

Starting an Anato-Bee Club at Your High School: An Instructional Guide

Welcome, Future Anato-Bee Leaders!

Thank you for starting an Anato-Bee Club! By creating a space for curiosity and learning, you're making anatomy and health sciences more accessible to your peers while building leadership, teamwork, and organizational skills. Your efforts help grow a community of motivated students excited to learn and support each other.

The following rules must be followed to maintain the legitimacy of your club and protect the Anato-Bee brand. Please read carefully before continuing through our how-to guide.



Anato-Bee Club Rules:

- You MUST register your club with the Anato-Bee by completing the club proposal form and submitting it in Google Classroom.
- Your club must maintain an active advisor who is aware of all club activities and approves communications or events involving the Anato-Bee name or logo, and a student president lead.
- You may NOT reproduce the official Anato-Bee logo on any materials that are sold.
- You may NOT alter or modify the Anato-Bee logo for any purpose.
- You may NOT represent your club as an official *chapter* of Anato-Bee (use “Anato-Bee Club at [Your School Name]” instead).
- Fundraisers are allowed for your club’s activities and events (you can call it an “Anato-Bee Club Fundraiser”), but you cannot raise money for the national Anato-Bee organization or claim your fundraiser is supporting it.
- You may use the Anato-Bee name and logo only for free educational, promotional, or informational purposes related to your club’s activities.
- All club activities must align with the educational mission and values of Anato-Bee, fostering curiosity, respect, inclusivity, and academic integrity.
- Student and participant information must remain private, unless you obtain written consent to do so. Do not share names or emails outside your club or with third parties.
- Online and social media posts about your club should be respectful, age-appropriate, and consistent with Anato-Bee values.
- Any questions about appropriate use of the Anato-Bee brand, materials, or events should be directed to info@anatobee.org.

How to Start a Club

Please note that many of these are suggestions for how you may start a club, not strictly enforced rules like the ones stated above.

Step 1: Gather Interest

Goal: Find other students who are excited about anatomy, medicine, or STEM.

- Talk to friends, science classmates, or other clubs (like HOSA or Science Olympiad).
- Create a short survey or sign-up sheet to gauge interest.
- Consider asking what times members prefer to meet (such as right after school, on weekends, or at lunch)
- Host an informal info session or bring it up in your science classes.
- Post a quick interest blurb on your school's announcements, bulletin boards, or social media (if allowed).
- Share a fun fact or quiz question during morning announcements or at a school event to grab attention.
- Invite a science teacher to mention the club opportunity in class.
- Encourage students who sign up to invite a friend. It's more fun to join together!



Step 2: Find an Advisor

Goal: Now that you have determined if there is interest, you should identify an adult advisor.

- Identify a supportive teacher or staff member to help sponsor the club. Consider a parent, a pastor/church leader, or anyone in your community.
- Choose someone who is dependable, approachable, and enthusiastic about helping students succeed.
- When you ask, explain the mission of Anato-Bee:
 - “Anato-Bee is a free national initiative that engages students in anatomy through competitions, mentorship, and outreach. The club promotes curiosity, STEM exploration, and prepares students for future health science careers.”
- Let them know support can be flexible. *They do NOT need to be an anatomy expert!*
- Provide examples of what the advisor might do, such as approving meeting space, helping with communication, or being a point of contact for the school.

Step 3: Plan your Club Structure

Goal: Coordinate the “what, when, and where” for your club meetings.

- *WHAT do you want to accomplish during your regular club meetings?*
 - What information do you want to cover during these meetings? We suggest following the Anato-Bee’s tutoring schedule!
 - What forms of support can you offer each other as club members? Consider sharing study tips, writing practice questions together, or hosting anatomy trivia games.
 - Determine how much time you need for your regularly scheduled club meetings based on your answers to the above questions.
- *WHEN do you want to meet as a club?*
 - What times work best for those interested in the club?
 - How often do you want to meet? Weekly, biweekly, or monthly?
 - We recommend you set at least one regular meeting time per month so everyone can plan ahead.
- *WHERE can you meet as a club?*
 - Considering when you can meet, and make reservations accordingly.
 - Meeting virtually? Consider different platforms that are free/accessible to everyone, such as Google Meet, What’s App, Snapchat Video calls, etc.
 - Meeting on the weekend? Consider looking into free spaces like your local library, community center, or coffee shop.
 - Meeting on school grounds? Find a classroom with help from your school. Lunchtime clubs can reserve a table in the cafeteria.

Step 4: Complete and Upload the Club Proposal **REQUIRED**

Goal: Get official recognition from the Anato-Bee and your school. You must also follow your school’s specific process for starting a new club so you can reserve meeting spaces, appear in official announcements, and host events.

- Download our **club proposal form** in the Google Classroom, and include the following information when you complete the form for submission:
 - Club name: “Anato-Bee Club at [Your School]”
 - Advisor Information
 - Student President Information: You may need to wait and hold elections before completing this form.
 - Membership Requirements: e.g. “Open to all students with an interest in anatomy, medicine, or STEMM. No prior experience required. Attendance is expected at all monthly meetings.”
 - Planned Activities: e.g. “Anatomy games and workshops in preparation for Anato-Bee competitions, hosting health demos as community outreach”



Step 5: Assign Roles and Responsibilities

Goal: Give students leadership experience and structure the club so it runs smoothly.

- Potential Roles:
 - President: Leads meetings, sets the agenda, and acts as the main point of contact with your advisor and the national Anato-Bee organization.
 - Vice President: Supports the President, steps in if they are absent, and helps coordinate events and projects.
 - Secretary: Takes meeting notes, tracks attendance, sends out announcements, and manages the club's communication channels (email, group chat, social media if allowed).
 - Treasurer (only if needed): Handles any club funds, keeps track of expenses, and works with your advisor on budgets or school-provided funds.
 - Event Coordinator: Plans activities, guest speakers, outreach events, and works with other clubs for joint events.
- Officers can be elected by members, appointed by the advisor or founding members, or rotated each semester so more students can try different leadership roles. An interest meeting should be held where the advisor explains each role, time commitment, and responsibilities.
 - For small clubs, you can combine roles (e.g., President/Secretary or VP/Event Coordinator) or keep it simple with just a President and Event Coordinator.
 - For larger clubs, consider additional positions such as Social Media Manager or Practice Leader (for tutoring)
 - ***Reminder that, at minimum, your club needs an advisor and a president.***
- Officers should check in with each other regularly to share updates and keep things on track.
- Encourage teamwork! Just because someone has/doesn't have a title doesn't mean they can't pitch in elsewhere.

Step 6: Consider Additional Activities

Goal: Keep members engaged, learning, and excited to come back.

- Anatomy Trivia Competitions: Use Anato-Bee sample questions, Kahoot!, or Jeopardy-style games.
- Interactive Mini-Lessons: Let members or guest speakers teach a short anatomy topic, demo, or skill.
- Guest Speakers: Invite medical students, doctors, nurses, or other STEM professionals to share their journeys. This can be done in person or virtually!
- Field Trips: Visit local colleges, anatomy labs, science museums, or health science centers.
- Club Swag: Design anatomy themed t-shirts, buttons, or stickers for members
- Community Outreach: Run an anatomy or other STEM activity at your school or library.
- End-of-Year Celebration: Share a slideshow with pictures from events, meetings, and competitions.



Step 7: Show Off Your Club!

Goal: Join the national network and showcase your club to inspire others

- Register your club with the Anato-Bee by completing the following form. Registered clubs will receive a certificate acknowledging the legitimacy of their club, which can be shared with members to upload in Google Classroom as part of our badge program.
- Create a poster board or bulletin to highlight club meetings.
- Start a club Instagram (with school approval).
- Share your club with the national Anato-Bee leadership to be featured on our website, blog, social media, or presentations by completing the form here:
- Invite community members to end-of-year showcase or mini-Anato-Bee competition.

Starting an Anato-Bee Club is an exciting way to share your passion for anatomy and the health sciences while building leadership, teamwork, and organizational skills. Remember that following the club rules is important, not just to protect the Anato-Bee name, but to ensure your club runs smoothly, safely, and inclusively for all members. By respecting these guidelines and using your creativity, you can create a fun, engaging, and inspiring space for your peers to explore the world of anatomy.



We can't wait to see all the amazing things your club will accomplish!