

# YouthMappers TERMS OF PARTICIPATION for Affiliated Student Campus Groups and New Chapters



*Thank you for expressing interest in being a part of the YouthMappers Network! This document was written to provide you details on what it means to be affiliated as an existing group or as a new chapter of YouthMappers. It also provides guidelines on what is expected of chapters as well as what benefits you can anticipate from your participation.*

## **Eligible Membership**

Students at universities around the world studying any discipline are welcome to affiliate and become part of the YouthMappers network. Undergraduate students and graduate students are equal members. Students can be part-time or full time but should be in good standing with their university in terms of enrollment status. You should follow any and all relevant rules of your particular university campus for how to designate members of your group. We encourage diversity in terms of gender, experience, ethnic origin, race, and other dimensions of difference.

We encourage engagement with community youth whether they are enrolled students or not, although some program support or benefits may only be available to eligible university students. Whether your chapter wishes to recognize them with a category of membership is up to you.

There is no minimum or maximum number of members required.

YouthMappers chapters are restricted to one chapter or affiliated group per university campus. For universities or university systems with more than one distributed campuses, there may be one chapter at each campus location (for example, State University of New York at Geneseo and State University of New York at Fredonia). We strongly encourage collaboration and cooperation between YouthMappers chapters in universities with more than one campus, as well as chapters within the same state, province and country. However, we do not name formal designation roles (e.g. president, coordinator, etc.) chapter leadership at state, province or country levels.

## **Eligible Groups**

Existing student clubs, societies, or associations that have a complementary vision or mission may choose to affiliate with the YouthMappers network. They should be approved by their campus governance for operating at their university. Affiliated chapters do not have to alter their name, structure, logo, or other operational procedures, but they must adopt these additional terms of participation to remain active chapters.

Groups of students who wish to create or formalize a new chapter are welcomed to do so. Please inquire for sample constitution and by-laws (establishment) documents that can provide model language for setting up your campus chapter. These can be provided for illustrative

purposes, and you should take care to conform to your universities' regulations regarding student groups. For further guidance, groups forming new chapters may consult with an existing chapter for ideas about how to establish and run a YouthMappers chapter by making a request to [info@youthmappers.org](mailto:info@youthmappers.org).

### **Establishment Procedures**

In order to officially join YouthMappers, prospective chapters must submit an online application form along with the required founding documentation. This would include documents such as a charter, by-laws, constitution, or similar texts that spell out the purpose and organization of your group. (Again, if you do not have founding documents, we can provide samples for you to create.) You must also expressly acknowledge receiving and agreeing to these terms of participation.

The YouthMappers University Consortium's Steering Committee reviews all applications at least once every 45 days. Groups whose applications are pending are NOT permitted to use the logo or promote their group as a chapter or affiliate of the YouthMappers network until they receive written approval from the Steering Committee. At the discretion of the Steering Committee, chapters may be approved to commence activities pending eventual receipt of formal documents in cases where new chapters are awaiting formal local university procedures of establishment to be finalized. A founding certificate will be provided to each chapter after approval.

### **Governance**

Groups will need to submit the names of their officers upon chapter application, with the annual report (via the form), and at any other time that the leadership changes (via email). One of these students should be designated as the single communication point of contact for the YouthMappers Officers Google Group (although this could also be a general group email address or list). Chapters must have at least one faculty mentor and provide the contact information for this individual in the application form.

Many universities require that official or formal groups have university mentors assigned, so the YouthMappers mentor may be the official designated professor (preferred), or alternatively a second professor who is willing to work with the group to ensure compliance with local institutional rules and facilitate access to local benefits that universities might provide to student organizations. This designated YouthMappers Faculty Mentor must be an employee of the chapter's university in a faculty / professor position and not a graduate student or other individual at another institution. While we encourage many faculty to participate, we only ask for one single point of contact to facilitate communication. We encourage chapters to work with local community members and seek their mentorship, but they cannot serve in this designated role.

We encourage best practices in terms of managing your group, including cooperative means for shared decision-making and inclusive engagement with all members. YouthMappers encourages student leadership, and at its core, the YouthMappers chapter should be led and

implemented by student leaders who are designated by their peers to provide leadership and organization at the campus level. Most chapters choose various roles such as a President or Chair, a Vice President or Co-Chair, a Secretary to keep records and submit annual reports, and a Treasurer to manage resources. Other positions may be required on your campus, so chapters should consult their home university guidelines for student organizations. Chapters are free to establish any structure of governance they wish with respect to such leadership, including committees, working groups, or other officer positions, and should clearly spell out the roles of each one, the duration of the assignment, and how the position is filled. The leadership group as a whole should reflect the diversity of the composition of the student body and include male and female participants. We encourage chapters to adopt democratic, participatory, open and transparent means of managing and decision making, and to plan for leadership transitions, as students graduate and the roles turn over.

### **Benefits of Affiliation / Chapter Designation**

Chapters and affiliated groups are eligible to receive program support in the form of a communications platform to exchange ideas and information with other chapters around the world. In addition, the program provides logistical and information support for chapters to connect their mapping activities to real world development needs as identified by the USAID GeoCenter and the USAID missions as well as other partners. Furthermore, members from chapters and groups who are in good standing may receive small grants, travel funding, specialized training, recognition, short-term fellowships or other means of capacity building in accordance with the calls for participation periodically released by the program. Recipients of capacity building funding are required to properly credit the YouthMappers and USAID (see Acknowledgements section below). There may also be some country restrictions on particular opportunities that limit the location of eligible recipients (each competition will publicize the specific rules and criteria for selection.) Finally, chapters benefit by having their work publicized and disseminated and made more visible through the network in the form of its blogs and social media. Submission of any material including text or photos to YouthMappers implies permission of use for such purposes to promote the program as a whole, except when an express written request for confidentiality is made at the time of submission.

Depending on the particular details of each call for participation, some students may not be eligible for all program support offered. This includes that the program may offer specific support designated for groups in a particular region or set of countries that is not available to other chapters. This is due to donor restrictions or instructions.

### **Financial Considerations**

Affiliation is free. There is no cost charged for affiliating or creating a new chapter or for participation in program activities. There may be expenses related to copying, producing materials, time filling out forms, organizing, etc. and these will not be reimbursed.

Chapters, particularly those in developing countries where USAID works, may be eligible for external support of activities or projects. Individual calls for participation will have specific details. YouthMappers may directly or indirectly assist chapters with resource needs, but we do not accept unsolicited proposals.

If your group charges dues or fees as a local fundraiser, it is essential that you make it abundantly clear that there is no exchange of funds from the chapters to the headquarters program. We do NOT collect dues or charge for membership activities.

Chapters may NOT sell items bearing the program logo or name without prior approval by the steering committee with the mockup and purpose explicitly specified.

The academic institutions of approved groups automatically become part of the YouthMappers University Consortium. This affiliation does not provide any automatic financial benefit or obligation.

### **Continuance of Chapter Affiliation**

Chapters remain active in the YouthMappers network by conducting activities each year and reporting on them to the program. Each chapter should do the following every year to remain in active status:

- Plan and conduct at least 2 mapathons, validation events, international exchanges, or local community mapping activities annually
- At least one of these should include participation in a YouthMappers network promoted campaign.
- Submit a report each year, at the end of the calendar year on the above activities (see also below)
- Keep your contact information current

Chapter reports will be submitted in a common format (via online form) that includes a description of the two or more activities you conducted over the previous year, and your goals or plans for the coming year. The report should also include at least one photo and one map (or link to a map.) By submitting these materials, chapters give permissions and agree to royalty-free use by the program for promotional purposes.

### **Communications**

**Social Media** - You are encouraged but not required to engage with YouthMappers on social media platforms. We strongly encourage promoting the main webpage [www.youthmappers.org](http://www.youthmappers.org) and tagging @youthmappers where appropriate.

**Website** - We strongly encourage submission of chapter updates throughout the year to the blog. Blogs should include a title, author name and short biographical sentence, text, and at least one photo with a caption. All submissions imply permission for YouthMappers to use and publish the material in publicity or reporting or other means of communication.

**Surveys** - Chapters are encouraged but not required to participate in program evaluation surveys

**YouthMappers Campaigns** - YouthMappers campaigns, for example [#LetGirlsMap](https://twitter.com/LetGirlsMap), are open for all to participate.

**Hashtag** - We urge YouthMappers to create data on OpenStreetMap using the hashtag #YouthMappers with every change set so that we can collect accurate metrics on open spatial data production by participants in the network

**Trademark** - YouthMappers is a registered trademark. Chapters must comply with the branding guidelines for use of the name and logo (see document provided online [HERE](#).) Acceptance of these terms of agreement include express agreement to the logo use policy and authorize chapters to use the logo only as specified. Chapters who violate this agreement and policy may risk good standing or be decommissioned from the network.

### **Compliance and Ethics**

Chapters must take care to follow any and all relevant university rules and restrictions on their home campuses regarding branding, operations, governance, and behavior. They should not violate the guidelines of partner or collaborator campuses either.

YouthMappers should endeavor to produce the highest quality experiences and data as possible and should realize that actions in the name of YouthMappers reflect upon the community of chapters as a whole.

YouthMappers has adopted a formal ethics statement, (found [HERE](#)). By agreeing to these Terms of Participation, each chapter also agrees to abide by this ethics statement. We encourage chapters to review the ethics statements as a group explicitly together to promote awareness and compliance of the founding principles of YouthMappers.

### **Acknowledgements**

In recognition of support provided for any activities that receive funding or other resources, the following must always include acknowledgement of YouthMappers as well as of USAID and visibly bear the USAID identity (for questions, please contact the YouthMappers Managing Director or Executive Director):

- program, project, or activity websites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;
- technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID; multi-media website, videos, news stories, press releases, training or orientation powerpoints, etc.
- any posters by the implementing partners or participants presenting work conducted with support from USAID (such as the fellowships) that is presented at YouthMappers events will follow guidelines provided
- events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and mapathons;
- all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment. Supplies and other materials funded by USAID, and their export packaging.

**Procedures for “In Reserve” status**

In order to formally request to close a YouthMappers chapter, the faculty advisor and at least one chapter officer must submit a formal request to the Program Director. The formal request must be a written letter that explains the decision to close the chapter and be signed by the program officers and faculty advisor. At this time, the chapter will be listed as “In Reserve” and all members will be removed from the YouthMappers listserv. The YouthMappers Steering Committee makes all decisions regarding the status of chapter affiliations.

**Questions**

May be directed to [info@youthmappers.org](mailto:info@youthmappers.org).