

1. PERFORM AN ASSESSMENT OF INTEREST and commitment to growth of a new local chapter by addressing the following questions. This assessment **MUST** be completed as an initial step to determine member commitment and potential longevity of the chapter.
 - a) Are there at least ten members of ANNA who wish to belong to the chapter?(list names)
 - b) Are there enough full members committed to the growth and development of a local chapter willing to assume leadership positions within the chapter for a minimum five year period?(list names)
 - c) Where will the chapter officers be drawn from over the next three to five years and beyond?(list plan)
 - d) Is the formation of a chapter absolutely necessary or are there ways to become more involved in and/or benefit from an established ANNA chapter? (i.e. Have the officers of the nearest chapter been contacted to discuss ways to better reach the ANNA members in your area?)(list name of nearest chapter and officers contacted)
2. DESIGNATE A CONTACT PERSON
3. CONTACT PERSON WILL CALL THE ANNA NATIONAL OFFICE (888-600-2662) to speak to the Manager of Chapter Services to express interest in starting a new chapter. The Manager of Chapter Services will contact the ANNA Chapter Support Team Leader (ACST) with the request.
4. THE ACST LEADER will contact the designated person for a preliminary discussion regarding formation of a new chapter.
 - Confirmation of information gathered in step one
 - Request additional information as needed
5. The ACST Leader will submit the gathered information to the ACST for review. The ACST will review information obtained and conduct further assessment as needed.
6. IF it is determined that a new chapter is not viable the ACST Leader will relay this information.

IF REQUEST IS GRANTED:

1. THE ACST LEADER WILL GRANT PERMISSION TO PROCEED for new chapter formation and assign an ACST member to the potential chapter.
2. THE ASSIGNED ACST MEMBER WILL PROVIDE ADDITIONAL RESOURCES TO INCLUDE:
 - New Chapter packet:
 - Petition of Charter
 - Chapter Action Plan
 - Chapter Profile
 - Additional resources and information as requested
3. DESIGNATED CHAPTER CONTACT WILL PROVIDE:
 - A list of potential chapter names
 - A list of identified mentor/s
 - A Completed Potential Chapter Officer profile with a minimum of 2 candidates for each officer position (President, President Elect, Secretary, Treasurer, Health Policy Representative)

- A 5 year projection of additional members who will serve as chapter officers
Submit all paperwork and any requested items to the ACST c/o ANNA National Office, East Holly Avenue, Box 56, Pitman, NJ 08071.
4. The ACST will review all information and make a final determination on the new chapter status.
 5. If the ACST determine that a new chapter is in the best interest of ANNA and its members, AN OFFICIAL WELCOME LETTER will be mailed from the National Office, Chapter Services Department, to the interested members listed in 1 a.
 6. THE DESIGNATED CONTACT MUST SCHEDULE AN ORGANIZATIONAL MEETING
 - In a centralized location
 - With adequate notice to all prospective CHAPTER MEMBERS.
 - ADVERTISE THE MEETING BY SENDING notices to nephrology facilities, including transplant centers and in-hospital renal units in the area. Consider telephoning nurse managers of the nephrology facilities to reinforce the written notice.
 - Invite assigned ACST member to attend the meeting.
 - Consider having a short educational program in conjunction with the meeting and include the following:
 - Name tags for all in attendance.
 - Attendance record which asks for addresses, phone numbers, email, and ANNA membership status.
 - ANNA membership applications and information brochures available.

Follow an agenda which has been established prior to the meeting:

- Begin with welcome remarks and around the room introductions.
 - Review ANNA's mission, philosophy, purpose and strategic plan.
 - Review the purpose of ANNA's chapters.
 - Describe the plans for a new chapter formation. Have a discussion / question and answer period.
 - Nominate or elect chapter officers (or ask for volunteers to be officers and/or committee chairpersons).
 - Project some initial chapter goals (i.e. membership, educational programming, fund-raising, etc.).
 - Select a chapter name.
 - Develop an initial chapter action plan with specific goals and timelines for completion.
 - Plan the next meeting date, time, and location.
7. SEND THE CHAPTER PROFILE TO THE ANNA NATIONAL OFFICE after the election of chapter officers, along with any other requested information. If there is an educational activity provided at the organizational meeting, a Chapter Meeting Summary Form and the Attendance Record must be sent to the ANNA National Office within 30 days of the organizational meeting in order to receive CE's toward recharter .
 8. SEED MONEY IN THE AMOUNT OF \$ 750 WILL BE MAILED TO THE NEWLY ELECTED Chapter Treasurer from the National Office.
 9. CHAPTER OFFICERS WILL HOLD A CHAPTER EXECUTIVE COMMITTEE MEETING TO FINALIZE CHAPTER ACTION PLAN