

# **A STEP - BY - STEP GUIDE TO ESTABLISHING YOUR COLLEGIATE CANCER COUNCIL**



*“changing lives one community at a time”*

**Founded By**  
Collegiate Cancer Council at the University of Houston

**The Collegiate Cancer Council National Office \* Intercultural Cancer Council  
1709 Dryden, Suite 1025 \* Houston, Texas \* 77030**

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## **Introduction**

Welcome and thank you for your interest in learning more about the opportunity to start a Local Chapter of the Collegiate Cancer Council. By learning more about the burden of cancer and strategies to prevent it, you will have the opportunity to join in the nation-wide efforts of the CCC, to join in “changing lives one community at a time.”

### **Consider the Problem of Cancer**

Currently, one of every two men and one of every three women over 50 years of age will be diagnosed with cancer. According to the American Cancer Society, approximately 350,000 cancer deaths in 2005 were preventable, with more than 175,000 deaths caused by tobacco use. Scientific evidence suggests one-third of expected cancer deaths in 2005 will be related to unhealthy dietary practices, lack of physical activity, and obesity, all of which are modifiable risk factors.

However, cancer risks are not equal for all people. African Americans are at greater risk of cancer morbidity and mortality than any other racial or ethnic group with African American males having a cancer death rate that is 1.4 times greater than white males. African American female’s cancer death rate is 1.2 times greater than white females. The incidence of liver cancer is two times higher in Asian Americans and Pacific Islanders than African Americans and the incidence rate of cervical cancer is highest among Hispanic/Latina women.

Advances in our ability to detect cancer earlier and treat cancer more effectively have resulted in over ten million cancer survivors living today. The best-known strategy to continue reducing death and disability caused by cancer is to promote health practices that prevent cancer or detect cancer early.

### **Consider Being an Important Part of the Solution**

Collegiate Cancer Councils can play a significant role in effecting the health of communities across the country. The purpose of a Collegiate Cancer Council (CCC) is to:

**Educate the public** about cancer prevention and the additional risks associated with health disparities

- Educate ourselves on existing health knowledge and practices to prevent cancer
- Understand the causes and pursue solutions to reduce health disparities
- Work with community leaders to reach at-risk populations with potentially life saving information

**Influence health policy** to reduce overall morbidity and mortality as well as health disparities

- Educate ourselves on existing health policies that are known to influence public health and access to quality cancer care
- Understand the causes and pursue solutions to reduce health disparities through public policy
- Work with community leaders in local, state, and federal government to effect positive changes

**Promote careers in cancer** among all students and disciplines with an emphasis on minorities and medically underserved populations

- Educate ourselves on the breadth and depth of career opportunities in cancer
- Understand the causes and solutions of the workforce shortages and low representation of minorities in the health workforce
- Work with students and campus leaders to encourage careers in cancer

The CCC is the first nationally recognized undergraduate student cancer organization that engages its membership in the pursuit of reducing the cancer burden and associated health disparities. The CCC functions as an educational service organization. Members have the opportunity to learn about cancer and related health disparities so that they may in turn share this knowledge with friends, peers, and the community at large. Participation in the CCC offers enhanced leadership skill development and opportunities to develop and be involved in meaningful educational and policy initiatives related to cancer prevention and control. Membership in the CCC requires a commitment to be actively involved with improving healthcare system outcomes.

The Collegiate Cancer Council works closely with the Intercultural Cancer Council (ICC), M.D. Anderson Cancer Center, the National Cancer Institute's Cancer Information Service, C-Change, and a growing list of Honorary Members from various medical schools, educational institutions, and treatment centers. Membership involves participation in events such as the American Cancer Society's Relay for Life, the ICC Biennial Symposium on Minorities, the Medically Underserved and Cancer and other local, regional, and national events focusing on cancer control and health disparities.

## **Getting Started**

With this Step-By-Step Guide and the files contained on the website, you will have the tools to begin a local chapter of the CCC on your campus. Developed by the founding members, the Guide provides templates and resources to establish and build your organization so it is equipped to impact your community. Together, the efforts of many Local Chapters around the country will have a national impact.

Again, welcome to the Collegiate Cancer Council and thank you for your help in "changing lives one community at a time."

## **Founding the Collegiate Cancer Council**

### **About the Founders**

The Collegiate Cancer Council (CCC) is a student-run organization. The first CCC was formed by 18 students at the University of Houston after they attended the 9<sup>th</sup> Biennial Symposium on Minorities, the Medically Underserved and Cancer, hosted by the Intercultural Cancer Council and Baylor College of Medicine.

The students were inspired to take on the issues of cancer awareness and health disparities on their campus and in their immediate community. They formed the CCC and had an immediate impact in improving the health of those around them. In their inaugural year, the students received the award for the “best new student organization of the year” from their university.

Now, these same student leaders are reaching out across the country to their peers. They are inviting all college students to join in forming their own Collegiate Cancer Council and begin making a difference right on their own campus and in their own community.

## Collegiate Cancer Council Logo

On November 8, 2004, the logo was adopted by the Collegiate Cancer Council. The logo was conceived and designed by Enriques Lopez-Llamozaz, a Collegiate Cancer Council member and electrical-engineering student at the University of Houston.



The Collegiate Cancer Council logo was created to reflect the complexity of cancer and the determination of the CCC to have a lasting impact on improving cancer outcomes, especially among disparate populations. The logo has three parts: the shield, the sword, and the wings, each symbolizing the vision of the Collegiate Cancer Council.

- The shield symbolizes the prevention the organization will offer against cancer,
- The sword symbolizes the determination and knowledge of the organization, and
- The wings symbolize the hope that the organization offers.

In addition, the wings have eighteen feathers as a tribute to the eighteen founders of the Collegiate Cancer Council.

## **The Founding Council**

The Founding Council of the first Collegiate Cancer Council is comprised of the National Advisory Committee, the National Honorary Committee, and the Board of Directors. In addition to carrying out the purpose of the CCC in their own community, they oversee the formation of local CCC Chapters across the country.

### **I. Advisory Committee:**

Dr. Whitney Boling - Assistant Professor in the Department of Health and Human Performance, University of Houston

Dr. Costa Colbert - Associate Professor in the Department of Biology and Biochemistry, University of Houston

Mr. Christopher Miller - Director of the Scholar Enrichment Program, University of Houston

Winfred Frazier - First Year Medical Student, Baylor College of Medicine

Soniya Gheewala - University of Houston Alumni

Marisa Rodriguez - First Year Medical Student, Baylor College of Medicine

### **II. National Honorary Committee:**

Dr. Lovell A. Jones - Professor, Gynecologic Oncology - Research at M.D. Anderson, Co-Founder of the Intercultural Cancer Council, and Director of the Center for Research on Minority Health

Dr. Armin Weinberg - Professor, Department of Medicine Cancer Education at Baylor College of Medicine and Co-Founder of the Intercultural Cancer Council

Dr. James Phillips - Senior Associate Dean and Professor of Pediatrics, Baylor College of Medicine

Dr. Jay Gogue - Chancellor, UH System and President, University of Houston

Dr. Elwyn Lee - Vice Chancellor, UH System and Vice President, University of Houston

Dr. John Bear - Dean of the College of Natural Sciences and Mathematics, University of Houston

Dr. Nicholas K. Iammarino - Professor of Health Sciences, Rice University

### **VI. Board of Directors:**

President - Ahmed Khair T. Al-Kalla

Vice President - Jasmine Samuel

Chair of Communications and Publicity - Tyisha Barrett, Jazmine Cooper

Chair of Events - Adham Bear, Jose Figueroa, Sepideh Shirali

Chair of Finance - Franziska Borchert

Chair of Education - Ayan Sanyal, Monica Sanchez

Chair of History - Kelley Benjamin

Chair of Recruitment - Adina Macias, Elvira Huerta, Sana Hasan

Webmaster - Jimmy Thang

## A Look at the University of Houston Student Founders

On March 23, 2004, eighteen University of Houston students, sponsored by the Intercultural Cancer Council and Baylor College of Medicine, traveled to Washington, D.C. to attend the ICC's 9th Biennial Symposium on Minorities, the Medically Underserved & Cancer.



**Ahmed Khair T. Al-Kalla**



**Tyisha Barrett**



**Adham Bear**



**Kelley Benjamin**



**Franziska Borchert**



**Jazmine Cooper**



**Jose Figueroa**



**Winfred Frazier**



**Soniya Gheewala**



**Sana Hasan**



**Elvira Huerta**



**Adina Macias**



**Marisa Rodriguez**



**Jasmine Samuel**



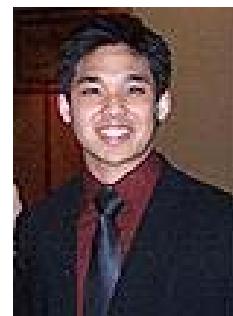
**Monica Sanchez**



**Ayan Sanyal**



**Sepideh Shirali**



**Jimmy Thang**

## A Look at the University of Houston Student Founders

(continued)

### **1. Ahmed Khair T. Al-Kalla:**

“Not everything that is faced can be changed, but nothing can be changed until it is faced.” - James Baldwin

Hometown: Abu Dhabi, United Arab Emirates

Class of: 2006

Major: Biology / Pre-Medicine

### **2. Tyisha Barrett:**

“The continual pursuit of excellence.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

### **3. Adham Bear:**

“Tread softly so as not to disturb the ants.” - Anonymous

Hometown: Houston, Texas

Class of: 2005

Major: Biochemical and Biophysical Sciences

### **4. Kelley Benjamin:**

“Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented, and fabulous? Actually, who are you not to be? You are a child of God. Your playing small does not serve the world. We were born to make manifest the glory of God that is within us. It is not just in some of us; it is in everyone. And as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.” - Marianne Williamson

Hometown: Houston, Texas

Class of: 2006

Major: Health

### **5. Franziska Borchert:**

“Giving people medicine and not giving them food is like washing your hands and drying them in dirt.” - Haitian Saying.

Hometown: Stuttgart, Germany

Class of: 2005

Major: Pre-Medicine

### **6. Jazmine Cooper:**

“I can do all things through Christ who strengthens me.” - Philippians 4:13

Hometown: Houston, Texas

Class of: 2006

Major: Biology

**7. Jose Figueroa**

“...Yo te bendigo, vida, porque nunca me diste ni esperanza fallida, ni trabajos injustos, ni pena inmerecida; porque veo al final de mi rudo camino que yo fui el arquitecto de mi propio destino...Amé, fui amado, el sol acarició mi faz. ¡Vida, nada me debes! ¡Vida, estamos en paz!” - Amado Nervo

Hometown: Freeport, Texas

Class of: 2005

Major: Biology

**8. Winfred Frazier:**

“All roads lead to Zinder.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology and Psychology (Double Degree)

**9. Soniya Gheewala:**

“The happiest of people don’t necessarily have the best of everything; they just make the best of everything that comes along their way.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

**10. Sana Hasan:**

“I can only think of one thing greater than being happy and that is to help another to be happy, too.” - Jim Thomson

Hometown: Sugar Land, Texas

Class of: 2005

Major: Biology

**11. Elvira Huerta:**

“People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in their true beauty is revealed only if there is a light from within.” - Elizabeth Kubler-Ross

Hometown: Houston, Texas

Class of: 2006

Major: Biology

**12. Adina Macias**

“Live as if you were to die tomorrow. Learn as if you were to live forever.” - Mahatma Ghandi

Hometown: Baytown, Texas (from Guadalajara, Jalisco in Mexico)

Class of: 2005

Major: Human Development and Family Studies

**13. Marisa Rodriguez**

“Never give up. This could be your chance for a miracle.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

**14. Jasmine Samuel:**

“Whatever you are, be a good one.” - Abraham Lincoln

Hometown: Houston, Texas

Class of: 2005

Major: Biology

**15. Monica Sanchez:**

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” -

Leo Buscaglia

Hometown: Houston, Texas

Class of: 2006

Major: Health and Psychology (Double Degree)

**16. Ayan Sanyal:**

“You must be the change you wish to see in the world” - Mohandas K. Gandhi

Hometown: Rochester, New York

Class of: 2005

Major: Health Promotion

**17. Sepideh Shirali**

“He places a seed in the dust for the reason That it may in the day of distress, give fruit.” - Sadi

Hometown: Houston, Texas

Class of: 2005

Major: Biology

**18. Jimmy Thang**

“Teaching is imparting truth by demonstration.” - Anonymous

Hometown: Houston, Texas

Class of: 2005

Major: Biology

## **Establishing a Local Chapter of the CCC**

A chapter of the Collegiate Cancer Council may be established at any undergraduate institution. Establishing a chapter of the CCC is a significant responsibility. While the process is not complex, it does require commitment, careful planning, and excellent organization. The National Office of the Collegiate Cancer Council at the Intercultural Cancer Council is here to help as you undertake this worthy and valuable venture.

### **Step 1: Requesting Permission to Establish a CCC Chapter**

The first step to establishing a CCC chapter on your campus is to submit a request for permission to the Intercultural Cancer Council. This request must be received before applying to establish a new student organization at your respective university. In order to complete the application process, please submit the following information to the ICC:

- **Permission to Establish a CCC Chapter form**
- **Copies of the Officer Contract forms** – Each Officer-to-be should complete and sign a form
- **Letter from a faculty advisor** – A faculty member of the university should submit a letter indicating his/her support to advise your organization
- **Constitution and Codes** – All officers should sign the Constitution and Codes of the CCC indicating that your chapter understands and will abide by these standards

These forms and a copy of the CCC Constitution and Codes may be found on the website. Please submit all of the forms to the address found on the Permission to Establish a CCC Chapter form.

### **Step 2: Requesting Permission to Establish a Student Organization on your Campus**

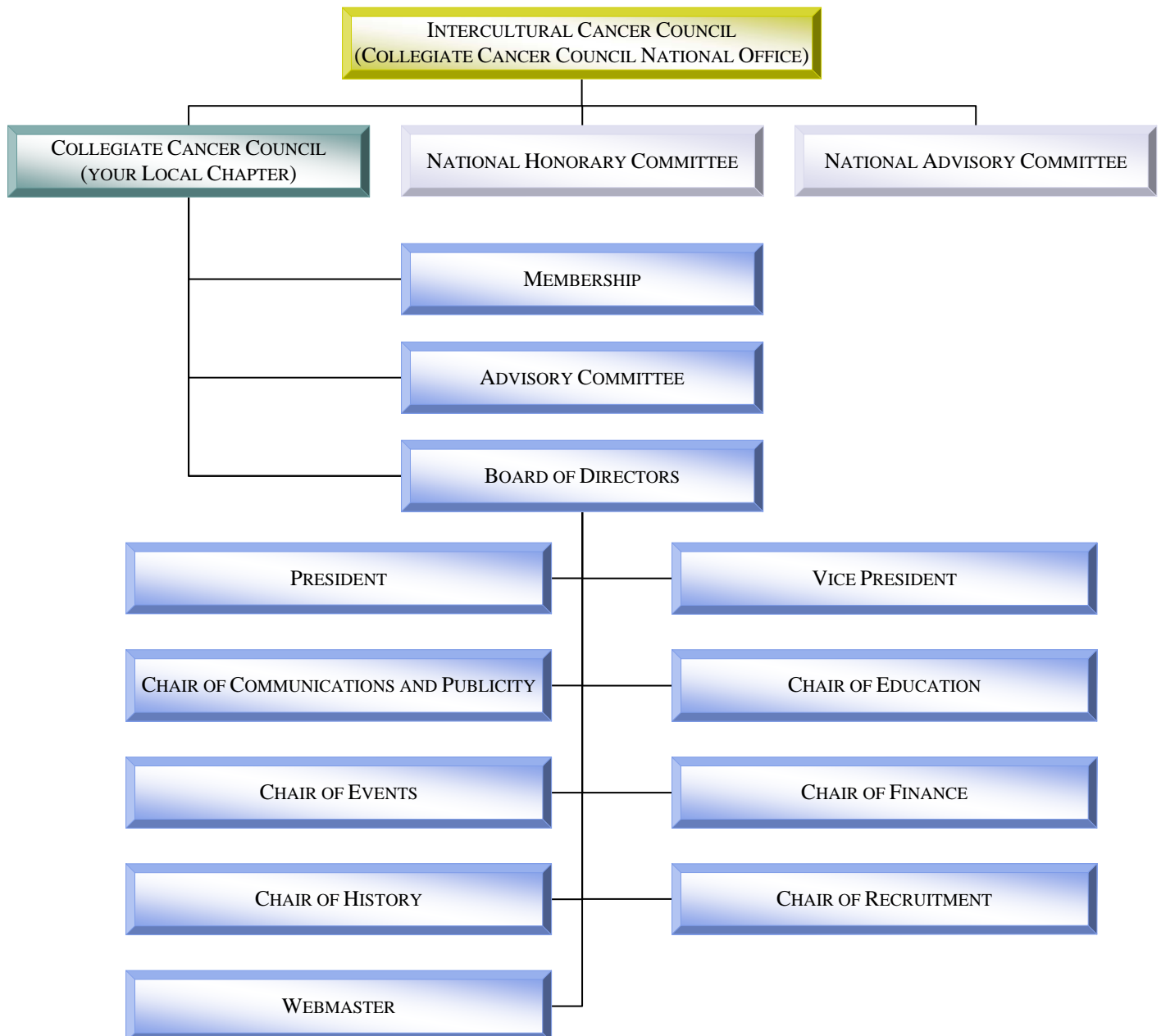
When the Intercultural Cancer Council has approved your request for permission to establish a CCC Chapter, you need to establish your CCC as a formal campus organization according to the procedures set forth by the student governing body on your campus. Some student governing bodies require you to attend an orientation regarding the rules and regulations of running student organizations on your campus. This recognized student governing body, typically serves as the sponsoring organization for the establishment of a CCC Chapter.

### **Step 3: Developing your Organization**

Once the appropriate student governing body has recognized and approved you as an official university student organization, you should take actions to establish a functional organization. These steps will include implementing the responsibilities of the officer positions, recruiting members, and conducting events to fulfill the purpose of the organization. The following pages provide an overview of the organizational structure and function of the CCC. More detailed descriptions can be found in the Constitution and Codes. An overview of the Templates and Resources contained on the website are also provided below.

## Collegiate Cancer Council Structure and Function

**NOTE:** The first Collegiate Cancer Council on the University of Houston Campus developed the following organizational structure and definitions of responsibilities to carry out the purpose of the organization. While this approach is based upon the structure of other professional and community organizations and has proven effective for the charter organization, this section should be considered as a highly recommended guide for success. The Founders were careful to set high standards and define specific roles to promote their effectiveness, a model that has served them well. If a local chapter of a CCC determines after careful consideration that the model structure and function hinders their effectiveness in some manner or could be altered to better serve its members and/or community, the chapter can request a variance from the National Office and vote to amend their Constitution.



## A. The National Council

1. **National Advisory Committee:** This committee is comprised of the faculty and staff at the National Office and community members that the CCC National Office has agreed upon to bestow the title of serving as advisors for the CCC. This committee will be responsible for helping the CCC find sponsors and make sure that they are kept updated on all functions of the different CCC Chapters around the country.
2. **National Honorary Committee:** This committee is comprised of all the members given and agreed upon the title of Honorary Member by the CCC National Office. These members are community members with whom the CCC interacts with and those who have a vested interest in the purpose and goals of the CCC.

## B. The Local Chapter of the Collegiate Cancer Council

1. **Advisory Committee:** This committee is comprised of faculty advisors and founders of the Collegiate Cancer Council from the local campus. Members of this committee will help maintain continuity among new and established members to maintain the goals and purpose of the CCC.
2. **Chapter Board of Directors and Committees:** The board is comprised of the President, Vice President, and Chairs of Committees responsible for key functions in the organization: Communications and Publicity, Education, Events, Finance, History, Recruitment, and the Website.
  - a. **President:** The President serves as a primary representative of the organization and its mission and holds primary responsibility for overseeing its internal and external activities.
  - b. **Vice President:** The Vice President supports the President in all duties and fulfills the duties of the President in his/her absence.

### The Committees and Chairs:

- c. **Communications and Publicity Committee:** The Communications and Publicity Committee is responsible for communicating with sponsors and national advisory members in the region or state regarding CCC events and activities.
- d. **Education Committee:** The Education Committee is responsible for managing the educational resources that the CCC uses to educate the membership and the community on cancer and health disparities.
- e. **Events Committee:** The Events Committee is responsible for planning and executing events that allow the organization to accomplish its purpose based upon recommendations from the Board and the Membership.

- h. **Finance Committee:** The Finance Committee is responsible for managing the financial stability of the organization. The Chair of Finance will work with the Board to determine the funding needs of each committee in the form of an annual budget and seek funding sources from the university and outside sources.
- f. **History Committee:** The History Committee is responsible for keeping a record of all events and meetings to document the chapter's accomplishments for future reference and readily shared accomplishments with all of the other chapters around the country.
- g. **Recruitment Committee:** The Recruitment Committee is responsible for recruiting and retaining an active membership and for communicating with members and potential members regarding CCC events.
- i. **Webmaster:** The Webmaster is responsible for creating and maintaining the website so that members have easy access to current information on all goals and events of the CCC.

The Constitutions and Codes document contains a more detailed description of the typical duties associated with each of these committees and chair positions. In addition, it outlines procedures for the election of officer. Expectations of membership are also outlined in more detail in the Constitution and Codes.

## **Templates**

The following templates can be found on the website:

### **Documents for Getting Started**

- Permission to Establish a CCC Chapter
- Letter of Support
- Constitution and Codes
- Officer Contract Form

### **Promotional Materials**

- CCC Power Point Presentation
- CCC Brochure

### **Membership Information**

- General Member Handbook
- General Membership Application Form
- Application Form for Officer Position

## **Resources**

In addition to the templates provided to establish a CCC, several other resources have been provided to assist in fulfilling the purpose of the CCC:

### **ICC Cancer Fact Sheets ([iccnetwork.org/cancerfacts/](http://iccnetwork.org/cancerfacts/))**

- American Indians, Alaskan Native
- Asian Americans & Cancer
- Children, Adolescents & Cancer
- Elderly & Cancer
- Hispanics, Latinos & Cancer
- Native Hawaiians, Pacific Islanders & Cancer
- Pain & Cancer
- Rural Poor, Medically Underserved Americans & Cancer
- Workplace & Cancer
- African-Americans & Cancer
- Cancer Clinical Trials
- Fatigue & Cancer

### **C-Change Cancer Core Library (<http://www.c-changetogether.org/library/>)**

### **C-Change: Careers in Cancer Speaker's Kit "Call to Action" (<http://speakerskit.org/>)**

- Call to Action
- Speaker's Kit Overview
- Careers in Cancer Presentation
- Speaker's Kit Resource List Handout

## **CCC Contact Information**

To contact the National Office:

**Mailing Address:** Intercultural Cancer Council  
1709 Dryden, Suite 1025  
Houston, Texas 77030

**Telephone #:** (713) 798-3483

**Fax #:** (713) 798-6222

**E-mail Address:** [icc-ccc@bcm.com](mailto:icc-ccc@bcm.com)

**Website:** [ccc.iccnetwork.org](http://ccc.iccnetwork.org)