

< CHAPTER STARTER GUIDE >

Welcoming

Thank you for showing interest in the [Mindful Meals](#) chapters program! We are beyond excited to have you join us and look forward to your journey with us in promoting public health and optimal nutrition through acts of service. This chapter guide will provide you with the essential information and resources you need for starting and running your chapter, explaining the key objectives for your chapter to be successful!

- Please visit the [Mindful Meals Chapter Application](#) after reading the starter guide.

Our Mission

Mindful Meals is a growing youth-led organization seeking to have student leaders learn how to run an initiative that prioritizes the health of others in their community. Whether this is done through setting up healthy food donations, providing educational content to various learning centers, or advocating for food or health policies, we envision the chapter president(s) teaching members of the organization to successfully achieve Mindful Meals' goals of serving the community. By providing the youth with the practicalities of learning how to be a larger helper in their community, we hope this will help them prepare for the real world, but also help them become leaders within their community.

Chapter Details

A Mindful Meals chapter will be a branch of our organization that consists of students/young adults bringing in others to help underserved families and individuals receive healthier food options and learn about the food they consume. Chapters are divided into two major categories: A school chapter and a regional chapter. Please evaluate the information below to see what would be best for your commitment.

- Both chapter styles are REQUIRED to host AT LEAST ONE event every month.
1. **School chapter**
 - a. Meetings are only held in school. → Only students from the school are allowed to participate & the chapter requires a teacher or admin sponsor.

- b. Directly communicates with both the school staff members and the Mindful Meals executive board for activity approval
- c. Leadership members of the school chapter should actively plan events for the upcoming school year

2. Regional Chapter

- a. Members and officers from the region/city should meet outside of a school campus or remotely
- b. Activities must be held in different community centers and should prioritize outreach to other local organizations for donations and partnerships
- c. Students starting a chapter must have a strategic plan for growing the chapter, especially with multiple others from DIFFERENT schools
- d. Chapter MUST be active THROUGHOUT THE SUMMER

Structure

Once your chapter is approved, you are required to create a leadership board. You can create a position however you seem fit, from social media managers to fundraising coordinators, the options are endless. We require all clubs to have the following board positions listed below.

President(s): Responsible for strategic planning for the chapter, managing all positions, and overseeing all activities like monthly food donations, creating cards, etc. Be *CREATIVE!*

Communications: Responsible for keeping in touch with the main Mindful Meals team, tracking the number of members and volunteers in the chapter, pictures of meetings, updates on fundraising events, and more. The main team will provide a monthly report sheet of events where each chapter reports its monthly activities.

Treasurer: Oversees the club's budget and all treasury forms, manages funds and transactions, maintains organized records and proof of all purchases and provides how much the chapter made after each fundraising event to the main Mindful Meals team.

We also recommend adding a few other positions that will best fit your chapter!