

CHAPTER PACKET | FOR STUDENTS AND SPONSORS

Start a Stand for the Silent chapter.

Everything you need to start a student chapter at your school: the steps, a checklist, your Letter of Intent, and ideas for your first year.

standforthesilent.org

Questions? Email contact@standforthesilent.org

Stand for the Silent

WELCOME

It's time to stand!

Hello, potential SFTS chapter!

From everyone here at SFTS, we want to thank you for wanting to change the world by choosing to Stand for the Silent. Every single day, people are tortured by bullying. It takes brave individuals such as yourselves to stand up and say this is not OK!

We appreciate your enthusiasm and cannot wait to help you get started. However, there are some formalities we need to follow so we can get your chapter up and running right away! We look forward to fighting bullying beside you soon.

Sincerely,
Stand for the Silent

What a chapter is

- A group of students who look out for each other and work to end bullying at their school
- Led by student officers, with at least one adult sponsor
- There are no age restrictions for officers

Who can be your sponsor

- Any adult in your community, like a teacher, parent, coach, or youth leader
- They don't have to work at your school
- Your sponsor may also hold an officer position

The five steps

1	2	3	4	5
Find an adult sponsor	**Hold your first meeting**	**Fill out your Letter of Intent**	**Send it to us**	**Get your approval letter**
Page 3	Page 3	Page 4	Page 5	Page 5

What's in this packet

- Page 3: Your chapter checklist
- Page 4: Letter of Intent (fill it out here)
- Page 5: Example letter and next steps
- Page 6: Ideas for your chapter
- Page 7: Chapter constitution
- Page 8: Questions and how to reach us
- Page 9: About Kirk's school presentations
- Page 10: Merchandise order form

STEPS 1 TO 5 CHECKLIST

Your chapter checklist.

Check off each step as you go. Your Letter of Intent on the next page asks for the details.

1 Find an adult sponsor

- [ ] We have an adult sponsor
- [ ] We read the chapter constitution together, so we know the rules (page 7)

2 Hold your first meeting

- [ ] We held an election for officers: at least a president, vice president, secretary, and treasurer
- [ ] Every committing member signed a pledge card
- [ ] We chose a name for our chapter
- [ ] We wrote a mission statement
- [ ] We decided where and how often we'll meet

3 Fill out your Letter of Intent

- [ ] Our Letter of Intent is filled out (page 4)

4 Send it to us

- [ ] We sent it on _____

5 Get your approval letter

- [ ] We got our approval letter from Kirk on _____

About pledge cards

- Any new members who join later also sign a pledge card
- Download a printable pledge card from our Digital Press Kit
- It's up to your chapter to decide whether to keep copies of signed pledges

STEP 3 FILL THIS OUT

Letter of Intent.

Type in each box and save the file, or print it and fill it out by hand. See a real example on page 5.

Chapter name

School

City and state

Today's date

Date of your first meeting

Sponsors

Adult sponsor's name

Adult sponsor's email

Co-sponsor (optional)

Email

Co-sponsor (optional)

Email

Co-sponsor (optional)

Email

Co-sponsor (optional)

Email

Your chapter

Mission statement: your group's goals, in a sentence or two

Your chapter's intent: how often and where you'll meet, and what you plan to do

Officers

President

Vice president

Secretary

Treasurer

Other role and name (optional)

Other role and name (optional)

STEPS 4 AND 5 EXAMPLE

A real chapter's letter.

Here's how one chapter in Fletcher, Oklahoma, filled out its Letter of Intent.

Chapter name	Wildcats Stand for the Silent
School	Fletcher Schools
First meeting	September 24, 2016
Sponsors	Katie (sponsor) and Lori (co-sponsor)
Mission statement	Our goal is to make a stand at our school against bullying and no longer allow or turn our backs on it. We will stand together and make it known that bullying is not, and will not, ever be tolerated at Fletcher Schools.
Intent	We will meet once a month after school on Mondays. We also plan to wear our SFTS shirts every other Friday. Our meetings will consist of planning and discussing future events and goals. We will also use our meeting times to make and distribute SFTS posters and notes.
Officer roles	President, co-president (vice president), publicity, programs, projects, and members

Step 4: Send it to us

- Save your Letter of Intent and attach it to the form on our Start a Chapter page
- Or email it to contact@standforthesilent.org

Step 5: Get your approval letter

- Watch for your chapter approval email, which includes your official Chapter Approval Letter from Kirk Smalley
- You'll get our monthly Chapter Spotlight Newsletter, with a link to request our free play script
- Then get into action. Turn the page for ideas.

Congratulations on becoming a chapter of SFTS! Let's put a stop to bullying together!

GET INTO ACTION

Ideas for your chapter.

During your meetings, discuss how you can spread the Stand for the Silent message and ways to make an impact on your school and community. Here are some ideas.

Put on a skit for younger kids

Develop skits or plays that show the impact bullying can have, how to prevent or stop it, and how to support someone who's being bullied. Older students (junior high or high school) can perform them at elementary schools. SFTS has a play script we're happy to share for free.

Start an Affirmation Station

Set one up in your classrooms or school office, where students can leave positive, uplifting notes for other classmates.

Read to younger kids

Have older kids read our How to Handle Bullying coloring and activity books to younger kids and start a conversation with them.

Mentor younger classmates

Form a peer mediation or mentorship group where high school students mediate for or mentor underclassmen.

Host an event

Hold an anti-bullying talent show or anti-bullying mixers, create an SFTS parade float, or make posters and flyers.

Raise money for your activities

Plan a fundraiser for group activities. Your sponsor and the Board of Directors approve it first (page 7).

Shirts, wristbands, and activity books

- Order shirts and wristbands with the order form on page 10
- For bulk pricing on activity books, email contact@standforthesilent.org

READ WITH YOUR SPONSOR

Chapter constitution.

The rules every Stand for the Silent chapter follows.

ARTICLE I: NAME AND PURPOSE

- The name of this organization shall be Stand for the Silent.
- The purpose of this organization is to fight against bullying, which can lead to adolescent depression and suicide.

ARTICLE II: MEMBERSHIP

- Pledge card: everyone interested in joining Stand for the Silent must sign a pledge card.
- All groups interested in creating a chapter must contact the Board of Directors for eligibility at contact@standforthesilent.org.
- All chapters must have an elected governing council of a president, vice president, secretary, treasurer, and representatives, elected by nomination and majority vote. Officers' duties are determined by the chapter.
- Each chapter should have at least one sponsor to oversee and approve all chapter activities.
- Each chapter shall make a quarterly report of members to the Board of Directors.
- Order forms for merchandise and pledge cards will be provided upon request.

ARTICLE III: RULES AND REGULATIONS

- This organization shall follow the revised edition of Robert's Rules of Order in running its meetings.
- The Stand for the Silent logo is a trademark symbol and should not be used unless permitted by the Board of Directors.

ARTICLE IV: FINANCES

- All fundraisers must be approved by the chapter sponsor before going to the Board of Directors.
- All fundraisers go through the Board of Directors for final approval.
- All profits made through fundraisers remain the chapter's unless otherwise notified by the Board of Directors.
- The sponsors shall conduct an annual audit and report it to the Board of Directors.

ARTICLE V: COMMITTEES

- Standing committees: Publicity (promotes Stand for the Silent), Programs (selects and secures guest speakers for events and meetings), and Projects (starts and oversees new projects).
- Chapters are free to set up their own committees after approval by the sponsor.
- Special committees shall be appointed by the Board of Directors as the need arises.

ARTICLE VI: AMENDMENTS

- The Board of Directors may amend the constitution at any time with a three-fourths vote.
- Chapters may send amendment requests to the Board of Directors for approval.
- Amendments take effect following the vote.

QUESTIONS

Questions and how to reach us.

Who can start a chapter?

Any group of students with an adult sponsor. There are no age restrictions for officers.

Does our sponsor have to work at our school?

No. Any adult in your community can be your sponsor.

Can we use the Stand for the Silent logo?

The logo is a trademark, so ask the Board of Directors first and tell us how you'd like to use it.

Can our chapter raise money?

Yes. Your sponsor approves each fundraiser, then the Board of Directors gives final approval. Profits stay with your chapter unless the Board says otherwise.

What do we send in once we're approved?

A quarterly report of members, and an annual audit from your sponsor.

Get in touch

Online

Send your letter or a question with the form on our Start a Chapter page

Email

contact@standforthesilent.org

Mail

Stand for the Silent
6918 W. 128th St.
Perkins, OK 74059

If someone is struggling

Call or text **988**, any time, day or night. If someone is in danger right now, call **911**.

FREQUENTLY ASKED QUESTIONS

About Kirk's school presentations.

How long is a typical Stand for the Silent presentation?

A typical presentation lasts one hour and 15 minutes. Students usually like to ask questions and come up and meet us afterward, so we like to take the time to accommodate that after the presentation.

What does the presentation look like?

- We ask three kids from each school to volunteer to help us lead their peers and read portions of the SFTS program from scripts. We ask these students to arrive 20 to 30 minutes before the start of the presentation.
- We begin with the history of Stand for the Silent. Five empty chairs on the stage represent five children who have lost their lives to bullying-related suicide.
- The students take turns reading about the lives of the first four kids, written from the parents' point of view. They then read a fifth story about Ty Smalley, and introduce Ty's dad, Kirk Smalley.
- Kirk tells a personal account of how bullying has impacted his family's life and discusses the importance of cultures of kindness and the individual worth of each person.
- The students watch a short video created by other students about the importance of respecting each other.
- Students then read the pledge, I Am Somebody, and Kirk answers students' questions.

How many students does Kirk typically present to?

The presentation can be delivered to as many or as few students as you would like. The most efficient way to present is to a large group in a school assembly.

How does a school start a local chapter?

Stand for the Silent has a set of guidelines for establishing a chapter that we can distribute to any interested school. They're in this packet, and on our Start a Chapter page.

Can you provide references so I can speak to another administrator about their experience?

Yes. We have a list of school administrators from around the country that you are welcome to call with questions about their experience with Stand for the Silent. Ask for it at contact@standforthesilent.org.

What is the cost involved?

Schools are never charged. To request a presentation, use the form on our Host a Presentation page.

ORDER FORM

Merchandise order form.

Type in each box and print it, or print it and fill it out by hand. In Adobe Acrobat Reader, the totals add up for you.

Your information

Name

Contact number

Address

City

State

ZIP

T-shirts



All T-shirts $10. Enter how many of each size.

Adult S	Adult M	Adult L	Adult XL	Adult XXL	Adult XXXL

Wristbands

All wristbands $1.50. Enter how many of each.





Glow in the dark!

	White letters	Black letters
Youth		
Adult		

Totals

Shirt total $	
Wristband total $	
Combined total $	
+ $5.50 shipping = $	

Mail to

Stand for the Silent
6918 W. 128th St.
Perkins, OK 74059

Make checks or money orders payable to

Stand for the Silent

Thanks for your support!