



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

2011/2012

Chaptership Program Toolkit





Table of Contents

FIMRC: A Global Perspective.....	page 3
Volunteer Program Overview.....	page 5
Chaptership Program Overview.....	page 6
Recruiting.....	page 7
Reaching Out.....	page 9
Running a Chapter Meeting.....	page 10
Getting Involved Locally.....	page 12
Fundraising.....	page 13
Supply Drives.....	page 16
Can't Travel Trips.....	page 16
Tips to Raise Chaptership Meeting Attendance.....	page 18
Appendix A.....	page 19
Appendix B.....	page 21
Appendix C.....	page 22



University of Kentucky chapter during a trip to Agallpampa and Trujillo, Project Peru



FIMRC: A Global Perspective

FIMRC is a 501(c)(3), non-profit organization dedicated to improving pediatric and maternal health in the developing world through the implementation of innovative and self-sustainable health improvement programs. Through its network of outpatient clinics and partnerships, FIMRC asserts a multidimensional strategy that includes clinical services, extensive community outreach efforts and health education programs.

FIMRC is a self-sustainable organization with project related funding provided from business operations – the Global Health Volunteer Program engages approximately 700 individuals annually who volunteer their time abroad and make a contribution in exchange for the experience FIMRC provides. Over 90% of FIMRC’s revenue is derived from our volunteer program.

FIMRC was founded in 2002, is incorporated in Washington, DC and headquartered in Philadelphia, PA. The FIMRC team includes over 3,000 dedicated staff and volunteers worldwide who provide the leadership and support necessary to achieve our mission of improving access to health care for children in underserved communities.

Our Vision

A world in which all children have an equal opportunity to benefit from modern medicine.

Our Mission

To provide access to medical care for the millions of underprivileged and medically underserved children around the world.

We strive to accomplish our mission through the following efforts:

1. Fundraising for the construction of pediatric clinics in areas currently lacking a reliable source for healthcare. FIMRC’s foremost goal is to establish in underserved areas a facility that can serve as a center for healthcare administration to the children in that community, and as a base for our health education programs that serve to improve basic knowledge about the normal functioning body and about common diseases endemic to the area. Prior to the construction of a clinic, FIMRC mandates that a member of our Project Development Team visit the proposed site and conduct a population survey and health assessment. Follow-up visits subsequent to project initiation are also required to ensure proper use of our resources, and ultimately to monitor the clinic’s success. As continuity of care is a priority, a charting system exists in each clinic and serves to document the care each child receives over time. FIMRC’s methodology of preserving wellness is rooted in a commitment to combining incentive programs for parents and children with access to acute care and preventive measures.
2. Directly influence the health of children by encouraging and supporting individuals and groups who desire to travel to medically underserved areas of the world. FIMRC believes that better health is best achieved by direct care to those who can least access it. FIMRC organizes trips for volunteers to our clinics on an ongoing basis in an effort to supplement the care being delivered by local professionals. Medical volunteers work together to do physicals and deliver acute care as necessary. Non-medical volunteers assist with translating,



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

administration, and a variety of other tasks. By inspiring others to become involved in global health, FIMRC aspires to broaden the level of impact in the communities we serve.

3. Encourage future health leaders to become involved in our purpose by recognizing their achievements. We encourage students to start a FIMRC chapter and participate in local community service activities as well as visit a FIMRC clinic so that they may experience firsthand the goal of healthier children worldwide – the end result of FIMRC’s vision.

Through determination and the belief that all children deserve health, FIMRC declares itself as a major force in the delivery of healthcare worldwide – one clinic and one child at a time.



Volunteers from the Texas Tech University Health Science Center School of Pharmacy chapter with children and site staff from Project Alajuelita at the Tejarcillos Soup Kitchen in Costa Rica



Volunteer Program Overview

FIMRC's volunteer programs are ideal for those with career interests in nursing, medicine, community health, and public health, as well as those passionate about volunteering or working with youth. Through FIMRC's programs, volunteers have the opportunity to work with clinic staff while gaining firsthand experience of medical systems in developing communities. Preventative health education is the cornerstone of the program, with volunteers actively designing and implementing health education seminars for children and families at medical facilities, schools, soup kitchens, and other community centers. Education topics include dental hygiene, nutrition, anatomy, hand washing, and avoiding unhealthy habits. Volunteers are encouraged to develop health education curricula to address health issues in which they have a background or interest.

In addition to working directly with international communities, volunteers have the opportunity to shadow the physician, nurse, or other onsite medical professionals. Volunteers may also assist with patient intake, take vital signs, give vaccinations, or distribute medications at the discretion of the field team and medical staff. Individuals volunteer at our clinic sites during all weeks of the year, and are provided with housing and in-country transportation to the clinic for the duration of their experience. Generally, both individual and group volunteers serve for periods of one to three weeks, although we are happy to accommodate longer-term placements and have had volunteers on-site for up to a year. Rather than only opening volunteer programs during specific weeks of the year, our sites are open year-round, which allows volunteers to craft experiences around their dates of availability! This flexibility makes our programs especially popular with university students, who often participate in a program during their winter, spring, and/or summer breaks.

FIMRC's Project sites are located in Alajuelita, Costa Rica; Las Delicias, El Salvador; Limon, Nicaragua; Agallpampa, Trujillo, and Huancayo, Peru; Kodaikanal, India; and Bumwalukani, Uganda. Local community members make up project site staff, creating an organic structure that integrates the clinics into the surrounding community and provides a local infrastructure for lasting, sustainable results.

Our diverse volunteer programs provide several options for international service. Our Global Health Volunteer Program (GHVP) is ideal for those interested in more short-term experiences such as alternative spring, summer, or winter breaks. The two Summer International Health Fellowship sessions (SIHF) in El Salvador and Peru are a perfect fit for those looking for an intensive daily clinical experience and the opportunity to view an underserved population from within. Through our Comparative Healthcare Immersion Rotation Program (CHIRP), medical school students complete electives that complement time in the clinic and community setting with a structured curriculum. We also are happy to tailor any volunteer program to your specific interests!



Chaptership Program Overview

Chapters lie at the heart of FIMRC's mission to provide medical care to children worldwide, with FIMRC's ever-expanding Chaptership network extending across the United States and the globe. FIMRC chapters play a number of vital roles including raising funds for special medical projects, coordinating volunteer groups to travel to our clinic sites, raising awareness of public health, and providing service in their own communities. Through their efforts, chapters small and large have directly contributed to the health of thousands of children worldwide.

A chapter is made up of students or other individuals committed to serving as FIMRC's voice in their region. Each chapter is established by a group of officers who lead their peers in service projects which may include holding fundraisers, conducting donation drives, or coordinating community service events. Through our Global Health Volunteer Program, chapter members may travel to our medical sites individually or in groups, providing hands-on assistance to our field staff. Chapter members gain invaluable experience working alongside health professionals, providing health education to international communities, and forming unforgettable bonds, memories, and skills that last a lifetime. Chapter members also effect direct, impactful change at our sites by participating in the Adopt-A-Project program, through which chapters take ownership of specific initiatives at sites.

Each chapter offers exceptional and unique means of carrying out FIMRC's mission. Chapters exist at colleges, universities, medical schools, pharmacy schools, high schools, as well as in wider communities.



UC Irvine chapter members give a presentation to local children as a part of their Spring Healthsmart Fair, a service project in their campus community.



Recruiting

Recruiting is a crucial step for a successful chapter. There are two components to a chapter: the Executive Board and general membership. Members of the Executive Board should possess strong leadership skills, innovative ideas, and enthusiasm for FIMRC's mission so that they can effectively guide the chapter throughout the year. General members should be driven, motivated individuals with a passion for service, and who will contribute to the advancement of your chapter. Serving abroad through the Global Health Volunteer Program is also an integral part of the Chaptership Program. Thus, finding service-oriented individuals eager to gain a worldly perspective will help build a strong chapter membership of like-minded people!

Executive Board Recruiting

- The Executive Board should be elected either by the entire chapter or by its previous members. Ideally the entire chapter should be involved in the selection, but in the case of very large chapters or chapters with sporadic member activity, the previous Executive Board may also appoint the new officers. When creating a new chapter, the individual managing the process can designate him/herself as a member of the Executive Board.
- Individuals applying for an Executive Board position should submit a statement of interest. Popular forms in which to express their interest is that of an essay submission or speech. Applicants should outline their visions for the chapter, why they would make the best candidate, and what they will accomplish in their term. *See Appendix A for example application questions for prospective Executive Board Members*
- Executive Board Officer elections should be organized by office—for example, all the candidates for President deliver their speeches, followed by Vice Presidential candidates, and so on, to allow for just comparison. It is up to the chapter to determine if individuals can run for more than one office and determine the voting system, but it is our opinion that a discussion of the candidates should follow the speeches before the votes take place.
- Executive Board Officers should be the most dedicated and forward-thinking members of the chapter. If the entire chapter is involved in the voting process, the past Executive Board should remind members of the qualities they should be looking for in candidates.
- Should you experience trouble recruiting candidates to run for the Executive Board, it is important to remind chapter members of the benefits of holding office, such as improved interpersonal communication skills, increased knowledge about management processes, and the attractiveness of leadership positions on a resume.

Membership Recruiting

- The major season for new member recruiting comes at the beginning of the fall semester. You need to make your presence on campus known, and can do so in many different ways:
 - Post fliers around campus, especially in areas with new students.
 - Examples: Student Union, Residence Halls, Dining Halls, Classroom Buildings, Student Activities Building, Posting Walls, Libraries, etc.



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- Have members pass out fliers in major foot-traffic areas of campus and at any new-student orientations or information sessions. *See Appendix A for example flyer from the Rutgers University Chapter*
 - Set up a booth at your Fall Activity Fair.
 - Design a colorful, eye-catching poster with pictures from past volunteer trips and events.
 - Members should take shifts throughout the day and enthusiastically talk to interested students.
 - Have members make brief announcements in relevant classes, such as Organic Chemistry or Latin American Studies where there are likely to be many interested students.
 - Publish articles, ads, and information in your school newspaper.
 - Have a past volunteer write an editorial about their volunteer experience. *See Appendix A for example article from GHVP alum Dan Allen (Wabash College, Class of 2013)*
 - Write an informative article about your chapter's mission, goals, and accomplishments.
 - Send campus-wide or interest group e-mails to students with information about FIMRC and chapter-specific details such as when and where meetings are held.
 - Advertise, flier, and present at any Pre-Med information sessions.
 - Form partnerships with other Pre-Med clubs around campus (See the "Reaching Out" section below).
 - Tell members to wear their FIMRC shirts around campus!
- Continue recruiting new members throughout the year. Use your events as advertising opportunities and continue to spread the word about FIMRC all year!
 - Write to your school newspaper and office of public relations after Global Health Volunteers return from a trip of following a particularly successful event. Schools love to highlight the amazing work of their students to alumni and prospective applicants!
 - Have an information booth and a sign-up sheet at every event and fundraiser. Include pictures at the informational booth to bring the experiences and cause alive to those who may be interested.
 - Update any relevant department on your local community service activities and Global Health Volunteer Program trips.
 - Examples: Department of Social Work, Department of Public Health, Spanish Department, Medical School, Nursing students, etc.

Global Health Volunteer Program Recruiting

- We invite chapter members and non-chapter members alike to participate in our programs, and no prior medical or language skills are required! Past Global Health Volunteers should give testimonials at chapter



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

meetings, events, and fundraisers. This allows interested members to receive first-hand information and past Global Health Volunteers to share their experiences and pave the way for new volunteers.

- Focus on the benefits of volunteering and the specific programs and sites the volunteers will work with.
 - Direct them to the site-specific page on www.fimrc.org so they can learn all the details about the project.
 - Invite them to check out FIMRC's blog (www.fimrcblog.com) or FIMRC's YouTube channel to get a better understanding of the work that FIMRC does and what the volunteer experience is like.
- Assist interested volunteers with fundraising ideas (see the Fundraising Toolkit).

Reaching Out

An organization, however dedicated, can only accomplish so much on its own. Throughout FIMRC's history we have grown and thrived through partnerships with other groups. For example, our project in Kodaikanal, India was formed to complement the work of a charitable trust which built children's centers, and our clinic in Bumwalukani, Uganda was built alongside another organization's primary school. We encourage you to join us in this spirit of collaboration and reach out to other groups on campus and in your community!

Other student groups/initiatives can be helpful in a number of ways, such as recruiting participants for the Global Health Volunteer Program, supporting our project sites through the Adopt-A-Project Program, or publishing information about your chapter.

FIMRC maintains a database of numerous student groups nationwide with specific focuses on international issues and volunteering; if you would like assistance in brainstorming groups to contact, we will be glad to share whatever information we have available! The following are some examples of potential partnerships:

- **Pre-medical Student Organizations:** Pre-med clubs are a great source of recruitment for the Global Health Volunteer Program, as our sites focus on increasing medical access to underserved populations as well as community public health education. Many pre-meds express interest in taking part in a service trip to gain international health experience, which enhances the competitiveness of their medical school applications and resumes. Some schools also have nursing, pre-dental, or pre-pharmacy clubs whose members may also be interested!
- **Ethnically or Geographically Focused Groups:** Many student clubs are formed around a shared heritage. For example, one of our past chapters collaborated with an Asian-American club to host a dinner-dance fundraiser to benefit FIMRC's India site. Latin-American clubs can also be a great source of support for fundraising projects focused on FIMRC's sites in Latin America.
- **Greek Organizations:** Many fraternities and sororities are required to perform charitable service. Working with them to host a fundraiser for a FIMRC clinic would be a great way for FIMRC's children to benefit and for your chapter to expand its reach! Also, most campuses' co-ed service and pre-



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

professional fraternities actively seek out opportunities to make a difference. Partnering can go a long way!

- **Alternative Break Organizations:** Alternative breaks are rapidly becoming popular for college students as a way to spend spring, summer, and winter breaks providing service abroad. Many schools have groups dedicated to planning these trips. Sometimes this takes the form of student-run clubs; sometimes the school itself will organize trips. Something as simple as sharing a FIMRC brochure with the leader of an alternative break club could result in a successful service trip abroad!
- **Campus Newspapers and Publications:** Reach out to the editors of your school's newspaper and additional publications and propose an article on an upcoming fundraiser or international service trip. If you are recruiting participants for a service trip, such an article would be a great way to advertise. Chapter members can also spread the word by writing editorials on pediatric health.
- **Medical Schools:** Rotations for credit are available at all our sites for 3rd and 4th year medical students. Opportunities exist through our Comparative Health Immersion Rotation Program (www.fimrc.org/chirp)
- **International Studies Departments:** Faculty members of International Studies departments may be a great resource for recruiting chapter members and Global Health Volunteers. Consider meeting with faculty members during their office hours to discuss your chapter's work and drop off a few brochures. Once they get to know your chapter's mission and goals, they will likely be glad to spread the word to their students! Be sure to look up related fields of study such as Latin American Studies or African Studies.

Running a Chapter Meeting

It is important to put thought and planning into Chapter Meetings so members can receive the maximum amount of information in the minimum amount of time. As a general guideline, you should plan to have a Chapter Meeting at least once a month and possibly every other week for the most active chapters. Chapter Meetings should include:

- Upcoming Events
 - Update members on the events that are occurring between now and the next chapter meeting. Let them know about any action items, who is responsible for managing them, and how everyone can support. Update the Chaptership calendar so that all members who are not in attendance are also aware of the upcoming events.
- Progress Report
 - Remind members what they have already accomplished this semester and how it has contributed to FIMRC's mission. This is especially important to chapters who have an Adopt-A-Project. Update members on fundraising and supply drive goals and brainstorm methods to keep the momentum going.



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- Global Health Volunteer Testimonials and Updates
 - Have a different Global Health Volunteer talk about their experience at every chapter meeting. Everyone has a different perspective on the takeaways from their trip and seeing their passion will spark interest in fellow members.
 - Update the chapter on upcoming Global Health Volunteer Program trips, the fundraisers that are being held to support them, the projects the volunteers are working on, etc.
 - Find facts about our sites - the World Health Organization is a wonderful resource - to connect all members with the mission.

Programming

Programming is a great opportunity to keep your chapter up to date on global health issues, aware of current topics in the field of medicine, and cognizant of how to stay active in your community. Incorporating events into your chapter meeting or maintaining them as separate events are both great ways to keep members engaged and passionate. It is best to hold chapter activities either once or twice a month to keep members engaged.

Ideas

- Hold a Public Health Awareness Jeopardy Game with questions gleaned from the World Health Organization, the National Association for Public Health, and other similar resources
- Speaker Series: Host professors, local health professionals, past mission trip volunteers, and other panelists to speak about global health topics at chapter meetings and events
 - Ex: Speakers and panelists from multiple chapters have given presentations on topics such as: AIDS in Africa, Cancer Research, Child Obesity, and Medical School Applications.
 - Ex: UC San Diego held a Speakers Night and Wine Tasting as part of their Children's Health Awareness Day. The event was very informative and raised money at the same time!
- Knitting for a Cause: Teach members how to knit and donate scarves, hats, etc. to a local homeless shelter
- Host a banquet with cultural performances and food from the countries FIMRC works with
 - Ex: Rutgers chapter hosted a *FIMRC: Around the World* Banquet with presentations given by past Global Health Volunteers.
- Begin a movie series with documentaries and movies such as *Hotel Rwanda*
- Start a chapter-wide book club, reading a book every 1 or 2 months. Suggested titles:
 - Mountains Beyond Mountains by Tracy Kidder
 - Strength in What Remains by Tracy Kidder
 - Haiti After the Earthquake by Paul Farmer
 - Three Cups of Tea by Greg Mortenson and David Oliver Relin
 - The Spirit Catches You and You Fall Down by Anne Fadiman
 - Half the Sky: Turning Oppression into Opportunity for Women Worldwide by Nicholas Kristof and Sheryl WuDunn
 - Little Bee by Chris Cleave
 - A Long Way Gone: Memoirs of a Boy Soldier by Ishmael Beah



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- From Grandmother to Granddaughter: Salvadoran Women's Stories by Michael Gorkin, Marta Pineda, and Gloria Leal
- Cutting for Stone by Abraham Vergese
- No Place to Hide: Gang, State, and Clandestine Violence in El Salvador by Spring Miller and James Cavallaro
 - Available for free download from Harvard University

General Suggestions

Try to host events that are fun and informative for your whole chapter! Include your entire campus or community when applicable, and be sure to gear your events towards the interests of your members to insure participation and enjoyment.

Variety is also an important component to keeping members and the general student body interested in the cause. Having too many formal events, fundraisers or meetings can cause members to lose interest and become disengaged. Make sure to offer a variety of events that will appeal to a wide audience.

Getting Involved Locally

Community service activities are a great way to increase participation within your chapter and give back to your local area. Many of these suggestions closely mirror Global Health Volunteer activities at our international project sites. Such activities allow chapter members to feel more connected with FIMRC and provide an avenue to bring FIMRC's mission close to home! Suggestions include:

- Volunteering at a local orphanage
- Running health education sessions at a local elementary school
- Serving at a soup kitchen
- Reading to kids at a children's hospital
- Participating in community activities such as Relay for Life
- Organizing community-wide events to spread the mission of FIMRC
- Helping out at your local free health clinic
- Conducting children's health education sessions for mothers at women's shelters
- Volunteering at low-income day care centers
- Hosting activity sessions (arts & crafts, games, etc.) for children
- Helping (or starting) a Youth Garden
- Tutoring children

Whichever community service opportunity you choose to support, be sure to do so with enthusiasm! Even though your community service efforts are taking place at home and not abroad, all of the above suggestions work toward the universal goal of a world with healthier children.



Fundraising

**FIMRC aims to provide chapters with a list of creative ideas on how to fundraise. As such, the information found in this section is for guidance only. It is strongly recommended that any activity a chapter carries out with the end goal of raising funds is approved by their college/university. FIMRC accepts no responsibility for any activity undertaken by the chapter.*

Chapter Fundraising Guidelines and Ideas

Fundraising is an integral aspect of a chapter's contribution, as the money a chapter raises helps keep FIMRC initiatives in motion, medical supplies stocked, and partnerships thriving. Fundraising doesn't have to be a chore; we want you to have fun! Chapters have a few options once they have raised money as to dictating where the funds will go. Your chapter can commit to an Adopt-a-Project initiative, the funds can be used towards a trip to one of FIMRC's project sites or you can choose a specific site to donate your funds. In order to get you started, we have compiled a list of fundraising ideas, but please feel free to get creative!

- **Restaurant Nights**
 - Many restaurants will donate a percentage of total food sales on a designated night.
 - Examples of cooperative restaurants include Buffalo Wild Wings, Chipotle, Noodles and Co, Panda Express, and Pinkberry.
- **Bar Nights**
 - Have fun and get creative with this one—hold a Karaoke Contest or host a dance-off featuring different groups from around campus (salsa club, swing dance club, hip-hop dancing club, etc.).
- **Bucketing**
 - Go around major sporting events, popular parts of campus, outside grocery stores (be sure to get permission!), etc. with buckets asking for donations.
- **BBQ**
 - Hold a BBQ before a major sporting event and set up outside the stadium.
- **Buffet Night**
 - Gather food donations from local restaurants and have a large buffet.
 - Ex: University of Michigan chapter received donations from the Cupcake Factory, Buffalo Wild Wings, Pizza House, and many other local restaurants and raised \$3,600 with an additional \$1,200 raised from a conjoined auction!
- **Pancake Breakfast**
 - Outside pancake breakfasts are always a hit! Try holding it around a major area of campus during finals for a study break!
- **Silent Auctions**
 - Have local businesses donate products or gift certificates. This event works best in conjunction with another, larger event (such as a Restaurant or Casino Night).
- **Bake Sales, Hot Chocolate Sales, S'more Sales, etc.**
 - Be sure to set up around a high foot-traffic area of campus.
- **Rose/Chocolate Sales during Valentine's Day**
 - Holidays are always a great time for fundraising so get creative!



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- **Basketball Tournament, Volleyball Tournament, 5K Race, etc.**
 - Charge tournament/race admission and have prizes for the winners.
- **On-campus Flea Market/Garage Sale**
 - We all have old junk lying around—so sell it!
- **Ink Cartridge and Old Cell Phone Recycling**
 - Recycle your old cell phones ink cartridges and buy new ones up to 75% off! Click here to learn more: http://planetgreenrecycle.com/participants/how_it_works_buy.php
- **Wristbands**
 - Making wristband are fairly inexpensive and a great way to raise chapter awareness.
- **Chili Cook-off Competition**
 - Have different groups of students use recipes to enter into a competition. Students can then purchase a ticket to participate in the tasting and judge the winner!
- **Flash mob**
 - A great, fun way to raise money and awareness! Be sure to have someone filming so you can post it on YouTube!
- **Corporate Sponsorship***
 - *Please see below

General Suggestions

Especially if you have a larger chapter, focus on larger events. One or two big events gross much more money than many small bake sales. Look for donations wherever possible, using FIMRC's mission and your goals as a chapter to aid in securing those donations. Fundraising events are great opportunities to increase awareness as well. Incorporate speakers, trivia, or photos from past Global Health Volunteer trips into your fundraisers to raise awareness and gather support. And lastly, have fun! Planning a fundraiser is a lot of work, but the end result should be a great event that raises money and makes your chapter even stronger.

GHVP Fundraising

Our Global Health Volunteer Program is the heart and soul of FIMRC. It is our goal to host as many Global Health Volunteers at our sites as possible, but we understand that costs and separate airfare are of concern, especially to full-time college students. Because of this, we have compiled a list of possible fundraising ideas and opportunities for acquiring funds directly from your school or from outside scholarship and grant opportunities. Many individuals and groups alike have been successful at raising funds to cover their entire FIMRC trip costs, and some that have even exceeded their fund raising goals!

- **Fundraising Ideas**
 - Many restaurants will agree to donate a portion of their sales on a designated night to a volunteer group.
 - Host a pancake breakfast or cook a large dinner for the other members of your chapter.
 - Bucketing around campus, at major sporting events, even around the bars at night.
 - "Typical" fundraisers, such as selling cookie dough or magazines, work well for smaller groups.
 - Host a bake sale, hot chocolate sale, S'more sale, etc. around a high foot-traffic area of campus.



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- Many websites offer money for completing online surveys. Similarly, there are usually psychology surveys conducted by psychology students that pay for participation.
- **Finding Donations**
- Send out a donation letter to your family and friends. In it, explain what FIMRC is, where you will be going, what you will be doing, why you are passionate about FIMRC, and what you want to achieve on your trip. *See Appendix B for sample letter*
 - If you are a runner or an athlete, set a goal of completing a marathon or triathlon and ask family and friends to sponsor you for every mile you complete.
 - Do something funky with your hair—dye it a bright color, shave a weird shape into it, etc. and have people sponsor you for every day you keep it.
 - Corporate Sponsorships.
 - *Please see below
- **Finding Scholarships**
 - There are many scholarship opportunities out there—you just have to look! Fastweb.org and ScholarshipAmerica.org are great online resources to start with.
 - Visit your Study Abroad Office and find scholarship opportunities they have available.
 - Visit different departments in your school and ask about grants and scholarships they have available. Try the Department of Public Health, Department of Social Work, Spanish Department, Department of International Studies, etc.
 - Visit your Financial Aid office and ask about possible scholarships, grants, support from alumni, and information about more specific places you can search.

General Suggestions:

Focus your fundraising around spreading the mission of FIMRC and the goals for your Global Health Volunteer trip. If you show passion for your cause people will be more than willing to help! Be sure to follow up with any donors after your trip to reiterate how much you appreciate their contribution.

*Description of Corporate Sponsorship:

This is how your chapter could approach a potential corporate sponsor:

"To achieve our mission of promoting welfare of children around the world, the FIMRC chapter at _____ University/College appreciates any donation that you can make, whether it is through funds or supplies. Given FIMRC's 501(c)(3) status as a non-profit organization, any donation that you make is tax deductible. Contributions are invested in FIMRC's project sites and partner organizations abroad. In addition, your generosity would aid us as we work to fund our chapter's medical outreach trips through FIMRC's Global Health Volunteer Program. Any information that you might require regarding our efforts can be readily provided upon request."

Benefits of corporate sponsorship include:



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

- Company name on all promotional material
- T-shirt sponsor to include company's logo printed on event-specific attire
- Company name recognition at all events
- Company name recognition on chapter's website (when available)
- All donations are tax deductible
- Achievements as a result of company's support presented by chapter on a quarterly basis

Any corporate sponsorship secured by a chapter will be exclusive to that chapter only. The company supporting the chapter will not be recognized through on a national level, e.g. "Sponsors/Partners" page on FIMRC website or t-shirts sold by FIMRC HQ.

Supply Drives

Each FIMRC clinic has continuous needs for medical and non-medical supplies. If you raise funds for the purchase of supplies, please contact us to determine where to purchase the supplies, since it is often cheaper to purchase them internationally. Letting FIMRC staff purchase supplies on-site also eliminates the need to pay for shipping and allows more of your money to go toward its intended purpose! If you are planning on organizing a group to travel through the Global Health Volunteer Program, we strongly encourage you to have the group members bring supplies with them in extra suitcases. Feel free to contact our office for the list of most needed supplies at our sites if you wish to incorporate as supply collection into any of your chapter events!

Examples of how to obtain supplies and run a successful supply drive include:

- Posting flyers and collection bins around campus to gather supplies
- Contacting offices of local medical professionals to donate medicines and supplies
- Holding drives on campus for basic hygiene items or school supplies
- Asking chapter to members to contact any medical professionals in their hometown to donate medicines and supplies
- Contacting local hospitals to donate extra medicines and supplies
- Contacting local businesses, such as pharmacies, to request their support in a supply drive
- Keeping an updated record of supplies obtained and supplies still needed and allowing all chapter members access *See Appendix C for sample spreadsheet*
- Create a donation letter outlining the mission of FIMRC and information about the clinic to which the supplies will be donated. Give this letter to all potential donors
- Write a thank-you note to all donors. If you had a group travelling through the Global Health Volunteer Program bring the supplies in extra suitcases, have them take pictures of the supplies being used in the clinic and send a copy to all donors

Can't Travel Tips

We understand that not everyone can travel to one of our international project sites, and that is completely okay! Being an active member of the FIMRC family does not require taking a trip abroad. Chapter members are vital to spreading



Foundation for International Medical Relief of Children

1518 Walnut St., Suite 1504 | Philadelphia, PA 19102

FIMRC's mission and to our success as an organization regardless of their ability to travel internationally. Here are some tips for members who will not be travelling:

- Become involved in programming (see the "Programming" section above)
- Adopt-a-Project - This allows your members to work for a specific project at a specific site and see direct, concrete results of all their efforts
- Stay informed and updated on the countries in which we work
- Become involved in a community service project and focus on spreading the mission of FIMRC locally
- Support members who are travelling. They will appreciate your efforts and you will become an integral aspect to their international experience
- Spread FIMRC's mission throughout your college campus
 - Hold an Awareness Day
 - Set up booths on campus informing students of FIMRC's mission and the struggles facing the communities we in which we work.
 - Host a Guest Speaker Event to discuss relevant issues on public health, particularly in the countries where we work.
- Share with HQ! We love to hear about all your hard work and well-earned accomplishments. Share pictures, stories, and testimonials and be featured on our website, e-newsletter, Facebook Page, Twitter, or blog!

Connecting Fundraising with Trips

It is important for your chapter to see where all your hard-earned fundraising money is going and how it is being put to good use. All of your fundraising dollars directly benefit our projects, but a great way to see exactly where and how it is being used is to connect your fundraising with a Global Health Volunteer trip. Coordinating your fundraising around future trips is a way for every member to become connected to a specific site, and in turn, the entire organization. Your chapter can also coordinate fundraising efforts with an Adopt-a-Project initiative. Some ideas to connect your fundraising efforts with trips and Adopt-a-Project are:

- Include a booth at your fundraising event detailing the site and project the money is going towards.
- Stay updated on the site and projects and share information about the country at chapter meetings.
- Have volunteers take pictures while on their trips and give a presentation with updates on the site and how the fundraising money is being put to use.
- Focus your events and fundraisers around your Adopt-a-Project or volunteer site, integrating music, food, and cultural aspects into the event.
- Additionally, focus your chapter meetings around your Adopt-a-Project or volunteer site. Find new information for every meeting, host speakers who have lived, worked, or studied in the area, serve food, play music, and delve into the culture of your selected site to form a deeper connection with the country.



Tips to Raise Chaptership Meeting Attendance

Sometimes, especially around the middle of the semester, attendance slumps for chapter meetings, fundraisers, and events. The key to preventing this is involvement—if members are involved, they will become dedicated and your attendance will remain consistent throughout the semester. Here are some tips if your chapter struggles with low attendance:

- Make chapter meetings more interactive
 - Include Global Health Volunteer and member testimonials at meetings to allow the speaker to share their experiences with FIMRC and what the organization means to them.
 - Host guest speakers to talk about issues facing the countries we work in, public health concerns in your community, or their experiences as a physician, Peace Corps Volunteer, etc.
 - Incorporate activities into your chapter meetings, such as:
 - Jeopardy games with facts gleaned from the World Health Organization.
 - Serve food from countries we work in.
 - Have a year-round Giving Tree to support supply drives.
 - See “Running a Chapter Meeting” and “Programming” sections above for further ideas.
- Set fundraising and supply drive goals
 - Having a goal will give members something extra to work towards, and reward your chapter with a pizza party or another fun celebration when you meet your goals!
 - To make the goal more tangible, create a “thermometer” gauging your progress throughout the year.
- Keep updated on our sites or your Adopt-a-Project and set aside time at every Chapter Meeting to discuss recent events, successes, and needs of the site
- Form committees
 - In addition to allowing for productivity and efficiency, committees involve everyone in the management and success of the organization, thus encouraging dedication and boosting attendance.
 - Committees such as: Fundraising Committee, Event Planning Committee, Supply Drive Committee, Missions Committee, Marketing and Advertising Committee, Community Service Committee, and Social Committee are helpful to a chapter.
- Host Social Events
 - Go bowling, ice-skating, host movie nights, ice cream socials, etc. to allow members to get to know each other and have fun!
- Recognize members who excel
 - Where in a committee, on a service trip, or as part of the supply drive, recognize those members who go above and beyond.
 - Furthermore, be sure to recognize and thank everyone for their help and participation in a successful event.

This concludes the 2011/2012 Chaptership Program Toolkit. We welcome your feedback, which can be directed to chaptership@fimrc.org. In the spirit of efficiency and success, if your Chapter has any additional “best practices” to share, please do so. Best of luck!



Appendix A

Sample application questions for prospective Executive Board Members

- In what ways does FIMRC's mission align with your academic and professional aspirations?
- Describe your motivation for becoming a member of the executive board.
- List your strengths that you consider unique and valuable.
- What do you hope to accomplish in a leadership role with the FIMRC chapter?
- If you had to pick one, cats or dogs?

Sample flyer from FIMRC Chapter at Rutgers University

The Rutgers Chapter of FIMRC Presents...

Around the World

A banquet dinner and presentation of local and global medical relief

**Thursday, March 31, 2011
7-10 PM**
**Multipurpose Room
Busch Campus Center**

**Tickets: \$7 in advance
\$10 at the door**

Enjoy a complimentary gourmet dinner with:

- Musical and dance performances by Diya Dhamaka, RU Bellydance troupe and more!!!
- Guest Speakers from:
FIMRC National Headquarters
Elijah's Promise Soup Kitchen
- Student volunteer videos
- Outreach opportunities

All proceeds will benefit the FIMRC "Expanding Horizons For Salvadoran Youth" Project in Las Delicias, El Salvador

RUSA Allocations, Paid for by student fees.

APPROVED
Rutgers Student FIMRC
Start: 3/24 End: 3/31
RSL Initials: LB



Sample article (Source: <http://blogs.wabash.edu/immersionlearning/2011/03/10/fimrc-making-a-difference-in-peoples-lives/>)

FIMRC Making a Difference in People's Lives

Posted on [March 10, 2011](#) by [Howard Hewitt](#)

Dan Allen '13 – FIMRC in Nicaragua – Buenas! I can full-heartedly say it was another wonderful day in paradise. Once again the day began quite early. What I have come to really appreciate though is that early isn't *that* early. The reason I say this is because it is nearly pitch black here by 7:30 with no streetlights, so it seems like our nights have been a little earlier than what one would consider to be a "Wabash Night." Wrapping up the evenings early along with the tropical bird alarm clock I have sitting outside my window have made it quite easy to wake in the morning.

This morning began like most every other day we have had. The breakfast was phenomenal thanks to the staff here at the resort, and after we began our day. Upon arriving at the clinic some people worked in the pharmacy and a group of others, including myself, got to sit in the room with the doctor as he diagnosed the patients. (Obviously the only thing they have guarding the doctor -patient confidentiality is my lack of understanding of the Spanish language!) But today was a great success. After sitting with the doctor for a few hours we all got into the van and traveled about 20 minutes down the road to see another doctor. For a long time her work was considered illegal until later in history when people found that doctors using natural remedies were blessed with great success. During the trip we all got to be assessed by the doctor as she diagnosed us with no technology only nature and science. After leaving and after seeing the monkeys near the woman's house we returned back to the clinic where we were greeted by another fabulous meal prepared by our neighbor. The native dish today was rice, beans, homemade flour tortilla shells, and steak. The food was divine and after we carried on with our day.

The last stretch of the day a group of us traveled to a lady's house in town and waited with the nurse, Gloria, to issue vaccines for Hepatitis to the patients. Many people came and went which made the afternoon very exciting to talk to everyone. Overall the day was a great success. I have become closer to a lot of people in the group and the community, my Spanish has improved surmountable amounts, and we have made a difference in so many people's lives.

Hasta que otra vez (Until another time)!



Appendix B

Sample donation letter

Dear _____,

As you may already know, I will be travelling on a medical mission to _____ this _____ with the Foundation for International Medical Relief of Children (FIMRC), a global non-profit organization dedicated to improving the lives of children worldwide by providing medical support and health education. FIMRC's Global Health Volunteer Program provides students and professionals alike the opportunity to learn about global health at its various clinic sites around the world.

I am writing to you to request your support of my volunteer experience, the total cost of which will be \$_____. As a non-profit organization, my Program Donation goes towards FIMRC's international clinics and is what allows them to maintain stocked pharmacy shelves, execute community health outreach programs, and hire quality health professionals to provide care to underserved communities, among other important activities. The housing, food, and transportation costs covers round-trip transportation between the airport, clinic and community sites as well as round-trip transport to my housing so that I can focus my energy on volunteering and not worry about navigating public transportation or finding safe lodging.

FIMRC is a 501(c)(3) global non-profit organization founded in 2002 based in Philadelphia, PA. Your donation in support of my volunteer experience will be fully tax deductible; you will receive a letter of confirmation from the Foundation's headquarters acknowledging receipt of your donation which contains this information as well for your records.

Donations should be made in the form of a check made out to *FIMRC* and mailed to 1518 Walnut Street, Suite 1504, Philadelphia PA 19102. Please write my name and the purpose of your contribution in the *memo* line to ensure that your contribution is applied to my fundraising efforts

Thank you in advance for any support you are able to provide towards my goals of learning more about the health disparities that exist abroad and assisting underserved communities. Please feel free to call or email me with any questions you might have, or feel free to contact FIMRC directly via the information provided below!

Warmest regards,

YOUR NAME & SIGNATURE

