



MAPS 101 HANDBOOK

DESIGNED FOR THE CHAPTERS OF THE
MINORITY ASSOCIATION OF PREMEDICAL STUDENTS



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LOGAIN ELNIMEIRY, CAPACITY BUILDING COORDINATOR, 2017-19

THIS HANDBOOK HAS BEEN ADAPTED FROM THE ORIGINAL "HOW TO RUN A GREAT MAPS CHAPTER," BOOKLET PREPARED BY THE HOPKINS ORGANIZATION FOR PRE-HEALTH EDUCATION (HOPE) MAPS IN 2004 FOR THE NATIONAL MAPS.

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A MESSAGE FROM YOUR PRE-MEDICAL BOARD MEMBER



Greetings,

I am Toddchelle Young, the Pre-Medical Board Member for the 2018-2019 administration of the Student National Medical Association (SNMA). We are excited to share with you our first national edition of the Minority Association of Pre-medical Students (MAPS) 101 Handbook. This MAPS Handbook serves as a guide to ensure that your university's MAPS chapter is active and involved by providing detailed instructions on how to run a successful MAPS chapter, a MAPS chapter checklist, and numerous lists of ideas, activities, and resources that will benefit all pre-medical students.

This handbook was adapted from the Hopkins Organization for Pre-health Education (HOPE) MAPS chapter at the Johns Hopkins University (JHU)'s "How to Run a Great MAPS Chapter Handbook", originally written by their MAPS chapter board member Yaa Kumah in 2003. Under the JHU-HOPE MAPS leadership of Claudette Onyelobi and Renée Volny, the then 2004-2005 SNMA Pre-Medical Board Member, this guide has grown to become an incredible resource guide for MAPS chapters nationwide.

Just as they believed over ten years ago, the National MAPS Committee believes that "this handbook will not only increase the knowledge and well-being of every MAPS chapter that it reaches, but that it will also aid MAPS chapters in having a strong presence in SNMA as well as at their respective institutions".

We are beyond thrilled to adapt this handbook at the national level, and we hope that it helps your MAPS chapter prosper for years to come! Enjoy!

Yours in SNMA,



Toddchelle Young, MPH

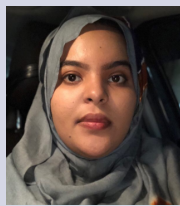
SNMA Pre-medical Board Member, 2018-2019

Chair, National MAPS Committee, 2018-2019

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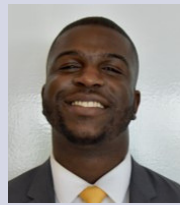
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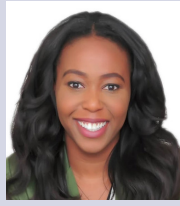
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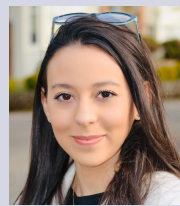
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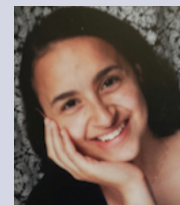
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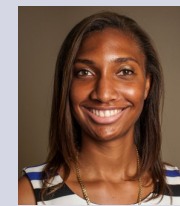
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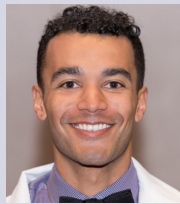
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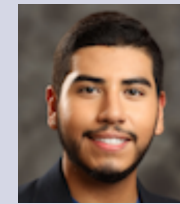
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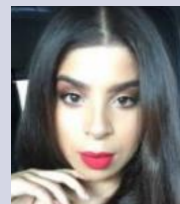
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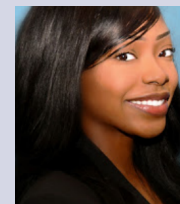
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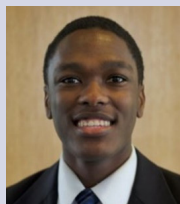
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MAPS IS A KEY PART OF THE SNMA MISSION

The Student National Medical Association (SNMA) is committed to supporting current and future underrepresented minority medical students, addressing the needs of underserved communities, and increasing the number of clinically excellent, culturally competent and socially conscious physicians.

MAPS CONTRIBUTES TO THIS MISSION BY:

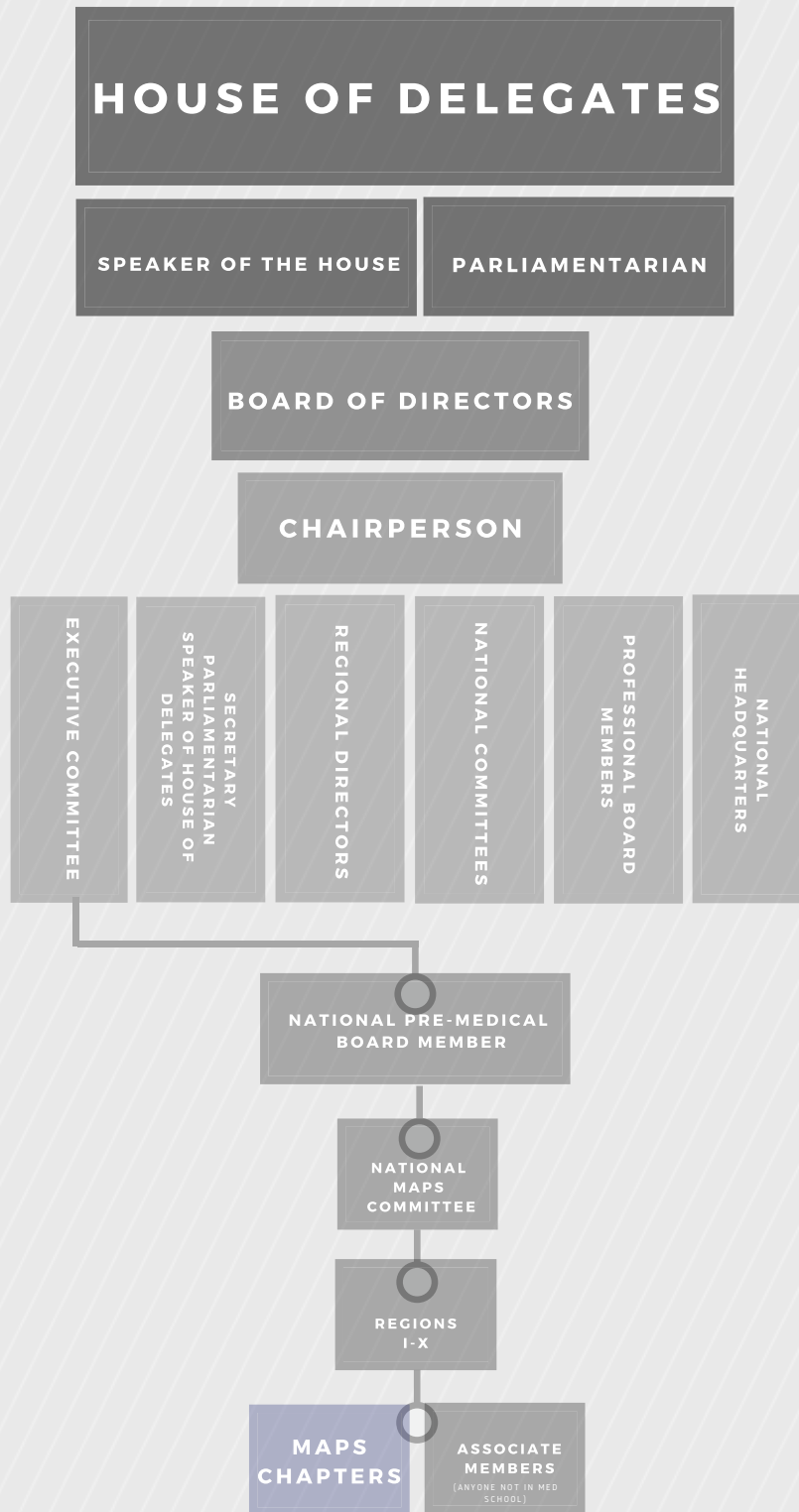
- Providing underrepresented pre-med students with knowledge, skills, and experience that are both prerequisite & concomitant to professional participation in health care fields;
- Improving minority student matriculation into all professional health related programs, with an emphasis on medicine;
- Encouraging culturally conscious physicians by increasing awareness of issues that underrepresented communities face.



SNMA ORGANIZATION

SNMA ORGANIZATION

HERE'S A QUICK REVIEW OF HOW THE SNMA IS SET UP.



THIS IS WHERE MAPS CHAPTERS FIT INTO THE WHOLE SCHEME.

LET'S BREAK IT DOWN.

THE SNMA IS A STUDENT-GOVERNED ORGANIZATION WITH MORE THAN 6,000 MEMBERS NATIONWIDE AND IN THE CARIBBEAN.

HOUSE OF DELEGATES



SPEAKER OF THE HOUSE

PARLIAMEN-TARIAN

- The speaker of the house, assisted by the parliamentarian, presides over the HOD.

BOARD OF DIRECTORS



- Smaller group of individuals comprised of HOD-elected officers and appointed committee members.
- Meets quarterly to make business and policy decisions in accordance with the SNMA Constitution and Bylaws during the period that the HOD is not in session.
- Reports its actions over the course of the year and puts forth mandated items for HOD approval at the National Convention.

CHAIRPERSON



- The chairperson of the BOD is the presiding officer.

- The ultimate governing body of SNMA is the House of Delegates (HOD), which is made up of all active SNMA members.
- The HOD convenes annually at the SNMA National Convention, held in conjunction with the Annual Medical Education Conference (AMEC), to make important decisions about the organization's direction and declarations regarding health policy and the state of health care.

BOD MEMBERS INCLUDE:

- National Chairperson
 - National President
 - National President-Elect
 - National Vice President
 - National Treasurer
 - Pre-medical Board Member
 - Professional Board Members (4)
 - Regional Directors (10)
 - Parliamentarian
 - Speaker of the House
 - National Committee Chairs (approx. 30)
 - Executive Director of SNMA
 - Emeriti Members (Members or past officers held in high esteem for their service to SNMA)
-
-

THIS IS HOW THE NATIONAL MAPS COMMITTEE IS ORGANIZED.



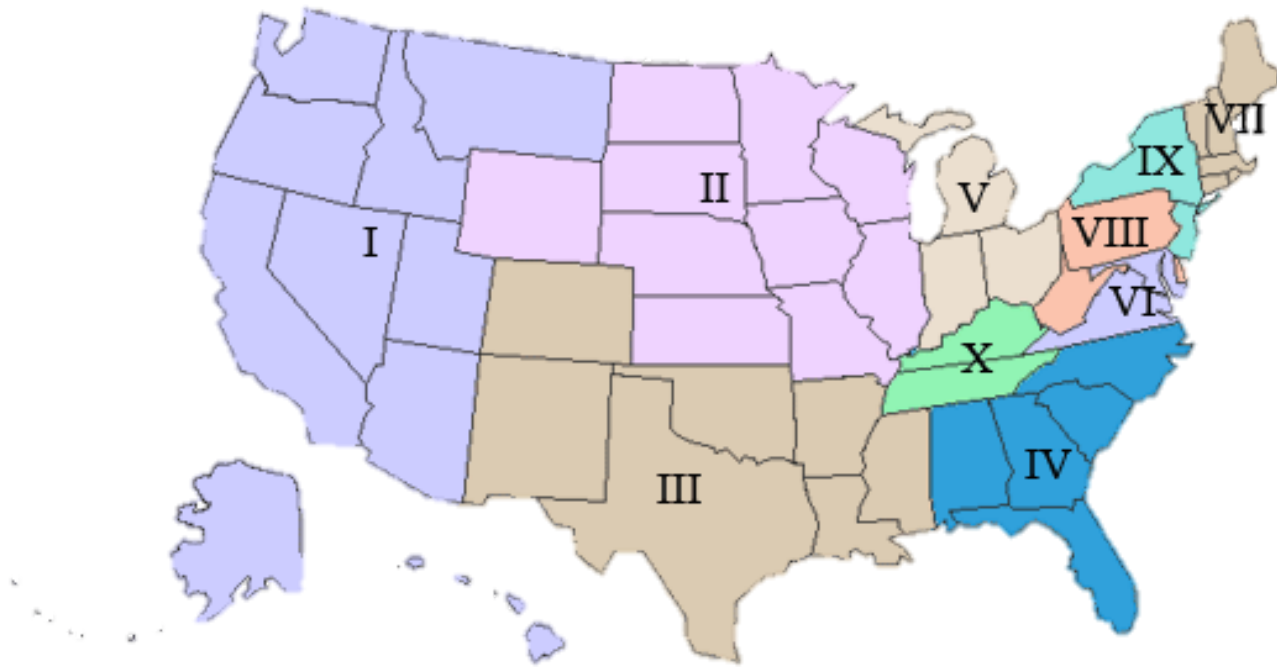
*AS DETERMINED EACH ADMINISTRATIVE YEAR

A BREAK-DOWN OF THE NATIONAL MAPS COMMITTEE.



THE SNMA REGIONS

- THERE ARE 10 REGIONS IN THE SNMA. EACH REGION IS A COLLECTION OF LOCAL CHAPTERS (SNMA & MAPS).
- LOCAL CHAPTERS ARE VITAL TO THE FUNCTION OF THE SNMA. THEY CARRY OUT MUCH OF THE NATIONAL INITIATIVES FOR WHICH THE SNMA IS RECOGNIZED.
- COLLECTIVELY, THEY ARE THE BACKBONE OF THE SNMA.



REGION I

- California
- Nevada
- Oregon
- Washington
- Arizona
- Montana
- Utah
- Idaho
- Hawaii
- Alaska

REGION II

- Nebraska
- Wyoming
- South Dakota
- Iowa
- Wisconsin
- Illinois
- Missouri
- North Dakota
- Minnesota
- Kansas

REGION III

- Oklahoma
- Texas
- Colorado
- New Mexico
- Arkansas
- Mississippi
- Louisiana

REGION IV

- Georgia
- Alabama
- Florida
- North Carolina
- South Carolina
- The Caribbean

REGION V

- Ohio
- Indiana
- Michigan

REGION VI

- District of Columbia
- Maryland
- Virginia

REGION VII

- Maine
- Vermont
- New Hampshire
- Connecticut
- Massachusetts
- Rhode Island

REGION VIII

- Pennsylvania
- West Virginia
- Delaware

REGION IX

- New Jersey
- New York

REGION X

- Kentucky
- Tennessee

ARE YOU READY TO CONTRIBUTE TO THE SNMA MISSION?

- Now you have a general picture of what the organization looks like and where MAPS fits in to the grand scheme of things.
- The rest of the handbook will take you through a step-by-step process to help you, as a MAPS leader, build and strengthen your chapter to support the mission of the SNMA.
- At the end of this handbook, you will find resources that will help you stay on top of tasks and maintain your responsibilities.
- There are also some tips and ideas that you can use to allow your chapter to stand out while still abiding by the national guidelines established by the SNMA.
- But don't be afraid to get creative with addressing the specific needs of your campus and surrounding community.

REMEMBER: SNMA is your organization! SNMA chapter members are a valuable resource for MAPS chapter members. Be sure to interact with local SNMA chapters for mentorship and guidance.



STEP

DEVELOP A MISSION STATEMENT THAT IS IN ALIGNMENT WITH THE NATIONAL VISION

"The SNMA is committed to supporting current and future underrepresented minority medical students, addressing the needs of underserved communities, and increasing the number of clinically excellent, culturally competent and socially conscious physicians."



Set annual goals based on the needs of members and aligns with the themes of the Presidential and Regional Agenda.

- Your chapter's mission statement is an outline of the major goals and vision of your organization.
- The mission statement provides guidelines for any future executive board to make sure the ideals of SNMA and MAPS are upheld ([Review SNMA mission on page 10](#)).
- It should serve as a motivating tool of what your group hopes to accomplish.

Example: Offer community service activities that support the SNMA's mission of increasing awareness of issues that underrepresented communities face and work to address them.



Ratify important events that exemplify your mission into your constitution.

- This ensures that important activities proceed throughout the years.
- Some examples of activities include:



- Organizing a pre-health conference
- Engaging in a volunteer outreach activity



- Hosting a health fair
- Committing to a health disparities project



STEP

PUT TOGETHER AN EFFECTIVE EXECUTIVE BOARD PART I



Appoint enough officers who will be able to complete the multiple tasks of the organization.

- Your board is responsible for the administration and supervision of chapter activities.
- At minimum, all chapters should have a **President**, **Vice President**, **Treasurer**, **Secretary** and, if possible, a **Parliamentarian**.
(See next page for suggested general duties of each)



Keep your executive board small enough to have efficient and productive meetings.

- Plan to hold monthly or bi-monthly general meetings with your board.
- These meetings can be associated with a special speaker or community service event.



Determine the election process for your board.

- Decide whether the election will be a general body meeting where candidates present speeches and a position is won by simple majority or if there's a more formal application process where a candidate fills out an application and is interviewed by the current E-board which elects candidates either by a simple majority or a two-thirds majority.
- Hold elections every March, and at most two weeks prior to AMEC.
- Newly elected officers should attend AMEC for Officer Transition Training.



STEP

PUT TOGETHER AN EFFECTIVE EXECUTIVE BOARD PART II



Suggested MAPS Chapter Executive Officers & General Duties:



President

- Sets goals and vision for the year and determines how other Executive Board Members will carry out that vision by delegating specific duties
- President is responsible for ensuring that chapter is fulfilling all requirements to remain an active chapter, both on campus and nationally
- Spearhead planning for trips to regional and national SNMA conferences
- Set agenda for all general body and E-board meetings



Vice President

- Preside over the body and executive board meetings when President cannot attend
- Attend SG general body meetings and represent organization when President cannot
- Oversee all MAPS chapter committees and keep accurate records of all duties
- Responsible for membership retention
- Act as liaison between MAPS chapter and SNMA parent chapter, MAPS Liaison, and Premed Board Member (PMBM)
- Work with President to complete and submit quarterly reports, community service reports, membership applications, and chapter registration form



Secretary

- Record the minutes of general body and executive board meetings and make notes readily available to membership
- Post flyers and send e-mail correspondences notifying members of upcoming events and announcements
- Stuff mailboxes, place tablet tents in high commuting areas; hand out flyers on campus for large scale events
- Maintain a chapter e-mail account and phone directory
- Keep accurate records of all duties performed
- Encourage non-active members to participate in the organization and inform them of benefits of joining
- Maintain and update MAPS chapter website (if applicable)



Treasurer

- Prepare annual operational and fundraising budgets that can be voted on by the E-board and then presented to the body
- Works with VP to collect membership dues and remit to the SNMA national and keeps track of national membership status
- Correspond and work with VP to keep track of national membership
- Plan & execute fundraising events in conjunction with the Regional RML/PMR/local treasurers to come up with ideas
- Provide an updated summary of organization finances at every E-board meeting
- Should maintain a specific amount annually as seed money for the next board.
- Keep an accurate record/ledger of all financial transactions
- Works with VP to raise money to attend the national and regional conference



Community Service Chair

- Responsible for maintaining community service projects adopted by the MAPS chapter.
- Develops partnerships with different service organizations and plans service events.
- Leads MAPS chapter in service projects.

STEP 1

GET YOUR CHAPTER ORGANIZED PART I



Plan & Structure an Ideal Year that Meets the Goals You Set Forth.

4

Schedule Both E-Board and General Body Meetings.

- Plan your calendars one semester in advance (i.e. plan the fall schedule in the summer and the spring schedule in the fall) to allow sufficient time to contact speakers/presenters & to arrange activities.
- However, you want to avoid establishing set dates for meetings and events as you need to plan around exam dates and major holiday breaks so that students can actually attend your events.

- Is it more effective for your membership to hold both meetings once or twice a month?
- Figure out how often these meetings should be held to ensure that you're not tiring out your membership & to keep them engaged throughout the school year.
- Always have an agenda for your meetings to keep them organized and time efficient.
- Consider asking officers for limited (1 minute) verbal reports on their projects.
- Take into consideration your surroundings and campus setting.
- If Friday night is party night, then this may not be the ideal time to schedule a non-social event.



Helpful Tips:

- Alternate E-Board and G-Body meetings weekly. This gives time to regroup and assess the needs of the group for the upcoming events.
- Plan for Pre-health/volunteer events to fall on the weekend right after the G-Body meetings to effectively pool interest from members.



Set up Committees for your Major Events.

- Committees should neither be too big or too small, but hold just enough people to account for the size of the task.
- Fewer people = more responsible members; but if too few, you might not have enough people to take on big and important tasks.
- More people = bigger projects; but if you have too many, you might have others try to pass off responsibilities to others resulting in less getting done.
- Assign 1-2 E-Board members to act as a chairperson to head/oversee the functioning of these committees.

Example: Health Care Disparities Committee

- Responsible for the coordination and implementation of a health disparities project such as a week-long campus and community awareness program or a health fair for low-income and minority populations.



STEP 1

GET YOUR CHAPTER ORGANIZED PART II

Here's a sample breakdown of the year.

- Every Month: Attend Regional Calls & Hold E-Board Meetings and General Body Meetings

JUNE

Submit June Chapter Update Form (CUF) to MemberInfo@snma.org.

JULY

Submit Chapter Report Form (CRF) online. Start planning for AMEC!

AUGUST

Contact your host SNMA chapter, RMLs and PMRs. Host a planning retreat with new board.

SEPTEMBER

Welcome back to school! Publicize & reach out to old/new members.

OCTOBER

SNMA National Founder's Month! CRF Submission due. Plan to attend RMEC.

NOVEMBER

Continue event planning/execution & meetings. Submit chapter highlight to MAPS Minutes.

DECEMBER

Apply for Regional Travel Awards. Enjoy your break!

JANUARY

CRF submission. Report events from October through December.

FEBRUARY

Continue event planning/execution & meetings. Submit a chapter highlight to MAPS Minutes.

MARCH

Elections! Submit chapter update forms with new contact info of all parties. Plan for AMEC.

APRIL

Publicize & recruit new board members. April CRF due. Send new E-Board letter to members.

MAY

Conquer those Finals!

STEP



PLAN YOUR MAPS ACTIVITIES PT. I

DON'T UNDERESTIMATE THE POWER OF GOOD PLANNING!

Here are a few tips to get you started:

Don't forget you can always reach out to your MAPS/Pre-Medical Liaisons and Regional Directors for help. (See page 26 for more information).



✓ Search for research opportunities at the nearest medical school(s) & hospital(s).

- Local med schools & hospitals have lots of educational opportunities (e.g. research positions, shadowing, volunteering, health seminars/lectures).
- Ask different people about what's out there, you might find more than what you expected.
- For example, have a field day at your associated med school where students and staff can speak to their members about the admissions process & what med schools look for in applicants.
- Local SNMA chapters can also facilitate workshops, tours, etc.

✓ Build a Relationship with the Pre-Health Office & Academic Advising.

- These offices know the most about attaining academic success in college & how to get into med school.
- Inviting an advisor(s) to at least 1 meeting with members can help disseminate information to a larger group of people and ask questions in a relaxed & informal setting.
- Students may feel intimidated seeking out an advisor on their own.
- Members can hear other peers' questions that they may not have thought about.
- These offices also sponsor a lot of helpful & beneficial health & academic-related events.

✓ Bring in various speakers to talk about various aspects of medicine.

- Members can learn so much from medical students, health professionals, & others through exposure to various topics that pertain to the field of medicine.
- Ask med students to share their experiences in med school & what has worked for them & what hasn't.
- You can also ask doctors, nurses, & other health professionals to speak on their research, community work, & various topics in medicine.

✓ Research opportunities for summer programs & health-related programs.

- There are a lot of health-related programs (esp. for minorities), yet many students do not hear about them.
- Have someone on the board do some research to find these opportunities.
- Hold a meeting and bring in some speakers to talk about some of the programs or summer internship opportunities they can partake in. Announce at every meeting & in every email, new health-related opportunities once discovered.
- You can also publish articles, abstracts, Op-Eds, case reports, book and movie reviews, commentaries and much more to the Journal of the SNMA (For more info, visit: snma.me/write4jsnma).

PLAN to attend SNMA Regional Conferences and AMEC as well as participate in SNMA Community & Service Protocols!



STEP



PLAN YOUR VOLUNTEER ACTIVITIES PT. II

Make early contacts with prospective volunteer sites before their calendars fill up.

Get Ideas/Feedback:

- Approach campus volunteer offices and organizations for help and ideas.
- Get your MAPS members' input and assess their interests.
- Get casual feedback from the participants so you can get a better idea about what they like, want to do, and if that event should be repeated later on.

Get the Details:

- Plan specifics (who, what, where, when).
- Decide between doing one long-term project or many short-term ones.
- Try to work with a variety of demographics (homeless, children, elderly, etc).
- Arrange dates/get directions/ depart times/ transportation.
- Publicize well in advance. Make sure members keep that day open ahead of time.

Things to Consider:

- How many volunteers will volunteer sites allow at once?
- What days/what hours do they need volunteers?
- What activities will the volunteers be performing?
- Are there any forms you need to fill out in advance?

Keep Good Records:

- Keep accurate records of each event and all contacts made (phone numbers and addresses) & who attended.
- Keep in touch with contacts regularly.

Follow up by thanking those who provided access to the volunteer sites.



Remember to document and submit all MAPS quarterly reports to your MAPS Liaison and Community Service Forms to the Community Service Committee.

STEP



MAINTAINING GOOD COMMUNICATION

COMMUNICATION IS KEY.

Now that you've planned and organized all your events, you need to effectively communicate the information with your local chapter, region, and national SNMA.

- Keep your members posted and updated about your events.
- Keep your advisor informed.
- Try your best to get members excited and active in organizational activities.
- Get feedback from your general body to find out what activities they would like to see more/less of.
- Always provide resources for your MAPS members (scholarships, open houses, enrichment programs).
- Interact with your Regional MAPS Liaison, Premedical Representative, and Pre-medical Board Member.
- Submit quarterly reports and community service forms.
- Promote and attend SNMA regional and national conferences.

Here are examples of good communication:

To keep your members up-to-date, your chapter should:

- Maintain an e-mail listserv with each member's email addresses
- Send out emails in a timely manner for important dates, times, events, and meetings; this can be done by the President or Secretary.
- Keep a website with information about all their events
- Appoint a Social Media Chair/Coordinator to run Facebook, Twitter, and Instagram.
- Consider making a Snapchat account or GroupMe where members can be updated on important dates, times, upcoming events/meetings. This can also be a platform to enable members to ask questions, make suggestions, or keep in touch at any time.
- Remember to get approved to post fliers about events and meetings around campus.

MAPS prides itself on the rapport the executive board maintains with its general body.

- What has made MAPS successful is that it offers a sense of community and support for minority pre-health students seeking advice and information.
- MAPS presents information to the general body as peers and gives advice based on their own experiences (coursework, research, internships, MCAT, etc.).
- MAPS chapters should strive to get to know its members in a more personal way to ensure that new executive board members are motivated and genuine about the success of our organization.



STEP

COLLABORATE WITH OTHER STUDENT GROUPS ON CAMPUS

Collaboration with other student groups gives you greater manpower and resources to take on bigger projects/initiatives.

Important things to remember when collaborating with other groups:

Meet early to outline the project timeline and deadlines.

- Make sure both groups have the same vision/goals in mind for the collaboration.
- Discuss things like funding very early on: Will both groups contribute equal amounts from their accounts? Does one group have more to offer than the other? Will that be taken into account?

Promote the other groups to your members.

- Let your general body members know about the collaboration and keep them updated about the collaboration process.
- Encourage your general body members to attend the other group's meetings and learn more about the collaboration from their perspectives.

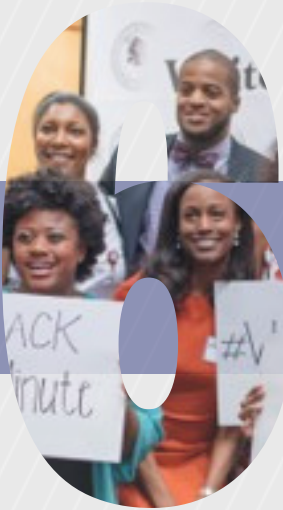
Divide labor and tasks fairly.

- Depending on the manpower that each group has, make sure the work is divided equitably.
- Respect deadlines set by both groups: If your group cannot meet your assigned deadlines, inform the other group in a timely fashion so you can work around that and re-plan accordingly.
- Don't let your group slack. It will ruin your reputation and hurt chances for future collaboration with other groups.

Communication is KEY.

- Make sure both groups know exactly what's going on at all times.
- This can be accomplished with a specific liaison who will attend the other group meetings and reports back to the executive board with critical updates.
- Also make sure you organize meetings with both executive boards so everyone can contribute ideas.

STEP

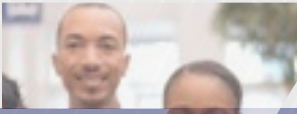


COLLABORATE WITH OTHER STUDENT GROUPS ON CAMPUS

Here's an example of a collaborative project done by a MAPS chapter.

Annual Health Disparities Outreach Fair

- A successful collaboration with Project Prevent was formed in the planning of an annual Health Disparities Outreach Fair.
- Project Prevent is an entirely student run, community-oriented, preventive medicine organization that provides education, information, and free primary care screenings to the Baltimore community.
- Project Prevent recognizes the importance of primary care screenings and education in improving and maintaining the overall quality of life for all individuals.
- The MAPS chapter helped to solicit involvement from businesses in the area for donations and advertisement to get the community involved, and local radio stations to broadcast live to draw people in.
- This day-long fair served as a center to provide initial testing and provide information on services that can provide sustained care.



STEP

GIVE AND GET RECOGNITION

Properly planned and executed annual initiatives can get your group recognized on/off campus and within SNMA, which can lead to increased membership and increased funding.

College/University Recognition

- MAPS chapters can greatly contribute to their campus communities. Keeping the proper people informed about your chapter's activities may earn your chapter not only institutional recognition, but great respect on and off campus.

Chapter Member Recognition

- Recognizing MAPS members will let them know that their hard work did not go in vain. Members feel appreciated and stay committed to the group. At the end of each year, be sure to have some forum in which you can recognize outstanding members.

SNMA Member & Chapter of the Year Awards

- Recognizing MAPS members will let them know that their hard work did not go in vain.. Members feel appreciated and stay committed to the group. At the end of each year, be sure to have some forum in which you can recognize outstanding members.

Here are some examples to try:

Pre-health Conference

- To be held once a year inviting not only members but all minority pre-health students within your region.
- Set up a committee of MAPS general body and executive board members to plan the event.
- Ask an advising department (Pre-health office, academic advising, etc.) to co-sponsor the event. They can provide free faxing, telephone calls, copies, and advertisements.

Health Care Professionals

- Contact the National Medical Association (NMA), your associated medical school, and other minority physicians and health care providers to serve as workshop speakers about their careers and experiences.
- Ask your SNMA local chapter to participate on a student panel of health professionals.
- Be prepared to fax/mail invitation letters, directions, conference flyers, etc. to all contacted professionals and schools.
- Send an early reminder postcard of the upcoming conference in the fall, then follow-up with an invitation letter, reply form, and personal call if necessary.
- Contact potential keynote speakers EARLY and make personal phone calls if possible.



STEP

KEEP THE BOARD STRONG AFTER YOU LEAVE

Turnover is always tricky, but before you leave it is important to **develop and train a strong executive board** who will carry on the mission of the group.

Here are a few transition techniques to consider:

Open election nominations early (early March, so that serious candidates have an opportunity to attend National Convention on Easter Weekend).

Current board members should keep organized/accurate notes of all tasks, which become implemented notes for their followers.

Invite and encourage nominated members to sit in on executive board meetings.

Plan the next year with the newly elected board.

Pay attention to active members throughout the year that exemplify the purpose of your chapter and encourage them to run for a position.

Advise new officials of the mistakes of previous years to keep them from reoccurring: Current board members should make up a list of “what I wish I had known.”

Help the newly elected president complete and submit the MAPS Revitalization/Starter Kit on MAPS website. (See checklist on page 23.)

FRIENDLY REMINDER #1: TOP 5 THINGS I MUST DO AS MAPS PRESIDENT

As part of a national organization, your obligations will exceed those of a local organization.



Re-register MAPS chapter through your Regional Director by **Feb. 1st** with National HQ to get chapter certificate (if one isn't on file at HQ or you are a new chapter).

▷The form can be found on the national website: www.snma.org/premedical.php



Establish an official snma.org email via help from RML & the PMBM, if one isn't on file.



Contact MAPS Liaison, SNMA host chapter (or MAPS Protocol if my chapter does not have a host) and Regional Director. See the contact information below.



Check my snma.org email, MAPS chapter e-mail (if different from SNMA email), MAPS Chapter social media accounts, MAPS GroupMe, MAPS website, and/or SNMA website regularly for updates.



Read MAPS bylaws to familiarize myself and my chapter with SNMA.



Introduce myself to my MAPS members, PMBM, and Advisor at my school.

REGIONAL CONTACTS

▷Regional Premedical Representative -
region#premed@snma.org (ex. for Region IV,
region4premed@snma.org)

▷Regional MAPS Liaison -
region#maps@snma.org
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▷Regional Director -
region#director@snma.org
(ex. for Region IX, region9director@snma.org)

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▷MAPS Committee Vice-Chair - maps@snma.org
Especially for questions about Chapter Report
Form submission

▷Premedical Board Member -
premedical@snma.org

▷Headquarters - memberinfo@snma.org
Especially for questions about individual
membership and whether Chapter
Application/Update Forms has been received.

FRIENDLY REMINDER #2: CHAPTERS MUST BE RE-REGISTERED EVERY YEAR

Here's a breakdown of key documents/tasks to be completed annually.

FORMS TO BE SUBMITTED:

- New SNMA Chapter Charter Application by Feb. 1st (>2 associate members)
▷The form can be found on the national website: www.snma.org/premedical.php
- MAPS Chapter Renewal/Update Form by June. 1st
▷The form can be found on the national website: www.snma.org/premedical.php
- Chapter Reports (at least 2 quarterly) to PMBM, PMR, & RML
▷Find the form here: www.snma.org/premedical.php

SNMA COMMUNICATION:

- Establish chapter e-mail address (e.g. myschoolMAPS@gmail.com)
You will get an official SNMA email address once chartered (e.g. DukeMAPS@snma.org)
- Visit the SNMA website (www.snma.org)
- Familiarize your chapter with the National MAPS Bylaws
- Find the SNMA Host Chapter President's contact information
- Contact your MAPS Liaison, corresponds to your region # (ex. Region V would be mapsliaison5@snma.org)
- Contact your Pre-medical Board Member (premedical@snma.org)
- Contact your Regional Director (region#director@snma.org) for regional certification form

TO DO AT YOUR SCHOOL:

- Find a Faculty Advisor at your school
- Fill out MAPS President Transition Form (for your records)
- Charter your MAPS chapter at your school

TIP #1: ALWAYS STRIVE TO IMPROVE

There's always room for improvement. Getting feedback and advice from others demonstrates your commitment to your organization's success.

- Find out what other MAPS chapters are doing that may work for you.
- Get suggestions from your parent SNMA chapter.
- Get feedback from your general body and executive board on areas of improvement.
- Keep in touch with your MAPS Liaison.
- Remember why you're doing this...

TIP #2: FIND GOOD SUPPORT SYSTEMS

Here are a few tips to consider:

- Advising systems set up on/off your campus may be able to help you run your chapter more efficiently.
- Check to see if your university offers similar support structures. Find out what other campus organizations use as support structures.
- Request an official Faculty Advisor from your Pre-med/Pre-professional office or Multicultural Affairs office.

Support structures may include:

- Local School of Medicine SNMA Chapter
- Academic Advising office
- Career Center
- Dean of Students
- Office of Multicultural Student Affairs
- Office of Volunteering Services
- Other MAPS/ SNMA chapters in your region
- Pre-med office/advisor
- Student Services office

USEFUL ORGANIZATION PLANNING IDEAS:



Ideas for Pre-Health Events:

- Attend SNMA conferences (AMEC, NLI, RLI)
- Medical School tours
- Hospital tours
- MAPS Day with your parent SNMA chapter
- Undergraduate Q/A panel
- Medical Student Q/A panel
- Shadowing medical student
- Shadowing physicians
- CPR training



Ideas for Meeting Topics:

- Premed advisor speaker
- MCAT presenter
- Premed timeline
- Time management
- Internship Opportunities
- Motivational Minority Pre-health Speakers
- Resume workshops/ Interviewing tips
- AMCAS/AACOMAS/TMDSAS presentation
- Med school admissions



Ideas for Volunteer Events (Long-term/ Short-term):

- SNMA's Pipeline Mentoring Institute (PMI) Protocol/National Service Protocol events
- Nursing home
- Tutoring/Mentoring
- Health fair volunteering
- Homeless shelter
- Children's hospital: reading/playing games
- Community clinic
- AIDS home
- Children's shelter
- Hospice volunteering
- Walk/Run for a cause

EXAMPLES OF EVENTS ORGANIZED BY OTHER MAPS CHAPTERS FOR INSPIRATION:

Project Title: Medical Trivia Night

MAPS @ Drexel University

- **Type of Project:** Educational
- **Project Description:** Games like Medical Jeopardy and case studies were given to students to engage them and increase/test their knowledge of medicine.
- **Number of participants:** 20-25
- **Role of coordinator:** The executive board booked spaces for the event, created flyers and emails to be emailed through our list servers and general body member group chats, as well as contacted local restaurants for food purchases.
- **Total Cost:** \$50
- **Project Funding Source:** Organization's account
- **Project Advertising:** Flyers on online platforms and tabling at the resource fair.
- **Lessons Learned/Suggestions:** Interactive activities such as this are well received by students.

Project Title: Welcome Back Game Night

MAPS @ University of Pennsylvania

- **Type of Event:** Community Building
- **Project Description:** With the stress that university life brings, everybody can benefit from a game night! We hosted a welcome back to campus game night on the first Friday back from Winter Break. There was a great turnout and everyone was excited to enjoy good food, good company, and welcome in 2019. We borrowed board games and card games from our student center and ordered Shake Shack. This very low-commitment event is a great way to get everyone excited about coming back to campus.
- **Number of Participants:** 50
- **Role of Coordinator:** Secure a venue and catering, borrow games from a community center on campus and invite everyone out
- **Total Cost:** \$300
- **Project Funding Source:** Internal Budget
- **Project Advertising:** Facebook event, GroupMe, newsletter
- **Lessons Learned:** This event works very well in the beginning of the second semester when the work has not yet picked up yet. Everyone had a lot of fun!

Project Title: CUT Hypertension

MAPS @ University of Pennsylvania

- **Type of Event:** Community Service
- **Project Description:** As part of the Community Service branch of SNMA, the CUT Hypertension program was started by Penn Med students several years ago to offer hypertension screenings at a local barbershop in West Philly. MAPS began a partnership with the ongoing CUT Hypertension program so that undergraduate student could help support the program. The barbershop, Philly Cuts, is owned by Darryl Thomas and every other Saturday a mix of medical student and undergraduate volunteers go there to take blood pressures of clients and/or barbers to help reduce health disparities in the community. This year we have added wallet cards to the program so that clients can record their blood pressure in and outside of the barbershop, with hopes that it allows individuals to better track their heart health. It is a great opportunity to get involved in community health, work on clinical skills in a relaxed environment and to have a good time doing it. We've developed a great relationship with the proprietor and appreciate his allowing us to be there as much as we appreciate the practice.
- **Number of Participants:** 5-6 people per week
- **Role of Coordinator:** Reach out to your SNMA chapter to see if they have any ongoing community service activities that your MAPS chapter can partner with.
- **Total Cost:** \$0
- **Project Funding Source:** N/A
- **Project Advertising:** Newsletter, GroupMe
- **Lessons Learned:** Host a training in the beginning of the year so that interested members are trained.

Project Title: Getting to Know MAPS and the SNMA

MAPS @ University of Delaware

- **Type of Event:** Educational
- **Project Description:** This was our first meeting of the semester and we wanted to introduce what the SNMA and MAPS are and what they stand for. We wanted the members to get to know us and ask questions, so we had pizza afterwards.
- **Number of Participants:** 60
- **Role of Coordinator:** Emailing advisors, going to activities night to get members, calling ahead for food.
- **Total Cost:** \$115
- **Project Funding Source:** This came from our club account.
- **Project Advertising:** Email, Instagram
- **Lessons Learned/Suggestions:** More people come out at the beginning of the semester vs the end so get them to join while you can.

Project Title: Family Feud

MAPS @ West Chester University

- **Type of Project:** Fun Game Night
- **Project Description:** We played feuds. The questions were based off the basic science courses required for the MCAT. Our students were able to work together as a team to formulate answers for the questions.
- **Number of Participants:** 10
- **Role of Coordinator:** Our treasurer was able to plan this game.
- **Total Cost:** \$15
- **Project Funding Source:** West Chester University organization funds
- **Project Advertising:** We used flyers and social media to advertise our program.
- **Lessons Learned/Suggestions:** Some improvements would be having a wide variety of questions.

Project Title: Finals Study Break

MAPS @ University of Pennsylvania

- **Type of Event:** Mental Health
- **Project Description:** A new group on our campus is called the Penn Initiative for Minority Mental Health. In collaboration with this group, we organized a study break during finals season with healthy snacks and meditation. Students get very overwhelmed during exam time, so this was a great opportunity for members to meet members of another on-campus organization while meditating and enjoying nutritious foods!
- **Number of Participants:** 20
- **Role of Coordinator:** Reach out to other groups on campus that support minority communities, collaborate to secure a venue and food.
- **Total Cost:** \$50
- **Project Funding Source:** Internal budget + Collaborating group's budget
- **Project Advertising:** Instagram, GroupMe
- **Lessons Learned:** Healthy snacks encouraged!

More examples can be found in previous/future editions of our MAPS Minutes newsletter. Be sure to check it out!

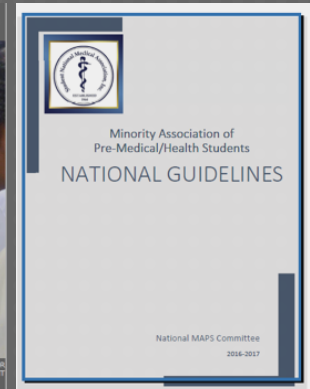
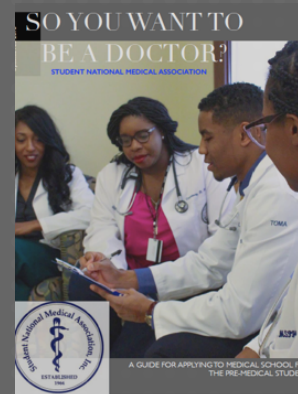
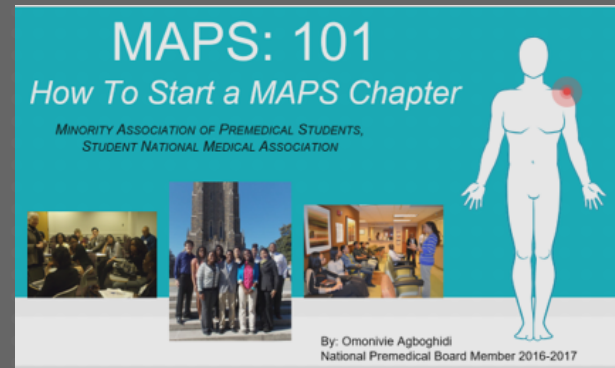


RESOURCES!

PLEASE SHARE THESE WITH YOUR MAPS CHAPTER.

*DENOTES RESOURCES AVAILABLE TO NATIONAL SNMA DUES-PAYING MAPS MEMBERS ONLY.

- MAPS 101 PPT
- MAPS Minutes
- National MAPS By-Laws
- So You Want to Be a Doctor? Booklet*
- MAPS Sponsorship Packet*
- MAPS Advisory Resource Kit (MARK)



Remember that you can always contact the following individuals for clarification, help, or to offer suggestions:

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WE PROUDLY BRING YOU THE

MINORITY ASSOCIATION OF PRE-MEDICAL STUDENTS (MAPS)

Be a part of something bigger! Find a network
and support system in MAPS.

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MAPS 101 HANDBOOK

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