**Guidelines for Student-Led Community Engagement Experiences**

AUC places great value on community engagement. That value is realized in the number of programs built from AUC's collaboration with community organizations. AUC offers students a healthy array of opportunities to engage in programs that contribute to community priorities and enhance student learning. However, most community engagement initiatives were identified, developed, and led by students. Thus, student leadership is strongly encouraged.

This document provides a process for students who want to develop or organize activities/programs (non-research) in the St. Maarten community.

**Eligibility**

Student interest groups or AUC clubs that lead community engagement activities must be in good standing with the Student Government Association.

Students who propose to **lead** a community engagement program individually must meet the academic requirement of at least an 80 cumulative GPA and no failed coursed in the preceding semester. However, there are no GPA requirements for **participation** in these programs.

**Program Approval**

The following steps are mandatory prior to development and community engagement for all new programs:

1. Meet with the Assistant Dean of Community Engagement to present the idea and discuss possibilities. This meeting will determine the project's feasibility and ensure no overlap with existing projects. Schedule an appointment at nhumphrey@aucmed.edu or request a meeting time with Vidcruiter: <https://auc1.myvideointerview.co/55852-auc-office-hours/187765-office-hours/en>
2. The Community Engagement program will schedule a formal meeting with the community partner to discuss the feasibility and need for the proposed activity. Please refrain from contacting community organizations before a formal introduction from the Community Engagement Program.
3. Once the plan is agreed upon by the student/student group, community partner, and Assistant Dean of Community Engagement, submit the ACTION PLAN FORM to document the following: <https://docs.google.com/forms/d/e/1FAIpQLSfzC8n8zPqCl8JDQ63UXBS9kwmAA31CQTRmT88Q_Tkz2SlWGQ/viewform>

* Title of event
* Names of al program developers, facilitators, and supportive faculty
* Objectives (educational and community IMPACT)
* Description of the activity/program
* Objectives
* Proposed date(s), time(s), and location(s);
* Training/preparation of student volunteers
* Supplies required
* Associated Faculty, transportation, and other expenses, if applicable; o names of the faculty advisor and Dutch-licensed physician (if applicable):

**NOTE:** Activities that include a medical intervention (screenings, checks, physicals) require a plan delineating specific tasks to be performed by students and ensuring the presence and oversight of a Dutch-licensed physician 100% of the time.

1. The Faculty Advisor for student interest group or club must be informed regarding the program objectives and plan moving forward.
2. Complete a a sign-in sheet to document student participation. Upload documentation of the event on the Community Engagement Record : <https://docs.google.com/forms/d/e/1FAIpQLSdXgJGz1I2FjmimiDwTjg-zIkmwbvRd8RZQfz2nLnoOCu1CsQ/viewform?usp=pp_url>

**To Our Community Partners**

The following list includes community partners that welcome collaboration with AUC students.

Ambulance Service of St. Maarten

Amuseum Naturalis at the Old House

Asha Stevens Hillside Christian School

Collective and Prevention Services of St. Maarten

C.O.M.E. Center International

Caribbean International Academy

Christian Faith Ministries

Diabetes Foundation of St. Maarten

Ephesus Seventh Day Adventist Church

Fire Department of St. Maarten

Freegan Food Foundation

Generation New Status STM Drum Band

Green Star Gardens

Heart and Stroke Foundation

Islamic Center of St. Maarten

K1 Britannia Foundation

Lions Club of St. Maarten

Mental Health Foundation

Milton Peters College

National Institute for Professional Advancement

Nature Foundation

New Start for Children Foundation

Pathfinders

Philipsburg Seventh Day Adventist Church

Phillipsburg Jubilee Library

Player Development

Positive Foundation

Red Cross of St. Maarten

Salvation Army St. Maarten

St. Maarten Medical Center

Safe Haven

Seventh Day Adventist Church, Cay Bay

Pathfinders at Seventh Day Adventist Church, Philipsburg

Sister Basilia Center

St. Maarten AIDS Foundation

St. Maarten Little League Player Development Program

SXM PAWS

Tri-Sport

Tzu Chi Foundation

University of St. Martin

University of Virgin Islands

Voice of the Youth

Volunteer XM

Wildflower Institute

Winward Island Ambulance Service

White & Yellow Cross Foundation

**Collection of Community Participant Personal Information**

Collection of any identifying, health-related, or psychosocial information from members of the public for the purposes of program administration will require approval by the SARC and Institutional Review Board (IRB). This may be information including, but not limited to, data collected for analysis of program effectiveness, publication in newspapers, peer-reviewed research publications, or poster presentations. IRB and SARC approval is required regardless of the level of identification (confidential, anonymous, or named) from information sources. The following elements should be included to ensure adherence to human subjects research protocols.

1. The Faculty Advisor should guide the development of a proposal that assures student learning related to program objectives and benefits communities that participate in the program.

2. All group members that participate in the data collection, analysis or dissemination process should complete the Protecting Human Research Participants (PHRP) Online Training

at https://phrptraining.com/.

3. A SARC and IRB application should be submitted with the Faculty Advisor listed as the Principal Investigator. Please refer to the IRB Policies and Procedures to determine if the protocol is exempt from review, expedited, or will require a full review.

4. Data collection should not be initiated until a SARC and IRB written approval have been provided. 2