



Cancer Kids First Chapter Starter Guide

Join us in putting kids with cancer first.

Thank you so much for dedicating time into Cancer Kids First and showing commitment towards helping kids with cancer. We hope you understand that your work and desire to help is greatly appreciated by not only us, but these kids, their families, and all their loved ones. Cancer, a disease that affects millions of lives around the world, harms kids as young as 2 months old. Many kids with cancer have to fight a life-long battle against this disease for much of their life, exuding bravery no adult could ever display. By creating a chapter, you are taking a step towards bettering the childhoods of countless pediatric patients.

Though running a Cancer Kids First chapter will require time and diligence, your hardwork will result in the happiness of so many pediatric cancer patients.

We hope that this guide will provide you with just the tips you need to create a successful chapter. Whether this is your first time leading a group of people or you've had a leadership position many times before, this handbook will be extremely useful in understanding how to create a chapter that truly makes a difference in the lives of kids with cancer.

Again, thank you so much for showing your interest and taking the initiative to join the Cancer Kids First family.

Sincerely,

The Cancer Kids First Team



Starting a Chapter

What is a CKF Chapter?

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

Understanding the difference between a chapter and a project is important. While both may aim towards achieving one goal with a group of people, chapters differ in the way that there is a commitment to maintaining a close relationship with the kids at your partner cancer hospital. Chapters are also expected to maintain good relationships with their partners to bring a larger-scale impact to the Cancer Kids First mission.

Chapter Registration

To **register**, you must fill out the **Chapter Registration Form** on our website. Only when you fill out this form, you will be officially registered. After you fill out the form, you will be notified from the CKF team and be signed up for an interview with the founder and the secretary based on your availability.

Organizational Structure

In your CKF chapter, you must appoint the following positions:

President: *Manages all positions and oversees all activities; communicates with and updates the CKF team monthly.*

Secretary: *Collaborates with the president; organizes logistics for events; in charge of communication between the partner hospital as well as with general officers and team members*

Treasurer: *Manages the club's budgeting and the general funds/transactions; fills out a bi-annual budget report; organizes fundraisers*

* Project heads as necessary

Starting a Chapter (cont.)

Setting Up

Once you are fully registered, you must:

Create an Instagram Account

Create an instagram account for your CKF chapter in which you will tag our main instagram (**@cancerkidsfirst**). Please format the handle **@cancerkidsfirst(school name abbreviation/community name abbreviation)**. Once you have created your instagram, you must email us the handle and you may begin posting about events and updates.

Create a CKF Chapter E-mail

Create an email for your CKF chapter and use this for all non-profit-related inquiries and transmissions. Please format your email **cancerkidsfirst(school name abbreviation/community name abbreviation)@gmail.com** and **cc** in **ALL** emails (**olivia@cancerkidsfirst.org**).

Start reaching out to local hospitals and businesses

As your chapter starts running smoothly, you must start reaching out to a local pediatric hospital and aim to create a partnership to help the cancer patients there. In addition, you must partner with local businesses to raise awareness of your chapter and gain widespread support from the community. *If you already have a hospital in mind to partner with, please let us know by emailing us their information including their contact information and address.

Chapter Requirements

As your chapter progresses, you must:

1. **Registration:** You must fill out the **Chapter Registration Form** found on our website.
2. **Set Up:** You must create an Instagram account and an E-mail (instructions above)
3. **Projects/Events:** Your chapter should strive to do an event/project every month. Events/projects include fundraisers to purchase toys/books, care packages, etc. and informational events for members to raise awareness about pediatric cancer. All members should also make cards for patients at your partner hospital. Service hours can 100% be awarded.
4. **Updating:** The Treasurer must fill out the **Chapter Budgeting Form** every January 15th and June 15th. Your chapter also must send an email every month updating the CKF team on what they have done that month, such as events carried out that month or other important news.

