

MMS New Project Proposal Form and Guideline

Date Submitted: _____

Community Project Title:

1. Community Project Leader Information

- a. Full Name: _____
- b. UCR affiliated email address: _____
- c. Phone Number: _____

2. Are you available for texting?: _____

3. Community Project Member Information (up to 10 max-3 min)

- a. Name:
 - i. Number:
 - ii. Email:
- b. Name
 - i. Number:
 - ii. Email:
- c. Name
 - i. Number:
 - ii. Email:

Community Project Description (please be as detailed as possible)

- 1. What are your information resources? (may list books, websites, research papers, reference persons)
- 2. Who is your target audience? (children, teenagers, young adults, adults, geriatrics, etc.)
- 3. What is the overall message of your presentation? Please be specific if possible.
- 4. What types of activities or visual aids do you want to use to engage your audience?
- 5. Where will you obtain these items? (be specific)

Quarterly Project Approval Timeline (FALL AND WINTER ONLY)

Stage 1 - Proposal Approval + Foundation - Weeks 1-3

- Talk to an officer (preferably a Director of Training) for official approval to start a project.
- Finish proposal form and discuss scheduling with Director of Training.
- Begin project powerpoint (see next page for guidelines)
- Make a GroupMe to establish a line of communication between your group

Deadline: All proposals must be turned in by 11:59 PM Friday of Week 3.

Stage 2 - Research and Powerpoint Material Work

- Work with group to do proper research on project and develop PowerPoint presentation
- Focus on what message you are giving to audience and develop an interactive activity (see guidelines below)
- Consult with Director of Training as well as medical students if necessary
- Turn in finished PowerPoint to Director of Training for feedback by deadline.

Deadline: All proposals must have complete PPT of project by 11:59 PM Friday of Week 5.

Stage 3: Make changes based on feedback, send edited version to Director of Training within a specified deadline

End Process: Schedule approval workshop with Director of Training. Make additional edits based on workshop feedback.

Completion! Look to next quarter to participate in community events! Put in request for materials and other items for your physical non electronic presentation.

Outline To Create Projects

Important Notes About Creating Your PowerPoint/Poster:

- It is best put a max 7 lines/objects in your PowerPoint/Poster to help the audience retain more information. This has been scientifically proven as “Miller’s Law.” https://en.wikipedia.org/wiki/The_Magical_Number_Seven,_Plus_or_Minus_Two
- It’s always better to **use more pictures than more words**. The purpose of a presentation is for visual effect, not reading purposes. This means you are better off explaining the facts in some instances
- **This is not a classroom lecture**. Please be mindful that this 10-minute session is not suppose to be an intense PhD thesis on one health topic. Be succinct with an open mind that you are presenting to community members, not college students.
- You must meet every letter requirement underneath every number requirement to become approved.

PowerPoint

1. Title Page

a. Use Action or Hit Verbs For the Title

For example, “Preventing Diabetes Type 2”, “Getting Tested For HIV/AIDS,” “Why Being Nice Will Help You Be More Healthy”

2. Introduction of Health Topic

a. Include global, domestic, state and/or regional statistics... USE pictures when possible

-Include facts relevant to your target population, possibly relatable

For example,

“HIV/AIDS is a leading cause of death globally and 1.3 million Americans are estimated to have HIV/AIDS... and/or...”

U.S. STATISTICS



**GAY & BISEXUAL MEN
OF ALL RACES**



**ARE THE MOST SEVERELY
AFFECTED BY HIV**

**>1
MILL ARE LIVING WITH HIV IN THE U.S.**



**1 IN 8 LIVING WITH HIV
ARE UNAWARE OF THEIR INFECTION**

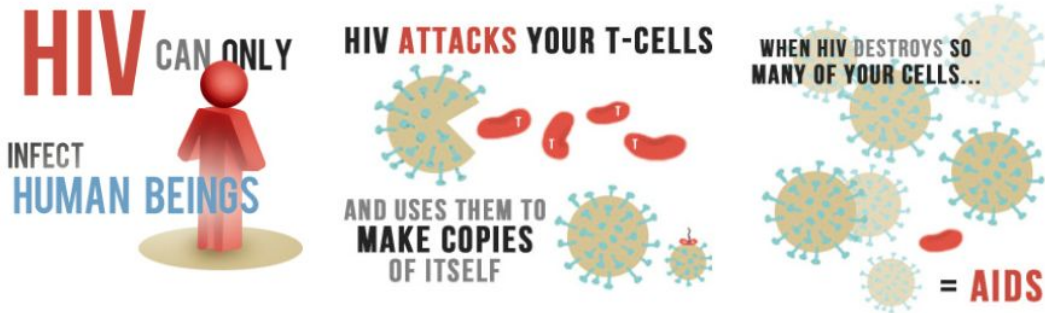
**ABOUT 1 IN 4 NEW
HIV INFECTIONS IS AMONG
YOUTH AGES 13-24**



**MOST OF THEM DO NOT KNOW THEY ARE
INFECTED, ARE NOT GETTING TREATED, AND CAN
UNKNOWINGLY PASS THE VIRUS ON TO OTHERS**

b. Include an explanation and an image of health topic that explains the condition at a 5th-grade level

For example,
“HIV is defined as... and can lead to AIDS, which can cause death...”



c. Explain why it is important to treat or prevent the condition

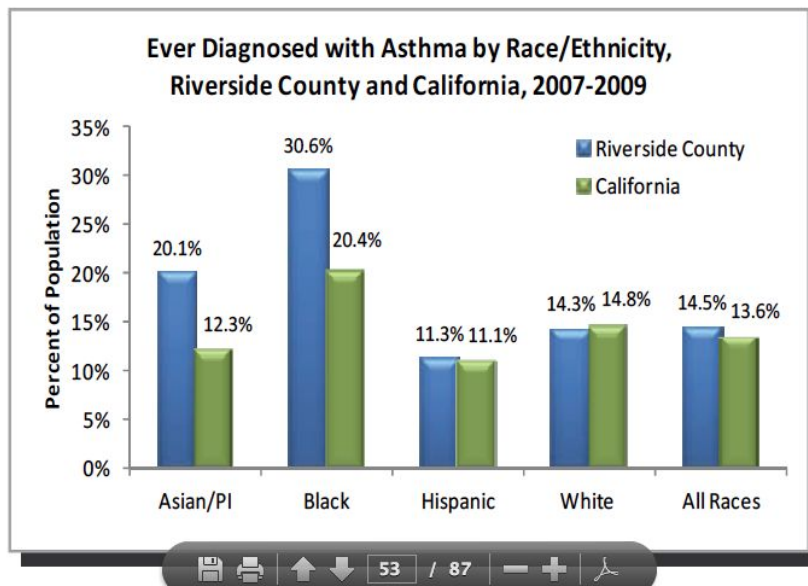
For example,
“HIV/AIDS prevention can save lives... people with HIV can live the same life span as those without HIV... HIV can now be considered a chronic disease.”

3. Relationship to Inland Empire

a. Include statistics or facts about its relation to the Inland Empire... use pictures when possible...

for example,
About 366,000 residents under 17 have been diagnosed with asthma... and/or...

b. include interactive presentations with audience



4. Core Activity Section

a. Include an interactive activity that can help people learn about your health topic. Use one page to outline directions so that no one gets confused!

For example, if I were to teach about HIV/AIDS and my purpose is to educate a classroom of 30 students about the important of safe sex, prevention, and testing, I would do the following:

I would give one zip lock bags each to 30 students and 1 blank of blue paper each to 5 students. I would fill five bags with red markers, whether the student has a blue paper or not. They would walk around the room and talk to different people. Each time they talk to different people, they would give them some red markers. If the student has a blue paper, they cannot give or receive a red marker. At the end, I will explain that the red marker is blood/semen/pre-semen/vaginal fluid, the blue paper is a condom, and bags are someone's HIV status. Having a red marker meant having HIV. This would show them how fast HIV can spread but using a condom can prevent transmission.

I would do a different but similar activity in a one-on-one session. For example, The anti-bullying group did the following:

They showed different pictures of what it meant to be nice, to be mean, and how to treat others nicely. They asked the young kids to explain what each picture meant to them. Then, they talked about hurting other people's feelings which can lead to negative health impacts.

There is a plethora of ways to create your project! **Get CREATIVE!** Create your own activities! We can help you but will only after you've come up with feasible ideas!

b. Include main points of what you wanted to teach your audience

For example,
condoms can prevent HIV
HIV is spread through contact of blood, semen, etc...

c. Include page that lists myths & misconceptions about your health topic

For example,
anyone, regardless of their sexual orientation, can contract HIV
HIV is not spread through saliva or mosquito bites
HIV is spread through breakage of skin or mucous membranes

d. Include page that lists POSITIVE facts that can change people's perspective on how to take action into their own health

for example,
living with HIV does not mean you will die, you can get treatment early and live in the same time span as those without HIV. This means you must get tested if you believe you were exposed.

5. Ending Page

- a. Include a printed resource sheet that include local free health centers that can treat the condition, hotlines that can connect people, testing centers, etc.** The ultimate point is so that the audience can take action for their own health. We can do printing for you.
- b. A pamphlet or 1 page handout that summarizes your presentation is highly recommended for community members to take home**
- c. Allow room for last-minute questions

Poster

Follow the same outline as above and design equal spacing on your poster. Try to include an interactive component to your poster as well, such as having flippable true or false questions on your board.

