

STUDENTS FOR THE EARTH

SFE.
CHAPTERS

Procedure and Details



WEBSITE

www.mysfe.weebly.com
www.mysfe.jimdo.com

FACEBOOK PAGE

www.facebook.com/studentsfortheearth

EMAIL

studentsfortheearth@gmail.com



I) Get an Idea about Sfe.

Learn more about Sfe. , its activities, and also about Sfe. chapters by ,

- i) Watch the Sfe. Chapters video, “#BeTheChange” on youtube: <https://www.youtube.com/watch?v=yFJVTsIOUN8>
- ii) Visit the Sfe. website and see different projects Sfe. Community, Sfe. Environment and Sfe. Youthify: <https://mysfe.weebly.com/>
- iii) Read through all the details and FAQs about Sfe. Chapters on : <https://mysfe.weebly.com/sfe-chapters.html>

II) Talk to your friends about it and find a team of students who are interested about this

III) Obtain necessary permissions to start a chapter from your school/college management (A Letter of Permission is required if its needed in your school/college)

IV) Register your chapter at <https://mysfe.weebly.com/start-a-chapter.html> . Fill the Google form online and also print the other form in the page, fill it and sign and attach with the required documents and send it to us (details given on the page).

Note: If you already have a club/organization doing similar activities in your school/college you can register that organization as a part of Sfe. Consortium. Details on <https://mysfe.weebly.com/sfe-consortium.html>

V) Build awareness about your Sfe. Chapter

Promote your chapter via posters, workshops, talks, orientation, etc in your school/college.

Start a Facebook page to promote your chapter and also the activities. If needed you can start a website on a free platform too.

You can maybe issue a membership form or have an online form(maybe make one on Google forms) and ask interested students to register.

Or simply you can have a WhatsApp /Facebook group consisting of interested students.

No membership/registration fee can be collected from the students or members. Joining and participating in Sfe. Activities is free.

VI) Selecting a leadership team

Once atleast 20-25 members have joined, you must select a leadership team. The leadership team should be renewed every year. Selection needs to be fair and can involve election or via interviews, etc.

Please note that in Sfe., the posts don't matter. Everyone works together. The leaders and also each and every member are eligible to organize and participate in events and can also win Sfe. awards.

Don't make an issue with problems of people not getting posts they desired, etc. In such a case when there are lots of suitable candidates, you can increase the number of posts at levels of vice presidents, secretaries, etc or you can reduce the term of the leadership team to 6 months and select new people every 6 months.

The selection MUST be FAIR!

The posts can be created suitably to fit the respective chapter.

A sample list of posts can be:



President

Vice President: i) Environment, ii) Community, iii) Youthify (one or more each)

Secretaries: i) Environment, ii) Community, iii) Youthify (one or more each)

Contact person to Sfe. HQ (one person)

Also if a member who isn't part of the leadership team has organized an event, then he also will join the leadership team as a "Team Leader". There is no limit to number of Team Leaders.

VII) Organize a meeting/brainstorming session

Organize a meeting or a brainstorming session with leadership team members and interested members and decide about different events to be organized.

All events should be organized at zero budget or lowest budget possible.

Avoid lavish arrangements or wasting of money.

Only in case of charitable events, etc where money needs to be collected, students can pool the money. (Money matters should be dealt seriously and no money should be misused or wasted. Complaints will lead to strict action)

VII) Issuing certificates and letters for organizing and participation

The president, vice president of the chapter will be eligible to issue certificates and letters.

Either the chapter itself can come with a design which can be approved by Sfe. Or Sfe. Will give the default template we use.

VIII) How to organize an Event?

i) Get an idea for an event, it should be related to Environment, Charity, Humanitarian, Culture, Arts, Sports or competition .

ii) Get approval from your Leadership team at the chapter and also if any permission is required at the venue or organization at which you plan to organize.

iii) Issue posters and share it in your chapter's Facebook page, WhatsApp group, etc.

iv) Do preparations if any. Organize the event well. Make a list of all participants /volunteers their names, etc and also the organizers

v) After the event is concluded, participation Certificates will be emailed to all participants.

The organizers will receive special commendation certificate via email commending their leadership skills. (letters also can be issued)

IX) How to participate an event?

i) See an opportunity available in your Sfe. Chapter (either through Facebook page/Whatsapp group, etc)

ii) Register for free with the organizer or the person incharge

iii) Come for the event. Do duties as told

iv) Congratulations! After completing the event, you will receive participation certificate via email

X) What are the regulations a chapter should follow?



Even though chapter will be an official branch of Sfe. , the chapter will be independent with certain clauses.

1. All events which will be organized MUST have all necessary permissions. Events should not be illegal or prohibited. Sfe. HQ will not be responsible for any problem that occurs due to an event. Its solely the responsibility of the chapter/leadership team/organizer.
2. Reports of events organized, etc should be sent to the person incharge at Sfe. HQ
3. A minimum of 2 events should be organized every year. (Incase of inability to organize, if due to genuine reason, it will be considered. If there is no genuine reason, recognition of chapter will be lost temporarily.)
4. All participants and organizers MUST be provided with e-certificates / printed certificates (as convenient to the chapter) after completion of an event/competition.
5. No money can be collected from any member in name of Membership fees, Registration Fees, Participation fees, etc. Participation, Registration, etc are completely free in an Sfe. Chapter. If any report of money being taken, the people incharge will be punished.
6. All events should be designed on zero budget/low budget. You can refer the Budget section to know more details on this.
7. In case of charity event, where members would like to contribute in buying stuff for the poor, etc, then the leadership team/organizers can collect money from members, pool it and buy things. We prefer members to donate the items in kind instead of cash because we strictly condemn any sort of money making or wasteful spending of money which is strictly against Sfe. rules and ideals. We do not want Sfe. chapters to be a source of money making. If any such case is reported, the person who is accused will be punished.
8. Please listen to the advice of your mentors too. Do ask their opinions and take it into consideration. They know the world more better than us.
9. There should be a person in the leadership team incharge of taking complaints. If no action is taken, complaints can be directly reported to Sfe. HQ.
10. Sfe. Chapters need to be politically and religiously neutral.