
Hello, Chapter Leader

We're so glad to have you join the leadership team! This guide is meant to help you run your chapter and recruit new members. Please ensure that you have a good understanding of what your members' work entails by reading through [Info for Student Leaders](#) and [Info for Researchers](#).

PROGRESS TRACKING

Research has shown that only 10% of the members will do the work if you don't check on them once a month (source: I made it up). Thus, it is vital that you regularly ask them about their progress and if they need any help. How you do this is up to you, but here are some suggestions: organise monthly voice calls, use a progress tracking tool like Todoist or Trello.

Research has also shown that only 10% of the members regularly check our server (source: it occurred to me in a dream). Thus, it is vital that you check the server at least once a day yourself, and individually message your members about every important update.

Here is a checklist of things to ask:

1. Have you talked to your school about this project?
2. Has your school agreed to these incentives?
3. Has your school agreed to join the research?
4. Have you sent out the survey?
5. Have you implemented this incentive? e.g. Have you emailed the info booklet to your teachers?
6. What method are you using to collect your printer data?
7. Can you send me your survey responses / printer data / incentive details?

Please note that this list is by no means extensive, and you should adapt it to suit your own needs. Try to sound friendly and motivate them, because after all they are high school students who volunteered to work for us without asking for any rewards.

If your members have a question, you should try to resolve it yourself first, before raising it with us. Usually, their questions can be answered by our info documents, since research has also shown that only 10% of the members read through them...

Penalties

If someone isn't responding to your messages, and didn't provide a justification in advance:

Day 0 is the day you sent the original message.

Day 3 - Send them another message.

Day 7 - Send them another message.

Day 14 - Warn them that they will be kicked if they don't respond by Day 21, or receive 2 more warnings, in the nicest way possible. Add an entry to [+ Penalty Record](#).

Day 21 - Tell Brian to kick them. Add an entry to [+ Penalty Record](#). Remove their name and school from [+ Participating schools](#).

As a Chapter Leader, our expectation for you is higher. In addition to the aforementioned penalties, you will be demoted if you fail to respond by Day 7, unless you provide Brian with a justification in advance.

If a Student Leader no longer wishes to participate, ask them if they know anyone who would be interested, and if they are interested in another position within the organisation (see [Info for Outreach Coordinators](#)). Remove their name and school from [+ Participating schools](#). After giving them a reasonably long time to consider (and reconsider) the 2 questions above, kindly ask them to leave the server.

REPORT

Note: send your email address to Brian so he can give you access to these folders: CircuSaver, CircuSaver Data.

Keep your section of [+ Participating schools](#) up to date every week, especially the status section.

List of status:

1. Incentive [number] rejected
2. Incentive [number] accepted
3. Incentive [number] ongoing
4. Incentive [number] discontinued
5. Custom incentive rejected / accepted / ongoing / discontinued (then briefly summarise the incentive in notes) (for schools that adopt a completely different incentive from the ones we have)
6. Research rejected / accepted / ongoing / discontinued

7. Other (please specify)

In the future, we might need your help with processing data, but for now, just upload the data (research data, survey responses) according to the following guideline:

1. Create a folder for each school that participates in the research in [CircuSaver Data](#), and upload all data to that folder. Remember to check that it contains everything required by the guideline in [Info for Researchers](#).
2. If a student leader made a custom copy of an original survey (e.g. a translation into their own language), add a new entry to [Custom Survey](#).

RECRUITMENT

Please reach out to as many schools as possible!

In addition to Student Leaders, you can find a list of the people we need, and advice on how to reach out to them, in [Info for Outreach Coordinators](#)

OTHER ADVICE

We are still working on this section. If you encounter any problems, please don't hesitate to contact Brian and Jasmine. We will include answers for frequently asked questions here.