

SOURCE Event Planning Assistance Policy

SOURCE (Student Outreach Resource Center), the community service and service-learning center for the Johns Hopkins University Schools of Medicine, Nursing, and Public Health, plans a wide variety of community-oriented events throughout the year. SOURCE works with individuals, student groups, faculty, departments, and other JHU affiliates in planning talks, seminars, service projects, outreach programs, fairs, conferences, and other community-focused events and activities.

In the spirit of forging productive collaborations, the expectations of SOURCE and any interested Event Planning Partners (EPP) are outlined below. Please review these expectations. If the EPP can agree to these expectations, SOURCE and the EPP can begin the event planning process. An initial meeting will be required to discuss the interests, ideas, and responsibilities.

SOURCE can provide the following event planning assistance:

- Connect the EPP with individuals or organizations in the community that might speak, attend, or provide resources for the event.
- Provide access to any of SOURCE's 100 partnering community-based organizations (CBOs). All SOURCE partnering CBOs maintain active records with SOURCE, have involvement opportunities that are appropriate for health professional schools, and receive frequent updates from SOURCE about our schools.
- Connect the EPP with other JHU co-sponsors, including other student groups, that might assist in the event or program.
- Publicize the event throughout the three schools (Medicine, Nursing, and Public Health), as well as to SOURCE's partnering CBOs.
- Consult the EPP on a variety of areas: logistics, room reservations, advertising, funding sources, transportation, security, liability, the different policies within the three schools, etc.
- Handle a variety of administrative tasks (as agreed upon during an event planning meeting). Possibilities include: room scheduling, obtaining approvals, advertising activities, electronic sign ups, phone/email correspondence with outside speakers and CBOs, etc.
- For in-depth service activities, SOURCE can provide assistance with planning for all stages of the service activity: Preparation, Action, Reflection, and Evaluation.
- For recurring events, SOURCE can provide institutional memory. SOURCE maintains files on past events that have been co-sponsored with SOURCE. Therefore, some EPPs will not need to reinvent the wheel.

In return for SOURCE's Services, the Event Planning Partner (EPP) is expected to:

- Schedule an initial event planning meeting with SOURCE staff to discuss event ideas and the planning process.
- Handle any agreed upon tasks that are discussed with SOURCE.
- Inform SOURCE immediately if any event details change, or if the EPP experiences difficulty carrying out tasks.
- When working with one of SOURCE's partnering CBOs, include a note that the CBO is a SOURCE partnering CBO. For example:
Volunteer with the Shepherd's Clinic (a SOURCE partnering organization).
- For community service activities, the EPP will forward a message that includes the link to SOURCE's online Feedback and Reflection Form to all participants. The EPP will indicate the importance of reporting participants' involvement in community service activities.
- Include SOURCE as a co-sponsor of the event. SOURCE defines "co-sponsorship" broadly. While SOURCE may not always be able to provide funding, the other resources we contribute are valuable tools, including our staff time, advertising expertise, and community connections. Please list our co-sponsorship as follows:

SOURCE (Student Outreach Resource Center)

When appropriate for advertising, SOURCE can provide the EPP with SOURCE's logo.

SOURCE's other pertinent contact information is:

SOURCE (Student Outreach Resource Center)
The Community Service and Service-Learning Center
Serving the Johns Hopkins University Schools of Medicine, Nursing, and Public Health
2017 E. Monument St.
Baltimore, MD 21205
P: 410-955-3880
F: 410-502-2736
source@jhsph.edu
www.jhsph.edu/source

The **SOURCE** for community involvement opportunities.

To schedule an initial event planning meeting, please contact SOURCE at source@jhsph.edu or 410-955-3880. Please provide contact information, School affiliation, and the basic details or idea for the event. SOURCE will designate a staff member to work with the EPP.

Yours in Service,



PLEASE FILL OUT THE DETAILS BELOW:

Yes! We agree to uphold the outlined expectations in this written policy.

Group Name:
Contact Person:
Contact Person's Email:
Contact Person's Telephone:
Event Name and Details: