

## How to Start a Chapter

**W**hile 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](http://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!

