



Urban Life Training & Reality Assessment Teen Choice Campus Chapter Application

Congratulations! You have taken the first step in becoming a campus chapter of Urban Life Training & Reality Assessment Teen Choice, an organization committed to helping youth succeed through a lifestyle that honors sexual abstinence before marriage.

This application process is designed to educate your group about the campus chapter program.

Please do not begin this application until you have carefully read through the application and completed steps 1-5:

- Identify a core group of interested students.
- Learn what steps are necessary to form a student group on your campus.
- Choose a campus chapter adviser.
- Participate in STAR Guide training.
- Communicate with the Urban Life Training team at the national office.

This application should be filled out **by a student** or group of students, except where adviser or community chapter input is necessary. Type your answers into the appropriate fields, print out a final copy of your application, and obtain the necessary signatures. Please note that **original signatures** must be included.

Any questions or concerns can be directed to the Urban Life Training National Office. Please contact a Director at 202-544-5081 email info2@urbanlifetraining.org.

Thank you for your interest in getting involved with Urban Life Training!

In partnership,

The Urban Life Training Team



Primary contact information

The primary contact information must be filled out completely. This information is essential for maintaining regular contact between the Urban Life Training office and your group. Please note that a campus chapter is required to have one official adviser who is a member of your school's faculty, staff or administration.

Name of school:

Campus chapter mailing address: [note: the first line must include a street address or post office box]

Address:

City:

State:

ZIP code:

Main student contact:

Year in school:

Year of graduation:

Primary Telephone

number:

type:

Secondary Telephone:

(number)

(type)

Email address:

Chapter adviser:

Campus position:

Primary Telephone

number:

type:

Secondary Telephone:

(number)

(type)

Email address:

Local community chapter (if applicable):

Community chapter address:

City:

State:

ZIP code:

Community chapter executive director/president (if applicable): Primary community chapter contact person :

Telephone:

(home)

(work)

(cell)

(fax)

Email address:

Title:

Telephone:

(home)

(work)

(cell)

(fax)

Email address:



Application questions

1. How did you learn about Urban Life Training?
2. Please describe your school (size, ethnic makeup, gender ratio, etc.). What is your school's affiliation (public, private, tribal, etc.)? What type of community is your school located in: urban, rural or suburban?
3. Why is an Urban Life Training campus chapter needed on your campus? What are the goals, philosophies and beliefs that inspired your group to form a campus chapter? How will your chapter affect your school and community?
4. The four functions of a campus chapter are peer counseling, educating about the benefits of sexual abstinence before marriage, fundraising, and advocacy for abstinence-centered health education. In what ways will your group support Urban Life Training's mission and carry out each of these four functions? What are your goals for your first year? What activities will your group plan, and how will these activities affect Urban Life Training's mission?
5. Please describe your current core leadership group, including each member's year in school. How often have you met with each other, with your adviser, and with your local community chapter, if applicable? How many students are involved in your group in addition to the core leadership group?
6. A campus chapter is required to have one faculty adviser. (Other faculty and staff may be involved in the campus chapter only if the chapter remains a student-run, student-led organization.) In what way will your adviser be involved in your chapter? What responsibilities will your adviser have?



Name permission request

This section is a request to use the “Urban Life Training” name in conjunction with your school name. The official name of your campus chapter must be in the following format: “**[name of school] Urban Life Training Campus Chapter.**” For legal purposes, you must use this exact format.

I represent a group of students at **[insert name of school]** who desire to form an Urban Life Training campus chapter. We are now ready to request permission to use the Urban Life Training name, understanding that doing so we are representing Urban Life Training and will conduct our group accordingly.

We would like to call ourselves **[insert name of campus chapter: School Name Urban Life Training Campus Chapter]**, which includes permission to use “Urban Life Training.”

We understand that this request seeks only permission to use the Urban Life training name and does not indicate that our group is now an official Urban Life Training campus chapter. We agree not to use the Urban Life Training name until our chapter has been chartered.

Sincerely,

Name of student leader: _____

Original signature of student leader: _____



Suggested bylaws

Campus chapters are required to submit a set of bylaws, also known as a constitution. These bylaws are extremely important, as they will determine how your chapter is set up and run (e.g., officer duties, committees, etc.). Your chapter will be expected to work within the bylaws that you submit. Please take care when writing bylaws: they **MUST NOT** be worded in such a way that they contradict any language in the Covenant.

Below is a sample set of bylaws. Work with your chapter, your adviser and your local community chapter to modify them for your purposes. These bylaws should be considered to be part of a “living document”; that is, they should be reviewed and revised regularly.

Bylaws of [Insert name of official campus chapter]

Preamble

ULTRA (Urban Life Training & Reality Assessment) Teen Choice, Inc. (“Urban Life Training”), a Washington, DC nonprofit corporation, seeks to help youth find lasting happiness by living a purposeful life that honors sexual abstinence, abstinence from drugs and alcohol, and healthy relationships.

The [name of campus chapter] (the “chapter”) has been set up to assist Urban Life Training by working with Urban Life Training's national office and with any local community chapter to carry out its mission

The chapter is an unincorporated, student-run, student-led group. The four functions of this chapter shall be: 1. To provide peer counseling regarding the importance of sexual abstinence, 2) to educate the chapter members, campus and local community about the benefits of sexual abstinence before marriage, 3) to advocate for abstinence-centered health education, and 4) to raise funds for the work of Urban Life Training.

Urban Life Training was founded in March, 2003 in Washington, DC, with its first programs at Eastern Senior High School. The Howard University Urban Life Training Campus Chapter applied for its charter from the National Urban Life training office in [Fill in Date]. The Charter members were **[fill in names of charter members here]**.

Article I: Membership

Section 1: Eligibility

Any student, faculty member, administrator or staff person of [school name] can become a member of the chapter, as well as interested individuals from the surrounding [insert city name] metropolitan area.

Section 2: Dues

- A. Member dues for the chapter will be [\$] per term. [Note: Dues should not be a requirement for membership or otherwise limit membership in any way.]
- B. Campus chapter will pay dues of \$100 annually to the Urban Life Training National office.

Section 3: Meetings

The chapter will hold a meeting of its members at least [enter number] time(s) each month during the school term.

Article II: Executive Board

Section 1: General Powers

Unless otherwise stated in the bylaws, all chapter activities will be carried out by or under the authority of the executive board of the campus chapter. The board members of the chapter will always act as a board and may adopt such rules and regulations for the handling of their meetings and the management of the chapter as they see fit, but these bylaws must not conflict with the covenant agreement between Urban Life Training and the chapter (the "Covenant"), the rules and regulations of the [name of school], and the laws of the State of [insert state].

Section 2: Number, Tenure and Qualifications

[The board must be made up of students. Please give the number of students on the executive board.]

The executive board will be made up of [insert number] members, including the offices of president, vice president, secretary and treasurer, as well as the chairs of all committees. Each board member will hold office for any term of one year and until a successor has been elected and agreed upon. In order to be elected to the board, a board member must be a member of the chapter.

Section 3: Election

Elections will occur in [enter month] of each year. The executive board will be elected by [insert method of electing board members and explain process — e.g., nominations, application, secret ballot, show of hands, etc.]. The preferred method is nominations and elections.

Section 4: Removal, Resignation and Vacancies

Any board member may be removed, with or without cause, by a two-thirds (2/3) vote of the chapter's executive board. Any board member who is absent from [insert number] consecutive regular meetings of the board will be removed from the board, unless the chapter's executive board decides that there is an acceptable reason for the absences (this will be decided by a two-thirds (2/3) vote).

A board member may resign at any time by telling the board in writing; resignation can also be given to the president or secretary of the chapter. Unless otherwise stated in the notice, the resignation will take effect as soon as it is received; acceptance by the board will not be necessary to make it effective. The resigning officer must transfer all relevant information to the board and/or successor.

Whenever there is an open board member position, it can be filled only by a majority vote of the remaining elected and qualified board members of the chapter. A board member elected to fill such an opening will be elected to hold office for the rest of the previous member's term.

Section 5: Regular Meetings

The board will meet at least [insert meeting interval] (during the school year).

Section 6: Quorum

A quorum is defined by the number of board members required to legally transact business. A quorum for any regular or special meeting of the board will consist of at least one-half (1/2) of the elected and qualified board members of the chapter. If a quorum is not present at a regular or special meeting, then a majority of the board members present may adjourn the meeting.

Article III: Officers

Section 1: Number

The officers of the chapter will be president, vice president, secretary and treasurer, each of whom will be members of the board at the time of their election and service. All officers will be enrolled as either full-time or part-time students at [name of school]. Officers may be re-elected. One person can hold more than one office, with the exception of the office of president and secretary.

Section 2: Election and Tenure

The officers will be elected by a majority of the members of the chapter during the annual meeting. Each officer will hold office for one (1) year or until a successor has been elected.

Section 3: President

The president of the chapter will also be the chairperson of the board and will direct all meetings of the board and of the chapter. The president will have general supervision over the business, the officers and the agents of the chapter.

Section 4: Vice President

In the absence of the president, or in the event of a vacancy in the office of the president, the vice president will take on the duties of the office of the president. He or she will have all of the powers of and be subject to all the restrictions upon the president. The vice president will have such powers and perform whatever duties may be set by the board or the president.

Section 5: Secretary

The secretary will be responsible for preparing, recording and keeping the official minutes of the proceedings of the board and of the members; for keeping the records of the chapter; for keeping an official roster of all members; and for making sure that all notices are given by the college or by any related governmental law, rule or regulation.

The secretary will be custodian of the records of the chapter. The secretary will generally have all the powers and perform all the duties of the office of the secretary and such other duties as may, from time to time, be set by the board or the president, such as distributing information from Urban Life Training (e.g., chapter mailings) and is responsible for the completion of the annual report.

Section 6: Treasurer

The treasurer will have general charge of the financial affairs of the chapter and will, in general, have all the powers and perform all the duties of the office of treasurer and such other duties as may, from time to time, be set by the board or president. The treasurer will be responsible for keeping proper financial records of the chapter; receive money due and payable to the chapter; deposit all money in the proper accounts; and make proper use of funds authorized to be paid by the chapter. In addition to being responsible for the financial collection and analysis of the chapter, the position requires proper disclosure of all financial documents to the Urban Life Training National office as necessary (suggested quarterly and annually).

Section 7: Other Officers

Such other officers as may be elected or appointed by the board will have such powers and perform such duties as the board may decide from time to time.

Section 8: Special Appointments

If an officer is absent or unable to perform his or her duties, or in the event of a vacancy in any office, the board may choose any person to fill the office.

Article IV: Committees of the Board

Section 1: Committees, Meetings and Action

The board will have standing and ad hoc committees. The standing committees of the board will include Fundraising, Peer Counseling and Education and Advocacy. Other (i.e., ad hoc) committees may be created and disbanded as required.

The standing committees will meet at the call of the committee chair, who will give members of the committee at least forty-eight (48) hours written notice of the date, time, place and purpose of the meeting. The chair will ensure that the discussions and actions of the committee are properly recorded and promptly distributed to its members and to the board. Each chair will make sure that the committee is thoroughly familiar with the policies, procedures, and jobs or roles of the committee members and members of the board, and will oversee proper management and implementation of its policies and programs. The committees may take action in any manner the board is allowed to use under the bylaws.

Section 2: Fundraising Committee

The Fundraising Committee is responsible for the fundraising programs of the chapter for both on campus programs and in support of Urban Life Training National or local Community Chapter programs. The committee takes primary responsibility for developing and making sure that there is proper management and implementation of the chapter's fundraising programs and other volunteer activities. The committee will have the power to create new fundraising projects and organize volunteers to carry them out.

Section 3: Education and Peer Counseling Committee

The Education Committee is responsible for educating chapter members, the campus and the greater community about the benefits of abstaining from sex before marriage, including providing opportunities for Chapter members to counsel their peers on the benefits of sexual abstinence before marriage. This committee also takes primary responsibility for educating others about the work of Urban Life Training toward this end.

Section 4: Advocacy Committee

The Advocacy Committee is responsible for both education and political advocacy. The committee takes primary responsibility for educating the chapter members, the campus and greater community about the need for abstinence-centered health education. The committee also takes primary responsibility for working with the national Urban Life Training office or the local Community Chapter, if applicable, in efforts to affect local and national legislation on educating youth about the benefits of sexual abstinence before marriage.

Article V: Chapter Adviser

The chapter will have one official chapter adviser who is a faculty or staff member of the school and who will be appointed and approved unanimously by the board.

The chapter adviser will support the life of the chapter as a representative of the school, be a regular contact for the chapter with the ability to identify active members, have a general idea about chapter events and activities, and be available to give advice.

Article VI: Fiscal Policies

Section 1: Receipt of Funds and Revenues

All funds received as gifts (whether designated or undesignated), such as contributions or grants from individuals, private or public corporations or foundations, will be deposited in appropriate banking accounts and used according to the policies and procedures determined by the board and according to these bylaws, the Covenant, the rules and regulations of the school, and all related governmental laws, rules and regulations, including Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). Receipts are provided upon request and will be dated with a description of the gift. Campus chapters will include the authorized Tax Identification Number provided by Urban Life Training.

All general donations in the form of checks should be made payable to Urban Life Training.

Section 2: Fiscal Year

[A fiscal year is a full 12-month year. The Urban Life Training fiscal year is July 1 through June 30.]

The fiscal year of the chapter will begin on [insert month] of each year and end on the following [insert month].

Section 3: Checks, Drafts, Etc.

All checks, drafts and other orders for the payment of invoices or bills sent in the name of the chapter will be signed by officers or designated agents of the chapter according to official policies and procedures.

Article VII: Amendment

The board will have the power to change, amend or cancel these bylaws, or take up new bylaws by a two-thirds (2/3) vote of directors of the chapter, provided that the bylaws at no time conflict with the Covenant, the rules and regulations of the school, and any related governmental law, rule or regulation, including Section 501(c)(3) of the Code.

Article VII: Parliamentary Procedures

Robert's Rules of Order, Revised will govern in all matters not provided for in the Bylaws.

Article VIII: Ratification

The constitution will go into effect by 2/3 majority vote by members present.



Covenant

This covenant is to be adopted as written in its entirety and should be re-signed by all parties in the fall of each school year. Please ensure that the chapter and school names are entered into the blanks as noted; this can be done on a word processor or by hand. *Signatures cannot be typed.*

Covenant between Urban Life Training & Reality Assessment Teen Choice, Inc. and [Campus Chapter]

Preface

[Campus Name] Urban Life Training Campus Chapter, the national Urban Life Training office and local Urban Life Training Community Chapter (if applicable) are partners in the nonprofit work of Urban Life Training. The campus chapter is an unincorporated, autonomous student organization that works cooperatively with the national Urban Life Training office and its local community chapters (if applicable).

Mission of Urban Life Training

The mission of Urban Life Training is to help youth find lasting happiness by living a purposeful life that honors sexual abstinence, abstinence from drugs and alcohol, and healthy relationships.

Function of campus chapters

Campus chapters have four main functions: 1. To provide peer counseling regarding the importance of sexual abstinence, 2) to educate the chapter members, campus and local community about the benefits of sexual abstinence before marriage, 3) to advocate for abstinence-centered health education, and 4) to raise funds for the work of Urban Life Training.

Campus chapter commitments

1. The chapter will hold and manage money, funds and property received by it in support of the general purposes of Urban Life Training. Such money, funds and property will not be used in any way that results in the benefit to a private person or that is contrary to the purposes of Urban Life Training.
2. All money, funds or property collected or raised for a specified or announced purpose will be used by the chapter for that purpose. For example, if money has been set aside for the use by or benefit of the Urban Life Training office, then the money will be sent promptly to the national office.
3. The chapter will not accumulate funds, money or property (in excess of dues collected) for purposes other than those the chapter has announced or stated and that are in agreement with the purposes of Urban Life Training. The chapter will also not set up or accept an endowment of any kind.

4. The chapter will receive tax exemption through the national Urban Life Training office and maintain its finances through the national office's bank account and as a line item of the national office's budget. The chapter will not maintain a separate bank account or obtain a separate employer identification number from the Internal Revenue Service.
5. At least once a year, the chapter will make a donation to the Urban Life Training national office.
6. At the beginning of the school year, the chapter will re-sign the covenant and submit it to the Urban Life Training National Office.
7. Membership in the chapter must be open to all students, faculty, administrators and staff on a nondiscriminatory basis, and the chapter must obey all related local, state and federal antidiscrimination laws.
8. The chapter is student-run with guidance and support from faculty and staff and oversight by the Urban Life Training national office. Each chapter requires one faculty adviser.
9. Each chapter is required to submit an annual report by the set due date, along with the required annual dues paid to Urban Life Training & Reality Assessment Teen Choice, Inc. Chapters failing to complete either of these requirements may be disaffiliated.

Role of the Urban Life Training National Office or the Urban Life Training local community chapter, if applicable

The Urban Life Training national office is responsible for providing training and making materials available to the campus chapter to enable it to carry out the purposes of peer counseling, fundraising, advocacy and education. Where applicable the local community chapter will work with the campus chapter to coordinate community outreach and resource development efforts. The Urban Life Training national office will provide oversight to and act as a resource link for the campus chapter. The Urban Life Training National office, and the local community chapter, where applicable, will seek to build a collaborative partnership with the campus chapter through coordination and cooperation.

Agreement to Covenant

We understand and agree with the mission and principles of Urban Life Training and the Campus Chapters program and the conditions set forth in this covenant and do hereby commit ourselves to work together toward the successful formation and continued operation of the chapter.

[Campus Name] Urban Life Training Campus Chapter:

Campus chapter leader (i.e., president)

(Signature) _____¹ Date _____

(Printed) _____

Campus chapter adviser

(Signature) _____* Date _____

(Printed) _____

To the local community chapter executive director/president (if existing):

Director of the [local community chapter name], I have met with the group of students who are forming an Urban Life Training campus chapter at [school name]. Our local community chapter will support this chapter in its desires to partner with Urban Life Training and to create a lasting relationship with our local community chapter.

Director, local community chapter (if applicable)

(Signature) _____* Date _____

(Printed) _____

Urban Life Training & Reality Assessment Teen Choice, Inc.

Executive Director

(Signature) _____* Date _____

(Printed) _____

¹ *Signatures must be written by hand. A fax or scan of the document is acceptable, but typed signatures are not accepted.



Application checklist

Before submitting your application, use the checklist on page 1 to verify that steps 1-5 have been completed. Applications that do not indicate that steps 1-6 have been completed will not be considered.

Please initial the line below to verify:

___ Our chapter has completed steps 1-5 on page 1.

Next, please use the checklist below to ensure that your application is complete. Applications must be complete and contain original signatures to be processed.

Make sure the application contains:

- Primary contact information completed.
- Application questions completed.
- Name permission request completed with original signature of student leader.
- Chapter bylaws completed, with special attention to:
 - Article II: Executive Board
 - Article III: Officers
 - Article IV: Committees of the Board
- Covenant adopted in its entirety with original signatures of:
 - Campus chapter student leader.
 - Adviser.
 - Urban Life Training local Community Chapter, if applicable.

To submit your application:

- Make two photocopies of your original application.
- Mail the original application to:
 - Urban Life Training
 - PO Box 291
 - Charles Town WV 25414
- Give one copy to your local Community Chapter, if applicable.
- Keep one copy on record for the chapter.

Once your application is received by the Urban Life Training national office, you will receive a confirmation email within one week. If you do not hear from Urban Life Training within two weeks of posting your application, please contact us at 202-544-5081, or info2@urbanlifetraining.org.