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|  | **Local Chapter Checklist** |

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| --- | --- |
| **Date:** |  |

New Chapter  Reactivated Chapter

|  |  |
| --- | --- |
| **Proposed Chapter Name:** |  |
| **President’s Name:** |  |
| **President’s Email:** |  |

The new chapter president is responsible for completing the following requirements list. All necessary documentation will be provided by contacting the BNR National Office. BNR must have copies on file before a new chapter can be placed on the Board of Director’s agenda for approval. Please add an X next to each item completed.

**New Chapter Requirements List**

|  |  |
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|  | Identify 4 Chapter Officers (must be active members of BNR) |
|  | Submit a complete chapter roster that includes contact information for officers and proposed members |
|  | Submit the $150.00 chapter application fee through BNR website |
|  | Submit a signed Chapter Charter Agreement for each chapter officer |
|  | Submit a signed Confidentiality and Non-Compete Agreement for each chapter officer |
|  | Design and submit an estimated 6-month chapter activity plan |
|  | Submit chapter contact form (chapter Gmail address and social media links) |
|  | Schedule review meeting with the Director of Membership and Chapters to review business plan |