

# Bridge the Gap Chapter Guide

## Important Reminders

- **Leadership Positions:** Every official chapter must have a PRESIDENT and VICE PRESIDENT. Other positions can be added as the president sees fit. The chapter president will conduct all interviews (if necessary) and make final decisions, although the executive board reviews applications as well (all the applicants must fill out an official volunteer application first). The rest of the volunteers will be a part of the outreach team until a facility partners with the chapter.
- **Monthly Meetings:** All chapter presidents and executive board members meet bi-weekly/monthly to connect with each other, discuss events and programs, ask questions, etc. Meetings are mandatory, as they are a requirement to be a 501(c)(3) non-profit organization.

## Step 1: Recruit Volunteers

- **Talk to Your School:** Most schools have Key Club members, National Honor Society members, etc. who need community service hours. Since we can certify volunteer hours, many of our members use those hours for their community service requirements.
- **"Advertise:"** Schools and libraries often have boards to post opportunities and events. Creating a simple flyer and pinning it up is a great way to attract volunteers.
- **Social Media:** Chapter presidents can use social media to reach volunteers in the area (our Director of Social Media can work with you on volunteer recruitment)
- **Note:** Volunteers must get accepted into the organization before joining a chapter. The [volunteer application](#) is found on our website and applications are reviewed by the executive board.

## Step 2: Begin Outreach

- **Information Session:** The Director of Recruitment will meet with the chapter leadership team for a short informational session.
- **Use the Spreadsheet:** Keeping track of everything can be overwhelming, so we created a [master spreadsheet](#) that helps chapters stay organized with all communication between facilities.
- **Call and Email:** Don't be afraid to contact facilities. Most places are welcoming and love working with high school volunteers (with some exceptions). Since COVID-19 guidelines are strict in nursing homes, we have more partnerships with libraries and retirement communities.

### Step 3: Plan and Organize Events

- **Sign-ups:** As an organization, we give chapters flexibility on their communication method. We recommend chapters use [SignUp Genius](#) to post opportunities in advance and allow a specific number of volunteers to respond. However, chapters can also use Slack to communicate with volunteers about events and opportunities.
- **Work With the Facility:** Depending on the facility partnering with us, the need differs. While a retirement community may want events on a bi-weekly basis, libraries may want events once a month. The chapter president works with facilities to determine the best dates and times for programs and events.
- **Connect With the Executive Board:** It doesn't matter which step you are at, we are here to help! A member of our executive board (including the founder) will make time for your questions and concerns. We can work with you to create social media accounts, post on SignUp Genius, make groups on Slack, find facilities, etc.