**Students for Wishes – Start-up Steps**

Please refer to the following steps during the creation of your Students for Wishes club. These are meant to remind you of important features in starting your own society and becoming a part of our Make-A-Wish® Atlantic Provinces family. The list is not completely inclusive, as there may be variances amongst the different Students for Wishes groups depending on executive decisions. We strongly encourage you to refer back to the steps during the year so important steps are taken and you can anticipate the year’s activities. Representing Make-A-Wish through the Students for Wishes program provides you with great responsibility and an opportunity to be a part of an extraordinary cause, but do not forget to have some fun the along the way!

1. Determine starting members of the Executive (2-3)
	1. One of which should be the Club President (decided amongst group)
	2. Attend orientation, familiarize with Make-A-Wish and Student for Wishes
2. Recruit the rest of the Exec (if needed)
	1. Call for execs – Pg 75
	2. Recruit, process application, interview/screen- Pg 19, and orientate
		1. Office Staff must process new exec to make them official MAW volunteers
3. FIRST EXEC MEETING
	1. Have everyone sign the club volunteer confidentiality agreement – Pg 77 & Volunteer Website
	2. Familiarize with the manual – or points made in the manual
	3. Create the constitution– Pg 61& Volunteer Website
		1. This is only able to be modified slightly – verify changes with chapter staff
	4. Verify the roles of each member
	5. Start brainstorming ideas and yearly goals
	6. Decide on Exec meeting Schedule (meet or communicate regularly, especially during start-up)
4. Register Club with the Student Union
	1. Ratification process available online for each university
	2. Contact MAW office if assistance is needed
5. Open up bank account
	1. Choose a bank, and meet with representative
	2. Letter from CEO, must get her to sign and date – Pg 78
	3. Need start up money
		1. Student unions sometimes give start up funds. If not, contact the office for assistance
	4. Assign the two signatories for cheques
		1. Finance director and President (with permission from the Exec)
6. Create Social Media profiles
	1. Must be brand compliant
7. Modify volunteer application/ advertisements/ sign-up sheet for Ambassador positions
	1. Pg 57 Applications
	2. Pg 70 Sign-up Sheets
	3. Decide on First general meeting date/ time
8. Attend Club Day event & collect applications for the Ambassador Positions
	1. If possible – have promotional giveaways (ask office staff)
9. Intake applicants
	1. Inform about the club
	2. Invite to first general meeting
10. FIRST GENERAL MEETING
	1. Become acquainted with members
	2. Have everyone sign the confidentiality agreement
	3. Present or familiarize attendees with Make-A-Wish and Students for Wishes
		1. If you wish to use the PowerPoint shown at orientation, send a request to the office staff
	4. Discuss goals, and brainstorm some ideas for the year
	5. Decide on semester meeting schedule (for the whole group)
		1. Keep in mind – exam time, event time, and individual class schedules
11. SECOND GENERAL MEETING
	1. Set Yearly or Semester Goals and objectives
		1. Events suggestions for first year – Pg 35
	2. If possible, role delegation,
		1. Event planning steps – Pg 79
		2. May create sub-committees, if decided by exec
	3. Assign note taker for next meeting (if desired) and action points
12. Continue Exec and general meetings throughout the semester, as needed
13. Maintain contact with office staff for advertising, finance questions and event plans
14. EVENTS
	1. Have a checklist for the events to ensure no steps are missed (ex. Venue, seating, snacks, cash box, etc…)
	2. Have tasks dispersed amongst the exec and ambassador volunteers – so no one is carrying too much weight
	3. Ensure safety standards are met, inquire about event insurance, that the event complies with school requirements, and that the event is approved by MAW chapter
15. December – Meet with MAW chapter to review first semester, plans for second, and provide available donations that have been collected
16. March or April – Nominations (seconded) for exec positions for the following school year
	1. Follow requirements in the Constitution or Manual
17. April – Annual General Meeting – vote on next year’s exec team
	1. If required – have audit conducted by school. Provide results to the chapter staff
		1. If no audit is conducted, have office staff review finances for the year
	2. Update constitution if required – and verify with MAW chapter
	3. Prepare for next year!

If there are any issues or questions throughout the year, please contact

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