

Mental Health Warrior League Operation Guide – Example

1. Read and Sign Mental Health Warrior League Agreement. Email or Mail out to Inspiring My Generation before commencing operations.
2. Read Bylaws (fill in information as applicable with following steps)
3. Elect Leadership Positions according to Bylaws. Review each elected leadership member's roles.
4. Begin recruiting members.
5. Schedule regular member meetings.
6. Review Inspiring My Generation's mission and initiatives. Begin discussing which initiatives each member is most passionate about and interested in getting involved with.
7. Review the Encouragement Card Program Guide, Fundraising Guide, Discrimination in Higher Education Letter, and Petition. Form the appropriate committees.
8. Schedule regular committee member meetings.
9. Create a schedule within the regular member meetings to watch and discuss the Normalize the Conversation Series.

Encouragement Card Program Committee Operation Guide – Example

1. Read through the Encouragement Card Program Guide.
2. Assign a committee member to be responsible for the meeting log and encouragement card(s) and service hour form(s) shipment(s).
3. Schedule committee meetings to create Encouragement Cards.
4. For members who need service hours, keep a log of who attends Encouragement Card meetings. The log should include **any and all** information required to complete the form (including hours). Be sure to send the form(s) with the Encouragement Cards.
5. Create a schedule of regular shipments of Encouragement Cards to Inspiring My Generation (Example of use of membership fees!)
6. Hold meetings and make encouragement cards! While making encouragement cards share mental health stories, favorite encouraging quotes/phrases, and why this initiative is important to you!

Fundraising Committee Operation Guide – Example

1. Read through the Fundraising Guide.
2. Assign a committee member(s) to be responsible for the meeting log and fundraising events.
3. Schedule committee meetings to develop fundraising opportunities.
4. For members who need service hours, keep a log of who attends fundraisers.

The log should include **any and all** information required to complete the form (including hours). Be sure to send the form(s) with the donation.
5. Plan your fundraising event! Have fun with it. (Example options: bake sale, talent show, raffle, and sponsor school sanctioned events with approval from Inspiring My Generation)
6. After fundraising event, collect money raised and deliver to the Mental Health Warrior League Treasurer.
7. Follow up with the Treasurer to ensure the raised funds were properly sent to Inspiring My Generation.
8. Plan next fundraiser!

Policy Change Committee Operation Guide – Example

1. Read through the Discrimination in Higher Education Letter.
2. Read through the Petition.
3. Assign a committee member(s) to be responsible for the meeting log and individuals participating in spreading awareness for the Policy Change initiatives.
4. Schedule committee meetings to discuss strategies for gaining signatures and getting letters signed and mailed out.
5. For members who need service hours, keep a log of who joins in the policy change initiatives. The log should include **any and all** information required to complete the form (including hours). Be sure to send the log with status updates!
6. Start spreading the petition and gathering signatures! (Fun idea: create a contest within the committee on who can obtain the most signatures!)
7. Start sharing the Discrimination in Higher Education Letters with your peers and encouraging them to sign. Don't forget to mail them out. (Fun idea: create a contest within the committee on who can collect the most completed forms!)

Normalize the Conversation Operation Guide – Example

1. Incorporate watching episodes of the Normalize the Conversation series into the regular scheduled meetings.
2. Before watching, share a quick summary of the episode and check in with members. If members are uncomfortable or triggered by the topic, allow them to be excused.
3. Open a discussion among members to share thoughts, questions, or what they learned.
4. All discussions related to mental health should be done in a safe place, free from judgement.

Guide to Conversations in A Safe Place:

1. Check in with yourself: Am I in the right headspace for this conversation?
2. Check in with others: How are you, really?
3. Ask open, ended non-judgmental questions when discussing.
4. Acknowledge the person who speaks before you: Thank you for sharing.
5. Validate your peers' feelings.
6. Offer support: I am here for you if you want to talk more about this later.
7. Follow up: After deeper conversations, check in with your peers.