

# CFEI CHAPTER INFORMATION

## How It Works

CFEI chapters will be established as school clubs, offering tutoring services and fundraising for our organization. To start a chapter at your school, please apply by completing our chapter application form for consideration.

## Organization Requirements

- As the founder of a chapter you will automatically become a member of CFEI, you will need to remain in close contact with your assigned chapter overseer, otherwise all resources provided to your chapter will be confiscated and your school will be contacted to have your club shut down.
- All chapters are required to advertise our website and instagram page. Other media services such as discord or X are not required, but greatly appreciated.
- Reporting data weekly is a strict requirement.
- For every event held at your chapter, there must be an option to donate to the CFEI organization.

## Chapter Requirements

- Your chapter must start an instagram page that is associated with your school (ex. Centennial High School CFEI Club)
- Your chapter must utilize one form of media to create a sense of community. This can include discord or other group messaging programs. All media must be associated with your school (ex. Centennial High School CFEI Server).
- Your chapter must keep track of all data closely.
- Your chapter must hold at least 10 fundraising events through the school year.
- Your chapter must split 50% of all funds with the organization. This means that 50% of what you fundraised must be sent to the CFEI Revenue Committee.
- Your chapter must create a type of form to receive applications for tutoring sessions. (See subchapter section for more information).

## What Data Should Be Tracked

- Number of tutor sessions held for the week
- Amount of money fundraised for the week
- Number of chapter members for the week
- Amount of money spent for the week

## Data Tracking Information

- One type of document must be used to track data, choose from the following: Google Sheets, Google Docs, Microsoft Excel, Microsoft Word.
- Weekly data reports must be sent to your chapter overseer.
- Data fraud will result in the termination of your chapter