

Debbie's Dream Foundation: Curing Stomach Cancer

Guide to Starting a Debbie's Dream School Club



www.DebbiesDream.org



Table of Contents

Mission Statement	Page 3
First Steps on How to Get a DDF School Club Started	Page 4
Youth Leadership Council	Page 6
Attracting Members	Page 7
Officer Job Descriptions	Page 9
Volunteer Opportunities	Page 10
Fundraising Ideas	Page 11
Bookkeeping Tips	Page 13
Curing Stomach Cancer Month & Awareness Activities	Page 14
Keeping In Touch	Page 15
<u>Appendix of Forms</u>	Page 16
School Club Information Form	Page 17
Officer Application Form	Page 18
Club Constitution	Page 20



Mission Statement

Debbie's Dream Foundation Mission Statement

Debbie's Dream Foundation: Curing Stomach Cancer is a 501(c)(3) non-profit organization dedicated to raising awareness about stomach cancer, advancing funding for research, and providing education and support internationally to patients, families, and caregivers. DDF seeks as its ultimate goal to make the cure for stomach cancer a reality.

Debbie's Dream High School Club Mission Statement

DDF high school chapters are dedicated to raising awareness about stomach cancer, fundraising for the foundation, and volunteering for the organization.



First Steps on How to Start A DDF School Club

- 1) Faculty Sponsor: The first step is to find a faculty sponsor who is responsible for overseeing the club. Rules will vary from school to school, but generally, at a public high school, a faculty sponsor may be anyone who works at your high school such as a teacher or guidance counselor. At a private high school, the school may allow a parent to be a faculty sponsor, but you will need to check with your school because the rules will vary from school to school. When asking someone to be the faculty sponsor for your club, here is what you should give to the potential faculty sponsor:
 - a. Give them a Debbie's Dream Foundation brochure.
 - b. Have your laptop or phone open to the Debbie's Dream website – www.DebbiesDream.org so you can explain what DDF does.
 - c. Discuss with them what being a faculty sponsor of the Debbie's Dream Foundation club entails including the day(s) of the week your club will meet, how long meetings will last, volunteer activities, awareness projects, and fundraisers planned for the school year.

- 2) High School Club Advisor: The second step is talking to your high school's Club Advisor or Liaison. If you are not sure who this individual is, the staff at the front desk in your school's main office may be able to direct you to this person. When talking to the school's club advisor, you will need to propose the creation of the club by providing the club's constitution, informing the school's Club Advisor about who the club's faculty sponsor is, and explaining the purpose of the club. Some high schools have a maximum number of clubs that the school can have at any one time. Due to this, the school's Club Advisor might reject your proposal. At this point, you should definitely not give up; instead, you should find a club at your school with a similar purpose, perhaps another club dedicated to cancer research, from which you can branch off. Branching off from another club can mean that you share a bookkeeping account with that other club. However, each club will have separate meetings and fundraisers. You will need to make sure the funds of each club stay separate by asking the bookkeeper at your school to keep two separate tabs on the account. (See more information about bookkeeping in this Guide.)
 - a. Meeting Room: The third step will be finding a room for meetings. An easy option is to use your club faculty sponsor's classroom or office. If this is not available to you, the library, auditorium, or another teacher's class room are viable options. Typically, appointments will need to be scheduled to occupy the library or auditorium in order to alert the custodial



staff and reserve it for the club meeting. Finally, it is important to keep the location of club meetings consistent so that it is easy for members to find and for members to feel part of a more organized, cohesive group. Whichever meeting location is chosen, it is important to always leave the room neat when the club leaves so that the club will be welcome to come back.

- 3) Connect with the Debbie's Dream Foundation Headquarters: Connect immediately with the Debbie's Dream Foundation headquarters at Communications@DebbiesDream.org or (954) 475-1200 to alert them that the club is forming. You will need to provide them with the contact information for the school, Club Faculty Advisory, Club President and Club Vice-President(s) using the form in the Appendix.



DDF Youth Leadership Council

In order to facilitate the growth of the Debbie's Dream Foundation School Clubs, Rachel and Zachary Guttman have instituted a Youth Leadership Council (YLC) which will be comprised of all of the Presidents and Vice Presidents of all the DDF School Clubs. The YLC will meet 3-4 times a year. The YLC President will convene the meetings and will update all the DDF School Clubs about the DDF events and opportunities to volunteer. Schools will also be able to update each other about events on which they have worked. The YLC hopes to help make the formation of new clubs easier and the function of existing clubs smoother. All DDF School Clubs will be connected to the YLC.



Attracting Members

- 1) Service Hours: Giving service hours for every Club meeting and event is an easy way to attract new members and keep them coming. Depending upon your school's rules, service hours may be given for attending meetings, planning club activities, and attending a club activity such as a fundraiser. Clubs should consider awarding service hours to members who bring new students to meetings which will help to expand the club. The Vice President of Volunteering should have a binder where each student should log their hours directly after attending a meeting or Club activity; this is an easy way for the Club to keep track of the members' hours. Throughout the year, the club members should fill out the service hour sheets for themselves for approval by the Vice President of Volunteering. Each school usually has its own Service Hour Form.
- 2) Leadership: Leadership positions attract many students. Your club may want to give a title to all members who would like an office position such as Fundraising Associate or Director of Internal Affairs. These supplementary positions made members more involved with the Club and help them feel that they are making more of a difference.
- 3) Food at meetings: Having snacks at Club meetings is an excellent way to attract new members and keep existing members coming. Your club could ask members to donate snacks and receive service hours in return. Some examples of snacks for meetings include pizza, cookies, doughnuts, chips, ice cream, and soda.
- 4) Social Networking: Posting on sites such as Facebook and Twitter is very helpful to remind members about the time and date of Club meetings and for updating members of the Club's progress. Having a Facebook group for your school's chapter is great for members to be able to converse with each other in-between meetings and to clarify information.
- 5) Email: Email is another easy way to keep in touch with members and inform them when meetings will be taking place. A list of all the members' email addresses should be compiled at the first meeting and should be updated when new members attend.
- 6) Posters and Flyers: It is very important to have flyers and posters hanging up around your school to inform students about the Club and to announce when meetings will be taking place. The information on flyers and posters should include the mission statement of the Club, the day(s) of the week meetings take place, and the room number where the meetings are held. It should be made known that service hours and leadership opportunities are available and whether food is being served.



7) School Announcements: Publicizing the Club on the morning announcements, in the school newspaper, and on the afternoon announcements is a great way to attract new members and to remind students where and when meetings are held.

8) T-Shirts: Club t-shirts are a good way to attract members to the Club, and this also makes the group feel more cohesive. Moreover, having Club t-shirts is a great way to publicize the club, as members who wear their shirts are often asked questions regarding the Club's activity.



Officer Job Descriptions:

President: The duty of this officer is to call meetings of the Club, preside over meetings, plan and prepare an agenda for the Club, and to manage all aspects of the Club. The President is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Vice President of Volunteering: The duty of this officer is to oversee all volunteering opportunities. This officer will have a sign-up sheet for the members who want to volunteer at the Debbie's Dream Foundation office or at DDF events and will create a master schedule to keep track of the volunteers. This officer will also be responsible for filling out service hour sheets. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Vice President of Fundraising: The duty of this officer is to plan and oversee the Club's fundraisers. This officer will have a sign-up sheet for the members who want to participate in the fundraisers and will create a master schedule to keep track of the members wanting to help. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Public Relations Officer: The duty of this officer is to publicize all Club activities and fundraisers through school announcements, social media, posters, email, etc., and to recruit new members for the Club.

Art Director: The duty of this officer is to create posters for the Club and design posters whenever necessary.

Treasurer: The duty of this officer is to help oversee Club fundraisers, complete bookkeeping paperwork, maintain good communication with the school bookkeeper, and keep complete and accurate records of money coming in and out of the club account.

Secretary: The duty of this officer is to create a sign-in sheet for each meeting, send out messages when needed, and record the minutes at each meeting.

Historian: The duty of this officer is to take pictures at the Club's events, post photos on the club's social media pages and around the school (as allowed), arrange for the yearbook club photo, and create a scrapbook for the Club at the end of the year.



*There may be two people selected for a single officer position. Each school is different, so you should also feel free to alter any position above and to add your own positions.

Volunteer Opportunities

1) Debbie's Dream Foundation Plantation Office: Your school's chapter of Debbie's Dream Foundation: The Foundation of Debbie's Dream should select a day of the week in coordination with the DDF Office Manager, for students to come volunteer in the Plantation Office located at Two South University Drive, Suite 326 Plantation, FL 33324. This is a great way for members to learn more about the foundation and to help make a difference. At the DDF Office, there are many different areas of volunteering the members can partake in. One area is PREP (Patient Resource Education Program) which gives volunteers insight into the lives of patients and their families struggling with stomach cancer. Students will also learn more about the medical aspects of DDF. Another area is communications which deals with social media and media publications of the foundation. Students also work with Excel to help build databases for the foundation. Finally, members can help work on upcoming events.

2) DDF Events: Your school's chapter should stay up to date with the events calendar for Debbie's Dream Foundation. You should frequently check the DDF website for a listing of those events at <http://DebbiesDream.org/portal/web/guest/upcoming-events>. Your chapter can email Events@DebbiesDream.org to inform DDF of how many members would like to volunteer at each event. The following are annual DDF events at which your chapter might be able to volunteer:

- Dream Team ING Marathon and Half Marathon: Each year, there is a DDF Dream Team that runs in the Miami ING Marathon and Half Marathon. Members can help out at this event or they can even join the DDF team. A few days before the event, there is a kick-off party where attendees will be treated to free appetizers, a free participant race packet, a free race shirt, and a DDF Dream Team picture. Volunteers are needed at this event as well.
- Night of Laughter at the Improv Comedy Club: This is an annual event at the Hollywood Hard Rock Casino Improv. This event is known to have awesome raffles and hysterical comedians.
- Dream Makers Gala: The DDF Gala is an evening of fun, entertainment, live and silent auctions, and fun surprises. This is known to be Debbie's Dream Foundation's biggest event, and due to this, it is a great event at which to volunteer. There is always a lot to be done, and it is very exciting.



- Stomach Cancer Symposium: This event is a very educational seminar for stomach cancer patients, families, caregivers and medical professionals who travel from all across the country to attend. Volunteers are needed to help set up and photograph the event.

Fundraising Ideas

1) T-shirts: A good fundraising idea is selling Debbie's Dream Foundation t-shirts. Your school chapter can either create its own t-shirts using the DDF logo or can use the foundation's shirts. The DDF office will provide you with the logo in jpg, pdf or eps formats.

2) Pizza: Selling pizza after school is a great fundraising idea, as students are often hungry after their long school day. Some school chapters sell a piece of pizza and a soda for two dollars after school or during break. It is vital to publicize through school announcements that the fundraiser will be taking place in order for students to be aware, bring money, and maximize sales. It is important to start out small, meaning that the Club should only have a couple of pies to sell the first day. This will ensure that nothing is wasted. After the first event, the Club can decide if it should have more pies to sell next time based on what happened the first couple of days. Your school's chapter should contact local pizza places to see if you can get pizza pies donated or discounted for the fundraiser.

3) Gourmet cupcakes: Selling gourmet cupcakes is another excellent way for the club to help raise funds for DDF. Gourmet cupcakes seem to be really popular among the students, and it is very easy to do. Check with your schools as to the best time of day to sell the cupcakes because each school's rules are different. Your chapter should contact cupcake stores, bakeries, and the local grocery stores to inquire about donations or discounted rates.

4) Food at meetings: Selling snacks at meetings is a good way to raise funds, as it is really simple to do.

5) Holiday treats: A really fun fundraiser is pre-selling holiday treats and then delivering them to the students on the day of the holiday. Students could purchase the holiday treats for themselves and/or for their friends and can write a note to go along with the treat if it is a gift. The students would have to specify to whom they want the treat to be sent and what classroom the student is in during the period when the treat will be delivered. Some examples of holiday treats are Valentine themed cookies or Halloween themed lollipops.



6) Bake Sale: Your club members may also want to bake cookies, cupcakes, or other pastries and receive service hours for their efforts. Decide what baked goods your club would like to make and sell; schedule a date, time, and location that you will be baking the goods (perhaps at the home of a club member with the permission of their parents); and be sure to check with your schools as to the best time of day to sell the cupcakes because each school's rules are different. Document the hours that it takes to bake the goods and have a DDF representative to sign off on your hours.

7) Be Bold Be Bald: This is a unique nationwide fundraiser which honors or remembers cancer patients and raises money to fight the disease. Participants purchase bald caps from DDF which they wear for the entire day in honor of patients fighting cancer or in memory of someone who lost his/her battle to cancer. They can use a sharpie to write the name of the person on the cap or they can write several names on their caps and they can further decorate their caps if they choose to do so. They can also have people sponsor them to wear the bald cap which would raise even more money.

For more information on idea 7, email Communications@DebbiesDream.org.



Bookkeeping Tips

- 1) Be timely: It is very important to do everything on time, if not early. This will give the bookkeeper adequate time and will eliminate any potential problems. Timeliness will also help everything run smoothly and will ensure a stress-free process. If a problem does arise, the Club and bookkeeper will have enough time to address it.
- 2) Keep copies: It is essential to document everything and to make copies of all paperwork as well. Documenting phone calls with sponsors for fundraisers and making copies of receipts will make bookkeeping much easier after Club events. If a company donates anything to the Club, a letter showing why the items were donated is also needed. Furthermore, the Club should keep copies of all paperwork turned into the bookkeepers in order to have back-ups if forms are lost.
- 3) Do not take short cuts: Following the bookkeeping rules at your school is imperative. This will ensure that all events and paperwork are approved and that everything runs smoothly.
- 4) Non-Profit: The letter showing that Debbie's Dream Foundation is a 501(c)(3) non-profit organization should be presented to sponsors, donors, and the bookkeepers at your school. This will allow purchases and donations to be tax-free. If you need a copy of the IRS letter, you can obtain it on the DDF website at this link – <http://www.debbiesdream.org/portal/financial-reports> or contact the DDF Office at (954) 475-1200 or at Billing@DebbiesDream.org.



Curing Stomach Cancer Month & Awareness Activities

1) Curing Stomach Cancer Month: November is Curing Stomach Cancer Month which is therefore a great time to hold events and fundraisers for DDF.

2) Periwinkle Power Day - Your school club would wear a DDF t-shirt or any periwinkle blue shirt to show their support. During lunch, the students who are wearing a DDF shirt or periwinkle blue, the color that represents stomach cancer, are given a lollipop to thank them for their support. Your club could also sell ribbons during lunches and answer students' questions about stomach cancer.

3) Posters: Hanging up posters around the school with facts about stomach cancer is a good way to inform the students at your school about the disease. The posters should be eye-catching and bright, so students will stop to read them. Your club could devote a meeting to designing posters and hanging them around the school. Some of the questions that can be answered on the posters are:

- What is stomach cancer?
- Who gets stomach cancer?
- Who is at risk for stomach cancer?
- What are the symptoms of stomach cancer?
- What is the staging of stomach cancer?
- What's new in stomach cancer research?

4) School Announcements: Spreading awareness about stomach cancer is also easily done through the school announcements. Your club could have a section in the school newspaper where a new fact is printed about the disease each month. You can also do this on the morning or afternoon announcements. Check with your school about appearing on their TV show and with the art director in case your school has any video or movie projects. Making an informative video or movie about stomach cancer would be a terrific awareness activity.



Keeping in Touch

- 1) Keeping in touch with club members: It is important to email Club members at least once a week. The email should include the happenings of the week, upcoming events and meetings, etc. The Club can even feature a member each week for his/her dedication. You should also keep in contact with members through social media and even by text.

- 2) Keeping in contact with the DDF organization: Your club should keep in touch with the DDF headquarters. The office can be contacted by email at Admin@DebbiesDream.org or Communications@DebbiesDream.org or at the office phone number (954) 475-1200. You can request information about events and about volunteer and internship opportunities. Contact should be about once or twice a month.

- 3) Keeping in touch with your Club Faculty Sponsor: Although the Club Faculty Sponsor will most likely attend the Club meetings, it is still important to keep your Club Faculty Sponsor in the loop regarding the progression of the Club so he/she is more a part of the Club and can easily support the Club ideas and activities.

- 4) Keeping in touch with school administration: You should keep in touch with a few different individuals at your school which include, but are not limited to, the bookkeeper and Club Advisor. School officials should be visited in person or contacted by email. It is most important to be familiar with the bookkeeper, since this person oversees money collection, project approvals, and much more.

Thank you for helping us advance Debbie's Dream Foundation's mission and for helping to make the cure for stomach cancer a reality!



APPENDIX OF FORMS



Debbie's Dream Foundation: Curing Stomach Cancer

School Club Information Form



Officer Application and Job Descriptions

Officer Application:

Name:
School Name:
Email:
Grade Level:

Available Positions: Please circle the ones you believe are most suitable for you. If you have circled more than one, please number them in order of preference with 1 being the most preferable).

President: The duty of this officer is to call meetings of the Club, preside over meetings, plan and prepare an agenda for the Club, and manage all aspects of the Club. The President is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Vice President of Volunteering: The duty of this officer is to oversee all volunteering opportunities. This officer will have a sign-up sheet for the members who want to volunteer at the Debbie's Dream Foundation office or at DDF events and will create a master schedule to keep track of the volunteers. This officer will also be responsible for filling out service hour sheets. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Vice President of Fundraising: The duty of this officer is to plan and oversee the Club's fundraisers. This officer will have a sign-up sheet for the members who want to participate in the fundraisers and will create a master schedule to keep track of the members wanting to help. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.

Public Relations Officer: The duty of this officer is to publicize all Club activities and fundraisers through school announcements, social media, posters, email, etc., and to recruit new members for the Club.

Art Director: The duty of this officer is to create posters for the Club and design posters whenever necessary.



Treasurer: The duty of this officer is to help oversee Club fundraisers, complete bookkeeping paperwork, maintain good communication with the school bookkeeper, and keep complete and accurate records of money coming in and out of the club account.

Secretary: The duty of this officer is to create a sign-in sheet for each meeting, send out messages when needed, and record the minutes at each meeting.

Historian: The duty of this officer is to take pictures at the Club's events, post photos on the club's social media pages and around the school (as allowed), arrange for the yearbook club photo, and create a scrapbook for the Club at the end of the year.

*There may be two people selected for a single officer position.

Please tell us why you believe you would fulfill any of the above positions best.

What other extra-curricular activities are you involved in? Please include if you anticipate being an officer in any of these other activities.

Please attach your schedule to this application as well.



Debbie's Dream Foundation: Curing Stomach Cancer High School Club Constitution

{Insert date constitution was created}

Constitution of Debbie's Dream Foundation at {insert high school name}

I. Purpose

The Debbie's Dream Foundation: Curing Stomach Cancer high school chapters are dedicated to raising awareness about stomach cancer, fundraising for the foundation, and volunteering their time to the organization.

II. Authority

The sponsor of Debbie's Dream Foundation at {insert school name} is {insert sponsor's name}. The founders of the club at {insert school name} (is/are) {insert name(s)}.

III. Membership

All students enrolled in {insert school name} are eligible for membership of the Debbie's Dream Foundation club. Membership will be granted upon paying club dues.

IV. Meetings

Meetings for Debbie's Dream Foundation will be held after school on {insert day(s) of week} unless a special meeting such as an officer meeting is called. Meetings will take place in {insert meeting room}. All officers are required to attend all general meetings and officer meetings. All supporting officers are required to attend all general meetings. More than {insert amount} absences will result in the loss of one's position.

V. Officers - The Debbie's Dream Foundation Club will consist of the following.

- i. President
- ii. Vice President of Volunteering
- iii. Vice President of Fundraising
- iv. Public Relations Officer
- v. Art Director
- vi. Treasurer
- vii. Secretary



viii. Historian

NOTE - There may be more than one person for each position. This is entirely up to each club to decide.

VI. Officer Duties

- i. President: The duty of this officer is to call meetings of the Club, preside over meetings, plan and prepare an agenda for the Club, and to manage all aspects of the Club. The President is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.
- ii. Vice President of Volunteering: The duty of this officer is to oversee all volunteering opportunities. This officer will have a sign-up sheet for the members whom want to volunteer at the Debbie's Dream Foundation office or at DDF events and will create a master schedule to keep track of the volunteers. This officer will also be responsible for filling out service hour sheets. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.
- iii. Vice President of Fundraising: The duty of this officer is to plan and oversee the Club's fundraisers. This officer will have a sign-up sheet for the members who want to participate in the fundraisers and will create a master schedule to keep track of the members wanting to help. This officer is also automatically a member of the DDF Youth Leadership Council and should attend all of those meetings.
- iv. Public Relations Officer: The duty of this officer is to publicize all Club activities and fundraisers through school announcements, social media, posters, email, etc., and to recruit new members for the Club.
- v. Art Director: The duty of this officer is to create posters for the Club and design posters whenever necessary.
- vi. Treasurer: The duty of this officer is to help oversee Club fundraisers, complete bookkeeping paperwork, maintain good communication with the school bookkeeper, and maintain complete and accurate records of money coming in and out of the club account.
- vii. Secretary: The duty of this officer is to create a sign in sheet for each meeting and send out messages when needed and to record the minutes at each meeting.
- viii. Historian: The duty of this officer is to take pictures at the Club's events, post photos on the club's social media pages and around the school (as allowed), to arrange for the yearbook club photo, and to create a scrapbook for the Club at the end of the year.

*There may be two people selected for a single officer position. Each school is different so you should also feel free to alter any position above and to add your own positions.



VII. Elections

The Debbie's Dream Foundation Club will hold their elections of officers at the end of each school year with the exception of the first election, which will be held at the beginning of the school year. The officers will fill out applications and will be selected by the Club's sponsor and the

President(s) of the previous year with the exception of the first election, in which the Club's sponsor and founder(s) will select the officers.

VIII. Amendment

An agreement of both the Club's sponsor and President(s) is needed to amend the constitution.

*If you have branched off of another club in order to start the Debbie's Dream Foundation club at your high school, you will need to add this information into the preexisting club's constitution.