



CHAPTER HANDBOOK

2018-2019



HELLO CHAPTER LEADERS!

CDN is so excited to share with you the first ever Chapter Handbook! We have compiled this book to give you all that you need to know about leading your Chapter in one resource. From finding members to planning meetings and events-- this handbook has it all!

It's hard to believe that just a few years ago, we were in your shoes. For us, CDN was a huge asset to our college careers, and we hope that you and your members share that same experience. Now, as Program Assistants, we know how hard you work to start your Chapter and keep the momentum going, and we hope that this handbook will be helpful for you in your journey as a leader.

Your Chapter can be anything that you dream it to be. CDN Chapters come in many different sizes and all have a unique impact on thousands of students nationwide. Ultimately, CDN Chapters are about community. Be proud of the work you're doing and the network you create. Every event and activity you coordinate has the potential to impact your campus, raise awareness for an important issue, or simply bring your members closer together.

We're so excited to work with you this year to help you successfully lead your Chapters and thrive on your campus. And always remember - you are on your own, but not alone!

Sincerely,

Charles, Malissa, Zach & The CDN Team





Table of Contents

1 ABOUT CDN

- Our Corporate Supporters
- Our Organizational Partners
- Our Programs and Resources
- The Chapter Network

8 STARTING YOUR CHAPTER

- How to Affiliate
- Benefits and Expectations
- Getting Established on Campus

14 CHAPTER MEMBERSHIP

- Finding Members
- Member Retention

18 LEADING A CHAPTER

- Building Leadership Skills
- Chapter Executive Board
- Conflict Resolution
- Communications
- Transitioning Leadership
- Annual Retreat

26 PLANNING MEETINGS

- Attendance
- Taking Notes
- Ideas for Meetings

30 MANAGING FUNDS

- Budgets
- Bank Accounts
- Chapter Grants Program
- Chapter Stipends

36 COLLEGE DIABETES WEEK

- What is College Diabetes Week?
- Get Involved
- Fundraising for CDN


40 EVENTS AND ACTIVITIES

- Tips for Event Planning
- General Tabling Tips
- Outreach Opportunities
- Event Ideas

47 DATES TO REMEMBER



Digital Resources

CDN provides Chapter Leaders with resources already designed and ready for you to customize for your individual Chapter's use! Throughout this handbook, we will direct you to these resources. If you see this symbol “”, go to this Google Drive link bit.ly/CDN-CLD to find the resources we are referring to.





ABOUT CDN

The College Diabetes Network (CDN)

The College Diabetes Network (CDN) is a 501c3 non-profit organization whose mission is singularly focused on providing young adults with T1D the peer connections they value, and expert resources they need, to successfully manage the challenging transition to independence at college and beyond.

Our Vision

CDN works for the day when all young adults with diabetes are motivated and equipped to live a healthy life, so they can pursue their dreams without compromise.

Meet the Team Behind the Scenes

From humble beginnings as a student group on a single college campus, CDN has grown into a thriving nonprofit serving students and campuses nationwide. Below are some of the people who work hard every day to make CDN's programs a reality. Never hesitate to reach out and introduce yourself if you have any questions! Continue reading this handbook to meet more team members that you'll work with more closely during your Chapter leadership experience.



CHRISTINA ROTH

Chief Executive Officer and Founder
croth@collegediabetesnetwork.org



SARAH TWOMEY

Operations and Communications Manager
sarah@collegediabetesnetwork.org



ANNA FLOREEN

Program Director
anna@collegediabetesnetwork.org



KATIE REDMOND

Membership and Alliances Coordinator
katie@collegediabetesnetwork.org

EMILY IKE

Campus and Clinical Outreach Coordinator
eike@collegediabetesnetwork.org

ALYSSA SIMMONS

Executive Assistant
alyssa@collegediabetesnetwork.org



Our Corporate Supporters

As a non-profit organization, CDN's work is made possible by the support from our corporate partners. The companies that support the work of CDN have made a commitment to supporting the young adult population and to developing the next generation of leaders in the diabetes community.

THANK YOU TO OUR CORPORATE MEMBERS AND PARTNERS FOR THE 2018-2019 SCHOOL YEAR:

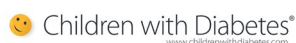




Our Organizational Partners

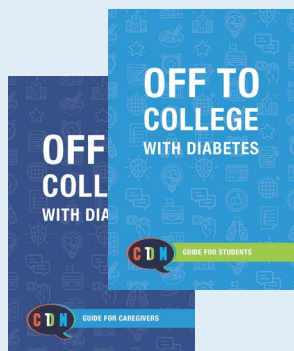
CDN collaborates with many other organizations who share the common cause of improving the lives of people with diabetes. These partners offer a wide variety of opportunities nationwide for your Chapter and its members to get involved in the bigger diabetes community, and they are eager to let their constituents know that you exist!

CDN THANKS OUR ORGANIZATIONAL PARTNERS FOR THEIR ONGOING SUPPORT:



Our Programs and Resources

FIND THESE GUIDES AND MORE IN [THE GOOGLE DRIVE](#) 



OFF TO COLLEGE

The Off to College program aims to provide quality information about transitioning from high school to campus life for young adults and their families. Our Off to College guides for students and caregivers touch on a variety of topics such as finding a new provider, talking to friends about diabetes, registering for accommodations, and so much more.

GUIDE CONTENTS:

- “Looking at Schools” guide
- Family communication plan
- Registering for accommodations
- Having “The Talk” with roommates
- Drinking and diabetes

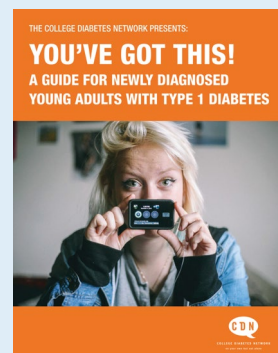


OFF TO WORK

The Off to Work guide is a comprehensive resource aimed at helping young adults with diabetes transition into professional life. It covers topics like navigating insurance, disclosing your condition to your employer, and requesting professional accommodations.

GUIDE CONTENTS:

- Disclosure to employers
- Diabetes related resume items
- Interviewing with diabetes
- What can an employer ask?
- Reasonable accommodations
- Traveling for work
- Networking with diabetes
- Mental Health: Approaching stigma and self-stigma
- Navigating insurance with diabetes



NEWLY DIAGNOSED

After noticing a large gap in education for the increasing number of young adults diagnosed with type 1 diabetes between 17-25, CDN developed a comprehensive guide specifically for this population. This resource addresses everything you need to know about navigating T1D as a young adult!

GUIDE CONTENTS:

- Insulin dosing
- Carb counting and exercise
- Finding your healthcare team
- Mental health
- Health insurance & your rights
- Pumps, meters, CGMs
- Dating and diabetes
- Drinking, drugs, and diabetes
- Women's health
- Men's health



Membership

Join the largest group of young adults with T1D! When you sign up to become a CDN Member, you'll gain exclusive access to the complete range of information and resources for students and young adults. Registering as a CDN Member means that you'll be in the know about opportunities for jobs and internships, clinical trial and advisory board openings, and writing and interview opportunities from CDN and our partners. You'll also get awesome deals and discounts on diabetes products, accessories, apps and events to make life with T1D a little sweeter. Make sure that your Chapter Members know about the offerings that Membership provides. Encourage them to visit our website and up at your next meeting!

NextGen

Do you have an interest in entering the diabetes sector after graduation, or are you looking for a way to connect with those who currently work in the field? Get involved in our NextGen program! Attend a conference on behalf of CDN, network with diabetes companies and organizations, and connect with leaders who share career goals. Applications to attend conferences open in late January and close in late February. You can also visit our website's job and internship page throughout the year to view current openings with CDN and our partners. Visit our website for more information.

CDN Ambassadors

Looking for local support for your Chapter? Connect with alumni, parents, and clinicians in your area through the CDN Ambassador program. CDN will send you a list of Ambassadors within a 50 mile radius of your Chapter and a brief introductory letter from each. From there, just reach out for any type of support your Chapter might need.

Know someone who would make a great Ambassador? Perhaps yourself? If you or some of your Chapter members are about to graduate college and want to support students who have T1D, become an ambassador and stay connected with CDN. Complete the Ambassador application at bit.ly/CDN_Ambassador today.

The Chapter Network

CDN Chapters

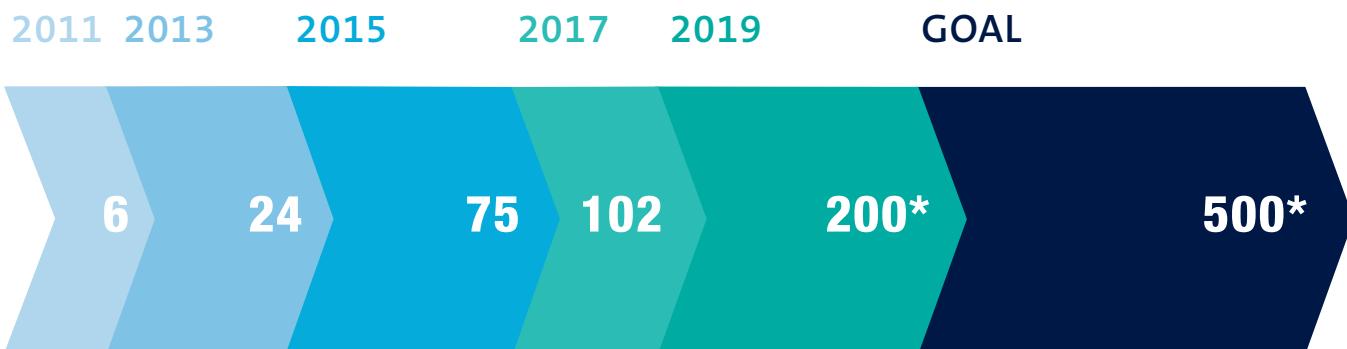
CDN Chapters are communities of students on college campuses across the country, started and led by students just like you. While their size and activities can vary from school to school, region to region, they all provide a way for students with type 1 diabetes (T1D) to connect with others who “get it”. The connections formed through CDN Chapters are the heart of CDN’s mission. Any student with a connection to diabetes can start a Chapter - all it takes is to find others who want to connect in the same way you do.

Program Assistants

CDN’s Chapter Network is divided into three regions based on the number of Chapters in each area. Every CDN Chapter Leader works with a dedicated Program Assistant for their region. Program Assistants are knowledgeable CDN staff members (and recent college graduates) who know the ins and outs of what it takes to run a Chapter and thrive in college with T1D. Program Assistants work closely with Chapter Leaders to ensure they have access to the resources and support they need to lead their Chapter. As a Chapter Leader, we ask that you check your email regularly and communicate well with your designated Program Assistant. You are doing amazing work, and we want to know about it! If you have any questions about CDN, starting a Chapter, or diabetes and college in general, refer to the map on the following page and reach out to the Program Assistant for your region!

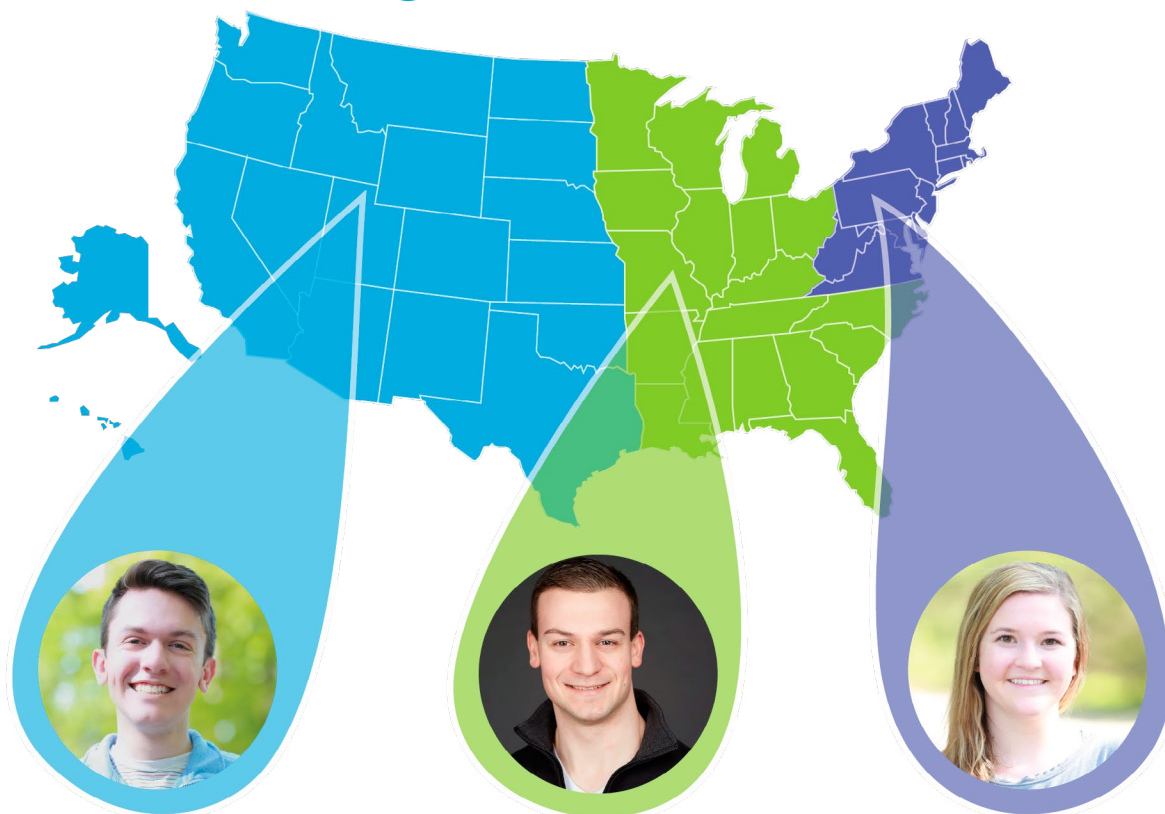
CDN Chapter Network Growth

NUMBER OF CHAPTERS BY YEAR



***PROJECTED GROWTH**

Meet Your Program Assistants



ZACH HALL

Program Assistant
zach@collegediabetesnetwork.org

AGE OF DIAGNOSIS: 13
 Communication Studies and Spanish
 Albion College, 2018

FAVORITE SNACK: Chicken nuggets

FAVORITE PASTIME: Tennis

Zach supports the Chapters in the West region and manages our NextGen, Alumni, and Young Professionals programs.

CHARLES RILEY

Program Assistant
charles@collegediabetesnetwork.org

AGE OF DIAGNOSIS: 14
 Food and Nutrition Science
 Ohio University, 2017

FAVORITE SNACK: Yogurt

FAVORITE PASTIME: Board games

Charles supports the Chapters in the Southeast and Midwest regions and oversees our Campus Resources and Ambassadors programs.

MALISSA MCQUILLAN

Program Assistant
malissa@collegediabetesnetwork.org

AGE OF DIAGNOSIS: 5
 Health Behavior Science and Public Health; University of Delaware, 2017

FAVORITE SNACK: Carrots and hummus

FAVORITE PASTIME: The beach

Malissa supports the Chapters in the Northeast region and oversees our Off to College and Newly Diagnosed resources.



DAN BROWNE

Program Coordinator
dbrowne@collegediabetesnetwork.org

AGE OF DIAGNOSIS: 10
 Biological Sciences
 University of Mary Washington, 2014

FAVORITE SNACK: Cheese
FAVORITE PASTIME: Baseball

Dan oversees the Program Assistants and coordinates special programs like College Diabetes Week.



STARTING YOUR CHAPTER

What does it mean to become affiliated with CDN?

When you become affiliated with any organization it means you become officially connected to the organization. Affiliating with CDN means you become officially recognized as part of the national CDN network, and you receive tons of benefits! The steps to becoming affiliated are simple.

How to Affiliate



Reach Out to CDN

- **FILL OUT THE START A CHAPTER FORM ON OUR WEBSITE!**
(bit.ly/CDN-SAC) The form asks for information about you and your school, and some basic questions about your vision for your Chapter! Be honest, and do not be discouraged if you feel like you are unable to answer some of the questions - CDN is here to work with you!
- **HAVE QUESTIONS BEFORE YOU FILL OUT THE FORM?**
Email CDN at chapters@collegediabetesnetwork.org, and a member of the CDN team will get in touch with you as soon as possible.



“Get to Know You” Call

After completing the Start-a-Chapter Form, the CDN Program Assistant from your region will reach out to schedule a phone call with you. The purpose of this call is for you and your Program Assistant to get to know each other, walk you through the process of starting a Chapter, and answer any questions you have!




Lay the Foundation

Start the process of gaining members and reaching out to other resources on campus. Making an effort on campus shows CDN you are ready for the commitment of leading a Chapter!



Affiliate!

Once you have done some initial outreach and have gotten your Chapter off the ground, you will sign an Affiliation Agreement with CDN. The Affiliation Agreement outlines the benefits provided to your Chapter by CDN and the expectations CDN has of your Chapter. There is no commitment to anything until the agreement is signed. The Affiliation Agreement is re-signed annually at the beginning of each academic year. To view a copy of the Affiliation Agreement, check out our Google Drive .

Benefits and Expectations

The College Diabetes Network wants Chapters to be a gathering place for students living with or affected by diabetes on campus. CDN provides resources to affiliated Chapters to ensure they reach their full potential. Providing these benefits only comes with a few simple expectations.

Benefits

CHAPTER EMAIL ADDRESS


schoolname@collegediabetesnetwork.org

Your CDN email address allows you to communicate for your Chapter while keeping your personal contact information private. This email address can be passed down through leadership generations for continuity of communication! Your email account is administered by the CDN Team - contact chapters@collegediabetesnetwork.org or your Program Assistant if you have any issues!

LISTING ON CDN WEBSITE

Your Chapter will appear on our Chapter Map, and have its own profile on our website. With a Chapter Profile, prospective students can search colleges and universities to see if the school has a CDN Chapter. To update your Chapter Profile, contact your Program Assistant!

ACCESS TO RESOURCES

The Google Drive  gives you access to important templates and documents that will be referenced throughout this handbook.

OUTREACH KITS

CDN provides each Chapter with an annual budget to purchase items from our webstore for promotional use on campus. Items include: wristbands, buttons, pens, stickers, lanyards, informational resources, t-shirts and more! Your Program Assistant will provide instructions to order your Outreach Kit upon affiliation.

SUPPORT FROM CDN STAFF

The CDN team members are here to help you and your Chapter! The Program Assistant for your region will be available for any concerns, or questions you may have regarding anything to do with your Chapter!

FINANCIAL SUPPORT


Affiliated CDN Chapters receive a \$50 activity stipend as an incentive for filling out our Update Form each semester, and are eligible to apply for up to \$500 in Chapter Grant funding each year!

Expectations

STAY IN TOUCH

Keep in contact with your designated Program Assistant throughout the school year. Tell them about successful events or problems you may be dealing with. Ask your Program Assistant any questions that arise. They are here to guide you!

STAY ON BRAND

Refer to CDN's style guide for guidelines about how to properly utilize logos, fonts, and phrases. Find it in the Google Drive  !

UPDATE FORMS

Each Chapter is expected to fill out the Chapter Update Form at the end of each semester. This form ensures that CDN is providing each Chapter with the support they need and report on the status of the Chapter Network as a whole. A \$50 stipend is awarded to each Chapter once they fill out the Chapter Update Form. The form is filled out at the end of the semester and the stipend is received at the beginning of the following semester.

Fall Update Forms:

Open: December 3, 2018

End: January 11, 2019

Spring Update Forms:

Open: April 22, 2019

End: May 31, 2019



Get On Brand!

CDN launched our new logo and brand in 2018, but our old logo is still around in many of our pictures! Be sure to order your table runner and other items featuring our new design in your Outreach Kits this year - and send us new pictures of you using them!

Getting Established on Campus

Connecting with On-Campus Services

On-Campus departments like Admissions, Disabilities Services, the Student Health Center, Student Activities and Residential Life are great places to connect your Chapter with your campus. Building a relationship with these departments is useful when trying to gain members and helpful when planning events. These departments exist to support students on campus, and they will most likely be enthusiastic about supporting you in your efforts!

Registering on Campus

To find out how to register on campus, consult your school's own policies and procedures. The process for becoming an officially recognized student organization varies across campuses - the best resource is the department at your school that manages student organizations. Registering your Chapter on campus may seem like a very long process, but it has many benefits. These perks may vary depending on your school, but may include:

1. Bank Account
2. School Funds
3. Room Reservations
4. Support from Campus
5. Tabling Opportunities

Finding an Advisor

WHY HAVE A FACULTY ADVISOR?

Having a faculty advisor helps legitimize your Chapter on campus, and may even be a requirement for registering as an official student organization. Often, they offer resources students may not have access to, like tabling reservations or booking rooms. Advisors can assist you with setting goals, resolving conflicts, maintaining leadership, and navigating campus bureaucracy. Finding an advisor is easier than you think! An advisor with some connection to diabetes may be a great fit, but it is not necessary. It is more important that they care about helping you succeed.

POTENTIAL FACULTY ADVISORS:

- Professors - especially those in fields related to diabetes (nursing, pre-med, public health, psychology, social work, nutrition), or that you have a trusting relationship with
- Members of your Campus Health Center
- On-Campus Medical Staff
- A faculty member who has, or is affected by diabetes


HOW TO APPROACH A FACULTY MEMBER ABOUT BECOMING AN ADVISOR:

1. Network. Be on the lookout and gather information about faculty members on staff.
2. Reach out. Email the faculty member you think is the best fit and set up a meeting with them! During this meeting, explain what CDN is and how you are actively searching for an advisor for the Chapter. Do not make them feel pressured.
3. Follow up. Send another email summarizing the initial meeting and inviting them to be your advisor.
4. Once they accept the responsibility of being your advisor, be sure to introduce them to your Chapter.


Expectations of Faculty Advisors

The advisor and Chapter Leader should be in contact through email as often as needed, but it is suggested to meet once a month in person. Expectations of the faculty advisor should be addressed at the initial meeting. Some basic expectations include:

1. Serve as a liaison between school departments
2. Aid in campus outreach efforts
3. Help with finances and logistics
4. Guide Chapter through process of becoming affiliated with your school
5. Assist in room reservations and event planning

The Advisor Reference Sheet is located in the Google Drive  and summarizes what CDN is and the general Advisor expectations outlined above. It can also be customized with your specific Chapter goals and expectations for the advisor. This can be given to the advisor at the initial meeting!

Club Constitution

A constitution is an official outline of the structure of your organization. The Constitution summarizes the mission, officer responsibilities, conflict resolution, goals, and more. It is an official document that can be used when affiliating on your campus. Some schools put a lot of emphasis on the importance of a constitution, while others may not. There is a template located in the Google Drive  to guide you through creating a Constitution for your Chapter. Be sure to review what it says and make sure it lines up with your Chapter's goals. If the template does not work for your purposes, you can make your own Constitution and use the template as a reference. Review your Chapter's Constitution at the beginning of each school year and make edits as the structure of your Chapter changes.

