



AMWHO, INC.

Steps to Becoming an AMWHO, Inc. Chapter/Club



OVERVIEW

AMWHO, Inc. chapters and clubs are only created once a member has attended any nonprofit conference type (whether that's a local summit, regional conference, or international conference). No chapter or club may be created without this requirement being fulfilled. Below outlines steps to becoming a chapter or club, starting from the grassroots level of finding interested and passionate fellow students to attend an AMWHO conference.

STEP 1: CREATE A DELEGATION

Creating a delegation, or group of students, to attend an AMWHO, Inc. conference is beneficial for your future chapter or club to have a strong, passionate model-WHO base. Create an interest form with questions determining their level of commitment towards attending a conference. For the international conference, members of a delegation of eight or more receive a discount. Take note of such considerations when creating a delegation team. An example interest form can be found [here](#).

STEP 2: APPLY FOR BECOMING A CHAPTER OR CLUB

Before applying, please read the AMWHO, Inc. Chapter/Club Manual found on the AMWHO, Inc. website under "Chapters." This details all the expectations and roles and responsibilities for chapters and clubs within the AMWHO, Inc. network.

After having read the manual, please email the AMWHO, Inc. Chapter Directors, members of the nonprofit's Board of Directors, with a letter of intent. Their email is chapterdirectors@amwho.org. This letter should notate the following components:

1. Your names and school/university;
2. Your qualification for leading a chapter (indicating proven commitment towards time-consuming extracurricular activities, and leadership/management experience);
3. The AMWHO, Inc. conference that you attended;
4. Your definition of a successful organization as it relates to an AMWHO, Inc. Chapter or Club (i.e. how do you define success for your potential chapter/club?);
5. Your plan for growing a chapter/club at your school, and how you intend to keep it flourishing and sustainable after your term.



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IMPORTANT NOTE

You may not continue proceeding with the next steps until you hear back from the AMWHO, Inc. Chapter Directors. They may ask for a follow-up to your letter of intent, and will take at least two weeks to respond, either approving or declining your request to form a chapter or club. **If you have applied during the spring academic semester, the Chapter Directors may approve your application and request that you complete some of the following steps during the next academic year.**

STEP 3: CHARTER YOUR ORGANIZATION

After having been approved by the Chapter Directors, charter your chapter/club with your student government. Feel free to use [this](#) example charter from AMWHO UNC Chapel Hill.

STEP 4: CREATE A GOOGLE ACCOUNT

Form a Google account, which is used for emailing, storing documents, and sharing files with AMWHO, Inc. Please label the username as "AMWHO [School Name]" (e.g. amwhoemory@gmail.com). All chapter/club files must be placed in the Google Drive, and leadership must add this email account to their personal phones.

STEP 5: RECRUIT YOUR TEAM

Begin recruiting Executive Board members as per the Activities Model found in Appendix A of the AMWHO, Inc. Chapter/Club Manual. A reminder that you may not form a Conference Model in your first year of being a chapter (and clubs may never conduct a Conference Model).



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STEP 6: CONTACT THE CHAPTER DIRECTORS

After completing Steps 5-7, email the AMWHO, Inc. Chapter Directors at chapterdirectors@amwho.org, informing them of your status completion and asking to schedule an onboarding call. During this call, the Directors will introduce you to the nonprofit vision, mission, and values, as well as the specifics within the AMWHO, Inc. Chapter/Club Manual. They'll also share your chapter/club email address to the AMWHO, Inc. Chapters & Clubs Team Drive, which holds essential documents and policies for your review. They will ensure that you understand the requirements necessary to remain a chapter or club.

STEP 7: SIGNING THE CHAPTER/CLUB CHARTER AGREEMENT

After the call, the Chapter Directors will provide a Charter Agreement for you to sign within one week, and other information regarding accessing your chapter/club website. This Agreement is binding for the entirety of the academic semester, or until the chapter or nonprofit discontinue relations.

STEP 8: FINAL STEPS

After your onboarding call, you will be expected to 1) create a chapter/club logo, and 2) create a social media account (e.g. Facebook), letting the Directors know of each account. There are specific requirements for AMWHO, Inc. network logos. They must adhere to the following stipulations:

1. Contains a wreath, which symbolizes peace (see UN/WHO logo and the AMWHO, Inc. logo);
2. Contains a staff and a snake in the center, representing health and aid (see WHO and AMWHO, Inc. logos);
3. Must be representative of your school, whether that means using a mascot, an emblem of the institution, etc. (view different chapter/club logos on their websites at <https://www.amwho.org/chapters.php>).