

TROPICALCLINICS FOR RURAL HEALTH CHAPTERSHIP PROGRAM MANUAL

Background:

TropicalClinics for Rural Health (TCRH) chapters are student organizations on high school, undergraduate, and graduate school campuses that are officially affiliated with TropicalClinics, a 501(c)3 U.S. nonprofit organization that was founded by Dr. Margaret Kilibwa in 2004 to build one-of-a-kind health centers in rural areas of developing nations (beginning in Kenya) that ensure patient quality outcomes through the delivery of direct patient care, prevention, and education while improving the well-being and overall quality of life of the women, children, and families served.

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Vision Statement:

Motivated by the belief that access to health care is a fundamental human right regardless of physical locale, we support TropicalClinics' efforts to bring quality health care to the underserved women, children, and families in rural areas of developing nations, beginning in Kenya.

Mission Statement:

Through implementing dedicated fundraising efforts and facilitating frequent rural health activism events, TCRH chapters provide direct support for the mission of TropicalClinics to bring quality health care to underserved rural populations in developing nations, while in the process fostering the development of their members as future leaders in the global health field.

PART I--Chapter Recognition and Renewal Process:

a) Chapter recognition: Starting a TCRH chapter on your high school, undergraduate, or graduate school campus is a wonderful way to directly assist in bringing quality health care to underserved rural populations in developing nations (beginning in Kenya), while at the same time enhancing your leadership skills and fostering a community of students who are passionate about global health on your campus. The recognition process consists of multiple steps:

1. Send TropicalClinics Headquarters a brief introductory email introducing yourself and expressing your interest in starting a TCRH chapter on your campus. TropicalClinics Headquarters will then email you a TCRH chapter founding officer application.
2. Recruit at least five fellow students interested in applying with you for the six founding officer positions (please look under “required chapter leadership structure” heading for the responsibilities of each position).
3. Fill out a TCRH chapter founding officer application and submit to TropicalClinics Headquarters (each prospective founding officer must complete an individual application). Once at least six applications have been received from your school, TropicalClinics Headquarters will make all founding officer position placements after a thorough review of each applicant’s strengths and level of commitment to rural health. If a prospective founding officer’s application is not approved by TropicalClinics Headquarters, then a replacement officer must be found.
4. Agree to the TCRH Chaptership Program Agreement and submit a copy signed by each of your six founding officers. After TropicalClinics Headquarters receives your signed agreement, you will be granted “conditional” status as a TCRH chapter. With “conditional” status, your chapter will be given permission to use TropicalClinics’ name and logo so that you may complete the next step.
5. Apply to become an officially recognized student group on your campus. The specific procedure varies based on the policies of your school, but may involve filling out an application explaining the proposed TCRH chapter, submitting a petition with a certain number of potential members, and creating a group constitution.
6. Submit proof of official student group status to TropicalClinics Headquarters. This designation will give your chapter many benefits, usually including the ability to reserve rooms, apply for funding, and have a student group financial account.
7. Ensure completion of official TCRH membership process for all founding officers. Chapters will only be granted “active” status once all six executive board members have completed the membership process online. With “active” status, your chapter will be recognized as an official TCRH chapter and permitted to commence chapter activities such as fundraising and rural health activism events.
8. Begin chapter operations and start making a real difference in international rural health!

b) Chapter renewal: Please note that, in order to maintain “active” status, all TCRH chapters must be renewed annually by submitting an updated TCRH Chaptership Program Agreement (“Agreement”) with signatures from all current officers. The TCRH chapter’s activity from the previous year will be reviewed prior to renewal in order to ensure the chapter has been meeting its obligations. Also, per the Agreement, TropicalClinics Headquarters reserves the right at its sole discretion to cancel TCRH chapters at any time that do not follow the terms and conditions of the Agreement.

PART II--Required Chapter Leadership Structure:

All TCRH chapters must be led by an Executive Board consisting of six specific officers: President, Vice President of Operations, Vice President of Fundraising, Vice President of Rural Health Activism, Vice President of Outreach and Publicity, and Chief Financial Officer. This mandatory chapter leadership structure will help ensure that the TCRH chapter is able to efficiently operate and meet the goals and expectations of TropicalClinics Headquarters. If a TCRH Executive Board decides that additional leadership positions are needed to optimize the functioning of their individual TCRH chapter, they must submit a request to TropicalClinics Headquarters detailing the proposed additions and giving a brief rationale for why they believe these additional roles would be advantageous. The creation of additional leadership roles is not permitted without the approval of TropicalClinics Headquarters.

The required responsibilities of each Executive Board position are detailed below. Please note that TropicalClinics Headquarters reserves the right to remove and replace inactive chapter officers who are not fulfilling their responsibilities.

- **President**
 - Serve as the official contact between the chapter and TropicalClinics Headquarters
 - Make certain that the chapter follows the policies set forth in TropicalClinics' chaptership agreement and meets all required obligations
 - Oversee chapter fundraising and activism efforts and provide support as needed
 - Delegate responsibilities to other chapter officers and maintain frequent communication with all officers
 - Ensure all chapter members complete the official TCRH membership process (see Part IVa)
 - Collect nominations for Volunteer of the Month Award from other chapter officers (Volunteers of the Month will receive a personalized thank-you from TropicalClinics Headquarters and recognition on website)
 - Prepare monthly report for TropicalClinics Headquarters detailing all chapter activity, containing minutes from all chapter meetings, and explaining any questions or concerns that have arisen (due the last day of each calendar month during the academic year)
 - Organize biweekly Executive Board meetings
- **Vice President of Operations**
 - Assist the chapter president with developing agendas and running meetings

- Ensure that chapter officers and volunteers complete required tasks in a timely fashion
- Organize all chapter documents and meeting minutes on the chapter's Google Docs account
- Keep the chapter's Google calendar up-to-date so all members are aware of upcoming events
- Email the chapter president a report listing progress with current responsibilities and detailing upcoming tasks at least two days prior to each Executive Board meeting (including any desired agenda items)
- Attend mandatory biweekly Executive Board meeting
- Vice President of Fundraising
 - Plan and coordinate at least one fundraising event every month (can be either on-campus or off-campus fundraisers)
 - Ensure that the chapter raises required fundraising minimums by the deadlines listed in chaptership agreement, with the support of the chapter President and Vice President of Operations
 - Create detailed spreadsheet itemizing earnings from each fundraising event, and email to Vice President of Operations for posting on Google Docs
 - If needed, establish and lead a Fundraising Committee to organize support from chapter members
 - Email the chapter president a report listing progress with current responsibilities and detailing upcoming tasks at least two days prior to each Executive Board meeting (including any desired agenda items)
 - Attend mandatory biweekly Executive Board meeting
- Vice President of Rural Health Activism
 - Solicit and compile required monthly reports from all chapter volunteers listing involvement in chapter and containing a one-paragraph summary on how their required monthly global health activity has impacted their commitment to the mission of TropicalClinics
 - Plan at least one activism event relating to international rural health every two months (such as arranging for guest speakers, coordinating documentary screenings, etc.)
 - Keep chapter members up to date on other global health events of interest on campus
 - If needed, establish and lead a Rural Health Activism Committee to organize support from chapter members
 - Email the chapter president a report listing progress with current responsibilities and detailing upcoming tasks at least two days prior to each Executive Board meeting (including any desired agenda items)
 - Attend mandatory biweekly Executive Board meeting
- Vice President of Outreach and Publicity
 - Publicize all fundraising and activism events through multiple advertising venues

- Recruit new members by publicizing the chapter through activity fairs, open houses, email listservs, etc.
 - Maintain an updated chapter website/blog and post photos from chapter events
 - Create and maintain a chapter Facebook page
 - Foster a sense of community and teamwork among chapter members by planning occasional social events
 - If needed, establish and lead an Outreach and Publicity Committee to organize support from chapter members
 - Email the chapter president a report listing progress with current responsibilities and detailing upcoming tasks at least two days prior to each Executive Board meeting (including any desired agenda items)
 - Attend mandatory biweekly Executive Board meeting
- Chief Financial Officer
 - Manage the chapter's official student group financial account given by their university or school
 - Assist Vice President of Fundraising with chapter fundraising events as needed
 - Safeguard all money raised from chapter fundraising events by taking it as soon as possible to a bank or post office to have it transferred into a money order made out to TropicalClinics, and by mailing the money order to TropicalClinics Headquarters within 7 days of the end of the fundraising event
 - Head efforts to seek funding for campus events where needed (100% of all money raised from chapter fundraising events must go directly to TropicalClinics Headquarters to fund quality healthcare for underserved rural populations)
 - Take minutes at each chapter meeting and email to Vice President of Operations for posting on Google Docs
 - Email the chapter president a report listing progress with current responsibilities and detailing upcoming tasks at least two days prior to each Executive Board meeting (including any desired agenda items)
 - Attend mandatory biweekly Executive Board meeting

PART III--Selection of Chapter Officers:

The selection of TCRH chapter officers varies based on whether the chapter is new or established:

a) New chapters: All six prospective founding officers will be required to fill out an application demonstrating their commitment to the mission of TropicalClinics to bring quality health care to the underserved women, children, and families in rural areas of developing nations. Accepted applicants will be granted a one-year position in the leadership role they are selected for. Since student organizations may take some time to establish a strong presence on campus, founding officers are allowed to request renewal of their position once, if so desired. If a founding officer does not wish to renew his or her position for an additional year, then the chapter president should notify TropicalClinics Headquarters so it can help launch an application process to fill the vacancy. Chapters are considered a “new chapter” for their first two years of operation.

b) Established chapters: After operating successfully for two years, a chapter is considered to be an “established” chapter. TropicalClinics Headquarters entrusts established TCRH chapters to elect their own officers through chapter elections. However, please be aware that TropicalClinics Headquarters still reserves the right to remove and replace chapter officers who do not fulfill their required responsibilities and do not take their elected position seriously. All Executive Board positions must be put up for election every year in order to enable the influx of new ideas, meaning that officers who desire to keep their position will face reelection and experience possible competition. It is recommended to hold chapter elections around April of each year so that current officers will be able to mentor new officers before they are on their own.

c) All chapters: In order to allow for new ideas and innovation in each of the Executive Board positions, all TCRH members have a maximum term limit of two years in a specific position. TropicalClinics Headquarters encourages TCRH officers to cultivate leadership potential in other chapter members during their time in office so that there will be qualified and dedicated candidates to take over their position once they move on.

PART IV--Official TCRH Membership:

a) Becoming an official member: Students must become official TCRH members through TropicalClinics Headquarters to be officially affiliated with their campus’ TCRH chapter and become fully active members. However, in order to allow potential members to get a glimpse of TCRH in action before committing to be an active member, TCRH chapter events are open to all students on the chapter’s campus. Please note that since only official TCRH members are affiliated with TropicalClinics Headquarters and its TCRH chaptership program, only official members may claim involvement with a TCRH chapter and list their participation on their résumés. TropicalClinics Headquarters maintains detailed records of all official TCRH members. Consequently, educational institutions, scholarship providers, and potential employers may email TropicalClinics Headquarters to verify a student’s service.

Becoming an official TCRH member involves a short process through which the student must demonstrate their commitment to the mission of TropicalClinics and receive important training to help them become an effective chapter volunteer:

1. Filling out a TCRH membership application
2. Completing a short online training course to learn about international rural health, TropicalClinics’ efforts, and fundraising skills
3. Submitting of a \$20 membership donation to TropicalClinics Headquarters to be used directly towards providing quality health care to the underserved women, children, and families in rural areas of developing nations, beginning in Kenya
4. Purchasing a TropicalClinics t-shirt (this is optional but strongly recommended to aid in the marketing of your TCRH chapter during events and around campus. T-shirts are sold to new TCRH members at the reduced cost of only \$5)

b) Maintaining official member status: In order to maintain official TCRH member status, chapter members must submit a bimonthly volunteer report to their chapter’s Vice President of Rural Health Activism which lists their involvement in the chapter (both hours invested and

activities performed) and contains a one-paragraph reflection on how a global health activity during the month has impacted their commitment to the mission of TropicalClinics. Since part of the mission of the TCRH chaptership program is to foster the development of chapter members as future leaders in the global health field, TCRH members are required to complete at least one global health activity every two months, which can be anything from attending a global health event, watching a relevant documentary, or reading a book or article on international health issues (of course, TropicalClinics Headquarters hopes that TCRH members become so passionate about global health that they far exceed this minimum requirement). It is highly preferred for members to attend their chapter's rural health activism event during this two month period and to write their global health reflection about this. Writing the one-paragraph reflection of what was learned from this activity and how it has impacted your commitment to the mission of TropicalClinics provides the necessary verification. TropicalClinics Headquarters reads every volunteer report and selects some of the highest quality responses to post on our website to inspire supporters and other TCRH members.

At the beginning of each academic year, all students must renew their TCRH membership in order to demonstrate that they are still committed to TropicalClinics' mission and being an active chapter member. This involves resubmitting the TCRH membership application and the \$20 membership fee. It is not necessary to recomplete the training course. Your chapter president will remind you when it is time to renew and give more detailed instructions.

c) Membership Benefits:

1. Official affiliation with TropicalClinics and your campus TCRH chapter
2. Free admittance and being recognized at TropicalClinics Annual Gala in Princeton, NJ
3. Being recognized on TropicalClinics social media sites