

CSC New Student Group Proposal Form

Please provide detailed responses to the following questions using the template. Please **email** the completed proposal and group budget document to CarolineO@jhu.edu by **Wednesday, April 20, 2016 at 12 Noon.**

Proposed Name of Group: United Against Inequities in Disease (UAID)

Name of Contact Person for Questions Regarding this Form: Tracy Chen

Contact Person Position (president, secretary, etc.): President

Contact Person Email: tchen56@jhu.edu

Officers

Position	Name	Email Address
President	Tracy Chen	tchen56@jhu.edu
Treasurer/Financial Officer	Carolina Chu	cchu19@jhu.edu
Secretary	Amy Zheng	azheng2@jhu.edu
Other officer (please specify): Vice President	Idy Ding	iding1@jhu.edu
Director of Events/Marketing	Jamie Park	mpark47@jhu.edu
Director of Awareness and Activism	Anjie Ge	age1@jhu.edu

MISSION STATEMENT

Your mission statement should answer the following questions: what does your group do, how do you do it, and why do you do it? Your mission should relate to a community-identified need, either JHU or Baltimore community. Please note—this paragraph will appear on the CSC website and list of student organizations. The United Against Inequities in Disease (UAID) mission is “to empower students and communities to eliminate health inequities.”

The objective of the Johns Hopkins University UAID is to discuss health inequities--"unjust and preventable differences in health between groups of people"--within nearby communities and implement projects to alleviate the impact of these inequalities. We differ from other community service organizations by tackling different public health concerns annually. In 2016-2017, UAID will focus on the issue of weight management/nutrition in Baltimore. We will also hold speaker series, film screenings, and panel discussions concerning these issues.

STATEMENT OF NEED

Please describe in more detail the community-identified need your group addresses. How have you examined and evaluated this need? Who is your target audience(s)? What gap in services and/or programming are you filling in support of your community partner and, ultimately, your target audience? Statistics and other data are helpful—consider the following sources, in addition to information from your community partner: Baltimore City Health Department (<http://health.baltimorecity.gov/node/23>), the Baltimore Neighborhood Indicators Alliance (<http://bniajfi.org/>), and City-Data.com (<http://www.city-data.com/city/Baltimore-Maryland.html>).

The purpose of UAID is to "empower students and communities to eliminate health inequities." To accomplish this goal, UAID chapters focus on different social determinants of health. That is, the service projects and different on-campus events focus on multiple facets of public health, which is something unique to this organization. For the UAID chapter at Johns Hopkins University, we hope to carry those ideals to Baltimore and raise awareness about several pressing issues in public health. And like several other UAID chapters, we hope to discuss different public health themes every year. For the academic year 2016-2017, we have decided to focus on obesity and nutritional problems within the Baltimore community due to the detrimental health impact of food deserts. Supermarkets (such as Giant) are scarce. Inner City Baltimore residents predominantly rely on "corner stores" for their daily meals. These so-called "corner stores" carry soft drinks, fried food, pre-packaged food products, and lack fresh vegetables and fruits for Baltimoreans to get their dose of antioxidants and vitamins. Healthier foods are also more expensive than low-nutrient, calorie-dense food. This environment does not foster a healthy diet and wellbeing, contributing to the rising rates of obesity.

Obesity is a serious public health issue in Baltimore City that not only impacts overall quality of life, but also is linked to serious health conditions (such as cardiovascular disease, high blood pressure and diabetes). According to the Baltimore City Health Disparities Report 2013, 30.76% of the residents are obese. In other words, about 1 out of 3 adults in Baltimore has a BMI greater than or equal to 30. Combating obesity requires increasing physical activity levels and incorporating healthier dietary choices. Building healthy communities means increasing access to and knowledge of the importance of healthy and fresh food. UAID will increase awareness of nutritional value in Baltimore City by distributing educational pamphlets on the health benefits of a balanced diet as well as maintaining an active lifestyle.

UAID has two target audiences. One of them is the Baltimore community. UAID hopes to have a meaningful impact through community service projects. We want to educate, listen, and support people struggling to make dietary changes. The second target audience is Hopkins students. UAID's goal is to empower students to step outside the "Hopkins Bubble" to encourage healthier lifestyle to patients at the Johns Hopkins Weight Management Center and to students at Barclay Elementary School.

As mentioned before, UAID operates on a rotating cycle of projects so the community partners that we will collaborate with will vary annually. The goal is for UAID to be the facilitator between the community partner and our target audiences. Hopkins students may only know a few community partners; by collaborating with these partners, Hopkins students can play a greater role in their community service projects.

INTERNAL ORGANIZATION AND PROCESSES

What is the anticipated size of your group? How do you plan to recruit members, and how many people do you expect to have on your board?

The anticipated size of our group is 40.

One way to reach people and to disseminate information about UAID's mission is to hold general body meetings (GBMs). During these meetings, we will explain UAID's goals, details about multiple service projects in the Baltimore community, and responsibilities of the executive board and active members.

We can advertise our organization through flyers, Today's Announcement, and pre-professional list-serv. We can also use social media platforms to spread the word. In addition to online advertising, we will participate in the Student Activities Fair, CSC's Group Meet and Greet, and SOHOP Expo. To make our display more interactive at these events, we could demonstrate examples of some volunteer projects. For the projects in 2016-2017, we could provide healthy and easy-to-make food samples that will be presented in our community projects.

As for the number of people on the executive board, there are currently 5 positions. As the organization grows, other board positions will be added. For example, there is the Director of Awareness and Activism, who is responsible for increasing the chapter members' awareness of current events related to the annual theme or other health inequities.

What expectations do you have of potential members (i.e. number of hours required, meeting attendance requirements)?

Potential members are expected to attend at least half of the GBMs. They should also attend at least two service projects and one non-service on-campus event.

How frequently do you plan to meet on campus (not at your service site) to discuss the program, reflect on your service, and plan for future events and activities?

There will be biweekly (every other week) meetings.

How will your group manage the election process for appointing new group officers? When will this process take place?

All members who have been active in the chapter for at least one semester are eligible to run for Executive Board positions with exception to the positions of President and Vice-President. To be eligible to run for President and Vice-President, a person must have served on the UAID Chapter Executive Board for at least one academic year.

Annual elections for the UAID Executive Board will occur at the beginning of the spring semester. The outgoing and incoming executive boards will then use as much time as necessary until April 1st to transition their roles after the election. By 11:59pm April 1st, the transition must be complete and the full names, titles, and contact information (e-mail, phone number, and address) of the incoming Executive Board must be e-mailed to the National Director of Chapters.

Elections will be facilitated by the Advisor and a non-returning Executive Board Member or a non-running general member appointed by the Executive Board, referred to as the Facilitator. This appointed member remains neutral and relinquishes his or her right to vote.

For the positions of President and Vice-President: Nominations for these positions shall be opened no later than three weeks prior to the election. Candidates for President and Vice-President can either nominate themselves or be nominated by another Executive Board member. The nominee must accept their nomination either in person or in writing to the outgoing Chapter President, Faculty Advisor, and Facilitator by a time and date determined by the current Executive Board. A list of all nominees with their information (i.e. background, interest, platform) shall be sent to Chapter members no later than one week prior to the election.

For all other Executive Board positions: Nominations for these positions shall be opened no later than three weeks prior to the election. Candidates can either nominate themselves or be nominated by another Executive Board member or general member. The nominee must accept their nomination either in person or in writing to the outgoing Chapter President, Faculty Advisor, and Facilitator by a time and date determined by the current Executive Board. A list of all nominees with their information (i.e. background, interest, platform) shall be sent to Chapter members no later than one week prior to the election.

Voting ballots with each position and the candidates running will be distributed to voters before the speeches. The position to be voted on will be announced and all the candidates for said position will be presented. Each candidate will give a brief speech followed by questions from members. Time limits for speeches and questions shall be determined by the Executive Board. After all candidates for each position have presented, voting for that position will occur.

How do you plan to support the transition process for new officers? For example, will the new officers shadow outgoing officers, do you have a shared Dropbox or Google Drive account, or do you provide the information in another way? How will you make sure new officers have access (passwords, login info) for group resources? (For assistance with transition planning, please look at page 24 of the Group Management Handbook, available on the CSC website at: <http://goo.gl/3PuR3M>)

They are technically appointed at the beginning of the second semester. However, they will not start official duties by themselves until the following semester. After the new officers are elected, they will be under the mentorship of the current officers for their respective positions. Current officers will ease them into the role by giving them smaller tasks to complete. In addition, the current officers will help guide them toward the next community-based projects for the following year and supervise other on-campus events.

There will be a Google Drive account with meeting notes, the constitution, and any other relevant documents to the organization. There will also be a Facebook group to facilitate communication. The secretary will be in charge of providing log-in information for the new members. The president will make a liaison between the upcoming executive board and the national board.

SERVICE EXPERIENCE

How frequently do you expect to do service?

As stated previously in the "Mission Statement," the type of service projects changes annually, depending on what public health issue is highlighted. As a result, the frequency of the service projects varies. For smaller projects, it will be more frequent (possibly twice a month); for larger projects, it will most likely be less frequent (once a month).

For the academic year 2016-2017, there will be an average of two service trips per month (if there are no other major events within the same month).

Please describe a typical volunteer experience for your group

As stated in the "Mission Statement," the type of service projects depends on the annual theme. There is technically no "typical" volunteer experience. For the academic year 2016-2017, the group will be focusing on the issue of obesity and nutrition.

One of the proposed service projects will be working with Barclay Elementary School (or another elementary school close to campus) to raise awareness about nutritional meals. Members of UAID will go during after-school hours and lead food-related activities with the children. For example, one activity is making inexpensive, nutritious snacks and teaching these kids the benefits of eating healthier. Another activity is tea time--to engage them in discussions like diet and vitamins.

Another proposed project is working closely with the chapter advisor Dr. Lawrence Cheskin. His research focuses on obesity and weight management programs. His target audience is inner Baltimore individuals. UAID members can

possibly help the support groups, organize supplies (such as, packaging and distributing food), and other administrative tasks at the Johns Hopkins Weight Management Center.

Do you plan to do any indirect service, such as advocacy, speaker panels, educational events, etc.? Please describe.

Yes, there will be multiple on-campus events that focus on current public health issues. Ideally, our group has an idea for a "Public Health Week." Each day of the week will feature different events that highlight different public health issues. For example, one day will be a film screening. Other events include: networking lunch (with graduate students and/or professors from Johns Hopkins School of Public Health), informal discussion where undergraduates can share their personal health struggles, and a formal seminar or panel featuring different guest speakers (both affiliated and non-affiliated JHU faculty). If not during an entire week, these events will span throughout the year.

Student groups affiliated with the Center for Social Concern have a number of responsibilities to their community partners and to the university. Please review the list of responsibilities below—by registering your group, you are affirming your commitment to upholding these responsibilities.

❖ **Community Responsibilities**

- **Uphold the CSC's mission of "In the community, with the community"**
As a CSC group, your group is expected to address community-identified needs through sustainable, safe, and respectful service
- **Be punctual and responsible** CSC groups are responsible for communicating regularly with community partners, especially regarding planned or unplanned absences, paperwork, or other issues
- **Respect the privacy of all clients** CSC group volunteers are expected to respect the privacy of the clients whom they serve. This includes not sharing confidential information you might be privy to (such as organizational files, full names, or personal stories). Volunteers may not take photographs of clients.
- **Be flexible and proactive** Since nonprofit organizations often do significant work with limited resources, sometimes situations might be unpredictable at your partner site. Remaining flexible is essential.

❖ University Responsibilities

- **Register Annually** Every CSC group is required to register annually in order to maintain its status as an “Active Group”
- **Report on Service** Throughout the year, Community Service Groups must submit several reports and documents on time in order to keep the CSC updated on their work.
- **Respond to the CSC** Groups must make a timely effort to respond to requests for information from CSC staff advisors and group management interns.
- **Be good stewards of financial resources** CSC/France-Merrick funds are intended to support direct service in the city of Baltimore. Student groups may only spend budget allocations in accordance with the financial regulations outlined in the CSC Group Management Manual, available online on the CSC’s website. Failure to comply with the financial policies might jeopardize your ability to be reimbursed and/or for your group to continue to receive CSC funding
- **Follow Regulations** Student groups are expected to comply with all University policies included in the Group Management Handbook (available on the CSC website), those listed on the CSC website, and the student code of conduct. It is your responsibility as a student group leader to be familiar with all policies and to ensure that your organization is in compliance. If you ever have any questions about what is expected of you, please contact your advisor.

❖ Individual Responsibilities

In addition to these group responsibilities, individual CSC student group members have specific additional responsibilities, including:

- **Submitting individual paperwork *prior to serving* Every student** volunteering with a JHU student group **must** complete the following prior to volunteering with a community partner:
 - Waiver of Liability and Hold Harmless Agreement
 - Image Release Form
 - All volunteers working with children (individuals under the age of 18) must complete the University’s Child Abuse Awareness and Prevention Policy online training prior to their service
 - Volunteers working at clinical sites must complete the University’s HIPAA and Bloodborne Pathogens Online Trainings prior to their service.
 - Note: there may be additional pre-service requirements (such as background checks and fingerprinting) required by your community partner.

- **Making sure your group memberships are recorded accurately on Hopkins Groups** This includes making sure you are on the roster of any groups of which you are a part, and that you have been removed from the rosters of groups with which you are no longer involved
- **Tracking service hours** Beginning in the fall of 2015, students will record their own service hours through Hopkins Groups for each student group with which they volunteer. Service hours must be submitted in a timely manner (preferably within a week of the service), and hours may be approved by the student group's president.

2016-2017 Academic Year Plans

GROUP GOALS

What goals do you have for your organization for the 2016-17 academic year? Please list at least two goals and for each, include two actionable steps you can take to achieve those goals.

Goal #1: Increase chapter presence on campus and in the community. This can be achieved by: 1) actively advertising our organization and encouraging underclassmen, especially, to join, 2) gradually increase the required service projects

to be an active member (as the organization develops more), and 3) partnering with other student groups at Hopkins for possibly larger-scale annual events.

Goal #2: To have a meaningful impact, big or small, on the community--within or outside Hopkins--by raising awareness of current public health issues. This can be achieved by: 1) organizing various panels/speakers of all public health backgrounds throughout the school year, 2) conducting multiple community-based service projects with an educational component as well, and 3) educating Hopkins students (and possibly non-affiliates) about such issues via pamphlets, informal discussions, and current event articles through social media.

How do you evaluate the success of your organization's work as it pertains to the goals you set? *Consider how you might evaluate your service from the perspectives of: service recipients, student volunteers, group leaders, community partners. You might consider surveys, questionnaires, pre- and post-tests, interviews or conversations with community partners, or spending a group meeting discussing what is going well and what could use improvement. If you become a recognized student group, your CSC advisor can discuss other methods of evaluation with you during your fall advising appointment.*

In most cases, the easiest way to evaluate these goals is through questionnaires. For the service project at the elementary school, we would give the students a questionnaire before our activities and another questionnaire when we return. This documents a before-and-after scenario where we can easily observe changes in behavior and analyze what or what did not worked.

For other events, a survey would be emailed out to all attendees for constructive feedback to improve future events.

There will also be questionnaires for UAID members; in addition to evaluating the performance of the group and of the executive board, they will be encouraged to propose new public health themes and possible service projects for the subsequent year.

EVENTS

Please list any annual events/activities your group intends to organize each year and the anticipated month (or semester) they will happen. Please make sure that you have budgeted for these events/activities in the budget you submit during the registration process. For more information about what can and cannot be funded, please see the CSC handbook on our website. Financial information begins on page 29.

My group does not have events: ☐

EVENT NAME/DESCRIPTION	ANTICIPATED MONTH OR SEMESTER
Public Health Week	Spring Semester
Multicultural Health Fair	Fall Semester
Smoothie Stand	Spring Semester
DIY Trail Mix	Fall Semester

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CSC SUPPORT

What are your expectations of support from the CSC and what assistance do you need from your CSC advisor and the group management interns in order to make this year successful for your organization?

We would like the CSC to help network and advertise the new chapter of UAID at Johns Hopkins University. For example, the CSC could help spread the word by mounting UAID flyers to bulletin boards at its office. We would also like suggestions and further details about more organizations within the Baltimore community because the CSC has a better understanding of which schools/communities/organizations have been historically responsive to student groups. Moreover, it would be beneficial to have some guidance in organizing major events (such as inviting potential keynote speakers).

How do you train volunteers to ensure they have the skills necessary to serve well? If you do not currently have a plan to train your volunteers, would you be interested in support from the Center for Social Concern to help develop a plan?

We would like to teach our general members on how to be active listeners and effective communicators. Since our club focuses on the social injustice outside the “Hopkins Bubble,” we also want volunteers to be well-equipped to cope with various stressors that they would encounter in the Baltimore community. During GBMs, we would discuss our emotional responses to the social ills of Baltimore City and how we can channel our feelings into motivation for the alleviation of current public health concerns.

COMMUNITY PARTNER INFORMATION

All CSC groups are required to have a community partner. Please name your community partner and describe the mission and goals of your partnering organization(s).

See below.

Who is your primary contact at your main community partner organization (or national organization, if you are a chapter of a national organization)? Please describe the relationship and communications you have had with him or her regarding your proposed group. If you do not have a primary community partner, please indicate that here.

Since the focus of our group is discussing and bring awareness to different public health topics, the community partners we would want to collaborate with would change yearly.

For this year, potential partners are Dr. Cheskin (and the Weight Management Center) and Come Home Baltimore (an organization whose goal is to rebuild Baltimore City neighborhoods; one of their goals is renovating gardens to promote a healthier lifestyle).

A potential partner from the list down below is Health Leads Baltimore.

How far away from JHU is your potential service site? How would you plan to get to and from your site? Almost all of the potential service sites will be on-campus. For places especially close to Homewood campus, members will take public transportation. For sites not conveniently located near bus stops, vans (some of the board will be van-certified) will be utilized instead.

Below is a list of approved Center for Social Concern community partners. Please check all of the organizations you plan to serve with over the course of the year.

- ☐ 901 Arts
- ☐ Alternative Directions Inc.
- ☐ American Cancer Society
- ☐ American Heart Association
- ☐ Art with a Heart, Inc.
- ☐ Baltimore City Community College - The Refugee Youth Project
- ☐ Baltimore City Health Department - Eastern STD Clinic/Needle Exchange Program
- ☐ Baltimore City Mayors Office of Human Services
- ☐ Baltimore Clayworks
- ☐ Baltimore Corps
- ☐ Baltimore Green Map
- ☐ Baltimore Green Space
- ☐ Baltimore SquashWise Inc.
- ☐ Believe in Tomorrow Children's Foundation

- ☐ Best Buddies National Organization
- ☐ Blue Water Baltimore
- ☐ Camp Kesem
- ☐ Catholic Charities
- ☐ Central Baltimore Partnership
- ☐ Charm City Clinic, Inc.
- ☐ Chase Brexton Health Services
- ☐ Church of the Guardian Angel
- ☐ Civic Works Inc.
- ☐ Community Law Center
- ☐ Cylburn Arboretum Association
- ☐ Digital Harbor Foundation
- ☐ Emmanuel's Rock
- ☐ Equality Maryland
- ☐ ERICA - Episcopal Refugee & Immigrant Center Alliance
- ☐ First Fruits Farm
- ☐ FORCE
- ☐ Franciscan Center, Inc.
- ☐ Fusion Partnerships
- ☐ Girl Scouts of Central Maryland
- ☐ Goodwill Industries of the Chesapeake, Inc.
- ☐ Greater Baltimore Urban League

- ☐ Greater Remington Improvement Association
- ☐ Habitat for Humanity of the Chesapeake
- ☐ Health Care for the Homeless
- ☐ Health Leads Baltimore
- ☐ Higher Achievement
- ☐ Historic East Baltimore Community Action Coalition (HEBCAC) Youth Opportunity Center
- ☐ Intersection of Change (formerly Newborn Holistic Ministries - Jubilee Arts/Martha's Place)
- ☐ Johns Hopkins Hospital
- ☐ Leaders of a Beautiful Struggle
- ☐ Liberty Rec and Tech Center
- ☐ Living Classrooms Foundation - Carmelo Anthony Youth and Development Center
- ☐ Maryland Department of Juvenile Services - William Donald Schaefer House
- ☐ Maryland Hunger Solutions
- ☐ Maryland Office of the Public Defender
- ☐ Maryland School for the Blind
- ☐ Maryland SPCA
- ☐ Mercy Medical Center
- ☐ Mi Espacio Program (sponsored by CASA de Maryland)
- ☐ Mount Royal Community Development Corporation
- ☐ Moveable Feast
- ☐ National Children's Oral Health Foundation
- ☐ Parks and People Foundation
- ☐ Project PLASE Inc.
- ☐ Reservoir Hill Improvement Council, Inc.

- ☐ Shepherd's Clinic
- ☐ St. Francis Neighborhood Center
- ☐ Station North Arts & Entertainment, Inc.
- ☐ Strong City Baltimore
- ☐ The American Red Cross - Central MD Chapter
- ☐ The Baltimore Community Tool Bank
- ☐ The Community School
- ☐ The Family League of Baltimore City, Inc.
- ☐ The Kiwanis Club of Hampden Midtown
- ☐ The League for People with Disabilities (Snyder Center for Aphasia Life Enhancement (SCALE) Program)
- ☐ The Samaritan Women
- ☐ Thread
- ☐ United Way of Central Maryland
- ☐ Waverly Main Street
- ☐ Wide Angle Youth Media

If you plan to work with any additional organizations, please list the name of the organization, contact person, and contact email and phone here so that we may begin the process of obtaining a Memorandum of Understanding from that community partner. All community partners working with CSC student groups must have a signed memorandum of understanding on file with the CSC, prior to students volunteering.

Through a friend who volunteered at PDOS, I discovered the group Come Home Baltimore. They do multiple projects, but one of the them focuses on the creation of "green spaces"/community gardens. At PDOS, this organization (and Hopkins student volunteers) cleaned up an empty lot to start a vegetable garden. As a result, UAID's service goals for 2016–2017 complements their goals well.

**Name: Come Home Baltimore
Contact Person: Earl Johnson
Email: info@comehomebaltimore.com**

