

STARTING A CHAPTER

HOW TO ESTABLISH A SCHOOL CLUB OR COMMUNITY CHAPTER - 2021



PROCESS



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First, decide if your community would benefit more from a school-run or community-run chapter.

School clubs require a teacher advisor. If you are unable to obtain administrative clearance for a school-based chapter or your school has a low number of interested individuals, community-based chapters are more likely to be utilized.

ASK YOURSELF

Would my school be a safe environment for students to express their beliefs?

Would a local library or coffee shop allow us to hold meetings?

Would we be able to grow if we didn't go through the school system?

School Club

Find a few other students who want to start a chapter in their area. At the very least, we recommend 3.

Identify a teacher or administrator to act as your advisor. Talk to them about your thoughts and plans. You don't need to find a conservative teacher, as many schools offer incentives for them to advise clubs.

Speak with your school's administrator and take the required steps to start a club at your school (A club application may be required). Ensure that your chapter respects your school's rules for clubs and extracurriculars, either yourself or your advisor.

Community Chapter

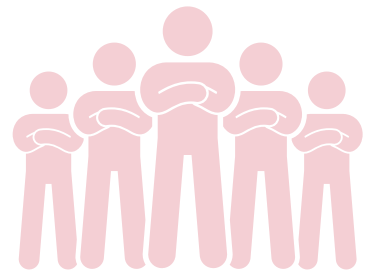
Seek out those who are interested in forming a local chapter.

At the very least, we recommend 3.

Find a parent or a member of the community to serve as your advisor. Talk to them about your thoughts and plans.

With the advice of your adviser, choose a location for weekly, bi-weekly, or monthly sessions.

Coffee shops, bookstores, parks, and residences are all good options; keep in mind that all sites should be handicap accessible, and you should anticipate your members' needs.



If you are having trouble starting a chapter through your school, please refer to the **Equal Access Act** alongside the other resources.

FIRST MEETING



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1

Meeting logistics include the date, time, and place of the meeting. School clubs should be held after school in a classroom or school library, or during lunchtime, whereas community-based chapters should be held in a coffee shop, library, or someone's house.

2

Make a **schedule**: Although it is occasionally beneficial to go with the flow, having a clear idea of how you want the meeting to proceed is crucial to achieving chapter traction. For further information, see our website's programming guide.

3

Establish a **social media presence**: Before your first meeting, we recommend opening an Instagram account and doing outreach. This way you may publicize your meeting and action plan ahead of time, attracting more attendees. To gain members, use the outreach scripts.

4

Elections: After your first meeting, we recommend having elections. Individuals will be able to acquire a sense of your chapter, and you will be able to push leadership applications at the first meeting. See the sections below for information on how to hold elections and form your chapter board.

5

Establishing **membership**: You should have each person who attends your meeting join our organization through our website's membership system. This is critical because it provides your members with several chances at the national level. This should be promoted at your first meeting and on social media!



Maintain an upbeat, positive, organized, and fun attitude!

Have a clear plan for the meeting (Promote the main focus of your meeting on your social media)

Introduce a mission statement and plans for future meetings

Take suggestions

Start the election process for your board

Encourage attendees to follow NJHSR's social media accounts for national updates



Lecture members and give them no chance to voice their opinion

Disrespectful behavior

Start late and shut out any ideas that come to mind.

ORGANIZATION



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You can set up your clubs board however your members prefer, but here are our suggestions.

President/Chairman

In charge of leading and directing the chapter

Vice President/Vice Chairman

Assists the President/Chairman and carries out the functions of the chapter

Treasurer/Finance Director

In charge of handling the finances of the chapter, designing merch and setting up bank account (not necessary)

Secretary

In charge of keeping all records of the organization

Directors

Various directors can have different duties. Communications (coordination with other groups), Expansion, Programs (all chapter initiatives), Media (press media or social media), etc.

Elections

- Some chapters will hold elections for the President and Vice President and these two individuals will appoint the other officers.
- We suggest using Google Forms to eliminate any counting errors.
- Holding some sort of forum so that the members can get to know the candidates is good for electing the person who is most in touch with the chapter.

State Committee

Each chapter is represented in the State Committee, with is the primary governing chamber of the New Jersey High School Republicans. It is responsible for electing the state Executive Board. Each high school club's President has a seat on the Committee plus one delegate for every twenty members. Each community chapter's Chairman has a seat on the Committee plus one delegate for every twenty members not previously represented by a high school's delegation. Learn more in the NJHSR bylaws.