

SCOPE Club Guide



Initiating Club and Getting Members

Initiate Idea of SCOPE Club at your School

- Talk to a Teacher or Faculty Member at your School to Help Get the SCOPE Club Started (most schools require one faculty member as part of the club in order to get it started)

Initiate Idea of SCOPE club with the SCOPE team

- Let SCOPE Team Know You are Starting a Club and Fill Out SCOPE Club Agreement Form (Contact SCOPE to get this)

Recruiting Members

- Promote Club at Club Fair
- Send Emails to School About SCOPE Club
- Put SCOPE Club in School Newspaper Articles and Magazines
- Design Posters and Signs to Be Displayed Around the School
- Spread the Word Around the School
- Use School's Social Media to Promote Fundraiser (ex: Instagram, Facebook, Snapchat)

MEETINGS

First Determine Logistics for Meetings

- How Often Will the SCOPE Club Meet
- What Day of the Week Will You Meet
- Time Frame for the Meeting
- Agenda for Each Meeting
- What is the Goal of the Meeting
- Who Will Lead the Meeting
- Each Meeting, Try to Come Up With a Different Fundraising Idea to Raise Money
- Leaders Need to Meet Before the Club Meeting to Discuss Agenda

Assign Positions and Roles

- Leaders: A Minimum of Two Leaders are Recommended and These Two People are In Charge Of the Meetings
- Note Taker: To Take Notes on a Google Document to be Shared With the Rest of the Club Later
- Treasurer: To Count the Amount of Money After Events/Fundraisers and Secure the Money Safely Give to SCOPE Office at Determined Date
- Photographer: Assign Someone to Take Pictures at Fundraisers and at Activities During Each Meeting and Send Pictures to SCOPE to Use on Their Social Media and Website (@SupportSCOPE)

During Meetings

SCOPE Club Guide

- Discuss the Mission of SCOPE and Why it Matters to Each Person
- All Members Should Come Up With Ideas for Fundraisers or If an Idea is Already Established Break up Into Small Groups (4 people per group recommended) and Start Planning Events. Then Come Together at the End of the Meeting and Share What You have Discussed with Your Group
- Make Time for Letter Writing to SCOPE Campers to Receive While They Are at Camp
- Optional: Set Up a Club Facebook Group to Share Documents, Information and Links

Communication

Communication with the Club

- Note Taker Communicates With the Rest of the Club After Every Meeting
 - Share the Google Document of All the Notes that Were Taken so Everyone is On the Same Page
- Leader/Co-Leaders, Determine What You Will be Doing at the Next Meeting and Email the Rest of the Club the Night Before About the Agenda

Communication with SCOPE Team

- Monthly Email Check-Ins with SCOPE
 - Share Information on Events and Fundraisers
 - Update SCOPE About What Has Been Done at Previous Club Meetings
 - Plan At Least One Visit a School Year for SCOPE Team to Visit Your School
 - See How SCOPE Can Help
- Coordinate Participation in SCOPE Junior Leadership Council (JLC) Annual Projects
- Coordinate Volunteers to Work at SCOPE Events
 - Annual Dinner
- Invite SCOPE Staff to Come to SCOPE Club and Meet with Members

Fundraisers

Establish Fundraisers and Events to Raise Money

- Auctions
- Bake sales
- Class Vs. Class Competition (ex: Spirit Week)
- Fantasy League (50/50)
- Cookie Dough Fundraiser
- Sell T-Shirts
- Sporting Event
- Sports Tournaments
- Talent Show
- Walks/Runs
- Collect Items for the SCOPE annual project (ex: survival packs, dream boxes)

SCOPE Club Guide

- Your Own Idea: _____

Determine Logistics of Event

- Month: _____
- Day: _____
- Time: _____
- Location: _____
- Set a Goal of How Much Money You Want to Raise: \$ _____
- Determine who is Going to Work at the Event and What Their Position is (If A Lot of People Volunteer, Assign Shifts)

Choose Resources and Create Awareness of Event

- Get Guidance Counselors, Friends, Teachers and Parents Involved
- Spread the Word Through your School (ex: Newspaper Articles, Announcements, Emails)
- Use School's Social Media to Promote Fundraiser (ex: Instagram, Facebook, Snapchat)
- Encourage Participation by Emphasizing Community Service & Giving Back
- Make Posters & Flyers
- Email the Entire School
- Other Resources

Donate the Money

- When the Fundraising Event is Over, Collect and Count Money and Bring Cash to SCOPE Office or Ask a Parent to Send Check to SCOPE on Behalf of the Club
- Donate the Money to SCOPE!

Yearly Timeline

- Mid-August
 - SCOPE Agreement
 - Contact School to Let Them Know About SCOPE Club and Find Faculty Member
- September
 - Recruit Members
 - Determine Meeting Dates and Times
 - First Meeting: Assign Roles and Tasks for The Year
- October-April
 - Plan and Run Fundraisers
 - SCOPE Dinner
- May-June
 - Wrap Up with Club and SCOPE

SCOPE Club Guide



- Count Amount of Money Raised the Entire School Year
- Determine What Went Right and What Went Wrong
- Goals for Next Year

If You Have Any Questions, Contact Choi Wah Garcia: choi@scopeusa.org or 212-627-4097

This guide was created by Jenna Parker, co-founder of the first SCOPE Club at Trevor Day School in NYC