

CHAPTER STARTING GUIDE

Join us in our mission of inspiring pediatric patients!

Thank you for expressing your interest in starting a chapter! We are incredibly grateful and shocked to all the support we have received from people across the globe wanting to impact the lives of pediatric patients. The entire CFK team thanks you for wanting to carry our mission further, and we hope to see you soon on our team!

Over 12 million kids spend their childhoods in hospitals across the globe, by joining our mission you will be able to lessen the affect a hospital can have on a newborn-young adults and their families.

By leading a Create for Kids (**createforkids.org**) chapter you will be able to join our commitment and help kids in your community.

We hope that his guide will further help you understand how to open a chapter and the responsibilities expected of you in doing so. Please read this guide all the way through before you submit our form to ensure you understand what is asked of you. If you have any questions feel free to message us on Instagram [@createforkidsorg](https://www.instagram.com/createforkidsorg) OR email us at createforkidsorg@gmail.com!



STARTING A CHAPTER

What Is A CFK Chapter?

- A CFK chapter that is **either a club at your school, or a nonprofit in your community**. If you choose a club, you will be restricted to working only with your peers at school. This option is less work and paperwork, but you will not be able to spread your outreach as much. If you choose nonprofit, you would have to file with your state government and refile every year (there is a slight fee every year, depending on your state). You will be allowed to work around your state and communicate with other schools to expand your branch.
- Starting a chapter is a **lasting commitment**. We expect you to answer to your advisors, and join any meetings we have. There are **expectations** built upon this and we strongly advise you to understand the weight of opening a chapter before diving in.

Chapter Steps

- There are two phases of the approval process.
- First, you must fill out the written google form. From there, a team member will review the application. We receive a large number of applications daily, so please be understanding in the time it may take for you to receive a message from us. We will then contact you with a request for an interview or send you the next steps to begin. ***Please check your spam/junk emails and texts for a message from us.***
- We regret to inform you that not all of you will be accepted in opening a chapter due to the limited capabilities we have at hand. It is not a reflection of your intentions, but instead an indication that we cannot accommodate every incredible application sent to us. We do, however, encourage you to still volunteer, and if there already is a chapter in your area we will put you in contact with the leader of that chapter to understand how you can make an impact.
- Those of you who do advance to the second phase, please make sure that you have a clear vision and goal for your chapter. You will receive a follow-up email with instructions.

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School Club or Regional?

- A school club is easier to start up. You will not have to organize anything during the summer, and all your activities will be directly affiliated with your school. However, you will NOT be able to have volunteers from other places/schools donate to you, you will only be able to volunteer with those who attend your school.
- A regional chapter is a nonprofit in your city. You will be able to have volunteers from all over the city/different schools. If you apply for a regional chapter you will have to file for nonprofit status if someone else in your state has not already filed. You will have to refile every year as well. All paperwork regarding NPO status will be directly sent to us for review BEFORE submitting to the state government.

Social Media

- You are allowed an Instagram
- All posts will be directly sent to our international Social Media Manager, before you post.
- We refrain from posting anything political, and require that all chapters that want to open an Instagram understand this. A disregard in such events will lead to your chapter being dissolved.

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Leadership Board

- Once your chapter has been approved you will need a **leadership board**. You may create positions in however you see fit: outreach managers, event coordinators, parliamentarians, etc. These positions can be tailored to serve your chapter's needs. While you are welcome to choose the positions, there are some positions which are nonnegotiable:
 - **President:** in charge planning/directing the chapter, manages all positions and oversees all activities, communicates and updates the main CFK team every 2 weeks, takes pictures of ALL activities conducted
 - **Treasurer:** manages the club's budget and all treasury forms required with the state or your school; in charge of the funds and transactions; keeps record and proof of all purchases in an organized manner (one of the most important positions; choose who you appoint wisely)
 - **Social Media Manager:** makes Instagram posts for the chapter account, sends all posts made to the main CFK team for approval **BEFORE** posting

The board must be functional to your own chapter, so create one that works for your needs

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Requirements

- Chapters should strive to hold an event or make significant progress on projects **every month**.
- These events/projects include any type of fundraising or donation sessions. Past chapter events have included card-making sessions, kit construction events, and care package drives. Some fundraisers you can conduct are car washes, bake sales, and restaurant fundraiser nights.
- If you fail to reach this commitment two times in a year, or an excessive amount of times your chapter will be **dissolved**.

Be creative, you can tailor these events to the hospital's needs!

Congratulations you are ready to apply! Go back to createforkids.org and submit your chapter application!