



# Pencils For Progress Chapter Guide

Dear Future Chapter Leader,

We are incredibly grateful for your dedication to Pencils For Progress and your commitment to supporting students and teachers in need. Your efforts will make a lasting impact, not only on us but on the many students who deserve access to essential school supplies.

Across the country, countless students struggle to learn without the basic tools they need. By launching a Pencils For Progress chapter, you are taking an important step toward closing this gap and ensuring that education is accessible to all.

As a chapter leader, you will bring our mission to your school, community, or region. By joining our growing network, you will embody the values that drive our work: generosity, leadership, teamwork, and lasting change.

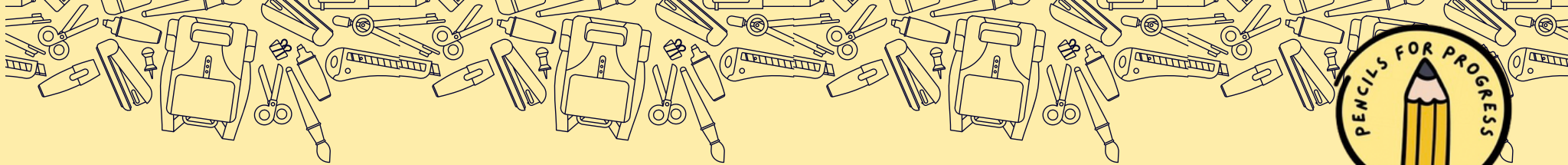
This guide will walk you through the process of building a strong and impactful chapter. Whether you're new to leadership or have experience leading groups, these resources will help you organize donation drives, rally your community, and create meaningful change. Keep this guide close—it will be an invaluable tool as you get started!

We appreciate your commitment to making a difference and are excited to have you as part of the Pencils For Progress family!

Best,

The Pencils For Progress Team





# What is a P4P Chapter?

**A Pencils For Progress (P4P) chapter is a branch of our nonprofit made up of dedicated individuals working to provide students and teachers with the essential school supplies they need to succeed. Whether your chapter has 6 members or 50, each one plays a vital role in advancing our mission. A chapter can take the form of a school club, a community organization, or even a small group of friends with a shared passion for educational equity.**

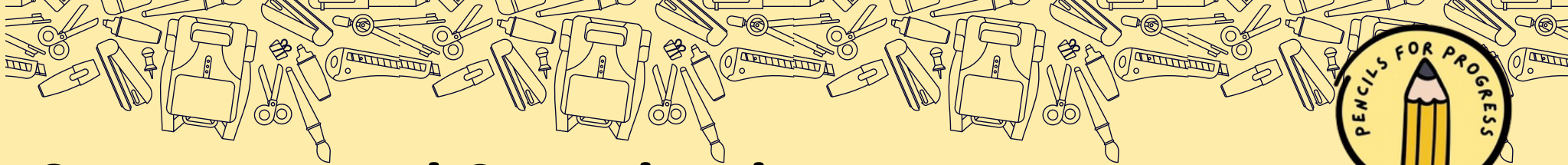
**Understanding the commitment involved in leading a chapter is essential. Starting a chapter is a long-term responsibility, with expectations to organize monthly activities such as donation drives, meetings, or fundraisers. The goal is to build strong connections within your community—bringing people together to support P4P’s mission, forming partnerships with local schools and businesses, and raising awareness about the importance of access to school supplies. While all contributions are valued, launching a chapter should be taken on by those who are committed to making a sustained impact.**

# Chapter Application Process

**There are two phases of the approval process. First, you must fill out the written google form. From there, a team member will review the application. If you do not receive an interview invite in two to three weeks, we are sorry to inform you that your chapter application did not advance to the next round. It is not a reflection of your capabilities, but rather an indication that we simply cannot accommodate every outstanding application sent in.**

**For those who do have the opportunity to advance to the interview round, please make sure that you have a clear vision and goal for your chapter. You will receive a follow-up email with instructions on our interview process. There will be paperwork to fill out and documents to sign. If you plan on starting a school club, make sure that your teacher/sponsor is aware and approved**





# Structure and Organization

Once your Pencils For Progress (P4P) chapter is approved, the next step is to establish a leadership team. You have the flexibility to create positions that best fit your chapter's needs, such as outreach coordinators or fundraising leads, but a few key roles are essential. Defining responsibilities from the start ensures that everyone understands their role in making your chapter successful. Below are some important leadership positions:

**President:** Oversees the chapter's strategic planning, manages all leadership roles, ensures the success of activities and initiatives, and provides monthly updates to the main P4P team.

**Treasurer:** Handles the chapter's budget, manages funds and transactions, and keeps organized records of all financial activity, including receipts and purchases.

Additional roles, such as social media managers, event coordinators, and secretaries, can be helpful depending on your chapter's size and focus. Your leadership board should be structured in a way that best supports your chapter's goals and ensures smooth operations.

# Structure and Organization

Pencils For Progress (P4P) chapters should aim to host an event or make meaningful progress on a project each month. These activities can include donation drives, fundraising events, or awareness campaigns to support students and teachers in need. Some ideas of initiatives could include school supply collection drives, backpack-stuffing events, classroom sponsorships, guest speaker panels on educational equity, community yard sales, bake sales, and restaurant fundraiser nights. Be creative in how you engage your community—every effort helps make a difference!

