



## How to Start an ACT for America Chapter

### Step 1: Sign Up

If you haven't already, please go to [ACTforAmerica.org/getinvolved](http://ACTforAmerica.org/getinvolved) to submit your official Get Involved form - select "Start a Chapter" when filling out the online form.

### Step 2: Read the ACT for America Chapter Handbook

Once you have filled out your Get Involved form online to "Start a Chapter" you will be given access to the official ACT for America Chapter Handbook and an ACT for America representative will be in touch with you within 72 hours. While you are waiting to hear from an ACT for America representative read through the Chapter Handbook to become familiar with policies and the ACT for America activism model.

### Step 3: Recruit Your Leadership Team

The most important step in developing your chapter is putting together a strong leadership team. The quality of your leadership team will determine the success of your chapter. It's that simple. The #1 reason that chapters fail is because they lack strong, united, and dedicated officer teams. Invest the time in identifying passionate and qualified leaders (as many as you can find) to help you lead your chapter. **ACT for America requires that each chapter have at least four (4) officers: a President, Vice President, Treasurer, and Secretary.** ACT for America encourages chapters to create and fill additional officer positions as well. The more dedicated people you have on your team, the stronger your chapter will be!

Finding leaders can be difficult, especially in smaller communities. If you're struggling to fill your officer positions be sure to try the following:

- Posting on social media (let people know you're starting a club and need officers).
- Talk to like-minded friends, co-workers, and family members about ACT for America to see if they are interested in getting involved (or know other people who might be interested).
- Tabling and clip boarding (look for like-minded citizens; even if someone doesn't want to be an officer you can build your prospective membership list).
- Reaching out to members of like-minded groups. (Local Tea Party groups, Republican Clubs, nearby conservative college groups)



## **Step 4: Develop Officer Roles & Develop a Plan**

As you begin to fill your officer positions it is important to define roles and determine a plan. You will need to determine each person's specific responsibilities and duties, as well as when/how your leadership team will meet and operate. A summary of what each officer role could do is provided below. **Feel free to edit, adjust, and add to these job descriptions as you see fit.**

### **Mandatory Positions:**

#### Chapter President:

- Presides over meetings of the organization
- Calls chapter meetings
- Facilitates officer meetings
- Appoints committee chairs and/or appointed officer positions
- Develops plans and goals for the organization
- Maintains contact with the ACT for America national headquarters
- **SENDS PICTURES OF ALL MEETINGS AND EVENTS TO ACT FOR AMERICA HQ (thern@actforamerica.org)**

#### Vice President:

- Assumes the duties of the President in his/her absence
- Assists the President in developing plans and goals for the organization
- Directs constitutional updating and revisions (if your chapter has a constitution)
- Facilitates election of officers
- Assists all executive officers as needed
- Organizes end of the year victory celebration

#### Treasurer:

- Serves as primary signatory on financial accounts
- Pays organization bills (if applicable)
- Develops and executes fundraising initiatives
- Maintains financial history of the organization
- **Encourages all chapter members to join the ACT for America Patriots Club (directions on pages 6)**

#### Secretary:

- Obtains appropriate facilities for organization activities
- **Maintains a record of all members in the organization**



- **Manages official chapter email account**
- Notes all members of meetings and event
- Prepares and maintains organization calendar
- Keeps and distributes minutes for each meeting
- Performs other duties as requested by the President

### **Optional Positions:**

#### Outreach Coordinator:

- Plans and executes outreach initiatives
- Maintains relationships with like-minded groups in the community
- Develops strategies for like-minded groups to collaborate with the organization
  - Ex. Splitting cost for table at County Harvest Festival with local TEA Party group.

#### Social Media Coordinator/Digital Director:

- Manages social media accounts for the organization
- Maintains chapter website (if applicable)

#### Historian:

- **Takes pictures of chapter activities**
- Maintains documented records of chapter events
- Maintains files/documents to share with future officers during transitions

You will also need to develop a plan for your chapter's activities. ACT for America suggests writing a strategic plan that includes your group's goals, objectives, activism plans, and event plans for the upcoming year. Once goals are established, assign specific projects and tasks to your officer team. This will keep your team accountable and ensure that everyone stays focused on the chapter's goals.

### **Step 5: Sign the Chapter Agreement**

The final step to make your chapter official with ACT for America is to read and sign our Chapter Agreement. This document needs to be filled out by the Chapter President, and he/she will need to provide the name and contact information for the chapter's Vice President, Secretary, Treasurer and any additional officers. The Chapter Agreement can be accessed online at [actforamerica.org/chapteragreement](http://actforamerica.org/chapteragreement). Once the Chapter Agreement is signed, your group will be considered an official ACT for America chapter provided that all guidelines in the agreement are followed.



## **Step 6: Become a Member**

For just \$1 a week, you receive access to exclusive and behind-the-scenes national security information so you can help secure America! You can also either choose one of our membership options on the payment page or give any amount you'd like as a monthly amount

You will receive:

- Periodic members-only commentary from our founder and national security expert, Brigitte Gabriel and key members of the ACT for America staff;
- Access to behind-the-scenes information, such as periodic Capitol Hill Updates from our Director of Government Relations; and reports from a variety of national security influential figures and organizations.
- Participation in national security-focused tele-town halls and conference calls with the ACT for America team and national security professionals
- Unlimited access to detailed national security reports such as our Muslim Brotherhood Project.
- Exclusive invitations to virtual and in-person briefings with Brigitte Gabriel
- Special invitation-only ACT for America store discounts
- **Most importantly, your love and patriotism for America and commitment to stand up against political correctness, so that we remain vigilant at all times to keep our nation safe**

**If you're already a member and have not yet been granted access to the members-only site, please contact us at [membership@actforamerica.org](mailto:membership@actforamerica.org).**

If you're already or have been donating at least \$5 per month, you are considered a premium member. Please contact us if you need access to the members-only site.

For more information go to: [http://www.actforamerica.org/become\\_a\\_member](http://www.actforamerica.org/become_a_member)