



American Red Cross

National Collegiate Assembly

Mission, Vision, and Goals

Mission of the American Red Cross

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

Mission of the National Collegiate Assembly

The National Collegiate Assembly is a team made up of Collegiate Clubs, their Chapter Contacts, and Volunteer Management at National Headquarters (NHQ). This network facilitates communication and builds collegiate partnerships within each division and across the nation.

The NCA allows the Red Cross to demonstrate the capability of collegiate clubs, to fully integrate the Red Cross mission into all club activities, to contribute to the success of national initiatives, and to track the impact of club activities.

Vision of the National Collegiate Assembly

The work of the NCA shall be to:

- **Communicate and Network** to create a support structure between chapter-club units in each division. Collect, write, and distribute resources, toolkits, and best practices from across the division and distribute them throughout the country.
- **Facilitate** and catalyze national initiatives. Help to interconnect Red Cross Clubs and their Chapter units to each other.

Objectives of the National Collegiate Assembly

- **Communicate** via monthly divisional conference calls in collaboration with the National Youth Council and club-chapter units in each division.
- **Hold Division Events** by coordinating remote activities at the same time or by holding face-to-face meetings involving multiple collegiate clubs.
- **Create Red Cross Club profiles** to catalog and showcase all Collegiate Red Cross Clubs in the divisions.

Launch initiatives to change the world
 get certified as a Red Cross cpr & first aid instructor
 give blood
 design a film
 Write to a veteran
 Take the lead
 give hope to a disaster survivor
 increase awareness for disaster preparedness
 create help
 spread the word
 redesign your passion
 change a life
 discover your passion
 teach kids to save lives
 volunteer with your friends
 build skills to be an exquisite leader
 be a role model
 be yourself
 tweet
 enjoy
 share
 face
 book
 make new friends across the country
 raise money to save a life



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National Collegiate Assembly

Definitions

National Collegiate Assembly (NCA)

The network of college Red Cross Clubs and their corresponding chapters across the country. The NCA includes Hub Clubs (the lead for each division), division clubs, all corresponding chapters, the National Youth Council, and National Headquarters.

Hub Club

The Red Cross Chapter and Collegiate Club Unit, appointed by National Headquarters, that serves as the leadership point of contact for colleges and chapters in its division. This leadership unit is made up of a partnership between the National Collegiate Officer (NCO) and the chapter contact.

Division

Groups of states that are overseen by a DVP. Chapter CEOs report to Regional CEOs. Regional CEOs report to the DVP. Divisions are served by 1-2 Hub Club Units.

Chapter Contact

The director, coordinator, manager, or primary liaison at each chapter who supervises and is actively engaged with their collegiate Red Cross Clubs. The Chapter Contact may share duties with local Blood, PHSS, or SAF units.

National Collegiate Officer (NCO)

The point of contact at the Hub Club who is responsible for overseeing all divisional and national activities relating to the National Collegiate Assembly.

National Youth Council (NYC)

A leadership team consisting of 13 youth members and three adult advisors who nationally represent the youth volunteers at Red Cross and strive to better serve them.

NCA Engagement Officer

Designated point of contact for each participating division clubs.

Division Clubs

All the collegiate Red Cross clubs in each division of the country.



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What's your role in the NCA?

Hub Club—Collegiate Club and Chapter Commitment

- **Communicate with division clubs.** Facilitate inter-club partnerships.
- **Host monthly divisional conference calls “Connect Calls”** in collaboration with the National Youth Council.
- **Coordinate division-wide collegiate events** with clubs and their chapters.
- **Collect a profile** for each of the clubs in each division.
- **Collect and share best practices** across each division and the country.
- **Support and catalyze national initiatives** within the division.
- **Create an officer position** dedicated to the Hub Club duties (National Collegiate Officer, or NCO).
- **Facilitate club participation in chapter activities.** Help establish volunteer opportunities at the chapter for every committee.
- **Encourage students to maintain close contact with the NCA.**
- **Recommended:** create a committee of volunteers from clubs across the division to support the NCO and inter-divisional partnerships.

Division Club—Collegiate Club and Chapter Commitment

- **Identify a club member** to attend monthly divisional Connect Calls and to maintain regular communication with the Hub Club NCO and other clubs across the division.
- **Share best practices** with the Hub Club and other clubs in the division.
- **Complete a club profile** on an annual basis, to be shared with division clubs.
- **Support national initiatives.**
- **Participate in division-wide collegiate events** between clubs and their chapters.
- **Copy** the club leadership team and chapter leadership on all Red Cross emails.
- **Facilitate club participation in chapter activities.** Help establish volunteer opportunities at the chapter for every committee.
- **Encourage students to maintain close contact with the NCA.**
- **Recommended:** invite members to join the Hub Club Committee with the NCO.

Red Cross NHQ Commitment

- **Provide Hub Clubs with current information and resources.**
- **Promote youth programs** to Senior Leadership, DVPs, and CEOs.
- **Advocate for volunteer opportunities** in all Red Cross lines of service.
- **Provide training, guidance and resources** for Red Cross Clubs.
- **Provide leadership development opportunities** for students.
- **Provide recognition opportunities** throughout the years.

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Divisional Connect Call

Purpose

Divisional Connect Calls are designed to facilitate student networking and the sharing of best practices. The calls provide peer-to-peer leadership, promote collaboration, offer support to other collegiate clubs within their division, and share best practices.

General Information

- Divisional Connect Calls are held on a monthly basis on pre-planned dates.
- The divisional Hub Club's National Collegiate Officer (NCO) and a National Youth Council (NYC) Representative, serve as the call's moderator.
- We recommend both a representative of the club and chapter participate as a complete college-chapter unit.

Typical Agenda (60 minutes)

1. Subject matter based presentation (10-15 minutes)
 - By guest or best-practice club speaker from within the division.
2. National Updates (10-15 minutes)
 - Discussion of what we in our division want to do to implement this initiative.
 - i. Intercollegiate event?
 - ii. Individual events?
3. Individual club sharing (1-2 minutes each)
 - Recent events, achievements, or results of fundraisers
4. Open floor discussion: questions, comments, and concerns (remaining time)

Hub Clubs and Schedule of Connect Calls

Call in number: 866-692-4538

Participant Code: 6058437

Division 1 (West): University of Washington & King and Kitsap County Chapter

- Third Wednesday of the month, 4:00 - 5:00pm Pacific

Division 1 (East) : University of Nebraska-Lincoln & Cornhusker Chapter

- Third Monday of the month, 3:30 - 4:30pm Central

Division 2 (North) : University of California-Berkeley & Bay Area Chapter

- Third Sunday of the month, 8:00 - 9:00pm Pacific

Division 2 (South): UCLA, Los Angeles Region Chapter

- Third Tuesday of the month, 7:00 - 8:00pm Pacific

Division 3 – Texas Tech University, North Texas Region Chapter

- Third Thursday of the month, 6:00 - 7:00pm Central

Division 5: University of South Florida & Florida's West Coast Region & Tampa Bay Chapter

- Third Friday of the month, 2:00 - 3:00pm Eastern

Division 6: Penn State & Greater Alleghenies Blood Region/Centre Communities

- Third Thursday of the month, 4:00 - 5:00pm Eastern

Division 7: University of Michigan & Washtenaw-Lenawee Chapter

- Third Tuesday of the month, 7:00 - 8:00pm Eastern

Division 8: Vanderbilt & Nashville Area, Middle Tennessee Region

- Third Monday of the month, 12:00 - 1:00pm Central

Division 10: Siena College & American Red Cross of Northeastern New York

- Third Friday of the month 5:00 - 6:00pm Eastern

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Communications

Monthly Emails

Once a month NCOs are responsible for sending a monthly email to division clubs.

The emails will include minutes from the Connect Call, reminder about the upcoming Connect Calls, National News, News from Our Division, and a Tip of the Month.

Club Profiles

NCOs will reach out to divisional clubs to gather club profiles on an annual basis.

The Profiles will help catalog and showcase all Collegiate Red Cross Clubs in the division.

1. Club Information

Club Name

University Name

Club Contact

Chapter Name

Chapter Contact

Club Advisor

Website

Facebook

2. History of your club.

(Formation date, initial structure, recruitment successes)

3. Structure of your Club Leadership.

(executive board, chairs, committees, leadership selection process)

4. Club membership.

(number of registered members, number of active members, member requirements)

5. Club's primary focus?

(Health & Safety, Blood Services, etc.)

6. Club's meeting logistics.

(officer & general body meetings, frequency, agenda, structure)

7. How are the financials of your club organized?

(bank account, fundraising activities, primary expenses)

8. Are there any tips you can share with other clubs that have worked exceptionally well for your club?

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Keys for a Successful Chapter Contact

Definition of the Chapter Contact - The director, coordinator, manager, or primary liaison at your chapter who **supervises and is actively engaged** in their collegiate Red Cross Clubs. The Chapter Contact may share duties with their local Blood, HSS, or SAF unit.

Main Objectives of the Chapter Contact

- **Integrate** the Red Cross Club into all of your chapter's departments.
- **Provide leadership training** and guidance for your Red Cross Club.
- **Send resources** and develop connections for students in your club.
- **Conduct performance reviews** with students on a regular basis.
- **Attend club meetings** to provide guidance, support, and training.
- **Focus** all club activities so they align with the **Red Cross mission**.

Expectations of the Chapter Contact

- Set up meetings to **connect chapter department heads with club committee chairs**. Students should work directly with their department.
- **Attend Red Cross Club Officer Meetings (OMs)**. Provide guidance, Red Cross updates, & answer questions. Students should run the meeting.
- **Attend General Body Meetings (GBMs)**. Provide guidance, updates, and support. Students should run the meeting entirely. Encourage paid & volunteer staff at your chapter to attend the club's GBMs.
- **Perform semester (or annual) performance reviews** with each club officer (together with the club president and faculty advisor).
- **Participate in the group interview** of potential new club officers (at least the president and NCO). If club officers are all elected, conduct an interview to filter candidates. Ensure they would be good Red Cross representatives.
- **Advocate for students' needs** and new opportunities within your chapter, especially to your department heads, chapter CEO, and DVP.
- **Communicate with other Chapter Contacts** across your division. Share ideas, solutions, advice, and work on division-wide projects.
- **Include students in all club communications**. Copy them on all related emails. Acquire their input before committing the club to new endeavors.

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2012–2013 Hub Club Contacts

Division 1 (West)

University of Washington; NCO: Erin Kelly
King and Kitsap County Chapter; Amy Dyck, Amy.Dyck@redcross.org

Division 1 (East)

University of Nebraska-Lincoln; NCO: Luis Miranda
Cornhusker Chapter; Susan Epps, Susan.Epps@redcross.org

Division 2 (North)

University of California-Berkeley; NCO: Salman Qasim
Bay Area Chapter; Amy Eernisse-Liang, Amy.Eernisse-Liang@redcross.org

Division 2 (South)

UCLA; NCO: Ashley Patterson
Los Angeles Region Chapter; Bee Kong, Bee.Kong@redcross.org

Division 3

Texas Tech University; NCO: Raechel Davis
North Texas Region Chapter; Molly Mabery, Molly.Mabery@redcross.org

Division 5

University of South Florida; NCO: Brandon Hartmann
American Red Cross Florida's West Coast Region & Tampa Bay; Stephanie Ring,
Stephanie.Ring2@redcross.org

Division 6

Penn State University; NCO: Melissa Zaleski
Greater Alleghenies Blood Region/Centre Communities; Wendi Keller,
Wendi.Keller@redcross.org

Division 7

University of Michigan; NCO: Alim Leung
Washtenaw-Lenawee Chapter; Stephanie Boles, Stephanie.Boles@redcross.org

Division 8

Vanderbilt; NCO: Elizabeth DeAngelo
Nashville Area, Middle Tennessee Region; Valerie Lelek, Valerie.Lelek@redcross.org

Division 10

Siena College; NCO: Fahima Farha Muthuvappa
American Red Cross of Northeastern New York; Skip Zimmerman,
Skip.Zimmerman@redcross.org

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