

Smile Tutors Chapter Starter Guide

Contact Information

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Smile Tutors Instagram: @smiletutorss

Website: smiletutors.org

Welcome

Thank you so much for expressing interest in starting a Chapter of Smile Tutors in your area! By taking this initiative you are taking the first steps towards making education more accessible not only in your local community, but for children around the world! We hope that this guide provides you with the resources you need to start a successful chapter and lead others to join our cause. If you have any questions, please don't hesitate to contact us.

What is a Smile Tutors Chapter?

A Smile Tutors Chapter is a subdivision of our tutoring non-profit. To start a Chapter in your area, you should have at least five people interested and committed to lead a group of volunteer tutors.

Managing a Chapter will be hard work and a regular commitment, but it will also be rewarding. Your responsibilities would be to recruit volunteer tutors, advertise for your Chapter, coordinate clients with tutors, as well as to keep in touch with the main organization team.

How do I Register my Chapter?

First, fill out the Chapter Leader Interest Form on our website [here](#). Upon completion, the Smile Tutors Executive board will reach out to schedule a zoom meeting to ensure you are a good fit for our non-profit organization. If you don't receive an email from us within 1-2 weeks, please reach out!

Requirements

To start a Chapter, you must be committed to our cause and fill out our interest form. Additionally, you need a group of at least 3 people willing to serve on your executive team as the President, Vice-President, and Treasurer with the intent of filling the Secretary and Outreach Manager positions ASAP. Unless these positions are filled, the officers are only allowed to create an Instagram account to promote the open roles and hold board meetings; they cannot advertise services, host club meetings, or conduct any other official club business.

President:

- Checks client sign-up daily & ensures clients are matched with adequate tutor
- Organizes meetings & events
- Delegates important tasks to rest of the officers
- Gives monthly updates to the main executive board

Vice-President:

- Supports President in client-tutor matching & other tasks
- Conveys information to rest of chapter via google classroom (or any other form of communication platform)
- Steps up in absence of President
- Goes through tutor applications

Secretary:

- Keeps track of tutoring logs and reminds members to fill them out
- Takes meeting minutes to share with the President
- Supports Outreach manager in gaining new clients and tutors
- Design point system/accountability system within the club

Treasurer:

- Monitors budget and money raised
- Brainstorms and organizes fundraisers with support from President and Vice President
- Ensures clients are keeping up with payment plans

Outreach Manager:

- In charge of the chapter's social media
 - ◆ Social media handles should be @smiletutors(chapter name/school/city or abbreviation) or @(chaptername/school/city or abbreviation)smiletutors
- Posts content consistently
 - ◆ Other officers can help create posts, however the posts should only be uploaded by the outreach manager
- Create advertisements and work to grow the chapter

Note: Please feel free to add any other officer positions you feel is necessary

First Steps After Approval

Once you are registered as an official Chapter, please take the next steps:

1. Create an Instagram account and follow @smiletutorss. Email us your username so we are able to recognize you as an affiliated branch.
2. The board will make official an @smiletutors.org email for your chapter. Additionally, please provide us with the President's contact info (email and/or phone).

3. Once everything else has been set up, create a system for local client and tutor signups. You may follow the template sent to you through email or create your own after gaining an OK from the main executive board.
4. Have an executive board meeting to ensure everyone is clear on expectations, then start advertising to gain tutors and clients! If your board is not filled, you are not allowed to advertise until the remainder of your board is complete.