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**Center for Social Concern New Event-Based Service Program**

**Proposal Form**

**Spring 2019**

Please review the Student Initiatives section of the CSC website as well as the “Event-Based Service Guidelines” sheet of this [rubric](https://docs.google.com/spreadsheets/d/1S2PffblWrwWdysqsrQxGUtY0HJYle0S0ttoYdLlNbNg/edit?usp=sharing) to ensure your new initiative is best categorized as a CSC Event Based Service Program.

**Upload** the completed proposal and group budget proposal to Hopkins Groups between **March 1st and March 16th**.

**Official Name of Proposed Event-Based Service Program:**

**Contact person for questions regarding this proposal:**

**Email address for contact:**

**MISSION STATEMENT**

Your mission statement should answer the following questions: what does your event-based service program 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 in a list of student service initiatives.

**STATEMENT OF NEED**

Please describe in more detail the community-identified need your event-based service program addresses. How have you examined and evaluated this need? Who is your target audience(s)? What gaps in 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 plan to have of potential members (i.e. number of hours required, meeting attendance requirements, involvement in pre-event planning and post-event logistics, potential day-of tasks, delegation of tasks among group members)?

How frequently do you plan to meet on campus to discuss and plan details of your event(s), reflect on your event(s), and plan for future events?

How do you plan to divide officer duties within your event-based service program? How would you ensure officer accountability for delegated responsibilities?

How does your service program plan to manage the election process and appoint new officers? When would this process take place?

How do you plan to 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 service program resources? (For assistance with transition planning, please reach out to the Group Management Interns or your advisor)

**EVENT-BASED SERVICE EXPERIENCE**

What kind of events does your service program plan to put on? When?

Please describe a typical event-based volunteer experience for your proposed group.

How do you ensure that civic engagement components remain at the forefront of any planning and facilitation of your event(s)?

How do you train volunteers to ensure they have the skills necessary to serve well and represent your service program well at your event(s)?

**ORGANIZATIONAL NICHE AND OPPORTUNITIES FOR COLLABORATION**

What current student organizations share a similar purpose, goals, target audience, or community partner with your proposed organization? How is your event-based service program different from those organizations? How might you collaborate with one or more of these student organizations? Please note that collaboration is central to the work of the Center for Social Concern and groups are *strongly* encouraged to identify ways to collaborate with other groups sharing community partners or similar target audiences and purposes.

**RECRUITMENT PLAN**

Describe how you will recruit students to join your effort. How will you spread the word? What expectations do you have of potential members (i.e. number of hours required, meeting attendance requirements)?

**OFFICERS**

**2019-2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Email** | **Year** | **Van Certified?**  |
|  | **President** |  |  |  |
|  | **Financial Officer** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**EVALUATION**

How will you evaluate the success of the organization’s work? Consider how you might evaluate your service from the perspectives of:

* The service recipients
* Student volunteers
* Group leaders
* Community Partners

You might consider surveys, questionnaires, interviews or conversations with community partners, or spending a group meeting discussing what is going well and what could use improvement. If you become a CSC event-based service program, your advisor can discuss other methods of evaluation with you.

**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?

**GROUP GOALS**

Please List at least three goals for your student organization for 2019-2020. You may want to include both immediate and long-term goals. What is the overall purpose of the group? What are the aims of the group in terms of providing service to community partners, supporting student volunteers, and building relationships between campus and community?

**Tips for success:**

* Please be as specific as possible. “Raising awareness about homelessness” is difficult to measure
* Consider including a goal related to strengthening your organization internally to pave the way for a sustainable organization
* Your goals must address **community-identified needs**. Please be sure to discuss your proposed goals and objectives with your community partners to make sure they are focused on the most pressing challenges the community is looking to address.
* Focus on program quality, not program quantity—expanding the number of service sites is often not the best way to grow the organization.
* Measuring the success of your goals is very important—how might you evaluate whether you are successfully achieving what you are setting out to do? Methods of evaluating goals include pre- and post-tests; surveys; and taking attendance.

**COMMUNITY PARTNER INFORMATION**

With which organization(s) do you do service? Please include the following information for every community partner you intend to work with in 2019-2020

**COMMUNITY PARTNER 1:**

**Name of Organization:**

**Contact Person Name:**

**Email:**

**Have you talked to this person/organization? □ Yes □ Not Yet**

**What do you plan to do with this partner? (ex: Sorting clothes, prepping meals, etc.)**

**How frequently do you plan to serve/work with this organization? (ex: twice a week, monthly, once a semester, etc.)**

**COMMUNITY PARTNER 2 (if applicable):**

**Name of Organization:**

**Contact Person Name:**

**Email:**

**Have you talked to this person/organization? □ Yes □ Not Yet**

**What do you plan to do with this partner? (ex: Sorting clothes, prepping meals, etc.)**

**How frequently do you plan to serve/work with this organization? (ex: twice a week, monthly, once a semester, etc.)**