

Health EDU Chapter Founder: Next Steps and Expectations

Congratulations!

You have been selected to move forward as a Health EDU Chapter Founder. We are excited to welcome you into our national network of student leaders advancing health equity through education and community engagement.

As a Chapter Founder, you are not building an independent organization from scratch. You are serving as a **liaison and representative of Health EDU**, implementing our evidence-based curricula and outreach model on your campus and in your local community. Health EDU will provide all standardized teaching materials, facilitator guides, and training resources. Your role is to lead implementation, build a team, and ensure programming reflects our mission and values.

Below are the next steps to officially launch your chapter.

1. Schedule Your Onboarding Meeting

Your first step is to schedule an onboarding meeting with the Vice President of Health EDU, Nikka Shahrokni.

During this meeting, we will review Health EDU's mission, structure, and expectations in detail. We will discuss your campus environment, timeline, and institutional requirements for club formation. You will receive an overview of the curriculum materials you will be responsible for implementing and guidance on how to introduce Health EDU to your campus community.

This meeting ensures alignment. As a Chapter Founder, you are representing Health EDU's standards, messaging, and educational approach, so it is essential that we establish clear communication and shared expectations from the beginning.

2. Sign the Health EDU Chapter Founder Agreement

Please read the following document, sign, and email to njshahro@stanford.edu.

https://docs.google.com/document/d/1yztcuCIPkGKaOrjkRImzUpA_mXbomxSuBW2fLq_d74jl/edit?tab=t.0#heading=h.ewb9t41zv9vj

3. Register Health EDU as an Official Student Organization

After signing the Chapter Founder Agreement, you will begin the process of formally registering Health EDU as a recognized student organization at your college or university. This process will differ from school to school. Some schools may require a faculty sponsor from your school, others may not!

Health EDU will provide a standardized mission statement, organization description, and supporting documents to help you complete this process. You may need to identify a faculty or staff advisor and complete any required institutional compliance or risk management steps.

It is important that your chapter name and description reflect Health EDU's affiliation and mission. You are serving as a campus chapter of a Stanford Medicine–affiliated organization, and branding and representation should remain consistent with national standards.

4. Build Your Executive Board and Establish Chapter Infrastructure

Once your chapter is approved, you will begin forming your executive board. We recommend recruiting individuals who are committed to health equity, community engagement, and leadership development. Typical roles may include Vice President, Treasurer, Education Lead, Outreach Chair, and Community Partnerships Coordinator.

As Chapter Founder, you are responsible for building a leadership structure that allows your chapter to implement Health EDU programming effectively and sustainably.

You will also establish a chapter email and social media presence. Health EDU will provide branding guidelines and messaging support to ensure that all public-facing content accurately represents our mission and programming model.

5. Recruit and Train Volunteers Using Health EDU Curriculum

Once your leadership team is established, you will begin recruiting general members and volunteers.

Health EDU will provide you with:

- Standardized workshop curricula
- Facilitator scripts and slide decks

- Training materials for volunteers
- Educational handouts and community-facing resources

Your chapter members are not expected to develop independent educational content. Rather, they are trained to serve as facilitators and liaisons of Health EDU's approved curriculum. This ensures consistency, quality, and adherence to evidence-based standards across all chapters nationwide.

As Chapter Founder, you will coordinate volunteer training sessions using the materials we provide and ensure that members understand both the content and the values underlying our work, including trauma-informed and culturally responsive engagement.

6. Identify and Establish Community Partnerships

A core component of Health EDU is local community engagement. After recruitment and training begin, you will identify community organizations in your area that align with our mission, such as shelters, schools, clinics, and community centers.

Health EDU will guide you in how to professionally approach potential partners, structure outreach conversations, and develop sustainable programming plans. We emphasize relationship-building over one-time service events. Our goal is to create meaningful, ongoing partnerships that respond to community-identified needs.

All educational programming delivered to community partners will utilize Health EDU's standardized curricula and materials. You are serving as a liaison of our educational framework, adapting delivery to local context while maintaining fidelity to content.

7. Launch Your First Programs

Once your chapter is registered, trained, and connected with a community partner, you will launch your first campus-based workshop and/or community outreach program.

Health EDU leadership will work closely with you during this phase to:

- Select appropriate curriculum modules
- Review your facilitation plan
- Ensure compliance with ethical and institutional standards

- Establish feedback and evaluation processes

Your early programming will focus on building credibility, strengthening partnerships, and setting a strong foundation for long-term growth.

Ongoing Support and Accountability

As a Chapter Founder, you will receive continuous mentorship and oversight from Health EDU's national leadership team. We will hold regular check-ins, provide curriculum updates, support partnership development, and assist with problem-solving as needed.

You are part of a coordinated national effort. All chapters are expected to uphold Health EDU's mission, educational standards, and professional conduct guidelines. Consistency across chapters ensures that our impact remains meaningful and sustainable.

Getting Started

Please schedule your onboarding meeting within two weeks of receiving this document. Following that meeting, you will receive access to all curriculum materials, branding resources, and a customized timeline for launching your chapter.

We are excited to support you in bringing Health EDU to your campus and community. Thank you for stepping into this leadership role and committing to advancing health equity through education.

Welcome to Health EDU.