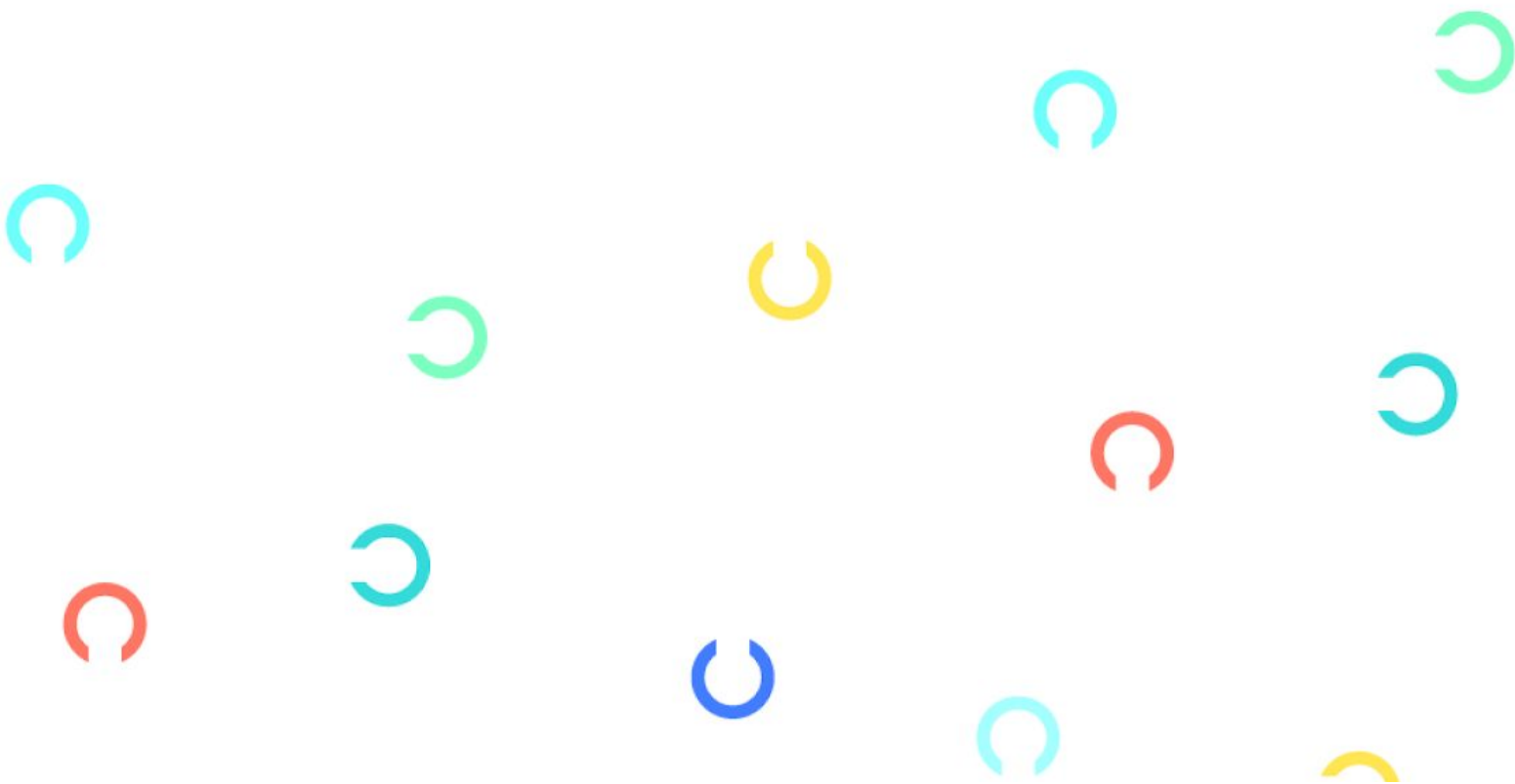




# Chapter

# Manual



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## Introduction

Chapters are the heart and soul of Curieus' mission to make science fun and accessible to everyone. High school leaders from all over come together to bring our hands-on experiments to their community, focusing on the kids who need it most. Chapters are responsible for building community, organizing programs and workshops, and fundraising to make an impact!

As part of the Curieus network, chapters have access to a wealth of free tools and resources to help run its programs and workshops effectively, starting with this Chapter Manual. As described in the following sections, we will provide tips & tricks, seed funding, curriculum, and all the support we can to help you run a successful chapter!

## How A Curieus Chapter Works

Weekly

### Chapter Meetings

Meet with your chapter members every week to prepare for your after-school program! Reflect on the past week and prepare for the next!

### After-School Program

Engage kids with hands-on experiments every week! Partner with an elementary school or community site to spark curiosity and build lasting connections.

Quarterly

### Community Fundraisers

Host a bake sale, organize a GoFundMe, or partner with a local business to provide your students with quality materials every quarter.

### Library Workshops

Experiments for everyone! Organize workshops for the entire community, introducing new students to intriguing topics like neuroscience and marine biology.



## Chapter Leadership Roles & Responsibilities

When you begin meeting out to other people, recruiting a leadership team is crucial to running a successful Curious chapter. This set of individual responsibilities breaks and describes your role in the team. You make an impact in your community as officers should demonstrate a commitment to and passion for our mission, as you and your leadership team are the backbone of chapter operations. This includes meeting regularly to discuss chapter matters, actively communicating with members, and staying up to date on Curious news.



**Fill out the Interest Form to get access to the full Curious Chapter Manual.**

### Chapter Leader

- Leads overall chapter and after school program
- Recruits and trains chapter members, particularly new members
- Plans and runs weekly meetings
- Communicates regularly with chapter advisors and Curious HQ

### Co-Chapter Leader

- Organizes workshops and community events
- Helps prepare for the after school program, weekly chapter meetings
- Manages chapter website, social media accounts, and other marketing tools

### Secretary

- Helps prepare for weekly chapter meetings, manage chapter website
- Helps recruit and train instructors
- Records minutes during meetings
- Organizes PTA contributions

### Treasurer

- Evaluates and manages quarterly budget
- Keeps track of funds required for class/workshop materials
- Organizes fundraisers

### Workshop Leader

- Coordinates members and materials for their class
- Helps prepare for and run weekly meetings
- Communicates regularly with chapter leadership team

