

Start your own C4 club!

The original C4 club is at Poolesville High School. However, you can start your own and be a part of the C4 Community!

How to start your club:

- A teacher sponsor

- A President, Vice President, Secretary, Treasurer, Publicity Officer, and Outreach Officer (optional)

officialc4club@gmail.com

Officialc4Club



Guidelines:

Host school fundraisers at least every other month during the school year.

Money collected will be donated to cancer clinics at children's hospitals and/or to the National Foundation for Cancer Research. Here are some suggestions of places to donate to:

- Children's National Hospital
- St. Jude's Research Hospital

Host an annual holiday card event for members to make cards and coloring books for patients.

Here are some places you can give holiday cards:

Organize a community fundraising event every 1-2 years.

All money raised will be donated to the National Foundation for Cancer Research with a focus on childhood cancer research. Here are some ideas for community events:

- Spring Fair
- Bake Sale
- Outdoor Movie Night
- Arts & Crafts Festival

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Guidelines (cont.):

Leaders will attend the annual conference.

Conferences will be led by the Board of Directors.

Club leaders will give biannual updates on progress in designated Slack channel when prompted.

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COVID-19 Guidelines:

If school permits, host two online fundraisers during a whole school year.

Send e-cards on St. Jude's website on festive occasions.

Send motivating emails/notes to frontline workers.

Attempt a creative activity in regards to childhood cancer education or support.

Leaders should attend the annual conference, led by the Board of Directors.

Club leaders will give biannual updates on progress in designated Slack channel when prompted.

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Officer Positions:

President: The President will be in charge of communicating with hospitals/organizations to set up donations/events. They also will run meetings and activities. They will make executive decisions and delegate tasks to other officers according to the task. They will actively work with officers and members and will make proper announcements. They will also be in charge of completing any required paperwork and communication with school admin.

Secretary: The secretary will be in charge of scribing during meetings. They will be in charge of signing up members for events and also will take attendance at meetings/events. They will also keep C4 members up to date with monthly emails or any other method they deem plausible.

Vice President: The Vice President will advise the President on decisions and also work with the other officers in any range of work that needs to be done. The Vice President cannot instruct/delegate but needs to be actively working with everyone. They will supervise other officers to make sure they are meeting deadlines and if needed, actively work with them to complete action items. They will work with the President to run meetings.

Treasurer: The treasurer will focus on all sections of the financial aspect of the club, including collecting funds, developing budgets, approving financial decisions. They will also select and approve fundraiser items.

Publicity Officer: The publicity officer will be in charge of poster sessions, managing Instagram/Facebook accounts, and attracting more people to the club. They will focus on audience engagement and spreading the word about events.

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