

iCure Chapter Development Steps

We are very delighted that you have decided to join iCure Health by creating a chapter and being a leader of this noble cause. iCure Health started from the observation that many people fail to realize the importance of nutrition and the early detection of chronic disease. Furthermore, seeing so many people passing away from preventable illnesses, sparked our leaders to form this nonprofit. Once again we are absolutely delighted that you decided to take on this responsibility. The average amount of time each step takes will be listed in parentheses.

The required average weekly time commitment once the chapter is established for an officer is 16.5 minutes, however we recommend that each member volunteers at your partner physician's office for 10-30 minutes a week (this type of clinical experience is generally required by medical schools). The average member volunteers for an average of 30-45 minutes a week, however none of this is required. At the bottom of the page we have listed the math we used to calculate the 16.5 minutes.

The required time to start up the chapter with around 5 other officers to share the work is 15 minutes a week. Look below for the math and how we arrived at this number.

In order to create a chapter, you must take on the following objectives (we generally recommend that you do steps concurrently like finding members and contacting your institution to save time).

- Many high schools and colleges require a minimum number of members. We recommend that you have a minimum of five members (including yourself) and a maximum of one hundred and fifty members. Try to find members who are dedicated to helping others and believe in the prevention of disease and good nutrition (anywhere from ten minutes to two hours spread across two- three days- dependent on how many people are pre-med/ public health majors).
- Make it official! Arrange a way to make your chapter either a club at your university/ high school or form an informal organization by contacting whoever is in charge of organization formation at your institution. Make sure to follow all your institution's requirements (one to two hours of prep time- time for approval varies extremely from institution to institution, but in our experience it is generally less than four days).
 - For high school chapters: If you are unable to find a sponsor for your club/ organization. You may form an informal organization and still meet on campus. Informal chapters do the exact same activities as formal club chapters so do not worry.
 - For college students: Your institution may have special requirements to form an organization, but almost never require a sponsor. You may have to contact the Dean of Students or the Dean of Student Affairs to create your organization. Generally this is an easy process and does not require more than thirty minutes of work. Some universities have additional requirements
 - For example, Yale requires the chapter to maintain up-to-date group information and the completion of two surveys (one hour spread across a whole year).
- Host an interest meeting if applicable (major resources will be provided, generally a thirty minute time commitment is required)

- Have an officer meeting; discuss what the organization does and what each officer is responsible for. Discuss future plans and ideas that you have to improve the club and have more members. Discuss which officer positions are still available.
- Look for a doctor's office of a free clinic (generally a private practice affiliated with a hospital) to work with (can be a primary care physician, an optometrist, or an audiologist- must have their own practice) and ask them if your members would be able to work with them by promoting early detection and healthy lifestyles in their waiting room or via phone calls: for college pre-med students interacting with patients one-on-one and educating them will generally count for clinical experience and for high school students volunteer hours will be awarded (the amount of time spent in doctors offices educating people and offering free preventative services will vary based on the amount of time the doctor is willing to allow you to stay and the number of members interested - at this point you will choose the time commitment; we generally stay in doctor's offices for 30 minutes a day across four days and three to four members).
- Find an imaging center in your area that offers mammograms; request a certain number of mammograms for free each week and offer them a spot on our corporate advisory board or a corporate partnership with guaranteed advertising. Alternatively partner with a free clinic/ free imaging center and refer patients there.
- If you are unable to find a corporate sponsor through the physician's office or imaging centers contact corporations in your state and request a corporate sponsorship to provide free FIT tests (only cost \$20).
- Find ways to educate a large number of people through events. Look for major events and ask to hold a booth to educate people. Alternatively find ways within your school to promote the cause: posters, raffles, fundraisers, or a major school wide gathering.
- Host meetings either every month or every two months. Powerpoints and optional activities will be provided.

Average amount of time required to set up the chapter - please note that this varies extremely from institution to institution.

- Finding members (creating posters, contacting friends, and contacting professors) = 1 hour
- Making the club official = 2 hours of prep time to submit all documents and meeting all institutional requirements
- Interest meeting = 30 minutes
- Preliminary officer meeting = 30 minutes
- Finding a physician to work with you = 2 hours
- Finding an imaging center to work with you = 2 hours
- Corporate sponsor = 2 hours
- Average number of officers to work on the project and working on the above steps with the president = 5 officers
- Average time frame 2 months or 8 weeks
 - Total Start Up Time Commitment = 10 hours
 - Total individual time commitment among officers = 2 hours (5 officers share the 10 hours)
 - Total weekly time commitment to start up = 15 mins a week

A general week in the life of a chapter president after it has been established- this is just a sample

- Monday: ***Officer meeting (every three months - 30 mins)
- Tuesday: *** Host a fundraiser (once every three months - 15 minutes for 5 days)
- Wednesday:
- Thursday: ***Chapter meeting (bimonthly or monthly - 30 mins)
- Friday: *Volunteer at doctor's office (30-60 mins)
- Saturday: *** Go to a major event and hold a booth to talk of our cause and the importance of healthy eating and preventative care (one every 6 months 45- 90 minutes)
- Sunday:
 - Total average weekly commitment: 61.5 mins a week (45 of which are optional and can be done by members)
 - Officer meeting - 30 mins every 3 months = 10 mins a month = 2.5 mins a week
 - Fundraiser - 75 mins every 3 months = 25 mins a month = 3.6 mins a week
 - Chapter meeting - 30 mins every month or every other month = 5-10 mins a week = avg. 7.5 mins a week
 - Volunteer at doctor's office - 30-60 mins a week = avg. 45 mins a week (OPTIONAL)
 - Major Event - 45-90 mins every 6 months = 7.5- 15 mins a month = 1.9 - 3.8 mins a week = avg. 2.9 mins a week

*** refers to the possibility of occurring. Events marked with a triple asterisk happen do not happen every week - timing is placed in parentheses.

* refers to the event being optional but extremely recommended (for medical school clinical experience like this is required). Doctor's office volunteering is optional to all members, but the whole organization should make the effort to be going to doctor's offices at least for 30 minutes a week. On an individual basis we recommend that each of your members put in 10-30 mins a week.