SheTech Club Charter

Every SheTech Club must be granted a charter by Women Tech Council just to make everything official and ensure that SheTech Clubs represent the mission and goals of the SheTech Explorer Program. Fill out this google form for approval: http://bit.ly/SheTechClubRegistration

Charter Elements

Name: The name of this club is SheTech Club at [name of school].

Statement of Purpose: The purpose of this organization is to:
1. Encourage high school girls to understand the opportunities in STEM fields.
2. Promote SheTech Explorer Day at this school and in this school district.
3. Educate students, teachers, and counselors about SheTech Explorer Day and the SheTech program.
4. Participate in STEM activities that will inspire interest and education in STEM.

Affiliation: The SheTech Club is an official chapter of the Women Tech Council (WTC) SheTech program.
1. Through this affiliation, the SheTech Club is an officially affiliated WTC Club.
2. Permission to use materials copyrighted and/or provided by Women Tech Council at club functions.
3. The right to promote SheTech Explorer Day and SheTech sponsored events at club functions.
4. Advice and help in running the SheTech Club from WTC.
5. The acting president of the SheTech Club will present WTC with a report at the end of each academic quarter detailing the activities of the SheTech Club during that quarter ensuring that they hold up the statement of purpose of the club.
6. Women Tech Council will have the authority to revoke affiliation with the SheTech Club, at their discretion, should:
   a. The activities of the SheTech Club leadership at any time violate the mission statement of the WTC or the statement of purpose of the SheTech Club.
   b. The president of the SheTech Club fails to submit a report at the end of the academic semester detailing the activities of the club.

Should affiliation with WTC be revoked by either party at any time, the SheTech Club will no longer have any of the rights and benefits conferred upon as an official SheTech Club chapter of the WTC.

Officers:
1. The SheTech Club will have four (4) officers:
   a. President - responsible for running the club and will be a member of the WTC SheTech Student Board.
   b. Vice President
   c. Secretary - responsible for meeting notes, calendar events, and membership list
   d. Historian - responsible for documenting and photographing club events and ensuring they are promoted on social media
2. SheTech Club Officers will:
   a. Develop a school marketing campaign to invite girls to join the club.
   b. Have a good understanding of SheTech opportunities and promotion requirements.
   c. Commit to promoting SheTech Explorer Day, SheTech Internships and other SheTech events.
   d. Be the official spokesperson for the club on issues related to SheTech.
   e. Publicly adhere to and abide by the statement of purpose of the organization.
   f. Present WTC with a report at the end of each academic semester outlining the events of the semester and ensuring that they upheld the purpose of the mission statement of the club.
3. Criteria for holding office includes:
   a. All individuals holding office must be registered students of the school represented by the SheTech Club.
   b. Being elected by a majority vote of the registered student members of the organization voting at the elections meeting.
   c. Elections meetings shall take place in May of each year for the following school year.
   d. In the case of a resignation of an officer from office, a special elections meeting may be held to fill the office until the next May elections meeting.
   e. All officers hold their position until the May elections meeting.
   f. There are no limitations on the number of terms of office an individual may hold.

Advisors:
1. The SheTech Club will have a faculty advisor, who will:
   a. Be present at club meetings
   b. Provide mentorship to the SheTech Club officers
   c. Assist with the logistics for SheTech Explorer Day
2. WTC will provide promotion materials and event support as applicable.

Membership:
1. Any students registered at the school represented by the SheTech Club may officially join the organization and attend meetings and events hosted by the club.
2. Only registered members of the SheTech Club may hold office and vote in elections for the club's officers.
3. Only the student officers can spend the organization's funds (if any).

Events and Meetings:
1. The SheTech Club will meet at least once per quarter during the academic year.
2. The SheTech Club will host speakers and discussions according to the statement of purpose.
3. When the SheTech Club promotes itself or its views to the campus, it will abide by all campus and WTC policies.

Starting a SheTech Club

Find a Faculty Adviser

A faculty adviser can provide insight and expertise to the officers and members of your club as well as help guide you through the process of getting your club approved. When selecting a member of the faculty to advise you and your club, choose a counselor or teacher with whom you've enjoyed working or learning from in the past. Find someone who has experience and interest in STEM.

When you approach a prospective adviser be prepared to clearly articulate the purpose of the club, your goals for the club, and your expectations for the adviser's involvement (e.g., presence at meetings, classroom, logistics help). Keep in mind that some faculty members may not have the time to commit to be an adviser. Don't be offended or deterred if your first choice has to say no. Ask if she or he has ideas on other faculty members who you can ask. Keep asking until you find the right person.

Figure Out the Process for Starting a Club at Your School

Most schools have an application or proposal process for starting a school-sanctioned club. Talk to your faculty advisor or a school official to find out what you need to do to start a club. Then, get a copy of the application or proposal process and review it. Sometimes schools require clubs to have a charter, a certain number of members, a place to meet and how often, and how the club will benefit the school. Make sure you know what's expected before you discuss it with potential club members.

Brainstorm Together

Once you have a faculty adviser, meet with your adviser and a group of interested students to do some brainstorming. Talk through the club charter so everyone understands the mission statement and expectations. You want to make sure that everyone in the club has the same goals.

Begin thinking about potential topics and activities for club meetings. Don't plan the entire year in advance though; you don't want to miss out on fun ideas your members will have or that come up during the year. It's critical that your members help plan and implement activities to get participation. Make the club informative and fun. Using teamwork will help take the burden off of a few people, inspire leadership in other students, and create more excitement.

Consider creating an advisory board that includes parents, industry experts and school staff. WTC can also provide guidance on activities, ideas and events. The community may also be interested in supporting your club with fundraising opportunities and donations. You could ask a local tech company to serve as a corporate sponsor. Sponsors might be able to provide you with donations for supplies and materials, buses for SheTech, internship or scholarship opportunities, mentors and/or guest speakers.

Grow Your Membership

With your adviser and leadership team, brainstorm ways to promote your SheTech Club using the resources from WTC as well as your own creative ideas. Girls who are interested in STEM are obvious candidates, but don't overlook girls who aren't aware of opportunities in STEM yet. Share the opportunity with all girls explaining that whatever they are passionate about, there will be an application to STEM. Having members with diverse interests will make your club more interesting and fun.

Ask senior STEM students to help with activities or to serve as mentors and peer leaders for your club. This will get them involved, give them opportunities to share their expertise, and provide role models for younger students.

Plan an Event

To plan an event for your SheTech Club, be open to ideas from your club members. Here are some things to consider when you have an event idea:
- What are the goals of the event?
- Does it meet the mission of the club?
- Is there a cost to the event, and if so, is there a budget or fundraising activity to cover the cost? Make sure you have enough time to raise funds.
- Is it possible/practical for most club members to be able to attend?
- What logistics need to be set up (e.g., date, time, location, chaperones, publicity, transportation, etc.)
- Do you need to get permission from school officials?
- Do you need to reserve any resources (e.g., room, equipment)?

Make sure that you plan your event at a time that does not compete with other major activities, like finals or sporting events, unless you can make it coincide with an already planned event.

The key to hosting a successful event is to publicize it well. Know the requirements for putting up posters and making announcements at your school. Make sure that all of the details are easily accessible and that there is a point of contact in case there are questions. Use every available publicity resource you have but remember that personal invitations work best. People are more likely to attend if they know you are counting on them and want them there.