

# TEAM HBV



# HIGH SCHOOL CHAPTERS MANUAL

# TEAM HBV HIGH SCHOOL CHAPTERS MANUAL

TEAM HBV HIGH SCHOOL CHAPTERS  
INTERNATIONAL ADVISORY BOARD  
2017-2018

VIVIAN CHENG, ROBERT YANG, CATHERINE YANG,  
REBECCA MAK, LUCY YANG, HELEN CHANG,  
KATRINA HUNG

ALL RIGHTS RESERVED. This manual contains material protected under International and Federal Copyright Laws and Treaties. Any unauthorized reprint or use of this material is prohibited. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without express written permission from the author / publisher.

For more information on the Team HBV High School Chapters International Advisory Board, please visit [www.teamhbv.org](http://www.teamhbv.org).

# TEAM HBV MANUAL

Team HBV.....	5
What is Hepatitis B?.....	5
History.....	6
High School Chapters.....	7
Outreach Committees.....	8
Policies and Resources.....	9
International High School Advisory Board Manual.....	13
Board Members.....	13
Board Duties.....	14
Contact Info.....	15
Creating a New Team HBV High School Chapter.....	16
Caveats of a Club.....	16
How to Create Your Own Chapter.....	17
Getting your Team HBV Chapter Approved.....	21
Timeline.....	25
Events Manual.....	32
Outreach Events.....	32
Fundraiser Events.....	36
More advanced.....	38
Interchapter.....	40
Event Planning Guide.....	41
Sample Constitution.....	43
Volunteer Hour Certificate.....	49



**STANFORD**  
SCHOOL OF MEDICINE

Asian Liver Center

# TEAM HBV

---

Team HBV is a general term that unifies everyone that is fighting to raise awareness and eradicate the disease known as hepatitis B.

## What is Hepatitis B?

The liver plays a vital role in metabolism and detoxification. In addition, it fights against infections and controls bleeding. Hepatitis B is the inflammation of the liver caused by infection by the hepatitis B virus (HBV). If hepatitis B is not treated, it can turn into chronic hepatitis B, becoming incurable and causing liver failure, liver cirrhosis (scarring of the liver), liver cancer, and ultimately premature death.

HBV is often called the “silent killer” because those with chronic HBV infections show no symptoms until it is too late. Like most killer viruses, HBV is spread through contact of blood, unprotected sexual intercourse, and birth. Most people get hepatitis B through birth because many mothers are oblivious to the fact that they have this disease and have not been tested.

Viral hepatitis represents one of the most neglected pandemics in the world. 1 in 20 people (400 million) in the world have become chronically infected with the hepatitis B virus (HBV). HBV causes 60-80% of primary liver cancer and takes 700,000 to 1 million lives a year. Currently, approximately 1/3 of the current human population have been affected by this deadly virus. Every 45 seconds the hepatitis B virus claims its next victim.

Liver cancer is the sixth most common newly diagnosed cancer and the third most common cause of cancer mortality in the world, with an estimated 626,000 new cases and 598,000 deaths per year. The nearly equal numbers of incident cases and deaths reflect the high fatality rate of the disease, which only has a 3-5% overall survival rate.

Chronic hepatitis B infection disproportionately affects the Asian community in the U.S. Approximately 1 in 10 Asian Pacific Islander (API) Americans have chronic hepatitis B infection compared with 1 in 1,000 Caucasian Americans. An

estimated 1.25 million Americans are chronically infected with HBV, over half of which are APIs. 130,000 Americans become infected with HBV each year, and 5,000 people die from HBV-related liver cancer or cirrhosis with liver failure each year. Even though hepatitis B is vaccine-preventable and treatable, liver cancer remains one of the greatest health disparities for API Americans.

## **The History Behind Our Cause**

### **A. The Asian Liver Center at Stanford University (1996)**

The Asian Liver Center (ALC) is the first nonprofit organization in the United States that addresses the high incidence of hepatitis B and liver cancer in Asians and Asian Americans. Founded in 1996, the center approaches fighting hepatitis B through outreach & education, and research. Specifically, the ALC spearheads educational outreach in the areas of hepatitis B and liver cancer prevention and treatment.

### **B. The Global Jade Ribbon Campaign (2001)**

The Jade Ribbon Campaign (JRC) was launched by the Asian Liver Center (ALC) at Stanford University in May 2001 during Asian Pacific American Heritage Month to help spread global awareness about hepatitis B and liver cancer specifically in Asian and Pacific Islander (API) communities. The JRC is a universal campaign that anyone can use as a platform for action towards eradicating hepatitis B and consequently reducing the incidence and mortality associated with liver cancer.

### **C. Team HBV (2006)**

The ALC has actively engaged in and encouraged youth participation and leadership in outreach and education for many years. They have motivated many young people to become active leaders in their schools and communities through the annual Youth Leadership Conference for high school students, the Jade Ribbon Youth Council, internship programs, Team HBV Collegiate Chapters, the Team HBV Collegiate Conference, and Team HBV High School Chapters.

Team HBV was formed in 2006 with a mission to raise awareness of the disproportionately high incidence of HBV and liver cancer in the API community

through community outreach and the global Jade Ribbon Campaign (JRC).

Team HBV is the outreach arm of the ALC; it comprises its volunteer network, collegiate chapters, high school chapters, as well as the clubs and organizations at schools and universities nationwide and worldwide who further the ALC's mission. More broadly, it includes all of those groups and individuals who toil endlessly under the noble cause of the JRC: to increase awareness and provide ethnic-sensitive health information to the API community and health professionals in an effort to reduce this major health disparity and improve API health. In essence, Team HBV is the human network of those on the frontlines working to educate their communities about hepatitis B and liver cancer.

## Team HBV High School Chapters

As part of the JRC outreach campaign, the mission of Team HBV High School Chapters is to educate campus and local communities about hepatitis B and liver cancer. By focusing on education, Team HBV raises awareness about the dangers of hepatitis B, liver cancer, and their prevention and treatment options. Our hope is that by working with the student body and surrounding communities, we can empower individuals to get themselves and their loved ones screened and vaccinated in a timely manner. In addition to our central objective of education, we aim to:

- Support the global Jade Ribbon Campaign
- Promote awareness through innovative outreach events
- Build partnerships with other student clubs groups in the community



## Team HBV Outreach Committees

Team HBV Outreach Committees provide high school students with an opportunity to become more involved with Team HBV. Outreach Committees consist of one to two High School Board (HSB) member(s) paired with a group of around 10 students. Meetings over Skype are held biweekly to monthly and members are recommended to meet physically at least once to bond as a group in order to effectively plan outreach events. In the beginning of the school year, the HSB will send out application forms to the participants of YLC and to Team HBV clubs; anyone is welcome to apply!

The Outreach Committees are responsible for planning outreach events targeting communitieside the student population. The HSB will be giving applicants different types of projects that they can choose to work on.

### 2016-2017 Outreach Committees:

- International Trip Committee (ITC)  
Led by Vivian Cheng and Joshua Kim  
Description: Summer 2017 Team HBV China Trip
- Social Media Committee  
Led by Robert Yang  
Description: Social media campaigns
- Local Outreach Committee: San Ramon, Pleasanton, Dublin  
Led by Natalie Man  
Description: In-person events
- iOS App Development Committee  
Led by Vivian Cheng and Natalie Man  
Description: Developing Team HBV app
- Newsletter Committee  
Led by Lillian Zhu  
Description: Creating Team HBV Newsletter
- Chapter Engagement Committee  
Led by Alina Ying  
Description: Brainstorming overarching monthly themes, challenges and activities for chapter.



# POLICIES AND RESOURCES

---

In order to remain active and continue to receive support from the Team HBV High School Chapters International Advisory Board (HSB) and the Asian Liver Center, Team HBV chapters must follow a set of strict rules. Please take a moment to familiarize yourself with the following policies:

## **HSB Policies**

### Active Status

All Team HBV chapters must register at the beginning of the academic year as an active chapter. In order to retain active status, continue to receive support from the HSB, and be officially recognized by the Asian Liver Center, chapters must comply with all policies defined by the HSB (listed below). Failure to do so will result in a warning and a strike. After three strikes, the High School Board will take appropriate action, such as revoking of status. If anyone is struggling to maintain activity within their chapter, please contact [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org) immediately.

### Communication and responsiveness

All officers of Team HBV chapters must respond to any form of communication from the HSB within 36 hours of its initiation, including, but not limited to email, SMS, telephone, Facebook, and Skype. Failure to provide a prompt response will result in loss of active status.

### Board Representative

Each chapter will be assigned a board representative based on their geographic location. Nearby chapters will be grouped together. Details on which board member will be a chapter's representative will be sent out after the chapter has registered as an active chapter.

Chapter presidents will be expected to keep in contact with their board representative through regular Skype meetings, which the chapter representatives will schedule. In addition, chapter presidents are expected to share information about their chapters, including membership lists, chapter constitutions, chapter status, and event planning and execution, with their board representative.

## Outreach Events

Team HBV chapters must hold a minimum of two community outreach events during an academic year, not including homecoming fair and club fair. These events must target the community as opposed to the school campus and there must be an easy way to evaluate success. Team HBV chapters must also participate in the interchapter events they plan with their board representative and nearby chapters.

## End of Year Reports

After each outreach or fundraising event, chapters must report to the HSB. At the end of every academic year, active chapters are to submit to the HSB a membership list with finalized volunteer hours, a record of finances throughout the year, and a reflection of their club. Chapters will be contacted for such reports as the academic year ends.

## Chapter Policies

### Officers and Leadership Positions

Available officer positions include the following: President, Vice President, Treasurer, Secretary. With the exception of the first year, all officers should be elected three weeks before the last week of the academic year.

### Meetings

Meetings are to be held on a weekly or bimonthly basis (at the discretion of the president). Weekly meetings are encouraged, as they facilitate the development and execution of outreach event ideas.

### Membership Fees

Membership fees are highly encouraged, as they assist in retaining members and provide initial funding for the chapter. The amount is at the discretion of the president, but the suggested amount is \$15 (includes free t-shirt and pen for members). Members are only “active” when they pay the membership fee (unless school rules forbid mandatory membership fees).

## Volunteer Hours

Member volunteer hours are to be recorded by the Team HBV chapter and certificates are to be issued at the end of every academic year to recognize hours. A certificate template is attached in the manual.

## HSB Resources

The HSB provides Team HBV high school chapters with various support materials and resources to aid execution of quality outreach events.

### Starter Kit

All new Team HBV chapters are eligible to receive a starter kit, which includes t-shirts, pens, etc. (see “Creating a New Team HBV Chapter”).

### Additional Materials and Brochures

Additional materials and brochures can be ordered from the ALC website ([http://liver.stanford.edu/resources/brochure\\_orders.html](http://liver.stanford.edu/resources/brochure_orders.html)) or by emailing [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org). Official logo requests can also be submitted through email.

### Team HBV High School Chapters Manual

The HSB provides all Team HBV chapters with a manual of policies, guidelines, and resources for the successful creation of a Team HBV chapter at local high schools. Resources include sample PowerPoints, educational presentation series, surveys and quizzes, FAQ’s, event ideas and proposals, and various guides/how-to’s.

### Email Assistance

Team HBV chapters may contact the HSB at any time by sending an email to [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org). Questions, concerns, doubts, requests for advice, etc. are welcome. Responses should be expected to be within 36 hours of request.

### Monetary Support

Although Team HBV chapters are encouraged to raise their own funds for outreach events, applications for grants from the HSB can be submitted if a de-

tailed proposal and budget is created. Contact [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org) for more information.

### Semester Reports

The HSB will compile semester reports containing events held at Team HBV chapters all over the nation. Chapters will be able to view past successful events and reflections of other Team HBV clubs and plan activities based upon previous successes.

### Inter-chapter Outreach Events

The HSB is responsible for the planning and development of inter-chapter events: events that involve one or more Team HBV chapter. All chapters will be notified of such events and will be provided with the opportunity to participate and volunteer.

### Inter-chapter Fundraisers

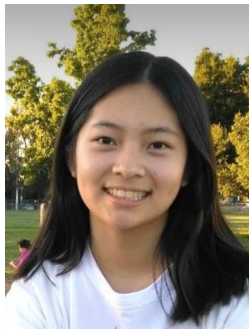
In order to raise money to fund inter-chapter events, the HSB may request chapters to participate in inter-chapter fundraisers. All active chapters must participate in such events to retain active status.

# INTERNATIONAL HIGH SCHOOL ADVISORY BOARD MANUAL

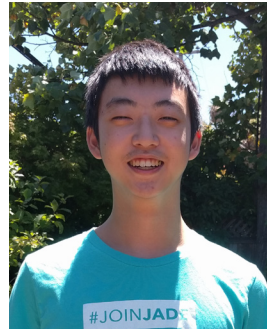
## Overview

The International High School Advisory Board consists of the core board and two ALC advisors, who help high school chapters of Team HBV plan events and be updated on news from the ALC as well as various inter-chapter events and opportunities for volunteer. The core members within the Advisory Board consists of the following positions: Chair(2), Events, Interchapter, Resources, Web & Media, and Public Relations. These eight high-school students will work together with the Youth Programs Coordinator from the ALC and the Outreach Intern to coordinate High School Team HBV chapters and ensure everything is running smoothly.

## Board Members



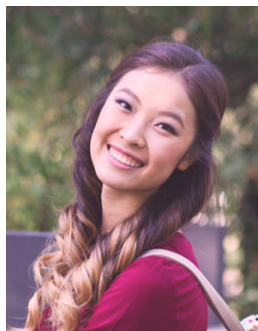
Co-Chair  
Vivian Cheng



Co-Chair  
Robert Yang



Interchapter  
Catherine Yang



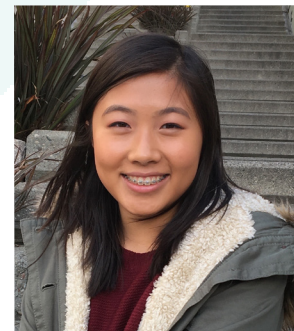
Web and Media  
Katrina Hung



Public Relations  
Helen Chang



Resources  
Lucy Yang



Events  
Rebecca Mak

## **Board Duties**

### **ALC Advisors (2) – ALC HS intern**

- Assigns projects and keeps board core on task
- Has the “final say” in decisions and go-to person for the board members
- Present on all email correspondences and core board bi-monthly Skype meetings
- Responsible for choosing board core members

### **Board Chair (2)**

- Helps other board members communicate with chapters for event planning, fundraising, and directly responsible for progress of their projects
- Answers questions from any board member, or defers to ALC advisers
- Schedules bi-monthly Skype meetings for the board members
- Creates minutes and assigns tasks to ensure the board runs smoothly

### **Events Board Member**

- Keeps track of fundraising and outreach activities of high school chapters
- Continues to update a list of fundraising and outreach activities that have worked well in the past
- Gives specific advice to various high school chapters on their event planning
- Provide individual chapter event proposals every other Skype meeting

### **Interchapter Board Member**

- Plan and coordinate Hepatitis B Awareness Week and other collaborative outreach events that all local high school chapters can participate in
- Coordinate projects between two or more Team HBV chapters
- Responsible for contacting press and local media
- Provide interchapter event proposals each Skype meeting

### **Resources Board Member**

Responsible for recruitment and training tasks i.e. giving them advice

about recruiting members; tries establishing new Team HBV chapters

- Organizes online document collection, proposals, etc.
- Creates and packages materials for Team HBV chapters
- Ensures competent hepatitis B knowledge among Team HBV chapter members and officers

### Web & Media Board Member

Updates teamhbv.org website on a weekly or bi-monthly basis

- Manages teamhbv.org email passwords and accounts
- Creates engaging Facebook posts
- Creates the semester reports

### Public Relations Board Member

- Makes promotional videos/flyers for events and logo designs for each qualified Team HBV chapter
- Makes collages for social media projects
- Creates engaging Facebook posts

## Contact Information

Vivian Cheng -- [chair.hsboard@teamhbv.org](mailto:chair.hsboard@teamhbv.org)

Robert Yang -- [chair.hsboard@teamhbv.org](mailto:chair.hsboard@teamhbv.org)

Catherine Yang -- [interchapter.alpha@teamhbv.org](mailto:interchapter.alpha@teamhbv.org)

Rebecca Mak -- [events.hsboard@teamhbv.org](mailto:events.hsboard@teamhbv.org)

Lucy Yang -- [resources.hsboard@teamhbv.org](mailto:resources.hsboard@teamhbv.org)

Helen Chang -- [pr.hsboard@teamhbv.org](mailto:pr.hsboard@teamhbv.org)

Katrina Hung -- [webmedia.hsboard@teamhbv.org](mailto:webmedia.hsboard@teamhbv.org)

ALC Intern -- [hschapters@teamhbv.org](mailto:hschapters@teamhbv.org)

# CREATING A NEW TEAM HBV HIGH SCHOOL CHAPTER

---

## Introduction

The purpose of Team HBV clubs at local high schools is to help the Asian Liver Center, Jade Ribbon Campaign and Team HBV Collegiate Chapters raise hepatitis B awareness in the community through educational outreach events on campus and in public locations. Team HBV high school chapters will receive support from the Asian Liver Center in the form of a starter kit, an intern to help with inter-chapter organization, and the High School Advisory Board to facilitate the creation of local chapters and promptly answer any questions. If you have any questions, please contact the High School Chapters Advisory Board at [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org).

## Caveats of a Club

### 1. Membership List

- a. Delegation of responsibilities
- b. Status or Position

### 2. Volunteer Hours

- a. Number of hours each member has gained
- b. Log amount of hours of each officer
- c. Take attendance at events

### 3. Attendance Log

- a. Meetings which members have attended

### 4. Finance

- a. Sources of Income
  - i. Membership dues
  - ii. Fundraisers
  - iii. Sponsorships
- b. Expenses
  - i. Supplies for fundraisers
  - ii. Materials for Team HBV members (Team HBV T-shirt, LIVERight Wrist Band, Jade Ribbon Pens)



## 5. Inventory

- a. Amount of supplies used and received by Asian Liver Center
- b. Brochures can be ordered for free at:  
<http://liver.stanford.edu/Public/brochureorder.html>
- c. Materials can be ordered at:  
<http://teamhbv.org/materials-order-form/>.
- d. Logos: send an email to [webmedia.hsboard@teamhbv.org](mailto:webmedia.hsboard@teamhbv.org)

## 6. Recruitment Ideas

- a. Pass out brochures
- b. Post flyers around school
- c. Display club at school events

## 7. Meetings

- a. Held weekly/biweekly- 10 to 20 minutes in length
- b. Use Powerpoints to display information of upcoming events
- c. Topics covered during meetings:
  - i. Responsibilities of every officer
  - ii. Agenda
  - iii. Outreach ideas
  - iv. Fundraising ideas
  - v. Questions or concerns

# How to Create Your Own Chapter

## I. Learn about HBV and Liver Cancer

Understand the difference between acute and chronic hepatitis B, between hepatitis A, B, and C; know about liver cancer and cirrhosis, symptoms, modes of transmission, types of blood tests and interpretation, vaccination series, antiviral medication, and follow up procedures. Familiarize yourself with basic statistics. Know basic terminology like HBV (hepatitis B virus), #JOINJADE (the social media hashtag the Asian Liver Center uses to spread awareness via Facebook, Instagram, and Twitter), and 3 For Life Sign (the hand sign that signifies the three shots administered over six months that provides you immunity from hepatitis B for life).

## II. Understand Why Fighting Against HBV is an Important Cause

1. There remains a high prevalence of hepatitis B, especially among Asians and Pacific Islanders born in their native countries, despite preventative

and treatment options.

2. Physicians may not be aware that APIs are at high risk and don't suggest tests for high risk individuals.
3. Hepatitis B is known as the silent killer because most patients have no symptoms until too late in liver disease progression.
4. There are still many misconceptions regarding hepatitis B due to misinformation.

### III. Contact the High School Advisory Board by emailing [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org) (college chapter: [advisors@teamhbv.org](mailto:advisors@teamhbv.org))

Email the High School Advisory Board if interested in starting a new high school chapter so board members can advise you on how to go about forming your own chapter and to be added on an email list to receive important information regarding Team HBV events and possible club outreach & event ideas. Don't be afraid to ask questions, as board members have first hand experience starting and leading Team HBV clubs!

### IV. Getting Official Club Recognition by Your School

This will vary from school to school but familiarize yourself with your school's policy in how to start new clubs. This often includes recruiting a staff advisor for the club, who can be any teacher (Chinese & Biology teachers are especially receptive to the idea), and recruiting/electing a reliable group of officers to lead the club. Read the "Getting your Team HBV Chapter Approved" in the 2014-2015 Team HBV Manual for more information - which will be provided by the Board! Good club advertising ideas are reserving a booth at the club activities fair and using social media to advertise your club.

### V. Getting Approval from Student Government

1. Submit the application to your student government along with any necessary supporting documents.
2. The application may require the name and contact of club advisor or faculty sponsor along with a list of names of interested members.
3. This process may take from several weeks to months, depending on the type of student group status you want to pursue and how many club requests your school receives every year.
4. If you run into trouble while getting approved, please read the "Getting

your Team HBV Chapter Approved” section for advice. Also contact [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org) if you run into any trouble along the way.

## VI. Request Outreach Materials

Request a Starter Kit from the ALC, which is composed of 10 Team HBV T-shirts (please give size requests), 10 LIVERight bracelets, 10 JRC pins, 10 JRC pens, 10 Fight HBV tattoos, 50 JRC stickers, 25 Know HBV brochures, 25 Know HBV for Moms brochures, and 1 Physician’s Guide. The Starter Kit is free only to new Team HBV chapters. You can request it here: <http://teamhbv.org/materials-order-form/>.

## VII. Recruit the Team

1. Hold meetings regularly to get students educated about hepatitis B and involved in events. To get students’ attention, provide snacks and beverages if funding is available. Advertise volunteer hours!
2. Post recruitment flyers with date and time of information session on bulletin boards at school.
3. Talk to individual students. Bring a sign-up sheet to keep track of those interested in joining, and email them to follow up with a friendly reminder of the meeting.
4. Constantly recruit students who are passionate about HBV cause. Aim for a core group of 20 active members, and also keep a list of up to 50 interested students to draw to volunteer during bigger events.
5. Continue to hold meetings. Also hold events at school and in your local community to get people to know about both your club and about hepatitis B. You can find more information on what to do during meetings in “Timeline,” and you can find event ideas in “Events” and “Events Planning Guide.”

### Advice for recruiting members:

If your school has community service days, outreach days, club days, etc. - take advantage of them. Sign up for a booth on those days and advertise! You can decorate your booth with jade-colored balloons and signs. Attract new members with green tea cookies. Think outside the box! Besides setting up a booth on special days, you can always advertise by making colorful posters and flyers. Don’t forget to include some facts about hep B.

In addition to fundraisers and other events, gain campus visibility by holding large-scale awareness events. Invite speakers during lunch, sign murals, or screen a documentary (or clips of it) at school to inform and attract new members. Videos can be found at <http://liver.stanford.edu/Media/documentaries.html>. Ask teachers to offer extra credit at the events to attract a wider crowd.

Members can receive community service hours for all Team HBV-related events. Give them credit for attending meetings and events. They can also get hours by setting up and supplying materials for events, like baking cookies or making posters for a sale. Offer board positions as incentives for students to join, and emphasize that they are opportunities to help save lives and become a leader in the community.

Enthusiasm is infectious! Convince your friends to join and take advantage of social media networks such as Facebook and Twitter.

## VIII. Actively Participate in Core Team HBV Activities

To be considered an active chapter by the Asian Liver Center & Team HBV:

1. Send in an “Active Team HBV Chapter Request Form,” which is sent out via email in September, agreeing to submit semester reports, hold 2-3 outreach events minimum, and to maintain contact with an assigned Board member.
2. Submit a report to the High School Advisory Board 2-3 times a year that will be a compilation of pictures & descriptions of events your chapter has held, officers of the club, and other requested info.
3. Participate in any way you can in Team HBV interchapter events, Asian Liver Center events, and core activities: Social Media (submitting Team HBV or #JOINJADE related pictures to [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org) and posting such on social media), Community Outreach (Outreach Committees, getting City Proclamations of Hepatitis Awareness Month, participate in or start a health fair, Hepatitis Awareness Week in May, etc), and Corporate Outreach. Innovate! Fundraise! Participate!

# GETTING YOUR TEAM HBV CHAPTER APPROVED

---

## Introduction

Many people have trouble forming a new chapter due to the difficult approval process at their schools. If you are in such a situation, reading through the following steps and advice will help you in establishing a new chapter.

Before starting, please keep in mind that the ultimate goal of forming a new chapter is to aid the national public health movement to eradicate hepatitis B by spreading awareness through outreach events in your local community. Whether these outreach events are held in a local chapter or as part of another club does not matter as much as the fact that you are helping the community through your hard work. A chapter established outside the influence of another club will be able to more easily plan and execute events, but if the administration does not approve such an entity, you can still help the Jade Ribbon Campaign!

## Gaining Approval

The reason that most Team HBV chapters are rejected is that the administration or the board in charge of club approval believes that they are too similar to other health-oriented clubs on campus and merely address a different issue. This is not the case and in order to gain approval you must point out the distinctions. Carefully read the following points and make sure to mention them when seeking approval.

## Community Oriented Outreach

Team HBV is community-oriented in its outreach efforts - Team HBV focuses on the community and strives to raise awareness to an audience of not students, but older immigrants. As an individual entity, Team HBV will be able to more easily execute community outreach events and will be less confined to the school campus.

## Hepatitis B is a severe disease

Hepatitis B deserves to have its own club due to its severity - Try to throw out a lot of scary statistics about hepatitis B (especially about it in relation to AIDS) and emphasize that there is a vaccine but not enough people know about it. Refer to “Hand guide and FAQ” for more hepatitis B information. Having a Team HBV chapter separate from other clubs will allow for more energy and focus to be placed on hepatitis B outreach because resources won’t be diverted to other diseases. Most people, unless they love numbers, will get bored with statistics pretty quickly though, so make sure that you don’t saturate your speech with them and put some focus on other points as well.

## The ALC provides Team HBV with resources and support

Having a large organization behind you will definitely increase your chances of success. List the resources that the Team HBV High School Chapters International Advisory Board (HSB) and ALC provide you with and claim that in order to be eligible for such resources, you must be an independent club.

## Active involvement in the planning process

Many volunteer clubs have meetings in which members are merely told which events they can volunteer for and don’t necessarily participate in the planning process. Team HBV is completely different in this respect and offers opportunities for members to be involved in planning during the meetings. They will be able to contribute their ideas, develop their planning skills, and execute the outreach events as a team. Such a spirit of Team HBV cannot be captured if it is merely a part of another established club.

## A Team HBV network supports each chapter

The Team HBV High School Chapters International Advisory Board will assist in planning and executing large-scale events that involve multiple chapters from different schools in the same area. This will create more opportunities for members to volunteer and participate in the Jade Ribbon Campaign. Thus, as an independent volunteer organization, a Team HBV chapter should

also be entitled to status as an independent club. Its volunteer events are distinct from those of other health related organizations and are tailored towards hepatitis B outreach.

### Team HBV chapters enhance school atmosphere

Through united effort to eradicate hepatitis B, Team HBV chapters will participate, plan, and execute a variety of outreach events in order to reach the target audience of the student's parents. This will lead to creative efforts to advertise the dangers of hepatitis B and allow innovative events to be held throughout the campus. You may want to include past successful events, such as replacing the messages inside fortune cookies with hepatitis B facts. An argument can then be made that in order for a large quantity of such events to be held, Team HBV must be an independent club and have its own resources.

### Why should I care about hepatitis B?

1 in 10 Asians and Pacific Islanders is infected with chronic hepatitis B. People often do not discover hepatitis B until it is too late, so hepatitis B is also known as the "silent killer". Up to 80% of all liver cancer cases is caused by hepatitis B. Hepatitis B is transmitted through mother to child during childbirth (most common), unprotected sex and blood to blood contact. It is NOT transmitted through contaminated water and food, a common misconception. Hepatitis B can be treated, but it can never be cured. We can prevent hepatitis B by getting a series of 3 shots from the first anti-cancer vaccine in the span of 6 months. With these 3 shots, you will be protected for life! That is why Asian Liver Center has a slogan called "3 for life!"

There aren't many at-risk people in the school or surrounding community. Why is there a need for this club? How will this club integrate the campus when it is targeted for certain ethnic backgrounds?

It is important for all people to be educated about this disease because it

is the largest health disparity between APIs and the rest of the population. Hepatitis B and liver cancer treatment are paid by all citizens' tax dollars. Since HBV can be prevented, raising awareness is beneficial to everyone.

### The aim of Team HBV is too specific. Why not join the American Cancer Society or some other group on campus?

Team HBV is solely focused on outreach and raising awareness while many organizations such as American Cancer Society have a large fundraising aspect to them, such as their yearly Strides (5k fundraiser) or Relay for Life (24 hour fundraiser) events. That is not the goal of Team HBV at all - we are about education and awareness. This is one of the biggest health disparities faced by Asians, yet because it doesn't affect the majority of the American population, many people (not just Asians and Pacific Islanders) still suffer and die due to lack of education and concern.

### If your chapter is not approved

Even if your chapter is not approved, you can still be part of Team HBV by fulfilling the requirements of an active chapter (See "Policies and Resources"). Members will still be able to participate in and help organize Team HBV inter-chapter events and activities. However, even if you are partnered with another organization, you should still attempt to establish Team HBV as a separate group with its own goals and infrastructure within that club. For example, the most optimal solution for a partnership with an existing club, such as Red Cross, would be to establish yourself as the chair of a separate branch within Red Cross (negotiate with the presidents about this) and attempt to get members to join your faction. You would still perform the same tasks as a freestanding Team HBV chapter, but would simply be affiliated with Red Cross.

If you have any concerns or doubts about becoming approved as an individual club or about establishing Team HBV within an existing organization, please email [hsboard@teamhbv.org](mailto:hsboard@teamhbv.org).



# TIMELINE

---

## Week 1

Bring food as an incentive for prospective members

### Introduction

- Name, position in the club, grade
- Incentives to join Team HBV:
  - Every semester, the Asian Liver Center at Stanford University hosts volunteer events, so this is a great way to complete your volunteer hours. In addition, the events are great opportunities to meet people you normally wouldn't meet at school. In addition, these events are great opportunities to network and meet with staff and students from colleges such as University of California, Berkeley and Stanford University. Not only will you get to take part in the volunteer events, you will get to help plan the events as well!
  - Because the Team HBV at \_\_\_(High School)\_\_\_ was just established this semester, we are looking for potential officers for these positions (Choose at your own discretion based on which positions are not filled): Vice President, Treasurer, Public Relations, and Secretary. Over the next few weeks, we will be watching for potential candidates. And, on \_\_\_(Date)\_\_\_, we will be holding elections for officers.
  - If any of you are interested in pre-med for college, Team HBV is a great way to demonstrate your interest and involvement in the medical field! It will also introduce you to the public health field.
  - Overall, involvement with Team HBV is a great leadership opportunity. Every summer, the Asian Liver Center at Stanford University hosts a Youth Leadership Conference, where 100 participants from across the nation gather at Stanford University for 4 days and 3 nights. The conference is a great way to improve one's leadership skills, meet new people, and learn about the Stanford admission process.

## Icebreaker Games Feel free to play your own

- Concentric Circles: “Now we will play an icebreaker game called Concentric Circle. Get into two circles facing each other. We will ask a question for you to discuss with the person across from you. Remember to introduce yourselves (Name & Grade). When we say rotate, both circles will move one spot to their left, so you will speak to the person who is two people over.” (Show demonstration of how it works: Name, grade, answer question)
- Similarities Game: Everyone stands in a circle, shoulder to shoulder. One person starts out in the middle. The person introduces him/herself (Name & grade). Then, he/she will say a statement (Ex: My favorite color is blue). If the statement applies to you, you move to another open spot in the circle. Basically, all the people who like blue will be running to get to an open spot, so they won't be the last person left without a spot. The person who does not find an open spot will be in the middle next.
- Icebreaker Questions
  - What was one highlight of your summer?
  - Who is your hero? (A parent, a celebrity, an influential person in one's life)
  - What is one goal you would like to accomplish during your lifetime?
  - Name one of your favorite things about someone in your family.
  - Make up your own topic!

## First Day Powerpoint

### Overview of Team HBV Q&A

“Does anyone have any questions about Team HBV?”

## Wrap up

Summarize what Team HBV is about ( Remember to bring up the 5 key incentives in Section 1) and tell everyone you hope to see them next week!

## Week 2

### Introduction: Check in questions

- How has school been so far?
- Did anyone do anything special over the weekend?
- Did anyone watch any good movies lately?
- Is anyone excited for \_\_\_\_\_?

### Educational Powerpoint 1

Remember Q&A at the end of the powerpoint! (Reminder: There will be a Team HBV Jeopardy after we finish the powerpoint series about hepatitis B. Take notes or pay close attention, because the winners of Team HBV Jeopardy will be given prizes!)

### Wrap Up

“We will be watching a movie next week about the heartbreaking journeys of those with hepatitis B.” (If anyone asks for the title of the film, say it’s a surprise!)

“Next week, we will be collecting membership fees of \$\_\_\_\_. The membership fee will help reimburse the costs of: \_\_\_\_\_ (Your club, snacks, events, Team HBV Apparel, etc. – Varies depending on how much you collect). In addition, next week, we will be taking nominations for officers!”

## Week 3

### Introduction

“Just a reminder for everyone, on today’s agenda, we will be watching a movie called, “Another Life”. Afterwards, we will be collecting membership fees of \$\_\_\_\_ and nominating officers!”

## “Another Life” Movie

Make sure youtube works from your school’s internet, or download the movie off youtube beforehand onto a USB.

Link: <http://www.youtube.com/watch?v=ezMdNNiRCGk>

## Collect Membership Fees

All members must pay! It’s for a good cause. (Remember to keep track of who has/hasn’t turned in their membership fees)

## Nominate Officers

Explain that each person running for officer can present a 3 minute speech stating why they want to run for the position and how they are suitable for the position. Afterwards, the members of the club will vote on who they want for their officers. Only official members of the club can run/vote, meaning only those who have paid their membership fees can run.

## Wrap Up

Summarize the main points of “Another Life” & relate the movie back to the importance of hepatitis B.

Reminder: “For those of you who haven’t turned in their membership fees yet, we will continue to collect the fees next week. Even though you might not have paid for your membership fee yet, if you want to run for an officer position, you can do so next week as long as you pay the fee next week. In addition, for those of you who are running for officer positions, remember to prepare a 3 minute speech explaining why people should vote for you to be their club officers.”

## Week 4

### Introduction

“Today, we are going to start off with a short educational powerpoint presentation about hepatitis B. Afterwards, we will collect membership fees from members who have not paid last week, so everyone can vote for the officers. Lastly, we will hold our officers election!”

## Educational Powerpoint 2

Remember Q&A afterwards! (Reminder: There will be a Team HBV Jeopardy after we finish the powerpoint series about hepatitis B. Take notes or pay close attention, because the winners of Team HBV Jeopardy will be given prizes!)

## Membership fees

Must be a member to vote/run for officer!

## Potential Officer Speeches

3 minutes or less each - make sure to introduce each one.

## Voting

Keep it fair by having the members vote with their heads faced down. After all the officer positions have been voted on, announce all the winners at once and congratulate them.

## Wrap Up

Get the new officer's contact info for your club's purposes & fill them in more about Team HBV.

## Week 5

### Introduction

"Today, we are going to start off with the last educational powerpoint about hepatitis B. Afterwards, we will play a game – I promise you it'll be a lot of fun! Lastly, we will end the day by collecting membership fees from the members who have not paid yet."

## Educational Powerpoint 3

Remember Q&A afterwards! (Reminder: There will be a Team HBV Jeopardy after we finish the powerpoint series about hepatitis B. Take notes or pay close attention, because the winners of Team HBV Jeopardy will be given prizes!)

## Scavenger Hunt

Move the tables out the way so there is room. Divide the class into 2 or 3 groups, depending on the size of your club. Afterwards, groups will be awarded points if they're the first team to bring up the items as you call them. For example, if you ask for three cell phones, Team A and Team B will race to bring up 3 cell phones first. The team who brings up the items first will be given points. Please remember to keep track of each team's points.

- Someone wearing two left shoes
- \_\_\_ number of planners
- Someone wearing \_\_\_ layers of clothing
- A sock with a hole in it
- \_\_\_ number of school IDs
- A guy carrying a girl on his back
- Make up your own!

## Membership Fees

Reminder that the membership fee will help reimburse the costs of: \_\_\_\_\_ (Your club, snacks, events, etc. Varies depending on how much you collect).

## Wrap Up

Reminder that we will be playing Team HBV Jeopardy next week. There will be prizes for the winners (Decide on your own – Whether it be snacks or Team HBV stickers, wristbands etc.). In addition, we will be ordering Team HBV apparel, so please bring money if you are interested.

## Week 6

### Introduction

Today, we will spend the day playing Team HBV Jeopardy. There will be a mystery prize (Pick your own!) for the winning team! Afterwards, we will be ordering Team HBV apparel for you guys.

### Team HBV Jeopardy

Split the whole club into smaller groups (The number of people in each group is at your own discretion, but keep in mind that you'll be giving prizes to the winning team!)

### Team HBV Apparel

Sell to club members for more than retail price to make profits. (Order the apparel from the Team HBV website.) [Remember to write down sizes. Usually, wristbands are very popular!]

### Wrap-up

The Team HBV apparel will arrive in approximately 1-2 weeks. Meanwhile, I hope you guys had fun playing Team HBV Jeopardy! See you guys next week!

## Week 7 Onwards

- Brainstorm ideas for first fundraiser and outreach events.
- Narrow down ideas to the 3 best fundraisers and 3 outreach events for this semester.

## Onwards

- Plan fundraisers to raise money for the club [ Ex: Milk tea sales, selling Team HBV wristbands, restaurant fundraisers, bake sales]
- Plan events to raise awareness about hepatitis B [Ex: Scavenger hunts, posters, flash mob]
- Find ways to educate your friends and families
- Create outreach materials [Ex: Posters, videos, short stories]
- Inform club members about signing up for the Youth Leadership Conference taking place in August during the summer. The interest form is online. <https://sites.google.com/site/ylcparticipants/sign-up>

# EVENTS MANUAL

---

## Overview

Fundraising and outreach events are key elements of a successful Team HBV chapter. This manual contains simple starter ideas for new chapters and what to do after holding an event.

## Outreach Events

- Free Screenings
  - contact Hep B Free, an organization dedicated to hbv eradication or free screening
  - contact Herald Cancer Association (similar to Hep B Free)
  - tell friends and families about getting screened for hep B
- Integration into AP Bio/Bio Curriculum
  - Make short informative presentation on HBV
  - Teach about symptoms, causes, prevention, and treatment of HBV
- Freeze/Flash Mob
  - Large gathering of Team HBV members in a very public area
  - All freeze at a designated time, at the same time
  - Easy to organize, cost-free
- Guest Speaker
  - Invite guest speaker from ALC (Dr. So)/or expert on HBV
  - Organize a speaker event on campus in the auditorium
  - Encourage students/staff to attend
- Letters to HBV Patients
  - Make cards of encouragement addressed to hepatitis B patients
  - Collect signatures from all students on campus
  - Deposit at the Stanford Center of Hepatology
- Viral Video
  - Enlist a student videographer/actors to create a video on HBV
  - Recruit students on campus to take part
  - Play it as part of the morning announcements



- Local Street Festival Booth
  - Run a booth at a local festival (Cherry Blossom Festival, Dragon Boat Festival, etc.)
  - Use a prize wheel to attract attention
  - Distribute wristbands, pins, pens, tattoos, and brochures
- Jade Ribbon Week/ Hepatitis B Awareness Week
  - Pass out jade ribbon bracelets
  - Have people sign pledges to tell others about HBV/get tested
  - Tie plastic jade ribbons around school, or even balloons
  - Hand out HBV facts for students to learn, and have them recite facts at an end-of-the-week fundraiser for discounts (template can be found at [teamhbv.org](http://teamhbv.org))
- Art Contest
  - Hold a related-to-HBV art contest
  - Hand out prizes to winners
  - Appeals to right-brained classmates
  - Winning art may be displayed at Stanford!
- HBV Skit Night
  - Hold fun and colorful skits for local elementary schools
  - Night-time event that serves as a good place for young students to both pay with friends and learn about HBV
- City proclamation
  - Submit formal request to city
  - Format can be sent via email from HS board by request of presidents
  - Format can be sent via email from HS board via request from presidents
- “Another Life” Documentary Showing
  - Can be held during club meetings to educate members
  - Provide treats and food to attract non-members

- Sports Events
  - Put HBV posters up (with permission for your school leadership) at games, preferably ones with high attendance like Homecoming
  - Host sports tournaments (i.e. Badminton Tournament)
- Caroling
  - Not necessarily during Christmas
  - After singing, tell people about HBV and perhaps politely ask (or insinuate for) donations.
- Gone With The Wind
  - Utilize the allegory of kites to appeal to younger children while educating them early on about the dangers of hepatitis B
  - Kites represent longevity and good health.
- Fold for Jade: Cranes
  - Fold jade-colored cranes and display them around school
- Jade Ribbon Fortune Cookies
  - [myluckyfortune.com](http://myluckyfortune.com)
- BART Brochuring
  - Pass out HBV brochures at BART as the riders will have nothing to do except read while on BART.
- HBV Halloween
  - Pass out glowsticks to children and brochures to parents around your neighborhood on Halloween night
  - Carve out pumpkins (HBV-themed if possible!)
- Tag B It!
  - Students will discretely “tag” random strangers using clothes pins.
  - One side of the clothespin has a HBV fact while the other side tells the reader to “Pass it on, tag B it!
  - Crowded areas are ideal locations
- Jade Colored Shoelaces
  - AKA “Jaces”
  - Sell them to classmates!

- #JoinJade Social Media Campaign
  - i.e. create a short video series on hep B (something creative and fun to attract viewers)
  - share/blog about hep B on various social media websites
- Club Games
  - Paper Throwing Game
    - Split members of club and classroom into two halves
    - Whoever has the most paper balls on their side must answer a HBV related question
  - HBV Darts
    - Bring in a dartboard to the classroom
    - Have members ask HBV questions in order to earn a dart
    - Member with the most points won from throwing darts gets a prize
  - Bingo
    - Use handmade cards based off HBV questions
    - Have prizes ready for the lucky winner
- Food Pantry/Band Event
  - Represent your chapter by volunteering as a club at a local food bank
- Balloon Distribution
  - Use balloons from ALC and distribute to children at hospitals or at events at school
- Class Competitions
  - Game nights
  - Karaoke Nights
  - Partner with other student groups (i.e. acapella groups, etc.) and obtain portion of proceeds from ticket sales/banquet nights

- Other Ideas
  - Charity Concerts
  - Stands at concerts to pass out brochures
  - Create banners
  - Door-to-door Awareness Spreading
  - Spoof videos
  - Legislator education
  - Game Nights
  - Karaoke Nights
  - Rubix Cube Competitions

## **Fundraiser Events**

- Bake Sales/Food Sales
  - Buy cookies/cupcakes from a nearby store!
  - Sell them to your classmates for a profit
  - Easy to gather supplies
  - Other things you can sell: bubble milk tea, mochi, donuts, candy, corndogs
- Walkthrough
  - Buy packages of cookies/cakes/cupcakes/other edible delicacies from local grocery store (make sure they're aesthetically appealing as well as cost efficient) and make sure to keep the receipt and keep record of how many boxes/individual goods you have bought.
  - Arrange for transportation of the bakery goods to your school on day of fundraiser
  - Obtain permission to set up a fundraiser at your school
  - Obtain and inform volunteers at the fundraiser what they are exactly doing during the fundraisers (manage cash, keep order in the line, pass out goods, giving change, etc.) and inform them to arrive at least 15 minutes prior to the fundraiser
  - On the day of the fundraiser, leave your class/home early to set up, arrive ideally 20 minutes before. You want as much time as you can get just in case some last minute problems pop up!
  - Carefully supervise your fundraiser.

- Tally and count your sales. Subtract the number of boxes/individual treats you have bought from the remaining boxes/individual treats left after the fundraiser. The answer to that complicated math formula will be the number of goods you have sold.
- Calculate profits, and give receipt to whichever chapter member volunteered to buy the goods for reimbursement.
- Auctions/Raffles
  - Nice gift baskets
  - Auction to family/friends
- Walkthrough
  - Brainstorm gift basket ideas/themes
  - Spa theme, Avengers themed, Christmas themed, etc.
  - Go out and purchase gift basket supplies from stores like Dollar Tree, Daiso Japan (they are extremely cheap and have some worthwhile items)
  - Supplies include: weaved gift basket, plastic covering, strong tie, ribbon/foil ribbon, tissue paper, gift items, ticket rolls and boxes for raffles
  - Have volunteers wrap and package the gift baskets
  - Find/book a large gathering event (i.e. PTA/PTSA meetings, parent nights, personal parties, (even weddings!) etc.) or create and advertise your own auction/raffle night! Work out permissions from the gathering hosts beforehand.
  - For raffles, put out boxes and sell tickets throughout the event
  - For auctions, schedule a specific period of time to hold a quick auction

## Car Washes

Simple, fun

Walkthrough

Arrange date for car wash (preferably weekends)

Decide price per car wash. Higher prices for bigger cars, presumably.

Gain permission from school to open a day for car wash

Obtain volunteers

Tasks for volunteers include: waving the car wash sign, supplying water/soap, the actual washing of the car, etc.

Arrive early to school on day of car wash. Dress accordingly, you will most likely be soaked by the end of the day if you are washing cars!

The washing and clean-up!

## Drive for Dollars

Each classroom at school gets a small box in which people can donate money to the cause of hepatitis B.

Write posters around the school and encourage people to donate money.

Basically the winning class gets first priority to do whatever the Team HBV chapter decides they can do (i.e. throw water balloons at anyone they want).

## **More advanced:**

### Bubble Milk Tea

Sell bubble milk tea at your school!

Recommendation: Larger asian population

Contact sponsors such as Quickly's, Tapioca Express, etc.

### Jade Ribbon Chocolate Pop Sale (or Bake Sale)

Materials: Ribbon Mold, lollipop sticks, light green vanilla chocolate candy melts, plastic candy bags, twist ties, stickers, microwave, freezer

Melt into mold, refreeze. Simple and not too time consuming

Sell separately, in bouquets, or in gift baskets for auction!

## Campus “Garage- Sale”

- Collect donations from students

- Gather and price items

- Sell items for profit

## Chinese New Year Celebration

- Host a Chinese New Year celebration lunch at your school!

- Set an admission price at around \$8 (lucky Chinese number!) per person and allow them to eat as much food as they want

- Offer fortune cookies with Hepatitis B facts inside them, pork buns, fried rice, milk tea, moon cakes, Asian candy, and other yummy foods

- Maybe collaborate with another Asian club to gain more attention

- Will spread awareness about hepatitis B (via fortune cookies) and raise a lot of money

## Walkthrough

- Ask a school administrator if it is alright to hold a Chinese New Year celebration lunch

- Designated a day, time, and location for your celebration lunch (preferably around Chinese New Year)

- Decide which Chinese foods will be both profitable and popular among the general population of your school

- Spread awareness about this event and the cause (through school-wide presentations, posters, emails, Facebook, and other social media sites)

- Assign each club member a certain role (publicizing the event, ordering the food, buying utensils/plates/napkins, managing the funds, decorating, overseeing the celebration lunch, clean up duty, etc)

- Calculate the number of goods sold, the revenue, and the profits (this will be helpful for the next time you hold this event)

- Reimburse whichever club member volunteered to purchase the goods

## Interchapter Events

In addition to organizing your own local events for your chapter, you may also invite your whole chapter to participate in events organized by the Team HBV International High School Board!

Future interchapter events may include:

- Dragon Boat Festival
- SF Chinese New Years' Street Festival booth
- World Hepatitis Day
- Stanford/Asian Liver Center Field Trip
- Three for Life photo competition

More details on interchapter events will be given few weeks prior to the actual event, so always keep in touch with your advisory board to get the major updates!



# EVENT PLANNING GUIDE

---

What do you do with a great idea? Create an event!

The purpose of an event can be for fundraising, outreach or any other meaningful purpose. A list of proposed events can be found in the events section of this manual. If you want to organize your own event, let this guide lead you!

## Step 1: Ideas

1. Draft up long list of ideas, brainstorming session (club meeting is a great place)
2. Then, start crossing off ideas if:
  - Too complex, unfeasible
  - Not enough time (for example, Christmas fundraiser show when Christmas is 2 weeks away)
  - Does not seem to have enough impact (like trying to hand out "Know HBV" brochures to classmates – better way to get the message across?)

## Step 2: Plausibility analysis

1. With handful of ideas, pick just one or two possible events to begin working on; put others aside for later in the school year
2. Analyze:
  - Cost of materials (can be approximate)
  - Number of people/hours needed
  - Possible impact (will it be 10 or 100 people who learn about HBV? \$20 or \$200 made?)

## Step 3: Planning the Event

1. Small events can be planned comfortably ~3 weeks beforehand, recommend a month

2-3 Weeks Before

purchase outreach materials from ALC through  
[www.teamhbv.org](http://www.teamhbv.org)

2. Larger events 2 months or longer

3. First meeting:

Divide into small teams to focus on each specific task

Come up with general deadlines for all groups

4. Reconvene as a larger group at least once a week:

Discuss everyone's progress; anyone need help?

Make more and more specific deadlines

## Step 4: Execution

1. Organization (day before)

Send reminders so everyone knows what they are doing

Double check supplies

Whatever the event, if there is a repertoire practice practice  
practice!

Make sure everyone is comfortable with the basic facts of Hep B

2. Day of the event:

Arrive 20 min early to the site

Be enthusiastic!

## Important notes

Keep in mind who the target audience is (although educating peers and young people on HBV is wonderful and important, the affected population is actually the older generation)

Stay organized and fairly delegate the workload

A balance is needed between fundraising and outreach

# SAMPLE CONSTITUTION

---

The sample constitution below is a guideline for starting a high school chapter. It contains the objectives of Team HBV and how to complete those objectives. It may be adapted to fit the specific needs of the high school. For example, more officership positions may be added/created as the club increases in membership.

## CONSTITUTION OF [SCHOOL NAME] TEAM HBV CHAPTER

### PREAMBLE

In order to raise awareness about hepatitis B and liver cancer, we, the students of [School Name], promise to promote the ideals of the Jade Ribbon Campaign, and ultimately strive to better the health and general welfare of the student body and the local community by initiating this organization.

### ARTICLE I - NAME

The name of this organization shall be [Club Name]. [Club Name] is a recognized student organization at [School Name] and is associated with the Asian Liver Center at Stanford University (ALC).

### ARTICLE II - PURPOSE

Hepatitis B is a serious infection of the liver that is responsible for up to 80% of liver cancer cases. 'in 10 Asian and Pacific Islanders are chronically infected with hepatitis B, and 25% of those chronically infected will die of liver cancer or liver failure without proper monitoring or treatment. In fact, 1 million people die each year due to complications caused by hepatitis B. Most of those infected are not aware of their infection because there are no symptoms until it is too late. However, there are simple blood tests that can be done to detect an individual's hepatitis B infection status, and there is a safe and effective vaccine available that can prevent individuals from contracting the virus.

The mission of Team HBV is to advance the goals of the Jade Ribbon Campaign and the Asian Liver Center to raise awareness about hepatitis B

and liver cancer at college and high school campuses and their surrounding communities worldwide. Team HBV exists to implement campus and community outreach by raising awareness of the disproportionately high incidence of hepatitis B and liver cancer among Asian and Pacific Islanders (APIs), as well as to implement global outreach by promoting the international Jade Ribbon Campaign to educate about, to vaccinate against, and to test for HBV in the U.S. and abroad.

Team HBV chapters aim to train knowledgeable educators and inspire student leaders, distribute culturally sensitive and easy-to-understand educational brochures on HBV to students and local residents, organize seminars with documentary films and speakers, promote awareness through variety of campus-wide and community-wide events, conduct campus-wide hepatitis B knowledge surveys before and after events to evaluate effectiveness of outreach, and build fruitful partnerships with other student organizations and with local groups in communities: churches, restaurants, supermarkets, health departments, clinics, refuge centers, and nonprofit organizations. In addition, Team HBV chapters aim to raise funds toward the international Jade Ribbon Campaign, practice political advocacy to support greater federal aid for HBV awareness and vaccination programs, and encourage the establishment of Team HBV chapters at every high school and undergraduate university across the nation.

### ARTICLE III - MEMBERSHIP

Section I – The membership of Team HBV shall consist of any student enrolled at [School Name]

Section II – Team HBV shall not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, age, sexual orientation, or citizenship.

### ARTICLE IV - OFFICERS

There will be 4 executive positions for each academic year-long term which constitutes the Executive Board of Team HBV: President, Vice President, Secretary, and Treasurer. Expansion of the Executive Board positions will be considered if a three-fourths majority of the current Executive Board deem it necessary.

## ARTICLE V - DUTIES OF OFFICERS

### Section I – President shall

1. Direct all chapter activities.
2. Preside over meetings.
3. Oversee all chapter events. (includes campus and community outreach events)
4. Form partnerships with campus and community leaders.
5. Communicate with Faculty Advisor.
6. Report semester activities to ALC.
7. Organize outreach events in community
  - a. Reserving room and equipment
  - b. Coordinating volunteers and transportation
  - c. Directing promotion of event
  - d. Gain other student group involvement/ partnership

### Section II – Vice President

1. Organize outreach events on campus
  - a. Reserving room and equipment
  - b. Coordinating Volunteers
  - c. Directing promotion of event
  - d. Gain other student group involvement / partnership
2. Develop and maintain campus student group partnerships with monthly check-ins to determine future collaborative efforts.
3. Distribute hepatitis B knowledge survey each semester to make sure current members' knowledge is up-to-date.

### Section III – Secretary

1. Record meeting minutes.
2. Record general meeting attendance and service hours to maintain and encourage active membership.
3. Assist in recruitment and training of new members.
4. Order new supplies such as brochures, t-shirts, pins, and bracelets from ALC.
5. Maintain website, if applicable

## Section IV – Treasurer

1. Collect new membership dues and maintain chapter finances.
2. Work with Vice President to apply for mini-grants and sponsorships for events and projects
3. Organize and assist in fundraiser events.

.

## ARTICLE VI - ELECTIONS

Section I – The founding semester or quarter may have less than a year-long term if the organization is founded during a Spring semester or quarter. The founders will interview and appoint all officers for the founding year.

With the exception of the founding year, the choice for officers will be determined the April before the new term by public election and majority vote of all chapter members.

The President may appoint a member to fill an unexpired term of an officer.

Section II - Only members are eligible to vote.

## ARTICLE VII - FINANCES, FEES, DUES

Section I - All new members are expected to pay a \$5 membership fee, which funds membership T-shirt, pin, bracelet, and folder with membership documents. An exception shall be given to those members with financial difficulties. Returning members are expected to pay a \$5 fee to help maintain club activities.

Section II - Treasurer will apply for funding and sponsorship from community sources for event costs. All educational materials, including educational brochures, surveys, documentary films, membership T-shirts, stickers, balloons, LIVERight bracelets, and pins will be provided by ALC. Team HBV also will receive funds from membership dues, various fundraisers, and selling food during club events and fairs. The organization should aim to be as self-sustaining as possible.

## ARTICLE VIII - ACTIVITIES AND PROJECTS

Section I - Team HBV shall spread awareness of the disproportionately high

incidence of hepatitis B and liver cancer among APIs and shall fundraise to contribute to the international Jade Ribbon Campaign.

Section II - Projects to be undertaken by Team HBV are:

- Hepatitis B Awareness Week (City Council) [Mandatory]: To help create a concerted hepatitis B and liver cancer awareness effort, the Asian Liver Center's High School Advisory Board and Team HBV collegiate and high school chapters will ask their local city council(s) to declare a week in May as "Hepatitis B Awareness Week" with a proclamation. This week shall be determined by the week that contains May 19, which is World Hepatitis Day, and also coincides with Asian and Pacific Islander Heritage month. This will be an effort to increase awareness among city leadership and increase recognition of this serious health threat.
- Hepatitis B Awareness Week (school) [Mandatory]: In conjunction with the city council proclamation, Team HBV chapters will also hold a week of events at their schools to raise awareness about hepatitis B and liver cancer during the week that contains May 19. The events will be at the discretion of each Team HBV club.
- Community Outreach Event (working on the "pitch"): Community outreach event where club members identify a local community where Asian and Pacific Islanders congregate (e.g. grocery store) and raise awareness about hepatitis B to community members. At these events, members can hand out "Know HBV" brochures and talk to community members about the importance of being screened and encourage them to ask their doctors about hepatitis B.
- Creating Awareness at Local Library: Team HBV members will hold an informational table inside or out of a local library. There are candy and games (that may or may not result in prizes) to occupy children as Team HBV members pass out brochures, such as "Know HBV," and give out information to parents.
- Hepatitis B "Another Life" Screening + Fundraiser: Club members will host a fundraiser through a movie screening of "Another Life," a documentary about hepatitis B and its effects on families. During this time, Club members can ask for donations for snacks or Jade Ribbon Campaign materials (e.g. bracelets).

## ARTICLE IX - AMENDMENTS

Amendments to this constitution may be submitted by any member throughout the year and must be approved by a majority vote of all chapter members. All amendments, additions or deletions must be filed with the Office of Student Affairs, if required by school.

## ARTICLE X - MEETINGS

Section I - Team HBV will meet weekly while school is in session with the exception of holidays. Executive Board meetings will be held weekly but the frequency may be altered based on consensus of the officers. Any executive officer may call an Executive Board meeting. Any 3 members who submit a request to the Executive Board together may call special meetings. A quorum consists of a simple majority of the members.

Section II – Regular Team HBV meetings shall be held [room] at [time]. Executive Board and special meetings may be held before school, at lunch, or after school in [room] or in another location on campus if the original meeting room is unavailable.



# TEAM HBV

490 S. California Ave, Palo Alto 94036

[liver.stanford.edu](http://liver.stanford.edu)...[teamhbv.org](http://teamhbv.org)

(Date of Signature)

To whom it may concern,

This letter is to certify that (Name of Volunteer) has volunteered for a total of (Number of Hours) hours at an outreach event, (Name of Event), for Team HBV held on (Day of the Week, Date).

Sincerely,

Signature

(Name of President)

2017-2018 Team HBV (Name of High School) Chapter President

This page purposely left blank