



New Chapter Start-up

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FI 2002-03; SW 2008; TU 2012; IN 2013

Fundamental Considerations: Pre-Formation Phase



- One (1) *very* motivated Fulbright and several (2-3) Fulbright supporters!
- *Critical mass* of potential members, *i.e.*, Fulbright alums. Can get information from National, colleges, friends & colleagues.
- Identify universities, colleges in the desired area. Note: Chapters are not university chapters!
- These comments pertain to both a (regular) Chapter and an Interest Group; the latter does not require a bank account.



Phase I (Formation or getting started).

- Form an *Organizing Committee* (set goals, contact National, etc.). Ideal is an odd-numbered, small group continuing for 6-12 months. Committee should have demographic representation of the *relevant area population*, mix.
- Identify several (other) key Fulbrights (or Friends of Fulbright); Fulbrights need to out-weigh Friends.
- Contact National (heads-up: get important documents, support; seed monies).
- Begin contacting your *critical mass* (*i.e.*, alums). If you don't have enough, reconsider (meld, join another chapter, go online, etc.). Start a workable list.
- Consider geographic region/area & any constraints (*e.g.*, AK).



Phase II (Basic Structure).

- Determine a name & obtain an email account. Email must *NOT* be an individual person. Want a Chapter, consistent, continuing account. Plan bank account with National; consider other towns if Chapter will be regional.
- Notice in local news & social media; other towns, colleges, alumni. Ideal: article with contact for Chapter information. Aids in identifying new/potential members. Continue expanding a workable contact list.
- Contact all relevant colleges in your potential region/area. Visit personally.
- Start identifying persons for Board, including *potential* officers.
- Hold a *formal meeting* to elect Board & officers; sign documents via National.
- Ideal: Board formed before the “kick-off” event (whatever it is). Board: identify persons with key, needed skills (*e.g.*, financial, communication, etc.).



Phase III: Going Forward, 12-18 months

- Use Board to plan 1 to 2 years out, including the 2 required events/year.
- Within the first year should have contacted *all Fulbright alums* in the area. Continue developing a solid, workable alum list; relevant contact information.
- Suggest: Plan and execute a *Kick-Off Event*. Charge for it; introduce new officers and/or the Board; include college reps; other relevant attendees.
- Plan/decide: Monthly newsletter, brochure, cards for members, etc.
- Might need a presentation on Fulbright, since alums may not belong to the National Association; encourage alums to join National.



Phase IV: Shifting into Maintenance.

By the end of twelve to eighteen months, should have in place:

- Board & officers
- Financial plan & solid budget
- Quality contact list of relevant Fulbright alums in your area
- Plan for on-going activities (2 required) & any others per year (*e.g.*, monthly socials; co-sponsored event(s) with relevant organizations to optimize resources).
- Enjoy your new Fulbright Chapter—congratulations!