

# S.C.A.L.E.



## CHAPTER LEAD GUIDELINES

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Becoming a S.C.A.L.E. chapter head will give you the opportunity to gain real world business experience. Our staff will provide you with all the necessary resources and instructions to ensure your chapter's success.

## **Opening a S.C.A.L.E. Chapter**

- ◎ To apply, just fill out this [application form](#), and we will reach out to you.



## **S.C.A.L.E. Lead Responsibilities**

As a chapter head, you will be overseeing all S.C.A.L.E. interactions with local businesses. Your responsibilities are as follows:

1. Assemble your team.  
Assess unique skills amongst team members and plan a way to divide work in the future
2. Maintain your club's website [we will provide website templates]
3. Reaching out to your local economic committee
4. Report progress **\*see next page**

## Logging Progress and Executive Meetings

- ◎ As the Chapter Head, you must monitor **progress reports**. Reports should be filled for every business you consult and should be submitted.
- ◎ All Chapter Leads must attend bi-monthly **executive meetings**.

\*We will contact you with dates

## **Long-term Goals**

Our long term goal is for every S.C.A.L.E. chapter to be able to run independently, so that every local economy we engage with has the opportunity to receive proper assistance.

This includes internal marketing, sponsorship and outreach and overall business affairs.



**Any comments or  
questions, please  
email**

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