

All MMS project groups must complete the minimum requirement of **10 points total per quarter** to keep active status in the program.

1 point = 1 hour volunteering time to MMS activities

The breakdown for the 10 points **project group requirement** is as follows:

- 9 points max from attending general meetings
 - 1 point awarded for each group member that attends a general meeting
- 1 point minimum from presenting at a venue/community event
 - 1 point awarded for each group member that presents at each venue
 - 5 points awarded to the project group for presenting at a base-level venue
 - 10 points awarded for the project group for presenting at a special event
 - Special event can include presenting at a venue obtained by partnership with project group and project-related community health organization

There is also a minimum requirement of **3 points total** for each individual MMS member to complete by the end of each quarter. This is to ensure that all members of a project group are actively participating in MMS.

The breakdown for the 6 points **individual member requirement** is as follows

- 3 points minimum from attending general meetings
- 2 points minimum from attending group meetings
 - Project Leaders must confirm attendance via a Google Form and upload the associated Google Sheets into their respective folders
 - If a member cannot make group meetings on a consistent basis they must do their assigned tasks by their assigned due date given by their Project Leaders and Project Leaders must confirm said task completion
- 1 point minimum from presenting at a venue/community event
 - If a member is unable to present at a venue, they must participate in the creation of a project.
 - On the other hand, if a member is unable to attend general meetings, they must attend at least 2 venues per quarter or provide other evidence of active participation (i.e. attending project group meetings) to meet this requirement.
 - If a member is unable to attend any general meetings and venues in a given quarter, a Director of Training will need to consult with the member's Project Leader to determine the member's activeness. If the member has not been responsive to their Project Leader or expressed any interest in participating in the program, they

Policies for MMS Point Requirement

will be reviewed for the strike penalty (see “Two Strike Policy” below).

● **Please Note:** Points will not be awarded to members who attend community events but do not present with their project group. In order to receive participation points for a community event, an MMS member must present with their project group during the event and provide proof of attendance with the Project Manager.

Two Strike Policy

An MMS member will receive a strike and be deemed inactive if they do the following:

1. Fail to help reach the 10 point requirement for their project group
 - a. If the project group fails to reach the 10 points in a quarter, every member in the project group will receive a strike and be notified by the Project Manager
 - i. **Note:** Only the members who are below their 3 point individual requirement will receive the strike associated with failing to reach the 10 point requirement
2. Do not attend any general meetings in a quarter without proof of schedule conflict
3. Do not respond to Project Leader and general members in their project group chat or other forms of communication (text, email) during the quarter
 - a. General members are expected to respond to their Project Leader’s and Executive Board’s emails/texts within 48 hours.
 - b. Project Leaders are expected to respond to their group members’ and Executive Board’s emails/texts within 48 hours.
 - i. **Note:** If a member is non-responsive after 48 hours, they will receive one warning email by the Project Manager and will lose 1 point. If they do not respond to this warning email within 24 hours, they will receive a strike. Subsequent incidences will result in an immediate strike.
 - ii. **Note:** Under extenuating circumstances, a member may be able to bypass the above penalties once they inform the Executive Board of their situation. This will be determined on a case by case basis.
4. Does not contribute to creating/revising project group material (i.e. powerpoint, educational brochure, poster board, etc.)
 - a. All Project Leaders and group members must record their hours spent working on a project assignment, which will be reviewed by the Executive Board to ensure all members are continuously contributing to their group.
5. Fail to submit the quarterly report by the deadline
6. Receive negative feedback from Project Leader or general member(s) in the quarterly report
 - a. Confirming a lack of response in group communication or inappropriate comments toward the Project Leader or another group member
7. Commit an act of dishonesty at a general meeting or venue/community event

Policies for MMS Point Requirement

a. General Meetings:

- i. Signing in upon arrival to the general meeting but immediately leaving
- ii. Signing in other members for them upon arrival to the general meeting
- iii. Performing any inappropriate act at a general meeting to cause disturbance to other MMS members

b. Venues:

- i. Signing in with DoEA/Executive Board member and leaving before the end of time slot without notification of the reason
- ii. Failing to attend an event and notify DoEA and Project Leader at least 48 hours before the event time
- iii. Performing any inappropriate act at the venue to cause disturbance to other MMS members or community members

If a member receives a strike, they will be immediately notified by the Project Manager by email of their inactive status. If they would like to continue as a member of MMS, they must do the following to regain active status in the program:

- Respond to the email stating that they wish to remain in MMS. Failure to do so results in immediate removal from the roster at the end of the quarter.
- Remain active for the remainder of the school year to refrain from getting a second strike which will lead to immediate removal from the roster

NOTE: All strikes are removed at the start of each new school year to provide members with a clean slate to begin with.

If the member does not follow the above guidelines to regain active status and continues to be inactive, they will be notified by the Project Manager that they will be removed from the program and must complete a new member application to join the program the following school year.

- Students reapplying to MMS after being removed from the previous school year will have the lowest priority for project group placement.