

How to Start a DemocraShe Club

So! You decided to start a DemocraShe Club. What now? Even if you're just thinking of starting a club, please register your club [here](#). That way, we can make sure we have the information necessary to support you as you embark on this new journey. We are always here to help! We can answer your questions, set up a meeting, and work alongside you to ensure the DemocraSheroes at your school get the resources necessary for them to succeed.

Next, we will break down the steps of starting the club. Please keep in mind, the program is national and so your school may operate a little differently from the breakdown we provide. Do not worry about this at all! Just make any adjustments you need, and feel free to reach out to Jessica (jessica@democrashe.org), who can work with you to tailor the to-do's to your school.

But, without further ado, here is everything you need to jumpstart your club:

Step One: Connect

To start your club, you will need to bring people in to help! For some schools, you may need to register the club with a principal or other school official. For other schools, you may need to bring on an advisor to help run the club. And for every school, you will need to talk to some of your classmates to join the club! Regardless, you will need to send some emails and have some conversations to start the club.

★ [This link](#) will:

- Take you to a sample of an email you can send to your principal or the person in charge of clubs at your school.
- Give you a sample email to send to a potential advisor.
- Provide a sample text you could possibly send to friends and potential DemocraShe sisters!
- Keep in mind, these samples are guidelines! You can edit them as much as you need or create your own from scratch.

★ [This link](#) is to a Canva template for an awesome flier! Just make a copy and then you can edit it to add details you need, then you can download it and post on social media, print it out and post it around your school, and use it to advertise the awesome club you're starting. Or of course feel free to create your own!

★ And this [folder](#) has our logo which you can add to any materials you create!

While starting your club, you will want to find some fellow students who will lead with you! Recruiting fellow club leaders will help you manage and maintain the club. Once you have some people interested, you can divide up club responsibilities. The following is a list of suggested positions, but feel free to come up with whatever works for you and

your club. Note that giving people positions in the organization is a great way to keep them engaged!

(Possible) Club Positions

- ★ President
 - Leads opening and closing of each meeting
 - Responsible for leading conversations if Officers/Secretary are absent.
- ★ Officer of Engagement
 - Provides support for members.
 - Texts/emails reminders about meetings.
 - Facilitates sections of the agenda.
 - Creates/leads community building activities for the club.
- ★ Officer of Outreach
 - Leads recruitment
 - Communicates with outside organizations/partners
- ★ Officer of Advocacy
 - Keeps track of current events/issues.
 - Facilitates sections of the agenda.
- ★ Officer of Resilience
 - Creates/leads activities around resiliency skills.
 - Facilitates sections of the agenda.
- ★ Treasurer
 - Track finances if/when you fundraise for your own activities or for causes
- ★ Secretary
 - Maintains agendas.
 - Keeps notes on meetings.

Step Two: Plan

You will need to figure out how often your club will meet each month! We encourage you to meet with your sisters as much as possible (one meeting a week tends to be manageable). Setting regular meetings and deciding the time and place for them will help you cement your club.

After figuring out where and when, now you can plan what your meeting will look like! [This link](#) will walk you through the process of planning for and leading meetings.

Step Three: Meet

With all that networking and prep done, now you can meet! Just remember, you can't do it wrong. You are introducing a revolutionary club to your school AND creating a vital

space for sisterhood and social justice! If you still have some questions, you can email our Program Director at jessica@democrashe.org, and note there will be regular zooms for club leaders you'll be invited to so that's a great place to get questions answered and trade notes!

Frequently Asked Questions for Club Leaders

- **Can boys join?** - Anyone who is female-identifying and female-aligned is welcome! And, if other students show interest, it is up to club leaders to decide if the space is open for them.
- **If something comes up that I can't handle, what do I do?** - This can be a tricky situation to navigate. The best thing to do is validate the situation and then redirect it to a trained and trusted adult. Saying you understand and suggesting a meeting with a school counselor can help you deal with difficult topics.
- **What if someone becomes triggered by conversations in the club?** We strongly advise if there are issues that are triggering that you reach out to a school counselor or a trusted adult to help process. If anyone discusses harming themselves or others, flag this to an adult.
- **Can the club attend rallies and protests?** DemocraShe is a nonpartisan organization, which means we don't support specific candidates under the club/organization. Individuals can support whoever they want, though. Discussion in the group can be as open as you want, and club members should feel free to discuss their opinions on certain candidates and policies. The DemocraShe name just shouldn't be used to support a specific candidate or to tell people who to vote for.
- **Unanswered questions?** Just email Jessica (jessica@democrashe.org) and ask!