

How to Make Your Lean In Chapter an Official Campus Organization

As a part of your work as a Lean In Leader, we encourage you to register your Lean In Chapter as a student organization on your campus. While this process varies among schools, here are some tools to get started.

Registering as a student organization on your campus brings significant benefits! Campuses vary as to the support they provide to officially registered student groups, but some provide perks that will let you:

- Reserve university space for meetings and events
- Have a faculty advisor to provide advice and guidance to your team
- Share information about LeanIn.Org and your work at club fairs and other campus events
- Enjoy tabling privileges at campus-wide events, such as club fairs, to make students aware of Lean In on your campus
- Advertise your group through door drops, fliers, and postings to campus e-mail lists
- Apply for student activities funds to support Lean In events and programs on your campus
- Potentially receive class credit for your work as a Lean In Leader and/or participation in your Lean In Circle
- Ensure the longevity of Lean In on your campus
- Legitimize the great work students in your group are doing (which is good for your résumés, approaching faculty for assistance, etc.)

To help you get started, LeanIn.Org has a number of resources to support you:

- **Online community**—You can turn to the [Lean In Leaders Facebook group](#) to ask the community of Leaders for their advice and guidance.
- **Coaches**—[Lean In Campus Coaches](#) are available to provide advice based on their own experience. These women are experienced Lean In Leaders who have been selected as peer guides, offering advice and support to others. They have received training from LeanIn.Org and are available to you as a resource whenever you need it. Head over to our [Campus Coaches page](#) to check out our coaches and send them an e-mail.

Checkpoint: If you're using this guide, we assume you are familiar with LeanIn.Org and Circles. Don't have the details yet? No problem! Check out our [Circle Hub](#) for more information.

Five Tips for Registering as a Student Organization on Campus

Checkpoint: Before you get started, be sure to [register your Circle or Chapter with LeanIn.Org](#). You'll get access to our new features and tools to make launching and running Circles easier. Once you register with us, follow these tips to register as a student organization on your campus.

1. Review dates and deadlines for student group registration

Student group registration processes take place at specific times during the school year (sometimes in both fall and spring and sometimes just once annually). Be sure to check on the registration deadlines for your campus with your student activities board, student government, or campus activities office.

2. Understand the landscape of student groups and identify what need Lean In could address on your campus

In many cases, to register a student group you have to identify how the group meets a currently unmet need on the campus. Review other student organizations that are currently active and see what need Lean In could fill. Here are a few common opportunities that other Lean In Leaders have identified:

- Provide more professional, career, and leadership development opportunities for female students on campus
- Engage female and male students in more dialogue about gender bias issues
- Create a supportive community for female leaders on campus

Pro Tips:

- Already have one (or a few) women-focused networks on your campus? Consider how your Lean In Circle will be different from these organizations (hint: we think Circles are pretty unique!).
- Reach out to other women-focused networks on campus to help them launch Circles.

3. Generate interest and enthusiasm among students

Before registering as a student group, you will usually need to demonstrate that at least ten other students will join you. Check with your university to determine the exact number. There are many ways to generate interest, but here are some that have worked for Lean In Leaders:

The tried-and-tested best way: Host a Kickoff event early in the semester to generate excitement

- LeanIn.Org will be hosting a **Campus Kickoff with Sheryl Sandberg** on September 18, 2014, at 4:30 p.m. PT / 7:30 p.m. ET. This is a great opportunity to garner interest in Lean In and the work you'll be doing. Check out our **Leader Tips for Your Kickoff "Watch Party"** sheet for ideas and advice.
 - ProTip: If you're looking for more Leaders to help you launch Lean In on your campus, hosting a Kickoff event could be your golden opportunity to find some! Use the **"I'm In" Cards** to gather contact information from interested students. You can also use our **Circle Hub** to see if there are any other Chapter Leaders on your campus.
- Reality check: We know that as an unregistered student group, it can sometimes be hard to reserve meeting rooms in order to host an event like this. Here are some good ways to approach this:
 - Partner with another student organization to see if they will co-host the event and reserve the space.
 - Check out resources on your campus for student groups that are just getting started. The student activities office is a good place to begin.
 - E-mail us at partners@leanin.org and we will try to connect you with a local Lean In Partner company to help host your event.

Other ideas for getting students excited about Lean In:

- **Assess interest**—Distribute a short survey to gauge the level of interest on your campus. Send via e-mail or make hard copies available at a heavily trafficked location on campus.
- **Partner to generate interest**—Join with an existing student organization to be a part of their table at your school's club or activities fair. Create a sign-up sheet to collect the names and e-mail addresses of students who are interested in joining when the club is up and running.
- **Partner to pilot a Circle**—Work with an existing student group to pilot Circles among their members. Campus groups such as sororities, community service groups, or professional societies can be great partners!
- **Launch a Circle**—Get one Circle up and running early in the fall semester. This can be made up of friends and classmates who you know are interested in learning more about Lean In. Starting one Circle will give you a chance to experience the power of Lean In Circles for yourself and develop firsthand knowledge of the resources and support provided by LeanIn.Org.
- **Collaborate with faculty**—Team up with a faculty member who teaches in a subject area that is relevant to Lean In. See if she or he will let you come in and share the work of Lean In on your campus during a class. Some faculty members have incorporated Circles into their teaching. If you think there is a

class that might be well suited to incorporate Circles, suggest it to the faculty member!

4. Find a faculty advisor

At most schools, you will need to find a member of the faculty or staff to serve as an advisor to your student group. Faculty advisors can be a great resource for helping you find the support you need to successfully launch your new student group.

The faculty advisor role

Faculty advisors can play a number of different roles with campus organizations, including:

- Designing and shaping programming
- Acting as a liaison with the student activities office and identifying and accessing resources for success
- Connecting you to members of the campus community, helping secure speakers, or introducing you to potential off-campus partners
- Serving as a mentor to the executive board
- Providing guidance in leadership decisions

Identifying a faculty advisor

Be sure to choose a faculty advisor who is as passionate about the mission of Lean In as you are and who is willing to devote the time that is needed to support your success. Working closely with your faculty advisor can be a great way for you to develop a relationship with a professor. It may even give you someone who can serve as a reference for future job searches or who can help guide you as you consider your post-graduation career.

Unsure of where to find a faculty advisor? Here are some places to look:

- Faculty whose classes you have taken
- The women's center on your campus
- Faculty in the school of business, the gender studies department, sociology department, or the public policy department
- List of faculty advisors for on-campus clubs with a similar mission. While they may not be able to serve as your advisor, they will know other faculty members with similar interests.

5. Complete the registration paperwork

Each campus will have a different set of specific documents that you will need to provide in order to register as a student group. Check with the student activities office to determine what materials your particular school requires; if you'll have to provide a constitution, see the next section for some helpful guidelines.

Pro Tip: If you need specific help on an item for your campus, e-mail a **Campus Coach**, who can offer her guidance on this process.

Ready to write your constitution? Here are some things to think about:

A constitution sets out the goals of your organization and the roles different members will take in fulfilling your vision. The process of writing this important document can help you clarify what you want for your organization and how you plan to go about achieving it.

Before you start, take a look at what other schools recommend and some of their sample constitutions:

- Guides to creating a constitution:
 - [American University](#)
 - [University of Pennsylvania](#)
 - [University of New Haven](#)
 - [Stanford University](#)
- Sample constitutions:
 - [Ohio State University](#)
 - [Syracuse University](#)

Here's some specific advice about what you'll need to craft your Lean In constitution:

1. A name to call your own

Stick to simple. We suggest naming your organization Lean In at *[insert college/university name]*. This name may also be used in an abbreviated form: Lean In @ *[insert abbreviation]*.

ProTip: Most universities have regulations about using their name or trademarks in the titles of student organizations. Check with your university's regulations, but a safe bet is to put the name of your university *after* "Lean In"— for example, Lean In at Georgetown.

2. The "What are we doing here, anyway?" section

Also known as the purpose statement, this is a vital part of any constitution. To lighten your load, we've drafted a sample Lean In on Campus purpose statement for you to use:

Lean In at [insert college/university name] brings the mission of international organization LeanIn.Org to the [insert college/university name] campus.

*LeanIn.Org is the nonprofit organization founded by Facebook COO Sheryl Sandberg to empower all women to achieve their ambitions. LeanIn.Org offers inspiration and support through an online community, free expert lectures, and Lean In Circles, small peer groups that meet regularly to learn and grow together. More than 450,000 women and men have joined the LeanIn.Org community and started more than 19,000 Lean In Circles in over seventy countries since the organization was launched in March 2013 following the release of the best-selling book *Lean In: Women, Work, and the Will to Lead*.*

LeanIn.Org is a private operating nonprofit organization under IRS section 501(c)(3).

The Lean In Chapter at [insert college/university name] will support the personal and professional development of students on campus. This will be done by:

- ***Organizing and facilitating Lean In Circles.*** *Lean In Circles are groups of peers who come together about once a month to learn important leadership development skills and to support one another in achieving personal and professional goals. The Circles model is highly scalable and very inclusive. The opportunity to join in a Circle will be available to any student who is interested in taking part and who is able to commit to participating actively.*
- ***Hosting educational events.*** *At least once per semester, Lean In at [insert college/university name] will host an educational event that will be open to the student body. These events will include lectures, workshops, and seminars. The focus of these events will include discussions on gender equality in the workplace, sessions on building leadership and professional skills, and workshops on facilitating groups and successfully leading Lean In Circles.*
- ***Sharing free educational content.*** *LeanIn.Org provides free educational content on topics like negotiation, feedback, confidence, and more. The content is available at leanin.org/education. Lean In at [insert college/university name] will increase student awareness of the availability of this educational content and encourage students to utilize it for their personal and professional development.*

Lean In at [insert college/university name] will be open to all students. Our goal is to create a space for women and men to have conversations about gender. The more community members we can engage in dialogue, the more successful we will be in creating an inclusive and supportive environment for students at [insert college/university name].

3. Roles

You're familiar with the three Lean In roles—**Leader, Moderator, and Member**. In case you need it, we've included a quick refresher below. This section of your constitution will explain the intersection between our Lean In roles and the executive board roles necessary to run a successful organization on campus.

Leaders, Moderators, and Members

Leader roles

ProTip: Some of the Leader roles will be performed by executive board members who are also Lean In Leaders. If you are not part of the executive board, you can help with the work of these positions by joining a committee or supporting an executive board member.

Leaders are responsible for managing the Lean In on Campus program. Every campus can have one or more Leaders. Leaders have three main responsibilities:

- Support Circles and manage the Campus Chapter (the network of Lean In Circles at your school) on leanin.org.
- Share Lean In educational materials with the campus community.
- Host events on campus.

Specific activities include:

Fall

- Register your Chapter on leanincircles.org and invite the Circles on your campus to join your Chapter.
- Host a Lean In **Campus Kickoff** “Watch Party” on September 18, 2014.
- Host an **orientation** for other Leaders and Moderators in late September.

Additional fall activities—all optional

- Participate in monthly LeanIn.Org Leader calls (as your schedule allows).
- Post to social media to encourage your friends and classmates to start or join Circles.
- Share your stories with LeanIn.Org (campusleaders@leanin.org) and with your friends and classmates using the hashtag #leanincircles.
- *Highly recommended:* Apply to be a recognized student group on campus to receive the benefits of school funding, dedicated advisors, meeting space, and more.
- *Highly recommended:* Moderate or participate in a Lean In Circle.

Spring

- Bring Circles and Moderators together in early spring to reconnect and recharge for the semester. Two “recharge” event ideas:
 1. Tune in to the LeanIn.Org monthly event series (schedule will be posted to the **Circle Hub**).
 2. Bring your Chapter together to share fall best practices and learnings.
- Transition to new Leaders in late spring (if needed).

Four extra-credit roles

- Bring all Circles on your campus together regularly for special events—invite a professor to discuss a Lean In education topic, host a social event where members can get to know one another, bring in an outside expert or co-host who’s part of a local Lean In Chapter or Lean In Partner company.
- Work with your school newspaper to feature Circles, the Lean In on Campus program, and your leadership involvement with the program.

- Host one activity/event to engage with men on campus.
- Set a bold goal for the Lean In Community at your school—advocate for a policy change at your institution or volunteer together (for example, to mentor students at a local high school).

Moderator roles

A Moderator is responsible for leading and managing one Circle and can be involved in these specific activities:

Fall

- Register your Circle and invite your members to join.
- Attend the Kickoff event.
- Attend an orientation training.
- Moderate a Circle.
- Attend Lean In events.
- Share Lean In content with friends and colleagues.

Spring

- Attend a “recharge” event.
- *Optional:* Host or attend gatherings around Lean In topical events.

Member roles

Members are responsible for participating actively in one or more Lean In Circles and attending supporting events, including these specific activities:

Fall and spring

- Register at [LeanIn.Org/Circles](https://leanin.org/circles) and join a Circle.
- Attend Lean In events on your campus.
- Share Lean In content with friends and colleagues using the #leanincircles hashtag.

Executive board

Lean In Leaders should be engaged in the work of the executive board by serving as officers or as committee members.

We suggest three main executive board roles, to be filled by Lean In Leaders:

- President
- Secretary
- Treasurer

ProTip: Need a refresher on what these officers do? Check out these resources:

- [Student Organization Officer Roles and Responsibilities](#)
- [Student Organization Officers and Members](#)

On campuses where there is only one Leader, she can assume the role of president and work to recruit two other Leaders to serve as executive board members.

Hold up! Recruiting? How do I do that?

Glad you asked. Scroll back up to the third item under Five Tips for Registering a Student Organization on Campus for some suggestions on finding interested students and generating enthusiasm for Lean In at your school.

To help oversee the work of your Lean In group, we recommend having three additional executive board members. Please note that you are not required to have these positions—this is just a recommendation.

- VP of membership and Circles
- VP of event planning
- VP of communications and outreach

Let's break down what each of these people would do:

- **VP of membership and Circles**
 - Mission: Support Circles
 - Roles:
 - Manage the Lean In Chapter online at leanincircles.org.
 - Ensure that Moderators and Members are registered at leanincircles.org.
 - Invite Circles that start on campus to join the campus Chapter at leanincircles.org.
 - If needed, help connect Circle Members with Moderators to form Circles in the fall and spring.
 - Work with the VP of event planning to host at least one [orientation training](#) for Moderators and Leaders each semester.
 - Support Moderators as they run their Circles throughout the semester.
- **VP of event planning**
 - Mission: Host events on campus
 - Roles:
 - Publicize and host one [Kickoff event](#) to identify Leaders, Moderators, and Members.
 - Invite Members to join monthly events hosted by Lean In.
 - Publicize and host at least one [orientation training](#) in the fall to prepare Leaders and Moderators.
 - Publicize and host a recharge event at the start of the spring semester.
- **VP of communications and outreach**
 - Mission: Share Lean In educational materials with the campus community
 - Roles:
 - Communicate with your Chapter using the Lean In e-mail account (for example, LeanInatGeorgetown@LeanInCircles.org) for your campus.

- Reach out to other groups on campus or in the community to spread the Lean In message.
- Manage social media accounts and promote the #leanincircles hashtag.
- Stay connected to Lean In.
 - Participate in monthly LeanIn.Org Leader calls (as your schedule allows).
 - Share that you are a Lean In Leader on Facebook and other social media channels.
 - Share your stories with LeanIn.Org (e-mail them to campusleaders@leanin.org).

Pro Tips:

- Collaborate to tackle big projects (for example, the VP of membership and the VP of event planning can work together to plan the Circle kickoff event).
- In cases where there are an abundance of Leaders hoping to get involved, we suggest creating committees to support each of the executive board members above.
- While there can be an unlimited number of Leaders on campus, there can only be one executive board for your group. So if you find other Leaders operating in other parts of campus (e.g. the medical school, the business school, etc.), coordinate with them to decide on roles and responsibilities.

4. Meetings

Student group meetings may take several forms:

- **Circle meetings**
 - Circle meetings will be scheduled by the individual Circle groups and their Moderators. Circles are small groups that consist of two Moderators and eight to twelve Members. Circles meet approximately once per month, with a goal of meeting ten times per academic year.
- **Educational activities and trainings**
 - Educational activities may take the form of **Kickoff events, orientation training** events for Leaders and Moderators, on-campus forums, or online discussions in which Members have the opportunity to participate.
- **Other meetings**
 - In addition to the meetings listed above, Leaders and Moderators will meet at least once per month, or more if deemed necessary by the executive board. The president is responsible for organizing these meetings.
 - LeanIn.Org will hold monthly calls for Leaders and/or Moderators to address relevant topics.

5. Using Lean In marketing materials

We've created a package of marketing materials for you to use. Check out the [Marketing Kit](#) on the Circle Hub to access them.

6. Amending the constitution

Lean In at *[insert college/university name]* withholds the right to amend this constitution. Proposed amendments must be documented and voted upon at an executive board meeting. Two-thirds of the executive board must agree to the amendment. If approved, the amendment will be added to the constitution with the date that it was approved.

7. Affiliation with LeanIn.Org

As a participant in Lean In's Campus Program, [LEAN IN @ UNIVERSITY NAME/GROUP NAME] will receive access to free expert lectures, leadership materials, and LeanIn.Org-sponsored online events. In addition, LeanIn.Org provides how-to materials, discussion guides, recommended agendas, and a technology platform to run Lean In Circles—small peer groups that meet regularly to learn and grow together. There are currently Circles on 350 university campuses around the world, and 75 percent of Circle Members credit a positive change in their life to their Circle.

[LEAN IN @ UNIVERSITY NAME / STUDENT GROUP NAME] intends to start a Lean In Chapter, a student-run organization that hosts events to bring Circles and the broader campus community together. When promoting Lean In's messages and philosophy, [LEAN IN @ UNIVERSITY NAME / STUDENT GROUP NAME] is free to use Lean In's name, program logos, and other branded materials under a licensing agreement from LeanIn.Org.

[LEAN IN @ UNIVERSITY NAME/GROUP NAME] is an independent group, and LeanIn.Org does not control its activities. In the case where [LEAN IN @ UNIVERSITY NAME/STUDENT GROUP NAME] fund-raises to support club activities, contributions to the Chapter (or Circles within the Chapter) are not considered contributions to LeanIn.Org and are not tax deductible under LeanIn.Org's 501(c)(3) charitable status.

Please visit leanin.org to learn more about LeanIn.Org and its programs.

8. Nondiscrimination clause

Lean In at *[insert college/university name]* shall not discriminate against any individual due to his or her race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities, or sexual orientation.