

LaunchPoint — Chapter Charter Packet

College Chapters - *Entrepreneurs Rising, Jobs Creating*

This packet includes: application form, fees & dues, rules & regulations, governance standards, brand guidelines, onboarding checklist, and annual renewal requirements.

Value Proposition

LaunchPoint chapters activate student founders with a plug-and-play system: monthly programming, mentorship, pitch clinics, scholarship pathways, and access to curated investor showcases. Chapters align to the LaunchPoint national framework while operating within campus policies.

1) Eligibility & Requirements

Who can apply

- **College chapter:** Any accredited 2- or 4-year institution in the U.S./Canada.
- **High school chapter:** Public, charter, or private high school with a faculty advisor (21+).

Minimums to charter

- **Members:** 10+ founding student members (High School: 8+).
- **Faculty/Staff Advisor:** required; commits to a 1-year term.
- **Leadership team:** President, VP Programming, VP Marketing, VP Partnerships, Treasurer.
- **Programming cadence:** At least **2 events/month** (one skills program, one community/pitch).
- **Policies:** Agree to LaunchPoint Code of Conduct, Brand & Sponsorship Guidelines, and campus rules.

2) Fees & Dues (2026-2027 Academic Year)

Charter & Annual Fees (paid to LaunchPoint National)

- **STARTER TIER: “LIGHT THE SPARK”**

- One-time **Charter Fee: \$250** (Chapter-in-a-Box toolkit, 30/60/90-day plan, first events scripts, brand kit, code of conduct, basic KPI scoreboard templates).
- **Annual Chapter Dues: \$500** (renewal, training, platform access).
- **GROWTH TIER: “BUILD THE FLYWHEEL”**
 - One-time **Charter Fee: \$1,500** (Everything in Starter, plus sponsor engine toolkit, outreach scripts, pitch night scoring kit, mentor onboarding playbook, quarterly KPI review call, priority access to shared speakers and best practices).
 - **Annual Chapter Dues: \$2,500** (renewal, training, platform access).
- **FLAGSHIP TIER: “CAMPUS ACCELERATOR”**
 - One-time **Charter Fee: \$3,500** (Everything in Starter, plus sponsor engine toolkit, outreach scripts, pitch night scoring kit, mentor onboarding playbook, quarterly KPI review call, priority access to shared speakers and best practices).
 - **Annual Chapter Dues: \$5,000** (renewal, training, platform access).

Optional Member Dues (paid to chapter)

- Suggested: **\$15–\$25/semester** or **\$30–\$40/year** (used locally for snacks, room fees, small prizes).

Event/Competition Fees

- **Campus Pitch Night:** \$40 per pitcher (local).
- **Regional “LaunchPoint Venture Challenge” entry:** \$60/team (covers judging & prizes).
- **National Showcase (invite-only):** separate fee structure (scholarship offsets available).

3) Chapter Application (can also submit online)

A. Institution & Contact Info

- School name, type (college), city/state/country _____
- Primary contact (President) name, email, mobile _____
- Faculty/Staff Advisor name, title, department, email, phone _____
- _____
- Secondary student contact (VP Programming) _____

B. Team & Membership

- Proposed officers (names, roles, expected grad year)

- Founding members list (min count met)

- Estimated first-year membership target _____

C. Program Plan (attach 1 page)

- First-semester **12-week calendar** (topics pulled from LaunchPoint curriculum)
- Sample **Pitch Night** date & judging panel candidates _____
- Mentorship approach (alumni/local entrepreneurs) _____

D. Alignment & Compliance

- Confirmation of campus registration requirements [] YES
- Acceptance of LaunchPoint Code of Conduct, Safety & Brand standards [] YES
- Accessibility statement (venue, digital materials) _____

E. Budget & Funding

- Expected revenue (dues, campus funds, sponsors) _____
- Expected expenses (room, food, prizes, marketing) _____
- Bank/account custodian (per campus policy) _____

F. Signatures

- Chapter President _____
- Faculty/Staff Advisor _____
- (Optional) Center/Department Co-Sponsor _____

Submission: Upload via the LaunchPoint Chapter Portal (PDF + roster CSV). Review SLA: 10 business days.

4) Governance Standards

Officer Roles

- **President:** strategy, campus relations, liaison to LaunchPoint HQ, succession planning.
- **VP Programming:** owns calendar, workshops, pitch clinics, facilitator logistics.
- **VP Marketing:** brand compliance, content, social, tabling/recruitment.
- **VP Partnerships:** sponsors, alumni mentors, local founders, judges.
- **Treasurer:** budget, dues collection, transparent reporting, receipts.
- **Secretary (optional):** minutes, attendance, data submissions.

Meetings

- **Officer Huddle:** weekly (30–45 min).
- **Member Meeting:** bi-weekly (60–75 min).
- **Quarterly Review:** OKRs & compliance check with Advisor.

Advisor Requirements

- Attend 1 officer huddle/month (or receive notes).
- Be available for basic risk review before major events.
- Support campus registration and room booking.

Elections & Terms

- Democratic election each spring; terms run one academic year.
- Officers must be students in good standing (GPA \geq campus minimum).

5) Programming Commitments (minimums)

- **Skills Workshop (monthly):** choose from: One-Page Business Plan; Crafting a Compelling Pitch; 15 Critical Investment Questions; Go-to-Market Strategy; Pricing Basics; Customer Discovery.
- **Community Event (monthly):** Pitch Night, Founder AMA, Mentor Match, Alumni Panel.
- **Service/Impact (1/semester):** Entrepreneurship in the community (e.g. HS outreach, small-biz clinic).

KPI reporting (monthly): attendance, # pitches, # mentors, # sponsors, 1-line highlight.

6) Rules & Regulations

Code of Conduct

- Respectful, inclusive, non-discriminatory participation consistent with institution policy and applicable law. (Please review and sign the Code of Conduct).
- No harassment, hazing, or retaliation. No political chaos.
- Professional behavior with mentors/sponsors; conflict-of-interest disclosures required.

Brand Use

- Use approved LaunchPoint logos, colors, and chapter lockups only.
- Do not alter the mark; no political or religious co-branding on official materials.
- Event flyers require chapter name + “An affiliate of LaunchPoint.”

Sponsorship & Fundraising

- Allowed: banks/fintech, SaaS, productivity tools, local businesses.
- Prohibited: alcohol, tobacco/vape, firearms, adult content, gambling, illicit substances.
- All sponsor agreements must be in the chapter’s or institution’s name per campus policy.
- National category exclusives may supersede local deals (you’ll be notified in advance).

- Have a copy of the LaunchPoint *Brand & Sponsorship Guidelines* in Chapter binder.

Finance & Transparency

- Keep funds in an institution-approved account; two-signer policy for expenditures.
- Maintain receipts for 24 months; share monthly ledger with Advisor.
- Use LaunchPoint budget template for grant requests and end-of-term reporting.

Data & Privacy

- Member data used only for chapter ops; comply with FERPA/parental consent (when necessary).
- No selling/sharing PII with sponsors; use opt-in QR codes for partner offers.

Mentor Safeguards

- Two-adult rule for mentoring; public spaces only; no off-platform DMs with minors.
- Background checks per district policy for recurring mentors.
- Colleges: follow campus guidelines for external volunteers.

Risk & Safety

- Submit an Event Plan for off-campus or high-attendance events (venue, capacity, first-aid, accessibility).
- Food handling per campus policy; label allergens.
- Travel requires advisor approval where applicable.

Academic Alignment

- Chapters must remain non-credit student orgs unless formally integrated by the institution.
- All activity must comply with campus student-organization policies.

Political Neutrality

- LaunchPoint chapters are non-partisan and focused on entrepreneurship education and community building.

Violations & Remedies

- Progressive steps: coaching → written warning → probation (30–90 days) → suspension/charter revocation.
- Appeals reviewed by LaunchPoint HQ within 15 business days.

7) Onboarding Timeline (Day 0 → Day 90)

Day 0–7: Application submitted; roster & advisor verified.

Day 8–14: Approval + invoice; access to Chapter Portal; starter kit ships.

Day 15–30: Leadership training; publish first 60-day calendar; tabling campaign.

Day 31–60: First Pitch Night; mentor orientation; sponsor outreach.

Day 61–90: KPI review with HQ; eligibility for Regional LaunchPoint Challenge.

8) Annual Renewal (Due July 31)

- **Submit:** updated officer list, advisor confirmation, programming report, KPI summary, and annual dues.
- **Good standing:** ≥ 6 skills events + ≥ 6 community events/year; KPI reporting ≥ 8/10 months; no unresolved violations.
- **Recognition:** Gold/Silver/Bronze status with badges; eligibility for scholarships & national showcase.

9) Forms & Templates (included in portal)

- Constitution & Bylaws (editable)
- Budget & Ledger template (Google/Excel)
- Event Plan & Risk Checklist
- Mentor Agreement & Safeguards
- Sponsor One-Pager & Rate Card
- Monthly KPI Report (typeform-style)
- Meeting Agenda & Minutes template
- Pitch Night Judge Sheet (scorecard)

10) Chapter Benefits (what you get)

- LaunchPoint programming calendar + workshop decks
- Pitch clinic materials and slide templates
- Mentor matching playbook & badges
- Eligibility for Regional/National LaunchPoint Challenge
- Scholarship opportunities (LaunchPoint Scholars)
- Sponsor offers & founder-friendly discounts
- Chapter badge logo package and social templates

11) FAQs (rapid-fire)

- **Can we co-host with the Entrepreneurship Center?** Yes—encouraged.
- **Can we charge member dues?** Yes, per campus policy (keep funds local).
- **Do we need insurance?** Use institution coverage; off-campus events may require venue COI.
- **Can alumni join activities?** Yes—label as mentors/guests; no voting rights unless campus allows.
- **What if we fall below membership minimums?** 30-day grace + recruitment plan.

Signature Page (upload with application)

I/We acknowledge receipt of the LaunchPoint Chapter Charter Packet and agree to abide by its terms.

President (print/sign): _____ Date: // _____

Faculty/Staff Advisor: _____ Date: // _____

Institution/Club Office (if required): _____ Date: // _____

Contact: chapters@launchpointnation.co • www.launchpointnation.co/chapters (placeholder)