

## THE EMPOWERED INITIATIVE CHAPTER GUIDELINES

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### 1. What is a TEI Chapter?

- A locally organized extension of TEI HQ (located in Ann Arbor, MI)
- Focused primarily on **hospital campaigns** (letters, care packages, fundraising, in-person or coordinated efforts) and/or **special projects** (resource distribution to community spaces, collaborations with other organizations, etc.)
- Designed to produce tangible support, not just posts or meetings

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### 2. Before You Apply: Required Pre-Checks

Before submitting a chapter application, you must complete all of the following:

- Check for existing chapters:
  - Visit the TEI Chapters Map on our website
  - Confirm that no active TEI chapter exists in your school/city/immediate surrounding region
  - TEI generally allows one chapter per school and one community-based chapter per region to avoid overlap
  - If a chapter already exists near you, you may apply to join that chapter
- Determine your chapter type:
  - School-based chapter
    - Based at a middle school, high school, or college

- Must follow all school policies
- Complete club registration BEFORE applying
- Community-based chapter
  - Not affiliated with a school
  - May include members from multiple schools or age groups

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### **3. Eligibility Requirements**

To start a chapter, you must:

- Be at least 14 years old
- Be able to commit at least one full academic year
- Have at least 2 other people interested in working together for the chapter
- Demonstrate understanding of ethical boundaries around ED-related work
- Complete the Chapter Application form

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### **4. Chapter Leadership Structure**

Each TEI chapter must have a minimum leadership board.

#### *Required Roles*

- President/VP
  - Primary liaison with TEI HQ
  - Oversees all chapter operations
  - Runs meetings and ensures deadlines are met
  - Submits required check-ins and reports
- Outreach Lead

- Handles outreach to community centers, school staffs, and other partners
- Plans and coordinates events

*Optional Roles*

- Treasurer/Finance Lead
- Volunteer Coordinator
- Social Media Manager

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## **5. Responsibilities**

- Hospital campaign participation
  - Coordinate and participate in campaigns with local hospitals/clinics at least once every 2 months
  - Dedicate at least 5 hours per month for planning and activities
  - Submit a reflection/impact form after each campaign
  - Post on social media at least once before/during/after each campaign
- Special projects participation
  - Coordinate and participate in special projects with local community centers, schools, libraries, etc. at least once every 2 months
    - These projects will be national and ongoing TEI campaigns that are implemented into different regions by chapters (chapter leads should also feel free to offer project ideas)
  - Dedicate at least 5 hours per month for planning and activities

- Submit a reflection/impact form after each event
- Post on social media at least once before/during/after each event

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## **6. TEI HQ Oversight & Check-Ins**

All chapters operate under TEI HQ oversight.

- Required check-ins
  - Monthly chapter check-in form
  - Campaign/event completion reports
  - End-of-year impact summary
- Meetings
  - Meetings with TEI's outreach officer and all of the chapter leads will be held once per month to gather reflections and updates

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## **7. Application & Approval Process**

1. Complete the Chapter Application form
2. Wait for a response—we should circle back in a week at most
3. Receive your Chapter Starter Kit