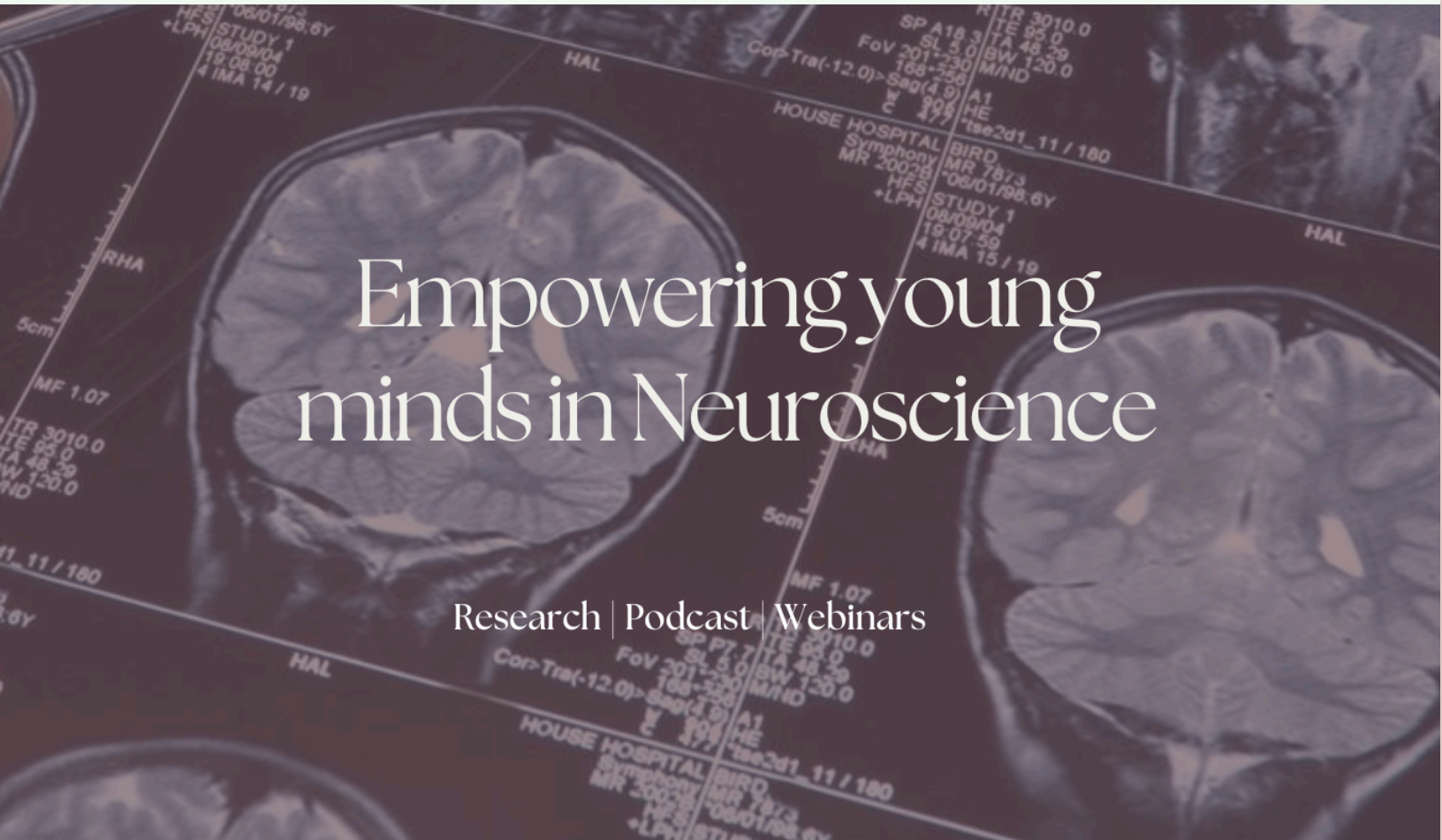




START A CHAPTER TODAY

A toolkit to help YOU spearhead a Youth 4 Neuro Chapter and showcase your leadership skills!



Empowering young minds in Neuroscience

Research | Podcast | Webinars



MISSION STATEMENT:

Our mission is to **ignite a passion for neuroscience** among youth, encouraging them to explore its vast potential, advocate for mental well-being, and contribute to advancements in neurological research.

ABOUT US:

Youth 4 Neuro is a **fiscally sponsored 501(c)(3) nonprofit** dedicated to empowering young minds through engaging podcasts, interactive workshops, and community outreach.

Executive Team Structure:

President

- **Leads the chapter** and makes sure that each member of both the executive team and the general chapter is contributing to the success of the organization and doing their part
- **Conducts meetings** and assigns tasks for a certain duration of time
- **Collaborates** with other chapters to conduct events
- **Communicates** with the main, central organization, and keeps them informed of all events that occur

Vice-President

- **Assists the President** with all work that needs to be done
- Works more closely with the members of the chapter and creates mechanisms for engagement and productivity.
- Works with the Event Organizer to get opportunities for volunteering, webinars, and guest speakers

Social Media Manager

- **Leads the social media content team** and creates ideas to post on social media



- Works to manage social media including content, event announcements, podcast announcements, etc.

Event Organizer/Fundraising Organizer

- **Directs** chapter fundraising events and **manages** finances with the help of the Vice-President and President.
- **Plans and coordinates** different events that help spread the word about neuroscience and neuroscience-related topics
- **Works with Vice-President** to get opportunities for volunteering, webinars, and guest speakers

Recruitment

- Helps the team find ways to recruit more members into the organization
- Find ways to improve attendance with different opportunities
- Helps the event organizer plan and run social recruitment events (booths, announcements, etc.)

Expectations of Chapters and Members:

- Chapters are required to **show their support for the parent organization** and our Global mission by having **at least 1 major event per semester** to spread the club's influence in our community.
- Chapters should support the parent organization's current goal at fundraising for the Alzheimer's Association by initiating **at least 1 fundraiser** throughout the year.
- Chapters need to ensure that they dutifully **complete any tasks** assigned by the parent organization and maintain communication about their progress.
- At least one Chapter representative is required to join the Y4N **chapter-wide monthly meeting** to share progress and hear updates from the parent organization.
- Chapter Presidents are required to complete the **Monthly Chapter Check-In Form** by the end of each month.
- Chapters should have **meetings with their team weekly or bi-weekly** and have a combined meeting with the parent organization when required.
- Members should try their best to repost Youth4Neuro posts and reels in their personal Instagram stories or chapter accounts.



Events/Volunteering Opportunities:

- **Neuroscience Webinars:**

- With the teachings of various mentors, people will get to learn more about the different pathways in clinical neuropsychology, the different sections of the brain along with their functions, different neurological diseases, etc. These are amazing opportunities for our members to be educated on neurology and benefit from professional collaboration and learning.

- **Card Making Events**

- Our organization and chapters will partner with local hospitals such as Children's Health, Baylor Scott, etc. to send cards to the neurological ward to support them and send our love as they work hard to get better

- **Volunteering at nursing homes**

- We want to specifically visit the patients with mental disabilities and spend time with them to teach them about their brains and play memory games with them such as puzzles, bingo, etc. This can help them stimulate their brain function by putting it to work as they engage in these fun and impacting activities.

- **Events focused on Children's Education**

- We wish to visit a neuroscience care facility or unit in a hospital or care center where we can spend time with mentally struggling children and engage in fun activities like bracelet-making to make their day brighter. Another way we can approach this is by hosting an event at an elementary school, before or after school or on weekends, to teach them the basics about the brain and its cognitive function and put their minds to the test by challenging them in exhilarating memory games.



HOW DO I START A CHAPTER? STEPS:

1. Read the guidelines (this document!)
2. Gather a team of chapter leaders!
3. Have everyone read through the guidelines & agree
4. Make a **COPY** of our [Official Chapter Spotlight Post](#) → will be featured on our socials @youth4neuro
 - a. Add a slide for each proposed officer with their **Headshot, Full Name, Position, & 3-4 sentence brief introduction.**
5. Contacts/Social Media:
 - a. **Email:** Create a gmail for your chapter using the format chaptername.youth4neuro@gmail.com
 - b. **Instagram:** Create an Instagram for your chapter using the format @chaptername.youth4neuro
 - c. On the Official [Y4N Chapter Contact Sheet](#): Fill out the bottom **Tabs 1 AND 2** by creating a row for your chapter!
6. Work through the Official Y4N Chapter Application Form:
 - a. **Youth 4 Neuro: Start A Chapter!**
7. Once EVERYTHING is complete, send youth4neuro@gmail.com an email for the quickest chapter application review!

Once the application is reviewed, our Executive Vice President, Grace Xu, will have a **meeting** with the new chapter's proposed executive team to detail their next steps and their duties throughout the year. Once this meeting goes well and both parties seem confident of the beginning of a new chapter, then it will be confirmed!

Thank you to all those who wish to start a chapter in Youth 4 Neuro! I hope that our collaboration leads to success and allows our organization to spread around the globe.

Sincerely,

Y4N Executive Team