



**FOUNDATION FOR INTERNATIONAL
MEDICAL RELIEF OF CHILDREN**

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Chaptership Handbook 2009-2010

PO BOX 1132 • PHILADELPHIA, PA 19105-1132
TEL: 888.211.8575 • FAX: 888.735.6530 • E-MAIL: INFO@FIMRC.ORG

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Message from FIMRC's Headquarters

On behalf of FIMRC's Headquarters team, our international site staff, and our board of directors, thank you for joining FIMRC as an active chapter for the 2009-2010 academic year! Leading a chapter is a challenge and we would like to extend our gratitude for your commitment thus far in helping to fulfill FIMRC's mission. You are FIMRC's voice on your campus; we rely on you to spread the word, be active in your community, and engage as many people as possible in raising awareness and taking action for children worldwide. We are here to support you whenever possible!

Contents of this handbook are as follows:

- FIMRC Organizational Overview
- FIMRC Strategic Overview
- Getting Started: Guidelines and Policies
- Chaptership Forms
- Chapter Email Addresses
- Chapter Website Pages
- Resources and Documents
- Chapter Activities
- Global Health Volunteer Program
- Reaching Out
- Tax Rules for Fundraising
- Mentorship Program
- Chapter Awards

Once acquainted with the information in this packet, you should be ready to recruit more chapter members, plan activities for the year, and increase your chapter's impact abroad and in your community. As coordinator of FIMRC's Chaptership program, I will serve as your main point of contact throughout the year. Once you submit your Chaptership Terms Form, you will have achieved Active Status as an official FIMRC Chapter.

We wish you and your chapter the best of luck in the coming year. As your chapter grows and progresses, please do not hesitate to contact me with any questions you may have. Your efforts will be felt by thousands of children who are benefiting from your involvement. Your dedication to FIMRC will help bring better health to children and families around the world!

Sincerely,

Sara Schoenleber
Executive Vice President
Director, Office of Chaptership
chaptership@fimrc.org
215-605-0029



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FIMRC Organizational Overview

FIMRC is a 501(c)(3) non-profit, international organization dedicated to providing access to medical care for children in underserved areas of the world. FIMRC is able to achieve this through the construction of medical clinics in regions where there is little or no access to medical care.

In addition to operating its clinics, FIMRC engages in varying models of community assistance including providing staff support to existing medical facilities, employing local doctors and health professionals, fundraising for the construction of mobile clinics in remote areas, donating needed supplies to children's centers such as schools and orphanages, and training community members to provide health education to their peers.

Achieving sustainability through health education and continuity of care is a core commitment of FIMRC. FIMRC views the provision of primary medical care only as a starting point; in order to achieve long-term progress, community members must be empowered to take charge of their own health. To this end, FIMRC staffs each site with team members specifically focused on preventative medicine and community outreach.

A FIMRC-supported clinic is constructed only after in-depth field research is completed in a particular village or community. The goals of each project are assessed in direct relation to the needs of the community and the circumstances surrounding the health status of the community's children. Across all FIMRC sites, efforts are in place to transition from paper to electronic medical records.

FIMRC's Micro Health Insurance Program (MHIP) is a non-monetary, incentive-based health program currently in place at several international sites. Through this initiative, community members earn health credits by taking actions to improve their health such as attending education sessions or taking their children to the clinic for vaccinations. Participants may then redeem the credits to receive medical coverage as well as supplies, tools, and home improvements meant to prevent infections and parasites.

FIMRC is funded by personal donations, grants, partnerships with other charitable organizations, funds raised by chapters, and program donation revenue from our Global Health Volunteer Program, which allows interested individuals to visit and serve at FIMRC's project sites.

For more information about FIMRC and current projects, please visit our website at www.fimrc.org.

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FIMRC Strategic Overview

Our Vision

A world in which all children have 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. Fundraise for the construction and maintenance of pediatric clinics in areas currently lacking a reliable source for healthcare.** FIMRC's foremost goal is to establish facilities that can serve as a center for healthcare administration to children in underserved communities, 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 that population. 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 basic charting system exists in each clinic and serves to document the care each child receives over time.
- 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 organizes trips for volunteers to our clinics on an ongoing basis in an effort to supplement the care being delivered by local professionals.
- 3. Encourage future health leaders to become involved in our purpose by recognizing their achievements.** We encourage students to start or join a FIMRC chapter or 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 to be healthy, FIMRC declares itself a major force in the delivery of healthcare worldwide – one clinic and one child at a time.



Getting Started: Guidelines and Policies

As you progress in leading your chapter, it is important to be aware of some guidelines we would like you to follow. Most importantly, you should maintain communication with FIMRC's headquarters office through Sara Schoenleber, whose contact information is listed in this handbook. Not only does regular contact keep us informed of your chapter's progress, but it also affords you the opportunity to ask questions and brainstorm through any difficulties you may encounter. We are here to help!

We expect chapters to contribute to FIMRC's mission through a variety of means, including fundraising, community service, and organizing international mission trips through our Global Health Volunteer Program. Guidelines for each of these initiatives are described later in this packet.

Community service is an integral component of our mission. Each chapter is expected to complete at least two community service activities each academic year. There is no stipulation as to when these community service activities be conducted during the year. Adequate documentation in the form of photography and a briefly written summary of each activity should be included with your Semester Report Form.

Elections for positions within your executive board should be conducted in a fair and inclusive manner. Chapters should outline election procedures in their constitution, a sample of which is provided to you by FIMRC. Any report of an election not occurring in a constitutional manner will warrant a review of your chapter. We recommend that the selection of a new executive board be completed by April of each academic year. This time frame allows for sufficient involvement in chapter activities before leadership is changed.

Your chapter must inform FIMRC of any changes to your executive board. If we do not receive an updated officer list at the beginning of the year or semester, either provided in your forms or via direct correspondence, we will assume that your chapter's leadership has not changed.

Although not required by FIMRC, it is a good idea to adopt a faculty advisor and to become an officially recognized organization at your institution. Officially recognized student organizations often receive special funds, as well as a more direct means to communicate with the student body.

Once we have received your Chaptership Terms Form, your chapter will be recognized by FIMRC and will have permission to use FIMRC's name and logo for your chapter's activities.



Chaptership Forms

Each chapter is required to complete several forms in order to remain in active standing with FIMRC; completing these forms should be your chapter's first task at the beginning of the year. If your chapter has missed a deadline, please contact us immediately to discuss steps to re-establish your chapter's active status. All forms are available at www.fimrc.org/chaptership-new/forms.

Chaptership Terms Form (CTF): Each chapter must complete this form at the beginning of the academic year. If you are starting a new chapter, you must submit this form in order to be granted Active Status. It is required that a chapter submit a new CTF at the beginning of each academic year, even if the chapter officers have not changed.

Officer Information Form (OIF): OIFs should be submitted to the FIMRC office at the same time as the CTF. Each chapter officer must complete an OIF to be recognized by FIMRC. Each time a new officer is elected, he or she must submit an OIF.

Semester Report Form (SRF): The SRF is a tool for chapters to communicate their activities to the national office. Using information in the SRF, we publicly recognize each chapter's accomplishments on our website. Selections for chapter awards are made based on information provided in the SRF.

Deadlines for the 2009-2010 year are as follows:

Chaptership Terms Form: **September 7**

Officer Information Forms: **September 7**

Fall 2009 Semester Report Form: **February 1**

Spring 2010 Semester Report Form: **June 1**

Chapter Email Addresses

Upon achieving Active Status, your chapter will be assigned an official FIMRC email address (example: yourschool@fimrc.org). All important messages from the FIMRC office will be relayed to this email address. Messages sent to your chapter's email address will automatically be forwarded to each officer using the email addresses provided in Officer Information Forms. When a new officer submits an OIF, we will add that officer's email address to the email list. Past chapter leaders have found that using their official FIMRC email address for correspondence with fellow students and potential donors helps convey their legitimacy as part of the FIMRC team.



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Chapter Website Pages

Each active chapter is provided with a unique linked page on our website. Your chapter's page can be found at www.fimrc.org/chaptership, where we provide detailed overviews of chapter activities and accomplishments from 2007 to the present. Be sure to visit other chapters' pages for ideas on fundraising, outreach, and community service.

Based on information in your Semester Report Forms, we will publicly recognize your achievements on our website. Each officer will be listed by name. We encourage you to share this page with fellow students, faculty, and anyone else interested in your chapter's work!

Resources and Documents

Please visit www.fimrc.org/chaptership-new/resources for links to brochures, promotional pamphlets, FIMRC's online photo album, and other useful documents. We encourage you to make use of these documents by printing and distributing them, posting them on campus, and using them to create resources of your own. The Chaptership Resources page is updated throughout the year with new documents and tools, so be sure to check back frequently. If your chapter would like to share your own documents with us for inclusion on the website, please email them to chaptership@fimrc.org!

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Chapter Activities

We encourage you to be creative and find new ways for your chapter to make an impact and promote FIMRC's mission. Please use the following sections as a guide to help you meet your goals!

Raising funds

We rely on chapters to provide crucially needed funding for our clinic sites. You may choose a specific project through FIMRC's Adopt-a-Project initiative (detailed below) or work directly with our office to determine an international project for your chapter's money to be applied. Past chapter fundraisers have included:

- Hosting benefit concerts with bands and musicians on campus
- Placing cans in student centers and dining halls to collect spare change
- Holding fundraisers at local restaurants (Many restaurants will donate a percentage of total food sales on a designated night. If you'd like an example, visit <http://www.unos.com/fund.html> to see how one restaurant offers promotional fundraisers to local nonprofit groups.)
- Holding bake sales in high-foot-traffic areas of campus
- Holding competitions such as cooking or dancing contests
- Hosting athletic events such as a volleyball tournament or 5K
- Hosting benefit dinners (For example, serving Nicaraguan dishes to raise money for FIMRC's clinic in Nicaragua)
- Forming relationships with local businesses to donate products or gift certificates, then hosting a silent auction or event to raffle off the supplies.

Collecting supplies

Each FIMRC clinic has ongoing needs for medical and non-medical supplies. If you raise funds for the purchase of supplies, please contact us to arrange to donate the money directly to FIMRC instead of purchasing the supplies on your own; medical supplies are often cheaper when purchased 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. Examples 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



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Adopt-a-Project

Adopt-a-Project is an ongoing initiative to connect chapters with our clinic sites in order to fulfill the clinics' most pressing needs. At the beginning of each year, our office will contact chapters directly with a list of projects for each of our clinic sites. Some projects will involve raising money; others will involve collecting supplies. It is up to your chapter to decide on which international site you'd like to focus your efforts and how big of a project you are able to manage. For the most current list of projects, please contact chapter@fimrc.org.

Community service

We ask that chapters perform at least two community service activities per year. Many of the following activities closely mirror volunteer projects at our international clinic sites, so they are a great way to bring FIMRC's vision to life at home. Examples include:

- Volunteering at local free clinics
- Holding educational events at local elementary schools, afterschool groups (handwashing, fire safety, preventing disease, etc)
- Volunteering at local soup kitchens or shelters
- Hosting activity sessions (arts and crafts, games) for children
- Conducting children's health education sessions for mothers at women's shelters
- Hosting health fairs in local communities
- Volunteering at low-income day care centers

Raising awareness: You are in a special position to facilitate discussion and expand your peers' knowledge in many ways, including:

- Posting photo exhibits around campus depicting children's health worldwide
- Hosting panels or group discussions on campus to raise awareness about healthcare disparities around the world

Promoting FIMRC's Global Health Volunteer Program: One of the greatest ways a chapter can make a positive impact on FIMRC is to recruit participants for international mission trips. Even if your chapter is not planning on forming a group mission trip of its own, we ask that you still promote FIMRC on your campus to give others the opportunity to participate. As FIMRC's projects are sustained primarily through this program, it is crucial to our continued success that awareness is constantly being spread about volunteer opportunities. Please see the following sections for information on promoting and planning mission trips of your own!

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Global Health Volunteer Program

FIMRC is pleased to provide immersive service opportunities at each of our medical sites through the Global Health Volunteer Program. Currently, opportunities exist at our sites in El Salvador, Nicaragua, Peru, Costa Rica, India, and Uganda. A detailed overview of each site is available at www.fimrc.org/missions.

Volunteer itineraries generally include shadowing the doctor or nurse, assisting with the intake of patients, taking vital signs such as height and temperature, distributing medications, helping manage clinic records, and conducting house calls alongside field staff. Volunteers will also provide preventative health education sessions for children in the community. Programs run Monday to Friday, with evenings and weekends designated as free time to spend as your group wishes. Many of our sites are located near beaches, forests, and historical ruins, providing opportunities for surfing, hiking, sightseeing, and nightlife.

We understand that coordinating a volunteer group is a commitment, especially as a full-time student. We have done our best to make the process as straightforward as possible and are here to help every step of the way. Though we are able to accommodate last-minute bookings, we recommend contacting our office at least three months in advance in order to ensure your choice of trip dates and volunteering location.

In order to participate in our programs, each participant must submit a pre-set program donation which goes to FIMRC and supports the operations of our international project sites. Please see <http://fimrc.org/missions-new/program-donation-information> for a more detailed overview of the required program donation.

The following are the steps for planning a volunteer mission trip:

Plan the details

- Decide on a volunteering site. Some of our sites focus more on clinical medicine, while others focus more strongly on community outreach. Some sites are headquartered at a small primary care clinic, while others operate in large government hospitals. Read over our website and speak with us directly to get a better idea of which site would be the best fit for your group.
- Decide your trip dates. Contact missions@fimrc.org with your preferred trip length and range of available dates. We will then work with you to determine tentative trip dates based on our availability. Be sure to contact us well in advance for trips during our busiest times, when spaces tend to fill up fast:
 - Winter break (mid-December to mid-January)
 - Spring break (March)
 - Summer break (mid-May to mid-August)
- Provide us with your best estimate of how big your group will be. Spaces won't be formally reserved until group members submit their program donations, but having a tentative count will help us plan accordingly and hold spaces while you recruit.

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Recruit group members

Chapter members and non-chapter members alike are welcome; no prior medical experience is necessary to participate in our programs. If you recruit more people than we have room for at one of our sites, we will work with you to schedule a simultaneous mission trip to one of our other sites, plan multiple consecutive groups, or, in exceptional circumstances, we may be able to temporarily expand our capacity.

If you are only able to recruit a small number of participants, please do not let that discourage you from planning a trip. Individuals, pairs and small groups are gladly welcomed in our program!

Capacities by site are as follows:

- Costa Rica: 10
- El Salvador: 30
- Nicaragua: 16
- Uganda: 15
- India: 12
- Peru: 40 (groups larger than 12 are split among FIMRC's three sites in Peru)

Once you have a list of those committed to the trip, please send us a list of the following:

- Names
- Email addresses
- Phone numbers

When we receive this list, we will add the group to our roster and send the official welcome message containing a link to necessary enrollment forms and instructions for submitting trip payments. At this time, we will set deadlines for submitting program donations, as well as costs for housing and transportation. It is very important for these deadlines be followed, as a late fee must be charged for late materials to address increased administrative expenses.

Once all forms and payments are received, our office will send final confirmation of airport pickup logistics, as well as a Pre-Departure Packet providing details on volunteer activities, housing, packing recommendations, and other useful information.

Seek funding

Many schools have a budget for "service learning" which you may be able to take advantage of when seeking trip funding. If your school has a special office for international opportunities or volunteer service, seek out an appropriate staff member to speak with regarding sponsorship. Many schools are eager to sponsor a group of students eager to serve as a positive representative of their school through volunteerism. Many volunteers also write to friends, family, and local businesses request sponsorship for their mission trips; please contact our office for a sample of such a letter.

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Manage your funding

Different chapters have different ways of covering trip costs. Many chapters hold fundraising events, with the proceeds sent to FIMRC to be split evenly among each group member's balance. Other chapters leave the trip costs entirely up to group members. Some chapters utilize a combination of these strategies, using fundraised money to cover program donations, while asking group members to cover their housing and transportation fees. Meet with your executive board to decide what works best for your chapter!

Coordinate flights

Groups are responsible for arranging their own flight plans. Most of our sites require groups to arrive and depart together – in these cases, it is the responsibility of chapter officers to make sure that everyone ends up on the same flights. Many chapter presidents work with travel agents to plan flights for large groups; others choose a flight online and send the information to the group members to book individually. Other chapter leaders have group members pay their flight costs to a pooled student account, then purchase the flights in bulk from that account.

Gather supplies

Please consider collecting donations of clothing or medical supplies for the group to bring to the clinic. Check with our office for the most relevant, site-specific needs. You may also consider committing to an Adopt-a-Project choice that corresponds with your group's volunteering site.

Order FIMRC Gear

Purchasing FIMRC scrubs or t-shirts is entirely optional, but a great way to show your FIMRC pride! Be sure to order early to receive your FIMRC Gear before your trip. The order form is available here: http://www.fimrc.org/missions/FIMRC_Gear_Order_Form.pdf

Stay in touch with the group

As the trip grows closer, it's very important for us to know if any group members drop out. If there are any last-minute additions to the group after you've sent us your roster, we will be glad to host them as long as we have room!

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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. Our project in India was formed to complement the work of a charitable trust which built children's centers; our clinic in Uganda was built alongside another organization's primary school. We encourage you to join us in this spirit of collaboration and reach out to groups on your own campus!

Other student groups can be helpful in a number of ways, such as recruiting participants for Global Health Volunteer Program groups and co-hosting fundraisers for our clinic sites.

FIMRC maintains a database of many 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! 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. Many pre-meds express interest in taking part in a medical mission trip to gain direct clinical experience, which enhances the competitiveness of their medical school applications. Some schools also have pre-nursing or pre-dental clubs.
- **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 Central or South American sites.
- **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 have co-ed service fraternities who actively seek out opportunities to make a difference.
- **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 medical mission trip abroad.
- **Campus newspapers:** Reach out to the editors of your school's newspaper and propose an article on an upcoming fundraiser or international mission trip. If you are recruiting participants for a mission trip, such an article would be a great way to advertise. Chapter members can also spread the word by writing editorials on children's health.



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- **Medical schools:** Rotations for credit are available at all our sites for 3rd and 4th year medical students. Opportunities also 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 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.

Tax Rules for Fundraising

Often, when a chapter fundraises a large amount of money, the donor will request a receipt containing a tax identification number in order to claim a tax deduction. There are a number of ways to approach this situation.

Option 1: The easiest and most straightforward solution is to ask the donor to write a check directly to FIMRC. You can then deliver the check to our office along with a note requesting that the donation be applied to your chapter's fundraising total. FIMRC will then email you a letter of receipt containing our tax ID number, which you can forward to the donor.

Option 2: You may ask the donor to write a check to be deposited into a student account set up through your college or university. Your school should then be able to supply a tax ID number to the donor. Check with your school to find out if this is possible before you solicit funds from donors.

Option 3: If your university is unable to give you a tax ID number, please contact us to set up a special account for these funds. We are able to do this in special circumstances and only on a case-by-case basis.

It is important that a donor is issued a tax ID number which corresponds to the organization which receives the donation check. For example, if someone writes a check to your chapter's school account, he or she must receive your school's tax ID number, not FIMRC's tax ID number. This is very important due to IRS tax laws and can result in an audit if the tax ID numbers do not correspond to the correct organization's account.

All program donations for the Global Health Volunteer Program are tax deductible to the fullest extent of the law. Payments for housing and transportation, however, are not. If potential donor have questions about FIMRC's tax ID number or IRS status before a donation is made, please contact us and we will be glad to provide assistance.

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Mentorship Program

FIMRC would like to present the opportunity for mentorship opportunities between chapter presidents; our goal is to match presidents of newer or smaller chapters with past or current presidents of larger, more established chapters. In doing so we hope that Chaptership Mentors can share the knowledge and methods they have developed with the chapter presidents with whom they are matched, allowing chapters to grow and improve the quality of their work. If you are an experienced current or former chapter leader and would like to serve as a Mentor, please contact us. If you are a chapter president and feel you could benefit from being matched with a Chaptership Mentor, please contact us as well.

Chapter Awards

FIMRC is proud to recognize the achievements of outstanding chapters through the following awards, which are decided by FIMRC's staff and Board of Directors at the end of each semester or academic year:

FIMRC Chapter of the Semester: Fall 2009

FIMRC Chapter of the Semester: Spring 2010

FIMRC Chapter of the Year: 2009-2010

Awards are granted based on the chapter's accomplishments, level of dedication, and quality of communication with FIMRC's Headquarters. If a chapter fails to submit all necessary forms by deadline, they become ineligible for awards.

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