

# GUIDELINES FOR CHARTERING A COLLEGE CHAPTER



COLLEGE VOLUNTEER PROGRAM

Volunteer Engagement Department



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

# Guidelines for Chartering a College Chapter

The Project Sunshine National Office is pleased to provide this “Guidelines for Chartering a College Chapter.” This Guide is designed to assist the college student desiring to establish a new Project Sunshine College Chapter, as well as reactivate a previously established chapter.

This is a relatively simple four-step process to establish a Project Sunshine Chapter at your school:

## Step 1

- Contact the Project Sunshine National Office to learn what is needed to establish a chapter. You are already on your way.

## Step 2

- Establish and coordinate the interest among the various participants at your school. It is important to identify and coordinate the interested students and faculty. In addition, connecting with your schools' administration to share the interest and ensure the proper procedures are followed for establishing a new student organization on campus. You may or may not have already accomplished this step, however, it is critical to your success.

## Step 3

- Review and complete the process mapped out by this Guide. This Guide outlines the process each school must follow to establish a chapter, from identifying the paperwork requirements to the Structure for formation of your chapter.

## Step 4

- Following the completion of the necessary application, the National Office will review the request. Upon approval of the application, a mutually convenient date for New Chapter Training will be coordinated by the National Office.

Congratulations on becoming a volunteer member and a chapter of Project Sunshine, the College Volunteer Program! Now, using this guide, begin your journey!



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

## Table of Contents

<b><i>Project Sunshine Overview .....</i></b>	<b><i>3</i></b>
History.....	3
Mission.....	3
Purpose & Objective .....	3
<b><i>College Chapter Development Process.....</i></b>	<b><i>5</i></b>
<b><i>Plan to Charter a Project Sunshine Chapter.....</i></b>	<b><i>6</i></b>
<b><i>Invitation to Faculty Member to Serve as Chapter Advisor Template.....</i></b>	<b><i>7</i></b>
<b><i>Plan to Reestablish a Project Sunshine Chapter.....</i></b>	<b><i>8</i></b>
<b><i>Charter a New College Chapter.....</i></b>	<b><i>9</i></b>
Overview .....	9
Eligibility for Chapters .....	9
Eligibility for Volunteer Members.....	9
Criteria for Chartering New College Chapters.....	10
Petition for Establishing a College Chapter.....	10
Submission .....	11
<b><i>Chapter Structure and Officers .....</i></b>	<b><i>12</i></b>
Executive Board Structure .....	12
Executive Board Officers Required.....	12
Chapter Leader Responsibilities.....	13
Additional Executive Board Officers.....	14
Executive Board Committees.....	14
<b><i>Benefits of Chartering a Project Sunshine Chapter .....</i></b>	<b><i>15</i></b>
Engagement and Leadership.....	15



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

---

## Project Sunshine Overview

### History

In 1998, college student Joe Weilgus visited a friend in the hospital. Walking by the pediatric wing, he noticed so many young patients sitting alone in their rooms with nothing to do. Unable to forget what he saw, Joe returned to the hospital the following week dressed up as a clown determined to spread cheer.

Joe's positive energy boosted the morale of scared patients and anxious caregivers. Through "clowning around" with the kids and keeping them company, he realized that every young patient could benefit from the same support and companionship. He recruited classmates to join him in his volunteer efforts to brighten the lives of local pediatric patients. Shortly after, other college campuses expressed interest in making a difference, with Joe's co-workers later doing the same.

And Project Sunshine was born.

Officially incorporated as a 501(c)(3) in 1999, Project Sunshine opened its first professional office in New York City in the early 2000s. US based programs continued to flourish during this time, and in 2006 Project Sunshine launched its first international program in Mombasa, Kenya.

Today, Project Sunshine operates programs in 5 countries, impacts over 150,000 pediatric patients and their families, and provides meaningful community service opportunities to over 18,000 volunteers. We work hard to raise awareness for the emotional needs of children facing medical challenges and their often forgotten caregivers.

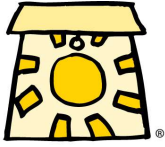
### Mission

The mission of Project Sunshine is: Bringing joy and play to pediatric patients.

### Purpose & Objective

Project Sunshine harnesses the power of play to support the psychosocial and developmental needs of children and their families as they face medical challenges.

Today, Project Sunshine operates programs in 5 countries, impacts over 150,000 pediatric patients and their families, and provides meaningful community service opportunities to over 18,000 volunteers. We work hard to raise awareness for the emotional needs of children facing medical challenges and their often-forgotten caregivers.



project sunshine

---

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

We partner with medical facilities across the United States and in four international locations to meet the psychosocial and developmental needs of pediatric patients. Project Sunshine programming supports these critical needs by providing increased opportunities for play and authentic engagement in the medical environment – restoring a crucial sense of normalcy for patients and their families.

Project Sunshine recruits and trains volunteers – community members, college students, corporations, and youth – to deliver activities. Our programs promote creative expression, socialization, and learning. Most of all, they let young patients act and feel like kids or teens during emotionally and physically challenging times.



project sunshine

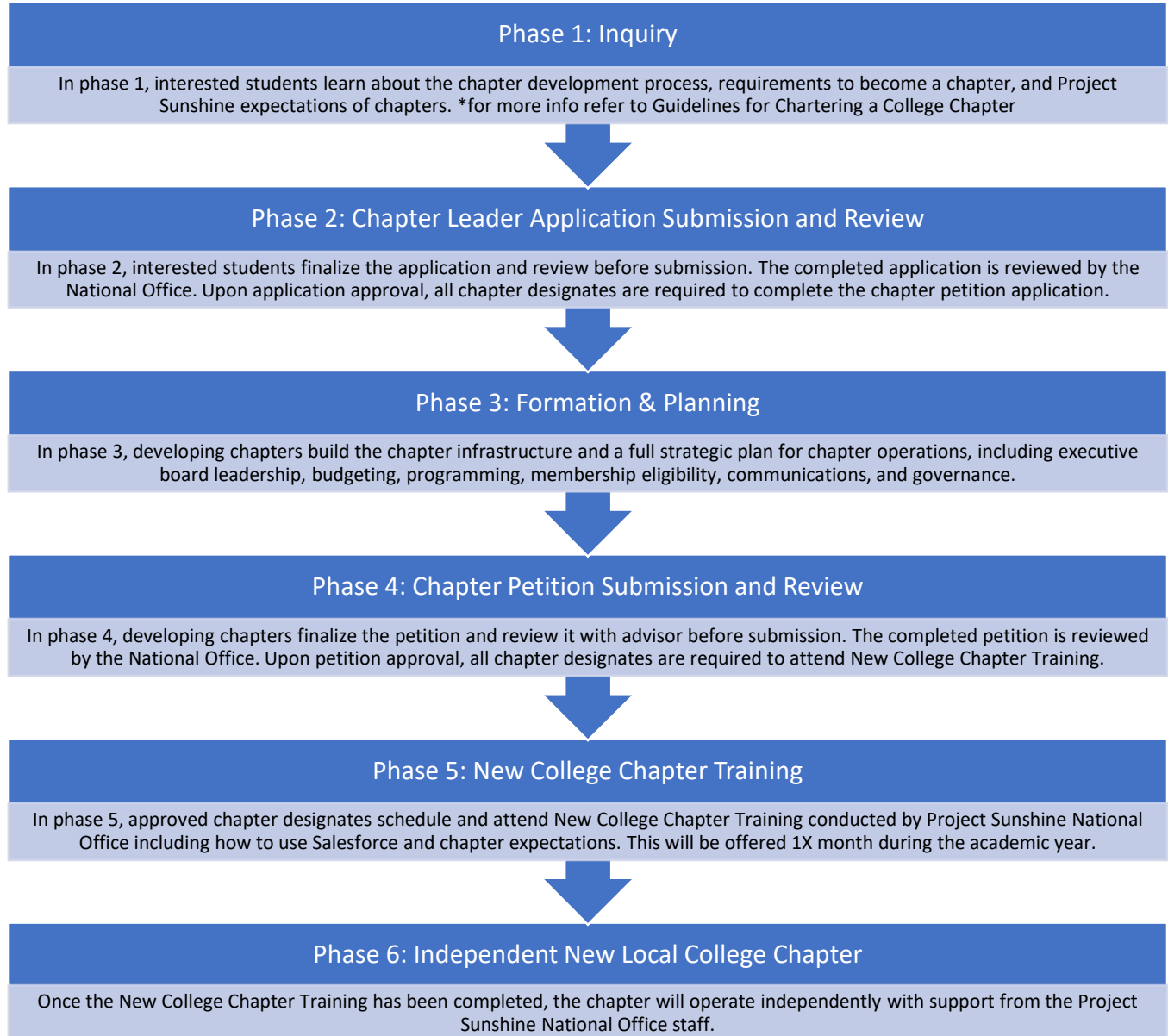
211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

## College Chapter Development Process

To start a new Project Sunshine chapter, review the information below regarding the six phases of chapter development. The estimated time for a chapter to initiate is about 1 – 3 months.



Applicants interested in establishing a chapter of the Project Sunshine College Volunteer Program should consult the National Office (email: [college@projectsunshine.org](mailto:college@projectsunshine.org) ) regarding the requirements for new chapters and for guidance in preparation and submission of the application in a timely manner.



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

---

## Plan to Charter a Project Sunshine Chapter

To assure a pleasant and memorable charter of your chapter, the following description of events is provided as a guide to assist you in making informed and timely decisions.

### Formal Petition to Establish a New Chapter

1. The Faculty Advisor and other petitioners (e.g. students who led the initiative to form a chapter) will complete the petition form. Submit the completed petition to the national office.
2. The National Office will review the materials for completeness and acceptability. Upon approval, the National Office will notify the Advisor and chapter leader their school's acceptance.

### Identifying the Charter Executive Board & Membership

The newly identified chapter advisor and the initial group of petitioners should meet to begin the process of identifying the individuals who will become the charter executive board members of the chapter. Eligible individuals for selection as charter members should include faculty, and students who fit the criteria for leadership recognition as described in the [Eligibility Criteria of Volunteer Members](#) section of this guide and in the National Constitution and Bylaws. The charter members are usually selected by the group of individuals who have actively participated in the development of the chapter to date. Examples of charter members may include but not limited to the faculty advisor, and any current student organization leaders. While there is no set policy for who selects the charter membership those involved should keep in mind that the basis, they use to choose the membership will set the precedent for future recruitment. An example of the selection committee has included the advisor, and the students interested in forming the chapter. If helpful, the selection committee may request that interested individuals self-nominate for this initial chartering process, using the Project Sunshine College Volunteer Application found on the page of the National Office website.

Once the charter members have been identified, invite each to become charter members. For those accepting your invitation, hold an informational meeting to educate the group about Project Sunshine (mission, objectives), why the chapter is being formed at your school, and a tentative timeline for the charter of the chapter. At this or another meeting, the advisor and petitioners should identify candidates for the additional chapter officers. Again, since there is no set policy regarding this selection, the initial officer candidates could be nominated, or an election could be held. This choice is up to the advisor and petitioners based on the constraints of time and school/college/university policy.



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

## Invitation to Faculty Member to Serve as Chapter Advisor Template

Dear **Insert Title Insert First & Last Name**:

The volunteer membership of **NAME OF COLLEGE OR UNIVERISTY** Chapter of Project Sunshine at **NAME OF COLLEGE OR UNIVERISTY** is pleased to invite you to serve as chapter advisor for the upcoming academic year. Project Sunshine, a nonprofit, seeks to promote play is healing and volunteerism among collegiate students. Project Sunshine harnesses the power of play to support the psychosocial and developmental needs of children and their families as they face medical challenges. We believe that your work exemplifies the kind of leadership qualities we seek to encourage.

The Project Sunshine National Constitution describes the functions of the chapter advisor:

- A. The advisor shall serve as a member of the Chapter Executive Board.
- B. The advisor shall attend meetings regularly.
- C. The advisor shall act as a liaison between faculty and the Chapter.
- D. The advisor shall not have a vote.
- E. The advisor shall receive nominations for chapter officers.

We will be honored to have you join us to guide the chapter and promote volunteer activity by members of **NAME OF COLLEGE OR UNIVERISTY** Chapter.

Please contact **Insert Contact Person Name** at **Insert Email** with any questions. You may also reach the Project Sunshine National Office at [college@projectsunshine.org](mailto:college@projectsunshine.org) or 212-354-8035 Ext. 215. Additional details can also be found at <https://projectsunshine.org/volunteers/college/>

Thank you for your consideration.

Sincerely,

**Chapter Secretary First & Last Name**

Secretary, **NAME OF COLLEGE OR UNIVERISTY**

Project Sunshine





project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

---

## Plan to Reestablish a Project Sunshine Chapter

It is possible to re-establish a previously chartered chapter at a college. This process is very similar to that of chartering a new chapter. The following outlines the process to re-establish a chapter.

### Formal Petition to Re-establish a Chapter

1. The new advisor and other petitioners (e.g. students who led the initiative to form a chapter) will complete this form. Submit the completed petition to the National Office.
2. The National Office will review the materials for completeness and acceptability. Upon approval, the National Office will notify the Advisor and chapter leader of their school's reactivation.

### Identifying the Executive Board & Membership for the Re-established Chapter

The newly identified chapter advisor and the initial group of petitioners should meet to begin the process of identifying the individuals who will become the charter executive board members of the newly re-established chapter. Eligible individuals for selection as new members should include faculty, and students who fit the criteria for leadership recognition as described in the [Eligibility Criteria of Volunteer Members](#) of this guide and in the National Constitution and Bylaws. The new members are usually selected by the group of individuals who have actively participated in the development of the chapter to date. Examples of new members may include but not limited to the faculty advisor, and any current student organization leaders. While there is no set policy for who selects the new members, those involved should keep in mind that the basis they use to choose the membership will set the precedent for future recruitment. An example of the selection committee has included the advisor, and the students interested in forming the chapter. If helpful, the selection committee may request that interested individuals self-nominate for this initial chartering process, using the Project Sunshine College Volunteer Application found on the page of the National Office website.

Once the new members have been identified, invite each to become new members of the re-established chapter. For those accepting your invitation, hold an informational meeting to educate the group about Project Sunshine (mission, objectives), why the chapter is being re-established at your school, and a tentative timeline for the installation of the chapter. At this or another meeting, the advisor and petitioners should identify candidates for the additional chapter officers. Again, since there is no set policy regarding this selection, the initial officer candidates could be nominated or an election could be held. This choice is up to the advisor and petitioners based on the constraints of time and school/college/university policy.



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

---

## Charter a New College Chapter

Chartering is the process of starting a new chapter on-campus. Students petition for a chapter. Project Sunshine National Office will make the determination regarding the approval of the charter for a chapter.

### Overview

The process for establishment of Project Sunshine chapters includes:

- College Chapter Leader Application;
- Approval by Project Sunshine National Office;
- Executive Board officer and advisor selection by the campus chapter;
- Chapter petition by a college/department within a regionally accredited institution; and
- Approval by Project Sunshine National Office

The following guidelines direct Project Sunshine charter approval to ensure that the chapter will achieve the mission and maintain active status.

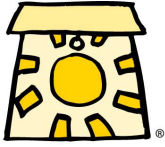
- Project Sunshine requires endorsement of the chapter faculty adviser. This professional must be readily accessible to volunteer members and available for activities of the chapter, including opportunities for mentoring, leadership and participation in chapter programming.
- Project Sunshine may revoke or suspend chapter privileges for non-compliance with National bylaws and practices, policies inconsistent with good business, and/or lack of service to the chapter's membership consistent with Programming expectations.
- Such other guidelines and requirements as may be contained in Project Sunshine Bylaws and other rules and regulations promulgated by Project Sunshine, which may be altered, amended, added to, or deleted from at any time.

### Eligibility for Chapters

Chapters may be established at universities, schools, or colleges which are members of an accreditation agency. Requirements for establishing new chapters are guided by the Bylaws of the Project Sunshine College Volunteer Program.

### Eligibility for Volunteer Members

1. Charter members in a new chapter may consist of undergraduate, graduate and doctoral students currently enrolled in the school or college. Charter members must meet the minimum requirements for eligibility in accord with the Bylaws of the National Office.



project sunshine

---

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

2. Membership in Project Sunshine College Chapters is available to all majors in academic programs.
3. Collegiate students 18+ years of age shall possess a high degree of professionalism upon entrance to the Project Sunshine College Volunteer Program, as well as the capability to maintain this professionalism throughout their membership in the chapter.
4. Collegiate students must be enrolled in undergraduate, graduate or doctoral programs at the time of recruitment.

### Criteria for Chartering New College Chapters

Project Sunshine College chapters may be installed in colleges or universities which grant baccalaureate or advanced degrees that support our mission. Undergraduate and graduate students who support the mission may be elected to membership.

1. The institution is accredited by its regional accrediting agency.
2. The institution offers one or more programs leading to a baccalaureate and/or advanced degree.
3. The school has sufficient qualified students and faculty to maintain an active chapter.
4. Institutional administrators and faculty support the mission of Project Sunshine.

### Petition for Establishing a College Chapter

A petition to establish a new Project Sunshine chapter should include the following:

1. A brief history of the university, if any, of which the school is a part. This history should include the date of founding, present enrollment, recognition by accrediting agencies, and similar descriptive information.
2. A list of all petitioners to establish the Project Sunshine Chapter, grouped as:
  - a. eligible undergraduate, graduate & Doctoral students identifying for each Executive Board position: President (Chapter Leader), Vice President (Chapter Leader), Secretary and Treasurer with the anticipated date of graduation,
  - b. eligible faculty member to serve as Chapter Advisor
3. The name of the faculty advisor or names of co-chapter leaders (President & Vice President) for the new chapter who will serve as the point of contact for correspondence during establishment of the Project Sunshine chapter.



project sunshine

---

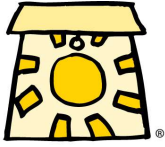
211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

## Submission

Submit all materials to the Project Sunshine National Office as soon as possible to provide sufficient time for review. Submit an electronic copy of the application &/or petition form, college catalog pages, and supporting documents to the National Office via e-mail ([college@projectsunshine.org](mailto:college@projectsunshine.org)).



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

---

## Chapter Structure and Officers

Project Sunshine established a College Volunteer Program of college chapters with volunteer members. Each chapter is affiliated with an accredited college or university. Each chapter is charged with the recruitment of members. Volunteer members at each chapter are members of both the national organization and the local chapter.

### Executive Board Structure

1. Chapter Advisor
2. President (Chapter Leader)
3. Vice President (Chapter Leader)
4. Secretary
5. Treasurer

### Executive Board Officers Required

#### Chapter Advisor

- Chapter Advisors represent the college/university in upholding the high standards of the Project Sunshine charter and the tenets of the Chapter National Constitution and Bylaws. The advisor shall serve as a member of the chapter executive board, attend meetings regularly, act as a liaison between faculty and the chapter, and receive nominations for chapter officers. The advisor shall not have a vote.

#### President (Chapter Leader)

- The president serves as the presiding officer of the chapter who oversees chapter meetings, agendas, activities and programming. This officer ensures the chapter is responsible for carrying out the mission of Project Sunshine and ensure standards & goals set forth by Project Sunshine are being met. The President shall not vote in the election of chapter officers except in the case of a tie.

#### Vice President (Chapter Leader)

- The vice president will assume the responsibilities of the President in the event the President is unable to serve and fulfill his/her duties.

#### Secretary

- The Secretary serves as a record keeper for the Chapter, ensuring that minutes from meetings are maintained, a roster of members is maintained in salesforce, and any file/document needed is provided.



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: [college@projectsunshine.org](mailto:college@projectsunshine.org) | Website: [www.projectsunshine.org](http://www.projectsunshine.org)

---

### Treasurer

- The treasurer will oversee the financial operations of the chapter on campus and financial records of the chapter, including the preparation of the annual budget.

### Chapter Leader Responsibilities

Our Chapter Leaders, the heart of Project Sunshine programming, are responsible for coordinating programs and volunteers on college campuses across the nation. With your help, the Project Sunshine college volunteerism initiative provides **service** opportunities, develops **leadership**, and raises **awareness** about Project Sunshine on campus.

### Programming Responsibilities

- Recruit and train new volunteers in fall and spring semester
- Schedule, plan, and coordinate Sending Sunshine programs
- Schedule, plan, and coordinate at least 2 fundraisers per year with a minimum goal of \$500, 100% of proceeds to be returned to Project Sunshine
- Schedule, plan, and coordinate at least 6 Direct Service/Virtual programs per year

### Additional Programming Responsibilities (COVID-19)

- Schedule, plan, and coordinate a minimum of 1 virtual Teleplay program per month
- Share program calendar and program invitations via Calendar Anything with fellow volunteers and hospital partners
- Email program flyer to hospital partner a minimum of two days prior to the virtual program with specific program links and information
- Delegate volunteer roles prior to the program to manage program responsibilities of volunteers
- Complete virtual program surveys to provide ongoing feedback for Project Sunshine

### Data & Reporting

- Schedule program dates and submit them to Project Sunshine Headquarters in the beginning of each semester (when possible with hospital partners, if in-person programming)
- Submit volunteer applications via Salesforce and media release forms prior to the volunteers' first visit to a medical facility (if required via facility)
- Submit program reports via Salesforce within 3 days of the in-person program
- Submit and update program session reports via Salesforce within 3 days of the virtual program
- Immediately reach out to your PS staff contact in case of any serious incident that occurs while volunteering



project sunshine

---

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

### Communications

- Communicate with volunteers and hospital contacts in a timely fashion
- Promote the Project Sunshine chapter on campus
- Utilize the volunteer resources on Salesforce
- Follow Project Sunshine social media protocol

### Additional Executive Board Officers

**Chapter Programming Coordinator:** The officer is responsible for planning and executing Project Sunshine programming for the chapter.

**Community Partnerships Coordinator:** The officer is responsible for developing strategic partnerships on or off campus with businesses and medical facilities.

**Communications Coordinator:** The officer is responsible for promoting the chapter and events throughout the academic year.

**Members Engagement Coordinator:** The officer is responsible for member recruitment, engagement, and training to ensure all members feel involved, engaged and part of a strong community at all chapter events.

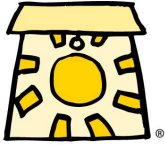
**Information Technology Coordinator:** The officer is responsible for acting as the official contact person for any and all IT issues within the chapter.

**Fundraising Coordinator:** The officer is responsible for planning fundraising initiatives and to execute fundraising events for the chapter.

**Chapter Events Coordinator:** The officer is responsible for coordinating all chapter events on or off campus (in person or remotely), both official and social in nature.

### Executive Board Committees

1. Programming committee
2. Communications committee
3. Fundraising Committee
4. Member Engagement Committee



project sunshine

---

211 East 43rd Street, Suite 401, New York, NY 10017

**Phone:** (212) 354-8035 | **Fax:** (212) 354-8052

**Email:** [college@projectsunshine.org](mailto:college@projectsunshine.org) | **Website:** [www.projectsunshine.org](http://www.projectsunshine.org)

## Benefits of Chartering a Project Sunshine Chapter

By maintaining active status as a chapter, you have access to:

- Chapter Leader and Teleplay Trainings
- Chapter Technology Applications: Microsoft 365, Salesforce, Zoom and Classy
- Access to a Network of over 100 College Chapters across the country
- Sending Sunshine Materials
- T-shirts, Promotional and Marketing Items
- Chapter Support from Project Sunshine National Office

### Engagement and Leadership

Through volunteering, college students develop leadership skills, engage in service opportunities, and raise awareness about Project Sunshine across the country. Chapters participate in volunteer program activities, organize Sending Sunshine events, and fundraise on campus to support Project Sunshine's mission.

College Chapters engage with Project Sunshine in 3 ways:

- Provide **Service** opportunities (Sending Sunshine, Teleplay, Direct Service, and Collection Drives)
- Develop **Leadership** (Chapter Leader, Executive Board, Committees, etc.)
- Raise **Awareness** (Fundraising events, collaboration with other clubs on campus, national campaigns, and university press) on campus about Project Sunshine.