

How to Start Your Own Teen Korps Chapter

START UP & OFFICERS:

1. Find a minimum of 3 teens (ages 12-18) who would like to run a chapter. Chapters can be started at a school, community center, or religious institution
2. Vote on chapter leadership positions – President, Secretary and Treasurer
3. Vote on additional positions if needed – Vice-President, Membership Director, Class Reps, etc.
4. Select 3 adults (parents/guardians) who will be the Parent Advisors/Adult Chapter Leaders
5. Make an appointment with your school principal, religious or community service director to get approval for a Teen Korps chapter
6. Attend a Kids Korps Chapter Leader Training
7. Find an advisor within your school (i.e. teacher), community center (i.e. community service director) or religious institution (i.e. rabbi/pastor) to help you schedule Teen Korps activities
8. Decide with the adult advisors if you need to collect chapter membership dues. There is a \$28.00 required national membership fee, but chapters can decide to include additional chapter dues that help to cover supplies, refreshments, etc. Treasurer must monitor all funds

HOLD A MEMBERSHIP DRIVE:

9. Plan a membership drive during the months of September and October
See *How to Run a Successful Membership Drive* in Section 4
Each Teen Korps Chapter needs a minimum of 10 members at all times

AFTER YOUR CHAPTER HAS MEMBERS:

10. Once your chapter has been formed, vote on a meeting schedule that is convenient for the majority of the board members. Many Chapters prefer to meet at lunchtime 1- 2 times/month
The Secretary should keep records of meeting attendance as well as minutes
11. Get approval of dates with the School /Community Agency/Religious Institution and adult advisors to avoid conflict of schedules

PLANNING COMMUNITY SERVICE PROJECTS:

12. You must plan a minimum of 4 Service Projects per year. Chapter leaders can explore ideas for projects by using the Kids Korps website Regional Service Project Events Calendar
www.kidskorps.org/serviceprojects
Get approval from **all** the adult advisors regarding project, date and time.
13. Use the **Service Project** Section (section 6) of the Guide to help you plan, carry out and follow-up on your Service Projects

14. Communicate regularly with the Kids Korps USA office about your projects, and contact them with any questions, comments, or suggestions