



## Application for Charter Checklist

**1. Review the [Chapters by State Page](#)**

to ensure a group in your area does not already exist. If a chapter does not currently exist in the area, then you may proceed to step 2.

**2. Contact the Director of Engagement, Meridith Balas at [meridith.balas@mail.wvu.edu](mailto:meridith.balas@mail.wvu.edu) to Request to Start a Chapter**

**3. Organize a Core Group**

A group must have at least (5) alumni that will make up the core group that will lead the initiative to form an Alumni Chapter. One member of this core group will be the primary contact person to the WVU Alumni Association – this could be you! Through this process, groups are financially independent entities that are funded by the various members of the group.

The Conducting a Meeting resource can be found under [Chapter Leader Resources](#) on the WVU Alumni Association website.

**4. Reach Out to Alumni and Plan an Interest Meeting**

Host the interest meeting with a goal of at least 20 WVU alumni in attendance. Attendance should be recorded on a sign-in sheet. A Sign-In Sheet Template is provided under [Chapter Leader Resources](#) on the WVU Alumni Association website.

**5. Submit Required Materials**

**a. Constitution & By Laws**

A sample chapter Constitution and By Laws can be under [Chapter Leader Resources](#) on the WVU Alumni Association website and in the WVU Alumni Handbook.

**b. Memorandum of Understanding**

The Memorandum of Understanding can be found under [Chapter Leader Resources](#) on the WVU Alumni Association website.

### **c. Code of Conduct**

The Code of Conduct can be found under the [Chapter Leader Resources](#) on the WVU Alumni Association website.

### **d. Names, Contact Information and Graduation Year of the Five-Core Group of Members**

Sample chapter leadership position descriptions can be found under [Chapter Leader Resources](#) on the WVU Alumni Association website and in the WVU Alumni Handbook.

After your chapter has been approved, you may still need to complete the [Chapter Leadership Transition Form](#) found under [Chapter Leader Resources](#) on the WVU Alumni Association website.

## **6. Approval**

### **7. Apply for a Chapter Logo**

### **8. Apply for an Employer Identification Number (EIN) and Open a Chapter Bank Account**

### **9. Review All Other Resources Under the ‘Getting Started’ Section on the [Chapter Leader Resources](#) Website Page**

### **10. Contact Your Fellow Mountaineers!**