

High School Democrats of America



High School Democrats of America Chapter Organizing Manual

Please contact us at <http://hsdems.org/contact/> if you would like a comprehensive 52-page guide.

Are you interested in starting a High School Democrats/Young Democrats chapter at your school? In this packet, we outline the preliminary steps to found and establish a HSDA chapter at your school, from the very first step of administrative approval all the way to late-stage growth strategies and event-planning.

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Start a Chapter

1. Find a teacher or administrator to serve as your club advisor.
2. Talk to your Dean/Principal to formally establish the club at your school
3. Make a Facebook page for your club where you can announce meetings and events.
4. Hold your first meeting! (see page 3 for more information)
 - a. Remember to provide some incentive for joining!
 - b. Draft chapter by-laws.
 - c. Announce and explain officer elections and invite self-nominations.
5. Hold your second meeting!
 - a. Hold elections
 - i. Nominees have 5 minutes to speak to the members about their candidacy.
 - ii. Give out ballots and instruct members to circle their choice for office, with one vote per member.
6. IF POSSIBLE Get in contact with other high school chapters in your state. Otherwise, email nsankar@hsdems.org for help with outreach and recruitment.
7. Continue to hold regular meetings. (see pages 3-4 for more information)
 - a. Find a regular time & location for your meetings, and post it on Facebook!
 - b. Make an agenda for each meeting.
 - c. Bring food as an incentive for members to attend!

Meeting Guide

First Meeting Sample Outline:

- Pass around a membership form to get contact information from all attendees.
- Thank everyone for coming and do introductions.
- Share your own political experience, and ask everyone else to do the same.
- Explain what High School Democrats of America does, and how your chapter works with the national & state organizations.
- List your plans and goals for the year, be sure to take any suggestions.
- Explain elected officer positions, election plans, and the nomination procedure.
Be sure to encourage any and all members to nominate themselves.
- Recap & adjourn.

Tips for Planning Meetings:

- Find a regular time & location for your meetings.
- Advertise your meeting
 - d. Post it on the Facebook group!
 - e. Make morning announcements.
- Make an agenda for each meeting to streamline the meeting. Ideas include:
 - f. Games
 - g. Guest speakers
 - h. Educational videos
- Come up with an incentive for members to attend club meetings, such as food.

Grow Your Chapter

- **Publicity**
 - Make sure your chapter has a visible presence on Facebook. Put up statuses reminding your members of meetings and club events and informing them of current events.
 - Make announcements at school meetings about meetings and club events! This will help you recruit new members. Keep it concise and to the point, making sure to avoid last-minute announcements so that students can plan ahead. For special events, don't just limit the audience to club members; invite the entire student body.
- **Events**
 - Invite guest speakers such as local politicians or local Democratic Party officials to present at a club meeting (or school meeting if possible).
 - Plan fundraisers such as bake sales, car washes, raffles, or any other creative idea. Your chapter can use the money in its day-to-day workings, or it can serve as a donation to the Democratic Party.
- **Partnerships**
 - Pair up with another club or organization on campus to raise money for events. This is a great way to branch out, meet new people, recruit members for your chapter, and maximize the effectiveness of your fundraiser drive.

Related Documents

Sample Ballot:

George Washington High School Democrats Club				
Election Ballot				
November 6, 2012				
Circle one in each row:				
President	John Doe	Jane Doe	John Doe	Jane Doe
Vice President	Jane Doe	John Doe	Jane Doe	John Doe
Secretary	John Doe	Jane Doe	John Doe	Jane Doe
Treasurer	Jane Doe	John Doe	Jane Doe	John Doe

Related Documents (cont.)

High School Chapter By-Laws Outline:

Article I: Definition and Purpose

Article II: Name and Affiliation

Article III: Policy

Article IV: Membership

Article V: Officers and Duties

Article VI: Vacancies and Removal of Officers

Article VII: Amendments