



STUDENT CHAPTER MEETING GUIDELINES

Save the Children of the Developing World

September 1, 2019

PART 1 - MEETING DATES

1. Each Student Chapter must meet at least biweekly.
2. The exact meeting times are to be decided by the Student Chapter's Executive Board.
3. The two meetings must occur any time between each month.

PART 2 - ATTENDANCE

1. Exact start and end times of each meeting must be recorded.
2. Every member of the Student Chapter's Executive Board must be present during the meeting.
3. The Secretary or the Advisor can create either a physical or digital "sign-in sheet" with the list of attendees.
 - a. The Executive Board and Advisor will utilize this record to keep track of the involvement of the various members.
 - b. If the involvement of certain members is lacking, they must be made aware of this issue and the possibility that if this issue persists, then they will not be given credit for their minimal involvement.
4. Emphasize that new members are always welcome to the Student Chapter and that the members should always try to recruit their peers to become members.

PART 3 - PREVIOUS FUNDRAISERS

1. If first meeting:
 - a. There will not be any previous fundraisers to discuss and therefore the Executive Board, along with the members, must brainstorm fundraising ideas.
2. For regular meetings:
 - a. The Executive Board must direct a discussion about any fundraisers that concluded before the meeting day.
 - i. This discussion should revolve around what the fundraiser was, along with the location, duration, cost, and proceeds.
 - ii. The Executive Board should also inform all the members of where the proceeds will be directed to.
 1. The proceeds could either be reinvested into the chapter to assist with future fundraisers or sent directly to the projects that Save the Children of the Developing World is working on.



- iii. The Student Chapter will conclude the discussion by talking about any issues that they encountered during the fundraiser and how they could have prevented these issues from occurring.
 1. The members must keep these issues in mind when planning for future fundraisers.
- b. All of these details should be documented by the Executive Board.

PART 4 - CURRENT FUNDRAISERS

1. The Executive Board must remind the members of any current and ongoing fundraisers.
 - a. The members should be made fully aware of what the fundraiser is, along with its location, duration, cost, and expected proceeds.
 - b. If there are issues regarding any of the various aspects of the fundraiser, they should be addressed by the Advisor or the members of the Executive Board to prevent any confusion.
 - i. When addressing these issues, the Advisor and Executive Board should always keep the various opinions of the members in mind, especially if any changes need to be made.
2. The Executive Board must emphasize that all members must participate in the fundraiser to ensure that the fundraiser is being completed in an efficient manner.
 - a. The members, with the Executive Board leading them, must work as a team with each individual having the same workload as everyone else. There should be no reason for any one in particular that would have to do most of the work that is required for the fundraiser to succeed.

PART 5 - FUTURE FUNDRAISERS

1. If a fundraiser has already been created, but has not begun, the Executive Board and Advisor must remind the members of the fundraiser's details.
 - a. If the expected participation is minimal, it is the responsibility of the Executive Board to assign roles to the members who are not as involved as their peers.
2. By being involved in a SCDW Student Chapter, the members are tasked with continually raising awareness towards the organization's efforts and goals through fundraisers. So, the members should always work together to come up with fundraising ideas, while keeping the following in mind:
 - a. Whether or not it is in accordance with the school's code.
 - i. If not, the idea must be altered or completely changed so that it is.
 - b. Location & Time
 - c. Expected Participation
 - d. The Cost & Expected Proceeds



3. Once a list of potential ideas is created, it is the responsibility of the Executive Board to decide what the future of their Student Chapter will look like, by taking into account the opinions of the members and then addressing the following:
 - a. In what order would the Student Chapter fulfill these ideas
 - b. If any ideas need to be eliminated
 - c. Will the fulfillment of certain ideas require assistance from SCDW
4. After the Executive Board has decided on what fundraisers they will pursue, they must inform the members and ask for volunteers if needed.

PART 6 - FUNDING

1. In the process of pursuing a fundraiser, the Executive Board must be fully aware of how they will be funding it. The various sources may include:
 - a. The school
 - b. Proceeds made from previous fundraisers
 - c. Directly from SCDW
2. When the decision as to where the funding will be coming from is made, the members must be made fully aware of this, especially if it is coming from the proceeds of previous fundraisers.

PART 7 - CONCERNS

1. After details regarding fundraisers and funding is discussed, any member is allowed to ask questions about additional concerns they may have.
 - a. It is the responsibility of the Executive Board and Advisor to address these concerns with accurate information.

PART 8 - CONCLUSION

1. At the end of each meeting the Executive Board must reiterate what was discussed to ensure that every member is fully aware of what the future holds and the role they will be playing in it.