

Starting Your Own Chapter is for individuals who are interested in starting a chapter of the Invisible Youth Network within their community.

A large majority of this information came directly from the Internal Revenue after several conversations with them.

We have given you a lot of information to get you started, now use your initiative and fill in the blanks

## **Lesson 1: Mission Statement**

Invisible Youth is an expansive online network that provides resources and support for an estimated 1.5 million homeless at risk youth. Our influence is felt every day in cities all across America. Our mission is carried out through both partner organizations and volunteers who take to the streets to find, stabilize and otherwise help homeless and at risk youth to improve their quality of life.

Our focus reaches past the streets and lends itself to deterrence, research, resources, seminars, training and workshops that are provided to the communities and via the Internet. Despite our motto "Advocating for America's Youth," our endeavors are focused on all homeless and at risk youth with no regard to their geographic location. Mahatma Gandhi said, "You must be the change you wish to see in the world," and with that in mind, The Invisible Youth Network envisions better lives for children who cannot see it themselves

## **Lesson 2: Legal Status**

The Invisible Youth Network is a **Nonprofit International Corporation** and has **501 (c) 3 Status.**

The Invisible Youth Network was organized under Internal Revenue Service Publication 1828, Page 3, and is a Nonprofit, Charitable Organization, we have 501 (c) 3 status.

Employer Identification Number

**11-3815799**

With the following exceptions:

- We have no paid positions, everyone is a volunteer.
- We have no fancy offices or expense accounts, all volunteers work out of their home/offices.
- 90% of all donations go to our projects and programs.
- 10% of all donations go to operational expenses.

- You may specify how you want your donation used, and or we will discuss with you how your donation will be used upon request.
- Any and all accrued expenses, has a receipt on file.
- On the drawing board is publishing a bi-annual donation report.

The Invisible Youth Network headquarters is located in San Diego, California.

### San Diego, California Registration Compliance

Business Tax Certificate  
**2009015762**

Fictitious Business Name Statement:  
**2009-018291**

As a chapter of the Invisible Youth Network you are legally covered by our paperwork, you need nothing else

## **Lesson 2.1: Fictitious Business Name Statement**

The exception to this is depending on your location the banks will require that you file with the County Clerk of your County a Fictitious Business Name Statement before you can open up a business account in the bank of your choice.

And there is a fee for this which is usually under \$50.00, our cost \$35.00.

As well, we were given a list of approved business related newspapers and we had to run an ad **Doing Business As** for three days, our cost \$12.00.

## **Lesson 2.2: Banking**

A way around Lesson 2.1 [Lesson 2.1: Fictitious Business Name Statement](#) is to open up a separate personal account for chapter funds only and keep it separate from all other personal accounts, name the new account IYN.

In your initial bank account the banks will want you to set it up in your name, secondary bank accounts you can choose the name that you want to use.

If you go to your County administration Building and file a fictitious business name application in the name of Invisible Youth Network, average cost \$30.00, you can then set-up a bank account in the name of Invisible Youth Network

## **Lesson 2.3: Internal Revenue Service**

Due to the fact that we have no paid employees we are not required to file any annual tax returns with the Internal Revenue Service.

On the flip side of the coin there is no rules prohibiting us from reimbursing our volunteers for expenses occurred while volunteering for us, if the funds are available of course.

If you are paying personal income tax:

1. Be advised that if you maintain a home/office for your chapter, to make the math simple, you have a four room apartment or house and you use one of the rooms as a home/office, 25% of all home related expenses is a tax write-off.
2. You use your car 50% of the time for chapter business, 50% of all car expenses is a tax write-off.

**This information was obtained directly from the Internal Revenue Service.**

### **Lesson 3: Starting Your Own Chapter**

Are you familiar with our organization (Invisible Youth Network), which was officially launched on March 26, 2007 for the purpose of reaching out to homeless youth. If not, you might want to become familiar with us by visiting our main website at:

<http://invisibleyouthnetwork.net/default.aspx>

At this time, we are encourage teens and young adults to work together with faculty/staff at their high school, college and university campuses in the establishment of chapters of the Invisible Youth Network, which will get you and your your students involved in worthwhile civic activities.

There is no fee to pay for starting a chapter, and we will give you whatever support you will need to both get started and maintain a chapter, along with being available to answer any questions you might have, now and later.

It's been our experience in the past that we can count on our youth to bring a lot of insight and enthusiasm into our organization, so we're anxious to hear back from you so that we can get started.

The Invisible Youth Network supports the leaders of tomorrow by partnering with them today!

Teens can bring refreshing insights into our organization. What we forget is that some of the greatest minds in the world were teens when they came up with their great ideas.

So, shouldn't youth as young people have a voice in issues that directly concern them? They will not mysteriously learn how to fulfill their civic duties the day they turn 18. They are a large presence in our community and accordingly, they should have a voice in its decision-making. And, shouldn't adults recognize that the tradition of making decisions for youth without youth has failed and that their ideas and solutions need to be taken seriously?

In addition Youth are 28% of the United States population, are active participants in community activities, spend more than \$150 billion a year and are 100% of the future.

**Please note that Starting Your Own Chapter is open to anyone of any age and location!**

**As above stated youth are especially encouraged.**

## **Lesson 4: Getting Started**

These are some initial suggestions for getting your chapter started:

1. Put together a group of associates, friends or students to help you plan-out your chapter and put it together.
2. Come-up with a name for your chapter, it can be something as simple as

Invisible Youth Network  
Dobbs Ferry, New York

Using your location.

3. What is going to be the purpose of your chapter? For example:
  1. Street outreach, working with homeless youth on the streets of your community and providing resources for their needs.
  2. Putting together a youth drop-in center within your community.
  3. Other?
4. Get a new e-mail address for your chapter.
  1. Type into your web browser free e-mail; select one of your choosing.
5. Get a website for your chapter.
  1. Type into your web browser free website host; select one of your choosing.
6. The only tools that you need to make your chapter successful are:

1. Computer
2. Telephone
3. Communication Skills
4. Organizational Skills

Many people work out of their homes. That is referred to as a home/office.

7. You may need a meeting place for your organizational team, more times than not over coffee at a local coffee house will do

## **Lesson 5 Marketing Your Chapter**

Now that you have your chapter pretty much organized get the word out on it.

Here are some suggestions:

1. Free online classifieds.
  - A. Put into your web browser Free online classifieds, and place some free online ads.
  2. Make-up some flyer's (hand-outs) and pass them out in your community.
  3. Make contact with:
    - A. Churches
    - B, Civic Groups
    - C. Merchants

Use your initiative and imagination

## **Lesson 6: Street Outreach**

Think about the number of homeless children walking the streets of our cities. They are facing the elements of street life every day and night, in every way. They are alone, afraid and hungry. Think about how you would feel if were you, your child, or grandchild. Many of these youth attempt to survive living alone on the streets day to day. To assist them we provide them with the following resources when available:

- Backpacks
- Bedrolls
- Drinks, pouches only
- Feminine hygiene products
- Gift Cards for fast food restaurants, in \$5.00 denominations
- Hand Wipes, antibacterial

- Hooded Sweatshirts, (Medium & Large)
- Knit Hats
- Nonperishable food Items
- Shorts, (Medium and Large)
- Travel Size Hygiene Items
- Sleeping Bags
- Socks
- T-shirts
- Wallets to hold their identification
- Water Bottles

You may acquire these supplies through merchant donations or donations of them through your church or school

## **6.1 Donations**

When someone gives your chapters a donation of any significance ask them if they want a tax deductible receipt so that they can deduct their donation from their income tax return.

On the receipt be sure to include our EIN Number which identifies us as an approved 501 (c) 3 organization by the Internal Revenue Service

## **6.2 Official IYN Documents**

**Available by request;**

Receipt for Donation.pdf

Pamphlet.pdf

Official Volunteer Guidelines.pdf

Letter.pdf

IYN-VOLUNTEER-APPLICATION mini[1].pdf

## **Lesson 7: Invisible Youth Network Website**

Your chapter will be listed on the Invisible Youth Network website at <http://invisibleyouthnetwork.net/default.aspx>.

As a chapter of the Invisible Youth Network you are free to copy and paste anything from our website to your chapter website

## **Lesson 8: Fund Raising Activities**

Each chapter is responsible for their fund raising activities and keeps all funds raised within their chapter.

The Invisible Youth Network is requesting two annual donations from each chapter of no less than \$50.00 to help with the cost of maintaining chapters and supportive services

### **Chapter 8.1 Raising Funds**

Two of the most popular and effective fund raising activities is.

1. Organize a marathon (run) within your community for homeless kids, where the runners pay to run in the marathon.

A. Put together a first and second place award.

B. Local businesses may even sponsor some of the runners to get their name and business some publicity.

C. Have a local band perform at the marathon.

D. Have non-alcoholic beverages for the runners, many merchants will donate them to the event.

2. Have a cook-out of your choice.

Many merchants will donate what you will need for the cook-out.

Create your own idea that fits within your community.

You can consider anything from a pancake breakfast to a street fair

## **Lesson 9: Chapter Supplies**

A good source of supplies for your chapter that will not cost you an arm and leg is <http://www.vistaprint.com/>.

These supplies include free business cards, you pay just the postage.

Also good deals on organizational stationery supplies, logo t-shirts and etc,

If your chapter is working with street outreach, it is a good idea to have chapter t-shirts made-up so the street kids know who you are.

And it is good advertisement for your chapter.

## **Lesson 10 Applying for Chapter Status**

If you are interested in starting a chapter of the Invisible Youth Network in your community e-mail us at [invisibleyouth@gmail.com](mailto:invisibleyouth@gmail.com), be sure to include your full name, e-mail address, and chapter location

### **Stuff You Don't Know**

Maybe you are saying to yourself "how can I personally benefit from starting a chapter, if there are no paid salaries?"

#### **You are in for a huge surprise!**

Let's take this scenario for example:

Your chapter is fund raising to put together a youth residential center for homeless kids and or at risk kids. You get the needed funds and select the property for the youth residential center. As head of the chapter you add into the mix the building of a cottage on the property or an apartment within the residential center for your office and quarters paid for by the chapter.

As head of the chapter you have assigned it to yourself.

You purchase a car for the chapter, you have assigned it to yourself.

This also covers all expenses related to the above.

You can also travel on chapter business all expenses paid, airfare, hotels, business meals and etc.

Check-out other nonprofit organizations, for example churches, Red Cross and the Salvation Army in regards to their real estate holdings and expense accounts for their executives.

You have to take your chapter seriously and be willing to put in some long hours, if you want to personally benefit while making a difference within your community.