Guide to Starting a Chapter for NC Tutoring

Introduction:
Welcome to NC Tutoring's guide on starting a chapter at your high school! If you've been an active participant in our tutoring activities for **at least a month**, you're eligible to take on this leadership role. As a chapter leader, your primary goal is to expand the reach of NC Tutoring, bringing our services to more tutors and students within your community, as well as upholding our mission of bringing free education to anyone and everyone.

1. Requirements to Start a Chapter:
    a. **Leadership and Commitment:**
- Carry out assigned events and projects from NC Tutoring administrators promptly.
- Create and lead a NC Tutoring club branch at your high school.
- Commit a minimum of 4 hours per week to NC Tutoring activities.
- Maintain timely communication and organizational skills.

    b. **Experience and Qualifications:**
- Prior experience with tutoring and curriculum creation with NC Tutoring.
- Ability to initiate new ideas for the improvement of NC Tutoring.
- Minimum GPA requirement of 3.5.

    c. **Administrative Responsibilities:**
- Communicate with high school administrators regarding NC Tutoring activities.
- Establish and maintain the club created at your high school.
- Collaborate with assigned NC Tutoring leaders and team members.

    d. **Leadership and Communication Skills:**
- Demonstrate the ability to lead a group of people effectively.
- Proficiency in public speaking to engage with club members and stakeholders.

    e. **Resource Access and Outreach:**
- Have access to tutoring resources such as materials, technology, and space.
- Develop outreach plans to expand the reach of NC Tutoring within your community.

2. Responsibilities of a Chapter Leader:
    a. **Program Management:**
- Lead regular club meetings with NC Tutoring members to share information and encourage collaboration.
- Communicate consistently with other board members for coordinated planning and execution of NC Tutoring activities.

- Recruit actively to broaden NC Tutoring's community impact.
- Employ effective outreach methods to attract new members and volunteers.
- Oversee the execution of events and assignments from NC Tutoring administrators, ensuring timely completion.

b. Community Engagement:
- Establishing partnerships with local schools, community centers, and organizations.
- Promoting awareness of NC Tutoring's services through events and outreach efforts.

c. Financial Management:
- Budget planning and allocation of resources.
- Fundraising initiatives to support chapter operations.

3. Steps to Establish a Chapter:
a. Submit Your Interest:
- Complete the interest form: https://forms.gle/CCF1Rbys7wygLqry7

b. Initial Evaluation:
- Upon receipt of your application, we will review your qualifications and experience.
- If your application meets our criteria, we will schedule a one-on-one meeting with you to discuss your experience and capabilities further.

c. Application Status:
- Following the interview, you will be notified of your application status within two weeks.
- If successful, we will provide you with guidance and support as you embark on establishing your NC Tutoring chapter.