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 and Gain Approval

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

Find this information and begin working on making your chapter official.
Step 2: Register Your Chapter

Once your chapter has gained approval from your school, register as an official chapter using this Google Form.

Registration allows your chapter to receive important information about the program, receive a Give Lively fundraising page, and have a spot on the leaderboard.

Step 3: Grow Your Chapter

Some fruitful ways of recruiting members are to:

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. **Post flyers around your campus**
   Capture students’ attention while they walk through the halls.

4. **Showcase your chapter at your school’s activity showcase**
   A great way to connect with prospective members.
Step 4: Prepare for Your First Meeting

What you need to do before meeting:

1. Establish a Consistent Meeting Time

   Chapters are strongly encouraged to hold 30-minute to 60-minute meetings once a week or once every other week.

   Establish a time that works for you, your sponsor and the plurality of your members. It is essential that you maintain this time throughout the year to ensure consistency and minimize confusion.

2. Establish a leadership team

   For your club to run smoothly, it must have a leadership team to manage logistics, fundraising, recruiting, quality control, and card shipment. It is up to you to decide how your team will be structured.

3. Gather card-making materials

   Before your club holds its first meeting, it must gather enough materials for all of its members to make quality cards throughout the year.

   How you can help Cardz For Kidz by purchasing your materials on Amazon:

   1. Visit AmazonSmile and click “Get Started”
   2. Search for and select Cardz For Kidz as who would like to benefit
   3. Begin shopping!

   We highly recommend gathering beyond the basic materials—card stock, scissors, markers, and glue sticks. Make sure to avoid fuzz balls, pipe cleaners band-aids. Here is a poster with recommended supplies:
Step 5: Hold Your First Meeting

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

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**Recommended Supplies**

This blog post highlights which supplies to avoid

[https://cardzforkidz.org/a-bit-fuzzy](https://cardzforkidz.org/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.