



## Cancer Kids First

# Chapter Starting Guide

Join us in putting kids with cancer first.

Thank you so much for dedicating your time to Cancer Kids First and expressing commitment towards normalizing the lives of kids with cancer. The service you are pursuing and this desire to help is appreciated by not only us, but by the patients, families, and all of their loved ones.

Cancer affects millions of adults and children all over the world, with some being as young as 2 months old. By creating a Cancer Kids First chapter, you are taking a step towards bettering the lives of countless children.

Leading a Cancer Kids First chapter means bringing our mission ([cancerkidsfirst.org](https://cancerkidsfirst.org)) to your school, region, or state. By joining our international chapter network, you are upholding the values all Cancer Kids First team members share: passion, diligence, empathy and creativeness.

We hope that this guide will explain the steps to create a successful chapter. Whether this is your first time leading a group or you have held other leadership positions, this guide will be incredibly useful in outlining our expectations and tips. Be sure to save this link!

Thank you for taking the initiative to make this change. We cannot wait to welcome you to our Cancer Kids First family.

Sincerely,

The Cancer Kids First Team





# Starting a Chapter



## *What is a CKF chapter?*

A CKF chapter is a branch of our non-profit that consists of a group of people striving to help cancer patients during their difficult fight. Whether it is a group of 6 people or 50, every chapter is significant and crucial to our mission. A chapter can be a school club, community group, or shared just among friends.

Understanding the significance of a chapter is important. Starting a chapter is a lasting commitment. There are expectations of organizing monthly activities (events, meetings, or fundraisers). The goal of a chapter is to create close and meaningful relationships within the community: gathering others to engage in projects, establishing partnerships with local hospitals and businesses, and spreading awareness for childhood cancer. While all support is appreciated, starting a chapter should only be considered by those who have the *time and commitment* to making an impact on a larger scale.

## *Chapter Interview Application*

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 turnaround time that it may take to hear back from us. If you do not receive an interview invite in two to three weeks, we are sorry to inform you that your chapter application did not advance to the next round. It is not a reflection of your capabilities, but rather an indication that we simply cannot accommodate every outstanding application sent in. For those who do have the opportunity to advance to the interview round, please make sure that you have a clear vision and goal for your chapter. You will receive a follow-up email with instructions on our interview process.



# *Starting a Chapter (Cont.)*



## *Structure*

Once approved, you will need to create a leadership board. You can create positions however you seem fit, from social media managers to fundraising heads, but a few are crucial. It is important that responsibilities are defined at the start to ensure that everyone knows their roles. Their titles and descriptions are listed below.

**President:** in charge of strategic planning of chapter; manages all positions and oversees all activities; communicates and updates the main CKF team monthly

**Treasurer:** manages the club's budget and all treasury forms; in charge of the funds and transactions; keeps record and proof of all purchases in an organized manner

A few other positions will be helpful, including social media directors, event coordinators, secretaries, ect. The board must be functional to your own situation, so create one that works for you.

## *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 informational sessions. Past chapter events/projects have included card-making sessions, care package construction, guest speaker presentations, car washes, bake sales, PJAMMIN days, and restaurant fundraiser nights. Be creative!