



**Inspire Potential in Education**

# **Official Chapter Guidebook**

2020-2021

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# Welcome to **INSPO**

We're so glad to have you join the team! This guide is meant to provide team specific information to help your chapter get off to a great and productive start.

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## **Dear Chapter Leader,**

Thank you so much for supporting INSPO's message by starting a chapter of INSPO at your school. We are so excited to have more people driven by their compassion for others join our team to benefit other students in the community. Your work as a chapter is essential in helping INSPO achieve our mission of helping students from underprivileged families further their success in schools, and inspire them to reach their maximum potential.

As an official chapter leader, your chapter has the responsibility to uphold many requirements such as planning and executing a fundraising event, holding free tutorial sessions, planning and participating in events in relation to education, managing your budget, and filing for tax exemptions. Although at times these tasks may seem difficult, the outcome is a very fulfilling one made easier through the use of this guidebook which will help make your vision of your INSPO chapter come to a reality.

May your time as an INSPO chapter leader be rewarding and fulfilling. Your contributions of hard work, dedication, commitment, and time are highly appreciated.

If you have any further questions, don't hesitate to reach out to anyone on the INSPO executive team members found on page 1 or email us directly at [inspireandpotential@gmail.com](mailto:inspireandpotential@gmail.com). We are happy to help and look forward to working with you!

All the best,

The INSPO Executive Team

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## 1. WHO WE ARE

Founded in June 2019, INSpire POtential in Education (INSPO) is a student-led non-profit organization whose predominant purpose is to serve students from underprivileged families by providing educational resources as well as advocating and bringing awareness to the education gap in our community.

In the United States, INSPO is legally recognized as a 501(c)(3) non-profit organization and a registered incorporation under the Texas Secretary of State. Our registered charity number is 84-2362546.

This guidebook focuses on the INSPO organization. Henceforward, the terms “our” and “we” refer to INSPO. The remainder of this guidebook will cover who we are, what we will do as an organization, and all essential information in regards to starting a chapter of INSPO at your school.

### 1.1 Our Mission

Our mission is to help students from underprivileged families further their success in schools, and inspire them to reach their maximum potential.

### 1.2 Our Vision

Our vision is to see a change in our community where every child, despite their background, can have access to quality education, and advocate about the education gap to everyone in the income spectrum.

### 1.3 Our Goals

- Assemble boxes with school essentials and books to donate to schools
- Spread awareness on the education gap
- Fundraise for schools and students
- Provide free tutorial sessions
- Scholarship opportunities
- Participate in and host events in relation to education

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## 2. ORGANIZATION

### 2.1 Legal Entity

INSPO is incorporated as a 501(c)(3) non-profit organization in the US.

### 2.2 Location and Chapters

INSPO is currently operating in the greater Houston area with chapters opening in different school districts.

INSPO's headquarters is located in Katy, Texas.

### 2.3 Services

We will be focusing on two primary aspects in regards to education.

#### 1. **Helping the Underprivileged:**

Through fundraising events and drives we will be providing students and schools from lower income families with educational resources and school necessities. Free tutorial sessions will be offered to students who can't afford expensive private tutors. Scholarship opportunities will help students struggling with college tuition.

- I. **Fundraisers:** Profit earned from fundraisers will go into providing educational resources and opportunities to both schools and students.
- II. **Drives:** All object donations collected by INSPO will be donated to schools and students in partnership with us. These donations may include (but not limited to) school supplies, books, school necessities (ex. tissue boxes, hand sanitizer, batteries etc.).
- III. **Free Tutorial Sessions:** INSPO will be providing free tutoring sessions to students who have difficulties understanding and keeping up with classroom curriculum. These sessions are meant to help students who cannot afford expensive private tutoring. Tutors will be qualified highschool students that have proper knowledge on subject materials.
- IV. **Scholarship Opportunities:** College tuition is a problem for most families and students; therefore, we will be offering scholarship opportunities to high school seniors that are in financial struggles.

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## 2. **Advocating for the Underprivileged:**

Besides providing educational resources for lower income students, INSPO will also advocate and bring awareness to the education gap within our community by speaking at events and using the power of social media to highlight important educational issues.

- I. **Speaking at events:** During INSPO and public events, our board will try our best to get the opportunity to speak about global issues pertaining to the education gap. We want to educate people about the problems not verbalized enough in our community regarding education.
- II. **Social Media Influence:** With the rising popularity of social media apps, we will use it as a tool to spread awareness about financial struggles students from lower income families face.

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### 3. CHAPTER INFORMATION

As a chapter, your primary motive is to reflect INSPO's mission, vision, and goals while planning and executing fundraisers, drives, and events.

#### 3.1 Requirements

- I. Every chapter of INSPO is required to carry out at least one event through a single school year. Plans for events must be submitted to the INSPO executive team 3 months prior to the execution of the event. (More information found on page 9)
- II. Chapters are required to contribute to INSPO's executive team summer drive starting at the end of each school year.
- III. Chapters are required to send in semi-annual reports to INSPO's executive team at the end of every semester. (More information found on page 8)

#### 3.2 Officer and Member Duties

Although specific officer roles are described below, all officers will be contributing to the planning of events, fundraisers, activities, and promotion of your chapter.

##### **President/Co-Presidents:**

- Main spokesperson at events and meetings
- Supervise other officer roles and operate the chapter
- Along with other officers, establish one year plan for chapter and plan events
- Control communication from executive board to officers and members

##### **Vice President (Not necessary if there are co-presidents):**

- Serves in the absence of the president
- Ensure members are fulfilling required hours
- Plan fun events and socials for chapter
- Send in semi-annual chapter reports to the executive team

##### **Secretary:**

- Record members volunteer hours
- Record Meeting Hours
- Record topics discussed at officer meetings and member meetings
- Handles supply orders
- Along with other officers, creates semi-annual chapter reports

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**Treasurer:**

- Create semi-annual budget report
- Create budget for events
- Track chapter revenue and expenses
- Collect club dues from members

**Historian:**

- Take pictures at all events
- Manage chapters social media
- Communicate with members on upcoming meetings and events
- Advertise and promote chapter activities
- Create and manage photo consent forms
- Send in chapter photos during semi-annual report to be featured on INSPO's official website and social media

**Members:**

- Volunteer at events offered by your chapter and executive team
- Encourage friends to participate in events
- Contribute to the chapters mission to benefit the lives of low income students

### 3.3 Semi-Annual Reports

It is a requirement for each chapter to send in semi-annual reports to INSPO's executive team. Fall Semester reports account for any activities done by your chapter between June 1st through December 31st. Fall reports are due on January 15th. Spring semester reports account for any events completed by your chapter between January 1st through May 30th. Spring reports are due on June 15th. Fall and Spring semester reports will be combined to create an annual budget report. Included in semi-annual reports will be any photos your chapter would like to have publicized.

Example:

Date	Description	Revenue	Expense	Total Revenue	Total Expense	Total Profit
August	Member Fees	\$500		\$1,025	\$440	\$585
August	Member Shirts		\$300			
September	Stationary Sale	\$400	\$100			
September	Monetary Donations	\$25				
November	Teacher Appreciation	\$100	\$40			

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## 3.4 Resources

Some of our favorite resources are listed below for specific functions.

### T-shirts

- Chapter shirts can be ordered through our website at [www.inspirepotential.org](http://www.inspirepotential.org)
- Ooshirts provides cheap mass printing

### Designing and Printing Flyers and Brochures

- Canva provides variability when designing handouts and brochures
- OfficeMax provides cheap and efficient printing services

## 3.5 Volunteer Hours

Members of INSPO chapters are required to meet the minimum of 10 hours. These 10 hours can be composed of attendance at meetings, volunteering at education related events, and participating in drives and events. Volunteer hours will be recorded and kept track of by the secretary. Volunteers can use acquired hours in logging their personal volunteer hours for other clubs or organizations.

INSPO is a registered 501(c)(3) non-profit organization so volunteer hours through us may not be universally accepted. Check with other volunteer hour tracking organizations such as National Honor Societies, Interact Club, and Student Council to see if your hours will be accepted.

Finding places for members to volunteer at may be difficult because volunteers must meet an age requirement for most volunteer sites. Below are some activities that can be used to award volunteer hours.

- Attendance at meetings (can be credited for hours but not for volunteer hours)
- The Barbara Bush Literacy Foundation has volunteering opportunities such as volunteering at a book warehouse
- Facilitating fundraising event
- Donating 10 eligible items to book and essentials drive can reward 1 hour of service
- Giving a free tutoring session

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## 4. EVENTS

### 4.1 Event Planning

Event plans are required to be submitted to INSPO's executive team 3 months prior to the execution of the event. Use this template to organize all necessary information that needs to be sent to our executive board.

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**INSPO CHAPTER**  
Student-led non-profits  
City, State

**Event Name**  
Prospective date

**OVERVIEW:**  
Here, you will provide a brief summary of your event that will include the budget, expected audience, and location.

**THE PROBLEM:**  
Tell us why this event is being held.

**OUR MISSION:**  
What do you wish to accomplish by holding this event?

**HOW WE WILL FACILITATE THE EVENT:**

1. Provide a step by step plan for how you will plan this event including how you will advertise.

**TENTATIVE SCHEDULE:**  
Provide a plan with dates for deadlines for everything from planning to clean up. The Executive Team will be checking in on you to make sure you are meeting deadlines.

**POSITIONS:**  
Let us know who is doing what in this event (guest speaker, public outreach, set up team, etc.)

\*This file can be found in the shared google folder\*

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## 4.2 Fundraising Ideas

Each chapter is required to carry out at least one fundraising event each year in order to create funding for your club. Some fun ideas are listed below. Please choose your event(s) reasonably based on the resources your club has at its disposal.

- World's Finest Chocolate Fundraiser
- Benefit Concert
- Sampler Stationary Kit Sale
- Silent Auction/Raffle
- Art Gallery
- Teacher Gift Baskets
- Informal Sporting Event
- Community Bingo Night
- Award Ceremony/Gala
- Restaurant "Spirit" Night
- Apparel sale

## 4.3 End of Year Books and Essentials Drive

Starting two months prior to the end of your school year, your chapter will begin their books and essentials drive. A drop off box will be set up in your club sponsors room where students can drop off any of the eligible donation items listed below.

- Gently used books (K-8)
- Tissue boxes
- Pencils

When composing end of year books and essentials boxes, there is a requirement for how many items will be in each box. These requirements are listed below.

- 100 books
- 48 tissue boxes
- Around 300 pencils

If your chapter reaches the box requirements, then your chapter can make a delivery to an eligible elementary or middle school of your choice on your own. Contact someone on the executive team for more information on making a delivery. If the items collected don't meet the box requirements, you can either merge with another INSPO chapter nearby, or you can contact an INSPO executive to handle the donation process.

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## 4.4 Promotions

In order to receive participation at fundraising events and get attendance at events and meetings, it is critical to promote and advertise your chapter to your community. This can be done using any of the methods below.

### **Social Media**

- If wanted, each chapter can open an Instagram account to post about upcoming events in your chapter and to keep members updated. Additional forms of social media can also be utilized depending on what is most commonly used among members.
- Using communication apps such as Remind101 to send out mass text message reminders to members of your chapter is a very convenient way to communicate information effectively with members.

### **Flyers**

- Hanging flyers around your school, neighborhood, workplace, or anywhere that advertises to your targeted audience is highly recommended.

### **Verbal Communication**

- Direct face-to-face networking will allow for a quick and reliable way to spread information about your event as people can buy tickets in person or sign up in person.