

## **CHECKLIST FOR STARTING CSVN NEW CHAPTERS**

√ Obtain Chapter Startup Booklet online at [www.csvn.ca](http://www.csvn.ca)

√ ***Stimulate Interest!***

- Hold a meeting of all people interested in forming a CSVN chapter.

√ ***Recruit Members & Establish Chapter Governance with Leadership Roles!***

- Appoint chairperson/committees
- Compile a membership list of at least five (5) individuals **who are CSVN members to register the chapter. This could be your executive!**

*(Required prior to receiving SVN Chapter Status)*

√ ***Define the Chapter!***

- Create a mission statement, goals, and objectives for the chapter
- Write your chapter charter/bylaws (utilize reference “Chapter Startup Booklet”)
- Submit chapter charter/bylaws to the CSVN Office for review by the Chapter Development Committee.
- Complete the Chapter Member list & all paperwork on the application form

√ ***Create a budget!***

- Develop a plan for financial independence
- Obtain commercial/vendor support

√ ***Submit entire application to the CSVN!***

- Chapter Application Form
- **Application fee \$20.00**