

## Starting a Chapter

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### Step 1: Read through the Chapter Guidelines

Chapter Guidelines can be found on the Project Planet A website ([project-planeta.com](http://project-planeta.com))

### Step 2: Get approval at your school (if applicable)

Understand your school's policy for starting a club and get approval at your school to start a Project Planet A chapter.

### Step 3: Find One or Two Interested People

Have a President and one or two interested youth for the chapter.

### Step 4: Recruit an Adviser

Recruit an adult advisor. This must be a faculty member at your school.

### Step 5: Fill out the "Start a Chapter" form

Fill out the "Start a Chapter" form that can be found on our website ([project-planeta.com](http://project-planeta.com)) under "Chapters".

If you would like to start a chapter at your school, but do not want to be President, please make sure to find someone to be President before filling out the form.

### Step 6: Have an Introductory Meeting with a PPA Representative

Wait for an email from a Project Planet A Chapter Liaison about setting up a meeting. Come to the meeting prepared with questions.

### Step 7: Create a Method of Outreach

Create a social media account, email list, Remind, or other communication method in order to have a platform to connect with members and people of your community. It can be used to create educational posts and post updates on events or opportunities.

### Step 8: Host an Introductory Meeting

Allow people to get to know you and the other people involved in the chapter. Tell them about what you will be doing and how they can get involved as members. Be sure to make this meeting open for discussion so that members feel that they have a voice.

### Step 9: Recruit Board Members

Recruit a team of students to run the club with you to fill positions such as President, Vice President, Treasurer, and Secretary. You can post about the applications on your chosen method(s) of communication.

### Step 10: Recruit Members/Get People Interested

Post about what you will do as a chapter, facts about the urgency to take action on climate change and environmental issues, and that action isn't perfection, but that each person must work to do their part. Additionally, personally reach out to your own friends and friends of friends. Work hard to get people who have been less involved in helping the environment to at least show interest.

### Step 11: Create a flexible plan for the year

## Contact Information

General Inquiries → [projectplaneta.org@gmail.com](mailto:projectplaneta.org@gmail.com)

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