

Starting a PTPI Student Chapter: Checklist

As you start the process of establishing a PTPI Student Chapter, use this helpful checklist as a guide

- Contact PTPI.** Introduce yourself to the appropriate staff person in your region, and he or she will provide you with guidance and materials.

Middle East/Africa: Ahmed Roushdy, ahmedroushdy@ptpi.org

Europe: Verena Denk, programs-europe@ptpi.org

Americas: Kristine Knutter, youthcoordinator@ptpi.org

Asia/Pacific: Betsy Warfield, specialprograms@ptpi.org



- Learn about PTPI and the Student Chapter Program through PTPI's online materials.** This will educate you about our programs so you can explain PTPI and the student chapter program to others. Be sure to read the [bylaws!](#)
- Get approval from your school to start the chapter.** (This doesn't apply to chapters that are not school-based.) Your school will likely have unique requirements.
- Recruit one or more adult advisors:** This person must be at least 21 years old, and will guide and mentor the chapter. Check with school administrators, teachers, coaches, delegation leaders, or parents who are knowledgeable about the community and have experience in management and/or fundraising. Encourage interested adults to read the **Officer: [Adult Advisor Guidelines](#)**.
- Think of fun project ideas for your chapter to do during the upcoming year!**
We came up with some ideas for you. Check out the [projects](#). Also, check out student [e-newsletters](#) and [publications](#) for ideas. PTPI programming categories include [service/humanitarian work](#), [cultural understanding](#), education of self, chapter and community, [public relations](#) and [membership recruitment](#).
- Find at least nine other people to join your new chapter.** Actively [recruit members](#) through fliers, announcements, social media, and by talking to friends and peers. Be sure to advertise your first meeting, show the two-minute [Think Bigger video](#) and have fun!
 - Together, find a meeting place, and try to reserve it for the same time and location for the entire year. Libraries, classrooms, coffee shops and students' homes are good options.
- Host a Chapter Planning Meeting.** [Follow an agenda](#), [elect officers](#), brainstorm more project ideas and gather students' contact information and dues (if applicable) to complete the [Student Chapter Application](#). Before the meeting, be sure to skim through the [documents created for officers](#) so you are prepared for a leadership position and you can share with the chapter what characteristics make a good officer.
- Submit your Chapter Application** (and dues if applicable) to PTPI World Headquarters, and PTPI will set a time for a call with you to talk about your new chapter.
 - PTPI will mail your group an official PTPI Chapter Charter, PTPI banner, guidebooks and welcome materials.
- Open a checking account for your student chapter, if possible.** Read the [Managing Chapter Finances](#) document for guidance. If your chapter is school-based, determine whether you should use the school's checking account.