Summary of Steps to Start a new AWG Chapter

[Instructions specifically for University-Affiliated AWG Student Chapters are indicated in italics]

Following is a summary of the basic steps to form an AWG chapter. Please see the Chapter Information Manual (available at http://awg.org/chapterresources) for a full description and reach out to your Regional Delegates if you need assistance (contact information available at: http://awg.org/Officers).

1) Enough interested individuals (10 minimum) – strong leaders in group who can take charge?
   - Need at least 10 individuals to become dues-paying members of AWG
   - Need a steering committee of at least 3 acting officers [for student chapters, the committee should consist of at least 3 student officers and one faculty advisor]

2) Choose type of chapter:
   - **Rebate earning** - falls under AWG affiliation and becomes a subsidy of AWG and is included on AWG’s federal tax filings. MUST file financial report forms if rebate earning. Includes any type of individual member.
   - **Student** - affiliated through university. All finances and bank accounts through university affiliation, no bank acct in AWG name - does not receive rebates. Primarily student members but can include faculty and alumni of university.
   - **Non-rebate earning** - cannot have bank acct in AWG name. Does not file financial report forms and does not receive rebates. Includes any individual member type.
   - **International** - any chapter forming outside of the United States and its territories will by default be an international chapter. Cannot have bank acct in AWG name and does not receive rebates. Includes any type of individual member.

3) Select a chapter name and identify a mailing address. For all chapter types, AWG will be part of the formal chapter name.

4) Fill out the new chapter application packet and submit to AWG – your AWG Regional Delegates can assist with this process. The forms are available at http://awg.org/chapterresources. Depending on the type of chapter you’ve selected, your forms will consist of:
   - AWG Chapter Application Form
   - New Chapter Membership Roster Form
   - Chapter Programs and Activities Form
   - Estimated Budget
   - Tax Authorization Letter

5) **Student chapters should apply with university to become a recognized organization. Seeking university approval and AWG approval can be a simultaneous process and your faculty advisor can guide you through this process.**

For all chapters: AWG will notify you that they have received your packet. If you already have 10 AWG association dues-paying members, and if everything in your packet is complete, you will be notified that you are officially a chapter. If you have not met the 10-person minimum, you can begin to meet informally and build up your membership – be sure to encourage people to sign up and identify your chapter as their affiliation when they pay their dues.

Once you are an official chapter, you can elect your official officers, create a chapter email, create a webpage and/or Facebook page, and determine the best way to disseminate information to chapter members. Your webpage can be linked through the association webpage (awg.org) once you are official.