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|  | **Local Chapter Checklist** |

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| **Date:**   |  |

[ ]  New Chapter [ ]  Reactivated Chapter

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| **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 AAWD National Office. AAWD 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 AAWD) |
|[ ]  Submit a complete chapter roster that includes contact information for officers and proposed members  |
|[ ]  Submit a signed Confidentiality Agreement for all officers |
|[ ]  Submitted draft of chapter bylaws (charter)  |
|[ ]  Develop a chapter business plan (team, goals, meeting locations, and calendar of events for 6 months)  |
|[ ]  Schedule review meeting with the Director of Membership and Chapters to review business plan |
|[ ]  Receive official activation notice |