SUSA Community Service
Best Practices Guide

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Why is a community service event required by the SUSA Constitution?

To provide some context, the community service event requirement was introduced to the SUSA Constitution in 2017. It was included to adequately reflect the values of SUSA and the Smith School. Building a dynamic community is one of the core pillars of SUSA, and service is an integral portion of strengthening the community within and outside of Smith. In order for our member organizations to embody this principle, SUSA and club leadership approved an amendment that required clubs to plan and execute a community service event each semester.

More than ever, companies are looking towards their triple bottom line; how do they contribute to the community, and how are they adding social value? In a similar sense, clubs can benefit their membership and Smith outside of pure professional development. While corporate social responsibility might seem like a buzzword to some, it poses a real opportunity to partner with companies and create tangible, positive impact in our local community. We encourage you to treat service not as a burden to fulfill, but another opportunity for your club to mold the attitudes of future business leaders and the culture at Smith.

<u>Role of Community Service Executive Board Member</u>

Why designate a member on your executive board?

It is recommended that every SUSA (Smith Undergraduate Student Association) club have a designated executive board (e-board) member that handles the club's community service activities. This person serves as the point of contact for the SUSA Community Service Committee.

Who should be the designated member?

The community service e-board member may serve in another position on the e-board. Commonly, the community service e-board member is also the VP of Events. However, it is the club's preference whether these individuals will have additional responsibilities.

Key Responsibilities:

- Engaging in frequent contact with SUSA Community Service club consultants
  - Communication may include:
    - Sharing ideas for community service events/projects
    - Updates on the progression of planning, execution and documentation of community service events
    - Discussing the use and availability of community service resources
    - Explaining your club's community service goals
- Planning, executing and documenting one community service event per semester
- Completing the SUSA Points Tracker for community service events/projects

Role of the SUSA Community Service Committee

Key Responsibilities:

- Assisting club's with the planning, execution and documentation of community service events
- Holding large scale community service activities for clubs to participate in to fulfill the community service requirement
- Generating ideas for community service events
- Creating resources to help clubs fulfill the community service requirement
- Evaluating clubs community service activities to ensure they are in line with the SUSA constitution

Large Scale Events

Instead of hosting their own community service events, clubs have the option to co-sponsor an event hosted by SUSA.

- The level of involvement required by clubs depends on the type of event
- Participation in a large scale event requires increased communication with SUSA

Positions

Vice President

- Oversees the entire committee and all projects
- Remains in constant communication with committee members, other SUSA executive board members, and Amanda Fontenot, the faculty sponsor of SUSA
- Organizes projects and events and delegates work to committee members
- Prepares an agenda and runs the weekly committee meeting
- Attends meetings with the rest of the executive board

Club Consultants

- In charge of certain SUSA recognized clubs and keeps in constant communication with their clubs
- Offer community service event/project ideas for clubs
- Ensure that their clubs meet all community service requirements each semester, no matter what that takes
- Meet with their point of contact from each club that their in charge of throughout the semester

- Attend the community service events that their clubs hold

Project Managers

- In charge of organizing one or two large events per semester. Large events consist of financial literacy workshops, food/clothing drives, panels, etc
- Brainstorming potential events and how the committee can execute them
- Contacting companies and/or local organizations to find possible future partners
- Table every month to spread word about upcoming events
- Oversee all ongoing projects

Director of Communications

- Takes minutes in the committee's weekly meetings
- Create a directory of potential community service events and projects that is available to all clubs
- Organize all available contact information for SUSA and for clubs

General Committee Members

- Take charge in planning events and projects
- Create questionnaires and spreadsheets to collect feedback to better improve our committee

Fall 2018 Committee Information

- Vice President
    - Angela Yang
        - Email: susa.community@gmail.com
- Club Consultants
    - Tiffany Su
        - Email: tiffanysu22@gmail.com
    - Brett Patrick
        - Email: brettpatrick98@gmail.com
    - Desiree Morrison
        - Email: dmorri99@terpmail.umd.edu
- Project Managers

- ○ Jisue Gonzales
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- ○ Aditi Balachandran
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- Director of Communications
  - ○ Jessica Cronin
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- General Members
  - ○ Shawna McCarter-Dadzie
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  - ○ Graham Shuckman
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Community Service Resources

Community Service Event Directory

The Community Service Event Directory is a resource that consolidates on and off-campus community service opportunities. The directory is catered towards SUSA clubs; therefore there are activities related to each club's core competencies.

Helpful Features:

- Filter events/projects by core competency
- Links to websites with additional event information

Link to Event Directory:

https://docs.google.com/spreadsheets/d/1nf2n-STrp6ClKNlOaq8XBbYLPaqFy0LCZwvSpVAARuA/edit#gid=19514927

Planning Events With High Schoolers

Planning events with high school students can be very difficult but very rewarding.

Here are some tips to help:

- Rely on pre-established relationships
- Try to hold events at the schools
    - Getting students to/from UMD can be very complex
- Begin communication far in advance

Frequently Asked Questions

- Can clubs collaborate on community service events?
    - Yes, clubs are encouraged to collaborate on community service activities. Clubs that collaborate can all count the event/project as their one mandatory community service activity. All clubs should be actively engaged in the planning, execution and documentation of the activity. Each club must independently fill out the SUSA Points Tracker for the event/project and note which clubs they collaborated with and their role in the planning and execution of the event.
- Do panels count as CS events?
    - Most panels do not count as community service events. However, exceptions may be made on a case by case basis.
- What percent of members need to attend a community service event?
    - There is no mandatory attendance requirement for community service events, however attendance for community service events should be on par with average meeting attendance.
        - To increase attendance at community service events: consider tabling, announcing the events at meetings prior to the event, and/or collaborating with another club
- What are the criteria for CS events?
    - Community Service events should include the following:
        - Measurable and specific impact towards a particular cause
        - Direct involvement of club members towards achieving impact*
    - There is no minimum attendance, but community service events will count towards your club's attendance average for the entire semester. Please reach out to your club's SUSA Community Service club consultant if you would like confirmation that your club's event meets the requirements for a community service event.
    - *Fundraisers should be individually approved by contacting the VP of Community Service at susa.community@gmail.com.
- What should I document for CS events/projects?
    - For Events:
        - Name, Date & Time
        - Attendance (On a Google Spreadsheet)

- - - Corporate Sponsorship(s)
    - Event Description
    - Impact on Community (Quantified if possible)
    - Photos (Recommended)
    - Event Reflection and Potential Improvements (Recommended)
  - For Projects:
    - Project Duration
    - Projected Impact
    - Number of participants
    - If there were any corporate sponsorships
    - Project Description
    - Impact on Community (Quantified if possible)
    - Photos (Recommended)
    - What could be improved
- How can SUSA help me with my community service event?
  - Clubs can work directly with their SUSA club consultant to find and plan a community service idea that aligns with their club goals. SUSA club consultants can provide helpful advice based on previous events and/or resources to assist with execution. SUSA Community Service club consultants can also guide you through the process of documenting your event.
- How do clubs get involved in large scale events?
  - Prior to large scale community service events SUSA will send out information and an interest form to clubs. Filling out the interest form is the first and best way to get involved in a large scale community service events. Additionally, clubs may contact their SUSA Community Service club consultant who will provide information on upcoming large scale events.
- How do I partner with a corporate sponsor?
  - First, check if your club has any preexisting relationships with corporations, as these are often the easiest ways to get a corporate sponsorship. If not, consult your SUSA Community Service club consultant, who will be able to help connect you with corporate sponsors.