? What do you use those funds for? What has been most successful?
- Status Reports
- Your organization’s status reports on continuing projects. (Please be sure to finish any unfinished business—especially financial business—prior to leaving. If the business cannot be finished, please be sure to inform new officers—with specific detail—what has been left unfinished).
- Materials
- Does your group have any materials/equipment (books, instruments, reusable posters, games)? What do you have and where is it stored? *(Please make sure your advisor also knows about any durable equipment you have and where it is stored).*
- Financial Summary
- Your organization’s CSC account information and numbers and current balances.
  - Your organization’s annual budget.
- Campus Contacts
- Provide contact information for people who aided in the success of your organizations throughout the year (e.g. your advisor, on campus departments/partners, other student groups for collaboration etc.) and explain what ways they helped. This will help your successors know who to go for what kind of help.
- National/local contacts
- Make sure to include the contact information for your community partner.
  - If your group is associated with a non-university group, make sure to list the contact information for your local or national contact person.
  - It can be helpful to include notes describing the best way to work with these individuals (for example—is a phone call the best way to reach your community partner? Does your contact at the national organization only work on Tuesdays and Wednesdays?)
-

- If you are affiliated with a national partner, describe the expectations that national organization has for your group’s work over the course of the year. Are you expected to make an annual donation? Submit reports? Meet with them? Be specific so the new leaders know what is expected.

□ Digital Presence

- Links, usernames, and passwords for Facebook, Twitter, Instagram, Tumblr, Gmail, LinkedIn, E-mail addresses, or websites **THIS IS CRITICAL—it is far more dangerous to lose access to these accounts than it is to risk having the log in information fall into someone else’s hands!**
- Newspaper articles/press releases/other publicity

□ Transition Plan

- Describe the period of time per year dedicated to recruiting new officers. This time period should take place as early as possible. The earlier transition begins the less likely it will be forgotten at the end of the year. If time allows, offer time for your new officers to shadow you and work with you to lead the last few projects and group meetings.
- Describe the usual time period for Elections to take place.
- Schedule a meeting to pass on the Transition Binder and address any questions about it.
  - Consider making a group event out of the “changing of the guard” (this can be as simple as a recognition to outgoing and incoming group members at your last meeting, or as formal as a dinner celebration/party to energize the group on your upcoming year, events, and leadership)
- Schedule a meeting to “train” incoming officers on Hopkins Groups. Go into Hopkins Groups to change leadership to new officers and remove access from past officers. Make sure membership lists and officer information are up to date.
- Schedule a meeting for outgoing and incoming officers to help them plan their first steps during the next few months.
- List the date to return any materials, keys, or other resources that outgoing leaders may have.
- Schedule a meeting to introduce officer to key contact people, especially your group’s advisor(s).

Other notes regarding group transitions:

- The **CSC has binders** available to use to make a transition binder
- You are welcome to store your group’s transition binder at the CSC over the summer
- You can upload documents to Hopkins Groups to make sure they are accessible for the future

## ❖ Suspending your group

It is the mission of the CSC's group management program to support student groups so that they can be sustainable and develop mutually beneficial relationships with community partners for the long term. Occasionally however, due to lack of interest, a changing relationship with a community partner, or an inability to match service needs with student schedules, it may be necessary for a group to go on hiatus.

If this is the case for your group, **please notify your CSC advisor**. He, she, or they will ask you to complete a Group Hiatus Form briefly explaining the situation, which will go into your student organization's CSC file. Your group will be marked as "inactive" on Hopkins Groups, and your funding will be reallocated.

If you or another student would like to restart the inactive group, you may submit the New Group Registration Form by the annual fall deadline. New and re-starting student group applications are only accepted in the fall.

Please note—after consultation with the group president, groups may be changed to "inactive" status by CSC staff if they:

- Fail to meet/do service with a community partner at least twice during a semester
- Repeatedly fail to submit required CSC registration/reporting forms by the stated deadlines
- Volunteer at a community partner site without verifying that a current MOU is on file
- Allow students to volunteer without submitting the CSC volunteer forms
- Ignore emails from CSC staff/interns

Inactive groups **MUST return all durable goods purchased with CSC funds** (such as instruments, books, cameras and similar items) within two weeks of moving to inactive status. Items purchased by groups using CSC funding are the property of the Center for Social Concern. Failure to return items promptly could result in disciplinary action.

## MONEY AND RESOURCES

### ❖ Center for Social Concern Access, Storage, and Office Space

#### Building Access

- The Center for Social Concern building is located at 3103 N. Charles Street. When classes are in session, the building is open from 8:30 AM to 10 PM, Monday through Thursday, and from 8:30 AM to 5 PM on Friday. The building is closed on Saturdays and Sundays.

- Night monitors: After 5 PM, the CSC building is staffed by night monitors.

### Meeting Space

- CSC groups may hold meetings in the 1<sup>st</sup> floor conference room (15 max)—please call the front desk to reserve the space at 410-516-4777.
- By special arrangement, the backyard of the Center for Social Concern may be available for student events. Please contact Carolyn Mack at CMack@jhu.edu for more information
- **See the events section later in this handbook for information on other spaces available for student group use on campus.**

### Copying and Printing

- CSC has a color copier. Groups can make up to 500 black and white copies in one session for free. Groups can make up to 20 color copies in one session. The copier is available from 8:30 a.m.-5:00 p.m. Students must check in at the reception desk to fill in a copy log and see staff for the copy code.
- The CSC has colored paper, poster board, and markers (markers must be used on site only) for student group use.
- CSC groups **may not** use the Student Leadership and Involvement copier in Mattin.

### Other Materials and Services:

- **Mail** The Center for Social Concern address may be used to receive mail and packages. You will be notified by the CSC if a package comes for you; please pick up your mail promptly.
- **Advertising Supplies** The CSC can provide various advertising supplies, such as poster boards and tri-fold presentation boards. Please email volunteer@jhu.edu two days in advance to ensure the necessary supplies will be available for your use.
- **Equipment** LCD projector, laminator (for small, on-site jobs only), sound system and two microphones, tripod, easel, event tent. Please see the CSC receptionist to check these items out.
- **Fax machine** Groups may send and receive faxes using the CSC fax machine, 410-516-5123. Please make sure your group's name is prominently listed on the cover sheet.
- **Letterhead and Envelopes** Student groups must obtain their advisor's permission to use letterhead and the final letter must be approved by a staff member; a copy will be kept on file.

### ❖ **Transportation**

## Access to CSC and HOP (formerly known as SAC) Vans

See the JHU Transportation Services Van Manual for the most up-to-date guidelines regarding the use of the CSC and SAC vans. The manual is available online at: [http://ts.jhu.edu/HopVan\\_Rentals/](http://ts.jhu.edu/HopVan_Rentals/)

- CSC student groups have access to CSC and SAC vans as a privilege of their registered student group status.
- University groups must rent vans via the form on the JHU Transportation Services website. Reservations are taken on a first-come, first-served basis.
- A budget number is required to complete the online van reservation form. Please contact the CSC for your budget number.
- Two of the vans have been dedicated to CSC group activity. CSC groups will be assigned one of these vans unless they are already in use. If there is no CSC van available, the group will be assigned one of the other 10 vans in the fleet.
- The \$15 per usage fee will be waived for the 2 CSC vans, and the mileage will be charged at a rate of \$0.25 per mile.
- The fees for using the other 8 vans will be a \$15 per usage fee plus mileage charged at a rate of \$0.75 per mile.
- Groups are not *required* to put gas in any van. Transportation Services refuels the vans and the cost of that is included in the per mile charge. In the event that a group has to put gas in a van, the cost will be deducted from the charges. The gas receipt should be brought to the CSC for reimbursement.
- Access to CSC/SAC vans may be restricted if student groups fail to submit CSC registration/reporting paperwork by the stated deadlines.

## Rentals/ZipCar

- If a CSC van is not available and group members use a ZipCar to get to service locations, we reimburse only for the rental charges – not the membership fee. Please take the invoice (initialed by the financial officer) to the Center for Social Concern to process a reimbursement.
- Students over the age of 21 are able to rent vehicles through Enterprise through a special arrangement with the University. Please contact Ellwood Johnson, CSC Administrative Secretary, for help reserving Enterprise vehicles—please do not contact Enterprise directly
- Enterprise vehicles are required for most overnight trips and for trips leaving the Baltimore/DC metro area.

## Taxis and Uber

- Receipts for travel to service sites using taxis and similar services (such as Uber) should be submitted following the normal reimbursement process

- Please be sure to include an estimate for transportation costs in your budget during re-registration!

### Personal Car

- Students are discouraged from using their own vehicles for travel to and from service sites.
- If students do use their own vehicles for service, their mileage will be reimbursed using the federal mileage rate. A CSC mileage log (which can be found on our website) must be used to record the mileage.
- Students using their own cars are under their own insurance, not the University's.
- Under no circumstances should a JHU student *ever* transport a minor in his or her personal vehicle

### ❖ Money

CSC Student groups are funded by the France-Merrick endowment, which is intended to support direct service in the city of Baltimore.

### Group Budgets

- Groups are funded each year based on their budget proposal. The CSC staff reviews the proposal and determines the grant amount.
- Up to \$2,000 may be requested from the Center for Social Concern's France-Merrick Endowment each year. In situations where a group fundraises, they may have over \$2000 in their account.
- Due to the high number of groups, funding is limited, and groups may not receive all funding requested. Funding notifications will be sent in late August.

**The Center for Social Concern will only reimburse groups for items outlined in the budget proposal submitted as part of the group's registration (or re-registration) process every spring.** We can and will withhold reimbursement for expenditures that were not in the budget proposal. For any changes/additions to the budget throughout the academic year, groups should contact both their advisor and Carolyn Mack, Financial Administrator for the CSC. It is the responsibility of the group treasurer to track the group's transactions and budget and not exceed the amount awarded to the group. A report detailing the group's expenditures throughout the year will be required as part of the end-of-year report due in May.

- Groups may only access their funds once three officers from the group have completed Officer Training online through Blackboard, including successful completion of the Financial Training module and associated quiz.



- All group financial activities must be processed through the CSC. Carolyn Mack is the budget advisor to all Center for Social Concern groups. Please do not contact Student Leadership and Involvement with questions about your budget—they do not have access to your information and will not be able to assist you.
- Groups can request an in-person budget reconciliation at any time, but those meetings must be scheduled in advance via email to Carolyn Mack at [cmack@jhu.edu](mailto:cmack@jhu.edu). For information on van charges that have hit your CSC account, please contact Ellwood Johnson, CSC administrative secretary.
  - Note: A budget reconciliation is NOT a substitute for accurate budgeting and record-keeping. The group's treasurer is expected to track the group's transactions on a continuous basis throughout the year. Your advisor and CSC intern are more than happy to help you learn how to manage your budget.

If a group needs to know their budget number, please **call** the CSC at 410-516-4777.

### Outside Bank Accounts

- Student groups may not maintain an external bank account unless the group is affiliated with a national organization that specifically requires them to do so.

### Other Funding Sources

If a group wishes to raise funds beyond the grants they receive from the CSC, there are several options.

### JHU Grant Programs

Groups **must** let the CSC know if they are applying for any of the following grants.

- The Alumni Student Grants Program
  - For more information, visit: <http://alumni.jhu.edu/studentgrants>
  - All Alumni Grant proposals **must** be signed by the group's CSC Staff Advisor.
  - Groups must list Carolyn Mack as their Financial Advisor on this application in order to ensure the funds are processed correctly.
- The Student Life Programming Grant
  - For more information, visit: <http://web.jhu.edu/studentlife/funding/HSA/>
- The Faculty Involvement Grant

- For more information, visit:  
[http://web.jhu.edu/studentlife/activities/forms/faculty\\_grant.html](http://web.jhu.edu/studentlife/activities/forms/faculty_grant.html)
- The Urban Health Institute Small Grant
  - For more information, visit: [http://urbanhealth.jhu.edu/our\\_work/smallgrants.html](http://urbanhealth.jhu.edu/our_work/smallgrants.html)
- The Credit Union T-Shirt Grant
  - For more information, visit: <http://web.jhu.edu/studentlife/activities/forms/cuts.html>
- Center for Social Concern Programming Grant
  - The CSC has a small amount of funding to support events. Please contact your advisor for details on this funding program

### Other JHU Departments

- Groups may ask any JHU department to contribute to their organization. Please ask the donating department to email Carolyn Mack at [cmack@jhu.edu](mailto:cmack@jhu.edu)

### Local Businesses

- Groups may seek small donations (such as a gift card or similar item) from local businesses, many of whom have donated to CSC groups in the past. Donation checks should be taken to the CSC for deposit.

### PayPal and Similar Platforms

- At this time, the university does not have the capability to accept electronic donations from PayPal, VenMo, Kickstarter, or similar platforms. Groups are not permitted to use these platforms to raise funds or conduct other transactions for their groups.

### Cash Donations

- Groups that collect cash donations should follow the CSC procedures for processing cash:
  - The group financial officer must first make a record of the total monies received. After that has been done, take the money to the CSC for deposit. For cash deposits, please bundle the money separated by denomination – no large quantities of coins, please. At the CSC, a receipt will be given for the deposit amount.
  - All donations in the form of cash or checks should be taken to the CSC for deposit within 3 business days

## Dues

- Groups are discouraged from collecting dues from members unless specifically required by the group's affiliated organization/community partner.
- In cases where the group decides to collect dues, the group must create a scholarship plan to accommodate students for whom the dues would be a barrier to participation. Your GM intern and advisor can help you develop a scholarship plan.

## Other External Grants

- Students may not independently solicit grant funding from outside organizations, and we discourage groups from doing so.
- Grants management is something the University takes very seriously, and proposing/receiving/managing/closing out a grant is often a multi-year process.
- If a group receives money from an outside organization, it must be labeled a "GIFT" with no restrictions regarding the way it is spent.
- If a group has plans to solicit any kind of funding from an outside organization – this may include gifts, prizes, or donations – the group MUST first obtain approval from their CSC Staff Advisor and the CSC's financial administrator, Carolyn Mack.
- If you are unsure whether the opportunity your group is considering is a grant, please contact your advisor before proceeding

## Making Purchases

- Whenever possible, purchases should be made by the CSC on behalf of the student group. Purchases may be made by the CSC via credit card, purchase order, or direct invoice from a vendor. The CSC has established relationships with many preferred vendors, so please contact the CSC for vendor recommendations before placing orders.
- Many common office and group supplies are available from Office Depot and Amazon with deeply discounted pricing. If you would like the CSC to place an order for you from Office Depot or Amazon, please send an email to [volunteer@jhu.edu](mailto:volunteer@jhu.edu) (CC your advisor) and list the item number and quantity needed. Item numbers are available by searching for the product on [Officedepot.com](http://Officedepot.com). For Amazon, you may also create a "Wishlist" of items (titled "To order DATE") and share it with the CSC Administrative Secretary.

- Please plan ahead when ordering supplies and items from Amazon. It often takes 3-5 business days to receive items, even with Amazon Prime.

## Vendors

- A vendor is a person or organization providing goods or services to the university. For example, a t-shirt company is a vendor, but Giant is not. A bus company or a caterer is a vendor, but PartyCity is not. If you have a question about whether someone you are dealing with is a vendor, please contact your advisor.
- Students and employees of the university **may not** enter into contracts with vendors. All contracts must be signed by the Purchasing department.
  - If anyone asks you to sign anything, please check with your advisor first.
- If you would like the CSC to negotiate with a vendor on your behalf, please be aware of the following guidelines:
  - Any vendor who is not already in the university vendor system **MUST BE WILLING TO SUBMIT A W-9 TAX FORM TO THE UNIVERSITY** in order to be assigned a vendor number so that payment can be made.
  - All vendors must be paid by check or credit card. We cannot approve or facilitate payments of cash.
  - In the event that a group must make a purchase in a retail establishment (such as a grocery store or restaurant), that must be done on a reimbursement basis. See the section “Getting Reimbursed”.

## Getting Reimbursed

- In the event that a group member must make an out-of-pocket purchase, the following rules apply:
  - The university will not reimburse for sales tax. The CSC has a supply of university tax exempt cards, which should be used for every retail purchase. Any sales tax will be deducted from the total of any reimbursement. Please stop by the CSC for a tax exempt card if your group plans on making retail purchases.
  - **ALL RECEIPTS BROUGHT TO THE CSC FOR REIMBURSEMENT MUST BE INITIALED BY THE GROUP’S FINANCIAL OFFICER. NO EXCEPTIONS.**
- The individual who needs reimbursement – not the group treasurer – should take all receipts to the CSC between the hours of 9AM-4PM.

- For reimbursements LESS THAN \$100, take the ORIGINAL receipt(s), initialed by the treasurer, to the CSC between the hours of 9AM-5PM for a Petty Cash Voucher. Petty Cash Vouchers can be cashed at the Petty Cash window in the basement of Garland from 10AM-2PM, Monday through Wednesday.
- For reimbursements OVER \$100, a Reimbursement Request Form must be completed in person with Carolyn Mack at the CSC. Reimbursement will come in the form of a check request, which will either arrive via direct deposit (if the student is a JHU employee with direct deposit set up), or via a physical check, which will be delivered to the address listed in the student's Employee Self Service account within two weeks
  - Note: The CSC strongly discourages students from making purchases over \$100—if feasible, we are more than happy to make these purchases on your behalf. Please plan ahead to ensure there is sufficient time to make larger purchases.
- **New for 2016-17:** All reimbursements must be submitted within 30 days of the purchase, OR the last day of finals for the semester in which the expenses were incurred, whichever is earlier. Late reimbursements will not be processed. This is a change in policy beginning fall 2016 in response to more stringent University policies on reimbursements. Group officers should advise members who may be seeking reimbursements to plan accordingly.
- PLEASE keep track of receipts and ensure that they show proof of payment
- The group treasurer should maintain an accurate accounting of the group's expenditures at all times. A budget report detailing the group's revenue and expenses will be due with the end-of-year report in May.

#### ❖ Recruitment and Tabling Policy

- Groups may request up to \$50 in their annual budget proposal for items used to recruit students at the annual CSC Student Group Meet and Greet and Student Leadership and Involvement (SLI) Fairs. Small giveaways (such as candy and stickers) may be purchased to help recruit students at these two events, provided they comply with the rest of the policies in this handbook, and do not exceed \$50.

#### ❖ Fundraising Events and Philanthropy Policy

CSC groups may hold fundraising events to benefit nonprofit organizations, however, student groups should be advised that such **events tend to yield a very small final donation**, especially considering the amount of planning and preparation that goes into making the event successful. We encourage our groups to consider whether alternative methods of serving a community partner might be more beneficial.

- CSC/France Merrick funds cannot be used for event expenses, such as food, venue rental, AV, security, facilities, etc., and related items. These expenses must be deducted from the event's revenue. Thus, the final donation from the fundraiser will equal the ticket proceeds minus event expenses. To offset these costs, groups may solicit outside fundraising to cover event expenses.
- The charity/organization must be approved by the CSC before proceeding with the fundraiser. We are unable to donate to international organizations unless they have a domestic partner who can receive the donation.
- Paperwork to get the charity/organization into the JHU vendor system (for payment purposes) *must be completed before the event.*
- An Event Outline must be submitted to the group's CSC Staff Advisor at least three months prior to the event.
- Groups may borrow a JCard reader for fundraising events – from ID Card Services, 52 Garland Hall. Groups must abide by ID Card Services' Loaner Equipment Agreement.
- For events that bring in cash, the group financial officer must first make a record of the total monies received. After that has been done, take the money to the CSC for deposit. For cash deposits, please bundle the money separated by denomination – no large quantities of coins, please. At the CSC, a receipt will be given for the deposit amount.
- All fundraiser cash and checks should be taken to the CSC for deposit within 3 business days

### University Policy Regarding Gifts

- Groups may choose to thank their community partners or a guest speaker with a gift card. Please be aware that the university considers a gift over \$25 to be considered taxable income, which means it must be reported on a 1099 tax form. **Do not purchase a gift card with a value over \$25!**

### T-Shirts

**New for 2016-17** In order to support the larger University initiatives around supporting the Baltimore community and economy (known as Hopkins Local), beginning in fall 2016, groups interested in purchasing t-shirts or other apparel must purchase them from vendors located within Baltimore City. The Center for Social Concern will help groups order t-shirts using approved vendors. Groups interested in ordering t-shirts should fill out the CSC T-Shirt Form and be aware of the following guidelines regarding using CSC group funding to pay for t-shirts (and other apparel)

#### **T-Shirts for Groups that work with Youth**

- CSC group funding from the France-Merrick Endowment may be used to pay for the entire cost of t-shirts for youth participants only (not JHU student volunteers) for children participating in CSC group-supported sports teams, mentoring groups, and similar programs.
- T-shirt designs must be approved by the group’s advisor and follow the University regulations regarding the use of the Hopkins name and logo.

### **T-Shirts for Group Members**

- Groups may use their funding to pay for t-shirts for Hopkins student volunteers at the rate of \$5 per group member per t-shirt. The individual student volunteers must pay for the other half of the cost of each t-shirt (generally around \$5-7). Each volunteer receiving a t-shirt must be listed on the group’s Hopkins Groups roster.
- T-shirt designs must be approved by the group’s advisor and follow the University regulations regarding the use of the Hopkins name and logo.
- Groups should fill out the Apparel Request Form.
- The CSC staff will work with the vendor to obtain an estimate and mock-ups for approval. Group officers are responsible for approving the t-shirt proof in a timely manner. The balance due from the group members must be received by the CSC prior to purchasing the items.
- **CSC funds may not be used to purchase t-shirts or other apparel from vendors who are not located within Baltimore city.**

### **T-Shirt Fundraisers**

- We discourage groups for selling t-shirts for fundraising purposes as they tend to be unpopular, but if a CSC group wishes to do so, the CSC is able to front the cost for ordering the t-shirts, but the entire cost must be repaid from the proceeds, before the end of the semester in which the fundraiser takes place. France Merrick funds may not be used to pay for t-shirt fundraisers.

All t-shirt requests must appear in the group’s budget proposal submitted during group re-registration.

## **OTHER POLICIES**

### **❖ Film Screening Policy**

Under the Federal Copyright Act (Title 17 of the U.S. Code), no movies or films can be shown in public spaces, including residence hall lounges, without first obtaining film rights. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Students, staff, faculty members and

student organizations are required to first obtain copyright permission from a film distribution company. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

*There are several exceptions to this law:*

1. Home viewing: A student may show a lawfully obtained (rented or purchased from a video store) video to family members or a small group of friends in his/her own dorm room/apartment/house.
2. Faculty members may show a film for educational purposes if: a) it is during face-to face teaching activities, or b) it is shown in a classroom or similar place devoted to instruction. The audience is limited so that only persons enrolled in or teaching the class (and necessary staff) may attend. In addition, there should be an educational component such as a discussion or panel after the film.

*Below are two ways through which you may obtain copyright permission:*

1. Purchase a license from a Motion Picture Distributor. The major firm the Office of Student Activities use is:

Swank Motion Pictures, Inc. / (800) 876-5577

Fees can range from \$371 to \$871; they are determined by such factors as the number of times a particular movie is going to be shown, how old the movie is and so forth.

2. Contact the producer, copyright holder, or film distributor (usually a movie company like Warner Bros). They can provide you with a written waiver to the copyright allowing you to show the movie or film.

After obtaining permission mentioned above, you **MUST** bring a copy of your rental agreement or other licensing documentation to Student Leadership and Involvement (Mattin Center, 131) prior to your screening; or you may have the licensing company send this documentation directly to Caroline Ouwerkerk at [CarolineO@jhu.edu](mailto:CarolineO@jhu.edu).

*“Willful” infringement of the Federal Copyright Act is a federal crime carrying a maximum sentence of up to five years in jail and/ or a \$250,000 fine. If you are uncertain about your responsibilities under the copyright law, contact the [Office of Student Activities](#) for more information.*

## Senior Gifts

- Student groups often wish to honor graduating student leaders with small gifts to thank them for their leadership of the group.
- CSC groups are funded through the France-Merrick Endowment, which is specifically restricted to funding direct service efforts in Baltimore City. Therefore, groups are unable to use money from their CSC budget to pay for gifts for graduating or outgoing student leaders.



- If a group still wishes to honor students with small gifts, the gifts must be paid for with non-France-Merrick funds (for example, through a collection of donations from other group members or from the group's dues)

#### ❖ Co-Sponsored Events

- The CSC encourages groups to collaborate on planning events and other activities that may be of interest to a larger audience
- The CSC is not able to transfer funding to groups that are not sponsored by the CSC. Groups planning an event in collaboration with a non-CSC group (such as a fraternity or sorority) should divide the expenses during the planning process.
  - For example, if a CSC group decides to co-sponsor an event with a Fraternity, each group should pay for half of the expenses as they arise, rather than, for example, having the Fraternity pay for everything and then asking the CSC group to transfer over a given amount of money later, as this is not possible given the way the University accounts are structured.

#### Student Members

- Membership in Center for Social Concern-sponsored groups must be open to all Hopkins students, though groups may determine their own membership requirements based on attendance, involvement, and similar provisions.
- Recent Hopkins graduates may participate in groups for one semester after graduation, but may not hold an officer position.

## RISK MANAGEMENT

The Center for Social Concern has created many policies that help provide framework and structure for the volunteers who participate in our programs, including student groups. Below are some policies, online trainings, and forms that we require. As our office and programs continue to grow, we continuously modify and expand our policies to meet our needs while keeping in mind the safety of our students, our community partners, as well as the university. Below is a list of these policies.

To learn more information about the Center for Social Concern's policies, [please visit the CSC website](#). If you have any questions about these policie, please contact the Center for Social Concern Office at (410) 516-4777.

#### ❖ Required Forms

---

All students participating in a Center for Social program need to submit a [Waiver of Liability and Hold Harmless Agreement](#). Depending on the type of work you are completing, additional trainings may be required. Please continue reading more about our policies and trainings below to determine if anything additional is required.

### ❖ Required Online Trainings

#### Youth Serving

All students working with children should view [JHU's Child Safety in University Programs Policy](#). All participants in CSC programs are responsible for upholding this policy.

Many CSC programs work with children (under 18 years of age). Those students who are working with children are required to complete [JHU's online child safety training](#) prior to service. The training discusses your responsibility as a volunteer/student working with children. It will also provide best practices when working with children, types of abuse, and process of reporting suspected abuse or neglect of a child.

For more information, read the Child Safety Policy below.

#### Health Advocacy and Health Related

The Center for Social Concern worked with different departments and offices, university wide, to create guidelines for CSC student groups who provide health advocacy and/or volunteer in clinical related settings. As a result of these meetings, we learned that there are certain university policies that CSC student groups must follow while working with and in the community when it comes to health issues.

CSC student group volunteers must:

1. complete blood borne pathogen education program (see blood borne pathogen online training below)
2. complete HIPAA training (see HIPAA online training below).

CSC student group volunteers cannot:

- administer over-the counter or prescription medications, vaccines or any other treatment preventative or otherwise
- handle medical devices for the use of patient care including without limitation to lancets, needles, and glucometers or engage in any medical screening activities (ie. blood pressure screenings, body mass index blood glucose, etc.)

The CSC is working with all of our community partners that this affects to inform them of our policy as well. This information will also be included in our Memorandum of Understandings, so it's extremely important to follow these policies.

### Online Trainings:

Each training will only take approximately 15 minutes to complete. Volunteers providing health advocacy, working at clinical site or within a health related setting are required to complete the following trainings prior to their service:

- [HIPAA Online Training](#)
  - login to myJHU
  - navigate to Education
  - select myLearning Module: Bloodborne Pathogens)

This training will discuss the responsibilities of maintaining confidential patient information.

- [Bloodborne Pathogen Training](#)
  - login to myJHU
  - navigate to Education
  - select myLearning Module: HIPAA: Making the Right Decisions

This training will discuss health and safety tips and limiting exposure to bloodborne pathogens.

## Policies

### ❖ [Child Safety Policy](#)

#### [JHU's Online Child Safety Training](#)

All students working with children should view [JHU's Child Safety in University Programs Policy](#) and are responsible for upholding this policy.

Many of the students in the [CSC's programs](#) work with children (under 18 years of age). Those students who are working with children are required to complete [JHU's online child safety training](#) prior to service. The training discusses your responsibilities of working with children. It will also provide best practices when working with children, types of abuse, and process of reporting suspected abuse or neglect of a child.

Students who are working with children should refrain from being alone with a child. You are responsible to report known or suspected abuse or neglect. We hope this never occurs but should you learn of or suspect

abuse or neglect, you should be vigilant and take immediate action. Proof of child abuse is not necessary to file a report of suspected abuse.

Many fear of making false reports, interfering in someone's personal business, or causing a scene, and/or making the situation worse for the child. The best way to stop potential child abuse is to protect the child and report it. Don't protect the abuser. A child's life may depend on it.

### Reporting Process

If you need to report suspected abuse or neglect of a child, you need to report it internally to the Office of the General Counsel and externally to Baltimore Child Protective Services within 48 hours of the incident. The Center for Social Concern can assist you with this process. For your reference, both offices contact information is listed below.

Office of the General Counsel  
3400 N. Charles Street  
Garland 113  
Baltimore, MD 21218-2688  
Phone: (410) 516-8128  
Fax: (410) 516-5448

Baltimore Child Protective Services  
1900 N. Howard Street  
Baltimore, MD 21218  
Phone: (410) 361-2235  
Fax: (443) 423-7003 or -7002  
After-hours Fax: (410) 423-5950

### Background Checks and Fingerprinting

Students working in Baltimore City Public Schools will need to be fingerprinted and background checked through City Schools. Those who have already completed these checks by BCPS, do not need to complete this process again, unless notified otherwise. The CSC will be working with BCPS to provide fingerprinting and background check sessions on campus in the fall. Students who are not able to attend these sessions will be responsible to work with the BCPS where he/she is volunteering to have this completed.

In other instances, students who are not working in a Baltimore City Public School may also be required to complete fingerprinting and background checks. If your community partner requires these checks, you will need to have this done through an approved provider. If you need assistance having this completed, please contact the Center for Social Concern at [volunteer@jhu.edu](mailto:volunteer@jhu.edu) or (410) 516-4777.

## ❖ Community Partner Policy

The Center for Social Concern works with community partner organizations and request that they sign a Memorandum of Understanding and submit a Certificate of Insurance before participating with any of our programs. Students are not allowed to participate in a CSC Program until staff have communicated with the partner and/or signed an agreement.

For CSC student groups, we are able to identify our community partners based on the re-registration paperwork that you submit for your group. If we are having trouble signing the agreement for whatever reason, we will contact the student group leaders. If there are other organizations that you'd like to work with, you must contact and receive approval from your CSC staff advisor prior to your service with them.

Student groups who are looking to partner with a new organization should contact their CSC staff advisor or group management intern.

## ❖ Image and Photo Policy

The CSC prohibits volunteers from taking any images, including photos and video, of or with children, in connection with your volunteering activities.

There are many privacy and safety concerns that are easily forgotten when it comes to taking photos and images of people without their permission. We take this policy seriously and prohibit students involved with the CSC's programs from taking pictures of people or children.

The CSC and JHU realize that the work you are doing is engaging and impactful and in many cases, it provides you the opportunity to build strong bonds and meet new friends. When you work with the same people and/or children week after week, it's hard not to build a friendship. We understand but you must remember that you don't have the authority or right to take a picture of anyone without permission nor do you have the right to decide where their photo can be placed/shared (i.e.-social media, brochure, etc.).

We realize that you mean no harm. However, by taking and having a picture of a child in your possession, you are putting them at risk or in danger. What if the photo falls into the wrong hands of someone who does want to harm the child? What if the child and their family is in a witness protection program and should not be identified? What if a child is adopted and their biological parents are trying to locate them and harm them? By having and/or posting a picture of a child in a public forum, you are placing that child at risk. We realize these are drastic situations but point being is we don't know any child's situation nor can we make any assumptions of their situation. Any information or pictures shared online and/or in a public setting lasts forever and you have no control over where it goes and/or who has it which is why we prohibit students from taking any photos or images, in connection with your volunteering activities. If a student chooses to do so, it is at the student's own discretion and JHU/CSC cannot advise the student in this process.

## ❖ Home Visitation Policy

The majority of the Center for Social Concern's programs do not provide home visitations. However, if students need to visit someone's home within the scope of your volunteering, there are safety protocols that need to be in place between you and your community partner prior to entering someone's home. There is a detailed "home visitation" section in our Memorandum of Understanding (MOU) that are signed by our community partners. [View Home Visitation Policy in MOU.](#)

Your supervisor should share their home visitation safety protocol policy with you and discuss an emergency plan and your itinerary (including the location of the home and estimated time of return). Your community partner should know where you are at all times and in case there is an emergency. There should be a plan in place prior to departing for a home visit. In addition, students should always be going to someone's home in a pair if not a larger group, NEVER alone, and always with an employee of the Organization.

Home visitations are optional and you should never feel unsafe. If you have concerns about the work you are doing, you should discuss them with your organization and/or contact the Center for Social Concern immediately.

## ❖ Transportation Policy

### Getting to your Community Partner Site

Volunteers may use public transportation. If a volunteer chooses to use their personal vehicle, be aware that the volunteer's personal insurance will be primary coverage in the event that there is an incident. Under no circumstances, should you be driving any minors under the age of 18 at any time.

A benefit of where JHU is located and where our partners are located, is that in many instances, you can get around the city by walking (or even biking). If your community partner is too far from campus to walk or bike, you have other public transportation options:

- Charm City Circulator
- Hopkins Shuttle
- MTA Bus

You can always reserve CSC and HOP Vans (read more in the Student Management Handbook regarding van usage). Use common sense when walking, waiting for the bus, or traveling on the bus. Be alert of your

surroundings, don't get distracted, and use common sense. Put down your cell phone, take your ear buds out and make eye contact with those around you. Campus Alerts reminds you of the same information

### [Transportation Policy and Memorandum of Understanding \(MOU\)](#)

The majority of the Center for Social Concern's programs do not provide any kind of transportation within the scope of your work. If students need to provide transportation (i.e. going to Staples to pick up drawing supplies for your community partner), there are safety protocols that need to be in place between you and your community partner prior to leaving. There is a detailed "transportation" section in our Memorandum of Understanding (MOU) that are signed by our community partners. [View Transportation Policy in MOU](#). Your supervisor should share their transportation safety policy with you, addressing your safety, discuss an emergency plan, and your itinerary (including the location of the home and estimated time of return). Your community partner should know where you are at all times and in case they need to reach you or you need to reach them, to ensure there is a plan in place.

In addition, students are not permitted to drive any Organization owned or non-owned vehicles (i.e. leases, business Zipcars, etc.). Students should not drive minors under the age of 18. If you ever feel unsafe, you should share your concerns with your organization and/or contact the Center for Social Concern immediately.

#### ❖ [Trip Policy](#)

### [Overnight Trips](#)

Any [student groups](#) who are going on overnight trips or conferences outside of the Baltimore area need to be approved by a CSC Staff Advisor at least 2 weeks in advance of the trip. If approved, a student group leader must submit the following documents:

- Itinerary Form (including a list of the names of all attendees, contact information of where you will be staying, arrival and departure dates, etc.)
- Emergency Contact and Medical Information Form (from each attendee)

Student group leaders should bring a copy of the CSC's Travel Policy with them and get their CSC staff advisor's contact information in case of emergency.

Note: all updated forms can be [found on the CSC's website](#).

### [Other Trips](#)

We understand that it's important for some student groups to plan field trips with your community partners and we believe it's important for the work that you are achieving. However, there are policies and protocols

that need to be put in place before your trip can be approved. Each trip is reviewed on a case-by-case basis with CSC and applicable university staff. Additional paperwork may be required of the attendees and/or participants, depending on the trip or activity planned. Unfortunately, this process could take several weeks since multiple offices need to communicate. Please plan your trip several weeks in advance and work with the CSC staff to ensure that your trip is not delayed.

### ❖ Use of Name Policy

The university's official logo and seal may not be altered in any way or customized for student organizations or events. Use of the University visual identity must comply with the guidelines established by the Johns Hopkins Office of Communications. To access to JHU Identity guidelines and style guide, visit <http://identity.jhu.edu>.

Guidelines for the use of the University name by student organizations are determined by the Johns Hopkins Office of Communications. JHU Use of Name guidelines may be found at: <http://brand.jhu.edu/use-of-name/>. If you have questions, email [identity@jhu.edu](mailto:identity@jhu.edu).

In addition, volunteers and student groups should not use any names, marks, trademarks, service marks, or logos of any Organization where you are volunteering or servicing, or any of its affiliates in any advertising, promotional, sales, literature, fundraising documents or similar forms of communication, whether oral, written, or in print or online, without prior consent from an authorized Organization representative.

### ❖ Website Policy

Student groups are not allowed to have websites or use a 3rd party to host a website. Student groups who need to recruit students or provide information to the public should use Hopkins Groups to post any necessary information that needs to be promoted. Hopkins Groups has the ability to post event information, pictures, current leaders, social media, group overviews, etc. It has similar functionality as a website and is a consistent way for student groups to recruit and promote your group and activities.

## APPENDIX 2: EVENT PLANNING

### ❖ Event Planning



- **Student groups are required to submit an outline for every event they will be organizing at any point** during the 2015-2016 academic year must submit an event outline during the fall re-registration process. We understand that you might not have all of the details for your events, especially if they happen during the spring semester, but it is very helpful for your advisor to know what you're planning so that he/she/they can help support you in the event-planning process. Please fill in the Event Outline(s) to the best of your ability and discuss it with your advisor during your re-registration meeting.
  - Unregistered events are **subject to cancellation** by the CSC. Reimbursements will not be made for expenses incurred for unregistered events organized by CSC groups.

### ❖ Overall Advertising Rules & Regulations

The rules and regulations governing advertising on the Johns Hopkins University Homewood campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, advertising should not disrupt academic classes, programs or activities and should not damage the property of Johns Hopkins University. Failure to follow the guidelines may result in removal of posters, fines and/or disciplinary measures.

#### Advertising must not contain material that:

- is pornographic
  - harasses any individual or group on the basis of race, gender, national origin, religion or sexual orientation
  - contains a message of hate or a threat of violence
  - promotes hate speech or events
  - promotes free alcohol
  - promotes unhealthy alcohol practices (e.g., drinking games)
  - or, otherwise violates University policy.
- Residence hall solicitation (dorm storming) is prohibited. This includes slipping advertising under or placing it on individual doors. Door-to-door peddling is not permitted.
  - Individual departments and governing bodies may have additional requirements for advertising. It is the responsibility of the individuals or the groups promoting events and activities to contact the facility manager of a building in which posters and other advertising media are to be utilized.
  - Student Organizations cannot use an outside promoter to advertise their event.

Any questions regarding the following advertising policies on the Johns Hopkins University Homewood campus may be directed to the Office of Student Activities (Mattin Center 131).

## Use of University Logo and Name

The University's official logo and seal may not be altered in any way or customized for student organizations or events. Use of the University visual identity must comply with the guidelines established by the Johns Hopkins Office of Communications. For access to JHU Identity guidelines and style guide, visit <http://identity.jhu.edu>.

Guidelines for the use of the University name by student organizations are determined by the Johns Hopkins Office of Communications. JHU Use of Name guidelines may be found at: <http://brand.jhu.edu/use-of-name/>. If you have questions, email [identity@jhu.edu](mailto:identity@jhu.edu).

## Types of Advertising on Campus

*Johns Hopkins Information Network* – These are the video boards around campus. They may be found in the Mattin Center, dining halls, the recreation center, and Levering. Simply visit <http://jhu.edu/advertise> and log in with your JHED. You may upload a PowerPoint slide, a .pdf, .jpg, or video. Ads are permitted to run a maximum of two weeks, but may run longer during slow periods like summer or winter breaks.

*Today's Announcements* – The Daily Announcements email is the place where most people report finding out about happenings on campus. In a recent Student Activities survey, 91% of students indicated they find out about events and opportunities through the Daily Announcement email. Visit the Daily Announcements website, click “submit an announcement” at the top, and log in with your JHED. Daily Announcements must be submitted by noon the day before they are to appear. Daily Announcements do not go out on the weekends or when the University is closed.

*Mural Boards* – Mural boards are available for student groups to paint to promote upcoming events. The boards are located in the grassy area between Mattin Center, Brody Learning Commons, and Maryland Hall. Student groups may reserve one mural board for up to a week, and the Office of Student Activities provides all the materials to paint a board (i.e. paint, brushes, paint pans, drop cloths, etc). Contact the Office of Student Activities to reserve a board.

*Fliers* – If a group wants to post fliers in the residence halls, fliers must be approved by the Residential Life Office. Visit the AMR II Res Life Office to have a flier stamped. Groups may post fliers elsewhere on campus without prior approval. However, fliers must comply with the Student Code of Conduct, and fliers must not be posted on trees, buildings, brick surfaces, or places otherwise not obviously designated for fliers. Organizations posting fliers that violate these regulations will be subject to discipline by the University.

*Banners* – Banners may be hung on campus, but require the appropriate permission. To hang a banner from the Breezeway between the Upper and Lower Quads email the Levering Student Life Office at [bbl@jhu.edu](mailto:bbl@jhu.edu). Space on the Breezeway must be scheduled through the Levering Student Life Office.

Unapproved banners will be removed. To obtain permission to hang a banner in the Mattin Center Courtyard, contact the Director of the Homewood Arts Program. For other areas on campus, contact the Office of Student Activities, and the staff there will help groups get in contact with the person(s) responsible for the desired location.

**Lampposts:** The tying of ribbons and balloons is permitted on lampposts across campus but must be approved by Plant Operations. No adhesives may be used on lampposts, as the ink from flyers and posters leaves permanent residue. For approval, send your group name, dates you wish to use the lampposts, and your reason for doing so to [JHU Facilities](#).

**Table Talkers** – Table Talkers are the napkin holders in University dining halls that hold a ¼ sheet flier. They are located in FFC (100), Nolan’s (50) and Levering (50). Fliers should be 4 inches by 6 inches and be portrait oriented (vertical). Permission must be granted by the Dining office and groups may reserve table talkers for one week. Contact the Dining office well in advance to schedule a week.

**Chalking** – Student organizations may chalk on sidewalks on campus with prior permission. Groups should book the sidewalk space they are going to chalk with the Levering Student Life Office (Levering or Mattin Courtyard, other outdoor spaces) or Housing and Dining (outside FFC, Freshman Quad, around Wolman and Charles Commons). Groups may not chalk in areas not exposed to rain or snow, i.e. under the Breezeway or in the Gilman Tunnel. Groups may only chalk on walks or sidewalks, and not on trees or buildings. Chalking content is subject to the same level of appropriateness as fliers, and student groups are held to the same standards imposed on fliers. Only non-toxic, “kid chalk” may be used for chalking. Spray chalk is not permitted. Chalking is permitted in designated areas on campus. Chalking is not allowed on roadways, buildings, walls or other structures. Chalk is not permitted on marble in any areas. Chalking within the residence hall areas must be approved through the Office of Residential Life. Student groups violating this policy may be subject to costs associated with cleaning or removal of items.

- Chalking is only permitted on the brick walkways in the following areas (unless otherwise stated):
  1. Courtyard areas of Alumni Memorial Residences (AMRs) I and II
  2. Levering Courtyard
  3. Concrete area inside of the Mattin Center Courtyard (you may chalk brick and slate in this area, just not on the stairs)
  4. Upper level of the Ames/Kreiger breezeway
  5. In the courtyard outside the Fresh Food Cafe entrance
- Please Note: The sidewalks outside and surrounding Wolman and McCoy Halls are owned by the City of Baltimore and cannot be authorized by the University for chalking.
- To reserve chalking space in the courtyard areas of AMR I & II, contact the Office of Residential Life (AMR II) at 410.516.8283. To reserve chalking space in the Mattin Center, contact Office of Student Activities (Mattin 131) at 410.516.4873. To reserve chalking space in all other areas, contact Levering Student Life Office (Levering 102) at 516-8209

**Social Media** – Many student groups choose to have a presence on social media sites like Facebook, and Twitter. Let Student Activities know when your group posts or tweets by tagging Student Life @JHU in

Facebook posts or listing @JHU\_SL when you tweet. The Office of Student Activities routinely reposts and/or retweets, but it is not guaranteed. Given plenty of lead time, the Office may also send tweets and posts out about student organizations events. Email event information (i.e. who, what, when, where, links, etc) in 140 characters or less to the Director of Student Activities. Please also include what date and time the information should post.

*On-Campus Student Mailboxes:* Quarter-page flyers can be hand stuffed in residents' mailboxes living in AMR I & II, Wolman, and Charles Commons. Flyers for stuffing must be approved by the Office of Residential Life in AMR II. The mailrooms allow stuffing between 8:30am-12:30pm.

*Online Event Calendar* – Visit <http://events.jhu.edu> to submit your group's event to the University's online calendar system. You will need to log in with your JHED to submit information to the online form. You will also need to upload a photo if you would like the event to become a "featured" event on the calendar.

*Student Activities Fair* – The Student Activities Fair is a first year student's first in-person introduction to most student groups. This event is held in early September and is one of the best recruiting and publicity opportunities for student organizations.

*Guest Blogging* – The Office of Undergraduate Admissions encourages student leaders to blog about their leadership experience to give prospective students a good idea of the undergraduate experience at Homewood. This is a great way to introduce a student organization to prospective members before they even enroll at Johns Hopkins.

*Open Houses* – Admissions hosts a series of open houses for recently admitted students each Spring. Student organizations are encouraged to table at these events, which is a great way to show future Blue Jays and their families what a group loves about Johns Hopkins.