



State: _____
President Name: _____
Chapter: _____ Chapter Extension Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

The Chapter Civic Leadership Blueprint will serve as a six month activation program for new chapters. Successful completion of the CLB will be recognized by the National Organization. The requirements are intended to assist you with the development of your new chapter.

FIRST – MONTH REQUIREMENTS:

- Submit a chapter roster
 - *Include name, birthdates, phone number, mailing address and email*
- Choose a date, time and location for monthly general membership meetings
- Conduct a Member Survey
 - *Conduct the survey by calling the members and utilizing the questions that are on the survey on the www.usjaycees.org website.*
- Collect a list of prospective members from each member
- Host Elections for officers – such as:
 - President*
 - 2 Vice Presidents (Internal and External)*
 - Treasurer/Secretary*
- Begin Passport to Civic Leadership program with all members
- Conduct a general membership meeting

SECOND – MONTH REQUIREMENTS:

- Establish Area of Opportunity (Business, Community, Individual and International) Committees
 - Have committees select a chairman*
 - Have Committee Chairs meet with their Area of Opportunities and select a meeting date, time and location*
 - Submit a copy of the Committee Chairs' contact information and meeting date, time and location to the Chapter President*

- Committee Chairs conduct Area of Opportunities meetings and develop a plan of action for their areas
- Combine all four area of opportunities to form the chapters Plan of Action
- Submit a copy of the chapters Plan of Action to the National Junior Chamber Civic Leadership Certification Program Manager
- Develop the chapters Bylaws
 - The US Jaycees website has a file called Bylaws template to help with the development of the bylaws*
- Attend a new member orientation via webinar – Can be done live while the webinar or happening or can be done by recording or you can request a national officer to conduct one live for you at a specific time
- Publish and distribute a chapter newsletter
- Conduct a general membership meeting and Board of Directors Meeting
- Develop a chapter call list for committee chair people

THIRD – MONTH REQUIREMENTS

- Have Local Officer Training for new officers
 - Contact the state office or US Jaycees office to assist in coordinating the Local Officer training for the Chapter*
- Submit new officer directory to the National Junior Chamber CLC Program Manager
- Conduct a general membership meeting and Board of Directors Meeting
- Attend a webinar training on Project Management Guides
- Community Area of Opportunity Vice President/Chair and committee meet to coordinate a Community project
 - *Complete project within the first six months of chapter extension*
 - *Write a Project Management Guide (PMG) for the Community project*
- Business Area of Opportunity Vice President/Chair and committee meet to coordinate a Chapter fundraising project
 - *Complete project within the first six months of chapter extension*
 - *Write a Project Management Guide (PMG) for the fundraising project*
- Individual Area of Opportunity Vice President/Chair and committee meet to coordinate an Individual Development Project
 - *Complete project within the first six months of chapter extension*
 - *Write a Project Management Guide (PMG) for the ID project*
- Submit an article(s) to the local newspaper(s) about chapter and upcoming projects
- Host a membership social

FOURTH – MONTH REQUIREMENTS

- Conduct a general membership meeting
- Publish and distribute a chapter newsletter via mail or email
- Conduct a Board of Director's meeting
- Conduct a new member orientation for any new members.
- Complete a proposed Membership Plan for the Year:
- Establish a chapter website and/or social media site (Facebook, Twitter, etc.)

- Develop a calendar of proposed events for the rest of the year
 - *Submit a copy of the calendar to the National Junior Chamber CLC Program Manager and your State Jaycee President*

FIFTH – MONTH REQUIREMENTS

- Conduct a general membership meeting and a Board of Director's meeting
- Evaluate the Chapter Plan
- Publish and distribute a chapter newsletter via mail or email

SIXTH – MONTH REQUIREMENTS

- Conduct a general membership meeting and a Board of Director's meeting
- Enroll all new members who have not signed up for Passport to Civic Leadership form
- Host a membership social
- Attend an event with another State Jaycee chapter or a state or national convention
- Publish and distribute a chapter newsletter via mail or email
- Submit this completed form to the National Junior Chamber CLC Program Manager

REQUIREMENTS TO BE COMPLETED BY END OF 6 MONTH PERIOD:

- Completion of three chapter projects: (Community, Individual & Fundraising)
- Enroll all Charter Members into the Passport to Leadership program