

Establishing a Light of the World Chapter at *Your High School*

Student/Member Interest

In order to effectively advertise Light of the World to the student body, post about your intent to start the club to social media and other outlets of communication (school announcements and flyers):

- Include information regarding leadership opportunities and community service hours (NHS hours are typically appealing)
- Link the Light of the World website on social medias for reference
- Advertise cookies, chips, and other snacks in flyers and social media when promoting meetings
- Turnout of the first meeting is crucial to the overall success of your chapter

Officer Positions

Co-Presidents/President:

- Run officer group chat (initiate conversations, remind officers and members of upcoming events and deadlines)
- Hold officers accountable
- Communicate with other chapter leaders
- Be in charge, but be willing to listen to other officers
- Assign 1-2 officers to make powerpoints for meetings, different every meeting (co-presidents lead for first 2 meetings)
- Sign off NHS hours for members
- Establish goals of this school year (# of solar lanterns) based on member turnout

Vice President:

- Design flyers (digital for social media and physical for school bulletin boards)
- Sign-in sheet during meetings
- Buy snacks for meetings

Treasurer:

- Keep track of money/finances
- Collects fees from members (members can give fees to any officer, but all officers will give fees to treasurer)

Director of Public Relations:

- Take, edit, and post photos on social media to promote Light of the World
- Manage number of followers

Director of Events:

- Communicate with organizations and local companies
- Coordinate events (fundraisers, bake sales, local volunteering)

- Ship school supplies from school supply drive

Representatives:

- Help package school supplies
- Run 1-2 meetings
- Become familiar with officer responsibilities in order to eventually run the club as co-presidents

2 year schools - Freshmen representatives will assume the role of co-presidents the following school year.

4 year schools - Representatives should be freshmen, sophomores, or juniors who show interest in eventually leading the club, but aren't quite ready this school year due to their academic workload and other extracurriculars and/or want to familiarize themselves with the club.

Choosing Officers

Your team of 4-6 officers should be chosen by the second meeting! Applicants that are interested should attend the first meeting and complete an application which will be reviewed by current officers (co-presidents/president). Consider the individual's work ethic, extracurricular schedule and class workload, dedication, quality of response,

Approval from School Administration

Most schools require that official clubs have a teacher sponsor. Look for teachers who are enthusiastic about community service and are open to sponsoring a club. When approaching the teacher, you should do it in person and have a proposal prepared. Introduce the teacher to Light of the World by explaining our non-profit organization's mission statement and what we do, referencing our website. Provide him or her with statistics of our past success and explain how Light of the World would positively impact your school and surrounding community. Ensure the teacher that you are starting this chapter with the support of the organization, who have provided the logistic foundations of the chapter. Communicate with the teacher about what is expected from him/her.

Consider the following questions: Will the teacher's room be needed for member meetings, officer meetings, preparation for events, and for how long? Be sure to take into consideration your sponsor's availability and schedule when choosing meeting dates and times! How will the teacher serve as a method of communication between the club and the school administration?

Sample Schedule

Adjustable according to your school's schedule and your preferences

- 8/12: First Day of School
- 8/24-9/9: Look for potential teacher sponsors and members
- 9/9: Decide on a teacher sponsor and submit club approval request to school and district administration
- 9/9-9/23: wait for club approval, promote club and create social media in the meantime
- Week of 9/28-10/2: First meeting (biweekly meetings)
- 10/2-10/16: Collect T-Shirt dues
- 10/2-10/9: interested applicants fill out Officer form
- 10/9-10/16: choose officers from applicant pool
- mid-October to beginning of November: **School Supply Drive** with Develop Africa
 - Collect backpacks/book bags, notebooks, rulers, pencils, erasers, pencil sharpeners, calculators, colored pencils, crayons, markers, glue sticks, pens, computer paper, arts and crafts items in exchange for NHS hours for members
 - See Develop Africa website for more details on shipment and requirements
- mid-November: pass T-Shirts out to members
- beginning of November to end of November: **Operation Christmas**
 - Officers buy toys, socks, hand sanitizer, puzzles, other necessities, cards, and wrapping paper ahead of time (no food/beverages)
 - Ask members to donate unwanted shoe boxes
 - Two meetings for members to fill and wrap shoe boxes and write cards to children around the world
 - Sample card:
 - Happy Holidays!
 - Hope this present can bring you joy and love.
 - We love you,
 - Light of the World
 - See Samaritan's Purse website for more details on shipment and requirements

-----Across Chapter meeting with all officers over winter break-----

- 1/18-5/7
 - **Feed My Starving Children** volunteer opportunities (2)
 - Flyers (partner with restaurant/bakery, 10-20% of proceeds go to LOW)
- 2/1-2/1: **Book Drive**
 - chapter books, nonfiction books, fiction books, autobiographies, cartoons, book bags
- Week of 3/8-3/12 (Spring Break): **Bake Sale**
 - Officers and members send in baked goods and posters for volunteer hours
 - Officers and members take shifts at the bake sale for volunteer hours

- By 5/3, purchase solar lanterns on Amazon and choose shipment to Develop Africa office
- Week of 5/3-5/7: Last Meeting: go over accomplishments of the year, snacks and drinks, pictures
- 5/27: Last Day of School

-----Across Chapter meeting with all officers over summer-----