

CARDZ FOR KIDZ STUDENT PROGRAM

Ultimate Guide to Starting and Running Your Chapter





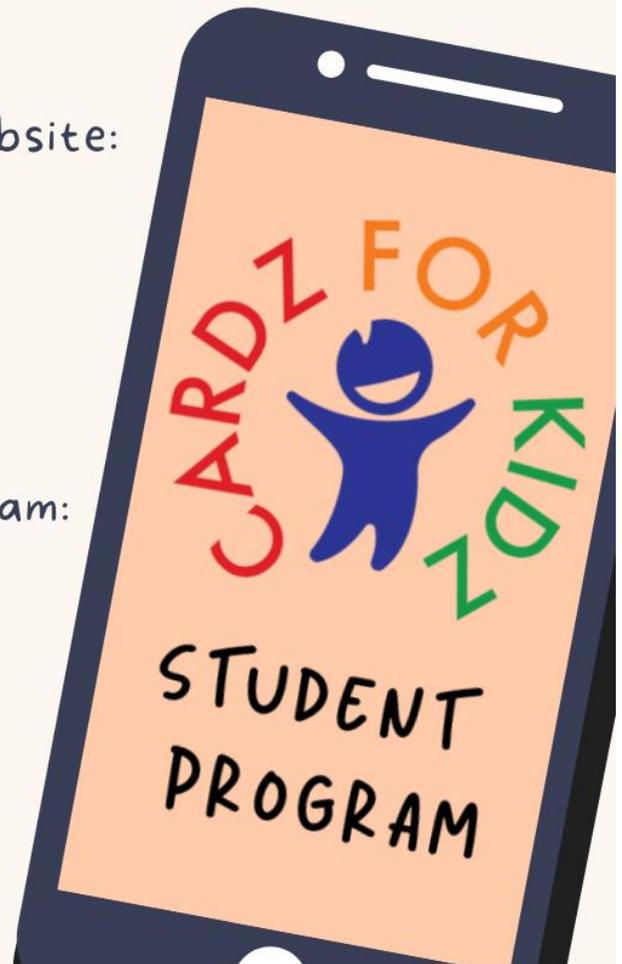
Best way to contact us:
studentprogram@cardzforkidz.org



Check out our website:
cardzforkidz.org



Find us on Instagram:
[@cardzforkidz](https://www.instagram.com/cardzforkidz)



[Register Your Chapter Today!](#)

About the Cardz For Kidz Student Program

Cardz For Kidz is a Chicago-based nonprofit organization that hand-delivers hope to hospitalized children, seniors, veterans, and traumatized patients across the world through handmade cards.

We launched the Cardz For Kidz Student Program ahead of the 2021-22 school year to cultivate a network of student volunteers in high schools and colleges across the nation. We included all the information you need to start a chapter at your school.



What is Cardz For Kidz?

In 2004, Cardz For Kidz founder Ike Nwankwo underwent brain surgery after a bout with epilepsy. When he was twelve years old, Ike had begun volunteering at children's hospitals, delivering snacks and support to patients and their families. Years later, as a patient, Ike experienced first-hand the toll of being hospitalized on patients and their families. Armed with this experience and more than twenty years of volunteering in pediatric hospitals, Ike launched Cardz For Kidz in 2010. At first, the organization focused solely on delivering cards to pediatric patients; now, Cardz For Kidz also supports seniors, veterans, and other groups. Since our founding, we have delivered more than **400,000 cards to over 400 locations**, uplifting spirits worldwide. **We encourage you to learn more about us on our [website](#).**



Founder Ike Nwankwo(right)

A Few Words About the Program

From Ike Nwankwo and David Harrison



Ike (Founder)



David (Vice President)

1. Why did Cardz For Kidz decide to launch the Student Program?

“We decided to launch the Cardz For Kidz Student Program because of the increased number of cards and inquiries about further involvement we have received from students of all ages. Also, because of their age, **students can connect with a wide variety of people** that our organization reaches, from children to veterans and seniors.”

2. Why is Cardz For Kidz optimistic about the program?

“Many members of our leadership team began volunteering in grade school, so we are excited to see how the next generation will make a positive impact on the world. Our student volunteers have **produced quality cards and utilize their resources**, such as their teachers, family members, and friends, to help them spread the mission of Cardz For Kidz.”

3. What is something unique students can offer to Cardz For Kidz?

“As we are growing, finding emerging leaders to make a difference is paramount, so having this age group volunteering with us is priceless. Students will help guide our marketing efforts to **effectively reach and relate to every group we serve**. They will also provide access to a variety of classes and clubs (e.g., French, Spanish, German) supplying cards in more languages, which enables us **to reach more people across the globe**.”

4. Why should I start a chapter at my school?

“**By starting and registering your own Cardz For Kidz chapter, you contribute to our overall mission of uplifting people of all ages**, through inspirational handmade cards and electronics (a new initiative of ours). Founding a chapter is a **simple and fun volunteering activity that looks great on a college or internship application** and allows you to display your leadership skills while also making a difference.”

WHY CARD-MAKING IS THE PERFECT ACTIVITY FOR STUDENTS

Start or get involved with a Cardz For Kidz chapter today!!



1 IT MAKES AN IMPACT



2 ANYONE CAN DO IT



3 SERVICE YOU ENJOY



4 IT RELIEVES STRESS



5 SOCIAL ACTIVITY



6 ARTISTIC OUTLET



FOUR REASONS WHY YOU SHOULD START A CHAPTER

IT SPREADS SMILES

Make an impact on people's lives.



YOU GAIN LEADERSHIP EXPERIENCE

Add the perfect piece to your resumé

IT MAKES A DIFFERENCE AT YOUR SCHOOL

Create service opportunities for your peers



IT'S EASY!

There's no reason to worry!

Start a chapter today!!



studentprogram@cardzforkidz.org



cardzforkidz.org

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

Because the process varies by school, it is essential to know the requirements for starting an organization at your school before anything else.

You can find this information by contacting an administrator or consulting your school's website.

Step 2: Gain Approval from Your School

As previously noted, the requirements and processes of founding a club vary by school; however, here are a few items your school will **likely** require:

1. **A sponsor**
2. **A club constitution and/or mission statement**

With these in mind, here are the **next steps** you might take to secure approval for your chapter:

1. Recruit several friends to help

Having the help of friends makes starting a club easier.

Reach out to 1-3 people who share your passion for service and with whom you work well.

2. Find a sponsor

At most schools, **having a sponsor is an absolute necessity** for starting a club. Find a faculty member at your school who:

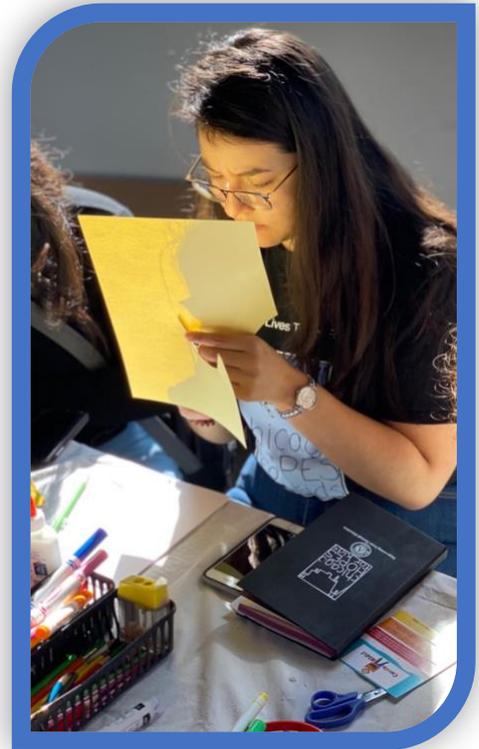
- Shares your passion for the mission of Cardz For Kidz and helping others
- Is willing and able to host weekly or bi-weekly meetings in their classroom at lunch or after school
- Is willing to assist with tasks such as mailing cards and obtaining materials

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

Some schools require prospective organizations to submit a constitution detailing their purpose and structure, a mission statement, or both. Find out if either of these is required.

4. Ask for approval

Complete anything else you must do and ask your administrator for approval.



Step 3: Register Your Chapter

Once your chapter has gained approval from your school, [make sure to register as an official Student Program chapter.](#)

Registration allows your chapter to receive important information and be a member of the Student Program community.

Step 4: Grow Your Chapter

1. Promote your chapter on your social media accounts

Your social media accounts are an effective way to reach your classmates.

- For optimal engagement, individually message friends and classmates: personalized messages capture their attention
- Share a message about your chapter on your Instagram or Snapchat story

2. Reach out to friends and classmates

Cast a wide net; you never know who may be interested.

3. Ask your school to promote your chapter on its social media accounts

Many schools have social media accounts; reach out to whoever manages them to promote your chapter.

4. Post a flyer around your school building

Capture students' attention while they walk through the halls.

5. Advertise in your school newspaper and daily announcements

Both are effective means of reaching the student body.

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

Club fairs are a great way to connect with prospective members.



Step 5: Prepare for Your First Meeting

What you need to do before meeting:

1. Establish a Consistent Meeting Time

Establish a time that works for you, your sponsor, and the plurality of your members. Try to maintain this time to avoid confusion.

2. Establish a Leadership Team

Having a small team to help you with running your chapter makes everything a whole lot easier.

3. Gather Materials

Here is a list of recommended supplies:

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

Must Haves
(Viewed by most as necessities)

- [Card Stock](#)
- [Scissors](#)
- [Markers](#)
- [Glue Sticks](#)

Linear
(The more options the better)

- [Glitter Pens or Glitter Glue](#)
- [Crayons](#)
- [Colored Pencils](#)
- [Magazines \(for collages and/or cutting out words\)](#)

Delighters
(People may not expect it, but truly enjoy it)

- [Stickers](#)
- [Jagged Edge Scissors \(produce a zigzag pattern\)](#)
- [Googly Wiggle Eyes](#)
- [Paint & Paint Brushes](#)
- [Standard Glue](#)

So what?
(Interesting to some, but not everyone)

- [3D Stickers](#)
- [Stencils](#)
- [Decorative Tape](#)
- [Scotch Tape](#)
- [Hot Glue Gun](#)

Each item links directly to Amazon Smile. Use www.smile.amazon.com and select Cardz For Kidz and Amazon will donate a portion of your purchase to us.

Step 6: Hold Your First Meeting

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



Fundraising

Fundraising is a critical part of each Student Program Chapter. Learn about why should raise money and how to do it without breaking a sweat

Why Fundraise?

1. To cover your cost of your materials and postage

Fundraising is a great way to meet the needs of your chapter.

2. To help us grow!

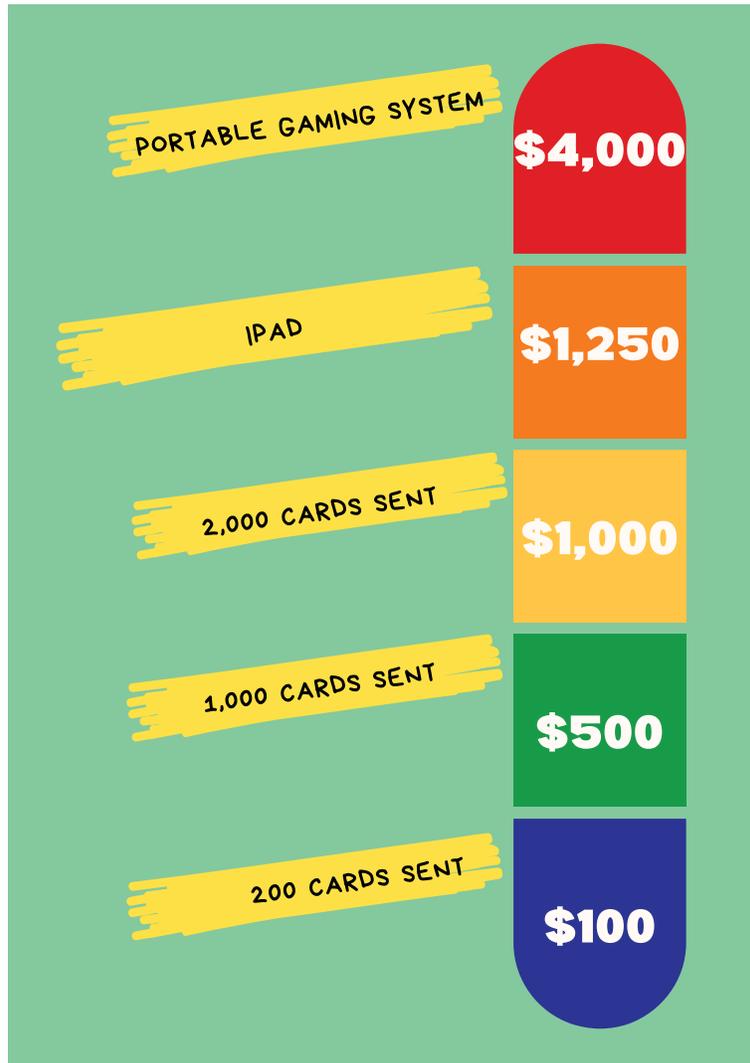
Since Cardz For Kidz is a non-profit organization, **we rely on the contributions of generous donors** to help us expand our initiatives. See the next section for more information on how to give back:



How to Donate to Cardz For Kidz



Once you filled out our registration form, we will send you a Give Lively fundraising page to help support Cardz For Kidz. While each chapter is challenged to raise \$200 per year, we are grateful for any donation. Please reach out to studentprogram@cardzforkidz.org for more information.



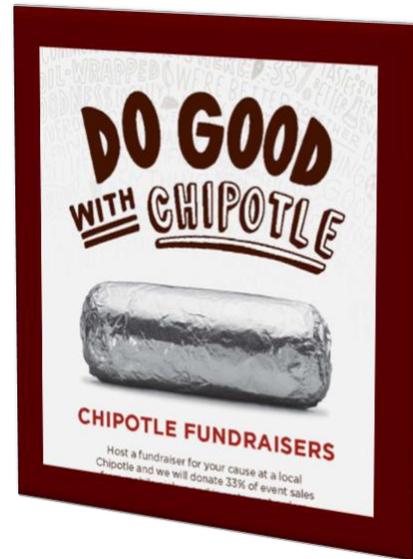
Successful Fundraising Ideas

1. Restaurant Fundraisers

Many restaurants—from chains to local eateries—host fundraisers high school organizations. Restaurant fundraisers are a stress-free and delicious way to raise money. Fill out a form and promote the event, and your work is done!

Some examples of restaurants that do fundraisers are:

- [Chipotle](#)
- [Panera Bread](#)
- [Buffalo Wild Wings](#)
- [Chick-fil-A](#)
- [IHOP](#)
- [MOD Pizza](#)
- [Five Guys](#)
- [California Pizza Kitchen](#)
- [Pizzeria Uno](#)
- [In-N-Out Burger](#)
- [Jersey Mike's](#)
- [Noodles & Company](#)



How to book a restaurant fundraiser:

1. Use [GroupRaise](#) to book fundraisers at select restaurants
2. Book directly on a restaurant's website
3. Contact a local restaurant

2. Raffles

Raffles are a fun and engaging way to raise money and promote your chapter to the student body at your school. During a sporting event or lunch is a great time to hold a raffle—the prize can be 50% of the total proceeds, a goodie basket, gift card, or another desirable item.

3. Krispy Kreme Donut Sale

Raise money by selling delicious donuts to students and teachers at your school. Find more information [here](#).



4. Pizza or bake sale

Set up a table during lunch or as school lets out to sell snacks to passing students.



5. Popcorn or cookie dough sale

There are many vendors you can partner with to sell goodies to students at your school.

Fundraising Alternatives

A few ways you can gather materials in case fundraising does not satisfy your monetary needs:

- 1. Ask your administration about a stipend**

Some schools offer a small stipend to help organizations cover their costs. Your school may be one of them.

- 2. Ask your members to pitch in**

You may be able to raise enough money for your club's materials by asking your members to contribute a small sum.

- 3. Ask members to donate materials**

Some members may have materials at their house or be willing to purchase materials for the chapter

- 4. Ask your art teacher for donations**

Your art teacher may have extra materials and be willing to help out your chapter.

- 5. Ask a local crafts store for a donation**

A free and viable option for gathering card-making materials.



How to Make and Send Your Cards

Things to Remember



- All cards must be **100% handmade**
 - We are **unable to deliver store-bought cards**
- Holiday cards are great, but we prefer you to **create cards that can be enjoyed by the recipients year-round**
- All artists should **sign the cards with their first name and location** (i.e. From, Angie in Ann Arbor, MI!)
- Encourage those who know multiple languages to **create cards in other languages**
- Take pictures and screenshots** of video conferences with artists making and holding their cards



- Uplifting Spirits is our main goal, so our Golden rule is, to be sure that the cards have an **uplifting message** and **do NOT refer to patients' conditions**.
 - Do not say things like, "Get well soon," "Stay Strong," or "Hang in there"
- Please **avoid religious references**
- Please **avoid fuzz balls and pipe cleaners** as they tend to not stick to the cards well and fall off during transit



Packaging Your Cards

Inside of the shipping box/envelope

- Include a note with your email address and the same information as on the outside, in case the box or envelope is damaged during delivery
 - Once your cards have been counted, you will receive an automated email confirming receipt.
- If you have cards in different languages, please separate and label any language besides English or Spanish



Outside of the shipping box/envelope

- The card makers name and/or the affiliated group's name in the return address; Please do not use acronyms
- Contents of package: general cards, cards for seniors, special delivery (first name), cards for veterans, holiday cards, etc.

