

AMWA Programming Handbook



The Vision and Voice of **Women** in Medicine

Updated: October 2016

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HOW TO USE THIS BOOK

No matter your role or length of involvement in AMWA, we encourage you to be involved in developing and implementing programming at the local chapter level. The goal of this handbook is to allow AMWA chapters to share ideas efficiently and productively. It is divided into five parts:

- **Guidelines for a Successful Project**
- **Calendar of Events Celebrating Women and Women’s Health.** Use this calendar to select themes for programs throughout the year, and tie your outreach efforts to national events!
- **Program Abstracts.** These detailed descriptions of chapter programs are a great “cookbook” for putting on an event. Events are credited to originating chapters where known. Build on their successes!

We would greatly appreciate Program Feedback, updates, and suggestions via e-mail to Student Programming Chair at programming@amwa-student.org

GUIDELINES FOR A SUCCESSFUL PROJECT:

GENERAL TIPS FOR PLANNING A SUCCESSFUL EVENT

- Plan in advance!
 - Consider planning out the year’s events at the beginning of your term.
- Work as a team, usually best with one main point person per event overseeing.
 - Consider a committee structure for larger events.
- Use your network.
 - Both your peers and faculty.
 - Utilize your chapter advisor.
- Stay organized, document what went into your planning, successes and things to be improved and pass it along to the incoming AMWA chapter leadership.
 - Create timelines and event guidelines to pass on.
 - Consider using dropbox to keep things organized.
- Create the appropriate environment for your event.
 - Think about a less formal environment or structuring seating to promote conversation, if this is what you would like to achieve.
- If your budget allows for food or small snacks, it usually helps draw in a crowd. If your budget is tight, consider a potluck or a brown bag lunch presentation.
 - Have an RSVP for food, so you can order the right amount.
 - Consider reaching out to food companies, groceries stores to inquire about donations.
- Exhaust all communication options in marketing your event – e-mail listservs, Facebook, flyers.
 - Make sure advertisements target the right audience.
- Be positive and persistent!

GETTING STARTED:

Feel free to select ideas from this handbook that best fit your needs. If you don't find what you're looking for here, some other ways to brainstorm ideas for programming could be:

- Assess chapter, school, and community needs.
 - What issues could be addressed?
 - What are other groups doing? Consider partnering up!
 - How can you fill any gaps that exist?
- Identify what your members are passionate about.
 - How can you channel that?
- Make use of special resources available to you.
 - Do you know of a faculty member with special experience in an area relevant to women's issues or women's health?
 - Is there a department within your medical school or larger institution that would be a good resource for women's programming?

REFER TO AMWA'S POSITION STATEMENTS

AMWA develops position papers based on resolutions passed by the organization. These papers are a great resource to help focus and inform your efforts! You can access these statements on the AMWA website.

<https://www.amwa-doc.org/our-work/advocacy/position-statements/>

PLAN SMART

Your time and resources are valuable, so focus them on high yield efforts! In planning a program, the first step should always be to ask yourself: **How will this program contribute to the educational, social, recreational or personal development of chapter members and/or the community?**

UTILIZE YOUR STUDENT AFFAIRS OFFICE

While the name of this organization varies, every medical school has a group of staff that can provide guidance, resources, assistance, and direction to help you generate quality programs and activities. This office may be a source of advertising ideas, volunteer recruitment information, leadership training, fundraising/money management tips, or referrals to other campus and community resources for event planning. Most importantly, they can guide you through the channels of medical school administration and keep you within the bounds of program regulations—an essential for successful events and a successful chapter!

GRANTS

If you are applying for grants, what is the application deadline? How do you schedule an appointment to meet with the grant committee? What measures are you taking to make sure you can pay your expenses up front?

BRAINSTORMING

- Think of a theme or a goal for your event
 - What is your goal?
 - What kinds of events would help meet our goal?
 - Why is this event important?
- Attendance
 - Who will attend our event?
 - What do we want the members to get from attending our event?
 - What is the projected attendance number?
- Logistics
 - What method do you have for organizing event?
 - Who is responsible for the event? Who is the contact person?
 - Who will answer questions regarding the event?
 - Pretend your event goes off without a hitch. What does that look like?

BUDGETING

- Identify dollar amounts for each anticipated expense, as well as a grand total.
 - Facilities rental
 - Food
 - Lodging
 - Publicity
 - Speaker fees/honorariums
 - Technical support
- Identify dollar amounts for each source of anticipated income.
 - Admissions fees
 - Cosponsors

SCHEDULING

- What size venue do you need? What are your technology needs? What can you afford? Establish venue availability for dates
- Schedule speaker/facilitator
- Confirm your date with your venue. Communicate your technology and set-up needs

PERMITS

Check with your Student Affairs Office to determine if you need any of these permits for your event.

- Food permit
- Alcohol permit
- Outdoor space permit
- Security permit
- Sound permit
- Sales/fundraising permit
- Liability insurance

ADVERTISING

Identify one or two people to chair publicity. Will you use posters, e-mail listservs, chalking or sandwich boards, or another form of marketing to publicize your event? How will you pay for them?

Make sure publicity is attention grabbing, easily understood, tasteful, and informative. Include essential information, such as name of event, date, time, place, contact information, and cost and ticket information. Allow time to design advertisements and for the advertisements to be observed by your viewing audience. The quality of the advertisements sets the tone for a successful event!

SUPPLIES

Identify one or two people to procure supplies for your event. What supplies do you need, where can you get them, and what can you afford? If you are going to have food, make sure to have dishes, cups, and napkins, trash bins for disposal, etc.

WEEKS PRIOR

- Confirm your reservations and make sure all details are secured.
- Make sure all permits are signed and ready to be picked up.
- Make sure all speakers are confirmed. Give directions to speakers about logistics including location, room, parking, etc and time they should arrive; schedule them to come a little bit earlier than their speaking time.
- Assign event shifts for volunteers.
- Create any programs, fliers, or other materials needed for the event.

DAY OF THE EVENT

- Arrive early for the event to set up. Setup always takes longer than expected!
- Meet vendors at the event and assist with set-up.
- Greet guests at the door.
- Have fun!

- Make sure to be aware of clean-up requirements.

AFTER THE EVENT

- Send thank you notes to speakers and volunteers.
- Do a post-event evaluation (or even a post-event survey), which might include the following questions:
 - Did we meet our goals/objectives with this event?
 - Did our budget fall within constraints? Did we meet our fundraising goals?
 - Did we have enough advertising/PR for the event? How could we have made this better?
 - Did we have enough volunteers for the event?
 - Did we execute the program in a professional manner?
 - What could we have done differently to make the event better/more productive?
 - Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
 - Would we execute a similar program in the future? What changes would we make?
 - How does this program allow us to grow as individuals and as a group? Was it a good program?

PLEASE SHARE YOUR IDEAS WITH OTHER CHAPTERS

If you generate and implement a new program, please tell us about it! Other chapters will appreciate the opportunity to model after your success. Please submit the Program Feedback Forms at the back of this book to the AMWA Program Chair or send an e-mail detailing the event to programming@amwa-student.org.

CALENDAR OF EVENTS CELEBRATING WOMEN AND WOMEN'S HEALTH

January

- Cervical Health Awareness Month
- National Stalking Awareness Month
- National Slavery and Human Trafficking Prevention Month
- National Birth Defects Prevention Month

February

- American Heart Month
- National Teen Dating Violence Awareness and Prevention Month
- National Girls and Women in Sports Day
- National Wear Red Day
- National Eating Disorders Awareness Week

March

- National Women and Girls HIV/AIDS Awareness Day
- National Endometriosis Awareness Month
- Women's History Month
- Colorectal Cancer Awareness Month
- Patient Safety Awareness Week

April

- Alcohol Awareness Month
- National Child Abuse Prevention Month
- National Donate Life Month
- National Minority Health Month
- Sexual Assault Awareness and Prevention Month
- Sexually Transmitted Infection Awareness Month
- Women's Eye Health and Safety Month
- National Public Health Week
- Sexual Assault Awareness Day of Action
- National Infertility Awareness Month
- World Health Day

May

- Global Employee Health and Fitness Month
- Mental Health Month
- National Osteoporosis Awareness and Prevention Month
- National Stroke Awareness Month
- National Women's Health Week
- National Teen Pregnancy Prevention Month
- Mother's Day
- National Women's Check-Up Day

June

- National Safety Month
- National Cancer Survivors Day

July

- International Group B Strep Awareness Month

August

- National Breastfeeding Month

- National Immunization Awareness Month
- World Breastfeeding Week

September

- Healthy Aging Month
- National Childhood Obesity Awareness Month
- Ovarian Cancer Awareness Month
- National Yoga Awareness Month
- Pain Awareness Month
- National Women’s Health and Fitness Day
- World Suicide Prevention Day
- World Heart Day

October

- Domestic Violence Awareness Month
- National Breast Cancer Awareness Month
- Health Literacy Month
- National Bullying Prevention Month
- Mental Illness Awareness Week
- Red Ribbon Week
- National Mammography Day

November

- American Diabetes Month
- National Family Caregivers Month
- Lung Cancer Awareness Month

December

- World AIDS Day

CALENDAR RESOURCES

- US Department of Health & Human Services National Health Observances
 - <http://www.healthfinder.gov/nho/default.aspx>
- CDC Women’s Health Observances
 - <http://www.cdc.gov/women/observances/index.htm>
- World Health Organization Annual Events
 - <http://www.who.int/mediacentre/events/annual/en/>
- AWMA
 - www.amwa-doc.org

PROGRAM ABSTRACTS

MENTORSHIP

“BE ONE, TEACH ONE” – MENTORING ELEMENTARY, MIDDLE OR HIGH SCHOOL STUDENTS

Be One, Teach One creates a safe, nurturing and challenging atmosphere where young girls and the surrounding communities can freely explore and develop their interests in medicine and science. The program motivates young girls to aspire to reach their personal, educational and professional goals through mentorship, workshops, and small group discussions.

Reach out to local high schools, middle schools or elementary schools. Start with a network if known or try calling or e-mailing local school administrators or science teachers. Consider what will be involved in the logistics of the day and what the school requires (would students need permission slips signed, etc?).

Consider the structure of your presentation based on time and the number of volunteers you have.

- Would you like to have a small lecture followed by an interactive session?
- Do you want to have multiple small stations set up?
- Can you collaborate with another group on campus for your workshop?
- Are the activities age-appropriate?

The program is structured as series of two-hour workshops (a 45 minute interactive lecture and an activity to reinforce what was presented). Workshops can be catered to whatever age group you are working with and might be best brainstormed with teachers familiar with the needs.

Workshop ideas are presented below but feel free to brainstorm your own.

- “Breast Cancer” focuses on the disease, prevention and screening and you can also consider forming a team to participate in a local Breast Cancer Walk!
- “Substance Abuse” workshop addresses smoking, drinking, and drugs and their effects on the anatomy of the lungs, heart and liver.
- “Nutrition and Health” explores the ideas of making healthy food choices and exercising to maintain a healthy lifestyle.
- “Self Relaxation” teaches meditation and healthy stress relief techniques.
- “Nutrition and Exercise” helps educate about the importance of remaining physically active and the digestion system.
- “Intro to Neuroscience” encourages scientific curiosity with an interactive presentation on the wonderful brain, then teach the kids about a basic neurological exam.

- “Cardiovascular 101” is for a younger audience. Teach the children about the CV system and then teach them how to take their pulse. Have them run in place for a minute and take their pulse again.
- “Teddy Bear Clinic” for younger children bring gauze, bandaids, dressings, suture supplies and children can bring their wounded or sick stuffed animals for you to doctor.
- “A Career in Medicine” involves having a panel with different medical professionals to educate students about various career options and what path would be needed to pursue it (nurse, PA, child life specialist, MD, psychologist, social worker).
- “STDs/STIs” is an informative session regarding the different types, acquisition and prevention of sexually transmitted diseases/infections.

MENTOR UNDERGRADUATE PRE-MED STUDENTS

Get in touch with a local undergraduate AMWA Chapter. Look online or e-mail your regional director to help you find branch contact information. Match up students one-to-one and allow them to schedule meetings independently or consider hosting a joint event or informal mentoring session.

Consider hosting a pre-med day on your campus inviting students to learn about what it is like to go into medicine.

MENTOR YOUNGER MEDICAL STUDENTS

- Pair preclinical students (M1 and M2) up with clinical students (M3 and M4). Other schools match M2 students with interested M1 students.
 - Host a kick-off event where you have set up M1 with M2 or M1/M2 with M3/M4. Allow members to meet and begin to build their relationship – rent out a space at a local bar or restaurant or use a space on campus.
- Pair female students into families with a member from each class. Encourage meetings among each small group each semester or host a Mentor Mingle event as well.
- Set up monthly peer mentorship / peer networking and support events.
- Road to Residency dinner with recently-matched 4th year students.
- Upperclassman MS1/MS4 Round Robin: round robin Q&A session discussing topics including mentorship, clerkships, specialty decisions, and scholarly pursuits.

MENTORSHIP EVENTS WITH PHYSICIANS

- Mentorship potluck with female medical students and faculty.
- Host a speed mentoring event where students are matched up for a brief period of time either one-to-one with a faculty member or amongst a group of students (1 physician at a table with a group of students). If your budget

allows consider setting it up as a three course meal – appetizer, entrée and dessert and allow students to rotate tables with each course to meet a new physician.

- Women in Medicine monthly lecture series with female physician from different specialties to get a sense of different career options.
- Host a mentor appreciation event where students invite their mentors to thank them for their guidance, example “Muffins with Mentors.”
- Mentorship Dinner/ Dinner with a Doc: Match physicians with students and host a semi-formal gathering with a guest speaker and a chance for mentors and mentees to connect.
- Professional Self-Promotion Workshop: A female physician leads this event and teaches medical students how to develop an "elevator pitch" to promote herself during networking events. This event is hosted just before our official mentoring reception to equip students with skills to maximize their time.
- Coffee Talks with Physicians, Mentorship with Muffins.
- Super Parent’s Luncheon – invite physicians who are also parents to talk about work-life balance and parenting while being a doctor.
- Mentorship Luncheon with Female Physicians: discuss specialty options, how to balance family and work, etc.
- Women in Surgery Social: Cocktail hour to socialize with female surgeons. This is another opportunity for members to discuss specialty options and work/family balance.

WOMEN MENTORSHIP RECEPTION

Host female physicians from a range of specialties. After a short "cocktail hour" promoting casual chatting and networking, the physicians were stationed at approximately 10 different tables. Medical students participated in a "speed dating" type of rotation and learned about different specialties and challenges faced by female physicians. Students also received a list with small biographies, contact information and specific interests for each participating physician prior to the event so that they could plan their evening.

Consider setting up the event as a banquet. Invite several female physicians to come and share their advice and expertise on a range of topics (ex. Work-life balance, sexism in the workplace, career advancement, working in male-dominated specialties etc.) with current medical students.

WOMEN IN MEDICINE PANELS

- FAMILIES IN MEDICINE PANEL
 - This panel can feature an intimate but diverse group of successful male and female faculty who spoke on balancing and integrating full careers and personal lives. Provide speakers with a short prompt, and have each participant introduce him/herself and highlight his/her

personal and career path and lessons learned. Then provide students with the opportunity to ask questions.

- FEMALE PHYSICIANS PANEL
 - Host a panel of female physicians. Select speakers with varied training, lifestyles, and career spans, and let student members learn from women who have been through it all before.
- “THE SPECIALTY LESS TRAVELED” DINNER PANEL
 - Informal dinner panel of male and female physicians, who work in fields dominated mainly by the opposite sex, and the panelists answer questions about their career choices and lifestyle.

“RED” DESSERT AND DRINKS MIXER

Celebrate Valentine’s Day and Wear Red Day by celebrating all things red! Invite female physicians, residents, and medical students to mingle over red wine and red velvet desserts!

You can get the wine and baked goods donated by local businesses, or raise funds for the wine and bake the goodies yourself. If red velvet sounds overly complicated, this also works well as a “Wine & Cheese” event!

WOMEN IN MEDICINE MONTH CELEBRATION

Hold a Saturday conference to celebrate September as Women in Medicine month. Kick-off the academic year by building relationships within your institution and learning how to take care of yourself and your career! Additionally, you can consider spreading events out throughout the month.

Consider the following sessions:

- Keynote speech by distinguished speaker/ guest of honor.
- Workshops on women’s health issues.
- Panels on family and career balance, advancing in academic medicine.
- Mix and mingle/mentorship luncheon.
- Breakout sessions on various topics.
- Raffle to benefit local women’s charity.

WOMEN PIONEERS IN SURGERY

Medicine was a very, very different field a few decades ago! Chances are that the first women to graduate from your program’s general surgery residency are still in practice in your community. Use your alumni association to try to get in touch and see if you can bring in physicians to discuss their experience and lessons learned in their careers.

Additionally, consider hosting a panel of female surgeons of all surgical subspecialties to discuss the unique experience of being a female surgeon.

WOMEN'S FINANCIAL HEALTH SEMINAR

A certified financial planner gave a free, AMWA-sponsored workshop to female undergraduates at a large public university.

The program was designed to help students plan their expenses in relation to their income, and emphasized developing a spending plan that will help students not run out of money before they have new income. It also addressed the issues surrounding the use of credit cards, including how much their use increases the costs of purchases and how using credit cards can affect one's future access to credit, employment and insurance.

Other topics touched briefly on included:

- Banking Basics
- Budget Creation
- Credit Education
- Debt Repayment Planning
- Financial Goal Setting
- Employee Benefits
- Savings Planning
- Statement and Credit Report Interpretation

Consider having a certified financial planner lead the workshop. Begin talking to your department of financial aid as they may have resources to link you to local speakers or may be able to lead a brief discussion on the topic.

DINNER WITH DOCTORS SERIES

Two-5 female physicians welcome 10-20 students per event into their homes and provide dinner, beverages and an informal environment in which students ask questions and get to know the physicians. This is arguably our most successful "event" and the female physicians are very eager to meet the medical students.

OTHER MENTORSHIP EVENTS

- Choosing a medical specialty workshop.
- Pursuing a career in academic medicine presentation.
- CV writing workshop.
- Monthly journal club meetings on a variety of topics led by various physicians.

ADVOCACY

DOMESTIC VIOLENCE – Education and Intervention

This domestic violence program builds on professional and community awareness by training volunteers who can assist in crisis situations. To do this, you can organize a seminar series with a local emergency room that can help you develop criteria for volunteer certification in domestic violence intervention. Most of these seminars should be taught by an expert, such as the director of a local battered women's shelter. Speakers for other sessions in the seminar series could include a counselor, judge and/or local police officer.

You may want to include the following topics in your seminar series:

- Dynamics of family violence: statistics, myths, types of abuse, cycle of violence.
- How children are affected.
- Communication skills needed for crisis intervention.
- Family violence and the medical profession.
- Legal advocacy.
- Domestic violence volunteer counselor orientation.

DOMESTIC VIOLENCE WEEK SEMINAR SERIES

A lunchtime seminar series to educate medical students and physicians on domestic violence, with a focus on how to identify victims and provide assistance.

Suggested sequence of topics as follows:

- Presentation of a general overview of violence in our society.
- Presentation by a survivor of abuse who has lived through the cycle of family domestic violence.
- Conduct a two-part workshop on how to identify victims, in particular women and children. The first session can be run by a local child abuse evaluation team, with the second session focused on identifying female victims and how to assist them without becoming the "benevolent tyrant."
- Presentation by a social worker on the medical and legal processes of intervention.
- Participate in an event like Take Back the Night or visit an installation like the Clothesline Project.

Program attendees received a laminated referral card containing violence intervention strategies on one side and listing of resources available on the other side.

CLOTHESLINE PROJECT

- Students gathered in the courtyard to paint t-shirts to promote awareness of domestic violence.
 - T-shirts were strung across the courtyard for faculty, staff, and students to see.
- Can also be called the “Love Yourself T-shirt Making Event.”

SELF-DEFENSE WORKSHOP

Self-defense is about more than fighting off an attacker! It’s a set of skills—verbal, emotional, mental, and physical—that a woman can use to keep herself safe, claim space, set limits, say no, heal from past abuse or attacks, and live the life she wants to live.

Consider inviting medical center students/staff, undergraduates, high school students, or a local Girl Scout troop to share the fun! Then tailor your event to the needs of your audience. A local YMCA/YWCA, karate studio, or domestic violence agency is a great partner for this event.

You can also consider a women’s weight lifting event.

OTHER DOMESTIC VIOLENCE AWARENESS EVENTS

- Consider hosting your event in October, Domestic Violence Awareness Month.
- Set up a program teaching medical providers to work with victims of domestic violence and sexual assault.
- Bystander Intervention Workshop: A workshop for medical students on bystander intervention regarding sexual abuse and domestic violence. Discussion addressed both personal and professional intervention techniques.
- Domestic violence training course to educate students on policies and effective ways to manage patients in these situations.

HUMAN TRAFFICKING AWARENESS EVENTS

- Have a local anti-trafficking organization come speak to students about the scope of the issue and how to recognize victims.
- Have a viewing of the documentary *Tricked* followed by a discussion.
- Human Trafficking Luncheon:
 - Create a panel with representatives from the College of Medicine, the College of Law, the College of Social Work, as well as multiple law enforcement agencies.
- Viewing of videos from AMWA's Physicians Against Human Trafficking (PATH) committee and prepare for meaningful discussion.

BREAST CANCER AWARENESS EVENTS

- As part of Breast Cancer Awareness Week, host a panel of all of the healthcare providers involved in caring for breast cancer patients.
 - Consider including a pathologist, a radiation oncologist, and a surgeon.
- AMWA Voices of Breast Cancer: Panel of breast cancer survivors, family of survivors, and physicians treating breast cancer patients gathered to share personal and professional experience with the disease. Raffle was also held to fund raise for local charity.
- Participate in a national event, such as a Making Strides 5K.

FILM OR WEBINAR SCREENING

Screenings followed by a discussion are a great way to delve into specific issues. Some documentaries are short enough that this can even be a lunchtime event.

Keep track of AMWA Webinars and consider a viewing party in a public space on campus. Provide snacks or encourage participants to bring a small snack to share with others.

Consider having a discussion on the topic after the screening. Prepare discussion questions beforehand so that you can begin the discussion if needed.

Celebrate National Primary Care Week by empowering people to become knowledgeable participants in healthcare reform! Relevant documentaries include Critical Condition (available streaming online from PBS!), Money Driven Medicine, and Health, Money, Fear. (Note that AMWA does not recommend or endorse these specific titles.) Your School of Public Health may be able to suggest films that focus on specific issues or populations in your community.

BEAD FOR LIFE – FUNDRAISE FOR AFRICAN WOMEN

Some chapters have reported successful partnerships with organizations like BeadforLife. BeadforLife “eradicates extreme poverty by creating bridges of understanding between impoverished Africans and concerned world citizens. Ugandan women turn colorful recycled paper into beautiful beads, and people who care open their hearts, homes and communities to buy and sell the beads. The beads thus become income, food, medicine, school fees and hope. It is a small miracle that enriches us all.” All profits from BeadforLife are invested in community development.

Bead for Life can provide jewelry items; an inspirational DVD about the bead makers, BeadforLife and how to roll a bead; a CD with original Ugandan songs and music; educational materials and biographies of some of the bead makers; African recipe; and pre-paid return label (so you can return what you don’t sell free of charge). (<http://www.beadforlife.org>).

Note: AMWA does not specifically recommend or endorse BeadforLife.

LOVE YOUR BODY DAY FASHION SHOW

Celebrate style! And do it while calling attention to how our culture can negatively impact the way women feel about their bodies. Get local shops and stores involved. Whether you're styling in cultural dress, after five-attire, or weekend garb—or showing off Spring 2010 collections! Embrace the lovely shapes and shades women come in. Have the emcee offer health tips and body image campaign ideas as your stylish, vibrant models strut their stuff!

WELLNESS WALK

A walk in observance of National Women's Health and Fitness Day. Participants first gather in a conference room to hear a 5-minute welcome from the leader and group stretch, and then have them proceed to walk as a group through the medical center. Participants can walk at a pace comfortable for them and engage in lively conversation with friends and new acquaintances.

This activity provides an interactive way to encourage people to engage in physical activity. Find a location that has very little or no traffic, smooth and even surfaces, and alternative routes for people with disabilities as needed. Have waiver forms signed by participants and go over the route with participants before the walk begins. Prepare a short welcome, or ask an appropriate speaker to do so, and lead stretching exercises. Designate at least three organizers to walk at the beginning, middle, and end of the line to watch for problems and help participants stay on track.

Consider giving away materials at the walk, such as T-shirts, fact sheets on physical activity and other health issues, and/or bottles of water. Make sure to check the weather forecast a week before and the morning before the event. Send out an announcement with any changes, if weather conditions look bad.

ADVOCATING FOR WOMEN IN MEDICINE

- Panel of female administrators and senior physicians.
 - Adopt an open format for people to share stories about vulnerability.
 - Consider a leadership workshop or a financial workshop.
- Dinner with female leaders in medicine.

RECRUITMENT

PARTICIPATE IN A CLUB OR INTEREST GROUP FAIR

- Make a poster and have a table set up.
- Consider handing out candy if the budget allows.

- Use the opportunity to advertise for your first event.
 - Your first event may be an interest meeting.
- Have a laptop with a google doc to allow students to enter their name and e-mail address.
- No club fair - tape a bag of candy and schedule of our fall events on the locker of every first year student.

INTEREST GROUP MEETING

- Have an informal meeting allowing first year students to learn more about AMWA.
- Encourage attendees to get involved by joining committees.
- Could be set up as a social or informal mentorship event.
- Advertise this event by putting a flyer in the new student folders.

WELCOME BBQ

- If possible see if a faculty advisor can host. Otherwise look into hosting it at a public picnic area or at an older student's house.
- Allows first-year medical students to mingle with older medical students and faculty members.

COMMUNITY SERVICE

GIRLS' SCIENCE DISCOVERY DAY/ "DAY IN THE LIFE"

- Students rotate through several stations throughout the day from the anatomy lab to even practicing clinical skills in our clinical simulation center.
 - See "Be One, Teach One" section above for more programming ideas.
- Host middle school or high school girls on your campus for an all-day hands on experience to inspire girls to become involved in science and medicine.
- Join together with other student organizations to help!

COMMUNITY HEALTH FAIR

A health fair is an event designed to provide basic preventive medicine and medical screening to people in your community who otherwise would not receive it, perhaps due to financial constraints, work or child care schedules, or lack of health education. All services should be free.

If your medical school already has a health fair consider a poster or booth on women's health issues such as women's heart health, women's health maintenance, bone health, health and nutrition, STD prevention.

Consider the following topic ideas:

- Mammogram education.

- Breast cancer physician expert & survivor speaking event.
- Health fairs with cholesterol, blood pressure, and blood glucose screenings, eye exams, and/or dental checkups. Provide education about modifiable risk factors (for hypertension, heart disease, etc.) Possible venues include shopping centers, homeless shelters, transit center, community centers, fire stations.
- Smoking cessation program.

CHILDREN'S ISSUES

- Produce a health calendar with drawings submitted by local children on a given topic.
- Collect donations of clothing, books, toys, personal hygiene items, etc. and build "back to school" backpacks for children at a local shelter.
- Demystifying Doctors - educate older elementary school students on who a doctor is and what she does to become a doctor (brief presentation) and how a doctor assesses health and illness (perform non invasive personal exams of the students consisting of blood pressure, pulse, respiratory rate, and reflexes).
- Halloween carnival for diabetic children.
- Children's Health Insurance Program (CHIP) outreach.

FITNESS AND NUTRITION OUTREACH

- Adolescent health community outreach to local high schools, afterschool programs, juvenile halls, etc., covering topics such as sexually transmitted diseases, AIDS awareness, smoking and general health education, teen pregnancy prevention, drug and alcohol awareness, suicide prevention.
- Form a chapter team and/or volunteer as a chapter service activity in Komen Race for the Cure, Revlon Run/Walk, or other local 5K or 10K.
- Exercise workshops:
 - Yoga, pilates, free weights demonstrations/classes and education on related health topics (stress, strength/flexibility, bone density).
 - Workshops on common musculoskeletal complaints.
 - Discussion of fit life balance (making time for exercise).
- Group walking event/hike.
- Wellness workshops- Art as stress management, health & healing through meditation, improving your memory, etc.
- Healthy eating on a budget seminar or heart healthy cooking class.
- Understanding obesity & its consequences workshop.

OTHER COMMUNITY SERVICE IDEAS

- Work with a local clinic and girl scout group to help them get their CPR/health badge or host a "Girl Scouts Go To Medical School Day" to give them an intro into the basics of medical school.

- Volunteer at an organization that assists victims of sexual trafficking or a halfway house for women.
- Host a drive on campus for a local women's shelter. Contact a shelter to see what they need and place cardboard boxes in key locations around campus to collect donations.
- Volunteer with existing organizations for example to serve dinner at the Ronald McDonald House or a local homeless shelter or to build with Habitat for Humanity.
- Volunteer at a local 5K race.
- Brighten up your patients' day by celebrating a holiday such as Valentine's day with crafts, games, conversation or by hosting a general patient appreciation event.
- Battered Women's Shelter Project. Hold a clothing drive and/or volunteer for a local women's shelter.