

Become an Official JHU School of Medicine Service-Based Student Group Recognized by SOURCE, InterAction, and MSS

Does your service-based student group want to become/remain an officially recognized Johns Hopkins University School of Medicine service-based student group? Review the following information and complete the necessary paperwork. Your group will be recognized by the institutional entities which support community service student groups.

- **SOURCE** (Student Outreach Resource Center), the community service and service-learning center, collaborates with student groups across the Johns Hopkins University Schools of Medicine, Nursing, and Public Health to connect with the Baltimore community.
- **InterAction**, or the InterAction Council, is an arm of the JHU School of Medicine Medical Student Society (MSS), which works with medical student groups involved with community service activities. InterAction coordinates funding for medical school service groups.
- **MSS**, the Medical Student Society, provides funding directly to InterAction. However, InterAction handles the decision making regarding community service groups.

SOURCE and InterAction aspire to maintain productive relationships with its partnering student groups, and the relationships must be reciprocal in order to succeed. Listed below are expectations regarding partnerships between SOURCE, InterAction, and student groups on the East Baltimore campus. The partnership between a student group and SOURCE/InterAction may dissolve if either party does not meet these expectations.

SOURCE and InterAction are expected to assist Official Student Group Partners in the following ways:

- *Connections to the Community.* We can connect a student group with community-based organizations (CBOs) and community involvement opportunities that match the student group's mission and goals. SOURCE has over 100 partnering CBOs in their network that have entered into a formal partnership to work with our health professional students. Additionally, SOURCE and InterAction works with dozens of recognized medical school student groups.
- *Connections across Hopkins.* We can connect a student group with other students, student groups, faculty, departments, or other Hopkins entities that may be doing similar work. SOURCE is a tri-school center, so we can connect a student group to many resources across the University. Additionally, SOURCE has a Governing Board with deans from the three schools, InterAction leaders, and a Community Council. Partnering student groups will have access to high level administrators, fellow student leaders, and key community figures.
- *Advisors / Consultants.* SOURCE and InterAction can serve in an advisory or consultative capacity for a student group (recruitment, event planning, campus policies, community engagement initiatives, institutional memory, and more). Utilize the expertise of SOURCE staff and InterAction student leaders.
- *Co-sponsor Special Events.* SOURCE and InterAction can assist with planning and implementing community-focused events (including ideas on funding sources, securing rooms, providing content ideas, event logistics, publicity, helping to bring the community voice to an event or program, and more).
- *Publicity.* SOURCE can publicize a student group and its events across the three schools. InterAction can help spread the word among the medical school. SOURCE has access to many list-servs (including SOURCE's Weekly Service Scoop), as well as other advertising mechanisms that can help get the word out about programs, events, meetings, etc. Additionally, official SOURCE/InterAction student group partners will be highlighted in SOURCE's publicity materials and website.

- *Recruitment.* SOURCE and InterAction can assist in developing student group recruitment plans, recruiting students and volunteers for activities, etc. Only officially recognized SOURCE/InterAction groups will be able to recruit students at Involvement Fairs.
- *Education and Training.* SOURCE can provide educational talks and trainings to a student group on a number of topics, including: the basics of service-learning, Hopkins and community history, facilitating group discussions, leadership activities, principles of effective partnerships, and more.
- *Leadership Transitions.* SOURCE and InterAction can provide assistance in leadership and information transitions. While the students in a student group may change with time, SOURCE will continue to exist, and can help a student group pass on the torch from one year to the next. SOURCE is sustainable, and has a wealth of institutional memory. SOURCE can also maintain electronic files and binders/paperwork to be passed on to future leaders. On-going InterAction leaders can also provide valuable assistance.
- *Relevant Updates.* SOURCE and InterAction will provide pertinent and targeted updates to student groups.
- *SOURCE's Annual Community Involvement Fair.* SOURCE will invite recognized student groups to participate in SOURCE's Annual Community Involvement Fair (held in September). Student groups can recruit interested volunteers, alongside SOURCE's partnering CBOs. This event draws students, faculty, and staff from all 3 East Baltimore schools, as well as the Homewood students.
- *Student Governance Information:* SOURCE serves in an advisory role to the student government structures in each of the 3 Schools.
 - JHSPH Student Assembly, Community Affairs Committee
 - SOM InterAction Council, under the Medical Student Society (MSS)
 - SON Student Government Association (SGA)
- *Physical Space and Resources:* SOURCE can offer student groups the following:
 - Designated mailbox for a student group in SOURCE
 - Storage for group's community service supplies and files
 - Inclusion of a student group on SOURCE's searchable website
 - Fax machine usage
 - Copy machine usage (limit 100 copies per month)
 - Phone usage (local calls only)
 - Student group workstation available in SOURCE
 - Meeting space in SOURCE's conference room (reserve through SOURCE)
 - Administrative Support (with SOURCE approval and collaboration, a student group may direct phone calls or event sign-ups to SOURCE)

Official InterAction and SOURCE Student Group Partners are expected to:

- List InterAction and SOURCE as co-sponsors on any events which we assist with, fund, or advertise.
- Meet with SOURCE and/or InterAction (or invite us to student group meetings). We can serve in an advisory capacity, present on a number of community-oriented topics, or provide ideas for connecting with the community.
- Assist InterAction and SOURCE, when possible, to generate interest in reaching out to the Baltimore community.
- Provide feedback and support to SOURCE and InterAction, when asked.
- Keep us in the loop. Let us know when a student group plans a community-related event, changes contact information and/or leadership, and other pertinent updates (changes needed for website, items in storage at SOURCE, etc).

- Consult with InterAction and SOURCE when a student group begins planning a community-based activity. We can help!
- Inform student group leaders about SOURCE and InterAction services. Encourage other student groups to utilize our services. Inform new student leaders about the importance of maintaining relationships with SOURCE and InterAction.
- Help promote SOURCE as the center for community service and service-learning on the East Baltimore campus.
- Report your group's number of volunteers as well as the number of hours served to SOURCE.

To remain an official SOURCE and InterAction Student Group Partner, please complete the Recognition and Budget Request Sheet. This sheet must be re-submitted each and every year.

To become an official SOURCE and InterAction Student Group Partner, please schedule a meeting with SOURCE and an InterAction representative (source@jhsph.edu, 410-955-3880). You will also need to complete a Recognition and Budget Request Sheet.