



CHECKLIST FOR STARTING AN AMERICORPS ALUMS CHAPTER

Interested in becoming a local AmeriCorps Alums Chapter Leader? All it takes is your dedication to a lifetime of service, enthusiasm, and these simple steps:

- As a potential Chapter Leader, it is imperative that you be **registered as a member of AmeriCorps Alums** at www.AmeriCorpsAlums.org. If you're already registered, make sure your contact information is up-to-date.
- From the main page of www.AmeriCorpsAlums.org, click the left-menu link under Take Action for "Chapters and Working Groups." Scroll down to your state, and **look for an existing chapter in your area**. If you find one, click the name of the chapter to visit its homepage. If the homepage is developed and a Chapter Leader is identified, contact them directly to find out how you can become involved in chapter activities.
- If there's no chapter in your geographic area, or the webpage for your local chapter isn't developed, send an e-mail to ChapterDevelopment@AmeriCorpsAlums.org to **express your interest in becoming a chapter leader** and request that a homepage be established for your area. Webpage development workshops are available to help you get started on your chapter homepage and the online calendar of events.
- Review the **Roles & Responsibilities of a Chapter Leader**, to help you set some attainable goals for your first six months of chapter development.
- Send an e-mail to ChapterDevelopment@AmeriCorpsAlums.org to request the link to the **online Chapter Start-Up Toolkit**, which is loaded with sample documents, creative event ideas, and best practices.
- Research the **potential service and volunteering partners** in your geographic area. These include:
 - Hands On Network affiliates (visit www.handsonnetwork.org/our-network for a current list)
 - Your State Service Commission (visit www.asc-online.org, and click on the "Service Commission Information" link for a list organized by region.)
 - Local AmeriCorps programs
- Plan and **host an informational meeting** or two to bring local AmeriCorps alumni together. Informal gatherings at coffeehouses or donated meeting room spaces are an inexpensive way to do this. Consider using the **AmeriCorps Alums Overview PowerPoint Presentation** as a starting point for your meeting.
- Work with chapter members and service partners to plan and carry out at least one service or networking event within the first six months of your initial gathering. Be sure to promote your event on www.AmeriCorpsAlums.org.

As a local AmeriCorps Alums chapter leader you can advance your chapter's cause and make a difference in your community by inspiring national service alumni and mobilizing them for change. Use AmeriCorps Alums as your training ground for future success by connecting with our chapter specialists.