

PART

2

How to Start a Chapter

WHILE STARTING YOUR OWN CARDZ FOR KIDZ CHAPTER MAY SEEM LIKE A DAUNTING TASK, WE MADE A STEP-BY-STEP GUIDE TO MAKE THE PROCESS EASIER!



Step 1: Find Out How to Start a Chapter at Your School

- The process varies by school- it's essential to know how to create an organization at your school before anything else.
- Typically, you can find this information by contacting an administrator or consulting your school's website.

Step 2: Gain Approval from Your School

While requirements and processes of founding a club vary by school, here are a few items your school will **likely** require:

- A sponsor
- A club constitution or mission statement

Below are some steps to help:

1. Recruit several friends

- Having the help of friends makes starting a club easier.

2. Find a sponsor

Sponsors are typically faculty members or parents who:

- Share your passion for the mission of Cardz For Kidz and helping others
- Willing and able to host weekly, bi-weekly, or monthly meetings in their classroom at lunch or after school
- Willing to assist with tasks like mailing cards and obtaining materials

3. Write and submit a club constitution, a mission statement, or both

- Some schools require organizations to submit a statement detailing their purpose and structure- find out if this is required. Ask around- there may be a form for you to fill out



Step 3: Register Your Chapter

- Once your chapter has school approval, register as an official Student Program chapter.
 - Registration lets your chapter receive important information and be an official member of the Student Program community.

Step 4: Grow Your Chapter

1. Promote your chapter on your social media accounts

- Follow friends and classmates to spread awareness of your organization and gain a platform
- Share a message about your chapter on your Instagram or Snapchat story
Cast a wide net; you never know who may be interested.
- Ask your school to promote your chapter on its social media accounts.

2. Reach out to friends and classmates

3. Post a flyer around your school building

4. Advertise in your school newspaper and daily announcements

5. Showcase your chapter at your school's club fair

Step 5: Prepare for Your First Meeting

BEFORE THE MEETING:

1. Establish a Consistent Meeting Time
2. Establish a Leadership Team
 - Typically a small team of 2-4 people
3. Gather Materials
 - A list of recommended supplies →

Step 6: Hold Your First Meeting

Congratulations! Now you are ready to hold your first meeting!

Cardz For Kidz Recommended Supplies
this blog post highlights which supplies to avoid
<https://www.cardzforkidz.org/post/a-bit-fuzzy>

<u>Must Haves</u> (Viewed by most as necessities)	<u>Linear</u> (The more options the better)
<ul style="list-style-type: none">• <u>Card Stock</u>• <u>Scissors</u>• <u>Markers</u>• <u>Glue Sticks</u>	<ul style="list-style-type: none">• <u>Glitter Pens or Glitter Glue</u>• <u>Crayons</u>• <u>Colored Pencils</u>• <u>Magazines (for collages and/or cutting out words)</u>
<u>Delighters</u> (People may not expect it, but truly enjoy it)	<u>So What?</u> (Interesting to some, but not everyone)
<ul style="list-style-type: none">• <u>Stickers</u>• <u>Jagged Edge Scissors</u> (produce a zigzag pattern)• <u>Googly Wiggle Eyes</u>• <u>Paint & Paint Brushes</u>• <u>Standard Glue</u>	<ul style="list-style-type: none">• <u>3D Stickers</u>• <u>Stencils</u>• <u>Decorative Tape</u>• <u>Scotch Tape</u>• <u>Hot Glue Gun</u>

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