

If any of the information that you submitted in the 2023-24 Renewal form changes (like updated leaders), Email Us Immediately!

It is your (the president's) responsibility to share/forward these guidelines to every club leader and additional emails.

PHC sends emails directly to all presidents (given that it is the one required leadership position) unless it is for an event for which a liaison has submitted the request.

IMPORTANT GUIDELINES FOR THE FIRST MEETING(S)

Don't forget to make sure that all your club members during one of your first meetings, fill out this form: <https://forms.gle/C7dQzmFXpEEvYdfQ8> – please go through it with them beforehand so that needed information is UNIFORM (i.e. everyone should have the same chapter name).

ALSO REVIEW THESE GUIDELINES WITH LEADERSHIP TEAM AT SOME POINT IN THE FIRST MONTH!

Get a list of topics that are specific to YOUR club that you would like to discuss and make blog posts/infographics for! We suggest having a list of at least 10 so that in addition to our monthly advocacy days, you have your OWN topic per month!

IMPORTANT GUIDELINES FOR THE NEXT MEETINGS

We pride ourselves in fluidity, interdisciplinary scholarship, and curiosity. So, though we have a guided calendar and to-do list to help you,

(<https://docs.google.com/spreadsheets/d/1tpSlqYLA-617QoEjVgK-cmMdQU3rhKfDPUAoGBbOK2Q/edit?usp=sharing>)

we know that these lists don't fit every club... and that's okay!

Some months are more dedicated to making infographics and others have numerous possible events. Again, each club is different and you are in no way required to strictly follow our plans. There are so many public health topics and however you feel is best to explore them, we are here to support.

Goals (Know that you do NOT have to complete all the goals for the month. You can complete 1, 3, or none. The ones that are necessary will have "MUST DO" written next to it. As long as you advocate in the means you find to be best for your community, you are doing more than we could ever ask for!)

We suggest you meet at least once a month. Some chapters choose to meet more and some less. What does it depend on? The goal of your club! If your club's goal is to host events on campus frequently, then you may want more meetings. If your club's goal is to make globally accessible resources, then you may not want more meetings but would rather like to just meet once a month to allot post responsibilities to different members and help organize your materials for your club leaders so that it is easier to send your posts/infographics to the PHC board!

IMPORTANT GUIDELINES FOR HOSTING EVENTS

... You Want To Host An Event

You Want To Host An Event! For each event your chapter wants to host, you **MUST** submit this form. <https://forms.gle/mvAXG17zJJVFTDQB6>

(to see an overview of every event:

https://docs.google.com/document/d/14MDZj3QpmV4k3a-5Z9BibSs-h_Oa043wd23y06ITpkE/edit?usp=sharing)

Not only does filling out this form give you access to more resources, but it helps us to keep track and follow up on your event! Special events marked BONUS, or events sent out throughout the year (i.e. our holiday events), don't require you to submit this form. Only our hallmark events (that are listed on the form or on our site) and events (specific to your club) you'd like to bring to our attention, should be submitted.

Please try to submit event requests within a month of your planned event; if it needs to be more than a month for you to plan and get approval, that's okay! We understand.

Once you submit the form, you will receive an email with more information, including:

Resources (we will either directly link the resources or direct you to our site to download the resources).

Activity Plans (varies per event)

Other websites/nonprofits you can consult for more details!

Each month there are dozens of public health days. Public Health PHC focuses on several throughout the year. But we want to remind you that PHC prides itself on just how fluid our "definitions" of a chapter, leader, calendar, etc. is! Your chapter is specific to you! If you want to host events that PHC doesn't have but your club is extremely passionate for... then host it! Our chapter system works in that we have our own PHC advocacy calendar from which you can select events and ideas.

... You Want To Host A NEW Event

We also suggest that every club creates a list of Public Health matters that are specifically important to them and may not fall under the category of our events. This can involve

curating specific events for your own club or creating infographics and blog posts for PHC. **The fun thing about creating events for YOUR OWN club is that Public Health PHC will repost it, highlight your club on our Instagram, and may even ask you to become the leader of an initiative on our website based on the success of your event.** For example, our activities for eating disorder awareness week were first sponsored and developed by a chapter of ours in New York!

If you would like to create a new PHC event (on our advocacy calendar (<https://www.publichealthphc.com/projects-events-1>) you must first host an event on your campus/chapter, and let us know by selecting “You Want To Host A NEW Event (PHC CHAPTERS ONLY—and write description in the additional information section)” on our “You Want To Host An Event” form. We will then contact you and see if you’d like to schedule a zoom meeting and be added as a Resource Coordinator of PHC.

General Steps

(some events have more following steps if you look at the calendar, or you’ll receive the following steps once you fill out the “Host An Event” Form)

1. Get approval for your school to host _____ and set a date (for either a presentation, wear a certain color day, etc. depending on the event—you can see details on https://www.publichealthphc.com/projects-events-1 to get the gist of what you will need to get approved)
2. Submit our "Host an Event" Form https://forms.gle/zkAF4g2AhCLytoGn6 for resources: powerpoint, script, email
3. We will send you resources and more information once you decide you would like to host an event; you can see a brief overview of the event and the resources on publichealthphc.com 's corresponding pages (Events) (Resources)

To see more steps, check out our **general advocacy calendar!**
https://docs.google.com/document/d/14MDZj3QpmV4k3a-5Z9BibSs-h_Oa043wd23y06ITpkE/edit?usp=sharing

^^ this provides you an overview of each event’s general steps:

And then, again, submit the “You Want to Host An Event” form to get resources, activity plans, and additional steps <https://forms.gle/8FkREs7rviDB2YBn7>

IMPORTANT FORMS:

Here is our friendly reminder of our forms that you will most definitely make use of throughout the year! Your Liaison primarily will be responsible for filling out the following forms (and president, depending again on how you distribute tasks)

Chapter Submitting Blog/Infographic Post:

If someone in your chapter wants to submit a blog or infographic post, you (typically the Liaison) will be REQUIRED to look it over and ensure it is appropriate in order to use this form. Members will ask YOU for APPROVAL for their topic rather than going through the foundation's 2-step process of 1) approval and then 2) submitting the post.

Otherwise, your members must go through the regular process of getting an idea approved with the foundation and then submitting the post. This form is a shortcut for clubs, hence why you are responsible for the posts. *Other people (outside of clubs) have to first approve their idea with the foundation before making a post for publichealthphc.com.* To help ensure infographics and blog posts are applicable, send your members (or go through with them) our [Blog/Infographic Guidelines](#).

FORM: <https://forms.gle/Ryo5qZFbJufVrfDV8>

You Want To Host An Event! For each event your chapter wants to host, you must submit this form.

<https://forms.gle/mvAXG17zJJVFTDQB6>

Service Hours Request! <https://forms.gle/MJWioGUwtF5wyjwc9>

REMINDERS

Remember to follow us and tag us on your posts on your chapter's instagram! We love to see the events you hold and highlight them!

Please do not hesitate to reach out if you have any questions. We will be primarily communicating with the President and Liaison, who will be responsible for relaying information!

We will remind you of upcoming events you can host, opportunities with Public Health PHC, and new resources... so keep an eye on your email!

JOBS AND RESPONSIBILITIES

President:

The President shares the holistic responsibility of designating responsibilities to sub-directors and offering help when needed! You make sure everything runs smoothly, and you have the ability to do every single one of these jobs if need be.

Liaison:

The Liaison is responsible for communicating between the nonprofit and club. The forms that need to be submitted for recording events; questions and communications; helping members

of the club if they want to make a blog post or infographic post for the nonprofit; requesting community service hours, etc. Everything that needs to be relayed, you're responsible for (and the president too helps)

Director of Media/Information:

The Director of Media/Information is responsible for keeping their community updated on major events. Whether this be by creating fliers to put around their area, making posts for your specific club's instagram, or taking pictures during the events hosted by your club, the media director is an important job. The media director will be in charge of keeping your club's social media active —especially when hosting events —so that we can feature you!

Community Outreach Coordinator:

The Community Outreach Coordinator will lead the way during events. Ensuring you have a time and date; getting all the resources needed for the event; using our presentations (or even creating your own) and leading the team in sharing information about the event and educating your community about the event.

These are the "definitions" for each leadership position, but every chapter is different... so continue to design and allow your leadership positions to evolve how you best see fit as the year goes on! For example, the lines may blur when the liaison is submitting a form to host an event that the community outreach coordinator is leading; or, as another example, the president might share some information about a major event before the director of media does; or, a final example, the president may send an email about an event instead of the community outreach director. That's fine! There's no wrong way to run the club; just communicate! The best part about being on the PHC leadership team is that you all get to work together; each role means so much to the other responsibilities.

RENEWING YOUR CLUB FOR THE NEXT YEAR

We will be implementing a new plan for club renewal for the upcoming school year. Club renewal forms will be sent out at the end of May/beginning of June. You must elect your next year leadership team by then.

Send a list of the leadership positions to all club members and ask them to respond to the following prompt

Apply by writing a thorough paragraph to the following questions: Why do you enjoy learning about public health? How do you think we can improve the club next year? How will you individually contribute to club activities? What leadership qualities do you possess that would make you a good candidate? And anything else you would like to add!

Note that: Club attendance last year will also be taken into consideration when making the decision.

KEEPING TRACK OF HOURS

We suggest that every meeting you keep track of attendance for your own records

We suggest that the Liaison (in addition to our own records) keep track of all infographics and blog posts submitted as well as events hosted! Create a spreadsheet with columns titled "Type of Service (Blog Post or Infographic)," "Club Member's Name," "Date Submitted," "Hours." We only give service credit for blog posts and infographics, and 2 hours are given per infographic post and 3 hours are given per blog post.

SERVICE HOURS REQUESTS

If anyone in your club would like service hours, keeping track of their hours will help! You (The Liaison, or president) must submit this form for the member, and we will send a certificate upon review.

<https://forms.gle/MJWioGUwtF5wyjwc9>

IMPORTANT RESOURCES

Club Calendar

<https://docs.google.com/spreadsheets/d/1tpSlqYLA-617QoEjVgK-cmMdQU3rhKfDPUAoGBbOK2Q/edit?usp=sharing>

General Advocacy Calendar

https://docs.google.com/document/d/14MDZj3QpmV4k3a-5Z9BibSs-h_Oa043wd23y06ITpkE/edit?usp=sharing

Our Globally-Accessible Resources

<https://www.publichealthphc.com/resources>

With infographics on postpartum depression to vaccine equity, make use of the resources available on our website!

And on our instagram www.instagram.com/publichealth.phc

Our Logo

https://drive.google.com/file/d/1L_B5vtqwxJwmF7j63QCMVg42Y0a9NJGp/view?usp=sharing

Blog/Infographic Guidelines

https://docs.google.com/document/d/1EE0FCmm5lcT9dCfUyD8E_Y6_3nhLcozIE5IHyr249PM/edit?usp=sharing

CHAPTER UPDATES:

Please meet up as a leadership team fill out this form throughout the year to keep log of what you have accomplished and how we can improve!

<https://forms.gle/pZPzh5jfYjLzFm4CA>

Completing this form once a month will help you keep track of your activities. However, if you end up only doing it at the end of the year, that's perfectly fine too.

We only ask you submit this form at least once at the end of the chapter year.