

# Kacie's Cause – Forming a Chapter

Welcome as a new Community Leader and Chapter for Kacie's Cause!!!

Following are guidelines a Community Leader can review when forming a Kacie's Cause Chapter in their hometown.

When forming a Chapter, essential individuals such as the Mayor, Chief of Police and School Superintendent as well as others should be notified.

Upon Completion of a Town Hall meeting in your area, you will be provided with a list of all the names, email addresses and individuals who attended the meeting. This could be your local "Volunteer listing". Other individuals may contact you before or during the meeting as well lending their hand.

A "Thank You" note will be sent to all individuals who attended the Town Hall from the Kacie's Cause Newsletter editor. That Thank you will be sent out within 72 hours of completion of the meeting.

Kacie's message on Heroin Awareness should be delivered in a Polished, Professional way at all times. The "Parent Core Team" on a daily basis, is working on many items behind the scenes that are for the overall enhancement of the Heroin Awareness message.

Upon meeting with any Key figure, parent, administrator or anyone, please ensure topics remain on Key items. One area to avoid is discussing any related outside organization and their involvement with Heroin Awareness. Always stay focused, positive and on the "Message". We need to always be viewed as "Part of the solution" and not "Part of the problem".

## *How to get started:*

We are sure you have many questions as to how to start a Chapter. Start with the comments above and below. Adhering to these guidelines will form a General approach you can take to getting underway.

**Location:** The first step in starting your Chapter will be to locate an appropriate meeting location. Often Schools, Churches, Restaurants or the local library have rooms that can be reserved at no charge. These are good places to start. Schools can be a huge help as they have access to email blasts for Parents and are wonderful ways to have your message heard via PTA's etc..

**Length of Meeting:** Determine the length of your meeting. Start with 1 hour. Participants will be able to convey if the time should be lengthened.

**Meeting Times:** Typically anywhere beginning 5:30PM – 8PM work best as starting and ending times.

**Meeting Email / Flyer:** Developing an effective meeting flyer should include: Meeting location, Time, Directions and the Reason for the Meeting.

**Laptop:** Consider bringing a laptop and having your meeting minutes scribed.

**Sign in Sheets:** For each meeting have a sign in sheet complete with Name and email address. After an "Administrative Scribe" is chosen, these will not be needed. Initially they will assist you with recognizing names etc.

**Advertising your Meeting:** This is an important part of the process. Local Newspapers, Churches, libraries, Food Markets etc, can be wonderful places to place your "Meeting Flyer". Advertise your meeting at least 2-3 weeks before you plan on holding the first gathering of Volunteers

**Fundraising:** Fundraising in your area can be especially important to advertise Kacie's Cause and the Heroin Awareness message. Depending upon your community, you may wish to involve local groups for assistance such as the YMCA's, Girl Scouts, Boy Scouts, Youth Groups etc. Donations in the form of checks can be made out to "Kacie's Cause". Checks can be given to the Core Team when applicable. Individuals as well can donate via Pay Pal on the website.

**Kacie's Bracelets:** People may ask you where they can go and purchase Kacie's Heroin Awareness bracelets. These items can be purchased online, but if requested, a chapter can obtain a quantity of bracelets to sell in your home area. Attached as well is the current advertisement we use. This is placed in a frame and one of Kacie's Bracelets is secured to the frame. Local Dunkin donuts or other food establishments are wonderful places to reach out to. Each Bracelet sells for \$2.00

**Funds:** Kacie's Cause core Team has a Treasurer. This person is accountable for all deposits, withdrawals, check writing and knowledge of our 501C3 status. Checks or cash for any fundraiser must be given to our Core Team Treasurer who will deposit the money in our one central bank account. As of this writing, Lynne Massi is our treasurer.

Now you have your meeting location set, as well as when the meeting will be held and your well on your way for a first successful meeting for your new Chapter. Consider now your "Town". Each town is different and has certain nuances. There are critical people to visit to try to bring on board. Those include:

- Mayor
- School Superintendent
- Local EMT's
- Local Mental Health Professionals
- Chief of Police
- Local Businesses
- Local Pastors
- Local Newspapers

The list above can assist your "Message" in many ways and the outreach to thousands of parents is possible.

After contacting these individuals, think about your meeting agenda and short term "Message" to convey to those volunteering and to the town. As an example, where do you feel that your

impact will be the greatest? Will it be with road signage, Kacies Flyer displayed in all business storefronts, speaking at the school board meetings to have “Kacie’s Cause for Kids” brought into the schools, at the churches?. At your first meeting, ask the volunteers what they see as a need.

OK, the day has come for your first meeting. A few pointers:

- Arrive 10-15 minutes ahead of schedule
- Become familiar with Kacie’s website, [www.kaciescause.com](http://www.kaciescause.com) . Much information is available for your use.
- Ensure the room is setup..lights are on.
- Arrange tables in a circle or a square so everyone can see one another
- Allow a few extra minutes past the start of your meeting. End your meeting punctually
- Allow Volunteers who are coming to “Speak”, as they will form the backbone of your Core Team.
- At the end of each meeting, Ownership is critical. Volunteers who are signing up to be core members need to feel that sense of “belonging and pride”. Everyone should have a Take Away at meetings end...something to follow up on.
- Delegate....Remember, you cannot do all this by yourself. Trying to take on too much will not promote Team Growth..Let others speak and assume accountability of the items that are important in getting this message across.
- Always have a written agenda and copies for everyone attending
- Try to schedule the next meeting at each meeting
- Your Core Team may consist of the following areas: Administrative Scribe, Community Leader, Event Coordinator, School Contact, Local Law Enforcement contact, Media Contact etc. Each position is vital to your overall Message.

Your first meeting has ended. Please ask your scribe to distribute the meeting minutes within 48 hours to all participants who attended. As the Community leader, stay in touch with your new core team members with ideas, especially as they relate to any events being held in your Town. Heroin Awareness is a critical issue, affecting us all and with your help “ Kacie’s” message can be heard loud and clear and lives can be saved.

\*\* Note: If a Community Leader isn’t acting in the best interest of the Chapter and Kacie’s Cause, they will be removed from that position \*\*

As a 501C3, Kacie's Cause and all her affiliated Chapters must be cognizant of certain limitations placed on it by the IRS. We are also incorporated in the State of Pennsylvania.

Thank you from the bottom of my Daughters Heart. Kacie's goal was to change the World to ensure it was a better place for all of us to live. With the formation of your chapter, you are bringing this little girls dream to a reality!!

[www.kaciescause.com](http://www.kaciescause.com)

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