Program Admission

Pre-requisites for Program Admission:

Any program that wishes to become a part of Phillips Brooks House Association, Inc. must complete this process in its entirety. The following projects are considered a new program:
- Programs serving a population not already served by other PBHA programs.
- Programs advocating for an initiative not already addressed by other PBHA programs.
- Programs which have their own budget, income, and expenditures.
- Program which are significantly different from all other programming currently happening at PBHA.
- Any program that wishes to recruit independently at any PBHA Open House.
- Programs that have been operating for more than a semester.

Basic Guidelines for Program Admission

Guiding Principles:

- To make public the application and any supplemental information provided by the applicant program in order to facilitate informed discussion.
- To enhance frank and honest discussion regarding the program's feasibility and the resources available from PBHA.
- To have reasonable time in the process of admitting and expanding programs.
- To achieve coherent growth of programming with both the Mission Statement of PBHA and the nature of the program's own mission.

Criteria:

- Provide proof of communities' need for such a program (from the communities' perspective)
- Must be a Harvard undergraduate student led and managed program
    - Cannot serve as a referral agent
- Must address the client's expressed need until program's services are no longer needed
    - Tutoring/ mentoring programs should facilitate continuous interaction and relationship building between student volunteers and clients.
    - Programs involving acute needs (e.g. legal complaint, homelessness) should address the expressed need in full
- Short and long-term feasibility of the program mission must be demonstrated
    - Show evidence of program's feasibility in light of the mission statement of PBHA
    - Show evidence of program's feasibility in light of current resources available

in PBHA (see "Resources and Responsibilities" on page 25).
- o Realistic ability to finance and to find in-kind resources by the program without undue reliance on PBHA's resources
- o Present evidence of viable Harvard undergraduate volunteer interest
- o Program/committee must demonstrate a strong internal organization and management structure
- Indicate reasonable uniqueness in the nature of programming
  - o No duplication of services already provided by PBHA
  - o Significant exploration of the options of expansion available in pre-existing PBHA programs

Program Admission Checklist

_____ Concept Paper

_____ Meeting with Programming Chairs

_____ Meet with a Director of Programs

_____ 2 Letters of Community Support

_____ Evidence of 2 Community Meetings

_____ Strategic Planning Packet

_____ Programming Committee Presentation

_____ Officers' Committee Presentation

_____ Cabinet Presentation

_____ PBHA Program Registration

_____ Volunteer Paperwork

Program Admission Process

Step 1. Complete Concept Paper

Programs that wish to be admitted must submit a concept paper before meeting with the Programming Chairs. The concept paper should be brief (page length may vary depending on the exact project) and should address the following:

- the name of the program

- the mission of the program
- a short description of the project itself
- the number of volunteers you require and have
- the days and times of operation (if applicable)
- the specifics of the community served and reasons for the selection of that particular community (if applicable)
- a brief summary of income, expenses, and fundraising
- why the program wants to join PBHA
- what the program would bring to PBHA (pay special attention to our mission statement)
- what resources the program needs from PBHA
- a timeline of program training and activities
- a budget for one fiscal year (two semesters) detailing sources of income and projected expenditures. Please include in-kind donations.

- Anticipated partnerships with: community partners, Harvard partners, PBHA partners
- What are other similar organizations, and how are you unique?
- Vision statement – where will your program be in 5-10 years?
- Has your program applied before?
- Program transitioning

The concept paper should be submitted at least a semester in advance of the program's start date as a PBHA program. The paper is meant to show some exploratory interest in seeking affiliation with PBHA. The paper may be disseminated to the Officers of PBHA and Cabinet if the Programming Chairs so decide.

Step 2: Meeting with the Programming Chairs

Once the concept paper has been received by the Programming Chairs, they will request a meeting with the directors to discuss the information contained within the document. Questions will be targeted towards how the program fits into the mission of PBHA, what PBHA can provide for the program, and what resources the program would require from PBHA.

At their discretion, the Programming Chairs will assign a Director of Programs (DoP) and a student liaison, generally one of the two Programming Chairs, to guide the applicant program through the remainder of the process. If the Programming Chairs believe that the prospective program does not fulfill the criteria outlined above, they may ask that program to reapply at a later date when the program has met those criteria.

Programming Chairs will maintain constant communication and make the applicant program aware of the limits of PBHA's resources: funding, vehicles, staff support, etc.

Step 3: Exploration and Follow-up

Following this initial meeting, the Programming Chairs may request additional information

from the program directors about various aspects of the proposed project. The applicant program may be asked to describe in greater detail the nature of the project, the client population, methods for community needs assessment, resources they bring to PBHA, and the resources they seek from PBHA.

Regarding the feasibility of the applicant program, the Programming Chairs will consult Program Leadership at least once during this time before the proposal moves to Programming Committee for discussion. This is to ensure objective evaluation of the proposal and involvement of the Director of Programs' body of professional knowledge and experience.

- *Strategic Planning Packet (SPP)*

  The applicant program will outline their project in full using PBHA's Strategic Planning Packet (see later in this packet). This shall be completed prior to the program's presentation before Programming Committee. All questions must be answered fully and the Programming Chairs may ask for additional information following the receipt of this document. The SPP must be signed off by the program's Director of Programs before moving on to Programming Committee.

- *Proof of Community Support and Knowledge*

  Following the initial meeting with the Programming Chairs, the applicant program must produce two letters in support of the program from members of organizations in the community the program serves. These letters should address why the program is necessary for the community and how it is unique from other service initiatives.

  The applicant program must also either attend or hold two meetings with community leaders in which the past, current, and future needs of the community are addressed. Evidence of these meetings should be indicated in the Strategic Planning Packet or in the community recommendation letters.

Step 4: Programming Committee

Representatives of the applicant program will meet with the Programming Committee in order to present their proposal and to address questions and concerns. Programming Committee meets weekly one night each semester and comprised of the Programming Chairs, the President, Vice President, Student Development Chair, and Program Group Officers.

The concept paper, SPP, and community letters of support provided by the program will be distributed to all members of the Programming Committee at least one hour prior to the meeting. Program directors should be ready to present for about 5 minutes on the contents of the concept paper paying particular attention to the mission of the program, how it fits into the PBHA structure, why the program wants to be a part of PBHA, and the resources that is would require. Any concerns that arise in Program Leadership will also be considered.

At this meeting, the Programming Committee will take a blind vote to decide if there is reasonable possibility that this proposal might meet all of the criteria listed above. If there is a majority vote, the Programming Committee will recommend the proposal to Officers' Committee. If not, the Programming Committee will determine what measures need to be taken by the applicant program in order to be recommended. If the program chooses to follow these recommendations, the directors may re-approach the Programming Chairs after these recommendations have been implemented.

Step 5: Officers' Committee

Upon recommendation from the Programming Committee, the Officers' Committee will discuss the proposal. The applicant program directors and Director of Programs are invited to attend the meeting. Members will discuss current programming capacity, resource availability, and the pros and cons of the applicant program's membership.

As in the Programming Committee, the applicant program director will be asked to speak for about 5 minutes on the program design, how it fits into the PBHA structure, why it wants to be a part of PBHA, and the resources it would require. The concept paper, SPP, and community letters of support will be distributed to all in attendance at least one hour prior to the meeting.

The Officers' Committee will vote (by majority) to either recommend the proposal to Cabinet for admission to PBHA or to send the proposal back to the applicant program directors for further work.

Step 6: Cabinet Vote

Following approval by the Officers' Committee, the program directors will be asked to present before the PBHA Cabinet. The concept paper will be distributed to all in attendance. After the presentation, there will be a fifteen-minute question and answer period during which members of Cabinet assess the quality and necessity of the program in the organization. Cabinet will then vote whether to admit the program into PBHA by a two-thirds majority.

Step 7: Post-Approval

Immediately after Cabinet approval, the new program should meet with their Director of Programs and their student liaison to set goals, determine steps for incorporation into PBHA, and address any logistical needs of the program (e.g. PBHA financial account, mailbox, and copy and mail codes). The new program must submit all relevant documentation prior to beginning its operation. This includes but is not limited to the Program Registration form, PBHA Volunteer Cards, CORIs, financial information, and Independent Support Plan meetings with the Director of Programs. Programs will also be assigned to a Programming Group Officer.

Step 8: Probation Period

All new programs and program expansions are subject to a one-semester Probation Period beginning at the start of the next semester immediately following its admission. During this period, the program will enjoy all the privileges of PBHA programs. If no problems or concerns arise, the program will be required to come before Programming Committee to petition for full admittance at the conclusion of the program's probation period. If problems or concerns do arise the Programming Committee will vote on the next steps which can include but are not limited to the following: an extension of the probation period with suggested changes; removal of program privileges with the possibility of re-application in the future pending structural change; removal without the opportunity to re-apply within two years.