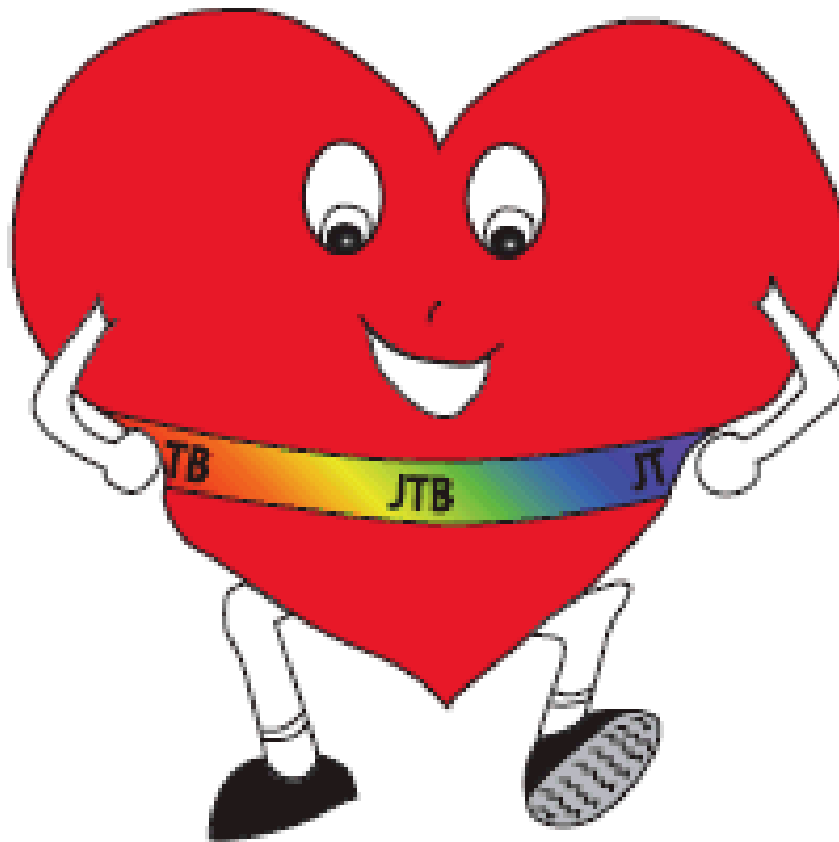


JOHN TAYLOR BABBITT FOUNDATION

HEART CLUB



...dedicated to preventing sudden  
cardiac death...

**CAMPUS CLUB**

**TOOLKIT**

# Campus Club Toolkit

## ***What is a JTB Heart Club?***

A JTB Heart Club is a campus chapter of the JTB Foundation, a non-profit foundation established to prevent *sudden cardiac death*. The Foundation is named in honor of John Taylor Babbitt who died at age 16 when his heart stopped during a basketball game at his church gym. A JTB Heart Club is founded, organized, and run by students on a high school or college campus. The club contributes to the foundation mission by focusing on four goals: **Advocacy, Education, Defibrillators** and **Fundraising**. A campus club should also have an advisor from the faculty or administration according to the school's policy.



***Fund raising events - Villanova University and The Pingry School JTB Heart Clubs***

## ***What are the Four Functions of the John Taylor Babbitt Club?***

**A****dvocacy** is the promotion of laws, regulations and policies designed to prevent *sudden cardiac death*. Foremost among these are laws requiring defibrillators in schools, at venues for sporting events, and at places of public gathering. Defibrillator laws vary by state and municipality. Local policies can be set by municipalities and school boards. For many states that do not have comprehensive defibrillator laws there are bills pending. Advocating for the passage of these bills through letter writing, emailing and other lobbying campaigns is an important function of the Foundation. In the state of New Jersey, for example, there are over a dozen bills pending in the House and Senate concerning defibrillators. The Foundation is initiating a large effort to get coordinated and comprehensive legislation passed this year in New Jersey.

**E****ducation**, involves raising public awareness regarding *sudden cardiac death*, the medical conditions that can cause it, and the treatments available to save lives. There are a number of heart conditions and genetic disorders that increase the risk of *sudden cardiac death*, including Hypertrophic Cardiomyopathy (HCM), Dilated Cardiomyopathy, and previous heart attacks. Immediate use of Automatic External Defibrillators (AED's) in conjunction with Cardio Pulmonary Resuscitation (CPR) is critical to the survival of victims undergoing a *sudden cardiac arrest*. CPR training today includes the use of AED's and the more people who are trained, the more lives can be saved. One of the goals of a JTB Club is to sponsor CPR/AED training for the members of their school and local community. In addition, the JTB Foundation Speakers' Bureau provides lecturers who can speak at your campus to address the prevention of *sudden cardiac death* from a range of perspectives including genetic, medical, and public health and policy.

**D****efibrillators** are essential to decrease the risk of death due to *sudden cardiac arrest*. Campus clubs work to ensure that the buildings and sporting venues on their campuses have defibrillators installed and that there are portable AED, s and policies in place to bring them to away games, camps and other off campus events.

**\$****Fundraising** is an important part of the campus club's mission as it is through fundraising that defibrillators are purchased, CPR/AED training programs are provided, and expenses are covered for letter writing campaigns, speakers' travel, and other activities that the Club sponsors. For Clubs in NJ and surrounding states, involvement in the annual Foundation "Walk With Heart" Walk-a-Thon is strongly encouraged.



*"Walk With Heart" participants – Katie Peloquin, Kelly Peloquin and Christin Campbell*

### ***What are the requirements of a campus chapter?***

**Organizational Structure-** While a campus chapter may divide the duties between several members, at the very least a separate President and a Treasurer must be designated. These two positions may not be filled by the same person. Naming a member to act as Secretary is also important though not mandatory. The Secretary would be responsible for taking the minutes of the club's meetings and internal and external communication.

**Annual Reporting-** In order to track the work of a campus chapter, an annual report must be submitted to the John Taylor Babbitt Foundation Board. The Annual Report will include:

- Club membership list
- Summary of club activities
- Financial summary of any fundraising and expenditures.

The annual report must be submitted by June 15<sup>th</sup> and cover the previous school year. The JTB Foundation Treasurer will assist each club with the financial reporting. Although the financial reporting is not difficult it must be maintained and submitted due to the not-for profit status of the Foundation.

## ***What are the steps to forming a campus chapter?***

### ***1. Determine a group of interested students:***

It will take a number of students to run a chapter such as this one. Furthermore, in order to obtain an advisor, funding, and validation from your campus you will need to prove that your chapter will have a core of enthusiastic and dedicated members. Getting others involved in your initial planning will help you reach out to more people, get different perspectives and assist in your organizational structure decisions once your club is in place.

### ***2. Talk to your school administration to find out what steps you must take to form a student group on your campus.***

Your campus will likely provide faculty support and other resources once your group is recognized by the administration. Discover what steps are necessary to be recognized.

### ***3. Set up a meeting or call the John Taylor Babbitt Foundation.***

All clubs are to be registered with the Foundation using the JTB Heart Club Campus Registration and Contact Form. There are a number of resources to support your club, both on-line and through Board Members of the Foundation. Registered clubs will also be connected to our campus networking activities to brainstorm and share the best practices with clubs on other high school and college campuses. Numerous brochures and presentation materials are available to support your presentations and discussions at your respective campuses.

### ***4. Choose a campus advisor [See Appendix1]***

In many cases, especially for high school campuses, you will need an advisor to get your club recognized by your campus. However, in the case of a college campus, an interested member of the faculty or staff may also be beneficial and help you with your planning. The advisor will help guide the group in the early stages of formation as well as aid the group in organizing fundraiser activities, setting objectives, and planning events.

### ***5. Complete and submit the Campus Chapter Application. [See Attached]***

Before and during the initial meeting of the prospective members gather the necessary information to complete the JTB Heart Club Registration Form. Appoint officers and gather the contact information of the members. Submit the form to the JTB Foundation and keep a copy for the club records.

### ***6. Complete the appropriate paperwork for your school.***

## ***Where do I go for help?***

### **The John Taylor Babbitt Foundation Board Members**

The John Taylor Babbitt Foundation board members will be a great help to you regarding the organization and maintenance of your campus club. We will be happy to provide guidance and advice, especially in goal setting and event planning.

## ***What's next?***

Now that you understand what is required of a campus club, it is time to decide whether or not you would like to begin the process of actually becoming one.

### **If the answer is yes...**

Please contact the JTB Foundation at 973-722-1212 or via email at [info@jtbfoundation.org](mailto:info@jtbfoundation.org) . We would be more than pleased to meet with you to further discuss how to go about starting up a Heart Club.

Begin completing the prospective campus chapter application. *[See Attached.]*

### **If the answer is no.....**

You can still consider volunteer opportunities with existing groups which focus on *sudden cardiac death*. In this way you can still work for the cause.

If you are located in New Jersey you could also consider participating in the events organized by the John Taylor Babbitt Foundation, including our annual "Walk With Heart". You can visit the foundation web-site at [www.jtbfoundation.org](http://www.jtbfoundation.org) for more information about any of our events or simply give us a call at 973-722-1212.



***John Babbitt was an active participant in High School Sports***

# APPENDIX 1

## Campus Club Advisor

Having an advisor is not only a necessary part of creating a John Taylor Babbitt Foundation Heart Club campus chapter, but it is also an extremely helpful resource for your chapter. They can help you navigate the administrative rules of the campus you are working on as well as provide knowledge and access to people and resources you may not have otherwise. It would be optimal and preferred for your advisor to be a member of the faculty or administration of your campus, in order that they truly understand the way the administration for the campus works.

### Role of campus chapter advisor:

- Attend all meetings in order to supervise and provide guidance
- Provide general guidance to the club especially when planning fundraising events and setting goals for the future
- Help with student leadership
- Assist club in discovering new resources

It is important to note that a JTB Heart club is a student run organization and therefore only one advisor is recommended although additional faculty and staff members may be involved in club activities and fund raising initiatives.

# John Taylor Babbitt Foundation

[www.jtbfoundation.org](http://www.jtbfoundation.org)

## JTB Heart Club Campus Registration and Contact Form

Name of school/organization: \_\_\_\_\_

Address of school/organization: \_\_\_\_\_

\_\_\_\_\_

Phone number of school/organization: \_\_\_\_\_

Grade levels: \_\_\_\_\_

What year did you start your Student Club: \_\_\_\_\_

Name of Student Club Advisor: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Student Club President/co-President \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

The best way to contact you is by (circle one): E-mail, Regular Mail, Telephone

### Additional Officers

Treasurer: \_\_\_\_\_

Vice President (Fundraising Chair): \_\_\_\_\_

Membership (Friendraising Chair): \_\_\_\_\_

Please list some of your past fundraisers and any creative ideas you may

have: \_\_\_\_\_

\_\_\_\_\_

How many meetings do you plan to have during the school year? What are your goals for this year?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions or comments: \_\_\_\_\_

John Taylor Babbitt Foundation, 72 Buxton Road, Chatham, NJ 07928 973-701-0920