



medic to medic

Training Health Workers Worldwide

Student Groups Information Leaflet

*Thinking about setting up a student branch of **Health Workers for All**?*

Have a read of this sheet...it will give you some fundraising ideas and general tips / thoughts to consider when setting up a student group. Some of the points may not be relevant to your university... You may already be experienced in committees, but this sheet starts from the very beginning. It's in no way meant to 'tell you' what to do, but just give pointers and tips.

RUNNING A STUDENT BRANCH OF MEDIC TO MEDIC

1. Getting your committee together:

- a. Ask Friends to get involved.
- b. Send an email out to members of your university's Medsoc branch asking for volunteers for a committee and tell them about **Health Workers for All**.
- c. Put up posters around your Med School asking for volunteers for a committee.
- d. Advertise for volunteers in your student newspaper or newsletter.

2. Deciding on Roles.

There are no hard and fast roles on what committee positions you choose to include in your committee. However, you must have a President, Secretary and Treasurer for the effective working of a student group.

- a. **President** – organises the whole running of the group. Important to have good communication skills, be organised and integrate all roles together for the effective working of the team.
- b. **Secretary** – inputs all members details into the email account and keeps up-to-date membership lists. Writes the agendas for committee meetings and writes and distributes minutes after meetings to the committee.

- c. **Treasurer** – keeps receipts of expenses and reimburses these to committee members. Expenses should be decided in advance of spending by the President, Secretary and Treasurer to ensure good communication between the committee. Keeps accurate records of fundraising events. Counts money, banks money and sends cheques on to the **Health Workers for All** in London. Cheques must be sent to **Health Workers for All**, c/o Northwick Park Institute for Medical Research (TT Block), Watford Road, Harrow HA1 3UJ, United Kingdom. Email the office to let us know in advance to expect a cheque medictomedic@gmail.com. Instead of sending a cheque it is also possible transfer fundraising amounts using Internet banking. Our account details are:

- i. Health Workers for All Ltd
- ii. Sort Code 30-93-92
- iii. A/C No 44468068

- d. **Clinical Officer** – liaises with contacts with the teaching hospitals and GP practices to organise presentations and speakers at Grand Rounds to promote **Health Workers for All** work to professionals, as well as encouraging donations of old medical equipment and textbooks.

- e. **Project Leaders** – subcommittee leaders. If you have a larger fundraising activity planned, a leader like this can help avoid miscommunications by keeping one person in charge!

- f. **Communications officer** – send emails / facebook messages out to members to keep them informed of events, fundraising activities, opportunities to get involved and progress of the group. You can decide whether emails / messages need to be agreed in advance with president and secretary before being sent.

- g. If you think of other roles / positions, add them in as well!

3. Getting your membership lists.

- a. Medmart / Freshers Fair; organise a table at your medmart or freshers fair. Get some sweets to entice people to your table and start chatting! The office can send you some information leaflets to help promote it.
- b. Socmart; organise a table at your universities socmart – not everyone needs to be a medic to join. If your university has a Development

School, it could be worth trying to get some of these students involved too.

- c. Make up your own leaflet about the committee and your plans for the coming year – this will encourage people to join as you will look organised and determined!
- d. Invite your friends to join your student branch facebook group.

4. Communicating with your members.

- a. Email account; set up an email account with one of the providers. From experience, if your mailing list is large exceeding >20 contacts, the best provider is to go with gmail as this account allows you to send emails to more than 20 contacts in one go. Perhaps you can register your group with your university and get a university email account set up?
- b. Facebook Group:
 - i. This is a great way to communicate as messages can be sent out to many people and you can update the news feed, share photos and start discussions of different fundraising projects.
 - ii. Lots of the university branches of **Health Workers for All** have facebook accounts... names are generally “*university name* **Medic to Medic**”. We are trying to slowly promote **Health Workers for All** as our main charity and M2M as one of the programs under it, so you may wish to consider “*university name* **Health Workers for All**”.
 - iii. Make this an open group so that it is easier for people to join and you don’t have to worry about inviting people.
 - iv. Once it’s ready to go – invite all your friends to join and start to get some interest.

5. Setting up a bank account.

- a. You do not need to rush in to doing this.
- b. If you are happy for fundraising money to go through one of your committee member’s account and for them to forward a cheque on to us that’s fine.
- c. It can take time to fill out the application forms...so probably best to wait until your group is established before setting up the account.
- d. Once you decide on going ahead with setting up an account...approach a branch of a bank at

your university campus as they will be more experienced in dealing with student groups.

- e. They will generally need a copy of the constitution of your group which we can send you.

6. Deciding on the aims of your group.

- a. Your group can do one or many different things! Talk with your committee to see which areas you would like to focus on and how you can tackle your objectives together.
 - b. **Firstly**, you can organise social events for members to raise awareness of the charity and it’s work.
 - c. **Secondly**, you can organise events and fundraisers to raise money.
 - d. **Thirdly**, you can organise talks in your local teaching hospitals and GP practices to raise awareness to doctors and health professionals. These can take place at Grand Rounds or Ward Rounds. This is a great opportunity to promote the idea of ‘sponsoring a medical student’, which may be suitable for a working professional or GP practice. Additionally, it is a good opportunity to advertise for donations of textbooks and models, which can be given to the Universities in Malawi and Uganda where we work.
 - e. **Forthly**, you could start an e-mentoring scheme with older students mentoring younger students who are sponsored by **Health Workers for All**. This has worked well in Leeds and is a nice way to remember why you’re doing all this work.
 - f. **Fifthly**, you could organise global health lecturers to raise awareness of issues in global health.
 - g. Or you can do all of the above!
7. If you would like to do presentations about **Health Workers for All** work and want more information / help with presentations have a look at the website (www.medictomedic.org.uk) or email us and we can you on examples of powerpoint presentations.
 8. Once you have raised some money – see if you can get some student profiles of students we are sponsoring (email medictomedic@gmail.com) – this makes the charity more personal and enables your members to see where the fundraising money is going. These students will then be your university’s sponsored students.
 9. Once you have graduated and are no longer involved with your student group, we may ask you to come on board with us on the executive team and help coordinate fundraising activities and the twice yearly monitoring visits to Malawi and Uganda.

FUNDRAISING IDEAS

1. Cake Sales.

- a. Always popular!
- b. Organise donations of cakes from members.
- c. Organise a table at your student union or one of the hospital foyers (for this you will need permission from Estates).
- d. Does require some effort...if not the right time, may not make very much money.

2. Street Collecting / Tube Collecting.

- a. Generally you will need to apply for a street permit at your town council – contact your licensing authority at your town council if this is something that you would like to pursue.
- b. Bear in mind that sometimes permits need to be applied for months in advance...so consider your volunteers and seasonal weather!
- c. Great opportunity to spread the word about Medic to Medic to the wider public.
- d. If good weather and good location it also makes for good donations.
- e. Collecting in shopping centres during the winter may be a better option!
- f. We can provide you with charity stickers and collection tins.

3. Charity Boxes.

- a. Give donation boxes to local shops.
- b. Give the shop your contact details.
- c. Newsagents are good places as people often pay cash and customers are often given back small change.
Are there any shops on campus, which may take a charity box?
- d. Keep in touch regularly and empty the boxes.

4. Recycling Projects:

- a. Mobile phones can be collected and traded with envirofone.com. The cheques can be made payable to **Health Workers for All** and then can be sent to the London office once received.
- b. Additionally, used pens, CDs, plastic tops and spring pumps can all be collected. CDs can be sent to musicmagpie.co.uk and pens and plastic tops to terracycle.com. We have accounts with them, so you may just need to arrange collection of donations and we can collect from you to send on.
- c. Organise donation boxes at your med school / student union and advertise the scheme.

5. Sponsorship Events.

- a. Does your town or region have a sporting event to take part in such as a half marathon?

- b. Are any of the committee members involved in other university clubs or societies that could organise a sponsorship event?
- c. NB – some university unions have issues with raising money for charities, as many university unions are charities themselves.
- d. In the past different university branches have organised an adventurous skydive and 3 peaks challenge event.
- e. Organise sponsors to make online donations...either using the virgin moneygiving page.

6. Social Events.

- a. Launch Parties, challenge pub crawl, dinners, scrubs nights, Dr's mess parties, quiz nights...just a few ways to advertise **Health Workers for All** name and perhaps fundraise some money when charging entry fees...

7. Supermarket Bag Packing.

- a. Communicate with your local supermarkets – larger chains, particularly **Waitrose** are very helpful.
- b. Volunteers go in towards Christmas / Easter time when their shop is busiest, and help customers pack their shopping bags. Donation pots are at the till and customers can leave tips if they want to.
- c. NB – this is a favourite of local scout groups and supermarkets often get booked well in advance...find out quickly if you are able to do this.

8. Revision Lectures.

- a. This has been trialled at the UEA branch and was very successful.
- b. A weekend of revision lectures was organised for second and third years.
- c. Second year material one day and third year material another day – obviously third or older years could attend both if they chose to.
- d. Each person was charged £10 a day to attend lectures.
- e. Lecturers were organised and they gave up their time for free.
- f. Lunch was sponsored by the MDU and both the BMA and MPS made contributions to the event.
- g. Good opportunity to tell lots of people about **Health Workers for All** work with a 10 minute introduction at the start of the weekend.
- h. A lot of work, but well worth it!
- i. Tamsin (UEA) can give you more information about doing this if this is something that you want to pursue (tamsinlillie@yahoo.co.uk)

9. Raffles.

- a. Write away or go to shops asking for donations.
- b. From experience independent shops are better than the larger chains because they don't have to ask permission from a head office...all of which takes time. Of the larger chains, the following shops have donated prizes: Nando's, Wagamamas, Co-op supermarket, Marks and Spencers.
- c. These can take place at other Med Society events...

10. Carboot Sales.

- a. Organise donations.
- b. Find out about venues and how much it will cost to have one pitch.
- c. Get a table and change for a float.
- d. Fun and easy event during spring and summer months!

11. The Giving Machine

- a. The giving machine is a fantastic website.
- b. It's a way of getting online donations when online shopping.
- c. You must have an account to login.
- d. Each time you shop online log on to your account with the giving machine and then access the shop where you want to do online shopping and shop away as normal from this website.
- e. When you make a purchase after accessing the shop through the giving machine, the shop you have shopped at will make a donation towards the charity / charities that you selected.
- f. This is costs nothing extra for the shopper.
- g. This could be a fantastic way to raise more money for M2M. If you are able to advertise this website as a committee that could really help.
- h. Otherwise, perhaps launch a "*food in February*" project where you try to get as many people as you can do their grocery shopping online over the month of February.

12. Carol Singing

- a. Organise a spots at your hospital canteen or in the city centre over Christmas.

13. Hosting a global health lecture series

- a. This is a good opportunity to get people involved in M2M as fundraising constantly can be a hard task to drive and keep people constantly interested. This is a good people for people to get something back from being involved with M2M.

- b. Organise speakers. Have a look at the London School of Hygiene and Tropical Medicine website, Imperial website, UCL website and Liverpool school of Tropical Medicine websites for possible speakers.
- c. Give thank you presents and cards to speakers who talk. Additionally, speakers should have their travel expenses reimbursed – you must get their receipts!
- d. Talks take place over a weekend in a conference style, or in evenings.
- e. Attendees should be charged a small amount for the event so that upfront costs should be accounted for – such as travel expenses etc.

14. Running games and collecting donations at student nights at the Union.

- a. Get permission from the Union to do so.
- b. Bring along a Guess How Many Sweets are in the Jar game, twister and other games and bring prizes.
- c. Bring collecting buckets – charge people to take part in the games and circulate trying to get donations of loose change.

15. Climbing Bouldering Competitions

16. Guess Who Quiz

- a. Get pictures of teaching staff when they were little and make a quiz for people to guess who the babies grew up to be.
- b. Charge people £1 to take part.
- c. Get a prize for the winner. Try and get someone to donate a prize!

THE LONDON TEAM

Kate Mandeville (kate.mandeville@gmail.com)

FOUNDER

Kate set up Medic to Medic in 2007. She is a public health registrar and has completed the World Bank's Young Professionals Programme. She's now back in London and completing her phd into Health Worker Incentives in developing countries.

Tamsin Lillie (tamsinlillie@yahoo.co.uk)

DIRECTOR

Tamsin has completed her foundation training in Bournemouth. She is currently taking a year out of training and did the East African Diploma of Tropical Medicine. She has been involved in M2M for 6 years following setting up the UEA Student branch.

Nick Mandeville (mandeville06@aol.com)

TRUSTEE

Nick qualified as a hydrologist at Imperial College London and has spent more than 30 years working in Africa and Asia, mainly training water resources staff.

Sheena Jagjiwan (medictomedic@gmail.com)

PROGRAMME COORDINATOR

Sheena runs the office in London. She coordinates the program and liaises between the donors and students.

Nam Thaker (N.thaker@imperial.ac.uk)

VOLUNTEER

Nam studied with Kate and the London School of Hygiene and Tropical Medicine doing Public Health. She used to be the program coordinator for M2M but not volunteers her time for free. Her main role is to produce the twice yearly newsletter.

Paul Purcell (P.Purcell@Imperial.ac.uk)

VOLUNTEER

Paul volunteers his time with M2M and is the Finance Director of Medic to Medic, and is known for his troubleshooting abilities.

HEALTH WORKERS FOR ALL STUDENTS

We are currently supporting 39 undergraduate students. We support medical students, physiotherapists, pharmacists, nurses and historically, health managers and clinical officers in both Malawi and Uganda.

I hope that's been of some help to you! Although it seems like a lot – remember you only do as much as you want to do! Take one thing at a time and have fun doing it and know that you are making a massive difference to our students and the health systems in which they are placed.

If we can be of any more assistance please don't hesitate to ask us and keep in touch ☺

Best Wishes,



Tamsin Lillie