



# University Chapter Start-Up Checklist

- ✓ Obtain approval from your school for a Black Connect chapter. Check with the office of student activities or student affairs for your school's requirements.
- ✓ Identify a minimum of 10 prospective student members.
- ✓ Have each prospective member go to [Blackconnect.org](http://Blackconnect.org) to pay national membership dues.
- ✓ Have your faculty advisor complete Black Connect's College and University Chapter Charter Petition and attach a copy of the school's approval.
- ✓ After your petition is approved, Black Connect will inform you of the amount of your chapter's charter fee. The amount of the charter fee varies based on the number of charter members. The minimum charter fee is \$200. The charter fee must be paid in full before the charter ceremony is scheduled.
- ✓ Black Connect will work with the chapter and the school to schedule and promote the charter ceremony. All charter members must be present at the charter ceremony.
- ✓ Within one week, Black Connect will conduct a mandatory training session for new chapters. All charter members must be present at the training session.