

# AFS Chapter Start Up Event-How To

Here are some ideas to get you started. However, YOU can do what makes most sense for your chapter with local talents, interests and time in mind.

## 1. Assessment

- Determine which cities your area will cover
- Receive lists of returnees and past participants who live in your community zip codes from the Regional Volunteer Development Staff in your area.( staff contacts are included in this toolkit)
- Print Chapter Task List from the AFS Wiki for ideas on what your Chapter can do
- Together with the people you found to help put on the first event together, create a plan including venue, invites, food, time, etc

## 2. Action

- Split up the contact lists and make calls to inform people of the upcoming event and encourage their participation in the team whether or not they can make it to the event
- Solidify venue, date and time
- Send out invite 3-4 weeks ahead of event
- Discuss event schedule—½ fun ½ meeting, create agenda and who's doing what
  - Area Team leaders and the Regional Volunteer Development Staff can work with you on this for ideas
- Consider decorations –personal AFS scrap books, memorabilia, AFS banner, nametags etc
- Request AFS materials from the office at least 3 weeks ahead of time to have at the event: hosting brochures, sending catalogs, volunteer opportunities and the AFS Fact Sheet
- Determine who will do the event set up and when
- Send a press release to your local media announcing your event 2 weeks prior to the event
- Have a greeter welcome your guests
- Have a table where people can sign in and get a nametag
- The focus of the event should be on **FUN**, interest, clarifying tasks, and breaking people up into teams to work together on the assigned tasks

### **3. Follow-up**

- Personally contact anyone who expressed an interest in being involved either verbally or on a volunteer interest form
- Email or mail notes to those who couldn't come to the event. Let them know what happened and that there will be other opportunities for them to participate in the future
- Keep the group together by determining
  - Who will hold the next event,
  - Who will follow up/how to see that tasks are being accomplished
  - What is the Chapter's communication method?
    - Email
    - Phone tree
    - Google or yahoo group
    - Other online link together source
  - Who/How will you keep the Area Team informed of your activity (for Affiliated Chapters only)
  - Determine who needs training and contact the appropriate Area Team volunteers and/or the Regional Volunteer Development Staff

### **4. Chapter Chartering**

- If after the first meeting, you feel ready to charter the chapter, work with your Regional Volunteer Development Staff to charter your chapter
- If not ready, determine what you still need and set a timeline for completion
- Benefits of Chartering as Affiliated Chapter within the Area Team include
  - Formalizing your area as an entity with a particular purpose to support local program functions
  - Being able to link volunteers, schools, hosted students, sending students and natural parents with your chapter so that data can be easily tracked and reviewed as necessary. This includes volunteers on the chapter being able to pull lists of chapter entities directly from Global Link