

CSC Groups Guiding Document

Official Name of Group:

Date this document was last updated:

MISSION STATEMENT

Your mission statement should answer the following questions: what does your group do, how do you do it, and why do you do it? Your mission should relate to a community-identified need, either JHU or Baltimore community. Please note—this paragraph will appear on the CSC website and list of student organizations.

STATEMENT OF NEED

Please describe in more detail the community-identified need your group addresses. How have you examined and evaluated this need? Who is your target audience(s)? What gap in services and/or programming are you filling in support of your community partner and, ultimately, your target audience? Statistics and other data are helpful—consider the following sources, in addition to information from your community partner: Baltimore City Health Department (<http://health.baltimorecity.gov/node/23>), the Baltimore Neighborhood Indicators Alliance (<http://bniajfi.org/>), and City-Data.com (<http://www.city-data.com/city/Baltimore-Maryland.html>).

INTERNAL ORGANIZATION AND PROCESSES

What expectations do you have of potential members (i.e. number of hours required, meeting attendance requirements)?

How frequently do you meet on campus (not at your service site) to discuss the program, reflect on your service, and plan for future events and activities?

How does your group manage the election process for appointing new group officers? When does this process take place?

How do you support the transition process for new officers? For example, do new officers shadow outgoing officers, do you have a shared Dropbox or Google Drive account, or do you provide the information in another way? How do you make sure new officers have access (passwords, login info) for group resources? (For assistance with transition planning, please look at page 24 of the Group Management Handbook, available on the CSC website at: <http://goo.gl/3PuR3M>)

SERVICE EXPERIENCE

How frequently do you do service?

Please describe a typical volunteer experience for your group

How do you train volunteers to ensure they have the skills necessary to serve well?

Do you do any indirect service, such as advocacy, speaker panels, educational events, etc.? Please describe.

Student groups affiliated with the Center for Social Concern have a number of responsibilities to their community partners and to the university. Please review the list of responsibilities below—by re-registering your group, you are affirming your commitment to upholding these responsibilities.

❖ **Community Responsibilities**

- **Uphold the CSC’s mission of “In the community, with the community”**
As a CSC 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** CSC 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). Volunteers may not take photographs of clients.
- **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 CSC 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 on time in order to keep the CSC updated on their work.
- **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 the CSC Group Management Manual, available online on the CSC's website. Failure to comply with the financial policies 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 the Group Management Handbook (available on the CSC website), those listed on the CSC website, 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
 - Image Release Form
 - All volunteers working with children (individuals under the age of 18) must complete the University's Child Abuse Awareness and Prevention Policy online training prior to their service
 - Volunteers working at clinical sites must complete the University's HIPAA and Bloodborne Pathogens Online Trainings prior to their service.
 - Note: there may be additional pre-service requirements (such as background checks and fingerprinting) required by 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
- **Tracking service hours** All students must log their service hours using the Track it Forward platform