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**CSC Student Group Guiding Document**

**Official Name of Direct Service 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? 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 in a list of student service initiatives.

**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 to discuss the activities of the group, reflect on your service, and plan for future events and activities?

How are officer duties divided?

How do you ensure officer accountability?

How does your group manage the election process and appoint 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 reach out to the Group Management interns or your advisor).

**DIRECT SERVICE EXPERIENCE**

How frequently do you do direct service?

Please describe a typical volunteer experience for volunteers of your group.

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

Please list any additional group-specific details that should be included in your Guiding Document