AYLUS New Branch Guide

Requirements for establishing a new branch of AYLUS
1. There is no AYLUS branch within the applicants’ high school area.
2. The applicants have at least three or more high school students plus one or more adults over the age of 25 as advisor(s) for the new branch.
3. Complete and submit the AYLUS New Branch Application Form and attach recent photos of all the founders.

Review process
1. After receiving the new branch application, AYLUS will review it in time.
2. Upon approval,
   a. AYLUS will create a branch webpage and a branch account at AYLUS.ORG for the new branch.
   b. The new branch sponsor will receive the login information of the branch account.
   c. New branch advisor will be invited to the AYLUS Advisory WeChat group.
   d. It is recommended that the new branch set up a branch mailbox, using the following unified format: aylusbranchname@gmail.com
   e. The new branch is responsible for reporting branch activities on the branch webpage.
   f. Contents required in the activity report (to be used as a proof for applying for volunteer awards in the future)
      i. The date, time and description of the event.
      ii. Members participating in the event; if the time periods are the same for each member, please specify the time of specific members.
      iii. Attach photos of participating members at the event.
      iv. Include the advisor(s) leading the team.
      v. The branch leader who submits the report.
      vi. References: Sample report 1; Sample report 2.
   g. Branch leaders are requested to report the activities of the branch in a timely manner, so that the board of directors can select the Branch of Month according to the number and influence of activities held by each branch.
   h. The branch advisor is responsible for registering branch member volunteering service hours with standardized registration form:
      AYLUS_VolunteerHoursReport_Branch

Branch Banner and Uniform
New branches require their own banners, which can be ordered by advisor from the responsible director in the Advisory Group. New branches can also make their own banner. New branch leaders and advisors are required to wear AYLUS uniform to participate in AYLUS activities (newly established branches have a three-month grace period). AYLUS encourages (but does not require) general members to wear AYLUS uniform to participate in AYLUS activities. AYLUS uniforms can be ordered by branch advisor from the responsible director in the Advisory Group.

Branch Advisor
Each branch must have at least one advisor. AYLUS encourages each branch to establish its own advisory group to expand the activity and diversity of the branch.
Each AYLUS member and his/her parent need to fill in and sign the Volunteer Liability Release Form before the member participating in activities organized by AYLUS.

More Information
For more information on the new branch, watch the new branch Orientation Slide
For more information about AYLUS, please refer to the "AYLUS Bylaw"
More AYLUS forms and documents can be found under https://aylus.org/documents-and-forms/