**CSC Groups Guiding Document**

**Template**

**Name of Group:**

**Name of Contact Person for Questions Regarding this Form:**

**Contact Person Position (president, secretary, etc.):**

**Contact Person Email:**

**Officers**

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| **Position** | **Name** | **Email Address** |
| **President** |       |       |
| **Treasurer/Financial Officer** |       |       |
| **Secretary** |       |       |
| **Other officer (please specify):**       |       |       |
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**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 is the size of your group? Specifically, provide an estimate of how many general body members are part of your group and how many people are on your board.

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

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** 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.

**2016-2017 Academic Year Plans**

**GROUP GOALS**

What goals do you have for your organization for the 2016-17 academic year? Please list at least two goals and for each, include two actionable steps you can take to achieve those goals.

How do you evaluate the success of your organization’s work as it pertains to the goals you set? *Consider how you might evaluate your service from the perspectives of: service recipients, student volunteers, group leaders, community partners. You might consider surveys, questionnaires, pre- and post-tests, interviews or conversations with community partners, or spending a group meeting discussing what is going well and what could use improvement. Your CSC advisor can discuss other methods of evaluation with you during your fall advising appointment.*

**Events**

Please list any annual events/activities your group organizes each year and the anticipated month (or semester) they will happen. Please make sure that you have budgeted for these events/activities in the budget you submit during the re-registration process. For more information about what can and cannot be funded, please see the CSC handbook on our website. Financial information begins on page 29.

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| **Event Name/Description** | **Anticipated Month or Semester** |
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**CSC SUPPORT**

What are your expectations of support from the CSC and what assistance do you need from your CSC advisor and the group management interns in order to make this year successful for your organization?

How do you train volunteers to ensure they have the skills necessary to serve well? If you do not currently have a plan to train your volunteers, would you be interested in support from the Center for Social Concern to help develop a plan?

**Community Partner Information**

Who is your primary contact at your main community partner organization (or national organization, if you are a chapter of a national organization)? If you do not have a primary community partner, please indicate that here.

Below is a list of approved Center for Social Concern community partners. Please check all of the organizations you serve with over the course of the year.

[ ] 901 Arts

[ ]  Alternative Directions Inc.

[ ]  American Cancer Society

[ ]  American Heart Association

[ ]  Art with a Heart, Inc.

[ ]  Baltimore City Community College - The Refugee Youth Project

[ ]  Baltimore City Health Department - Eastern STD Clinic/Needle Exchange Program

[ ]  Baltimore City Mayors Office of Human Services

[ ]  Baltimore Clayworks

[ ]  Baltimore Corps

[ ]  Baltimore Green Map

[ ]  Baltimore Green Space

[ ]  Baltimore SquashWise Inc.

[ ]  Believe in Tomorrow Children's Foundation

[ ]  Best Buddies National Organization

[ ]  Blue Water Baltimore

[ ]  Camp Kesem

[ ]  Catholic Charities

[ ]  Central Baltimore Partnership

[ ]  Charm City Clinic, Inc.

[ ]  Chase Brexton Health Services

[ ]  Church of the Guardian Angel

[ ]  Civic Works Inc.

[ ]  Community Law Center

[ ]  Cylburn Arboretum Association

[ ]  Digital Harbor Foundation

[ ]  Emmanuel's Rock

[ ]  Equality Maryland

[ ]  ERICA - Episcopal Refugee & Immigrant Center Alliance

[ ]  First Fruits Farm

[ ]  FORCE

[ ]  Franciscan Center, Inc.

[ ]  Fusion Partnerships

[ ]  Girl Scouts of Central Maryland

[ ]  Goodwill Industries of the Chesapeake, Inc.

[ ]  Greater Baltimore Urban League

[ ]  Greater Remington Improvement Association

[ ]  Habitat for Humanity of the Chesapeake

[ ]  Health Care for the Homeless

[ ]  Health Leads Baltimore

[ ]  Higher Achievement

[ ]  Historic East Baltimore Community Action Coalition (HEBCAC) Youth Opportunity Center

[ ]  Intersection of Change (formerly Newborn Holistic Ministries - Jubilee Arts/Martha's Place)

[ ]  Johns Hopkins Hospital

[ ]  Leaders of a Beautiful Struggle

[ ]  Liberty Rec and Tech Center

[ ]  Living Classrooms Foundation - Carmelo Anthony Youth and Development Center

[ ]  Maryland Department of Juvenile Services - William Donald Schaefer House

[ ]  Maryland Hunger Solutions

[ ]  Maryland Office of the Public Defender

[ ]  Maryland School for the Blind

[ ]  Maryland SPCA

[ ]  Mercy Medical Center

[ ]  Mi Espacio Program (sponsored by CASA de Maryland)

[ ]  Mount Royal Community Development Corporation

[ ]  Moveable Feast

[ ]  National Children's Oral Health Foundation

[ ]  Parks and People Foundation

[ ]  Project PLASE Inc.

[ ]  Reservoir Hill Improvement Council, Inc.

[ ]  Shepherd's Clinic

[ ]  St. Francis Neighborhood Center

[ ]  Station North Arts & Entertainment, Inc.

[ ]  Strong City Baltimore

[ ]  The American Red Cross - Central MD Chapter

[ ]  The Baltimore Community Tool Bank

[ ]  The Community School

[ ]  The Family League of Baltimore City, Inc.

[ ]  The Kiwanis Club of Hampden Midtown

[ ]  The League for People with Disabilities (Snyder Center for Aphasia Life Enhancement (SCALE) Program)

[ ]  The Samaritan Women

[ ]  Thread

[ ]  United Way of Central Maryland

[ ]  Waverly Main Street

[ ]  Wide Angle Youth Media

If you work with any additional organizations, please list the name of the organization, contact person, and contact email and phone here so that we may begin the process of obtaining a Memorandum of Understanding from that community partner. All community partners working with CSC student groups must have a signed memorandum of understanding on file with the CSC, prior to students volunteering.