



BRINGING THE DISINFORMATION PROJECT TO YOUR SCHOOL

Starting a Chapter

BACKGROUND



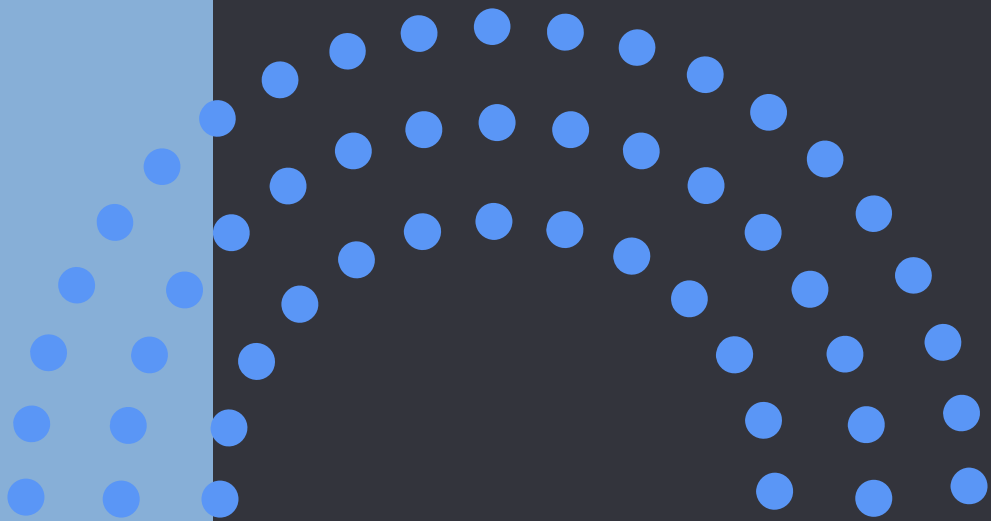
The Disinformation Project (TDP) is a national, nonpartisan, nonprofit, civic education organization (501c3) to help teens recognize and fight online disinformation for a stronger democracy. High school chapters provide students with the opportunity to explore issues surrounding disinformation and social media, raise awareness through community service, and socialize with friends in school activities. TDP helps convene group of teens for the specialized purpose of promoting disinformation awareness and finding solutions tailored to their community and school. Along the way, teenagers will contribute to a healthier, more vibrant, and unified democratic society and a better digital future for all!

WHY START A TDP CHAPTER?

Students who participate in extra-curriculars exhibit more consistent attendance, experience higher academic achievement, and tend to report aspirations for continuing education beyond high school (more often than their peers who do not participate in activities) according to the National Center for Educational Statistics.

- Gain leadership experience
- Participate in community service
- Connect with peers
- Civic engagement
- Learn something new!

Connect with other TDP chapters, share ideas, and be part of something big and important.





What do you get from TDP?

TDP is a loose network of chapters governed by a national board of directors and officers (www.thedisinformationproject.org). You get access to a network of experts and resources to deepen your understanding of the issue and potential solutions.



What does TDP expect in return?

We expect that you further the mission of promoting awareness of online disinformation in your school and community while exploring solutions tailored to your community. We expect that you always act ethically, remain nonpartisan in your efforts, and abide by local laws and school rules and regulations. Sharing your ideas with us and other chapters will enhance and strengthen the power of our movement.



A few resources to help you get started...

- <https://blog.prepscholar.com/how-to-start-a-club-in-high-school>
- <https://www.wikihow.com/Start-a-Club>
- <https://blog.collegevine.com/how-to-start-a-club-in-high-school/>



CHAPTER GUIDELINES:

HOW TO START A CHAPTER

1. At all times, ensure TDP is in line with school district and local school policies and regulations. *Note: All clubs/chapters must be student-initiated and student-run (under the supervision of the sponsor).*
2. Talk to an activities director, counselor or teacher for assistance on how to properly register your club and make it official. Every club must go through their school club approval process and is subject to school regulations regarding all affairs.
3. All clubs must have an assigned sponsor responsible for their management as per their school guidelines. A current staff member (or school district employee unless the local school requires local staff) must be the faculty/staff sponsor. It is required that a staff member sponsor each activity and be present at each club meeting/activity.
4. Be mindful of deadlines for submitting forms/applications for starting a new club.
5. Determine meeting days and times and get that info out there.
6. Complete an application packet.

CHAPTER GUIDELINES:

HOW TO START A CHAPTER

THE APPLICATION PACKET

Schools may require an application packet. An application packet may be comprised of a cover sheet, application, a constitution and a student interest form. All forms should be typed or computer-generated, except for the student interest form.

- **Cover sheet**: A cover sheet including the name of the club/chapter, affiliation with TDP, and all student officer and staff representative names.
- **Application**: Make sure the application is complete and includes all the information your school requires, including signatures. It may not be necessary to list specific fund-raising activities, field trips, performances, etc. on the application or in the constitution- **it is best to be generic**.
- **Constitution**: All TDP's must have a constitution. There should be no restriction on which students may initially enter into membership. Once a chapter is stood up and students are involved, local clubs may then implement requirements to maintain membership. These operating procedures do not need to be included in the basic constitution. Ensure the constitution meets local school expectations.
- **The student interest form**: Some schools require a list of *current* students interested in participating in the club; the minimum number of students shall be determined by local schools.

Fundraising and Purchases

All clubs are subject to school district and school fundraising, donation and purchasing regulations. All income and expenses from a fundraiser associated with a school club must be run through the school. Refer to the appropriate regulations at your school for specific guidance.

There may be funding support via The Disinformation Project non-profit. For more information and inquiries please contact the team via our website: <https://thedisinformationproject.org/contact-us>

The Roles and Duties of Club Officers

President

The president presides over and conducts all meetings in accordance with parliamentary procedure; ensures the members' discussion remains focused on the subject at hand and within time limits; appoints committee chairs and serves on all committees aside from the nominating committee as an ex officio member; represents the organization at special school events and out-of-school functions; coordinates the activities of the organization by keeping in touch with the other officers, student members, and the staff advisor; and, keeps himself or herself informed to ensure that the organization is moving forward according to its established goals.

Vice President

The Vice-President assists the President in the discharge of his/her duties. The Vice-President presides at meetings and other functions in the absence of the President and must be prepared to assume the office of the President if necessary. The Vice-President oversees all committee work and the management of committee assignments. They work closely with all committees, staying well informed on all activities.

The Roles and Duties of Club Officers

Secretary

The Secretary prepares and reads the meeting minutes; distributes and posts meeting notices; ensures the agenda for each meeting is prepared and available for the President; reads communications at meetings; counts and records votes when taken; attends to official correspondence; keeps permanent records of the organization; and maintains and has on hand for each meeting a Secretary's Record Book, which includes pertinent documents concerning past business decisions.

The Secretary's Book should contain:

- A copy of all approved minutes
- A list of all chapter members, all standing and special committees, committee members, and chairpersons
- A copy of all committee reports
- A copy of the local, state, and national program activities
- The constitution and bylaws of the organization

Treasurer

The Treasurer administers and is responsible for the organization's money. They collect all state and national dues, if required; is responsible for ensuring payments by the appropriate deadlines; keeps financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual budget; serves on any Finance Committee's as the ex officio member; and protects the financial reputation of the organizations.