

Appendix I: New Chapter Checklist

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|  | Review this Local Chapter Handbook (understand roles and responsibilities). |
|  | Communicate with school administration to seek approval for starting a chapter. In some cases approval may be required by your local school board. |
|  | Identify the school staff person who will serve as the local chapter advisor(s). |
|  | Submit “**New Chapter Request**” online at: register.bpa.org. |
|  | If your chapter is located within one of our chartered state associations, your State Advisor will review your application and approve your request provided you meet all of the qualifications. If your chapter is located from a non-affiliated state or foreign territory,  National BPA will review your application. You will also receive a welcome email along with your login credentials for the Membership Registration System (MRS). |
|  | Connect with your [State Advisor](https://bpa.org/about-us/our-people/state-association-advisory-council/) to learn about any state-specific guidelines or requirements (state membership dues, available conferences, resources, etc.). |
|  | Schedule your first chapter meeting to officially start your chapter at your school. **(see Appendix III: Sample Agenda for Chapter Meeting)** |
|  | Recruit student members. (**Resources:** <https://bpa.org/educators/resources/>) |
|  | Create your own local chapter handout, which should outline the benefits of joining your  local chapter and any membership dues you plan to collect from each student member (if collecting dues, we recommend having the student sign the document). |
|  | Register student members using the Membership Registration System (your login  credentials were emailed to you when your chapter was approved). For assistance, please contact National BPA at [support@bpa.org.](mailto:support@bpa.org) |
|  | Pay your membership invoice via credit card. If paying by Purchase Order, work with your school finance department to secure a PO# in order to initiate the invoice payment process.  **Important Note:** Many schools require that the date on the submitted invoice be on or after the date your PO# has been approved. If this is the case, *please do not submit your invoice until after securing your PO#.* For additional  assistance, please contact National BPA staff member, Michele Gordon, at [mgordon@bpa.org.](mailto:mgordon@bpa.org) |
|  | Formulate your local chapter bylaws and have them approved by your administration and/or school board. These bylaws will serve as the governing document for your local chapter. **(see Appendix VI: Sample Chapter Bylaws)** |
|  | Elect local chapter officers. **(see Appendix IV: Sample Officer Roles and Responsibilities)** |
|  | Create a BPA calendar and set goals for your local chapter for the BPA year. Include local chapter meetings, State conferences, the National Leadership Conference, Workplace Skills Assessment Program (WSAP) competitive events, Torch Awards and BPA  Cares Program deadlines, fundraisers, Regional/State/National officer elections and the official BPA Week. **(see Appendix II: Sample Chapter Calendar)** |

To download a Microsoft Word or PDF version visit: members.bpa.org.

**Chapter Handbook Appendix I**