



8 STEPS TO STARTING AN AUTISM SPEAKS U CHAPTER

Paperwork to start a chapter can be submitted to the Autism Speaks U national office from **September 1 - May 31**.

After completing **all** of the steps below, the future chapter will have a call with the Autism Speaks U national office and be granted “provisional status” for one semester. After that semester, the chapter’s efforts will be evaluated to determine if “official status” will be granted.

1. REGISTER ON THE AUTISM SPEAKS U WEBSITE & DOWNLOAD THE CHAPTER GUIDEBOOK.

- Visit the Autism Speaks U site at AutismSpeaks.org/U and click the “Register” button.
- Download and review the Autism Speaks U Chapter Guidebook at <http://bit.ly/chapterguidebook>.

2. CONTACT YOUR STUDENT ACTIVITIES OFFICE.

- Their office will tell you what paperwork to submit in order to become a registered student organization.

3. SUBMIT CHAPTER NAME AS **AUTISM SPEAKS U [YOUR FULL SCHOOL NAME]**.

- **NOTE:** The entire name “Autism Speaks U” needs to be in the chapter name.

4. SECURE A FACULTY ADVISOR.

- Ask a faculty or staff member on campus to be the chapter’s advisor.

5. SET CHAPTER MEMBERSHIP & FUNDRAISING GOALS FOR THE SEMESTER AND SCHOOL YEAR.

- **MEMBERSHIP GOAL:** The number of students the chapter will recruit to become “active members” who attend regular meetings and events. Aim to secure 25-35 “active members” in the first semester.
- **FUNDRAISING GOAL:** The amount the chapter will raise each semester and during the school year. Chapters are asked to commit to a *minimum fundraising amount of \$1,500-\$3,000 for the first semester*.

6. COMPLETE & SUBMIT FOUR ITEMS TO THE AUTISM SPEAKS U NATIONAL OFFICE (find documents in the [Chapter Guidebook](#)).

1. Chapter Agreement (see **pages 33-35**)
2. Chapter Constitution (see **pages 36-39**)
3. Chapter Year Plan at <http://bit.ly/chapteryearplan>
4. E-Board Contact Form at <http://bit.ly/S1HFjh> (once all positions are filled)

***Email documents to autismspeaksu@autismspeaks.org or fax to (917) 475-5065.**

7. HOST A GENERAL INTEREST MEETING ON CAMPUS.

- Set a date, time and location and let the entire student body know that you’re starting a chapter and recruiting general and e-board members. Have sign-up sheets to stay in contact with interested students.

8. ESTABLISH AN E-BOARD

- Fill at least **8 positions** (see pages 12-13 in the [Chapter Guidebook](#) for descriptions of the positions listed below)
 - President, Vice President, Secretary, Treasurer, Fundraising, Sponsorship, Marketing, and Recruitment.
- Have the e-board register on the Autism Speaks U site (visit AutismSpeaks.org/U and click “Register”).
 - **NOTE:** The chapter will not be eligible for “provisional status” until all of the e-board registers.

