

Start of the Year Chapter Checklist

*Additional resources to complete these items are linked at the end of the Founder's Series Training!

- Bookmark the [Be The Match on Campus website](#)
- Have every chapter member complete the [Be The Match on Campus sign-up form](#)
- If your chapter is a Registered Student Organization, complete any start of the year tasks required by your campus
- [Volunteer Portal](#) – Create an account or log in to confirm your information is current
- Create a [Be The Match on Campus Fundraising Page](#) for your Chapter
- Complete [Founder's Series](#) training (hot tip: completing the Founder's Series also means you've completed [Ambassador training](#)- It's a 2 for 1 deal!)
- Review the [Be The Match on Campus Student Guidebook](#)
- Review the Volunteer Handbook*
- Review the Be The Match Waiver and Confidentiality Statement*
- Set Chapter goals for the academic year*
- Complete the Partnership Agreement with your chapter members*
- Decide on a meeting schedule for your chapter and complete the Meeting Expectations with your chapter members*
- Reserve your meeting spaces on campus
- Calendar out your events for the year and reserve spaces if possible*