

Start A Chapter Checklist

- Fill out the “Request a New Chapter” form located on the ACF website. After the form is received and submitted, our office will contact you to schedule a meeting and begin the process.
- Gather at least 5 students and a faculty member sponsor (preferably an SDA faculty sponsor, but if none available, then Christian)

**You can talk to your local church pastor and your conference ACF/youth/young adult director to find out if they know any other Adventist students in your area. You can also be creative and search via social media, put a table at student orientation, advertise in church bulletins, and talk to the chaplain's/Dean of Students.*

- Find out the steps the university/college requires for you to become a recognized club and get that started. This will allow your chapter to become an officially recognized student organization on campus. Make sure you check with whichever office coordinates student organizations on your campus to get approval forms from them.

**Will allow you access to school resources such as meeting rooms, web space, and more.*

- Elect officers for representation to the conference. You will need to select a President and Vice President and send those names, as well as the name of the faculty sponsor, along with the cell phone number and email address of each to Cristian Rodriguez at crodriguez@gccsda.com. In addition, you will each need to create a four digit pin to be used for financial transactions with the conference.

**Treasurer, Secretary, Social Meeting Coordinator, etc are all optional at this point and can be added as your chapter grows. NOTE: The president, vice-president, and treasurer must be an SDA member. All other officers do not need to be.*

- Make sure all necessary forms (as outlined in step 1) are filled out. If completed, you can go ahead and request start-up funds from the conference for your chapter using the Chapter Funds Form, which you can find on the ACF website. After all steps are completed you will be recognized as an official chapter of the Georgia-Cumberland Conference and your chapter will be added to the ACF website.

**Final approval will be made by the Young Adult Council of the Georgia-Cumberland Conference.*