

Community-Campus Partnerships for Health

Health is not an intervention. Health is a by-product of community working together.

—Tyler Norris, Keynote Speaker,
Second Annual CCPH Conference, 1998



A CCPH Member's Guide: How to Get the Most Out of Your Membership

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Building Healthier Communities, Strengthening Higher Education

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Welcome!

When you became a member of Community-Campus Partnerships for Health (CCPH), you joined a movement of leaders committed to improving the health of communities.

Founded in 1996, CCPH is a growing network of communities and campuses throughout the United States, and increasingly the world, who are collaborating to promote health through service-learning, community-based research, community service and other partnership strategies. These partnerships are powerful tools for improving health professions education, civic responsibility and the overall health of communities.

We are working toward a number of shared goals including:

- Building the capacity of communities and higher educational institutions to engage each other as partners
- Incorporating service-learning into the education of all health professionals
- Recognizing and rewarding community-based teaching, research and service
- Developing partnerships that balance power and share resources among partners

We are a group that makes things happen.

—Cheryl Maurana, Senior Associate Dean for Public and Community Health at the Medical College of Wisconsin and Founding CCPH Board Chair, Milwaukee, WI

We are distinct among organizations in the health professions in that we are interdisciplinary and involve all constituents in higher education, including students, and serve both academic and community-based organizations.

Whether you've been a long-time member of Community-Campus Partnerships for Health (CCPH) or have just joined recently, this guide will assist you in getting the most out of your CCPH membership. Developed in consultation with a broad range of CCPH members, it contains tips, hints and suggestions for making the most of the vast array of resources and tools that CCPH provides.

We hope you enjoy being a part of the CCPH community!

For more information about CCPH, please visit our website at www.ccpn.info.

Programs & Services at a Glance

- **Annual Conference** — premier training and networking event for community-campus partnerships.
- **Service-Learning Institutes** — training for campus-based and community-based health professions faculty.
- **CCPH Annual Award** — recognizes extraordinary community-campus partnerships.
- **CCPH Fellows** — supports community-based and academic professionals with significant expertise in building and sustaining community-campus partnerships.
- **CCPH Consultancy Network** — our training and technical assistance network provides customized consultation.
- **Member Listserv** — highly interactive discussion forum.
- **Information Clearinghouse** — print and web-based publications & biweekly e-newsletter.
- **Online Membership Directory** — helps you easily locate and network with members in your region, area of expertise or topic of interest.

For a complete description of CCPH programs, board members, staff and supporters, please visit our website at www.ccpn.info.

My position in health professions education leads me to belong to several professional organizations, including CCPH. My membership in CCPH is by far the most rewarding, professionally and personally.

—Chuck Conner, Site Coordinator, West Virginia Rural Health Education Partnership, Spencer, WV

Membership Categories & Benefits

Individual e-Membership

All of the benefits of this membership are distributed electronically and include:

- ✓ Subscription to *Partnership Matters*, CCPH's biweekly e-newsletter
- ✓ Subscription to CCPH's member listserv
- ✓ Customized emails tailored to your interests
- ✓ Access to the CCPH online membership directory to connect with colleagues from across the country, and increasingly the world
- ✓ 15% off Jossey-Bass & Wiley publications (*check the CCPH website at www.ccp.h.info for the promotional code*)



Individual Premium Membership

For just a little extra money you get all of the above plus:

- ✓ Discounts on registrations for CCPH conferences and institutes
- ✓ Discounts on CCPH publications, including a free copy of *Partnership Perspectives*, our annual magazine
- ✓ Discounts on low cost, high-quality training and technical assistance through the CCPH Consultancy Network of trainers and consultants

Individual Student Membership

This membership is a discounted Individual Premium membership for those currently enrolled in a college or university and includes all of the above membership benefits.

Organizational Membership

This membership is perfect for an organization that has multiple individuals involved in community-campus partnerships. It's like getting four Individual Premium memberships for the price of three. Benefits include all of the above plus:

- ✓ One free hour consultation from the CCPH Consultancy Network on a topic of your choice!

Four people, including the contact person, are eligible to enroll in an Organizational Membership. You can include more than four employees on an Organizational Membership for an additional discounted rate.

For more information about membership categories & fees or to add another person to your Organizational Membership, please contact Catherine Immanuel at csi@itsa.ucsf.edu or call (415) 514-3522.

Membership Card & Identification Number



Sample of a CCPH Membership ID Card

All new members receive a membership card in their orientation packet. Your membership card includes your membership ID# for quick reference. CCPH uses membership identification numbers to make taking advantage of our membership services and benefits as easy as possible. Membership identification numbers help us quickly verify active memberships and allow us to instantly provide you access to discounts on conference and event registrations, discounts on our publications, plus much more! Please reference your membership ID# when consuming CCPH membership benefits and services. For those enrolled through an Organizational Membership, the membership ID# is the same for all enrolled on that membership.

If you are a new member and have not received your card or are a renewing member and need your card reissued, please contact Catherine Immanuel at csi@itsa.ucsf.edu.

Tip: Get more people involved in community-campus partnerships



If there are several people in your organization involved in community-campus partnerships, consider upgrading to an Organizational Membership. It's like getting four Individual Premium Memberships for the price of three!

Privacy of Information

We are committed to the privacy of our members' contact information. Your contact information is maintained in our database and the CCPH online membership directory, and can only be accessed by CCPH staff and current members. We request that you do not share contact information of other CCPH members without first contacting CCPH.



Occasionally we share member information with other organizations to facilitate networking and access to resources. If you would not like your information shared, please contact us at ccph@itsa.ucsf.edu.

I renewed my CCPH membership because of the valuable support and information I receive in the newsletter, informational emails, and especially at the annual conference.

—Lynda Slimmer, Director of Service-Learning, Elmhurst College, Elmhurst, IL

Membership Renewals

CCPH memberships are renewed annually one year after your membership join date. You will receive a membership renewal notice in the mail followed by electronic reminders. If you're not sure about your renewal status, would like to change the contact person on your membership, or change your membership category, please contact Catherine Immanuel at csi@itsa.ucsf.edu.

Tip: Can't Live Without CCPH — Don't Leave Your Renewal Up to Chance



We hope that you've found CCPH to be an invaluable resource. However, we understand that financial resources are often tight. Consider writing your CCPH renewal into one of your grants or pay for multiple years of membership in advance to guarantee that your membership remains active.

CCPH Meetings & Events

All members are encouraged to attend CCPH meetings and events. Student, Individual Premium and Organizational members, all receive significant discounts on registrations.

Annual Conference

CCPH's annual conference is the premier training and networking event for community and campus leaders who are pursuing or are involved in community-campus partnerships. Through active involvement, participants will:

- ✓ Develop a deeper understanding of the principles of best practice of community-campus partnerships
- ✓ Establish a peer group for continued learning and information sharing
- ✓ Make site visits to active community partners
- ✓ Have an opportunity to become more involved in CCPH
- ✓ Leave the conference energized and motivated

Service-Learning Institutes

CCPH offers introductory and advanced institutes. Institute participants will work in small groups with mentors and colleagues from across the country to integrate community service, scholarship, teaching and service-learning sustainability.

Regional Meetings

When possible, CCPH staff attend meetings hosted by international, national and regional organizations pertinent to CCPH to conduct workshops, make presentations and/or exhibit. We invite you to join us at these events which you may already be attending. Please see the *Partnership Matters* e-newsletter for announcements. CCPH also has Regional Networks. For information see page 18.

Each year the conference and service-learning institutes draw more and more participants from across the U.S. and increasingly the world. To find out more about our next conference or service-learning institute, please visit our website at www.ccpH.info and click on Programs or email us at ccph@itsa.ucsf.edu.

Tip: Ways to Secure Funding to Attend CCPH Meetings



Members have successfully used several strategies to secure funding, including writing costs to attend one of these events into grant proposals as technical assistance and soliciting departments, schools and organizational funds in exchange for making a presentation or leading a workshop upon return. *CCPH offers a limited number of scholarships for student and community members to attend and present at the annual conference.*

CCPH Member Listserv



As a CCPH member you are automatically subscribed to our member listserv unless you indicate otherwise. The member listserv will keep you in touch with most everything that is going on nationally and internationally related to community-campus partnerships.

Use of the CCPH Member Listserv

CCPH is committed to using the member listserv to deliver useful information without unnecessarily cluttering up your inbox. The listserv is a moderated listserv and is used primarily to distribute time-sensitive inquiries, information about upcoming events, and opportunities pertinent to the entire membership. The listserv has been designed in this fashion in response to feedback from our members. That is why, unlike some listservs, the CCPH is listserv not a discussion forum.

We provide several other outlets for discussion and distribution of information that is more narrow in focus, including the *Partnership Matters* e-newsletter and online membership directory which are discussed in this guide on page 13 and page 25 respectively.

The CCPH membership benefit I enjoy the most is the member listserv. In fact, I created a mailbox exclusively to archive the mail I receive from the listserv. The information is always useful and not unnecessary. And it includes submissions on a variety of topics, disciplines and grant resources. It really is the most useful listserv of any listserv I know out there.

—Wanda C. Gonsalves, Assistant Professor, Medical University of South Carolina, Department of Family Medicine, Charleston, SC



Accessing Previous Messages to the Listserv

It's easy to access previous email messages sent to the listserv by using the listserv's archive function. For information about the steps to access these messages please visit our website at <http://futurehealth.ucsf.edu/ccph/faq.html#PriorMessages>.

Specialized Listservs

CCPH often sets up listservs for program planning committees, advisory committees, and other program-specific groups. If you have questions about our listservs, please contact Catherine Immanuel at csi@itsa.ucsf.edu.

I love the customized emails that CCPH sends me based on my membership profile. It is one of my favorite membership benefits! I have learned of and attended many meetings that I would not have known about without this information from CCPH.

—Diane Downing, Public Health Program Specialist, Arlington Department of Human Services, Arlington, VA

Tip: Have a Question Other Members Might Be Able to Answer?



Send your inquiry to our *Partnership Matters* e-newsletter editor, Rose Coroneos, at rosecor@u.washington.edu to post it in the next edition. Make sure to ask for member responses. You might also consider passing on any information that would be useful to the membership in a subsequent issue of the newsletter.

CCPH Membership Directory

CCPH has an online membership directory that is exclusively for use by members. In your orientation packet you received your unique username and password so that you can log onto the directory. The directory offers many powerful advantages, including a searchable database to allow members to locate other members in their area, in their discipline or by other searchable, relevant criteria. The directory is password protected in order to ensure the privacy of information. CCPH members and staff are the only people allowed unrestricted access.



Directory login screen found at <http://my.memberclicks.com/ccph>

Getting Started: Logging Onto the Directory

Before logging on, please review our policies and guidelines for directory use found on page 26 of this guide.

To get started, go to <http://my.memberclicks.com/ccph> (a sample of the login screen is above). You will need to know your username and password to login. If you do not know this information, have forgotten it or are having any trouble, please contact Catherine Immanuel at csi@itsa.ucsf.edu. You are strongly encouraged to personalize your username and password after you login for the first time.

Editing Your Profile

After you login we encourage you to edit your profile. Here are the steps:

- To edit your individual profile, open the directory by entering your username and password. Click on the “My Profile” link at the top of the screen.
- Review the information in each box. To make any changes, enter the new information in the appropriate field. To select more than one item in a given field, use CNTRL+mouse click.
- After you have finished editing your profile, click on “Save” at the bottom or top of the page.



Sample of Directory search results

Viewing the Entire Directory and Conducting Searches

You can view the entire directory by clicking on the “Directory” pull down menu on the top and selecting “View All”. CCPH maintains full information on its members for the following fields: Name, Title, Organization, Address, City, State, Country, Telephone, Fax, and Email. Since many members have not yet updated their profiles, the directory may not include much information on members’ profiles for all of these fields. As more members login and update their profiles, these fields will be populated and more search results will appear. In the meantime you may receive a search with “no results.” You may also receive a search with “no results” if a previous search was not cleared. Each time you conduct a new search, click on “clear” on the bottom of the page to start a completely new search. This will improve your results.

Tip: Update Your Membership Profile to Receive Customized Emails



We use your membership profile to send you customized information on the topics of interest you choose. The more we know about you, the better we can tailor the information we send to you.

CCPH Website — An Information Gateway*CCPH Homepage*

The CCPH website at www.ccpht.info is your one-stop shop for online community-campus partnership resources. Updated on a continuous basis, it features:

- ✓ **CCPH Homepage** — includes our mission & goals, information about what's new, upcoming events and the CCPH Featured Member
- ✓ **About Us** — in-depth information about our mission & values, CCPH Principles of Partnership, CCPH Staff, CCPH Board, Our Supporters and Frequently Asked Questions
- ✓ **Programs** — lists all of our current programs and those on the horizon
- ✓ **Membership Info** — everything you need to know about CCPH membership benefits and services
- ✓ **Resources** — rich in information on a multitude of topics and strategies related to community-campus partnerships
- ✓ **Contact Us** — a detailed listing of how to contact the CCPH staff and Board of Directors

*CCPH Resources Webpage***Resources Webpage**

Our most resource-rich page is full of tools, reports, presentations, peer-reviewed journal articles, syllabi, key definitions, references, web links, and much more!

Special Sections include:

- ✓ Community-Based Participatory Research
- ✓ Community Scholarship
- ✓ Conferences
- ✓ Funding Announcements
- ✓ Service-Learning
- ✓ CCPH Publications

Post Additional Resources on Our Website

If you know about materials, including syllabi, publications, articles and web links that should be posted on our website, contact us today at ccph@itsa.ucsf.edu.

Link to Us!

More than 5,000 organizations already link to our website. To link to our website contact ccph@itsa.ucsf.edu.

Tip: Check back frequently!

The CCPH website is continuously being updated. Check back frequently to keep your finger on the pulse of the latest web resources for community-campus partnerships.

Partnership Matters — Your Best Resource for Partnership Building!

Partnership Matters is CCPH's e-newsletter. It is delivered directly to you via email twice a month and is chock full of information about community-campus partnerships. In no time you'll see how this newsletter will expand your information gathering efforts and save you precious time.

Each Issue Features:

- ✓ **Announcements** — informs you about new professional development opportunities, proposal submissions, nominations, fellowships, scholarships, training, curricula, toolkits, website resources and more!
- ✓ **Grant Alerts** — alerts you about current funding opportunities with plenty of time to meet deadlines
- ✓ **Publications** — features new and forthcoming publications that are hot off the presses
- ✓ **Upcoming Events** — notifies you about upcoming international, national and regional conferences and workshops
- ✓ **Message From Our Executive Director** — provides you with valuable insights about the latest happenings in community-campus partnerships
- ✓ **News From CCPH** — notifies you about upcoming CCPH events and recently released resources
- ✓ **Membership Matters** — lets you know the latest about CCPH membership services and provides tips on how to get the most out of your membership

The CCPH newsletter is password protected for member access only. Each time our e-newsletter is published, you will receive an email announcement that includes the password. If you are having trouble opening the newsletter or don't know the password, you can find it posted on the community section of the CCPH online membership directory at <http://my.memberclicks.com/ccph> or contact Catherine Immanuel at csi@itsa.ucsf.edu.

Tip: Connect with Other CCPH Members



We believe that the answer to your question about a challenge you are facing or resource you need is closer than you think! Connect with other members through the CCPH online directory, e-newsletter and/or annual conference. You'll be amazed at the multitude of ideas and information you'll find.

Training & Technical Assistance

In order to foster community-campus partnerships, CCPH offers a suite of technical assistance services to provide you and your organization with the strategies you need to reach your goals. These services include:

- ✓ **Consultancy Network** — provides customized training and technical assistance. CCPH staff work with you to integrate community-campus strategies into your day-to-day work by designing a technical assistance package that meets your needs. Organizational Members receive one hour of consultation for free!
- ✓ **Annual Conference** — provides technical assistance at all skill levels. You will meet national experts, newcomers, and everyone in between, while gaining fresh knowledge and insight about health-promoting partnerships.
- ✓ **Annual Introductory and Advanced Service-Learning Institutes** — provide technical assistance to faculty, staff and community organizations who are interested in initiating or growing a service-learning program. Our experienced group of interdisciplinary mentors will help you to shape your service-learning efforts. Topics include building partnerships, curriculum development, evaluation and assessment, reflection, and securing funding.
- ✓ **Publications** — a perfect resource for anyone looking to start or bring new life to a partnership, design health professions curricula, or increase their competitiveness for funding. Authored by leaders in the field, CCPH publications highlight the latest trends and are packed full of practical case studies & models.



CCPH offers substantial discounts to our members for all training and technical assistance services. For more information contact us at ccph@itsa.ucsf.edu or Tel. (415) 476-7081.

Tip: Financing Technical Assistance Services



Consider writing CCPH technical assistance services into your grant proposals.

Grants & Funding Resources



CCPH offers a wealth of information about grants and funding resources available both nationally and regionally. This information is disseminated electronically based on application deadlines or when we receive the information. You can access this important information through several different CCPH resources:

- ✓ **Partnership Matters Newsletter** — regularly features a section dedicated to Grant Alerts
- ✓ **Member Listserv** — distributes time-sensitive information about grants and funding resources that are not received in enough time to include in our e-newsletter
- ✓ **Customized Emails** — grants and funding announcements distributed by region, discipline and topic of interest (*we use your membership profile in the CCPH online directory to distribute these announcements — fill yours out at <http://my.memberclicks.com/ccph>*)
- ✓ **CCPH Website** — a list of funding resources can be found on the Resource page of the CCPH website at www.ccpH.info

CCPH has provided us with a wealth of invaluable information, particularly in pointing us in the direction of possible funding sources for collaborative initiatives in our service area (which extends across 23 counties in central Illinois)

—Marjorie Getz, Epidemiologist, Program in Population and Community Health, University of Illinois College of Medicine (Peoria Campus), Peoria, Illinois

CCPH Publications & Scholarship

CCPH produces original publications in addition to our annual magazine, *Partnership Perspectives*, and our biweekly e-newsletter, *Partnership Matters*. CCPH publications include articles, reports, journal issues, toolkits & curricula and are often commissioned by foundations and governmental agencies. See below for examples.

Toolkit



The *Toolkit For Health Professional Faculty, Students and Community Leaders Committed to Achieving the Nation's Health Objectives Through Community-Campus Partnerships* is designed to provide leaders who are involved in the community-campus partnerships with the knowledge and resources to support activities that are directly tied to the fulfillment of the Healthy People 2010 Objectives. It contains a Healthy People 2010 Assessment Tool to better understand your strengths and areas of improvement, Declaration and Commitment Forms to formally announce your

personal and/or organizational pledges, and a Resource Listing of key publications, web sites and organizations.

Curriculum Guide



Advancing the Healthy People 2010 Objectives Through Community-Based Education: A Curriculum Planning Guide is an essential resource for teaching health promotion and disease prevention at all levels of health professional education. The 250-page guide centers around eight planning units that are supported by background readings, case studies, worksheets, handouts, resources and reflection questions.

Visit our website at www.ccpH.info to find out about our publications and to download an order form!

Tip: Order in Bulk & Save



Order bulk copies of CCPH publications, including the Toolkit and Curriculum Guide, to use as class readings and for conference and workshop handouts. Contact ccph@itsa.ucsf.edu for more information.

Ways to Get Involved

We invite all members to actively participate in shaping our programs. Community, campus and student members serve as advisors on program planning committees, as speakers and facilitators during our meetings, and as consultants in our technical assistance programs.

Conference Planning Committee

If you are interested in shaping the CCPH annual conference, then this is the place for you. Committee members make an invaluable contribution to the design of workshops, conference themes, special conference sessions, site visits, plus much more! For more information, contact Piper Krauel at piperk@itsa.ucsf.edu.

Call for Proposals

CCPH annually releases a *Call for Proposals* for our annual conference. Members and non-members are invited to submit proposals for workshops or poster sessions. Topics are based on the conference theme and proposals are selected by a peer review process. Selected proposals are presented at the CCPH annual conference. For more information, contact us at ccph@itsa.ucsf.edu.

Membership Development Committee

If you are interested in shaping the future of CCPH membership benefits and services, then this is the place for you. The committee meets by conference call to examine such topics as membership categories, how to get the most out of your CCPH membership, networking among members, member orientation, membership campaigns, increasing community & student members, plus much more! For more information, contact Catherine Immanuel at csi@itsa.ucsf.edu.

CCPH Consultancy Network

If you are interested in being a consultant for the CCPH Consultancy Network or in finding a consultant to conduct training and technical assistance for your organization please contact us. For more information, contact Rachel Vaughn at rvaughn@u.washington.edu.

Discipline Specific Opportunities

CCPH has an ongoing workgroups in service-learning in Pharmacy, Dental Education/Oral Health and Physical Therapy that meet regularly by conference call to share information among colleagues, pursue publication outlets, and discuss workshops.

If you are interested in these workgroups or a discipline or professional association and would like to work with us to promote service-learning, community-based research, or community-campus partnerships, contact Rachel Vaughn at rvaughn@u.washington.edu.

CCPH Regional Networks

CCPH launched four Regional Networks as a strategy for advancing its mission and providing greater value to its members. The CCPH Regional Networks (analogous to chapters) are intended to support and invigorate local community-campus partnerships through such activities as convening meetings, facilitating information exchange, providing opportunities for professional development, and expanding membership. The Networks serve as the “eyes, ears, and voice” of community-campus partnerships at all levels, assuring that key national information is disseminated at the local level and local concerns are raised to the national level.

To fully involve and respond to all of the key stakeholders in community-campus partnerships, we must also be able to work at a regional level, closer to where the action is. The development of CCPH Regional Networks will expand our reach and elevate the role of students and community leaders in this vital work.

—Sarena D. Seifer
CCPH's Executive Director

The inaugural CCPH Regional Networks were selected through a competitive Request for Proposals. Proposals were received from every major region in the US. The CCPH Regional Networks are listed below in alphabetical order:

- Dallas-Fort Worth Metroplex CCPH Regional Network
- Metro DC CCPH Regional Network
- New England CCPH Regional Network
- Northeast Pennsylvania CCPH Regional Network

Tip: Interested in a Regional Network?



In this initial phase, the four Regional Networks are a starting point for a sustained strategy of Regional Network development across the country. If you are interested in these Regional Networks or getting something started in your region, please contact Catherine Immanuel at csi@itsa.ucsf.edu.

Ways to Get the Word Out About Your Partnership

We recognize that one of the key issues for sustainability is getting the word out about your partnership's activities and accomplishments. By doing this your partnership gets priceless visibility and gains much-needed advocates. Thus, we offer several different opportunities for you to publicize your partnership.

Featured Member

Bimonthly CCPH highlights a *Featured Member* on its homepage. The *Featured Member* is an active CCPH member who exemplifies exceptional work in the areas of community-campus partnerships, health professions education, civic responsibility, and/or improving health for all. Conducted as an informal interview, it enables CCPH members to share their wisdom and passion with others while gaining national and international exposure (in 2002 alone the CCPH homepage had more than 25,000 page views!).

To nominate someone for a *Featured Member* spotlight, contact Catherine Immanuel at csi@itsa.ucsf.edu. *Self-nominations are welcomed.*

Members in Action

Partnership Matters, the CCPH biweekly e-newsletter, features a "Members in Action" column. CCPH members are invited to contribute articles, editorials and announcements.

Submission Guidelines:

- ✓ There is no deadline for submissions
- ✓ Please limit announcements and questions to not more than 150 words; as for articles and editorials, not more than 250 words
- ✓ Provide the names of all authors, their current institutional affiliations and/or photos
- ✓ Explain all abbreviations and unusual terms when first used

Please send submissions to the newsletter editor at ccphpm@u.washington.edu.

Tip: Members in Action



When you have a workshop, conference, student presentation, receive an award or other recognition, send it to the e-newsletter editor at ccphpm@u.washington.edu.

CCPH Award

The CCPH Award, the first of its kind to formally recognize exemplary community-campus partnerships, is given annually to a partnership selected from a competitive pool of nominations from across the globe. It is our highest honor to recognize outstanding partnerships between communities and health professional schools that build on each other's strengths to improve health professions education, civic responsibility and the overall health of their communities. In addition, the award recognizes community-campus partnerships that reflect CCPH's principles of good practice. *For list of these principles please see page 27 of this guide or visit our website at www.ccp.h.info.*



Intent of the Award

The intent of the CCPH Award is to highlight the power and potential of community-campus partnerships. As a strategy for social change, community-campus partnerships can contribute to a number of significant outcomes, such as producing community-responsive, culturally competent health professionals; increasing the diversity of the health professional workforce; expanding access to health care and technology; and supporting economic, social and environmental justice. Creating healthier communities and overcoming complex societal problems require collaborative solutions that bring communities and institutions together.

Winners Receive

- ✓ National and international exposure through press releases via print and web based media
- ✓ Complimentary travel and accommodations for two persons to attend the CCPH annual conference where the award is presented
- ✓ Complimentary exhibit space at the CCPH annual conference
- ✓ Plaque acknowledging the award

Nomination Guidelines

CCPH issues nomination guidelines for the CCPH award annually. Nominations are open to both members and non-members. Self-nominations are accepted.

If you have any questions, please contact ccph@itsa.ucsf.edu.

Scholarship & Publishing Opportunities

CCPH offers several opportunities for scholarship and publishing. These include:

- ✓ **Partnership Matters Newsletter** — members are invited to contribute articles, editorials and announcements
- ✓ **Partnership Perspectives Magazine** — published annually, members are selected to write articles based on proposals submitted for workshop presentations at the CCPH annual conference
- ✓ **Books & Journals** — we are in frequent contact with publishers and journal editors — contact us at ccph@itsa.ucsf.edu if you have an idea for a book, article or theme issue of a peer-reviewed journal on a topic related to community-campus partnerships

Discounts on Books, Journals & Other Media Products

CCPH offers discounts on books, journals and other media products to its members. For a complete listing of discounted publications, please visit our website at www.ccpb.info and click the Resources page.

In addition, CCPH has joined with Jossey-Bass & Wiley Publishers to offer discounts on books, journals and other media products. Jossey-Bass & Wiley publishers offer a rich selection of titles related to community-campus partnerships, including service-learning, community-based research, and building partnerships for health.

CCPH members receive a 15% discount. To receive this discount go to the CCPH website at www.ccpb.info and click on the link to “save on books, journals and other media products” on the left side. This will take you to a webpage that includes the discount promotional code, special offers, and suggested titles for CCPH members. After you go to the Jossey-Bass website and select items for your shopping cart, enter the promotional code in the discount information field on the online order form. Then click the apply button so your discount is calculated.

Proceeds from the affiliate program support membership development.

Tip: Do you have an idea for a book, article or journal issue?



We are in frequent contact with publishers and journal editors. Contact us at ccph@itsa.ucsf.edu if you have an idea for a book, article or journal issue on a topic related to community-campus partnerships.

Expand Our Community — Recruit a Member Today!

We encourage you to share your experiences with others involved in community-campus partnerships. Just like you, they also want to connect with dynamic individuals dedicated to fostering community-campus partnerships and improving health professions education. Just like you, they are struggling to find resources, overcome challenges, and get plugged into grant, publishing and other opportunities.



More members means:

- ✓ A stronger voice to influence policies that improve health professions education and create healthier communities
- ✓ A diversity of viewpoints, ideas and perspectives

When you recruit:

- ✓ You know how prospective members feel
- ✓ You probably felt the same way before you joined CCPH
- ✓ You've found a great investment for improving your community-campus partnership!

Reward Yourself

When you recruit new members, you'll also reward yourself. For every five new memberships you recruit you'll earn \$50 *CCPH dollars* that can be used to purchase CCPH products, such as new publications, registrations for CCPH events or a new membership for a community or academic partner.



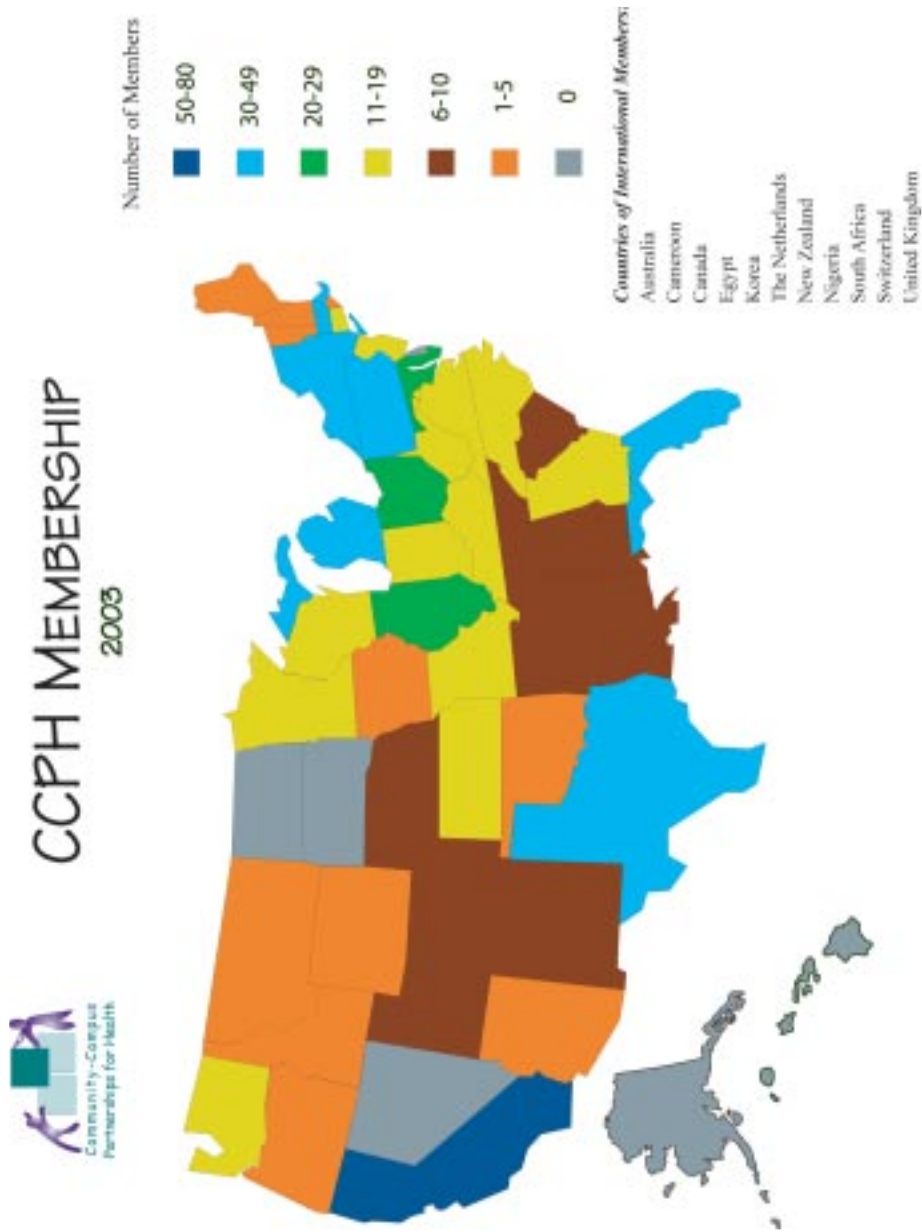
Request Materials Today!

CCPH is happy to provide you with materials about our organization for any meetings or conferences you may attend. If you would like CCPH materials sent to you, please contact us ccph@itsa.ucsf.edu or (415) 476-7081 and ask for a *Materials Request Form* or visit our website at www.ccpb.info to download this form.

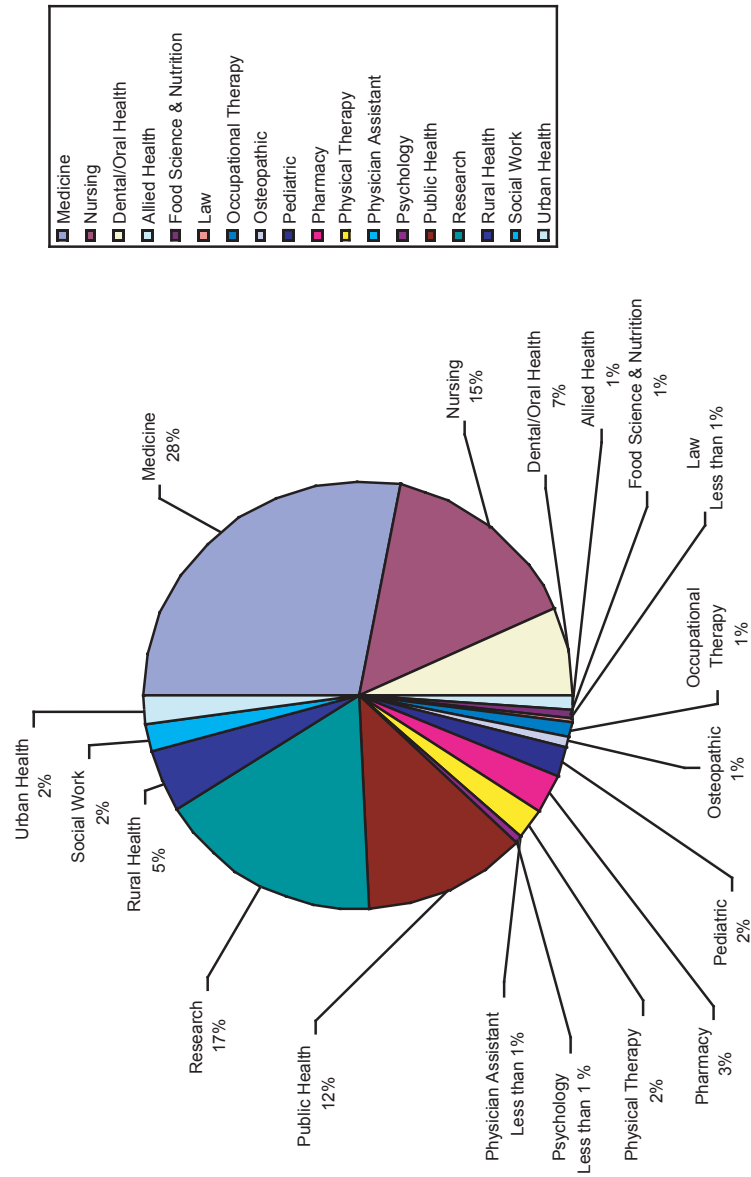
Tip: Reward Your Partners



Use your *CCPH dollars* to receive a discount on a membership or event registration for your partners or students.



CCPH Membership by Discipline



Policies and Guidelines for the Community-Campus Partnerships for Health Online Membership Directory

The CCPH online membership directory* is designed to improve the way CCPH members communicate, invigorate collaboration, and contribute to strengthening community-campus partnerships. The directory offers many powerful advantages, including a searchable database to allow members to locate other members in their area, in their discipline or by other searchable, relevant criteria. The online directory is password protected in order to ensure the privacy of information. CCPH members and staff are the only people allowed unrestricted access. Guests will be allowed restricted access only to view member names and organizations.

Fair Use Policy of the Directory

Access to the CCPH online membership directory is subject to your acceptance of the following terms of use: The sole purpose of the directory is to enable the CCPH membership to locate and communicate with other active CCPH members in their area, discipline or other relevant connection. Use of this online membership directory for any other purposes is prohibited; violators will be subject to disciplinary action. We reserve the right to remove anyone at anytime for what we deem to be inappropriate use. By logging on and using the directory, you are in agreement with these policies and guidelines.

Recommendations for maximizing the usefulness of the CCPH directory

- Always keep your membership profile up-to-date.
- Be as specific as possible when using the Contact Center to send a message.
- Please describe your current active partnerships in the space provided.
- Please send us your feedback and suggestions – this directory is designed to benefit CCPH members!

Using the online directory “Contact Center” to distribute information

Email is a wonderful tool to communicate quickly with others. When used appropriately, email can easily spread the word about an event, funding opportunity, new resource and endless other types of information within minutes. When used inappropriately, email can be just another annoying nuisance and worse than nothing at all. Unsolicited email, or spam, is not an appropriate usage of the directory “Contact Center.” In addition, it is absolutely prohibited to sell or to distribute email or contact information lists without the express written consent of CCPH.

Having said this, there are still many appropriate ways for you to distribute your information.

How to determine what is appropriate for the Contact Center

Ask yourself the following questions:

- Is the message personal in nature? If yes, then please send only to the individual.
- Is the message intended for a subset of CCPH members? Examples, an appropriate message to send through the Contact Center would be a message to members from a specific state, city, discipline, organization type, community-campus partnership, etc., which can be easily located through the CCPH online membership directory.
- Has the message already been distributed to CCPH members through the CCPH listserv? If yes, then there is no need to resend through the Contact Center.
- Is the message you intend to send relevant to CCPH members? Please review the message to determine if it is applicable to those involved in community-campus partnerships, civic responsibility and improving health for all. Advertisements and marketing solicitations are not relevant uses of the Contact Center.

Thank you for complying with these guidelines and for being a good member of the CCPH community! If you have any questions about these policies or are not sure about a message you want to send, please contact Catherine Immanuel at csi@itsa.ucsf.edu.

** To exclude yourself from being included in the CCPH online membership directory, please send an email to Catherine Immanuel at csi@itsa.ucsf.edu.*

Principles of Good Community-Campus Partnerships

The CCPH board's working definition of partnership is "a close mutual cooperation between parties having common interests, responsibilities, privileges and power." Through conference sessions, focus groups, surveys, interviews and literature reviews, CCPH has involved its members and partners in defining, widely disseminating and promoting "principles of good practice" for community-campus partnerships. The Principles of Good Community-Campus Partnerships below were discussed at CCPH's 1998 conference and approved by the CCPH Board of Directors in October 1998. Please feel free to share any thoughts and insights you may have on these principles and best practices of partnerships between communities and educational institutions. You may send your comments by email to CCPH at ccph@itsa.ucsf.edu.

Principles of Partnership

- ✓ Partners have agreed upon mission, values, goals, and measurable outcomes for the partnership.
- ✓ The relationship between partners is characterized by mutual trust, respect, genuineness, and commitment.
- ✓ The partnership builds upon identified strengths and assets, but also addresses areas that need improvement.
- ✓ The partnership balances power among partners and enables resources among partners to be shared.
- ✓ There is clear, open and accessible communication between partners, making it an ongoing priority to listen to each need, develop a common language, and validate/clarify the meaning of terms.
- ✓ Roles, norms, and processes for the partnership are established with the input and agreement of all partners.
- ✓ There is feedback to, among, and from all stakeholders in the partnership, with the goal of continuously improving the partnership and its outcomes.
- ✓ Partners share the credit for the partnership's accomplishments.
- ✓ Partnerships take time to develop and evolve over time.

Please visit our website at www.ccpH.info for full articles on each principle of partnership and download a publication order form to order a copy of the issue of our magazine *Partnership Perspectives*, featuring articles on each principle of partnership.