

Stem Cell Club Training Level 4

Launching and Leading a Stem Cell Club Chapter



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This module will show you how to :



- Build a leadership team
 - Outlining the needed roles/positions
- Found the club, and have it recognized on campus
- Apply for funding
- Recruit volunteers
- Set goals, and put together a business plan for the year
- Select and train incoming executives at the end of the year

Building a leadership team

- Running a stem cell club is a lot of work!
- Building a strong leadership team will improve the chapter's access to social networks across campus, and will improve your ability to run multiple drives
- Reach out to student listserves (undergrad i.e. premed societies, engineering students, medical student, nursing student, graduate student, public health)
- Invite them to become club leaders
- You will need to do this when you start the chapter and each year when you are preparing to step down/transition the team

Important Club Exec Roles

- Chapter president(s)
- VP Operations
- Volunteer Coordinator
- VP Promotions
- VP Finance/Treasurer
- Social Media Coordinator
- Ethnic Outreach
- Aboriginal Outreach
- Club Leaders

Time commitment

- Clarify the expected minimum commitment from each of your team members
- All team members should be contributing at least 30 hours per year to the club:
 - 15 hours attending stem cell drives
 - 15 hours preparing for and planning drives (training, volunteer recruitment, promotions, etc)

Chapter Leadership

Co-president(s)

- Accountable for stem cell club's success
- Responsible for ensuring that drives are run properly
- Point of contact for the team
- Liaise with Canadian Blood Services
- Develop plan for the semester
- Guide and support team
- Responsible to assume any role/task that is not being fulfilled by team

Chapter Leadership

VP Operations

- Accountable for everything supplies
 - Storage
 - Getting them to and from events
 - Inventory and stockpile
 - Access

Really important role, particularly as chapters grow to run many events over the year!

The Stem Cell Club Binder

Contains all the paperwork, diagrams, and checklists needed for your event!

Contents (all in protective sleeves)

- 2 copies of all six checklists (double sided is helpful!)
- Various signs/posters
- 4x informed consent procedure diagrams (one for each of 4 ethnicities for bone marrow and stem cell transplant)
- 3x reconciliation forms (multiple copies of each)
- 4x shipping forms (several copies of each)
- Page with link to post-event report

The VP Operations should maintain this binder and arrange for it to be brought to/from each drive.

Chapter Leadership

Volunteer Coordinator

- Create and maintain a database of our club executives and volunteers (name, program, contact info)
- Ensure volunteers are properly trained and that their training is tracked
- Create and send out volunteer schedules prior to each event

Chapter Leadership

VP Finance/Treasurer

- Apply for grants
- Create a budget for the year
- Facilitate reimbursement of receipts

Notes

1) Warren Fingrut is able to review grants before submission to improve their quality, just reach out to him at wfingrut@gmail.com

2) A bank account for the chapter could be helpful if you obtain a sustainable source of funding. Reach out to Warren at wfingrut@gmail.com if you need help with this!

Chapter Leadership

VP Promotions

- Arrange for promotions for drives
 - Coordinating sidewalk chalk nights with club leaders
 - Coordinating poster printing, hanging with club leaders
 - Coordinating in-class announcements ahead of drives
 - Arranging for music at drives
 - Assumes role of social media coordinator in smaller teams

Chapter Leadership

Social Media Coordinator

- Manage the chapter's facebook group
- Create a social media presence ('events' for our drives, motivating the club leaders and team to promote online, etc)

Chapter Leadership

Inter-club coordinators (or VP of Partnerships)

- Reach out to clubs on campus that we can partner with to run drives
- Examples: Persian student society, Jewish student association, Turkish student society, etc.

Chapter Leadership

Aboriginal Outreach

- Guide the team on ways we can reach out to Aboriginal Peoples on campus and in the community
- Organize and plan drives targeting recruitment of Aboriginal Peoples
 - At friendship centers, Aboriginal youth conferences, other on campus or community events for Aboriginal Peoples

Chapter Leadership

Ethnic Outreach

- Partner with and promote drives to specific ethnic groups on campus
- Also act as founding club leaders

Chapter Leadership

Club Leader

- Plan and staff stem cell drives as drive leaders
- Recruit volunteers and guide them at drives
- Promote stem cell drives
- Work with other execs as needed

Founding the Chapter

- Part of forming a stem cell club chapter is integrating the club into campus
- Some strategies to do that:
 - Undergrads can apply to form an undergraduate student club
 - Medical student can apply form medical student societies
 - Other faculties may also have club status (i.e. pharmacy, nursing, engineering) you can take advantage of

Founding the Chapter

- Likely requires a constitution
- Most schools have a specific format you need to follow
- Reach out to wfingrut@gmail.com for an example

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Constitution of the University of Toronto Stem Cell Club (SCC)

I - Preamble

Students across the University of Toronto, of various programs at varying levels, have come together to create an organization with the objective of recruiting Canadians as potential stem cell/bone marrow donors.

II - Name

The name of this organization shall be the University of Toronto Stem Cell Club, hereafter referred to as "SCC".

III - Vision Statement

The vision of the SCC is to build Canada's Stem Cell Donor-Database, and make it easier for patients in need of transplant to find the one match they need to save their lives.

IV - Mission Statement

The mission of the SCC is to actively engage members of the University of Toronto to register as stem cell donors. We also aim to use a transplantation lens to educate students about health advocacy, informed consent, quality control, interprofessional collaboration, and leadership in healthcare.

V - Membership

All part-time or full-time University of Toronto students are eligible to be part of the SCC, regardless of program or Faculty affiliations.

VI - Objectives

The objectives of the SCC are to:

Why is integrating the club on campus important?

Access to:

- Free or low-cost room booking
- Attending on-campus locations/events
- On-campus storage/office space
- Volunteer recruitment days and listings

Ability to apply for clubs funding/grants

Improve visibility on campus (i.e. listing on the campus website)

Supplies

OneMatch has agreed to supply us with all the swab kits and needed office supplies, such as:

- OneMatch Information for New Registrants – pamphlets
- Registration Form
- Swabs Kits
- Barcode labels
- Pens
- Clipboards
- Post It Note
- Elastic bands
- Paper Clips/ Butterfly Clips
- Staplers
- Scissors
- Tape
- High Lighters
- Lysol Wipes
- Gloves
- Hand Sanitizer
- Clear Garbage Bags (for shipping)
- Black Garbage Bags (for garbage)
- Paper Towels

Supplies

- Visit www.stemcellclub.ca to print out the materials needed for the stem cell club event binder
 - Informed consent materials
 - Checklists
 - Reconciliation and Shipping paperwork
- Connect with Warren Fingrut, wfingrut@gmail.com to obtain a pre-made event binder

Applying for Funding

Some tips:

- Medical Student Societies can apply for clubs funding
- Undergraduate clubs may be able to compete for funding too
- Some club chapters have had success applying for funding from provincial medical associations
- Reach out to Warren Fingrut, wfingrut@gmail.com if you need help applying for grants

Recruiting volunteers

- Attend clubsfest/imagine day/other club sign-up days on campus
- Ask each club leader to post on social media and recruit volunteers from their own social networks
- Reach out to other clubs on campus, partner with them for drives and have them recruit their own members as volunteers

Setting Goals

- Meet with your team over the summer or at the start of each year
- Decide on some goals
 - How many drives do you want to run? How large will they be?
 - How many swabs do you aim to collect?
 - How many will be males
 - How many males will be ethnically-diverse
 - How many males will be Aboriginal?
- For established clubs, try to set your goals higher than last year's
 - As a group, think about what worked, and what didn't.
 - What can the team do better to recruit more of the most needed donors?

Writing a Business Plan

- Once you've set some goals, come up with a general plan for how many events you want to run over the year, where (i.e. locations on campus, in the community, etc), and who will take the lead for each event
- This plan will guide you for the year, and is also helpful for the Canadian Blood Services staff to be aware of so they can plan with you!

Club Sustainability

It is important to recruit and train an incoming team!

- To replace members of the current team who may not return the following year
- To continue to expand your reach across campus, and open doors to new networks and drive locations

Your team should be thinking at the outset of the year: how will we recruit and train new team members over the year, who will be ready to take the lead next year?

Sample Exec Recruitment Email

Subject: Will You Marrow Us? Become a leader of Stem Cell Club

To the students at [],

I want to invite you all to become leaders of a chapter of Stem Cell Club. The purpose of this club is to recruit Canadians as potential stem cell/bone marrow donors.

Patients with blood cancers may require a stem cell transplant as part of their treatment. However, 80% of patients do not have a suitable match in their family, and must find an unrelated donor. Canada's stem cell donor-database is used to match potential donors to patients. Individuals age 17-35 can register to join this database at stem cell drives, where they swab their cheeks to provide a tissue sample for a DNA test. Finding a match for transplant is difficult: currently, over 1000 Canadians cannot find a match.

Stem Cell Club is a national initiative, with chapters at campuses across Canada. Since 2011, we have recruited thousands of Canadians as stem cell donors. We have secured funding from Canadian Blood Services grants to expand across Canada.

Our team is equipped with supplies needed to run stem cell drives. Further, we will arrange all required training for the incoming executive team (about 4 hours of training time is required to learn to lead a stem cell drive from start to finish). This training will enable you to plan and run stem cell drives independently, from start to finish.

If interested, please apply at: [link]

Together, we can build Canada's Stem Cell Donor-Database, and make it easier for patients in-need of transplant to find the one match they need to save their lives.

Sincerely,

Warren Fingrut, MD

Founder and Director, Stem Cell Club

Internal Medicine Resident Physician, University of Toronto

Sample Executive Application

Name

Email Address

University

Year of School this year

Program

1. Why do you want to start up a stem cell club?
2. What is your experience with stem cell donation and/or with blood donation (if any?) Or: What relevant experience do you have?
3. Optional: Are there any specific positions you are applying for? If so, why/what relevant skills do you possess?

I am aware that approx. 3-4 hours of training will be required to learn how to run a stem cell drive

I will attend a planning meeting with current Stem Cell Club execs, via Skype

Optional: You may email your CV to wfingrut@gmail.com

How to run your own events (without requiring a OneMatch staff present)

Stem Cell Club has a pathway to get leaders running their own drives from start to finish

- Complete modules 1-3
- Reach out to Warren Fingrut (wfingrut@gmail.com) to set up a time to go over an mock stem cell drive exercise (questions available on website)
- Once you have demonstrated the necessary skills, you can begin running your own drives
- It is best that your first 1-2 drives are attended by an experienced stem cell club leader or a Canadian Blood Services staff

Post-Module Survey

- Please complete the following short survey (<1 minute long!) to rate this module
- <https://www.surveymonkey.com/r/K69JCNV>
- Your feedback will guide module improvement, and help us learn who has completed the module

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