

BE THE CHANGE

-an accepting group focusing on
kindness and inclusion to eliminate all
forms of bullying-

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What is Be the Change?

Mission Statement: Be the Change is an accepting group focusing on kindness and inclusion to eliminate all forms of bullying. *BTC has no religious, cultural, or political affiliation.

Goals: BTC educates students on how to be accepting and empathetic towards others. BTC encourages and empowers students to stand up against bullying.

Core Values:

Authenticity- being true to yourself and others.

Kindness- being compassionate and inclusive.

Service- bettering your community to better yourself.

By-laws: Members must uphold core values (authenticity, kindness, service), be advocates for anti-bullying. Actively participate in meetings and events. Members are not allowed to engage in any form of bullying.

How to start a Be the Change chapter at your school

1. Check your school's student organization or interest group requirements and policies. They should be located on your school's website, if not, contact your administrator for help.
-Here is an example of the requirements of interest groups

Alamo Heights High School

1. Sponsorship of the high school as approved by the administration
2. Two professional staff sponsors
3. At least one sponsor at all meetings and activities
4. Minimum of 15 student participants
5. Must have confirmed that student and parent have been explained that following the Extracurricular Code is required participation
6. Webpage and social media must be monitored and approved by sponsor prior to posting

2. After you identify the policies and regulations, you will need to find sponsors for your chapter. *Refer to your school's guidelines to see how many sponsors you need

Here is a sample email to send to prospective sponsors:

Hi XXX!

I want to start an anti-bullying club called Be the Change which is a group that promotes kindness and inclusion to eliminate bullying. We would educate students on the dangers of exclusion, bullying that occurs in our community. It would mean so much to me if you would consider being our sponsor. The reason I believe you would be such a great sponsor is that you [*insert why you think they would be good*]. If you are interested, please let me know.

Thank you so much,
XXXX

3. If your school holds an organization/club fair be sure to register to recruit new members. Make posters that say “Be the Change” and have our mission statement. Make sure to have a way students can sign up and join. *TIP: set up a GroupMe and create a group chat. Once a group chat is created, you can print the QR code that allows students to join. You can find the QR code in the settings of your group chat. A Google Classroom is also a good way of distributing information. Be sure to have the class code on display so students can sign up.

4. (Optional but recommended) Hold elections for club officers. Having officers will allow equal distribution of work and make the experience more enjoyable. BTC has a unique officer application process because officers are appointed and not voted in (this way ensures it is not a popularity contest).
 1. Create a google form application
 2. Send the application to all interested members
 3. Establish a deadline for applications (allow at least one week to complete)
 4. Optional: Have your advisors conduct interviews to see who is best for the position
 5. *Advisors:* Appoint officers and notify them after all decisions have been made
 - here is a link to the 2020-2021 officer application from
<https://forms.gle/ScPYiRoFpHG2qcL89>
 - here is a link to all of the officer positions (the person who starts the club is the founder and managing director)
<https://docs.google.com/document/d/1GHj7nad0a-xx9T99XK7dKt4IBQTcS0dapAw1JEkD6ZI/edit?usp=sharing>

5. Plan and implement recruiting and community service events. *Identify what your community needs the most and what your members are passionate about.

-Example: In 2018 we held a toy drive during the Holidays for St. PJs Orphanage, 2020 we held a food/fund drive for the San Antonio Food Bank (Coronavirus relief work)

6. Get involved with your counseling department to see how your chapter can help educate students on the dangers of bullying.

How to build your membership

Social Media

- Create an Instagram page, use fun and inviting colors.
- Create content that is relevant and interesting to students at your school.
- Take and post pictures and videos of events (basically post about how fun BTC is!)
- Canva is a graphic design website that we regularly use
Here is the link for the AHHS chapter of BTC
https://www.instagram.com/be_the_change_ahhs/

Recruitment events

- Walk around during lunch with posters and ask if students would like to join BTC
 - Hand out David's Legacy Pledge Stickers and encourage kids to join
 - Register for an organization/club fair
- Have a profit share and encourage students to go to a local restaurant to support your cause
 - Be involved in your school

***Most importantly: it does not matter how many members you have. The only thing that matters is that you are spreading kindness throughout your community. The students who WANT to join your chapter will help you accomplish your goals. Don't seek out members who want to be there for the wrong reasons (resume, letters of recommendation, National Honor Society, etc...)**

How to manage a BTC chapter

- Be a leader!** Establish common goals in your chapter. Be the Change should be an enjoyable and accomplishing group for all members.
- Stay on top of things!** Make sure that officers are completing their tasks and that events are planned and ready to be implemented.
- Communication is KEY!** In this position, you have to communicate with prospective members, current members and officers, advisors, and administrators or staff.
- Have fun with it!** This group is all about being inclusive and spreading kindness. Make your positive presence known in your community.

How to implement events and community service

-Ask your members what community service events they would like to participate in

-Be aware of the needs of your community

-Ask your members if they have contacts with local charities or nonprofits

-Research local events your chapter can participate in

-Have a calendar for all events you are planning to participate in

-Contact local charities or nonprofits and see if they need volunteers

-Ask your school if your chapter is able to help in any way

***Try to have quarterly events, so that your members are actively engaged in their community. Have one big event where you focus most of your energy to make the greatest impact possible.**

Tips and Tricks for a successful chapter

- Use **GroupMe** as your main source of communication with general members
- Have a **group chat** with all of the **current officers** to manage responsibilities
- Print out **QR codes** or **Google Classroom codes** during recruitment events
- Have a **Google Classroom** where you share all of your important documents
- Create and share a **Google Form** to survey what types of events you should hold, how you can be better, what people expect from BTC, etc...
- Have a cool and inviting **Instagram page**
- Have a **giveaway** on Instagram where the person who tags the most people on your post wins a small prize
- Have a “**Bring a friend**” Meeting
- Encourage kids to **reach out** to someone who they normally wouldn't
- Don't stick to a particular friend group or social group, **branch out** and be **inclusive** to **EVERYONE**
- Have fun** and make sure your members are enjoying your events
- Be happy** and **inviting** during your meetings