

CHAPTER STARTUP CHECKLIST

FY2009/2010

PRESIDENT

1. Chapter renews at 86 percent or above
2. Chapter holds a Strategy Summit within six months **
3. Growth is top priority of chapter
4. Chapter follows ALL EO guidelines, to include US\$1M **
5. Core board positions are in place (no multiple positions) **
6. Current chapter bylaws are on file in EOnetwork chapter profile within six months
7. President-Elect is named before 1 November
8. Both President and President-Elect attend the annual Presidents' Meeting
9. Chapter holds monthly board meetings and records minutes
10. At least four chapter board members attend the GLC, to include President or President-Elect **

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LEARNING

1. Chapter holds at least three events in six months **
2. All chapter events posted on EOnetwork
3. Chapter tracks event attendance at learning events
4. Chapter enters speakers in EOnetwork Speakers Database
5. Chapter enters speaker ratings

COMPLETED

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FORUM

1. At least 90 percent is Forum-trained within 90 days
2. At least 90 percent placed in Forum within 90 days of joining
3. Chapter has two or three complete Forums within the first year **

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COMMUNICATIONS

1. Quarterly chapter communications sent to all members
2. At least 30 percent responds to survey
3. Utilize and update EO Access quarterly

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SPONSORSHIP

1. Chapter has at least one sponsor within 12 month

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FINANCE

1. Chapter dues are collected from members once Board positions are filled and calendar is established **
2. At least 30 percent signed up for auto-renewal
3. Local dues are set at no less than US\$1,000 **
4. Current fiscal year budget on file in EOnetwork
5. Budget in place for retreat, Pres. Meeting, Strategy Summit, GLC

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MEMBERSHIP

1. Chapter has more than 25 members after one year **
2. Chapter uses new member integration process
3. At least 50 percent completed Member Exchange profile

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** Items critical to graduating to full-chapter status

CHAPTER NAME



Entrepreneurs'
Organization