



## Application to Start an AFA Teens Chapter

### Starting an AFA Teens Chapter

1. Visit the student activities and/or student government office for information on your school's procedure for establishing a new club.
2. In addition to you serving as founding President, find three eligible students to fill the positions of Vice President of Membership, Vice President of Programming, and Secretary.
3. Find a meeting location (school, house of worship, community center, etc.)
4. Submit completed AFA Teens chapter application to [acruz@alzfdn.org](mailto:acruz@alzfdn.org).
5. Submit an **Advisor Consent Form** to [acruz@alzfdn.org](mailto:acruz@alzfdn.org).
6. After completing the above steps, you will receive communication from the AFA On Campus Coordinator regarding the status of your application.

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address:

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Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of school/organization/school that AFA On Campus chapter will be affiliated with:

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What is your affiliation with the above organization? (i.e. student at school, member of congregation; none – approached about hosting)

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If not affiliated, please explain the structure of your proposed chapter:

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Advisor's Full Name: \_\_\_\_\_

Advisor's Position/Title: \_\_\_\_\_

What is your Advisor's affiliation with the above organization? (i.e. employee at school, member of congregation, coach, none) \_\_\_\_\_

Advisor's E-mail: \_\_\_\_\_

Advisor's Phone Number: \_\_\_\_\_

Address of school/organization/school that AFA On Campus chapter will be affiliated with:

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Why would you like to start an AFA Teens chapter? (100 words maximum)

Describe any extracurricular, work or leadership experiences that you believe will contribute to a position on the AFA Teens Advisory Board. (100 words maximum)

What are some ideas you have to advance the mission of AFA Teens? (100 words maximum)

Are you willing to commit two hours per month to this position for a term of one year?  
\_\_ Yes    No

**President**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

**Vice-President of Membership**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

**Vice-President of Programming**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

# **AFA Teens Chapter Advisor Responsibilities and Consent Form**

## ***Role of the AFA Teens Chapter Advisor***

The Alzheimer's Foundation of America (AFA) has developed a network of AFA Teens Chapters across the country to extend its programs and services to young people and groom tomorrow's leaders. AFA Teens Chapters are youth-led, activity-based offshoots of AFA that engage teens in grassroots efforts of raising awareness of Alzheimer's disease. AFA works with teenage leaders to assess the needs of a community and develop innovative ways to offer support and education to young people, as well as facilitate the sharing of experiences between its members. Through its dedicated membership, AFA works side-by-side with the next generation of leaders in their commitment to strengthening the Alzheimer's community.

Following correspondence with the Alzheimer's Foundation of America, an AFA Teens Chapter President will approach an adult and ask him or her to become an advisor to their chapter to help oversee its organization and development. Upon verbal agreement, the AFA Teens Chapter President will complete their application and the advisor will complete the consent form, which both are to be returned to the AFA Teens Coordinator.

While having expertise in teen counseling and health education is helpful, it is not required. The only real requirements are that the advisor cares about and is committed to the AFA Teens mission and can help empower students to raise awareness of Alzheimer's disease among their peers and community.

The advisor's role is to facilitate all chapter activities and ensure that they are in accordance with AFA guidelines and school policies. The advisor acts as a liaison between the students and AFA while also encouraging the students to continually communicate with AFA as to the ongoing activities of the chapter.

The advisor should have a strong ability to listen to what the students have to say and respectfully consider each of their ideas and potential contributions to the chapter. It will be empowering for the students when they realize that their input is important and valuable to the growth of their chapter. To help promote further feelings of empowerment and influence, advisors will provide ample opportunities for student-led brainstorming sessions and chapter meetings, and also allow students to select their own activities and follow through on their ideas.

Advisors can play an instrumental role in the success of a chapter by encouraging discussion and collaboration, and empowering students to engage in, get involved in and lead activities.

## ***Advisor Guidelines***

The following are some specific guidelines for the AFA Teens Advisor:

- Understand the AFA Teens mission and be an attentive listener should a teen approach you with an issue. While an advisor is not required to have expertise in Alzheimer's disease and related dementias, they should be able to direct students to available resources that will provide them with the information they need.

- Work with and empower students to achieve the goals and objectives of the AFA Teens Chapter. Foster a positive community atmosphere among all teen members. The chapter members should feel comfortable and respect one another. The members will be most successful when they know their advisor trusts and believes in them.
- Help the chapter president plan the leadership structure and goals of their chapter so that they can effectively delegate responsibilities. Oversee any funds received or spent on behalf of the chapter, making final decisions on all financial commitments.
- Stay in touch with AFA. We're eager to hear about your wonderful work! Please send AFA pictures and details of your events and activities; your chapter may be featured on the AFA Teens Web site or in the AFA Teens e-Newsletter.
- Act as a liaison between school administration and the AFA Teens Chapter. Often, teens require support from an adult to get their chapters up-and-running and help them to achieve their goals. By cultivating interest and support from key administrators, staff, and other adults in the community, advisors can gain support for the AFA Teens program and the activities of a chapter.
- Identify local media contacts who oversee the youth beat and keep them apprised of AFA Teens Chapter activities. Getting media coverage for AFA Teens programming increases AFA Teens Chapter's visibility and support in the community and in the school. Develop a working relationship with reporters and be sure to invite them to AFA Teens chapter events. AFA's public relations department is available for guidance and assistance.

Should a chapter generously choose to donate the proceeds of an event to AFA, please ensure the students take note of the following:

1. Please let participants and donors know that while this is not an AFA-sponsored event or project, proceeds (or a portion of the proceeds) will benefit AFA.
2. Please make checks payable to the Alzheimer's Foundation of America; we are a 501(c)3 organization and donations are tax deductible to the full extent of the law.
3. While the students can structure the fund-raiser in any way that they feel will work best, please note: AFA's logo may not be used on any materials or in any other way without express approval of AFA

*Consent form*

I have read the above guidelines and agree to the responsibilities as an AFA Teens Advisor:

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Chapter President/Chapter City/State

**Please Contact Adam Cruz, Young Leadership Coordinator at [acruz@alzfdn.org](mailto:acruz@alzfdn.org) or is 866-232-8484, Ext. 122**

## **AFA Teens Chapter Structure Proposal**

**A large part of starting an AFA Teens chapter is advocating successfully. To do this your chapter must find ways to convince people that Alzheimer's matters through volunteering, fundraising and educational programming.**

**In a one-page proposal provide an explanation of the first program/project that will be completed within the first month of your chapter's establishment.**

**How will this program be structured (i.e. what executive board positions will be responsible for, club collaborations and sponsors)?**

**What social media and advertising techniques will you use?**

**What is your budget?**

*Thank you so much for taking the time to  
review and submit your application.*

*We look forward to welcoming you as a new AFA Teen Chapter!*