



Health Corps at UCSD
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*This handbook only covers the basic, general requirements of Health Corps at UCSD. Please consult with your site supervisor(s) about the specific requirements of your particular site(s) and follow ALL of the requirements/policies/procedures stated.

**This handbook is a ‘working document’. Information may be added or removed as *Health Corps at UCSD* evolves, grows and changes.



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Health Corps at UCSD Calendar- October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday 1	Saturday 2
3	4	5	6	7 FFOG tabling/recru iting	8	9
10	11	12	13	14 Pre-Health Club Fair tabling/recru iting	15	16
17	18	19	20	21	22 Health Corps Orientation	23
24	25	26	27	28	29	30
31 Halloween						



Health Corps at UCSD Calendar - November 2010

Sunday	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6
7	8	9	10	11 Veteran's Day	12 Student org registered & Facebook page created	13
14	15	16	17	18	19 Community College/Health Screenings GBM #1	20
21	22	23	24 Site secured at least 10 (goal 20) volunteers	25 Thanks- giving	26 UCSD Closed in celebration of Thanks- giving	27
28	29	30				



Health Corps at UCSD Calendar- December 2010

Sunday	Monday	Tuesday	Wednesday 1	Thursday 2	Friday 3 Final Day of Classes Community College GBM #2	Saturday 4
5	6 Finals	7 Finals	8 Finals	9 Finals	10 Finals	11 Finals
12 WINTER BREAK BEGINS	13 Health Corps Site Letters to Congress Due	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Health Corps at UCSD Calendar- January 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 WINTER BREAK ENDS	3 First Day of Winter Quarter	4	5	6	7	8
9	10	11	12 Winter Organization Fair	13	14 Community College Board Meeting	15 MLK Parade
16	17 MLK Holiday	18 Kalusugan Workshop	19	20	21 Community College Board Meeting	22
23	24	25 Community College/Health Screenings/PAP GBM #1	26 Community College/Health Screenings/PAP GBM #2	27 High School Mentorship/ Medical Translation GBM #1 Community Law Project Workshop	28 Career Center Fair	29
30	31					



Health Corps at UCSD Calendar- February 2011

Sunday	Monday	Tuesday 1	Wednesday 2	Thursday 3 SBCS Orientation	Friday 4	Saturday 5
6	7 Kalusugan Staff Meeting	8	9	10	11 Community College Board Meeting	12
13	14	15	16	17 SBCS Orientation	18	19
20	21 Presidents Day	22	23	24	25	26
27	28					



Health Corps at UCSD Calendar- March 2011

Sunday	Monday	Tuesday 1	Wednesday 2 Grossmont College ICC Meeting	Thursday 3 Grossmont College Recruitment Day SBCS Orientation	Friday 4	Saturday 5
6	7 Kalusugan Staff Meeting	8	9 Lao Health Fair Info Session	10	11	12 "Spring Into Health" Fair Health Screenings
13	14 FINALS	15 FINALS	16 FINALS	17 FINALS SBCS Orientation	18 FINALS	19
20 SPRING BREAK BEGINS	21	22	23	24	25	26 "Taste of Healthy Filipino & Mexican Food" Fair
27 SPRING BREAK ENDS	28 Start of Spring Quarter	29	30	31		



Health Corps at UCSD Calendar- April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday 1	Saturday 2
3	4 Kalusugan Staff Meeting	5	6	7 SBCS Orientation	8 Community College Board Meeting	9
10	11	12	13	14	15 Community College Board Meeting	16
17	18	19	20	21 SBCS Orientation	22 Audit Meeting	23
24	25	26 Continuums of Service Pre- Conference	27 Continuums of Service Conference	28 Continuums of Service Conference	29 Continuums of Service Conference Community College/PAP GBM #1	30 UCSD Campus wide volunteer day – Bell Middle School



Health Corps at UCSD **Calendar- May 2011**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 UCSD Cares Week Asian Culture Festival - Kalusugan	2 Kalusugan Staff Meeting UCSD Cares Week	3 UCSD Cares Week	4 UCSD Cares week	5 SBSCS Orientation UCSD Cares Week	6 UCSD Cares Week	7 UCSD Cares Week Transfer Admit Day
8	9	10	11	12	13	14 MANA Health Fair
15	16	17	18	19 SBSCS Orientation	20	21 AMSA Health Fair
22	23	24	25 Senior Health & Resource Fair	26	27	28
29	30	31				



Health Corps at UCSD Calendar- June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 FINALS Kalusugan Staff Meeting	7 FINALS	8 FINALS	9 FINALS	10 FINALS	11
12 SUMMER BEGINS	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Health Corps at UCSD **2011 - Additional Important Dates:**

Winter Quarter Begins:	Monday, January 3
Set date & reserve room for end of year banquet	January 2011 – as early as possible
Martin Luther King Jr. Day of Service:	Saturday, January 16
Martin Luther King, Jr. Holiday:	Monday, January 17
President's Day Holiday:	Monday, February 21
Winter Quarter Final Day of Classes:	Friday, March 11
Winter Quarter Final Exams:	Monday - Saturday, March 14-19
Caesar Chavez Holiday:	Friday, March 25
Spring Quarter Instruction Begins:	Monday, March 28
Memorial Day Observance:	Monday, May 30
Continuums of Service Pre-Conference:	Tuesday, April 26
Continuums of Service Conference:	Wednesday - Friday, April 27 – 29
Health Corps end of the year celebration	June 2011 – exact date TBD
Spring Quarter Instruction Ends:	Friday, June 3
Spring Quarter Final Exams:	Monday - Friday, June 6-10

GROSSMONT COLLEGE:

Grossmont College ICC Meeting:	Tuesday, March 1
First Recruitment Day:	Wednesday, March 2
Second Recruitment Day:	TBD
Spring Break:	April 18 – 22
Orientation:	TBD

VOLUNTEER EVENTS:

Fall Festival on the Green (FFOG)	Thursday, October 7 2010
Pre-Health Club Fair	Thursday, October 14 2010
Winter Organization Fair	Wednesday, January 12 2011
Healthcare Reform Workshop – Kalusugan	Tuesday, January 18 2011
Martin Luther King Jr. Day of Service:	Saturday, January 16 2011
Community Law Project Fair	Friday, January 28 2011
Career Center Student Fair	Friday, January 28 2011
“Spring Into Health” Lao Health Fair	Saturday, March 12 2011
“Taste of Filipino & Mexican Cuisine Fair”	Saturday, March 26 2011
UCSD Campuswide Volunteer	Saturday, April 30 2011
Asian Culture Fair – Kalusugan	Sunday, May 1 2011
UCSD Cares Week	Sat, May 1 – Sun, May 7 2011
SD Dia De La Mujer Latina Health Fair (MANA)	Saturday, May 14 2011
AMSA Health Fair	Saturday, May 21 2011
Senior Health & Resource Fair	Wednesday, May 25 2011



Grossmont College Information

Driving Directions:

University of California San Diego 10280 N Torrey Pines Rd La Jolla, CA 92037

1. Head west on Gilman Dr toward Myers Dr 2.1 mi
2. Turn right to merge onto I-5 S 0.5 mi
3. Take exit 26 to merge onto CA-52 E 15.3 mi
4. Continue onto CA-125 S 1.0 mi
5. Take exit 20B for Grossmont College Dr 0.3 mi
6. Turn right at Grossmont College Dr 0.1 mi
7. Turn right at Meter Rd 0.1 mi

Grossmont College 8800 Grossmont College Drive El Cajon, CA 92020

Associated Students of Grossmont College

Any questions, comments, or concerns will be addressed by our Board of Directors and/or Administrative Officials.

Monday-Thursday 8:00 a.m. to 12:30 p.m.

Associated Students of Grossmont College, Inc.
8800 Grossmont College Drive
El Cajon, CA 92020
Fax – (619) 644-7906.

Please address all faxed documents to the Associated Students of Grossmont College, Inc.

Phone – (619) 644-EXT#

Executives

President	ext. 7532
Vice President	ext. 7768
Comptroller	ext. 7794
Executive Secretary of Student Legislation	ext. 7023
Director of Activities	ext. 7606
Director of Publicity	ext. 7024
Webmaster	ext. 7024

Administration

Secretaries	ext. 7604
Advisor	ext. 7600
Sr. Account Technician	ext. 7603



Spring 2011 Calendar

Registration	November 15 - January 21
Holiday (Martin Luther King Day)	January 17
Professional Development-Organizational Meetings	January 18 - 21
Regular Day & Evening Classes Begin	January 24
Program Adjustment	January 24 - February 4
Census Day	February 7
Holiday (Lincoln Day)	February 18 - 19**
Holiday (Washington Day)	February 21
Last Day to Apply for Pass/No Pass (CR/NC) Semester Length Classes	February 25
Last Day to Apply for Spring 2011 Degree/Certificate	March 18
End of First 8-week Session	March 18
Second 8-Week Application Period	Continuous through March 21
Second 8-Week Session Begins	March 21
Last Day to Drop Semester Length Classes	April 15
Classified Staff Appreciation Day	April 18
Spring Recess	April 18, 19, 20, 21 & 22
District Employees Holiday	April 22
End of Second 8-Week Session	May 20
Final Examinations	May 23, 24, 25, 26, 27, 28, & 31
Holiday (Memorial Day)	May 30
Close of Spring Semester	May 31
Instructor Grade Deadline	June 1
Grossmont Commencement	June 1



Health Corps at UCSD

Basic Expectations & Duties of Site Supervisors

1. Behave in a professional, ethically-sound and socially just manner. (e.g. maintaining client and student confidentiality; treating all constituents with respect; abiding by the regulations, policies and procedures set forth by UCSD, CACC and your particular site; etc).
2. Create a Facebook page for your particular site. This site will be a means of communicating with volunteers; collecting reflections; and helping uphold the goal of education, training and reflection. Your Facebook page should be created by **Friday, November 12, 2010**.
3. Register your site as its own UCSD Student Organization. This will require you to have 4 volunteers to serve as principal members and allow you to apply for additional AS funding. We would like the individual student organizations to be registered by **Friday, November 12, 2010**.
4. Establish a partnership with a local non-profit organization: community college, high school or medical clinic. Our goal is to have all partnerships established by **Wed. November 24, 2010**.
5. Assess the needs of the organization and recruit student volunteers to help meet the needs. Although this is an on-going process, we hope to have at least 10 student volunteers (with a goal of 20) working at each site by **Wednesday, November 24, 2010**.
6. Collect a completed Visual/Audio Image Release Form, Confidentiality Agreement, and Waiver of Liability, Assumption of Risk, & Indemnity Agreement from each student prior to the student beginning service.
7. Attend weekly appointments with your advisor.
8. Keep an accurate record of volunteer hours. This data is required as part of the grant assessment process, and therefore, is vital. You may do this by having a volunteer sign-in sheet at your site (see the template below) or implementing another method that you create (Google calendar, Facebook, etc.)
9. Save all marketing materials or hand-outs you create to goggle docs at sdhealthcorps@gmail.com. It is a grant requirement that all materials be submitted to CACC, and therefore, having them all in one place will be helpful.
10. Write (or ask one of your volunteers to write and email a copy to you) at least one letter to a state official per quarter. The first letter is due on **Monday, December 13, 2010**. Please send a copy of each letter to your advisor as we will need to send it to CACC.
11. Serve as a leader and liaison between student volunteers and the staff at your site. Hone your communication and leadership skills by participating in **at least one** of the *Communicate UCSD* workshops listed here: <http://ets.ucsd.edu/pdf/2010-2011Schedule.pdf>
12. If anything is unclear or if conflicts or concerns arise, let your advisor know. We are here to help and support you! Please do not be overwhelmed, *Health Corps at UCSD* is a group effort and work-in-progress. With strong, competent, motivated leaders like you, it will be great!



Health Corps at UCSD **Basics of Branding & Marketing**

Per our grant specifications, all publications and marketing pieces created for Health Corps at UCSD must include the following*

1. Acknowledgement tagline with the logos:

We gratefully acknowledge the following organizations for their significant support in making this program possible:



***California* | Campus Compact**

2. Acknowledge HMP3 and The Center for Community Service at UCSD as well.

3. Visual/Audio Image Release Form – all students must sign this prior their photos being used in conjunction with Health Corps at UCSD (even for Facebook pages).

4. Letters to Federal Legislatures: We must send letters promoting the accomplishments of Health Corps and acknowledging the support of each organization below to CA officials at least twice per year. The first letters must be sent by December 13, 2010.* Copies of letters must be sent to CACC as well.

Acronyms & Basic Information about the Organizations Affiliated with Health Corps at UCSD:**

CACC (California Campus Compact) - Coalition of leading colleges and universities that each year invests in and champions more than 500,000 students, faculty members, administrators and community members involved ...activities that support and expand civic and community engagement throughout California.

CNCS (Corporation for National Community Service) – Federal agency that funds programs such as AmeriCorps, Learn and Serve America,

SIG (Social Innovation Generation) - California Campus Compact's three-year initiative that will catalyze California colleges and universities to aid in the state's recovery and renewal through service, service-learning and inventive solutions.

SLI (Social Leadership Initiative) - California Campus Compact's *Social Innovation Generation: Student Leadership Initiative* [the Grant funding Health Corps at UCSD] supports new and innovative student-initiated, student-led service or service-learning projects that will result in change-making action to help those who have been hardest hit by California's economic crisis.

*Sample letters are included in the CACC SIG SLI Branding and Promotion PDF.

** Please see the CACC SIG SLI Branding and Promotion PDF for additional details AND exact wording required for publications or press releases. The information above is just a synopsis.



Health Corps at UCSD **Basics of Budgeting**

Associated Students (AS) Funds:

Eligibility:

In order to apply for AS funding ALL of the following criteria must be met:

- Student organizations must be registered with the Center for Student Involvement
- Only principal members are authorized to sign for expenditures.
- Applicant must be a registered UCSD **undergraduate** student with proof of current registration.
- At least one principal member from the organization submitting the request must attend an **A.S. finance seminar prior to applying for funds.**

Categories of AS Funds:

Operating Funds: Funds intended to support the day-to-day operations of student organizations (office supplies, copying costs, travel expenses, etc.). Each organization is allotted **\$500.00 per academic year**. Must apply for **2 weeks before the event** for operating funds

Programming Funds: Funds intended to support student organization events open to the entire student body. There is no specified limit of funding dollars for this category. Must apply before noon **4 weeks prior to the event date** for programming funds.

Traditional Funds: These do not apply to newly established orgs such as Health Corps.

Media Funds: These do not apply to non-media related orgs such as Health Corps.

AS Funds CANNOT be used for any of the following:

- Alcohol
- Stamps and postage
- Food and refreshments
- Any permanent equipment or equipment maintenance
- Clothing (i.e. T-shirts)
- Permanent parking permits
- Scholarships
- Association or membership fees
- Fines
- Services provided by any member(s) from their student organization.

More Information:

For more information or to apply for AS Funds please refer to:

- Website: <http://www.ucsd.edu/current-students/student-life/involvement/organizations/events/funding-resources.html>
- The AS Funding Guide: http://as.ucsd.edu/finance/docs/ASFundingGuide2010_Web.pdf

Always ASK for funds in advance if you want to be reimbursed!



Health Corps at UCSD **Basics of Budgeting**

Grant Funds:

California Campus Compact Social Innovation Generation: Student Leadership Initiative awarded Health Corps at UCSD - \$10,000.

Per our grant the funding breakdown is as follows:

- \$7,500 - used to pay your salaries for the 30 weeks of this school year.
- \$960 - to pay for all 5 of you to attend the Continuums of Service Pre-conference on April 26, 2011 and 2 of you to stay and attend the full conference April 27-29.
- \$1,040 – used for CPR Certification and finger-printing where sites require these services*
- \$500 – “indirect costs” - TBD

This breakdown of funds is NOT set in stone. We are able to re-allocate up to \$1,000 of funds as long as the reallocation still fits within the parameters of the grant. For re-allocation over \$1,000 we must ask CACC for approval.

* Unfortunately due to the low funding in this category student volunteers may have to help pay for their CPR training or finger-printing (depending on the number of sites that require these services and the number of student volunteers interested in working at them).

More Information:

For more information about use of our grant funds, please refer to the grant application at the end of your manual or contact Ryan Crawford.

As with AS funding, please always ASK for funds in advance if you want to be reimbursed!

As specified in the Grant – Grant Funds are NOT allowed to be used for any of the following:

VIII. Prohibited Activities:

Funds from this grant award absolutely may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytizing; to assist, promote, or deter union organizing; to finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or to impair existing contracts for services or collective bargaining agreements. Funds also may not be used for international travel.



Health Corps at UCSD **Recruitment ‘Talking Points’**

- One of the newest clubs on campus Health Corps is a student-run volunteer opportunity
- Our efforts are aimed at helping alleviate some of the health issues facing the members of our local community hardest hit by the economic downturn
- Health Corps is divided into 5 sites:
 - Community College
 - High School Mentorship
 - Patients Assistance Program
 - Medical Translation
 - Health Screenings
- **Community College** – help establish a Health Corps chapter at a local Community College (*which particular colleges TBD*)
- **HS Mentorship** – help mentor high school students interested in becoming part of the health profession (*which particular High School TBD*)
- **Patients Assistance Program** – working with staff at St. Vincent de Paul to assist patients who cannot afford their medications (tasks will likely include completing paperwork requesting reimbursement from pharmaceutical or insurance companies- this program saves St. Vincent de Paul hundreds of thousands of \$\$ annually)
- **Medical Translation** – working at a local clinic translating for patients who do not speak English
- **Health Screenings** – assisting at a local clinic – (*details TBD based on the needs of the clinic*)
- Each site will be led by one student site coordinator and have its own, unique set of volunteer requirements
 - Some sites may have larger time commitments than others
 - Some sites may require particular training (such as CPR certification or background checks)
 - Our hope is that there is a site available to fit each volunteer’s interests, skills and schedules.
- By signing up for more information today, you will be added to our contact list and given more information about EACH of the 5 sites.
- You do NOT have to choose which site you’d like to work at just yet (*remember we are recruiting student volunteers for Health Corps as a whole at this point – not for your particular site only*)
- Regardless of which site you choose, by participating in Health Corps you’ll gain priceless experience in the health profession AND help those in need



VISUAL/AUDIO IMAGE RELEASE FORM

Health Corps at UCSD

I grant permission to University of California, San Diego, its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. University of California, San Diego will not materially alter the original images.

I agree that University of California, San Diego owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored Web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I release University of California, San Diego and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking or use of the images or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing. I understand its contents, meaning and impact, and I freely accept the terms.

Printed name:

Date:

Signature:

Phone or email address:

Parent or Guardian if under 18 years of age:

Address (optional):

Project name:

Photographer's name/signature/contact information/notes:.....

.....
.....

We gratefully acknowledge the following organizations for their significant support in making this program possible:

HMP3, The Center for Community Service at UCSD





CONFIDENTIALITY AGREEMENT

Health Corps at UCSD

By signing this Agreement, I understand and agree that:

I will keep patient information confidential. I will not disclose patient information under any conditions. Regarding other types of important information to _____ <volunteer site>, I will keep such information confidential as well.

I will not discuss any information, either patient-related or relating to _____ <volunteer site> operations, in public areas (even if specifics such as a patient's name are not used).

I will keep all security codes and passwords used to access the facility, equipment or computer systems, confidential at all times.

I will only access or view patient information for that which is required to complete my volunteer responsibilities. If I have any question about whether access to certain information is required for me to complete my mentorship, I will immediately ask my mentor for assistance.

I will not disclose, copy, transmit, inquire, modify, or destroy patient information or other _____ <volunteer site> confidential information without explicit permission from my site supervisor.

Even after my volunteer commitment is completed, I agree to meet my obligations under this Agreement.

I understand that violation of this Agreement may result in disciplinary action, up to and including termination of my relationship with _____ <volunteer site>, and this may include civil and criminal legal penalties as a result of the final Privacy Rule issued by the federal government.

I have read the above agreement and agree to comply with it so that I can continue my volunteer commitment with _____ <site supervisor> at _____ <volunteer site>.

Signature

Date

Name Printed

Name of Site Supervisor

We gratefully acknowledge the following organizations for their significant support in making this program possible:

HMP3, The Center for Community Service at UCSD



California | Campus Compact



WAIVER OF LIABILITY, ASSUMPTION OF RISK, & INDEMNITY AGREEMENT
UNIVERSITY OF CALIFORNIA, SAN DIEGO
Health Corps at UCSD

Participant's Name: _____
Please Print

Waiver: In consideration of being permitted to participate in any way in the Health Corps at UCSD, hereinafter called "The Activity," I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents,** resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

 Signature of Participant Date

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

 Signature of Participant Date

We gratefully acknowledge the following organizations for their significant support in making this program possible:

HMP3, The Center for Community Service at UCSD



California | Campus Compact



Health Corps at UCSD Constitution

Article 0: General Statement of Purpose and Mission Statement

Section 1: Vision – Health Corps at the University of California San Diego (hereinafter referred to as UCSD) is to be the premier non-profit student organization that will deliver meaningful community service focusing on the health services sector for the benefit of those hardest hit by the California economic downturn.

Section 2: Mission Statement - Through collaborations with the UCSD School of Medicine, Health and Medical Professions Preparation Program (hereinafter referred to as HMP3), Center for Student Involvement (hereinafter referred to as CSI), faculty, staff, students, community healthcare providers and nonprofit organizations, Health Corps at UCSD will serve clients in local nonprofits. We will engage in community mapping and meet with local nonprofits to identify and develop health related community placements for UCSD student volunteers.

Article I: General Provisions

Section 1: Name

Clause A: The name of this organization shall be Health Corps at the University of California, San Diego.

Section 2: Meetings

Clause A: The advisors and student site coordinators shall meet weekly per academic quarter from September to June to ensure adequate communications and discuss ongoing healthcare related project sites.

Clause B: The General Body of Health Corps at UCSD shall meet at least monthly per academic quarter from September to June to ensure adequate communications, discuss ongoing healthcare related project sites, and plan future events.

Article II: General Body

Section 1: Membership

Clause A: The General Body shall consist of UCSD undergraduate students recruited by the Health Corps advisors and student site coordinators.

Subsection 1: Active membership shall be granted to all General Body members that attend all required orientations and monthly meetings.

Article III: The Health Corps at UCSD Student Site Coordinators

Section 1: Membership



Clause A: The Health Corps at UCSD student site coordinators shall be comprised of the Patient Assistance Program Coordinator, Medical Translation Coordinator, High School Mentor Coordinator, Health Screenings Coordinator, and Community College Coordinator.

Section 2: Powers and Responsibilities

Clause A: The powers and responsibilities of the Health Corps at UCSD Student Site Coordinators shall be as follows:

Subsection 1: The Student Site Coordinators shall have the exclusive power to interpret and implement the Constitution.

Subsection 2: The Student Site Coordinators shall have the following responsibilities: weekly meetings with advisor(s), collaborate with site agencies and advisors to develop a handbook with guidelines and requirements to be at the site, design and implement trainings for 20 student volunteers, and other administrative duties as assigned.

Article IV: Officers of Health Corps at UCSD

Section 1: Patient Assistance Program Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The Patient Assistance Program Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The Patient Assistance Program Coordinator shall recruit, train, and provide work direction to 20 volunteers that will set up a Patient Assistance Program at St. Vincent de Paul Health Center. The student site coordinator will work closely with St. Vincent de Paul Health Center to assist eligible patients, primarily the uninsured, in obtaining medicine free of charge.

Section 2: High School Mentor Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The High School Mentor Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The High School Mentor Coordinator shall recruit, train, and provide work direction to 20 volunteers that will help local high school students obtain mentors in the health services field. The student site



coordinator will work closely with the High Schools to pair up mentor in the health services field on their campus.

Section 3: Medical Translation Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The Medical Translation Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The Medical Translation Coordinator shall recruit, train, and provide work direction to 20 volunteers that will set up a translator network to help local community medical clinics serve non-English speaking patients. The student site coordinator will work closely with community medical clinics to assist in medical translation to make the healthcare services more efficient.

Section 4: Health Screenings Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The Health Screenings Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The Health Screenings Coordinator shall recruit, train, and provide work direction to 20 volunteers that will set up health screenings to help local community medical clinics serve more patients. The student site coordinator will work closely with community medical clinics to assist in health screenings to make the healthcare services more efficient.

Section 5: Community College Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The Community College Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The Community College Coordinator shall recruit, train, and provide work direction to 20 volunteers that will help local community colleges create a Health Corps that will identify and volunteer at a site. The student site coordinator will work closely with the community colleges to create a Health Corps on their campus



Health Corps at UCSD Constitution - Community College

Article 0: General Statement of Purpose and Mission Statement

Section 1: Vision – Health Corps at the University of California San Diego (hereinafter referred to as UCSD) is to be the premier non-profit student organization that will deliver meaningful community service focusing on the health services sector for the benefit of those hardest hit by the California economic downturn. Health Corps at UCSD – Community College is a subdivision of the parent organization Health Corps at UCSD.

Section 2: Mission Statement - Through collaborations with the UCSD School of Medicine, Health and Medical Professions Preparation Program (hereinafter referred to as HMP3), Center for Student Involvement (hereinafter referred to as CSI), faculty, staff, students, community healthcare providers and nonprofit organizations, Health Corps at UCSD will serve clients in local nonprofits. We will engage in community mapping and meet with local nonprofits to identify and develop health related community placements for UCSD student volunteers. Specifically, this subdivision of Health Corps at UCSD will serve as liaisons in order to branch out and establish new chapters at local San Diego community colleges.

Article I: General Provisions

Section 1: Name

Clause A: The name of this organization shall be Health Corps at the University of California, San Diego – Community College.

Section 2: Meetings

Clause A: The advisors and student site coordinators shall meet weekly per academic quarter from September to June to ensure adequate communications and discuss ongoing healthcare related project sites.

Clause B: The General Body of Health Corps at UCSD shall meet at least monthly per academic quarter from September to June to ensure adequate communications, discuss ongoing healthcare related project sites, and plan future events.

Article II: General Body

Section 1: Membership

Clause A: The General Body shall consist of UCSD undergraduate students recruited by the Health Corps advisors and student site coordinators.

Subsection 1: Active membership shall be granted to all General Body members that attend all required orientations and monthly meetings.



Article III: The Health Corps at UCSD Student Site Coordinators

Section 1: Membership

Clause A: The Health Corps at UCSD – Community College shall comprise of one Student Site Coordinator.

Section 2: Powers and Responsibilities

Clause A: The powers and responsibilities of the Health Corps at UCSD - Community College Student Site Coordinator shall be as follows:

Subsection 1: The Student Site Coordinators shall have the exclusive power to interpret and implement the Constitution.

Subsection 2: The Student Site Coordinators shall have the following responsibilities: weekly meetings with advisor(s), collaborate with site agencies and advisors to develop a handbook with guidelines and requirements to be at the site, design and implement trainings for 20 student volunteers, and other administrative duties as assigned.

Article IV: Officers of Health Corps at UCSD

Section 1: Student Site Coordinator

Clause A: Elections and Terms of Service

Subsection 1: The Community College Coordinator shall be selected upon review of resume and interview process by the advisors of Health Corps at UCSD.

Clause B: Powers and Responsibilities

Subsection 1: The Community College Coordinator shall recruit, train, and provide work direction to 20 volunteers that will help local community colleges create a Health Corps that will identify and volunteer at a site. The student site coordinator will work closely with the community colleges to create a Health Corps on their campus

Section 2: Principle Members

Clause A: Elections and Terms of Service

Subsection 1: There will be a minimum of four, up to a maximum of eight, UCSD student Principle Members elected for Health Corps at UCSD – Community College per school calendar year. Principle Member positions shall be selected based upon review of qualifications by the Student Site Coordinator and the advisor.

Clause B: Powers and Responsibilities



Subsection 1: Principle Members will be responsible for assisting the Student Site Coordinator, establishing new Health Corps chapters at local community colleges, delegating organization duties, acting as a liaison between Health Corps at UCSD and local community colleges, and hosting events at college campuses.

Subsection 2: Principle Members will be required to lead and participate in at least two community college campus events.

Section 2: Secretary

Clause A: Elections and Terms of Service

Subsection 1: A student secretary shall be selected every school calendar year based upon review of qualifications by the Student Site Coordinator, Principle Members, and/or advisor.

Clause B: Powers and Responsibilities

Subsection 1: The secretary will be responsible for providing minutes for each meeting and update all recordkeeping. If absent, it is the responsibility of the secretary to allocate the job to another member ahead of time.

Section 3: General Members

Clause A: Elections and Terms of Service

Subsection 1: General Members participate on an at will basis.

Clause B: Powers and Responsibilities

Subsection 1: General Members will be responsible for assisting and supporting the Student Site Coordinator and Principle Members with establishing new Health Corps chapters and recruitment of new members at UC San Diego and/or community colleges after all of the necessary paperwork and release forms have been filed.



AGENCY CONTACT INFORMATION

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