

HOW TO START A CLUB OR ORGANIZATION

Creating a club or organization is a good way to ensure longer-term commitment to an issue you care about. By finding others who want to achieve the same goal and working towards it together, an organization can become a recognized leader for a cause.

- GETTING STARTED**
- Make sure there's a **NEED** for your club or organization. Determine how **YOUR GOALS** are different from what already exists so you can build enough support. If you find there are other groups working toward the same issue, an alternative is joining in to further your common goals.
 - You can't do it alone, so **FIND PEOPLE** to run the club or organization with you. And choose hard workers who care about your cause.
 - **FIND AN ADVISOR OR MENTOR** who can help guide you.
 - **WRITE A MISSION STATEMENT.** It's important to define your goals so that you can refer back to them and know you're always working towards them.
 - **GET ANY NEEDED APPROVAL** to start your organization (*for ex. from your school's head of clubs or from the Internal Revenue Service if you want tax-exempt status*)
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- ONCE IT'S FORMED**
- Determine **WHO THE OFFICERS** are and what their tasks are
 - Figure out **HOW OFTEN** you want to meet and the best way to communicate
 - Write down **BASIC RULES** for everyone to follow
 - Determine **WHAT ACTIVITIES OR EVENTS** you'd like to organize
 - Figure out if you need to do any **FUNDRAISING** and start planning your method
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- KEEPING IT GOING**
- Communicate regularly with **CLUB OFFICERS** and **MEMBERS.** It's essential that everyone knows their responsibilities and gets reminders about deadlines.
 - **RECRUIT OTHER MEMBERS.** While it's important to have a core group of dedicated officers, it's important to continually look for new participants if you want your club or organization to have long-term success.
 - Keep members **MOTIVATED AND ACTIVE.**
 - If you're taking a break (*say, for summer vacation*) make sure you have **A RESTART DATE**, so you don't lose momentum.



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