Steps to Starting a New Chapter

Get Organized

- Develop a list of Asian Pacific Islander (API) organizations with main contact, email and phone number
- Consider ways to collaborate with these organizations
- Attend local community events, identify the leaders and start networking
- Recruit diverse leaders and interested prospective members in the community that are passionate about making a difference in the API Community
- Create a list of all elected officials with their staff contacts, email and phone
- Identify Funders (sponsors) supporting other organizations

Discuss the APAPA Mission (Inspire. Engage. Empower.):

- Voter Development
- Civic Leadership Development
- Appointments
- Civic/Community Engagement

Need a minimum of (5) Board of Directors to start a chapter:

Key Points: Well-connected in community, Committed, Focused, Dedicated, Diverse, Team Player, Good with People and Passionate to the APAPA Mission

1. Chair (Visionary)
2. Vice Chair (Assists the Chair)
3. President (Operational Leader)
4. Secretary (Minutes, Organized, Contact Lead)
5. Treasurer (Financial)

Hold Initial Informational Meeting

- Establish a meeting place, date and time
- Email and Invite interested leaders and prospective members a minimum of two weeks ahead
• Meeting Agenda Information – APAPA History, Mission, Organizational Chart, Number of Chapters, identify reason for forming (everyone has different priorities)
• Plan and develop your agenda and prepare your materials (Request from marketing material, membership brochures (from APAPA HQ or your Regional Leader)
• Create a Sign-Up Sheet with name, company name, email, phone and reason of interest
• Respect everyone’s schedule (consider meetings after dinner around 7:00pm with light refreshments and snacks), MUST be timely and organized
• Assign someone to take minutes and manage the time
• Ask interested people to sign up for Membership, have them complete the Membership Brochure and collect payment
• Ask everyone for the best date and time for the next meeting and have everyone mark their calendar and invite a minimum of one guest
• Follow up with an email, thanking everyone with a recap of the meeting (minutes and action items) ending with the next meeting date

Chapter TO DO’s

• Recruit the Chapter Chair, President, Secretary and Treasurer
• Develop a strategic plan to bring in new members
• Must incorporate with the state
• Apply and register for EIN # (Tax Exempt Status)
• Liability Insurance

Plan for the following:

• Internship/Scholarship Program
• Voters Education and Candidates Forum
• Townhall Events
• Legislative Receptions

Complete and submit the Chapter Application Form

After Final Approval by the National Governing Board...

Plan for the Grand Opening (GO) Event

• Identify a venue (ex. Community Center), Coordinate date and time with Local, State and Federal Calendars
  TO DO’s – Develop a Budget, time, dinner, lunch, or appetizers and refreshments, location, capacity, layout, parking, catering options, traffic flow,
• Create Excel Spreadsheet of local and state elected officials, community leaders, community organizations, media and sponsors and APAPA HQ will send invites to elected officials and sponsors. All other invites will be chapter’s responsibility.
• Solicit sponsors outside of APAPA HQ List for your grand opening event. It will help establish relationships with sponsors for future events/programs.
• Order the GO Package of Marketing Materials from APAPA HQ (3 months ahead of GO date)
• Develop a GO Flyer and Sponsorship Package, highlighting Elected Officials and Sponsors
• Need photographer and Video (optional)
• Identify Scribe to report on event
• Assign minimum of (2) people for Registration (request business cards along with sign in sheets)
• Post Event – Send Pics, report, include number of attendees, number of elected officials, community leaders, community organizations and highlight the event

Establish a Bank Account

• Contact APAPA HQ, Sokie Hul, sokiehul@apapa.org via Email
• Chapter Chair or President MUST be secondary authorized signer on the APAPA Bank Account

Chapter Start up Guidelines

• APAPA HQ will file for 501(c)(3) Status and EIN#
• Must purchase Liability and D&O Insurance (APAPA HQ has arranged to purchase through corporate account)
• Must incorporate with the state (APAPA HQ will provide this service)
• Always adhere and follow APAPA Mission, Vision and Goals

APAPA HQ Support

Marketing

• Social Media, Website – Email all events, programs, highlights and any other pertinent chapter information to APAPA HQ and it will get posted on National Website and Social Media
• Ordering marketing supplies, utilize reorder form and email to APAPA HQ
• At all events/programs always track the number of:
  - Attendees
  - Elected officials
  - Community organizations
  - Community leaders

  After each program/event, always report the numbers and highlights.

Finance

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• Independent in funding and banking, record keeping, reporting & accounting
• $5,000 seed funds issued by HQ along with $5,000 Marketing Package provided prior to the chapter’s grand opening
• Retain 100% of membership dues & funds raised by chapter
• Each chapter must manage expenses and revenue to report to APAPA HQ
• On the APAPA website, all online donations will go directly to the Chapter Bank Account