

Dream Corps International
Campus Chapter Guidelines

The following guidelines inform you about how you may establish and run a Dream Corps Campus Chapter. If you have questions or concerns about them, please contact Dream Corps International's Chapters Committee chapters@dreamcorps.org, which will help you on "all things chapters".

1. Purposes

A Dream Corps Campus Chapter is a student organization at a college or university that is formed to (1) foster a sense of community among local Dream Corps supporters, (2) increase the publicity of Dream Corps, (3) fundraise on campus and in the local communities on behalf of Dream Corps, and (4) facilitate the recruitment efforts of Dream Corps on campus.

2. Recognition and Renewal

Recognition: A Dream Corps Campus Chapter must be both (1) recognized as a student organization by your school and (2) approved by Dream Corps.

- For (1) please check with your school for specifics and get to know the "perks" -- funding, space, technology support etc. -- available from your school for student organizations!
- For (2) please submit a Chapter Proposal (see form) to the Chapters Committee, attaching all application materials you are submitting to your school.
- If for (1) your school requires document from or agreement with Dream Corps, the Chapters Committee will provide these, after reviewing your Proposal and application materials.

Renewal: Approval by Dream Corps is for **one year** but renewable. If your school requires that student organizations be periodically renewed, the renewal with Dream Corps is conditional on the success of renewal at your school. For renewal please submit

- A brief Annual Report of your chapter's activities in the previous academic year, and
- A new Annual Proposal (use the same form as above) for the next year.

3. Relationship

Identity & publicity: Since your chapter represents Dream Corps on your campus and in your local communities, its activities and messages must be consistent with what Dream Corps stands for. Commitment to the reputation, integrity, and spirit of Dream Corps is the basis of a chapter's being part of the Dream Corps community. More specifically,

- A chapter is free to develop and distribute promotional materials for itself and its own events that use, without altering, Dream Corps's logo, motto, and mission and vision statements; however,
- A chapter should neither adapt Dream Corps's brochures, recruitment messages, and volunteer information package, nor develop its own version of such materials, which shall be supplied by Dream Corps directly -- when in doubt, please send your draft materials to the Chapters Committee for feedback.
- A chapter is encouraged to have its own website, especially if it is sponsored by the school, and its own online group for socializing etc. However,
 - In principle, **each page** of the chapter's website shall include a link, in a conspicuous and consistent way, to Dream Corps's main website (www.dreamcorps.org); and
 - A chapter's website shall make links to the latest versions of documents and materials on Dream Corps's main website rather than keep local copies of such materials.

Finance: Each chapter shall have its own budget as a university student organization and follow the university's financial regulations for student organizations. A chapter is expected to financially self-sustain through school funding and community support. Dream Corps does not provide funding to a chapter, unless for specific major initiatives organized through the chapter. Moreover, Dream Corps does expect

- Each chapter to have a treasurer who is different from its president;

- Each chapter to maintain one and only one local bank account or financial account at the school in the name of the chapter;
- All of the chapter's financial transactions be for Dream Corps purposes and through the chapter's sole bank or financial account;
- An accurate annual financial summary, itemized to the level of events and activities, be included as part of the chapter's annual report;
- A chapter to encourage donations directly to Dream Corps either online or through sending a personal check; and
- All funds raised by a chapter be forwarded to Dream Corps (a US chapter to Dream Corps International and a Canadian chapter to Dream Corps Canada), except that the chapter may retain **up to 20%** of funds raised at public events provided that this percentage be stated and explained to donors before their making a contribution.

Recruitment: A chapter is Dream Corps's best representative in our recruitment efforts. Chapter members are strongly urged to follow the recruitment message and summer program information package in answering prospective applicants' questions. Chapter members who are Dream Corps Summer Program alumni are encouraged to also speak from their own experience. If there is any uncertainty, please redirect the questions to Dream Corps' Recruitment Committee.

Chapter members are valued members of the Dream Corps community. However, selection of volunteers for Dream Corps Summer Program is strictly a decision of Dream Corps's Recruitment Committee based on merit. Membership in a chapter does not translate into admission as a summer program volunteer, except that contribution in a chapter will be favorably used as a tie-breaker when two equally qualified applicants are compared with each other.

Communication: A chapter and the Chapters Committee are expected to maintain regular communication throughout the school year. In the case that a chapter is holding a publicity or fundraising event,

- Two weeks before the event, a description that includes purpose, time, location, expected attendees, staff, publicity materials, etc. of the event, shall be sent to Chapters Committee for approval and feedback.
- The Chapters Committee in turn shall reply within a week with decision and specific feedback.
- Within a week after the event, a report on the event, including attendance, comments received, funds raised or expected, new contacts made, etc., shall be sent to the Chapters Committee.

Moreover,

- Announcements of a chapter's events and reports on its activities in local media may be featured on Dream Corps main website and newsletters, through Dream Corps publicity office (publicity@dreamcorps.org); and
- Announcements shall be succinct, for example, in the format of "Dream Corps International AAA Chapter 2008 Fall Concert will be held at BBB location on CCC day & time" and with a link to the main announcement page hosted on the chapter's website (if applicable).

Collaboration: The chapters are strongly encouraged to collaborate and socialize with each other in sharing ideas, materials, and experiences.

Representation: A chapter's president or designate may serve on Dream Corps's Chapters Committee upon invitation from the President of Dream Corps or through election. In the case of election, the number of elected seats and election procedure shall be decided by the President in consultation with the chapters.

4. Contacts

Some frequently used contacts:

- Dream Corps Chapter Committee: chapters@dreamcorps.org
- Dream Corps Treasurer: donation@dreamcorps.org
- Dream Corps Communication Office: publicity@dreamcorps.org

Please see Dream Corps main website for the full list of contacts: www.dreamcorps.org.