JOHNS HOPKINS UNIVERSITY CENTER FOR SOCIAL CONCERN

Group Management Handbook

2015-2016
# CALENDAR
## 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>Wednesday, August 26</strong></td>
<td>Deadline to confirm participation in CSC Group Meet and Greet</td>
</tr>
<tr>
<td><strong>Wednesday, September 2</strong></td>
<td>CSC Group Meet and Greet</td>
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<td></td>
<td><em>All CSC Student Groups are expected to attend</em></td>
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<tr>
<td><strong>Friday, September 4</strong></td>
<td>Student Leadership and Involvement (SAC) Fair</td>
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<tr>
<td><strong>Tuesday, September 8</strong></td>
<td>Returning Group Registration Forms Due by Noon</td>
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<tr>
<td><strong>Friday, September 11</strong></td>
<td>Returning Group Appointments with CSC Advisor</td>
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<td>through Thursday, September 24</td>
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<tr>
<td><strong>Saturday, September 19</strong></td>
<td>CSC Leadership Conference</td>
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<td></td>
<td><em>Returning groups must send at least 2 delegates to this conference</em></td>
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<tr>
<td><strong>Thursday, October 1</strong></td>
<td>New Group Registration Forms Due by Noon</td>
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<tr>
<td><strong>Friday, October 2</strong></td>
<td>Revised Group Registration Forms for Returning Groups Due (if applicable)</td>
</tr>
<tr>
<td><strong>Wednesday, December 9</strong></td>
<td>CSC Group Fall End of Semester Report Due by Noon</td>
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<tr>
<td><strong>Monday, May 2</strong></td>
<td>CSC Group End of Year Report Due by Noon</td>
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August 2015

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
THE CENTER FOR SOCIAL CONCERN

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:

- 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 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 20 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 410-516-4777

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 410-516-6773

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.

Carolyn Mack, Administrative Coordinator
cmack@jhu.edu 410-516-0154

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.

Kelly Milo, Operations Assistant/Senior Research Program Coordinator
kmilo1@jhu.edu 410-516-4777

Kelly joined Hopkins in fall 2013. She works part-time in the office and focuses her efforts on assisting the CSC with risk management policies and procedures. Her main role has been supporting the CSC team during new partnership agreements. Kelly has been working in higher education since 2003.
Abby Neyenhouse, Assistant Director
aneyenh1@jhu.edu       410-516-4238

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       410-516-4801

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 the President’s Day of Service. 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.

Young Song, Tutorial Project Director
ysong@jhu.edu       410-516-7673

Young Song is an Assistant Director of the Center for Social Concern and is the Director of the Tutorial Project.

Megan Scharmann, Event Coordinator
mscharm2@jhu.edu       410-516-4777

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.
Center for Social Concern Group Management Interns

Hudson Van Slooten

*Student Group Management Intern*

*Student Ambassador Board Member*

Hudson Van Slooten is a senior majoring in Chemical and Biomolecular Engineering. She has served on SAB for the past two years, and also runs track and cross country.

Carissa Zukowski

*Student Group Management Intern*

Carissa Zukowski is a junior, majoring in Applied Mathematics and Statistics and Art History. She went to high school in Baltimore, and is very involved in a variety of student organizations, including APO and Ready, Set, Design!

Yaritza Rodriguez

*Student Group Management Intern*

Yaritza is a senior, majoring in Public Health and minoring in Entrepreneurship and Management. She volunteers at the Esperanza Health Services Clinic and is a research assistant in the Center on the Early Life Origins of Disease at the Bloomberg School of Public Health.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Contact for questions on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gia Grier McGinnis</td>
<td>Associate Director</td>
<td><a href="mailto:ggrier2@jhu.edu">ggrier2@jhu.edu</a></td>
<td>410-516-4777</td>
<td>Community-based Learning</td>
</tr>
<tr>
<td>Margaret Hart</td>
<td>Academic Program Admin. – CEO (Whiting School of Engineering)</td>
<td><a href="mailto:mhart21@jhu.edu">mhart21@jhu.edu</a></td>
<td>410-516-4180</td>
<td>STEM student groups</td>
</tr>
<tr>
<td>Rollin Johnson</td>
<td>Director</td>
<td><a href="mailto:rjohn181@jhu.edu">rjohn181@jhu.edu</a></td>
<td>410-516-4777</td>
<td></td>
</tr>
<tr>
<td>Carolyn Mack</td>
<td>Administrative Coordinator</td>
<td><a href="mailto:cmack@jhu.edu">cmack@jhu.edu</a></td>
<td>410-516-0154</td>
<td>Financial/budget and event-planning</td>
</tr>
<tr>
<td>Kelly Milo</td>
<td>Sr. Research Program Coord.</td>
<td><a href="mailto:kmilo1@jhu.edu">kmilo1@jhu.edu</a></td>
<td>410-516-4170</td>
<td>Risk Mgmt. questions</td>
</tr>
<tr>
<td>Abby Neyenhouse</td>
<td>Assistant Director</td>
<td><a href="mailto:aneyenh1@jhu.edu">aneyenh1@jhu.edu</a></td>
<td>410-516-4238</td>
<td>CIIP, Community-Based Federal Work Study, Community Partners, Alumni Affinity Group</td>
</tr>
<tr>
<td>Caroline Ouwerkerk</td>
<td>Assistant Director</td>
<td><a href="mailto:carolineO@jhu.edu">carolineO@jhu.edu</a></td>
<td>410-516-4801</td>
<td>Questions about student groups, SAB, HopkinsCORPS, Breaking in Baltimore</td>
</tr>
<tr>
<td>Megan Scharmann</td>
<td>Event Coordinator</td>
<td><a href="mailto:mscharm2@jhu.edu">mscharm2@jhu.edu</a></td>
<td>410-516-4777</td>
<td>PDOS, large events</td>
</tr>
<tr>
<td>Young Song</td>
<td>Director of the Tutorial Project</td>
<td><a href="mailto:ysong@jhu.edu">ysong@jhu.edu</a></td>
<td>410-516-7673</td>
<td>Tutorial Project, youth student groups</td>
</tr>
</tbody>
</table>
The Center for Social Concern supports nearly 65 community service groups, which are completely student-run organizations that work in partnership with community partners to address community-identified needs in neighborhoods across Baltimore City. CSC groups are a valuable opportunity for students to be actively engaged members of the Baltimore community, and are an important way for students to develop as leaders and organization members.

Community Service Groups have a dual responsibility to both their community partner and the University.

❖ 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:

• **Submitting individual paperwork prior to serving.** Every student volunteering with a JHU student group **must** complete the following prior to volunteering with a community partner:
  • Waiver of Liability and Hold Harmless Agreement
    o Online form found here: [http://goo.gl/forms/z08xWQ8ED0](http://goo.gl/forms/z08xWQ8ED0) or access form on CSC’s website
  • Image Release Form
    o Online form found here: [http://goo.gl/forms/E3ouCE54jU](http://goo.gl/forms/E3ouCE54jU) or access form on CSC’s website

• All volunteers working with individuals under the age of 18 must complete the University’s Child Abuse Awareness and Prevention Policy online training prior to their service:
  o When beginning the online training, select “Center for Social Concern” as “Location/Division”
  o Begin the online training here: [https://slate.workplaceanswers.com/jhu/](https://slate.workplaceanswers.com/jhu/) or access training from CSC’s website

• Volunteers working at clinical sites must complete the University’s HIPAA and Bloodborne Pathogens Online Trainings prior to their service. The trainings should only take approximately 20-25 minutes to complete
  o Begin the online trainings here:
    ➢ **HIPAA: Making the Right Decisions (video)**
      • myJHU: [https://my.jhu.edu/portal/web/jhupub/](https://my.jhu.edu/portal/web/jhupub/) or access training from CSC’s website
      • Login with your JHED ID
      • On the left side of the page, select “Education” > “myLearning”
      • In the search bar, enter **HIPAA: Making the Right Decisions (video)** (Black)
      • Take course
Bloodborne Pathogens

- myJHU: https://my.jh.edu/portal/web/jhupub/ or access training from CSC's website
- Login with your JHED ID
- On the left side of the page, select “Education” > “myLearning”
- In the search bar, enter Bloodborne Pathogens
- Take course

- 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 (pg. 47)

- **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

- **Tracking service hours** Beginning in the fall of 2015, students will record their own service hours through Hopkins Groups for each student group with which they volunteer. Service hours must be submitted in a timely manner (preferably within a week of the service), and hours may be approved by the student group’s president.

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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 during fall registration, and check-in with groups via email or in person at least once during the spring semester
• Serve as content-area experts for relevant and related topics (can be specific to group-type, Baltimore, etc.)
• Answer any community partner or site-specific inquiries from groups.
• 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

❖ Role of the Student Interns for Group Management

• Provide feedback on submitted group registration and re-registration forms
• 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
• Keep track of forms submitted by individual volunteers and on behalf of student groups
• Plan and deliver workshops on a variety of topics to support group management
GROUP REGISTRATION

❖ Returning CSC Student Groups

Submit Required Paperwork

Returning CSC student groups must submit:

- **The Group Re-Registration Form** (available on the CSC website and emailed to the student group summer contacts)

- **Budget** The budget should detail all planned expenditures for the 2015-2016 academic year. See the financial policies section of this handbook for details of acceptable and unacceptable expenses

- **Event Outline** Student groups planning events 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.

  o Unregistered events are subject to cancellation by the CSC. Reimbursements will not be made for expenses incurred for unregistered events organized by CSC groups.

All forms must be submitted to volunteer@jhu.edu by Tuesday, September 8, 2015 at noon (include your group’s name in the subject line).

**IMPORTANT:** If you wish to return as a CSC student group, you **must** submit your group re-registration materials by the deadline. Early forms are encouraged!

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:

- **Center for Social Concern Group Meet and Greet**—Wednesday, September 2, 2015 3:30-5:30 PM
  o Register with the CSC by August 28 to participate in this event

- **Student Involvement (formerly SAC) Fair**—Friday, September 4, 2015, 11 AM—2 PM
  o 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 during the Returning Group Re-Registration Period, Friday, September 11 through Thursday, September 24. Your summer contact will receive an email in late July detailing how to schedule this required appointment.

During this meeting, your advisor will discuss your registration materials 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 19. 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. In addition, treasurers will receive the required financial training necessary to conduct any financial transactions on behalf of the University and presidents will be trained in their specific responsibilities as well. Two people from your group MUST attend the conference in order to complete the registration process.

Volunteer!

Once your group’s re-registration paperwork has been approved by your CSC Staff Advisor, and you have confirmed that your community partner has a signed Memorandum of Understanding (MOU) and valid certificate of insurance on file with the CSC, you may begin volunteering.

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

- Waiver of Liability and Hold Harmless Agreement
  - Online form found here: [http://goo.gl/forms/z08xWQ8ED0](http://goo.gl/forms/z08xWQ8ED0) or access form on CSC’s website

- Image Release Form
  - Online form found here: [http://goo.gl/forms/E3ouCE54jU](http://goo.gl/forms/E3ouCE54jU) or access form on CSC’s website

- All volunteers working with individuals under the age of 18 must complete the University’s Child Abuse Awareness and Prevention Policy online training prior to their service:
  - When beginning the online training, select “Center for Social Concern” as “Location/Division”
  - Begin the online training here: [https://slate.workplaceanswers.com/jhu/](https://slate.workplaceanswers.com/jhu/) or access training from CSC’s website

- 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 Hopkins Groups 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. Refer to Hopkins Groups for more information about Hopkins Groups and service hours.

**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.

**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

- Connect with SAB (the Student Ambassador Board) regarding promoting your organization through SAB’s new monthly theme program, which will spotlight a different social justice issue each month by highlighting the CSC student groups working on that issue

**Submit additional required paperwork**

- All student groups must submit end of semester paperwork, including an End of Semester Report, a spreadsheet of volunteer hours, and an updated roster at the end of each semester. Individual volunteers are also expected to record their service hours in Hopkins Groups. 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!
<table>
<thead>
<tr>
<th>Event</th>
<th>Who</th>
<th>How</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Participation in CSC Group Meet &amp; Greet</td>
<td>President</td>
<td>Reply to email with directions in late July</td>
<td>Wednesday, August 26, 2015</td>
</tr>
<tr>
<td>Participate in CSC Group Meet &amp; Greet</td>
<td>Group Members</td>
<td></td>
<td>Wednesday, September 2, 2015 3:30-5:30 PM, Freshman Quad</td>
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<tr>
<td>Participate in Student Involvement (formerly SAC) Fair</td>
<td>Group members</td>
<td>Look for an email from CLI about how to participate</td>
<td>Friday, September 4, 2015</td>
</tr>
<tr>
<td>Submit Group Re-Registration Form, Budget, and Event Outline (if applicable)</td>
<td>President</td>
<td>Send forms to <a href="mailto:volunteer@jhu.edu">volunteer@jhu.edu</a></td>
<td>Tuesday, September 8, 2015 by noon</td>
</tr>
<tr>
<td>Returning Group Re-Registration Appointment with CSC advisor</td>
<td>President and vice-president/treasurer</td>
<td>Call the CSC at 410-516-4777 after August 3, 2015</td>
<td>Friday, September 11 through Thursday, September 24, 2015</td>
</tr>
<tr>
<td>Send at least 2 representatives to Student Leadership Conference</td>
<td>At least 2 group members, preferably the president and treasurer</td>
<td>Reply to email invitation from CSC in late August</td>
<td>Saturday, September 19</td>
</tr>
<tr>
<td>Update Hopkins Groups page and update roster</td>
<td>President/group members</td>
<td>Group members should add themselves to the group, but the president should confirm that the roster is accurate Log into: Groups.jhu.edu</td>
<td>Updated roster in Hopkins Groups by October 1</td>
</tr>
<tr>
<td>Make sure all volunteers have completed required CSC volunteer forms</td>
<td>President/group members</td>
<td></td>
<td><strong>BEFORE</strong> serving on-site</td>
</tr>
<tr>
<td>Remind volunteers to submit their service hours through Hopkins Groups</td>
<td>President</td>
<td>Volunteers should individually log into Hopkins Groups</td>
<td>Service hours should be submitted within a week of serving, but all hours should be submitted before the End-of-Semester report and Service Hours Spreadsheet are submitted</td>
</tr>
<tr>
<td>Submit end-of-semester report, roster, and service hours spreadsheet (look for a link in the Groups)</td>
<td>President</td>
<td>Fill out form and submit to <a href="mailto:volunteer@jhu.edu">volunteer@jhu.edu</a></td>
<td>Wednesday, December 9, by noon</td>
</tr>
<tr>
<td>Make sure all reimbursements for the fall semester have been requested</td>
<td>Treasurer</td>
<td>Follow reimbursement policy outlined in this manual</td>
<td>Friday, December 18, by noon</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Host elections for 2016-2017 officers through Hopkins Groups</td>
<td>Executive Board</td>
<td>Host elections in person or via Hopkins Groups</td>
<td>February/March 2016</td>
</tr>
<tr>
<td>Submit End of Year Report</td>
<td>President/Incoming President</td>
<td>To <a href="mailto:volunteer@jhu.edu">volunteer@jhu.edu</a></td>
<td>Monday, May 2, 2016</td>
</tr>
<tr>
<td>Log in to Hopkins Groups to double-check that End of Spring Semester Roster is accurate (delete any graduating seniors)</td>
<td>President/incoming president</td>
<td>Log in to Hopkins Groups</td>
<td>Friday, May 6, 2016</td>
</tr>
<tr>
<td>Make sure all reimbursements for the spring semester have been requested</td>
<td>Treasurer</td>
<td>Follow reimbursement policy outlined in this manual</td>
<td>Thursday, May 12, 2016</td>
</tr>
</tbody>
</table>

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**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
- Log service hours
- Advertise events to the entire JHU campus

CSC student groups are required to use Hopkins Groups to maintain an updated roster and log service hours, 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 submit updated rosters through Hopkins Groups three times per year:

- One month after the start of the fall semester (October 1), to ensure that group members have completed all volunteer forms
- At the end of the fall semester, in conjunction with the Fall End of Semester Report, due December 9 (to make sure the CSC has the volunteer forms for any late-joiners to your group)
- At the end of the academic year, with the End of Year report (due May 2)

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)
- So that students can log their community service hours themselves

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

Beginning in the fall of 2015, all JHU student groups will submit their service hours via Hopkins Groups. Individual students should log in to Hopkins Groups frequently throughout the semester to log their hours—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

- Go to groups.jhu.edu
- Click “sign in” in middle of the screen
- Once logged in, you will see a list of the organizations of which you are a member in the middle of the screen. Click on the organization for which you are logging service hours
- Once on your group’s page, Click on “Service Hours” on the band under the cover photo
- Click “Add service hours”
- Fill in the form. Your description can be very simple, such as:
  - Saturday Food Distribution at Our Daily Bread
  - Casserole making project
- List the hours and minutes you served—a verification contact is not required
- Click “create”
You can view a running count of your service hours by clicking on your name in the top right corner of the page and selecting “Involvement” and clicking on “service hours.” Click on The Service Hours page will display a running count of your service hours (click custom to see your all-time service record). You can also click on “Involvement Transcript” (under “more”) to view your service hours by group.

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 Hopkins Groups 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 Hopkins Groups, 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 Hopkins Groups 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. 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 jhu.csc.groupmanagement@gmail.com.

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 jhu.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

We encourage you to reach out to your assigned CSC staff advisor or group management intern at any time throughout the year to make an appointment to talk through any questions or concerns about your work.
Email your advisor or call the CSC receptionist to schedule a meeting at 410-516-4777. Your advisor might also share his or her preferred method of scheduling appointments during your fall registration meeting.

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**

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/](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**

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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
• 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.)
  ▪ 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

[v] **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 1st 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/

• 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 10 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.

• Group leaders will be notified each month of their van charges for the prior month.

• 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.

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 at the beginning of the year!

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.
- Budget balances carry over from year to year, so returning groups that were active at the end of the previous academic year start in the fall with their previous balance.
- There is a budget cap of up to $2,000—if, for example, the group carried over $500 from the previous academic year, they would be able to request up to $1500 during the fall budget proposal and group re-registration process
- Due to the high number of groups, funding is limited, and groups may not receive all funding requested. Funding notifications will be sent in early October, after the group has completed all required re-registration processes

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 fall. 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.

- Groups may only access their funds once their financial officer has received the financial training and signed the Summary of Financial Expectations form.

- 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.

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](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/](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
  o 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

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.

Other 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 frequently available from OfficeDepot with deeply discounted pricing and next day delivery. If you would like the CSC to place an order for you from OfficeDepot, please send an email to Carolyn Mack listing the item number and quantity needed. Item numbers are available by searching for the product on Officedepot.com

**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. All 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.

- RECEIPTS ARE ONLY ACCEPTED UNTIL THE LAST DAY OF FINALS for the semester in which the expenses were incurred.

- PLEASE keep track of receipts and ensure that they show proof of payment

❖ 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 the beginning of the fall semester, during the group’s annual re-registration appointment.

- 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

T-Shirts for Groups that work with Youth

• France-Merrick funding can 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-Shirts for Group Members

• Groups may use their funding to pay for up to half the cost for t-shirts ordered for use while volunteers are on-site with an organization. The individual student volunteers must pay for the other half of the cost of each t-shirt (generally around $5-7).

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 at the beginning of the academic year.

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 the Office of Student Activities (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.

   “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.

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### RISK MANAGEMENT

Any activity involves inherent danger and risks. As a result to try and minimize these risks, the University and CSC have implemented the following policies and procedures described below. If you have any questions regarding the risk management policies and procedures, please contact the Center for Social Concern Office at (410) 516-4777.

#### Background Check/Fingerprinting

- Please check with your site supervisor/community partner to find out what process is used for fingerprinting/ background checks and how this should be completed as not all sites require background checks.
In most instances, it is the responsibility of the Organization to conduct any and all criminal or other background checks required by applicable laws, regulations, rules, and ordinances for the student to work, volunteer, or intern, at the Organization.

❖ Image/Photo Consideration

- The CSC prohibits volunteers from taking any images, including photos and video, of or with children. 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 CSC’s Home Visitation Policy is included in all Memoranda of Understanding that have been signed by community partners. If a volunteer's service work requires the volunteer to complete a Home Visitation, the volunteer should discuss the organization’s Home Visitation Safety Protocol with their site supervisor before completing any home visit. During these discussions the protocol should include the following:

- Safety
- An understanding of the surrounding environment
- A knowledge of the background of people who will be in home
- Volunteer(s) be accompanied in pairs/larger groups (with an employee of organization)
- Volunteer(s) should NEVER be alone
- Volunteer(s) should leave an itinerary at Organization (which includes departing and return times, emergency contact information of someone who can be contacted at the organization, and the volunteer’s contact information)

Note: Volunteers are not required to complete a home visit and this is completely optional. If at any time and for any reason, a volunteer is uncomfortable completing a home visit, the volunteer should not go.

❖ Overnight Trips

Any student group overnight trip needs to be approved by the student group’s CSC Staff Advisor. A detailed Itinerary Form must be submitted to the Staff Advisor at least three weeks before the scheduled trip. The Itinerary must include a list of all attendees, departure/return dates, participant names, etc. Each participant will also be required to submit an Emergency Contact and Medical Information Form. You should also obtain your CSC Staff Advisor’s contact information and bring a copy of the Student Group Travel Policy Form with you.
Student Group Volunteers at Clinical Sites (ONLY)

- All volunteers working at an organization that provides clinical services must complete the University's HIPAA and Bloodborne Pathogens Online Trainings prior to their service. The trainings should only take approximately 20-25 minutes to complete
  - Begin the online trainings here:
    - HIPAA: Making the Right Decisions (video)
      - myJHU: https://my.jh.edu/portal/web/jhupub/ or access training from CSC’s website
      - Login with your JHED ID
      - On the left side of the page, select “Education” > “myLearning”
      - In the search bar, enter HIPAA : Making the Right Decisions (video) (Black)
      - Take course
    - Bloodborne Pathogens
      - myJHU: https://my.jh.edu/portal/web/jhupub/ or access training from CSC’s website
      - Login with your JHED ID
      - On the left side of the page, select “Education” > “myLearning”
      - In the search bar, enter Bloodborne Pathogens
      - Take course
  - Your site supervisor/community partner may require you to complete similar trainings. Due to the clinical environment/setting, there may be additional vaccinations or immunizations that may be required in order for you to volunteer at the Organization.

Transportation Policy

The CSC’s Transportation Policy is included in all Memoranda of Understanding that have been signed by community partners. If a volunteer’s service work requires the volunteer to use Transportation in connection to the work that is completed, the volunteer should discuss the organization’s Transportation Policy and Protocol with their site supervisor before using any means of transportation. During these discussions the protocol should address the following:

- Safety
  - Volunteer(s) should leave an itinerary at Organization (which includes departing and return times, emergency contact information of someone who can be contacted at the organization, and volunteer’s contact information)

All volunteers are prohibited from driving any organization owned or non-owned vehicles (i.e.-rentals or leases). In addition, no transportation shall be provided by Organization or any of its employees or agents outside of the scope of the volunteer’s work.

The CSC encourages any volunteer to 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.
University’s Child Abuse Awareness and Prevention Policy-Online Training

All volunteers working with individuals under the age of 18 must complete the University’s Child Abuse Awareness and Prevention Policy online training prior to their service. The training should only take approximately 15-20 minutes to complete and discusses appropriate conduct around children, protecting children from abuse and neglect, and reporting of known or suspected child abuse and neglect.

- When beginning the online training, select “Center for Social Concern” as “Location/Division”
- Begin the online training here: https://slate.workplaceanswers.com/jhu/ or access training from CSC’s website.

To learn more about JHU’s Policy on the Safety of Children in University Programs, please refer to the following link:


Use of 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.

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.
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](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/](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](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](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.