

Chapter Handbook

The core operating guide for every YouthConnect Network chapter: what a chapter is, how it is structured, how it runs, and what it is authorized to do.

1. What YouthConnect Network is

YouthConnect Network is a youth-led civic and community leadership network built through local chapters. Chapters lead real community initiatives, run service projects, engage residents, support civic learning, deliver intergenerational programs, and develop young leaders. Chapters work alongside HOAs, schools, nonprofits, local government, civic institutions, older-adult organizations, and other community partners.

Delaware is our current base and expansion focus. Expansion beyond Delaware is a longer-term goal, pursued only where local support and adult advisor capacity exist.

YouthConnect Network is a fiscally sponsored initiative of Janga Bahadur Foundation. YouthConnect Network is not a separate legal entity. This document is informational guidance for chapters and partners and is not legal advice.

2. What a chapter is

A chapter is a recognized group of young people in a defined community — a neighborhood or HOA, a school, or a partner organization — that plans and leads community initiatives with support from at least one adult advisor and from YouthConnect Network.

Minimum requirements to operate

- At least three youth members, one of whom serves as Chapter Lead.
- At least one committed adult advisor, aged 21 or older.
- A defined community or service area.
- An approved chapter application on file with YouthConnect Network.
- Agreement to the Youth Safety and Conduct Guide and the Civic Engagement and Nonpartisanship Guide.

3. Chapter roles

Role	Responsibilities
Chapter Lead	Runs meetings, sets the agenda, is the point of contact with YouthConnect Network, and submits reports.
Outreach Lead	Builds relationships with residents, HOAs, schools, and partner organizations.
Projects Lead	Plans initiatives and service projects, manages logistics and volunteer sign-ups.

Role	Responsibilities
Impact Lead	Collects resident feedback, tracks participation, and completes the Impact Tracking Sheet.
Members	Attend meetings, take on project tasks, and represent the chapter respectfully in the community.
Adult Advisor	Provides supervision, guidance, and adult presence at activities. Does not run the chapter.

4. Meeting rhythm

- **Every two weeks:** chapter meeting, 45–60 minutes, using the Chapter Meeting Agenda Template.
- **Monthly:** one community-facing activity, event, or service project.
- **Quarterly:** impact report to YouthConnect Network using the Impact Tracking Sheet.
- **Annually:** a Community Needs Assessment refresh and a chapter leadership review.

5. First 90 days

- 1 Confirm your adult advisor and hold a kickoff meeting.
- 2 Complete the Community Needs Assessment.
- 3 Choose one focused first initiative — small and finishable beats ambitious and abandoned.
- 4 Introduce the chapter to the HOA board, school administration, or partner organization.
- 5 Run the first initiative and collect resident feedback.
- 6 Submit your first impact report and set goals for the next quarter.

6. What chapters cannot do independently

- Open bank or financial accounts in the name of YouthConnect Network or Janga Bahadur Foundation.
- Sign contracts, leases, vendor agreements, or memoranda of understanding.
- Issue tax receipts or acknowledge charitable donations for tax purposes.
- Legally bind, obligate, or represent YouthConnect Network or Janga Bahadur Foundation.
- Endorse candidates, parties, or ballot questions, or engage in partisan political activity.

Anything on the list above must be routed to YouthConnect Network at admin@youthconnect.network before any commitment is made.

7. Support you receive

- Chapter startup structure, templates, and training materials.
- Guidance on outreach, event planning, and partner conversations.
- Impact tracking tools and reporting support.
- Access to the advisory network and to other chapters.

- Review of any request that exceeds chapter authority.

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Questions: admin@youthconnect.network · Version 1.0 · Last updated: August 2, 2026