

HOW DO I START A COMMUNITY CHAPTER?

Starting a community chapter takes some work, but is very rewarding! It is a great way for you to be involved in your community, advocate for the UN, and help realize the Sustainable Development Goals (SDGs) at the grassroots level.

Chapter expectations...

Collaborate with other organizations, businesses, and UNA-USA chapters.

Hold in-district meetings with congressional representatives when possible.

Educate community about the UN and SDGs.

Host at least one event for the community a year around the UN or SDGs.

Find ways to engage members who want to be involved in the chapter.

Manage their own chapter operations, leaders, and programming.

Maintain any state and federal requirement filing for 501(c)(3) organizations.



STEP-BY-STEP PROCESS

- 1 Be at least 18 years old. Make sure there's no community chapter **near you** and then submit the **Community Chapter Interest Form** to have an initial conversation to request approval
- 2 If approved, **become an Organizing Group by carefully select four other people** committed to serving with you on the chapter's Board of Directors and email us those names, contact details, and roles. Four of the five roles must be president, secretary, treasurer, and membership chair. If they are not already UNA-USA members, ensure they join.
- 3 As an Organizing Group, you can now begin any programming to **get your membership numbers up to 25**. You will be given a logo, added to our website, our join form, and chapter leader communication lists. This begins the 6-month deadline you have to complete the following steps.
- 4 Once you reach 25 members, you must **draft Chapter Bylaws** and then sign an **Affiliation Agreement** with us (this details the relationship between us and our chapters). We will provide you with those documents.

STEP-BY-STEP PROCESS

- 5 The president provides a W-9 and signs the Employer Identification Number (EIN) application form we will provide. We fax the application to the IRS, and the IRS sends the president the chapter's EIN.
- 6 With the EIN, we send another request to the IRS to have them include the chapter under our 501(c)(3) group exemption to give the chapter non-profit status.
- 7 The chapter creates its Articles of Incorporation (template provided) and files with its state (and pays any required filing fee)
- 8 The chapter opens up a bank account and then can start receiving membership shares from UNA-USA and conducting its own fundraising.
- 9 We provide updated logos, a charter, and welcome letter for the newly official chapter.