Chaptership Manual 2018-2019

Table of Contents

Section One: Defining FIMRC & Chapters	3
Our Mission	4
Our History	4
Achieving FIMRC's Mission	5
What is a FIMRC Chapter	6
Types of Chapters	7
Chapter Impact	7
Section Two: Starting a FIMRC Chapter	8
How to Start a Chapter	9
Administrative Tasks	10
Meetings	10
Finances	11
Chapter Requirements	11
Section Three: Recruitment	12
What Makes us Different	13
Recruitment Tips	13
Section Four: Bonding & Mentorship	15
Bonding	16
Mentorship	16
Section Five: Fundraising	17
Reasons to Fundraise	18
Tax Exemption Status	18
Fundraising Tips	19
Section Six: Volunteering	20
Local Engagement	21
International Engagement	22
Section Seven: Advocacy	23
Advocacy	24
Contacts	24

Section One

Defining FIMRC

& Chapters



Our Mission

Provide access to medical care for underprivileged and underserved families around the world.

Our History

in 2004. FIMRC has evolved over time from its initial focus of serving only children to serving entire families within the communities we work. Understanding that children cannot succeed if their mothers and fathers do not prioritize their health, FIMRC decided to expand our mission and provide support to the entire community. At certain project sites we still have a clinical focus on women and children, however our other programs also include men. We now operate 10 project sites in 9 different countries around the world.





Philippines Peru Nicaragua FIMRC launched its FIMRC Began Project Peru Project Limón began first ever site based Dr. Vikram India began in the highas a partnership, on a partnership Bakhru founded With a picturesque but after extensive lands of the Andes. with the University of FIMRC during medanalysis, the Pediand as we identified backdrop, Project Philippines and the ical school with the Kodaikanal was additional health atric and Women's provincial governbelief that all popufounded to address risks, FIMRC's Health Clinics were ment, targeting lations should have health disparities of imapct expanded to established to fill a much larger access to local day workers communities in the the gap in specialcatchment area and quality health care ized services in the high jungle area as who often make less collaborating on all services. than \$2 a day. Project La Merced. region. initiatives. Costa Rica El Salvador Dominican Uganda Republic FIMRC launched its Project Bududa Years of civil war

2017

first ever clinic in Alaiuelita to meet the health needs of Nicaraguan immigrants that live and work in Costa Rica but do not have access to care.

originally began as a small clinic in the culturally vibrant community of Bumwalukani. We have since expanded and now run a large clinic with in-patient services, a maternity ward. and we facilitate extensive community outreach.

and natural disasters lead FIMRC to Project Las Delicias, a community of approximately 3000 shortly outside the capital city of San Salvador.

Restauracion is a town that lies just 12 km from the Haitian border, FIMRC established its site to meet the clinical and health education needs of Dominicans as well as Haitians.

Ecuador

The coastal town of Anconcito is FIMRC's newest project site. After our community assessment is complete, FIMRC's project implemtnation will begin in conjunction with the community.

Achieving FIMRC's Mission



What:

Access to clinical care is the central part of our mission. We work within existing structures where we can, and build our own clinics when needed to ensure access to clinical care. Our efforts are aimed at filling gaps in primary care for the communities where we work. It is important not to duplicate work but rather provide supplemental aid where needed, so that the community can receive the care they need to move forward with healthy lifestyles.

Why:

Access is important because without access to primary medical care, there can be no advancement in health for a community. Many health problems can be solved at the initial stage, and so a consistent support system within primary care is extremely important to children, but is also helpful for adults to address their basic health needs. Many of the communities in which we work are either too rural to have regular check-up appointments, or are excluded from the healthcare system entirely. We therefore bring clinical care to them, and help to bridge gaps to they can more easily access the care they can use.



What:

We provide health education sessions as a supplemental piece to the clinical care we either provide or support. As education levels are often low in the communities where we work, they often do not have the knowledge to understand their sickness or how to make healthier choices. Cultural differences can also affect choices made, as traditional healing and religion can influence what is taught and what is believed. Health education sessions provide that basic background so patients and communities can understand the consequences, good and bad, of the choices they make in relation to their health.

Why:

Education is the foundation of making changes in your lifestyle, and understanding the clinical care being provided. If you do not know why or how you got sick, then you may get sick over and over again. Once you have the background knowledge you can begin to understand how different pieces play into your health and that of your family.



What:

We require commitment from the community prior to agreeing to work with them. We need their support to be able to make sustainable changes with their health. We also need participation from volunteers to support the work we do, as our organization is funded primarily through the donation made to volunteer with FIMRC. Part of the costs cover volunteer housing, food, and transportation, but there is also part of the cost that goes into maintaining the project sites and programming we provide for the local community.

Why:

Participation from the local community is a must, we cannot make the changes for families if they are not willing to choose a healthier lifestyle. They must participate in order for our cooperative efforts to be successful. Participation from the global community is also essential, as our volunteers help increase the effectiveness of site staff programs, as well as help fund the sustainability of FIMRC! FIMRC was founded on the idea of sustainability and this cannot occur without a consistent revenue source. The way that this was dealt with was to have volunteers help on site but also help by providing the money necessary to continue working with the community.

What is a FIMRC Chapter?

Chapters are groups of individuals who support FIMRC's mission based on three pillars:



Volunteering Abroad: Volunteering at FIMRC project sites is one of the most fun ways to be involved in a FIMRC Chapter. Chapters often travel over spring or winter break for one-week trips, but can travel for longer. Chapter travel also supports FIMRC as our revenue primarily is made up of GHVP volunteers.

Local Volunteering: To support FIMRC's mission of being connected to our local communities, chapters also remain connected to the communities surrounding their campus. It is important to understand what health issues are faced within your community, and to help support those in making their lives healthier.

The opportunity that I had to go on these volunteer trips gave me perspective on the world and the problems that populations face.

-Morgan Jacobus, Georgia Tech



Fundraising primarily goes to-wards FIMRC's Adopt-a-Project Program to provide supplemental support to address programming costs or supplies. Within our Adopt-a-Projects, site staff develop a list of items or programs outside of their budgetary constraints that would be helpful to have on site. Chapters can then adopt a project based on their estimated fundraising goal for the school year. All donations for the Adopt-a-Project go directly to the adopted project.



While fundraising and volunteering can help support FIMRC directly, advocating for FIMRC and raising awareness for global health issues being faced is also highly impactful to make a change on a larger scale. This relates to educating others on challenges in public health, and allowing the public to make choices that will have a positive effect on health.



FIMRC • 6

Types of Chapters



College and University Chapters

These are our largest section of chapters, and includes a combination of undergraduate as well as graduate schools, such as medical schools. This base is extremely passionate and also has many resources to be able to reach a large base to have an impact.



High School Chapters

High school chapters are extremely important in spreading awareness about FIMRC. Our high school chapters are idealistic in nature, and enthusiastic about making a difference globally.



Community Chapters

Community chapters generally consist of adults who identify with FIMRC's mission and have possibly interacted with FIMRC as a high school, undergraduate, or graduate student. They often look primarily to helping their local community while spreading the word about FIMRC's impact globally.

Chapter Impact

Travel

Chapters make up about 30% of FIMRC's revenue, which helps to continue the project sites' operations, directly impacting what we do in our communities.

Chapters are also a huge presence within specific travel times (typically winter or spring break), and so are extremely important in helping site staff accomplish the strategic goals set for each project site.

Adopt-a-Projects

Fundraising helps sites receive supplemental pieces to their core programming and funding from FIMRC. Overall, chapters on average raise \$15,000+ each year that go

Local Involvement

Volunteering locally and raising awareness around public health issues faced today is truly important to FIMRC. Just as we work on a grassroots level within our communities, it's important for chapters to do the same in theirs.

Section Two Starting a FIMRC Chapter

How to Start a Chapter

Step 1: Create an Executive Board

Required Positions: To start a FIMRC Chapter, you will need four positions that make up the Executive Board of the Chapter. While the E-board makes decisions for the good of the chapter, we recommend including your chapter members in as many decisions as possible while remaining an effective organization. Inclusiveness helps to maintain retention in members!

- President
- Vice President
- Secretary
- Treasurer

Optional Positions: Depending on your vision for your chapter and its size, you may see the need for additional E-board members. These positions are optional and can be altered in title, but the idea behind the position is to have a lead person planning and pursuing opportunities for each pillar within your chapter.

- Fundraising
- Local Volunteering
- International Volunteering
- Social Media/Marketing
- Public Relations

Step 2: Sign the Chaptership Terms Forms

Your CTF must be signed by all officers that start the chapter, and reviews your requirements for each semester.

Step 3: Officer Information Form

You must submit an OIF for each officer, and will need to submit this form for each new board every year. This allows HQ to understand your structure and communicate effectively with each board member about their responsibilities and any challenges or successes they face/accomplish!

Step 4: Recognition from School (Optional)

If you are establishing a chapter on campus, gaining recognition from your institution generally greatly benefits you as an organization. Often times this allows you to access funding opportunities, scholarships, being present at organization fairs, the ability to reserve rooms, as well as the general recognition from the school that you are an approved club. It is NOT required that you receive this recognition to be a FIMRC Chapter, although most campus chapters do.

Step 5: Start Recruiting Members

Begin advertizing your newly formed FIMRC Chapter! Start by inviting your friends, hold interest meetings, and participate in organization fairs to recruit new members.



Administrative Tasks



Email Address

It is highly recommended to establish a chapter email address (for example: clemsonfimrc@gmail.com) to have one central email anyone can use to reach the chapter, and each E-board member can log in to monitor the inbox. This email address can be used when recruiting new members, with HQ, and for any connections you make with local businesses or volunteering opportunities!

Social Media

Social media can greatly affect your success as a chapter. Creating a Face-book Page allows you to invite others to events you host, share pictures of your experiences, and connect with other chapters through our E-board and chapter member Facebook Pages!

Tips for Success

- Create events on your chapter's Facebook page
- Post pictures of your different activities
- Post articles, scholarships, and resources for chapter members
- Share posts from FIMRC HQ or alumni pages
- Depending on engagement, have contests!

Meetings

Meeting Space

Think about these when reserving your meeting space:

- 1. Consistency- You'll want to be able to have it in the same place for each meeting & at the same time so that people can rely on knowing that information. It may take a little bit to find that sweet spot of time & place, but conduct some surveymonkeys to find out what might work best for most people & pay attention to when other clubs meet so you're competing as little as possible.
- 2. Signage- Make sure to have advertised the correct information for the meeting- posters, social media, etc. should all include the same information so it's easy to understand and find the room. Having arrows guiding people is a great way to start off!

Running a Meeting

These suggestions will help you to have valuable meetings:

- 1. Introductions of officers
- 2. Alter meeting topics, but maintain consistent meeting structure
- 3. Old business vs. new business
- 4. Committees for general members
- 5. Discussions on health issues with members



Finances

Whether or not you have a bank account, it is recommended that you establish a budget and track your chapter's spending and fundraising throughout the year. This will allow you to identify needs quickly, and establishes best practices for you as a chapter!

Bank Account

Many chapters open bank accounts to be able to better track and save money towards larger projects (trip funding or AAPs). Generally you can open a bank account as a student organization within the local or on-campus bank that is associated with your institution. Unfortunately FIMRC cannot assist in this, you must be recognized as a student organization and cannot use FIMRC's non-profit status to open a bank account. This is due to the fact that FIMRC, as a non-profit, is audited every year. While you represent FIMRC, you are not an official branch of FIMRC's financial status, and so if you open a bank account under our EIN you would have to be included in all our audits. This gives you much less freedom in what you can do with the funds you raise, as well as increases the need to track every penny and save receipts etc. It'd be very difficult with the number of chapters we have!

Chapter Requirements

1. Chaptership Terms Form:

Agreement between chapter and FIMRC HQ to abide by Code of Conduct, effectively spread FIMRC's mission, and have a positive impact on the community and its members.

2. Officer Information Forms:

Whether or not you have a bank account, it is recommended that you establish a budget and track your chapter's spending and fundraising throughout the year. This will allow you to identify needs quickly, and establishes best practices for you as a chapter!

3. Semester Report Forms:

End of semester summary reviewing the successes and challenges faced by the chapter; provide feedback for HQ on their supporting role for the chapter.

4. Event Forms:

Should be completed within 1 week of each unique event hosted by FIMRC Chapter. Summarizes the event, the successes, challenges, who helped, and provides pictures for HQ.

5. Chapter Roster:

Maintaining a record of who is involved in your chapter is important. Headquarters will ask you for an updated roster at the end of each semester. Using something like Google Sheets lets you have a roster that you can share easily with your executive board.

6. Point System:

Headquarters will base Chapter Awards off of activities, travel, and fundraising accomplished throughout the year. These will be represented through the Event Forms, and translate into certain points.

↑ Click Form Titles for links and downloads!

2017-2018 Chapter of the Year:

University of Texas
San Antonio

Section Three
Recruitment

Recruitment

It is important to understand FIMRC as an organization, as well as the impact of chapters to be able to attract potential members. With different organizations on campus, being able to explain the differences will help create a unique vision for your FIMRC Chapter. Use the pdf below to help others understand FIMRC!

What makes FIMRC Different:

Grassroots NGO:
We work directly with
local communities to
improve health
conditions rather than
implementing what we
think is best.

365 Days a Year:
We uphold our commitment to our communities by integrating ourselves into the local culture and never think of our work as outsiders coming to help.

Responsible and Sustainable Service: Each project site has full time staff and the volunteer program helps to sustain operations.

Size- small non-profit: trips are very different than with other groups (cap at 15/site), very intimate and focused outreach based on trainings.

Organization/club fairs:

Fairs give you the chance to show your school what you are all about! You will meet many potential members or other organizations to unite as partners.

Tips for being successful:

1. Practice a short elevator speech to let people know what FIMRC is! Be sure to include our three pillars and give some examples of things you have done in your community and Adopt-A-Projects you have contributed to.

2. Make a board to display some pictures of your chapter doing cool things! This makes it real for people interested in learning more about what you do.

3. If your fair allows it, bring candy! It's an easy way to reel people in!

4. Have something that people can take away to remember you! This could be a flyer, pens, or other give away. Try to include your social media account details and the information for your first meeting if you have it planned!

5. Don't be discouraged if people seem disinterested! People are hearing from a lot of orgs and probably feel overwhelmed. Smile and stay positive!



Professors:

If your school requires an advisor, a professor may be the best choice. Professors may seem intimidating, but they are people too! Here are some tips to talking to professors about being an advisor, or just to raise awareness for your chapter:

- Be prepared! Your professor will want to know what they're getting into. Be ready to talk about FIMRC's mission, project sites, and what you will need from the professor as an advisor.
- 2. Be personable! Most professors really enjoy getting to know their students! Share a little bit of your personal story on academic interests and hobbies and why YOU became involved in FIMRC.
- 3. Patience is key! Some professors have a lot going on, so don't be discouraged if they don't think FIMRC is the best fit for them. Reach out to some more people and find your best match!
 - Health societies: Health societies are perfect for getting FIMRC's mission out! These
 groups allow you to get connected with other students that are interested in health
 and helping others, so you can get them onboard with FIMRC. These outlets let you
 find groups you can partner with for events, especially fundraisers! This can help you
 out if you don't have a very large chapter or have a really ambitious event in mind!
 - Service societies: Service societies are also a great outlet for getting help for your chapter! These groups can also provide contacts for you to get involved in the community if you are just starting out at your school!

Tips for Reaching Out to Other Organizations:

Be open to new ideas! Even if an org seems totally different from FIMRC's mission, they may have some really good tips or contacts to help you out!

Cast a wide net!
You can never have too
many friends, so email as
many people or groups
as you can. This can help
you get support for any
variety of events and can
give you opportunities to
grow as a chapter.

0

Utilize your campus resources!
Most (if not all) schools have somewhere (website, student center, etc.) you can find information for all of the orgs on campus. Use these and pass them on to members to help form a community of volunteers in your school!

Passion is contagious; remember why you joined the FIMRC movement!

Section Four

Bonding and

Mentorship

Bonding

Bonding with your members is one of the most important aspects of running a chapter! Your members are the people who can help make things happen, and it is important to have a good relationship and know more about them. This makes members feel connected to the organization and invested in its mission. One way to bond with members is to hold social events!

Ideas for Socials:

Socials can be almost anything you can think of! It is good to think about events that will be successful for your group size and that are appealing to your members. Here are some ideas to get you started:

- 1. Holiday Socials
 - Winter Socials (Ugly Sweater, Snowball)
 - Valentine's Day Speed Friending
- 2. Nature Socials
 - Hiking
 - Bonfires
 - Gardening
- 3. Movie Nights
 - Documentaries
 - Just for fun!
- 4. Anything with food!
 - Ice cream socials
 - Dinner out as a chapter
 - Cultural Food cooking



Mentorship

Working as a member of the executive board gives you a great opportunity to be a leader and mentor to others. This could be for other members of the executive board or for some of your members. Mentorship can come in many forms, from sharing experiences that you learned from to giving resources for academic success or personal growth.

Section Five Fundraising

Reasons to Fundraise

There are two primary functions of fundraisers: supporting FIMRC project sites directly through Adopta-Projects, and raising money to put towards your chapter. If a chapter is fundraising for itself, categories are broken down into chapter supplies and chapter travel. Fundraisers can be used for both, and it is the chapter's responsibility to decide how the funds are distributed.

Our Adopt-A-Project Program is a way for chapters and volunteers to stay connected to our project sites and mission through fundraising for special on-site initiatives. Within our Adopt-a-Projects, site staff develop a list of items or programs outside of their budgetary constraints that would be helpful to have on site. Chapters can then adopt a project based on their estimated fundraising goal for the school year. All donations for the Adopt-a-Project go directly to the adopted project. Check

www.fimrc.org/adopt-a-project

Volunteer Trips:

Chapters can also hold fundraisers to help supplement their chapter trips! It is the chapter's responsibility to decide how the funds will be distributed to each member. There is the possibility to create a group fundraising page to allow credit card payments at fundraisers, and to collect all money towards Adopt-a-Projects and chapter travel in one place. If interested in this option, please contact FIMRC HQ.

Tax-Exemption Status

One of the benefits of fundraising for FIMRC includes apply tax-exempt status as you are representing a 501(c)(3) non-profit organization. Please only use this if your fundraiser is directly benefitting FIMRC (please do not use it if it only goes towards supplies or other non-FIMRC activity). If the business requests a W-9 Form or FIMRC's IRS Determination Letter please email FIMRC HQ with the contact information for the business/organization requesting it. FIMRC HQ will send the materials needed directly to the contact provided.

Simple Fundraisers:

- Restaurant Percentage Night: A fundraiser where you
 partner with a local or chain restaurant and for that
 evening people mention FIMRC when they order. A percentage of their total bill is donated to the chapter (or
 directly to FIMRC).
- T-Shirt Sales: FIMRC Chapters often create their own t-shirts and sell them within their chapter in addition to non-members. Selling the t-shirts at a profit will help fundraise for the year.
- Concessions Stands: Several chapters from larger universities partner with their catering companies on campus during certain sports seasons. By helping to sell concessions, a portion of the profits made are donated to the chapter.



Difficult (but rewarding) Fundraisers:

- Performance and/or Trivia Night: Many chapters host their own Open Mic Night and Trivia Nights. Chapters often sell food and drinks at these events, which is how a profit is made. This is also a great way to spread information about FIMRC and global health issues!
- Mr. FIMRC Talent Show: Some chapters, and many campuses have a male pageant with representative from different organizations on campus. This requires quite a bit of advance planning, but if you select organizations with a large following there can be a large amount fundraised when there is a cover charge for the event!
- 5K Run/Walk: If planning is executed properly, a 5K is a great way to fundraise as well as raise awareness for FIMRC. Chapters who organize these events often have a larger member base as there are many moving components. Your profits are made through the entry fee of participating in the event.







Seeking Funding Through your School's Resources:

Each school has individual funding opportunities for different types of travel. Here are some ideas to get started:

- Study Abroad Programs
- Honor Societies
- Greek Life

- Departmental Scholarships
- Student Government

Section Six Volunteering

Volunteer

FIMRC's mission is based off of doing what's best for the local community, incorporating their priorities for a healthier community, and ensuring that they are always at the core of our mission. Although chapters cannot always be on site volunteering with FIMRC's communities, as an organization we still believe in having an impact on your local level. Understanding what is going on in your local community is just as important as understanding the global context, and we encourage chapters to explore how they can give back to their local community while on campus.



Local Engagement

- 1. Building relationships within your community is important when you want to volunteer. Researching what types of opportunities are available can help you understand the context of what issues your local community faces, and where you might best fit. Below are categories that may be good to look into; often websites will have lists of the volunteer opportunities available with their organization.
 - Homeless shelters or food banks
 - Elementary Schools
 - Hospitals or home care (such as senior care)
 - United Way
 - Other volunteer clubs on campus
- 2. Be sure when you've decided which volunteer opportunities to pursue that you act in a professional manner, displaying the best possible side of your chapter! We recommend having a general idea of how many chapter members are committed, how many hours you'd like to commit on a weekly or monthly basis (or if it's a one-time volunteer experience), and be able to identify why you'd like to volunteer with this particular organization.
- 3. Once you've established a relationship and agreement about your volunteering opportunity (or opportunities), make sure to have clear requirements for your chapter members about how many events they must attend. It would be great to have a volunteer sign-up sheet to keep track of who is responsible for attending which volunteer event, and who actually attended the event!
- 4. Take pictures! We love to see our chapter members in action, so please remember to take pictures while volunteering and submit them with your Event Form. It's also great to wear FIMRC gear while volunteering (if other clothing is not required) so that you can spread the word about FIMRC and our mission.

International Engagement

Volunteering with FIMRC at our project sites is one of the biggest and best ways to participate in being a chapter! There is nothing like chapter bonding while traveling and volunteering internationally, it is definitely something that is life-altering. Not only do you gain this incredible experience, but you are really able to understand how FIMRC works on-the-ground, and what all your efforts go towards when

Planning Your Trip

Below you will find helpful tips to plan your trip:

- For the basics, plan out your deadlines based on How To: Planning a Chapter Trip
- We encourage chapters who are traveling to meet with each other prior to their volunteer trip. Understanding that people are busy, it benefits everyone in the group to know one another, and to discuss the trip. It helps to bring up additional questions, plan for donations, and coordinate efforts in packing!
- It is important to note that international development is slow work, and while you are making an impact on FIMRC and the communities as a whole, it may seem like there's not much progress within one week of volunteering. It is important to keep in mind FIMRC's mission, and that as chapter members and volunteers, you are an extension of this mission. Your work is supporting the overall goals of the project site, and contributing to the improvement of the health of our communities! It's always great to ask questions, so if something is not clear to you please bring it up in discussion with staff, and they will be happy to address how the work you're doing impacts the communities.
- After volunteering, we encourage you to join FIMRC's Alumni Program! You can receive benefits from participating, such as discounts for future volunteering with FIMRC. In addition, once you've volunteered you have a much better idea of how FIMRC operates on site, and how your funds are used towards the communities. You are a part of the FIMRC Family, and we want you to stay connected past your volunteering on site!

• • • • • • • • • • • • • •



Section Seven
Advocacy

Advocacy

Advocacy is important as a chapter member because you can reach a much larger base than FIMRC could alone (believe it or not!). You understand both what FIMRC stands for, as well as what works best with your campus, and so can best merge the two to the greatest outcome. There are two levels of advocacy you can work on: advocacy for FIMRC and our mission, and advocacy for local health issues

Recruitment and the events that you hold can be considered as advocacy events as well, but providing additional information about the health challenges FIMRC and our communities face is a great way to show what's going on on-the-ground. Chapters hold different events to advocate for different issues, but one of the most prominent is hosting a conference on your campus.

1. Conferences

- Hosting a conference allows you to access the knowledge base within your university such as professors and articles, as well as logistical support.
- Chapters generally choose one issue to be the focus their conference, such as a specific disease or a global health hot topic being faced.

2. Trivia Night

- Trivia nights are a great way to spread awareness, and provide a relaxed setting for attendees to have fun and get to know each other.
- Chapters typically have a Trivia Night "theme," like HIV/AIDS. Questions all relate to the theme, and create a space for dialogue about the topic.





Contacts

FIMRC Headquarters

Madeleine Randolet
Director of Strategic Partnerships
chaptership@fimrc.org

Zane Randell Global Health Volunteer Program Manager <u>missions@fimrc.org</u>

FIMRC HQ Office

888-211-8575, ext. 1 (Main Office: Mon - Fri, 9am - 5pm EST) 1518 Walnut Street Suite 1504 Philadelphia, Pennsylvania 19102