



inno basics
starting your chapter



Who should start a chapter?

Any high schooler or middle schooler who is passionate about learning and interested in biotech should start a chapter! We welcome students from all knowledge backgrounds, whether you are just starting your science journey, or have a depth of knowledge and experience.

Expectations for Chapter Leaders:

While we try to make the process of starting and INNO chapter as seamless as possible, starting a chapter is a big responsibility and you should be ready for lots of organizational and collaborative work. Our general expectations are:

1. **Communicate:** Communication is key to not only keeping your chapter on track for success, but also ensuring that the INNO board is clued in to your chapter's activities. Slack is our main method of communication, and we expect that all chapter leaders are able to respond to messages within 24 hours.
2. **Be Open Minded:** INNO is meant to be a place for both diversity and inclusivity, and we expect that when leading your chapter, you will be responsive to the needs and identities of your chapter members.
3. **Be Accountable:** As a chapter leader, you have a responsibility to keeping your chapter on track for all important INNO convenings and deadlines. Please make sure that you are ready to take on this responsibility; and make sure to communicate, communicate, and communicate.



Chapter Structure and Timeline

Once you know you are ready to start a chapter, you should be familiar with our chapter structure. We expect that every chapter has an advisor that will be an adult responsible for the safety and well being of all INNO students. Beyond that, all other leadership positions on your chapter's leadership team are completely up to you! We recommend bringing other people on board who can help recruit members, facilitate activities, and keep your chapter organized. As you build your chapter and begin recruiting members, we have a set of elementary social media posts that you can use for outreach.

The general format of learning in INNO chapters involves both synchronous and asynchronous work. You are free to change this format to what works for your chapter; all of our curriculum is online, and we have a set of activities to facilitate in person chapter meetings. The first semester of your INNO chapter's operation should involve teaching this content and facilitating these activities; during second semester, your members will form groups of 1-3 to begin creating their very own biotech products for the Innovation Development Conference.

Ready, Set, Go!

Now that you know the ins and outs of INNO chapters, if you are ready to jump in, please email inno@innoinc.org to set up a preliminary onboarding meeting. We know this was a lot of information, so we will use this meeting to talk to you about INNO and help you get starting with setting up everything you need for your chapter. We are so glad that you've chosen to become a part of INNO, and can't wait to get started!