

Who We Are...

Students For The Poor

Students For The Poor is an organized outreach group on college campuses throughout the United States in which college students take time from their busy lives to support the poor in the Caribbean and Latin America through Food For The Poor, Inc.

Food For The Poor is an international Christian relief and development organization with headquarters in the United States. Our relief programs and projects help children and the poorest of the poor by providing food, housing, health care, education, water projects, emergency relief and micro-enterprise assistance in the Caribbean and Latin America. We feed approximately two million people every day.

***Vision Statement**

The goal of each chapter of Students For The Poor is to provide life-changing experiences for college students in the United States, while raising awareness and providing support, encouragement, and hope for the materially poor, and to lift up the poor in spirit in the U.S.A., the Caribbean and Latin America.

***Mission Statement**

Students For The Poor chapters provide members with the tools necessary to raise on-campus awareness of the reality of the poor in developing nations. SFP fosters real relationships with the people of the developing world and offers an opportunity to *implement* sustainable projects, breaking the cycle of generational poverty in the Caribbean and Latin America.

Students For The Poor chapters will hold meetings and events in order to promote awareness of developing world communities in the Caribbean and Latin America, and to create an understanding of our impact in relation to those communities.

How to get started... Campus Chapter Action Guide

Form a Core Group

The first goal when organizing a Students For The Poor campus chapter is finding a few individuals to form a core group. These are energetic individuals committed

to founding an SFP chapter on their campus. This dedicated group of members will share the work and drive the organization.

It is beneficial to have as diverse a group as possible. Representatives from different classes and peer groups will aid in the growth and continuity of the chapter. Trying to start a chapter by oneself can be overwhelming. Think about including alumni and friends of the university. These members may not be able to fill leadership positions because of school policy, but they may bring ideas and experience to the table that make it easier for you. Creating a core group is also an efficient way to distribute work. Finding a professor or faculty member as a chapter advisor is key when forming a core group.

You are not alone...

Utilizing Support from Food For The Poor

As an official SFP chapter, you have access to the resources of the largest international relief and development organization in the United States. Each chapter will be assigned an FFP staff representative who will support you and your group. By contacting FFP at 1-877-654-2960 ext. 4044, or e-mailing the411@studentsforthe poor.org we will connect you to a *real person* who will work with you every step of the way. You will also receive a **New Club Package** with many resources.

The Students For The Poor Web site (www.studentsforthe poor.org) has resources at your disposal, such as: bylaws, flyers, posters, videos and more (see "Resources" at the end of this manual).

Remember, you are not in this alone... we will support your chapter every step of the way.

Time to jump in!

Organize the Chapter

Take initiative and speak to fellow students and teachers that you feel may share your vision. With their help, advertise to the student body your intention of starting a SFP chapter to see if there is any preliminary interest. Remember that the most effective method of creating interest is through personal interactions. Contact professors, student government, student organizations, etc., and ask to have some time at class or meetings to talk about your group. Advertise through e-mail, flyers, the campus newspaper or any other media. (*Samples are included under "Resources" at the end of this manual.*)

...start small, be flexible and be sure to utilize the resources of Food For The Poor staff, as well as the past experiences of other Students For The Poor chapters.

Once a core group has formed, define the purpose and goals for your chapter. One way to get started on this is to review the SFP mission statement included in this manual. This mission statement expresses the purpose of the chapter and its guiding principles in order to help define how the group organizes and acts on campus and in the community. Next, discuss when you would like to meet, how much time you can realistically dedicate to this chapter, what events you would like to do, and how you will create enthusiasm for your cause on campus. These are not always easy things to do, *so start small, be flexible and be sure to utilize the resources of Food For The Poor staff, as well as the past experiences of other Students For The Poor chapters.*

How to Formalize Your SFP Group with FFP

Formalizing your group is easy, yet crucial. As an official **SFP** chapter, you will be the face of both Students for the Poor and Food For The Poor on your campus. As a recognized leading nonprofit organization in the field of international relief and development, FFP must maintain a high level of integrity. We ask that you refer to the "**Logo Uses**" section and adhere to the guidelines given when using the SFP and FFP logos.

Start by contacting us at: 1-877-654-2960, ext. 4044 or the411@studentsforthe poor.org

Acquire Funds and a Faculty Advisor

Depending on your campus student government and student life criteria, there are usually funds available for student-run clubs. To get your club approved for funding, which can aid in the purchasing of materials or in hosting events, you will need to meet with the representatives from your campus. Funds are usually available to purchase items such as club banners, club T-shirts, food for meetings, flyers and more. Gaining access to these operating funds will free your group to raise funds for your trips and projects.

Most campuses list the rules and regulations for student groups to acquire funds on the university Web site. These rules usually include a minimum number of meetings, special events and community service projects. (*See "Plan Logistics" for sample meeting agendas.*)

In addition, FFP requires that you have a faculty advisor. Faculty advisors are a good source of information and usually have great contacts that can be used for events. The faculty advisor's role can range from active involvement to a more supportive role, depending on your chapter's vision. Finding a faculty advisor for your **SFP** group should be relatively easy since the vision of social justice and helping in the developing world is something to which many sociology, anthropology, and/or theology professors are committed. Of course, don't limit

yourself! What your group will accomplish is something that touches every corner of the academic community.

Plan Logistics

Sample Executive Board Meeting Agenda:

I President or Vice President:

Call meeting to order and review the Chapter's Vision and Mission Statements.

II Secretary:

Read minutes from the last meeting.

III Treasurer:

Report on the status of club funds for trips, events on campus and for projects you are working to fund.

IV Student Life Representative(s)

Report on any meetings attended as well as how the club is doing regarding university funding.

Inform the group of any upcoming campus wide events where the club should set up an information table to recruit new members or advertise upcoming events that the Chapter will sponsor.

V President, Vice President or Committee Chair

Discuss upcoming events, mission trips or projects. If a current project is in progress, the chair of that project should report on the status and let the Executive Board know if any help is needed.

VI President, Vice President

Discuss the next SFP meeting.

- a. What is the theme? (Speaker, movie, music)
- b. Update on trip status

Now that the club has a basic framework (Executive Board, membership, mission statement, goals and funding) continue working toward the goals of your club by

meeting regularly. Be creative! These regular meetings should be fun as well as challenging. Executive Board meetings, where the "business side" of the club gets discussed, should be held separately. *(See below for specifics on planning Executive Board meetings, as well as full club meetings and special events.)*

How to Conduct a Chapter Meeting

We recommend that you develop a consistent meeting schedule and location. The optimal situation is to reserve a room in the Student Union that has wireless capacity, as well as technology that allows you to show a video and/or YouTube video's of new projects being done by Food For The Poor or trips and projects by other SFP chapters . This will keep your members informed, and your meetings fresh. The web site has many resources that you can utilize such as interviews with our country managers, FFP's CEO and Executive Director, and more. All you have to do is reserve the room and the technology (i.e., laptop, projector, audio.)

Sample Chapter Meeting Agenda *(this is just a suggestion...we hope you'll make this your own):*

-Icebreaker and introductions

-Overview of the vision and mission statements of your group. (Should be short if used)

-Review important items from the last meeting i.e., upcoming events, trips, and fundraisers.

-**Share a video** on your current fundraising project, the country your current project will benefit, or any of the countries and/or projects FFP serves. Check out the web site and Facebook pages for videos and pictures of trips and projects that other SFP chapters are doing.

or

-**Guest speaker**

or

-**Music and dance** Have some fun exploring the culture of one of the countries FFP serves. Although suffering from poverty, every country we serve has deep cultural roots and beautiful traditions. Inviting a musician or dance group will not only be fun, but also help you to connect in a very personal way with the country.

or

-Book or poetry reading Perhaps you have a talented student and/or professor who would like to share a poem or read from a book.

or

-Panel discussion Invite a few people who are well versed on hunger issues in the developing world, or have traveled to one of the countries, etc., to share their experiences. Then open the discussion to the entire group.

or

-"SFP has left the building" Meet at a local restaurant, museum, or theater where there's a film showing that touches on what your group is all about.

-Review upcoming events that need planning

-Serve refreshments that reflect the customs and foods of one of the countries FFP serves.

Executive Board

A basic Executive Board should consist of:

President - Before leaving office it is important to train the incoming president.

Vice President

Treasurer

Secretary

Student Life Representative(s)

Support positions or "Directors." The Executive Board should be the driving force, but your group will grow, so you will need support.

Some ideas for Committees are:

-Fundraising

-Public Relations

-Cultural Awareness

-Newsletter

-Webmasters

-Meeting Coordinators

-Trip Coordinators

One-time interviews for directorships should be conducted during September of the fall semester, and unless a director is removed or has resigned from his/her position, the directors will hold their position until the completion of the academic year.

Your campus may have particular mandatory criteria to follow concerning officers, so make sure to check with the

Student Life Office.

Maintain the chapter

One of the challenges of a college group is the reality that people move on after an average of 4 to 5 years. Chapters can fall apart due to the loss of a core leader following graduation. Therefore, it is important to delegate responsibility among a core **group** of members and continually look for new members with leadership skills who can maintain your chapter for years to come. It is important that the semester before a leader will step down, the next year's leader is identified and works closely with the current leader in order to provide a smoother transition.

Your Executive Board may want to consider 1-2 year term limits in the president and vice president roles. If a second year is permitted, it should be used to groom and mentor the incoming president/vice president.

Remember, these are time-tested guidelines to assist you in starting and maintaining your chapter. However, each chapter will have its own gifts and talents to bring to the table, which will develop their group over time. Good luck, and keep in touch with your FFP staff representative at the411@studentsforthe poor.org.

Some recruiting ideas...

Campus activities that work

Web Presence

It is important to have your chapter on the Web — both through your university's Web site and through social networking sites. We ask that you please contact your FFP staff representative before setting up a presence on the Web via Facebook, Twitter, MySpace, etc. We can help you set up your page and make sure your information is current and correct, as well as provide you with a link to the official Students For The Poor Web site. This will keep your chapter connected to chapters nationwide.

Recruiting

There are many events on campus where student-run clubs are given the opportunity to personally connect with potential members. It's very simple to do. Through the many orientation events, welcome week, special events such as Hunger Awareness Week, World Aids Day, and more, you can reach potential new club members. Attending the Student Life Council meetings will keep you informed on particular opportunities offered at *your* campuses. Remember, attendance at these council meetings also makes you eligible for funding on most campuses.

Requirements of a Member

Must be a full- or part-time student, or alumnus of your university. The Executive Board will be completely comprised of current students.

The most important attribute of a member is the energy, commitment and compassion he or she has for making *real* change in the lives of the destitute people that Food For The Poor projects benefit. Successful chapters of **SFP** will help change lives, and each member is an integral part of this work.

Items you should have when recruiting:

Resources you can download from the Students For The Poor Web site:

- Compelling photographs that will engage students who are ready to become involved and initiate questions
- Fast Facts that give information on the work of Food For The Poor
- New Member Form
- Flyers on the various projects Food For The Poor implements
- Maps of the countries we serve and pertinent basic information about each country

Have you had a successful activity on your campus?

Share it with us! Send an e-mail and photographs to: the411@studentsforthe poor.org
We'll post them on the Web so you can inspire other groups!

-Videos of past trips and testimonials

Individual club information

-Your chapter's Students For The Poor banner

-Calendar of your meetings and any special events planned

-Videos of your past trips or events

Advantages to becoming an SFP chapter

You are not alone! The biggest advantage to becoming an official chapter of SFP is that you have the support, encouragement and resources of the largest nonprofit international relief and development organization in the United States at your disposal.

Working in the developing world and with issues of abject poverty can be very difficult and frustrating at times. As an official member of the SFP community, your chapter has the ability to make real change utilizing the years of expertise and firsthand experience that Food For The Poor has in working in the developing world. Whether your chapter is able to raise \$2,600 to build a home for a family, or \$60,000 dollars for a fishing village, Food For The Poor has the staff and expertise to bring your dreams to fruition.

Service Trips

Nothing builds relationships more than a face-to-face encounter. Several colleges that have chapters of Students for the Poor have worked with FFP to coordinate service trips to the countries FFP serves. Your FFP staff representative will be able to work with your chapter, if this is an option that you would like to explore.

We hope that service trips will become a part of your chapter life. We have trips scheduled to accommodate spring break, winter break or summer break. If the schedule on our Web site does not fit your schedule, we can usually make alternative arrangements.

Who can go?

We recommend that the trips be open to anyone on your campus. However, you may end up with more students and faculty that want to go than space permits. This situation can be easily handled with good procedures in place from the start. Another good reason to visit the SFP Web site and Facebook pages often is to learn from what other chapters are doing. We will continue to update the "tools" section of our Web site with ideas from SFP chapters who have run into these issues as well.

It is Food For The Poor's goal to keep the SFP chapters connected in any way we can. We welcome your ideas on the best way to make this happen.

Below we have listed a few items that you may want to clearly state to potential travelers.

- Set a date that a deposit is due and be firm!
- All travelers must have a valid passport. Passports can take 2 - 6 months to obtain, so **START NOW**. Your FFP representative can help your Trip Coordinator, or whoever is handling the logistics of the trip with each step.
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How can our group get on a trip?

Contact us as soon as possible so we can work together to make your trip happen.

Funding service trips can be a challenge, but don't let that challenge deter your group! There are many ways to help a student go on a trip; regular fundraisers, finding local sponsors, approaching the SGA and more. Again, we're here to help!

How much will our group have to pay/how much fundraising will we need to do?

Trip costs can be found on our Web site: www.studentsforthe poor.org. The amount of fundraising money your SFP chapter is able to accumulate and disperse to you is directly related to how much effort the members put toward fundraising. **The more you put in, the more you will have available!**

Do we have to miss school to attend a trip?

No - all SFP trips are planned during school breaks and will not require students to miss any class.

Good luck, and keep in touch with your FFP staff representative at the411@studentsforthe poor.org.

Resources:

The following activities have been successful on many campuses to heighten awareness of hunger and enhance the impact of advocacy activities. Remember to visit our Web site (<http://www.foodforthe poor.org/studentsforthe poor/>) for new ideas, and please share your successful events!

Reality Check	Perform this skit (under "tools") at local high schools to encourage students to get involved.
All-Nighter for The Poor	Hold an All-Nighter on your campus. Visit www.allnighterforthe poor.org for details.
Food Waste	Demonstrate the amount of food that students waste by weighing the food that is left on the trays and thrown away during lunch or dinner at the cafeteria.
Fast	Organize a fast. Participants can collect pledges for each hour they fast. If students give up a meal at a campus cafeteria, the cafeteria can donate the meals to a food shelter or money to a hunger organization.
Race	A walk-a-thon or race can raise additional money through pledges.
Musician	Invite a musician or band to perform whose music involves social justice issues. The concert can raise money as well as inspire students.
Speakers	Invite a professor, student or staff member who has traveled to one of the countries FFP serves. Seek out speakers who can share their personal experience of seeing this level of destitution up close.
Hunger Week	The week of World Food Day (Oct. 16) is the perfect time to hold an "All-Nighter for the Poor" on your campus. Having smaller events all week will add to the success of your All-Nighter. These could include showing a film that deals with the reality of poverty in the country you will be raising funds for, holding a Hunger Banquet, presenting at individual classes and more. Visit www.allnighterforthe poor.org for more information.
Hunger Banquet	Educate individuals about hunger through the eyes of those who experience it daily. Engage participants in a dramatization of the unequal distribution of resources and wealth in the world. Learn how to organize your own Hunger Banquet by visiting www.oxfamamerica.org
Dance-a-Thon	Contact groups on campus that can give mini dance lessons i.e., Salsa, Swing...see if they'll help out!