



THE COMMUNITY ENGAGEMENT AND SERVICE-LEARNING CENTER
SERVING THE JOHNS HOPKINS UNIVERSITY SCHOOLS OF PUBLIC HEALTH, NURSING, AND MEDICINE

SOURCE EVENT PLANNING POLICY

SOURCE plans a wide variety of community-oriented events throughout the year. SOURCE works with individuals, student groups, faculty, departments, and other JHU affiliates in planning talks, seminars, service projects, outreach programs, fairs, conferences, and other community-focused events and activities.

In the spirit of forging productive collaborations, the expectations of SOURCE and any interested Event Planning Partners (EPP) are outlined below. Please review these expectations. If the EPP can agree to these expectations, SOURCE and the EPP can begin the event planning process. An initial meeting will be required to discuss the interests, ideas, and responsibilities.

SOURCE can provide the following event planning assistance:

- Connect the EPP with individuals or organizations in the community that might speak, attend, or provide resources for the event.
- Provide access to any of SOURCE's 100 partnering community-based organizations (CBOs). All SOURCE partnering CBOs maintain active records with SOURCE, create involvement opportunities that are appropriate for health professional schools, and receive frequent updates from SOURCE about our schools.
- Connect the EPP with other JHU co-sponsors, including other student groups and offices that might assist in the event or program.
- Publicize the event throughout the three schools (Public Health, Nursing, and Medicine), as well as to SOURCE's partnering CBOs.
- Consult with the EPP on a variety of areas: logistics, room reservations, advertising, funding sources, transportation, security, liability, the different policies within the three schools, etc.
- Handle a variety of administrative tasks (as agreed upon during an event planning meeting). Possibilities include: room scheduling, obtaining approvals, advertising activities, electronic sign ups, phone/email correspondence with outside speakers and CBOs, etc.
- For in-depth service activities, SOURCE can help plan for any/all stages of the activity: Preparation, Action, Reflection, & Evaluation
- For recurring events, SOURCE can provide institutional memory. SOURCE maintains files on past events that have been co-sponsored with SOURCE. Therefore, some EPPs will not need to reinvent the wheel.

In return for SOURCE's services, the Event Planning Partner is expected to:

- Schedule an initial event planning meeting with SOURCE to discuss event ideas and the planning process.
- Handle any agreed upon tasks that are discussed with SOURCE.
- Inform SOURCE immediately if any event details change, or if the EPP experiences difficulty carrying out tasks.
- Include in all advertising materials that the EPP is working with one of SOURCE's partnering CBOs (when applicable). For example: Volunteer with the Shepherd's Clinic (a SOURCE partnering organization).
- Report all community service activities (names, affiliations, emails). Two steps will be included for community service reporting:
 - **Step 1.** The EPP will forward a message that includes the link to SOURCE's online Feedback and Reflection Form to all participants. The EPP will indicate the importance of reporting participants' involvement in community service activities.
 - **Step 2.** The EPP primary point of contact for volunteers will report their service [via SOURCE's online forms here](#).
- Include SOURCE as a co-sponsor of the event. SOURCE defines "co-sponsorship" broadly. While SOURCE may not always be able to provide funding, the other resources we contribute are valuable tools, including our time, advertising expertise, and community connections. Please list our co-sponsorship as follows: **JHU SOURCE – The Community Engagement and Service-Learning Center**
- When appropriate for advertising, SOURCE can provide the EPP with SOURCE's logo.

To schedule an initial event planning meeting, please [complete a request here](#).

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