CURIS CONNECT CHAPTER KIT | *Handbook*
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www.curisconnectinfo.wixsite.com/curisconnect

Curis Connect Chapter Kit Handbook

Dear CURIS Members and Enthusiasts,

As we embark on this incredible journey of discovery and learning together, we find ourselves filled with immense gratitude and excitement. Curis Connect has grown into a thriving community of individuals passionate about healthcare exploration, and we wanted to take a moment to express our appreciation for each and every one of you.

When we founded this club, our vision was to create a space where like-minded individuals could come together to explore the vast and ever-evolving world of healthcare. We are thrilled to see that vision come to life, thanks to the enthusiasm and dedication of our members. Your curiosity, passion, and commitment to exploration has truly made CURIS a dynamic and inspiring community.

Over the past months, we have witnessed incredible discussions, collaborative projects, and a genuine spirit of inquiry that fuels our collective exploration. From dissecting complex medical cases to delving into the latest advancements in healthcare technology, your engagement has made CURIS a hub of intellectual curiosity. As we look to the future, we are excited about the possibilities that lie ahead. We have plans for even more engaging events, guest speakers, and collaborative projects that will further enrich our understanding of healthcare. Your feedback and suggestions have been invaluable, and we encourage you to continue sharing your thoughts as we strive to make CURIS an even more vibrant and inclusive space.

Thank you for being a part of our CURIS vision. Together, we are shaping the future of healthcare exploration, and we cannot wait to see what incredible discoveries lie ahead.

Wishing you continued inspiration and success on your healthcare journey!

Stay curious,

CURIS CONNECT
Agshaya P. & Sehaj K.
Co-Founders
curisconnectinfo@gmail.com

WHO WE ARE

Values: Education, Careers, and Beyond

Pillars: Newsletters, Careers, & Case Studies

Mission Statement: Curis Connect is an avenue for healthcare career exploration by sharing engaging resources that offer occupational and educational insight to support youth pursuing their passions.

Motto: Your Passion, Your Path

Vision & Story: Our name, Curis, means care in Latin and is a reminder of our mission to connect students to healthcare occupations based on their goals and needs.

Curis Connect offers an avenue for career exploration related to healthcare by sharing resources that offer insight in the field and providing detailed pathways to relevant education. We are committed to empowering young adults to make informed decisions about their future, and our team is here to help them reach their goals. We invite you to join us and be part of the Curis Connect community.

We are an organization founded by a group of passionate first-year students from McMaster University. Through their own experiences of researching extensive application processes, standardized exams, prerequisite courses, and career resources, they decided to design a singular platform to explore and access resources related to healthcare career exploration.

Join us and together, let's make a difference.

WHAT IS A CURIS CONNECT CHAPTER?

At Curis Connect, we are dedicated to providing resources and support to youth with an interest in pursuing a career in healthcare. Our goal is to create a network of keen and passionate learners with a healthcare-oriented mindset who will become the leaders of tomorrow. We would like to expand our reach and impact by involving students at high schools and universities by inviting individuals to open chapters at their institutions. The role of this chapter would be to focus on a specific community involving your institution of education to spread the CURIS mission and goals by connecting youth interested in healthcare, helping them explore their healthcare career options, providing opportunities for them to learn and research through our individual and group case studies, and supporting them with opportunities to get involved in their local community. This kit will provide all the essential information like chapter structure, initiatives, policies, registration forms and contact information to help you start your chapter!

Guide to starting a chapter at your school

1. Check your campus

Double check the list of existing campus chapters to see if a CURIS Campus Chapter already exists at your institution.

2. Research School Policies:

Check your school's policies and guidelines for starting a new club. Understand any specific requirements or procedures you need to follow. This may include obtaining permission from school administrators or adhering to specific criteria.

3. Gather Support:

Find like-minded individuals who share your passion and would be interested in joining the CURIS chapter. Having a small group of dedicated individuals will strengthen your club's foundation and are willing to take on executive roles to spearhead your vision and make it a reality. This would also be a good time to start scouting for a teacher/faculty supervisor who would also be willing to support your vision.

4. Find a Faculty Advisor.

Many institutions require student groups to identify a faculty advisor to supervise meetings. Remember that involving faculty members can help ensure the continuity and stability of your chapter.

Seek a teacher or staff member willing to serve as the club advisor. This person should be supportive of your club's mission and willing to provide guidance.

Considering that CURIS is a healthcare organization, we encourage you to seek out advisors in the realm of science to start, however, anyone is acceptable! To reiterate, our official organization website and Instagram page have plenty of material to show this advisor to demonstrate what this chapter would stand for to help support your case!

5. Contact CURIS to inquire about opening a chapter

Let us hear from you so that we can tell you about our current resources and upcoming projects. We have a lot of information and many helpful materials. You can fill out a Chapter Request form on our website and we will contact you directly with more information on next steps.

Remember to also educate yourself by taking time to read about CURIS including our values, mission, goals and purpose through our website and Instagram. Remember to learn more about the initiatives we have to offer and how youth can participate to better understand what we stand for so that you can best help us expand our outreach.

6. Officially Register with Curis Connect and submit mandatory documents

Considering that your CURIS Chapter will be part of the official patent organization, Curis Connect, you will need to register with us officially. Filling in the chapter Request form in the previous step was to get you in touch with one of your representatives to help support you in the planning and drafting stage. But

once everything has been official, please fill out the official registration form on the page below and send it to us at our Gmail: curisconnectinfo@gmail.com

7. Become an Official Chapter

Register your group with the Student Activities Center or Student Services at your college/university/school. Talk to the student body government and/or student activities department to learn how to become an official group on your school/campus.

Here's a list of questions you might want to ask your Students Activities representative:

- Are there any campus funds available for your chapter?
- Where can you have meetings?
- Can you advertise your group during special events, display cases, announcements?
- Is there a platform where you can post messages about your chapter activities and receive messages about the activities of other groups?
- When, how, and where do you need to re-register your chapter each year?

Prepare a formal proposal to present to school administrators. Include details such as the club's purpose, goals, potential benefits to the school community, and any logistical considerations. Be prepared to answer questions about how the club will operate and benefit the school. This step may take a lot of time depending on the process to open a new club at your school/campus so be sure to plan in advance and be patient!

Present your proposal to the appropriate school administrators or faculty members. Be open to feedback and address any concerns they may have. Obtain the necessary approvals to officially start the club.

8. Recruit an official Curis Chapter team.

Following step 3 to gather support will help ensure that you have an existing base of students and staff who believe in your chapter. Reach out to them again to finalize your official Curis Chapter Executive Team. Assemble a "core" group of supporters and advisors who understand your goals. Also consider aligning your Curis Chapter with relevant academic departments.

Develop a constitution that outlines the structure and rules of your club. Include information on membership, leadership roles, meeting frequency, and any other relevant details. This document will serve as a guide for your club's operations.

9. Publicize!

Let everyone know about your chapter! Talk to people, put up flyers, send out e-mails, make morning announcements, and refer people to our instagram @curisconnect. Also consider launching your own social media pages as well! Set up a club website, instagram page, etc. to publicize your meetings and initiatives. Reach out to us directly via our contact information to get sample promotional and marketing materials, as well as member recruitment material! Consider hosting an informational meeting to attract potential members.

10. Hold Regular Meetings

Once your club is approved and has members, start holding regular meetings. Use this time to plan activities, discuss goals, and engage in the club's core interests.

11. Plan Events and Activities

Organize events or activities that align with your club's mission. This could include guest speakers, workshops, community service projects, or any other initiatives that contribute to the club's goals. Once again, feel free to take inspiration from what Curis Connect is currently doing in terms of your three pillars in order to help you get an idea to start! But remember, the sky's the limit! Keep your creativity open and don't be afraid to try new event ideas! You can always reach out to us for support and help, and definitely share your progress on initiatives!

12. Stay Connected

Maintain open communication with your club members and advisor. Utilize platforms like social media or email to keep everyone informed about upcoming events, meetings, and club updates.

Also be sure to regularly stay in touch with us as well, via Instagram or Gmail, to tell us how your chapter progress is going and if you need any further support!

Remember that persistence and dedication are key when starting a new club chapter. Stay committed to your club's mission, and you'll likely see it grow and thrive over time.

Sample First Meeting Itinerary and Tips

Objective:

- Welcome new and existing members, fostering a sense of community and shared enthusiasm for CURIS
- Introduce the club's mission and goals.
- Establish the structure and expectations for future meetings.
- Engage members in a brief icebreaker activity to encourage connections.
- Duration: Approximately 1 Hour

Agenda:

1. Welcome and Introduction (10 minutes)

- Greet members as they arrive.
- Briefly introduce yourself and any co-leaders or advisors.
- Express gratitude for everyone's attendance.

2. Icebreaker Activity: "Healthcare Pictionary" (15 minutes)

- Provide each member with a healthcare-related term or concept.
- Ask members to draw the term on a piece of paper without using any words.
- Have members share their drawings and let others guess the term.

- Encourage laughter and camaraderie.

3. Club Mission and Goals (10 minutes)

- Present the club's mission and goals.
- Discuss the significance of exploring psychology as a group.
- Highlight the potential impact of the club on personal growth and the school community.

4. Introduction to Club Structure (10 minutes)

- Explain the frequency and format of club meetings.
- Discuss any planned events, guest speakers, or activities.
- Share information about communication channels (email, social media, etc.).
- Emphasize the importance of member input in shaping the club's direction.

5. Brainstorming Session (15 minutes)

- Facilitate a brief brainstorming session to gather ideas for future events and activities.
- Encourage members to share topics they are interested in exploring.
- Create a list of potential speakers, workshops, or field trips.

6. Q&A and Open Discussion (10 minutes)

- Invite members to ask questions or share thoughts.
- Encourage open discussion about expectations and aspirations for the club.
- Address any concerns or suggestions from the members.

7. Next Steps and Closing Remarks (5 minutes)

- Remind members of upcoming meetings and events.
- Express gratitude for their participation and enthusiasm.
- Encourage members to spread the word and invite friends to future meetings.

Tips for a Successful First Club Meeting:

- Create a Welcoming Environment: Greet members warmly and create a friendly atmosphere.
- Icebreaker Activities: Use icebreakers to help members get to know each other and feel comfortable.
- Be Clear and Concise: Clearly communicate the club's mission, goals, and structure.
- Encourage Participation: Foster an inclusive environment where everyone feels comfortable sharing their thoughts.
- Facilitate Brainstorming: Involve members in the planning process to ensure diverse interests are considered.
- Provide Information: Share details about future meetings, events, and communication channels. Give ample background about the chapter, and use information from the parent organization to raise awareness and build a foundation for the new chapter.
- Express Gratitude: Thank members for their attendance and participation.

- Collect Contact Information: Create a contact list to facilitate communication outside of meetings.
- Follow-Up: Send a follow-up email summarizing key points and expressing excitement for future meetings.

By following this itinerary and incorporating these tips, you can set a positive tone and lay the foundation for a successful and engaging series of meetings.

Sample Executive Team Structure

- Co-President
    - Oversees the overall functioning of the club.
    - Presides over meetings and sets the agenda.
    - Represents the club at school events and meetings.
    - NOTE: It is up to you whether you could like to have a single president or two co-presidents.
- Vice President
    - Assists the president in their duties.
    - Assumes the president's responsibilities in their absence.
    - Coordinates specific tasks or projects as assigned by the president.
- Secretary
    - Takes meeting minutes during club meetings.
    - Manages club correspondence and communication.
    - Maintains records of club activities and attendance.
- Treasurer
    - Manages the club's budget and financial transactions.
    - Coordinates fundraising activities and sponsorship opportunities.
    - Provides financial reports to the club members.
- Event Coordinator
    - Plans and organizes club events, activities, and outings.
    - Collaborates with members to generate event ideas.
    - Coordinates logistics, reservations, and necessary resources.
- Public Relations Officer
    - Manages the club's social media presence.
    - Creates promotional materials for events and meetings.
    - Coordinates with school media outlets for club coverage.
- Membership Coordinator
    - Manages the recruitment and onboarding of new members.
    - Maintains a database of current members and contact information.

- ○ Organizes membership drives and outreach activities.
- Academic Liaison
  - ○ Connects the club with academic resources and opportunities.
  - ○ Collaborates with school faculty for guest lectures or workshops.
  - ○ Facilitates study groups and academic discussions.
- Community Outreach Coordinator
  - ○ Develops and implements community service projects.
  - ○ Identifies opportunities for the club to engage with the broader community.
  - ○ Coordinates partnerships with local organizations.
- Special Projects Coordinator
  - ○ Manages specific projects or initiatives assigned by the executive board.
  - ○ Coordinates collaborative efforts with other clubs or organizations.
  - ○ Takes the lead on unique club endeavors.
- Webmaster / Technology Coordinator
  - ○ Maintains and updates the club's website or online platforms.
  - ○ Assists with technology needs during meetings and events.
  - ○ Ensures effective use of digital tools for communication.
- Advisors
  - ○ Provides guidance and support to the club leadership.
  - ○ Assists in decision-making processes.
  - ○ Serves as a liaison between the club and school administration.

This hierarchical structure is just a sample and can be adjusted based on the specific needs, goals, and size. It's important to foster collaboration and open communication among all members, allowing each role to contribute to the club's success. Feel free to also refer to the parent organization Curis Connect Official Executive Team to see their structure and layout!

Intro to initiatives

1. Curis Case Studies

Curis Connect provides 2 types of case studies: individual and group.

Individual Case Studies

A case study is a research method that involves an in-depth and detailed examination of a specific individual, group, or situation. Participants will be provided with a specific scenario and given background information about a particular aspect relating to their career of interest.

Every case study is designed to be completed in under 1 hour. Written responses will be submitted through a google form to be graded. All background research will be conducted on your own.

Participants must respond to questions and address "Curis principles"

Volunteer hours will be awarded upon completion.

📄 Sample Induvidual Case Study

📄 Induvidual Case Study Instructions

Feel free to keep an eye on our website and social media to see the release of new case studies for you to use in your chapter! Find above a sample case study in order to understand the structure and layout, as well as the marking scheme and expectations, in order to better plan your events!

Group Case Studies

The case studies examine real-world problems and allow students to play the role of stakeholders from different sectors and attempt to solve issues based on the policies and perspectives of their assigned characters

Once you have signed up for a case study, you will receive your character assignment, committee, and topics.

Every debate provide an information package that introduces its topic and guiding question

Participants will meet virtually and conference in a structured way amongst different individuals + sectors

Group case studies are very open ended and have no right/wrong answers (more discussion based)

Opportunity to network with people from different backgrounds and interests!

📄 Antibiotic Stewardship Commitee

📄 Group Case Study Instruction Manual

We strongly encourage you to host case study conferences throughout the duration of your academic year and make this the central point of your CURIS chapter. You can have a fall and winter conference, whereby your general member meetings can be geared toward training and preparing your club for these mock conferences by preparing them on how to conduct these group case studies. We specifically say group case studies since this would urge collaboration and collective problem solving in your group, all while networking to foster connections.

Please refer below for a sample monthly schedule:

Week 1	Week 2	Week 3	Week 4
General meeting to introduce group case study [explain background]	Workshop with students in order to go over their points	Mock case study in group	Official case study

2. Curis Careers

This is our healthcare job bank that allows students to explore different occupations in the healthcare industry. This tool is especially useful for students transitioning from secondary to post-secondary and beyond. This career exploration tool contains useful information for high school students (like what high school courses they need) and for post-secondary students (what undergrad and post-grad requirements they need). Other relevant info includes fees, course pre-reqs, schools, and mentors.

3. Newsletter

Join our mailing list by subscribing at https://tinyurl.com/2p8kym56 to get monthly updates about health volunteer opportunities, career spotlights, events updates, global healthcare issues awareness, and case study highlights.

Chapter Registration Form

Club Name: _____

Club Mission Statement: _____

Club Advisors: _____

Contact Information:

Lead Contact Person: _____

Email: _____

Phone: _____

Secondary Contact Person: _____

Email: _____

Phone: _____

Membership Information:

Are there any eligibility criteria for membership?

☐ Yes

☐ No

If yes, please specify: _____

Membership Fee (if applicable): _____

Meeting Information:

Frequency of Meetings:

☐ Weekly

☐ Bi-weekly

☐ Monthly

☐ Other (please specify): _____

Communication Channels:

Primary Communication Platform:

Email

Social Media (please specify): _____

Other (please specify): _____

Event Planning:

How will events and activities be planned and communicated?

- ☐ Club Meetings
- ☐ Group Messaging
- ☐ Planning Committees
- ☐ Other (please specify): _____

Goals and Objectives:

What are the primary goals and objectives of the club? Any events that you hope to host during the year?

_____

_____

_____

_____

Acknowledgment:

I, the undersigned, have read and understood the information provided in this registration form. I agree to adhere to the rules and regulations set forth by the school and the club.

Lead Contact Person's Signature: _____ Date: _____

Secondary Contact Person's Signature: _____ Date: _____

Approval:

Chapter Advisor's Signature: _____ Date: _____

Contact Information

For any further inquiries or additional information, please feel free to reach out:

Email: curisconnectinfo@gmail.com

Instagram: @curisconnect

Website: curisconnect.vercel.app