

Recognition and Budgeting Process Guidelines for School of Medicine Service-Based Student Groups

InterAction, SOURCE and MSS

InterAction, in conjunction with SOURCE (Student Outreach Resource Center), the community service and service-learning center, and the Medical Student Society (MSS), is pleased to support endeavors by members of the Johns Hopkins medical school community to increase its involvement in the Baltimore community. One method of support is financial funding. If your group/event is interested in obtaining InterAction funding, please read below.

Please submit your “Recognition and Budget Request Sheet” and “Event Sheet” requests no later than **Tues, November 16th at 5 pm to be considered for funding for the 2010-2011 academic year. If additional funds are available after this deadline, funds will continue to be awarded on a rolling basis until the InterAction budget has been exhausted.**

The same rules of eligibility for MSS funding applies to InterAction funding.

The group must:

- Be a recognized MSS student group. To see if your group is registered and/or re-register with MSS, go to <http://www.jhusom.com/mss/groups/> (please note you may have to log-in to view the page).
- Be composed of members of the medical school community. At least 51% of the students must be in the school of medicine
- Advertise their events visibly to the entire medical student body
- Conduct regular meetings, defined as at least one meeting per scholastic quarter excluding the summer
- Have a faculty sponsor

Additional criteria for funding community service projects:

1. InterAction will only fund activities and items that contribute to the facilitation of the interaction between the community (non-Hopkins) and students.
2. Community service projects are subject to the same restrictions as other student groups, for example: food limits, no travel expenses, no honoraria, etc.
3. Capital expenses will only be considered after a project that has been existence for a full year (e.g. equipment)
4. Non-durable (consumable items – for example: pens, paper, food) will be considered only when itemized with an estimate of cost based on actual price of items (the source of the price must be included), and on a case by case basis based on their ability to contribute to facilitate community/student interaction.
5. With groups that are collaborating with other community service groups, the project must show evidence that they have approached their partner organization first for all funding needs, with the understanding that Hopkins students are contributing their time to the project first and foremost.

6. Groups that operate in a previous year must show their revenue and expense from that year.
7. With regards to the funding of social events, InterAction will fund only one per year with the intent of such activity to reward participants and to a limit of \$100. Bowling admission fees, skate rentals, etc. are considered to be expenses of this nature.

I. Procedures for obtaining group recognition/funding:

1. Provide relevant information by submitting all of the following forms:
 - **A Recognition and Budget Request Sheet** to
 1. Describe your group for recognition as a SOM service-based student group, and therefore recognized by InterAction, SOURCE, and MSS
 2. Indicate if your group desires funding for this academic year
 - **Event Sheets** to itemize the amount requested (if any) on the recognition sheet. Please fill out a separate event sheet for each event that the group is requests to be funded.
 - **Reallocation Request Sheets** (Only As Needed) to have monies reallocated to different events if the group changes plans for monies previously awarded. This form is only needed when a group needs to make changes to events that have already been approved for InterAction funding.
2. ***New Service-Based Student Groups!*** For initial recognition and funding requests, email recognition sheet and event sheets to source@jhsph.edu *and* JHUinteraction@gmail.com. You will be required to meet with both SOURCE and InterAction together to discuss your group. This is to ensure that the group is not duplicating a current activity, and to discuss sustainability, liability, and the broader context in which the service will be provided. It is highly recommended that new student groups work with existing SOURCE partnering community-based organizations. (A full list of the current SOURCE partnering CBOs can be found online at: http://www.jhsph.edu/source/our_team/partner_orgs/)
3. For future event requests and funding reallocation requests, email event sheets or reallocation request sheets to source@jhsph.edu *and* JHUinteraction@gmail.com.
4. Please provide the phone number and email of the budget person for your organization. A representative from your group must be available to answer any questions.

II. Procedures for obtaining reimbursement:

1. Only purchase items that have been approved for InterAction funding. Costs for items that have not already been approved by InterAction will not be reimbursed. **When purchasing items, be sure to use a JHU tax-exempt card so that the group is not charged for taxes.** If you do not use a tax-exempt card and are charged taxes, you will **not be reimbursed** for the taxes on the purchase. JHU tax-exempt cards can be

- picked up from SOURCE (2017 E. Monument St.).
2. Save receipts for expenses paid. Only *original receipts* will be accepted for reimbursement.
 3. If the receipt is for food, a list of signatures of the attendees must be obtained.
 4. On the back of each receipt, please indicate who and how much is to be reimbursed.
 5. Submit receipts to an InterAction mailbox (one is in the Armstrong Computer Lab, and the other is in SOURCE at 2017 E. Monument St – between Burger King and Taste of China), by attaching them to the **Reimbursement Form**. Tape the receipts to the **Reimbursement Form**, but DO NOT OVERLAP receipts. If you need to use additional pieces of white paper for receipts, please do so. Number the sheets as well. We need to be able to make photocopies of all receipts.
 6. Once you have left your original receipts and **Reimbursement Form** in an InterAction mailbox, email source@jhsph.edu and JHUinteraction@gmail.com to notify the group that the receipts have been submitted. Please include your name, group name, email and phone # in the email.

Please Note:

1. InterAction budget meetings will be held in October and in February with monies being awarded on a rolling basis until the InterAction budget has been exhausted.
2. All groups and events funded by InterAction must be open to all members of the medical school community.
3. InterAction does not fund travel expenses, copying costs, or honoraria. However, please include them in the budget for completeness. For copying and travel expenses, check with the Office of Student Affairs for alternate possibilities of funding.
4. All groups not funded by InterAction the previous year are to receive an initial maximum of **\$150.00** during their initial budget request. If the group requires additional funding during the academic year, the group should submit an additional funding request and repeat the procedure listed above.
5. Please abide by our policy on funding of food for events. Any group with ≤ 20 members can receive up to \$200 in funding for food for the entire year. Any group with ≥ 21 members can receive up to \$300 in food funding for the entire year. If attendance is consistently high and sufficient funds remain at our last budget meeting, groups may qualify for an additional \$100. **Groups must submit an attendance sheet for events that have been approved for InterAction funding for food.**
6. Groups funded by InterAction must attend the activities fair sponsored by InterAction and MSS at orientation.

7. Groups are required to keep a roster of members and record attendance at meetings/events.
8. Each group is responsible for keeping track of their account balance with InterAction.
9. Each group is responsible for tracking student volunteer hours for each service event held. Groups should report the number of volunteers as well as the number of hours served to SOURCE at source@jhsph.edu or online at: <http://www.jhsph.edu/source/OurStories/ReportExp>
10. All questions should be directed to the InterAction treasurer and SOURCE by emailing both source@jhsph.edu and JHUinteraction@gmail.com. If you wish to receive funds and have them credited to your groups funds, please have checks made out to “Johns Hopkins Medical Student Society” and submit to an InterAction mailbox.