CorruptTheYouth.Org
Be Challenged. Be Changed. Be Corrupted.

CHAPTER OPERATIONS MANUAL

Chapter Positions

Corrupt the Youth chapters operate with two positions, staggered terms. The expectation is that the assistant director will take the director position in the following year. Assistant directors should be selected with this in mind.

Positions transition at the end of May.

Director –
- Meets twice a year with board member for check-ins.
- Collaborates with school site to arrange a class meeting and time, get student rosters, and meet with regular classroom teacher.
- Designs course syllabus or makes modifications to existing syllabus.
- Attend occasional classes to assess student engagement, instructor performance, and student progress.

Assistant Director –
- Assist in director's duties so that when AD takes director's position, they are well positioned to continue on in those roles.
- Administer mid-semester survey and compile data to share with director.
- Administer end-of-semester survey to student participants and instructors. Compile data to share with Director. AP should use this information in planning for the next year.
- Ensure participants sign photo waivers at beginning of the CtY course.

Send out the call for applications of AD at beginning of February. Make a decision by beginning of March. Positions transition at the end of May.

Chapter Requirements

In order to be considered a official chapter of Corrupt the Youth, please follow the recommended guidelines below:

Step 1: Founding a Chapter

- Express interest in starting a chapter
    - Complete the Corrupt the Youth New Chapter application and email to briana@corrupttheyouth.org
    - Briana (or another board member) will arrange a time to talk (either by phone or Skype) further about your interest

- Identify high schools in your area
    - Corrupt the Youth primarily works with Title 1 schools, at-risk teens, or in schools where there is an 'achievement gap' between white and non-white students
    - Ideal schools may have an AVID (Advancement via Individual Determination) program that Corrupt the Youth can partner with, or may have an existing gap that we can fill
    - If possible, identify schools that would be willing to give your chapter a regular class meeting time
    - Email selections to briana@corrupttheyouth.org

- Select your partnership school
    - You, along with the board, will work together to select a viable school
    - Make sure they have a clear sense of what you hope to accomplish with the program and what you need from them
    - Determine if there are any requirements that the school needs for you and volunteers to complete

- Register volunteers
    - A sustainable chapter needs roughly 15-20 volunteers
    - Volunteers should primarily be professors and graduate students in philosophy, but talented undergraduates can also be solicited for participation
    - Volunteers are required to participate in a training session, led by chapter founder, on lesson planning strategies and behavior management techniques

- Set up a training session (part 1)
    - You will need to participate in a training session lead by Briana (or another board member) on lesson planning strategies and behavior management techniques
    - Training session for chapter founders will also discuss sustaining the chapter and scheduling check-ins

- Set up a training session (part 2)
    - You will then need to schedule a training session for your chapter's volunteers
    - This can be done with a Doodle poll or WhenIsGood

- o Advisably, schedule two sessions so that volunteers have multiple options to choose from
- o Training should take roughly 2 hours

➢ Design your curriculum/schedule
- o There are sample CTY curricula for you to use
- o But, each chapter should tailor the curriculum to the interests and needs of the students they serve
  - ▪ E.g. in Austin, TX where our students are primarily Latinx, we focus on issues regarding immigration, dog-whistle politics, and xenophobia
  - ▪ The LA chapter that partners with the LGBT center focuses on issues related to love and homosexuality
- o You should design a curriculum with this in mind

➢ Get to work!
- o Once the curriculum is designed, have volunteers sign up
- o We recommend at least two volunteers per teaching session

Step 2: Program Evaluations
There are 3 evaluations that should take place as a part of your chapter.

➢ Mid-Semester Evaluation (Student Participant)
- o Student participants in Corrupt the Youth should complete this during the mid-point of the semester.
- o You must submit this to the Corrupt the Youth board.
- o Use this feedback to inform your teaching practices.

➢ End-of-Semester Evaluation (Student Participant)
- o Student participants in Corrupt the Youth should complete this at the end of the semester.
- o Use this feedback to redesign and restructure for next year.

➢ Program Evaluation (Teaching Participant)
- o The teaching participants in your program should complete this at the end of the semester.
- o You must submit this to the Corrupt the Youth board.
- o Use this feedback to redesign and restructure for next year.

Step 3: Board Check-Ins
Corrupt the Youth will designate a board member to serve as the point person for your chapter. Chapter Directors will need to meet with this person twice a year.

➢ Check-Ins (Director and Assistant Director)
- o These serve as a pulse check to determine how the chapter is proceeding and if (and how) the Corrupt the Youth board can assist.
- o You will have one after you receive mid-semester feedback from students.
- o Another will be schedule before you enter your next your of Corrupt the Youth. This will take into account of your end-of-semester feedback and

program evaluations. We will work with you to help modify the program in response to feedback from participants.