THE DETECTED GLOBAL CHAPTER NETWORK

DETECTED

CHAPTER LAUNCH HANDBOOK

A practical guide to bringing healthcare education, biomedical engineering and innovation to your community.

YOUR COMMUNITY. YOUR IDEAS. OUR SHARED MISSION.

For student founders, chapter leaders and faculty advisors

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01 / WELCOME

Welcome to DetectED

Thank you for your interest in bringing DetectED to your school or community. This handbook explains what a chapter is, how to establish one, and how to build meaningful programming with other students.

Our mission

DetectED is a youth-led initiative exploring the intersection of healthcare, science, biomedical engineering and artificial intelligence. We aim to make health and technology education more accessible while giving young people opportunities to learn, collaborate and create.

What is a chapter?

A DetectED chapter is a student-led group at a school or in a community. Chapters connect local students with DetectED's mission, educational resources and network-wide opportunities. Each chapter adapts activities to local interests and needs while following shared expectations for safety, inclusion and responsible communication.

You do not need to be an expert in medicine, engineering or coding. Curiosity, reliability and a willingness to learn are the best starting points.

Four programming areas

HEALTH & SCIENTIFIC LITERACY	BIOMEDICAL ENGINEERING & AI
Explore biology, disease literacy, diagnostic technologies and healthcare careers.	Explore sensors, accessible electronics, AI concepts, medical imaging and responsible technology.
RESEARCH & INNOVATION	**COMMUNITY OUTREACH**
Build research literacy, investigate healthcare questions and participate in innovation challenges.	Share accessible learning opportunities and collaborate with schools, libraries and community groups.

02 / GETTING STARTED

Start your chapter in six steps

A small, committed founding team is enough to begin. Build a chapter that can deliver a few high-quality activities consistently before trying to grow quickly.

01 Explore the mission

Read this handbook and review DetectED's website, programming areas and chapter expectations. Think about what your school or community would benefit from.

02 Build a founding team

Identify at least three interested students, including yourself. Discuss why you want a chapter and what kinds of activities you can realistically organize.

03 Identify an adult advisor

If your school or community requires it, approach a teacher, staff member or appropriate adult who can advise and supervise activities. Follow local rules for student clubs and events.

04 Submit the application

Complete the official chapter application with your contact details, proposed team, school or community, advisor information where applicable, and a short launch plan.

05 Complete onboarding

Wait for written confirmation from DetectED Headquarters before using the chapter name as an approved chapter or representing the organization externally. Review the code of conduct and reporting process.

06 Host your first activity

Introduce the mission, welcome members, agree on roles and run a simple educational activity. Record attendance and feedback using your chapter's approved process.

Suggested founding team: Start with a president and two or more members. As the chapter grows, assign education, research, outreach and communications responsibilities. Smaller chapters can combine roles.

03 / ROLES

Build a team that gets things done

Roles help members share responsibility. Do not create positions just to fill an org chart; assign roles when there is enough work for someone to own.

ROLE	CORE RESPONSIBILITY
Chapter President	Coordinates the chapter, chairs meetings, supports the team, communicates with DetectED Headquarters and ensures reports are submitted.
Director of Education	Plans workshops, learning sessions and educational activities using approved resources. Helps facilitators prepare and reflect on learning outcomes.
Director of Research & Innovation	Coordinates student-led exploration, research literacy activities, project teams and participation in DetectED challenges.
Director of Community Outreach	Identifies appropriate community needs and potential partners. Coordinates outreach with adult supervision and required permissions.
Director of Communications	Creates chapter announcements, recruitment materials and social content using approved branding and privacy practices.
Faculty / Adult Advisor	Supports school or community requirements, appropriate supervision, risk review, permissions and safe delivery. The advisor does not replace student leadership.

How to run a useful meeting

A 30–45 minute monthly meeting can be enough. Use a simple agenda: (1) check in and review the last activity; (2) choose one clear objective; (3) assign tasks and owners; (4) confirm dates, materials and adult approvals; and (5) record decisions and next steps.

Healthy leadership habits

Share work fairly, communicate early, keep realistic commitments, welcome new members and plan for leadership transitions. Do not make one student responsible for every task.

04 / PROGRAMMING

Plan activities students want to attend

Start with accessible activities that do not require specialist equipment or clinical access. Use the ideas below as starting points and adapt them to local age groups, school rules and available resources.

Health & Scientific Literacy

- Medical imaging explained: compare what different imaging technologies are designed to show.
- How does disease detection work? Explore screening, diagnosis and the limits of tests.
- Healthcare careers beyond the physician: introduce engineering, data science, public health and design.

Biomedical Engineering & AI

- Build a simple sensor-based demonstration using approved classroom electronics.
- Explore how image classification works using a safe, non-clinical educational dataset.
- Discuss where AI can make mistakes and why human oversight and validation matter.

Research & Innovation

- Turn a healthcare question into a researchable question and identify credible sources.
- Practice reading a scientific abstract and identifying its question, methods and limitations.
- Host a student idea showcase or participate in a DetectED challenge when available.

Community Outreach

- Create a plain-language health science information display reviewed by a qualified adult.
- Partner with a library or school to host an age-appropriate science learning session.
- Organize an approved educational resource or wellbeing initiative with a community partner.

A good first event is simple: one clear learning goal, one prepared facilitator, one activity and a short feedback form.

Activity planning checklist

Before each activity, document: the target age group; learning objectives; facilitator; location and adult supervisor; materials and costs; accessibility needs; safety considerations; permissions; and how attendance and feedback will be recorded.

05 / FIRST 90 DAYS

A practical launch plan

This sample timeline helps a new chapter move from interest to consistent activity. Adjust it to school calendars, local requirements and the availability of your advisor.

WHEN	FOCUS	WHAT TO DO
Weeks 1–2	Organize	Confirm the founding team, advisor, school approval and preferred meeting schedule. Submit the chapter application.
Weeks 3–4	Onboard	Complete orientation, review the code of conduct, assign initial roles and plan the first activity.
Month 2	Deliver	Host an introductory workshop and a member meeting. Gather feedback and document participation.
Month 3	Improve	Run a second activity, review what worked, recruit thoughtfully and submit a short chapter update.

Sample first meeting agenda (40 minutes)

5 min	Welcome and introductions
5 min	What DetectED is and why the chapter exists
10 min	Member interests: health, engineering, AI, research or outreach
10 min	Choose one first activity and assign responsibilities
5 min	Confirm advisor/school requirements and next meeting
5 min	Questions and feedback

At the end of 90 days, aim to have: an active founding team, an approved advisor/supervision arrangement, at least two completed activities, a simple member feedback summary and a plan for the next term.

06 / SAFETY & INTEGRITY

Create a safe, respectful chapter

The safety, dignity and privacy of participants come before events, publicity or growth. Chapters must follow applicable school, community and local laws and policies. The points below are baseline expectations, not a substitute for a complete safeguarding policy.

Adult supervision and approvals

Follow school and venue rules. Obtain required adult supervision and permissions before events. Do not arrange unsupervised one-to-one interactions between adult volunteers and minors.

Privacy and photography

Collect only information needed to run the activity. Obtain appropriate consent before taking or publishing identifiable photos, videos, testimonials or student work. Never publish private contact details, health information or sensitive personal stories.

Online communication

Use approved organization channels and transparent group communications. Avoid private, disappearing or secretive communications between adults and minors. Establish clear moderation and reporting routes.

Health information and clinical boundaries

Provide general educational information only. Do not diagnose, recommend treatment, interpret an individual's medical results or present a student project as a clinically validated device.

External partners and vulnerable populations

Do not contact patients, access clinical spaces, collect patient information or run activities with vulnerable groups without written authorization, appropriate adult leadership and partner approval.

Money, fundraising and products

Do not open accounts, collect donations, make purchases on behalf of DetectED, sell products under its name or promise tax receipts without prior written authorization and appropriate financial oversight.

Respect and inclusion

No bullying, harassment, discrimination, coercion or exclusion. Make activities accessible and welcome different levels of experience and interest.

Reporting concerns

Raise safety concerns promptly with the designated adult supervisor and DetectED's official contact. If someone is in immediate danger, contact local emergency services and follow local reporting requirements.

Important: Chapters should not independently create medical, patient-facing or clinical programs. Any activity involving healthcare facilities, patient contact, biological samples, personal health information or clinical equipment requires specific institutional approval and qualified adult oversight.

07 / REPORTING & RECOGNITION

Show what your chapter makes possible

DetectED aims to understand not only how many people participate, but what they learn and create. Accurate reporting helps the network improve its programming and communicate impact responsibly.

What to record after each activity

RECORD	EXAMPLE / GUIDANCE
Activity	Name, date, location or online format, and programming area.
Participation	Attendance count. Use a privacy-conscious method to avoid double-counting repeat participants across reporting periods.
Learning	Learning objective, short feedback or knowledge check, and what participants said they learned.
Outputs	Projects completed, resources created, presentations delivered or community activities conducted.
Next steps	What worked, what needs improvement, and who owns the next action.

Suggested chapter rhythm

Aim for one meaningful educational or community activity per month when feasible, a short monthly or termly update to DetectED Headquarters, and a review of goals at the end of each school term. Quality and consistency matter more than event volume.

Recognition

Chapters in good standing may be considered for recognition based on consistent activity, responsible leadership, accurate reporting, collaboration and demonstrated learning or community outcomes. Recognition is not automatic and should not be promised as a guaranteed award or credential.

Count people honestly. A student who attends several sessions is one unique participant, not several. Report event attendance separately from unique youth reached.

08 / READY-TO-USE TOOLS

Templates to help you launch

Use these starter templates to organize your first month. Adapt them to your school's requirements and the needs of your community.

Founding team checklist

- ■ We have at least three interested founding students.
- ■ We have identified a chapter president and shared responsibilities.
- ■ We have contacted a teacher, school staff member or appropriate adult advisor where required.
- ■ We understand school or venue approval requirements.
- ■ We have submitted the chapter application and received written approval.
- ■ We have reviewed the code of conduct and safety expectations.
- ■ We have chosen a first activity with a clear learning objective.
- ■ We have confirmed the date, location, supervision, permissions and materials.
- ■ We have a plan to collect feedback and report participation.

Simple activity plan

Activity title	_____
Date / location	_____
Target age group	_____
Learning objective	_____
Facilitator(s)	_____
Adult supervisor	_____
Materials / budget	_____
Permissions / safety	_____
How feedback will be collected	_____

Monthly chapter update

Chapter name and reporting period: _____

Activities delivered and attendance: _____

What participants learned or created: _____

Partnerships or support received: _____

Challenges, safety concerns or support needed: _____

Priorities for next month: _____

09 / NEXT STEPS

Ready to build something meaningful?

A strong chapter does not begin with a large budget, a laboratory or a perfect plan. It begins with a few students who are curious, organized and willing to create opportunities for others.

Before you apply

Prepare a short description of your school or community, your founding team, why you want to establish a chapter, the activities you hope to organize and any advisor or supervision arrangements already in place.

Start small. Learn together. Build consistently. Share what works.

CHAPTER APPLICATION

Visit the official DetectED website and use the **Start a Chapter** application. Do not represent your group as an approved DetectED chapter until you have received written confirmation from DetectED Headquarters.

CONTACT

For questions about chapter applications, onboarding or resources, use the official contact information listed on the DetectED website.

DETECTED

Exploring healthcare. Building innovation.
Empowering the next generation.

Further reading and safeguarding resources

UNICEF Youth-led Action Initiative — guidance on training, mentorship, local networks and youth-led action: unicef.org/youthledaction

Government of Canada — Best Practice Guidelines for Screening Volunteers: Public Safety Canada

Canadian Centre for Child Protection — Commit to Kids resources for child-serving organizations: protectchildren.ca

UNICEF — sample Code of Conduct and Safeguarding resource: Download PDF

This handbook is a starter guide, not legal advice or a complete safeguarding policy. Requirements vary by location, school, venue and activity. DetectED Headquarters and chapter advisors should review local requirements before activities begin. Version 1.0, November 2026.