



Checklist for Restarting an Inactive Chapter

This checklist is for State or Region Presidents and AFA members who wish to reactivate a chapter that has been inactive or dormant for some period of time. Its only assumption beyond a degree of interest by area AFA members is that a chapter charter, constitution, and bylaws exist somewhere, if only on file at AFA’s National Headquarters in Virginia.

Enter the date each item is completed in the appropriate box, or check the N/A box if the item does not apply. Report any errors or inaccuracies to the Vice Chairman of the Board for Field Operations.

| Action | Date Completed | N/A |
|--|----------------|-----|
| <p>NOTES: This checklist is based on guidance in the Field Operations Guide (FOG). Leaders of a reactivating chapter should familiarize themselves with Chapters 9 (The Chapter), 10 (Planning and Reporting), and 13 (Resources for Field Units), and the section in Chapter 12 on support payments. The current version of this document is available online in the “Guidebooks and Handbooks” SharePoint folder on the AFA web site. Access the folder from the Field Resources page: www.afa.org/membership/resources-for-chapter-leaders.</p> <p>Chapter leaders should also familiarize themselves with the contents of the Field Leaders Training page of the AFA web site: https://www.afa.org/membership/trainingmodules.</p> <p>Keep in mind that the FOG is a <i>guide</i>. Requirements listed in it <i>may</i> be waived by the Vice Chairman of the Board for Field Operations (VC/FO).</p> | | |
| 1. Request the following information from AFA National’s Member and Field Relations department: | | |
| a. The chapter’s assigned area of responsibility (AOR; based on ZIP code areas, including APO ZIP codes overseas) from field@afa.org . | | |
| b. The packet that contains membership materials and information on how to publicize and conduct organizational meetings from field@afa.org . | | |
| c. A roster of members living in the AOR from membership@afa.org . | | |
| 2. Contact these members, plus friends, business acquaintances, etc., to invite them to an organizational meeting. Encourage them to invite others who might be interested in joining. | | |

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| 3. Hold the meeting at a central location. In-person meetings are a much better option, but hold the meeting virtually if necessary, or as a hybrid of in-person and virtual. | | |
| a. Confirm there's interest in reactivating the chapter and willingness to help do it. | | |
| b. Collect contact information of the attendees and other potential members. | | |
| 4. If there's enough interest to continue: | | |
| a. Schedule an organizational meeting within a month after the first one. | | |
| b. Inform non-attendee members of the first meeting's results and invite them to the next one. | | |
| 5. At that organizational meeting, build the initial Ex-Comm—president, vice president, secretary, and treasurer (or secretary/treasurer)—plus any other appointed positions you have volunteers for. | | |
| 6. Locate the original/previous charter, constitution, by-laws. Past chapter presidents or secretaries might have them, or you may need to get them from National. | | |
| a. Review these documents to see if any updates are needed. | | |
| b. If any of these documents can't be found, models and other information are in the "Resources for New Chapters" folder. Access the folder from the Field Resources page of the AFA web site, www.afa.org/membership/resources-for-chapter-leaders . | | |
| c. Submit any revised documents to the State President (or Region President if this chapter will be the only one in the state) for endorsement and forwarding up the chain. | | |
| 7. Determine if a chapter bank account still exists and who has access to it. | | |
| a. If the account exists, transfer control to the new President and Treasurer or Secretary/Treasurer. | | |
| b. If the account can't be found or doesn't exist: | | |
| i. Check with the State President and Treasurer to see if money was transferred to the State when the chapter went dormant. | | |
| ii. If the chapter is the only one in the state, check with the Region President. | | |
| iii. Overseas chapters should check with the VC/FO. | | |

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| c. If money was transferred, ask for it to be returned to provide start-up funds. | | |
| d. If no old chapter funds are available, request start-up funds from the State or Region President or the VC/FO, as appropriate. | | |
| 8. Determine if the chapter is currently registered as a 501(c)(3) federal non-profit from https://apps.irs.gov/app/eos , or from National at field@afa.org . | | |
| a. If it is, determine when the next IRS Form 990 or 990N needs to be filed to stay current. | | |
| b. If it is not, Stateside chapters should work with the State Treasurer, Region President, and/or AFA (field@afa.org) to start the process of regaining federal non-profit status. | | |
| c. Overseas chapters may wish to explore the possibility of getting a Value Added Tax exemption. | | |
| d. Stateside chapters: To confirm or establish the chapter's non-profit status with the state, work with: | | |
| i. The State Treasurer | | |
| ii. The Region President (if the chapter will be the only one in the state) | | |
| 9. Contact AFA (field@afa.org) to establish/re-establish/reactivate chapter e-mail addresses, chapter portal access, etc. | | |
| 10. Form a membership committee to seek additional members. | | |
| 11. Direct the new ExComm to the training videos they should watch (listed at www.afa.org/sites/default/files/2022-11/rec-field-ldr-trng.pdf), and other resources they should get familiar with, like the FOG, upon assuming their new positions. | | |
| a. Have the new team identify which of AFA's mission areas would be best for them to focus on first, and what specific elements of that mission area. The chapter should probably focus on just one or a few to start with: a crawl/walk/run model. | | |
| 12. Coordinate with the State or Region President, or VC/FO for overseas chapters, to connect the chapter with a mentor chapter that is similar in size and situation. | | |
| NOTE: This chapter may be in another state or region (or in the case of overseas chapters, another country). | | |

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| 13. Request or receive a second informational packet from National containing any updated information on chapter administration, additional membership materials, and how to prepare and submit the required reports and plans. | | |

For support or answers to questions, contact:

your State President, _____, at
[2-letter state abbreviation].President@afa.org or _____ (phone number),

your Region President, _____, at
[region name].President@afa.org or _____ (phone number),

the VC/FO at vcob-field@afa.org or _____ (phone number), or

AFA’s Member and Field Relations staff at field@afa.org or (703) 247-5800 or (800) 727-3337, x4821.

Extensive checklists and training modules on a wide variety of topics are available on the [Field Leaders Training Resources](#) page of the AFA web site. The page is divided into five areas: Administration; Communications; Leadership, Recruiting & Retention; Programs; and Organization.

New elected and appointed chapter officers should first review the [Recommended Field Leader Training](#) document, which lists the modules they should view after they assume their new position (indicated by an A in the column for their position for each module).

Finally, the Field Council Training Subcommittee would appreciate it if you’d take a minute to click or tap on the big red Survey button at the right or on [this link](#) to take our survey. We always appreciate your feedback on our videos and guides; they help us make our training better for you. Thanks!

