

Become an Official SOURCE Student Group Partner!

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. Student groups that are actively engaged in community service initiatives in Baltimore are encouraged to become official SOURCE student group partners.

SOURCE aspires 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 and student groups on the East Baltimore campus. The partnership between a student group and SOURCE may dissolve if either party does not meet these expectations.

SOURCE is expected to assist Official Student Group Partners in the following ways:

- *Connections to the Community.* SOURCE 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.
- *Connections across Hopkins.* SOURCE 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, and a Community Council. Partnering student groups will have access to high level administrators, fellow student leaders, and key community figures.
- *Advisors / Consultants.* SOURCE 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.
- *Co-sponsor Special Events.* SOURCE 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). See SOURCE's Event Planning Assistance Policy.
- *Publicity.* SOURCE can publicize a student group and its events across the three schools. 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 student group partners will be highlighted in SOURCE's quarterly newsletters.
- *Recruitment.* SOURCE can assist in developing student group recruitment plans, recruiting students and volunteers for activities, etc.
- *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 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.
- *Relevant Updates.* SOURCE will provide pertinent and targeted updates to student groups.

- *SOURCE's Annual Volunteer Fair.* SOURCE will invite student groups to participate in SOURCE's Annual Volunteer Fair (held in September). Student groups can recruit interested volunteers, alongside SOURCE's partnering CBOs.
- *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
 - 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 SOURCE Student Group Partners are expected to:

- List SOURCE as a co-sponsor on any events that SOURCE assists with, funds, or advertises.
- Consider meeting with SOURCE (or invite SOURCE to student group meetings). SOURCE can serve in an advisory capacity, present on a number of community-oriented topics, or provide ideas for connecting with the community.
- Assist SOURCE, when possible, to generate interest in reaching out to the Baltimore community.
- Provide feedback and support to SOURCE, when asked.
- Keep SOURCE in the loop. Let SOURCE know when a student group plans a community-related event, changes contact information and/or leadership, and other pertinent updates (changes needed for SOURCE website, items in storage at SOURCE, etc).
- Consult with SOURCE when a student group begins planning a community-based activity. SOURCE can help!
- Inform student group leaders about SOURCE and its services. Encourage other student groups to utilize SOURCE. Inform new student leaders about the importance of maintaining relationships with SOURCE.
- Help promote SOURCE as the center for community service and service-learning on the East Baltimore campus.

SOURCE is open to working with any individual student or student group that is dedicated to community service in Baltimore. However, creating a formal network of student group partners helps all of us stay connected and pulls all of our resources and ideas to better serve the community.

To become an official SOURCE Student Group Partner, please contact SOURCE at source@jhsp.edu. Groups will need to fill out a simple one-page SOURCE Partnering Student Group Form and schedule an introductory meeting with SOURCE.