

Starting a Chapter

STEPS 1 - 6 ARE REQUIRED

Step 1: Read through the Chapter Guidelines

Click [here](#)

Step 2: Get approval at your school *(if school affiliated)*

If a school chapter, get approval at your school to start a Project Planet A chapter. We do not know your school policy, but please contact us if you need any help or have any questions.

Step 3: Fill out the “Start a Chapter” form

Fill out the “Start a Chapter” form that can be found on our website (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 4: Find One or Two Interested People

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

Step 5: Recruit an Adviser

Recruit an adult advisor. If a school chapter, this must be a faculty member. If a community chapter, it can be any adult of the community, including parents/guardians.

Step 6: Have an Introductory Meeting with a PPA Representative

You should have received an email from a Project Planet A Chapter Liaison about setting up a meeting. Make sure to have both Step 4 and Step 5 done prior to the meeting so that you can report the information to your Chapter Liaison. Come to the meeting prepared with questions.

STEPS 7 - 10 ARE OUR RECOMMENDATIONS

Step 7: Create a Social Media Account

After your meeting with the Chapter Liaison, you should have been given all necessary information. Our first recommendation is to create a Social Media account (preferably Instagram) for your Project Planet A chapter.

This is necessary to start getting students interested in joining and providing updates/advertising events.

The social media handle of your chapter should be @projectplaneta.(school initials). **If the username is taken, revert to @ppa.(school name written out)

For community groups: @projectplaneta.(city)

Create an introductory post and make sure to tag @project.planeta in it

Step 8: Recruit a Board

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 social media account.

Once you have your board recruited, you will fill out the “Board Positions” form that will be sent to you.

Step 9: 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.

Send out a membership interest form.

Step 10: 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.

Contact Information

General Inquiries → projectplaneta.org@gmail.com

Website → project-planet.com