



THE UNITED STATES JUNIOR CHAMBER®

EXTENSION BLUEPRINT and GUIDE

Revised 11/01

One of this organization's strongest community development projects is the ability to reach out to communities and begin new Jaycee chapters. This Extension Kit has been designed to teach how to begin a new chapter with easy step-by-step instruction.

Use the materials in the "Forms" and "More Resources" sections to complete the necessary forms and paperwork to ensure that the new chapter meets all of the requirements to become fully affiliated with the state organization, The United States Junior Chamber, and Junior Chamber International.

Getting Started

The greatest gift a community can receive is its own Jaycee chapter, and a new Jaycee chapter is the most effective community development project a chapter, district, or region can participate in. Think of all the wonderful things Jaycee chapters do for their communities. Now, consider the positive impact a new chapter can have on a community.

This blueprint is a simple, step-by-step program that has been tested and proven to be effective. It is most effective when done in the sequence indicated. Read through this guide twice for best results.

Helpful Hints for Success

1. Be educated concerning Jaycee history and ideals.

Selling something is always easier if the seller KNOWS what is being sold.

2. Don't use high-pressure tactics.

As remarkable as it may seem, some people don't want to be Jaycees. It only gives the Jaycees a bad image and makes people feel uncomfortable when the invitation is too pushy. If progress is not being made, thank the prospect for his or her time and go on to the next prospect. This does not mean to immediately accept a "No."

3. Know the schedule of upcoming events.

This provides the opportunity to get new and prospective members involved quickly in the activities of the new chapter.

4. Always have membership applications.

A sheet of applications is provided in the "FORMS"

section of this extension kit. Simply print out the master sheet and copy as many as needed. Pre-printed applications can also be obtained through the Junior Chamber Products Department by calling 800.331.3248, or visit them at www.juniorchamber.org.

Preparing to Start an External Extension

Research and planning are the two most important things to consider when preparing to start a new chapter. It is vitally important to know as much as possible about a community before establishing a new chapter. Size, Jaycee history, former Jaycees, community resources, annual events, and activities should be considered. A project committee and thorough planning help to ensure success.

Steps to a Successful Extension

1. Go to the Mayor of the community of the chapter doing the extension and ask him or her to write a letter of endorsement similar to "Exhibit A." If the chapter plans to do more than one extension, get a letter that doesn't mention a specific community; it can be reused.

2. Determine in which community the new chapter will be extended.

3. Two weeks prior to E-day (extension day), send representatives to the community in which the extension is being planned and do the following:

a. Contact the Mayor and explain that a new Jaycee chapter is being formed in the community. Ask for his or her support and a list of events or programs in which the members of the new Jaycee chapter might participate. Ask for a signed letter similar to "Exhibit B." (This is powerful. Make sure to get this letter.) Ask the Mayor to create a list of individuals he or she feels would be interested in becoming members of the new chapter. Be sure that addresses and phone numbers are included.

b. Contact the local Chamber of Commerce or business association and explain that a new Jaycee chapter is being formed in the community. Ask for a list of events or programs in which members of the new chapter can participate. Ask for a list of potential members which includes addresses and phone numbers. Many businesses may have owners and/or employees who are

potential Jaycees. The Chamber can be a terrific resource for the new chapter.

c. Contact the local media (radio, newspaper, and television) and explain that a new Jaycee chapter is being formed in the community. Ask for their support through Public Service Announcements. The community should undergo a media blitz immediately prior to starting the extension. When talking to the media, identify the contact person at each location so the media can be updated on the progress of the extension. Ask for their information deadline to ensure timeliness.

d. Personally contact a local bank and follow the procedure in "Exhibit D."

e. Borrow a city directory from the Mayor, Chamber of Commerce, or one of the media contacts. (Not all cities will have one.) Usually there is one in the public library.

f. Go to the county court house to obtain a voter registration list.

4. Without going into the community, develop a potential member list using available resources. Get names (include spouses), addresses, and phone numbers. Throughout the entire extension process, write out all names of prospects and referrals, along with their addresses and phone numbers on index cards. (See Exhibit E)

5. Consolidate the names and write each recruit's name, address, phone number, and spouse's name on an index card. Eliminate duplicates.

6. Determine the best days and times to do the extension. (For example, Friday, Saturday, and Sunday.) It is important that once the extension team is working in the community, they stay in the community until the extension is completed. Each community is different, and weekends may be effective in some communities while weekdays will be more effective in others.

7. On chapter letterhead, copy the nomination letter. (See Exhibit C) This letter is effective. Don't change it.

8. Send each potential member on the list the nomination letter (Exhibit C) the letter from their Mayor, (Exhibit B), and the letter from the Mayor of the extending town, (Exhibit A). Put them in the above order. Include a Jaycee recruiting pamphlet if available.

9. Hand address all the envelopes. If the recruits are married, address the envelope to both husband and wife.

10. Mail the letters so the potential members receive them three to five days prior to E-day.

11. Begin the media blitz in the community. Jaycees

need to be the "buzz" word in the community the entire week.

12. Call every person that was sent a letter. See Exhibit F for a basic script that works effectively. Remember: The goal is to set an appointment to visit the prospect's home or business on the days the extension team will be in the community. Study the script and commit it to memory. Ask for referrals from each person contacted by phone. Check each referral for duplication. If not a duplicate, call immediately.

NOTE: THE GOAL IS TO OBTAIN 25-30 APPOINTMENTS or more for E-DAY.

13. Send a HANDWRITTEN post card to each potential member once an appointment has been set. Thank the prospect for the appointment to meet with them and remind them of the date and time. Write and mail the postcards the evening the appointment is made.

14. When visiting prospects, assign two Jaycees to a team (one male and one female works best). Teams should report to an established meeting point. The Chairperson should stay at the meeting point. Schedule the appointments about 45 minutes apart. Each team should have the following information with them:

a. A master list of all the appointments for the weekend.

b. A master list of all the prospective members to whom the letters were sent.

c. A list of all the suggested events, projects, programs, etc., that the new chapter might participate in that the Mayor, the Chamber of Commerce, community leaders, and the potential members provided.

d. Any specific information that the callers received on the individual prospects.

e. Extra copies of all the letters previously mailed.

f. Extra copies of Jaycees Magazine or the state publication.

g. Recruiting pamphlets and brochures, including membership applications.

15. Send the teams out to RECRUIT using the information they have with them (above). Always attempt to recruit husbands and wives together. An incentive for joining as a couple may be offered. For example, \$45 each or \$80 as a couple.

NOTE: Each new member should indicate the most convenient evening of the week to attend meetings on his or her completed application. This will help to arrange a meeting time for the new chapter.

16. When new members are signed, ask them to go over the list of potential members to whom letters were sent and see if they recognize any of the names. If they do, ask them to accompany the recruiting team to that appointment. In addition, ask them for more referrals. Get names, addresses, and phone numbers. Ask new members if their names can be used when recruiting their referrals.

17. Take names of all new referrals to the central meeting place to ensure there are no duplicates. Write the names, addresses, and phone numbers of the new referrals on index cards. Send the recruiting teams to see them, making sure that each team knows who referred each person.

NOTE: When approaching these referrals, say "Joe New-Member (the person who recommended them) asked me to talk to you and I promised him or her that I would." This will open the door for the recruiting team.

18. An alternate plan is to follow the steps in Step 12. Call every person who was sent a letter. The goal is to set an appointment that evening. Tell the prospect, "I have people out in the community right now. May I have them stop by and drop off a brochure?" Have them follow steps in Step 14, 15, and 16.

19. Stay in the community until a minimum of twenty people have joined the new chapter.

20. Submit proper paperwork and monies to the State Service Center.

Tips for the Extension Chairperson

1. Be sure to get a minimum of 20 checks BEFORE having an organizational meeting. The reason is simple. If one negative person is at a meeting when there are only 15 checks, it may be necessary to return checks and start all over.

2. After deciding in which city or town to extend the new chapter, contact the state Jaycee Service Center. They may have resources for obtaining prospective member names and community contacts.

4. If there was a recent pre-existing chapter in the community, try to avoid involving previous members in the new chapter. They may be the reason the old chapter no longer exists. Often new people have a more positive outlook.

5. Identify the names and phone numbers of the Mayor and the head of the community business association or Chamber of Commerce and any prominent businesses in the community. This information may be

obtained by contacting the City Clerk or the business association itself.

6. After compiling a list of contact people, call and make an appointment to meet with them. Do not expect to "stop in." Their time is valuable and an appointment will guarantee uninterrupted time with the contact. Attempt to set up appointments for first thing in the morning.

7. Obtain a phone book before entering the community or as soon as possible after arriving. It is a valuable resource for collecting and compiling the names and phone numbers of prospective members.

8. When meeting with the Mayor and community leaders, ask if they will suggest the names of people they know who are of Jaycee age. Ask business owners if they will recommend anyone in their company for membership. Using this method for compiling a list of reference names is very effective.

9. When talking to the Mayor and business leaders, ask them for a location that may be used as headquarters for the extension. It is best if the location has multiple phone lines. The Chamber of Commerce or library can be helpful either by providing a location or identifying one.

10. Obtain a Mayoral endorsement letter and take it to all appointments. (Exhibit B in this Blue Print) If the Mayor has been a Jaycee, use the letter with the line "As a former Jaycee," if not, use the letter without that line. In most cases, the Mayor will endorse a letter identical to the sample.

11. Dress and act professionally. Business attire is appropriate when dealing with city leaders and business people. As a representative of the Jaycees, the extension team should behave in a professional manner.

12. Have a press release prepared, take it to all appointments, and give it to the local media. (A sample press release is included in Exhibit F.)

13. At the recruiting appointments, make sure to get referrals. (See Exhibit G) **THE EXTENSION WILL NOT BE COMPLETED FROM THE ORIGINAL LIST OF NAMES RECEIVED. REFERRALS WILL COMPLETE THE EXTENSION.** Use the referral form in this Blue Print. **IT WORKS!**

14. Consider the extension to be a project. It is not complete until everything is done. Make the appropriate time commitment to complete the project. The committee must persist and work hard until it is finished!

15. Have plenty of volunteers to call prospective members. Look for people with good phone skills and

techniques. Take advantage of the opportunity to train people who have never worked on an extension.

16. Have three or four teams of two people each available to go into the community on the "E-day." Meet with them ahead of time to discuss the procedure. Allow the experienced team members to train the inexperienced recruiters. A team with one woman and one man works best. In addition, if using "state" people, it is best to have one "local" person and one "state" person per team.

17. Remember: Unless a check is in hand, DO NOT count any individual as a YES. "Interested" people do not count until they are interested enough to write a dues check.

After the new chapter has NO FEWER than twenty new Jaycees, it's important to continue to build the chapter. Follow through and follow up by organizing the first meeting, first newsletter to notify the new members of the first meeting, thank-you notes to all who helped on the extension (Mayor, business sponsors, Chamber of Commerce), and letters congratulating new members. This is just the beginning of a new chapter. The extending chapter and the District or Region Director must commit to see the new chapter through its growing pains. Refer to the Chapter Green Chip program for guidelines in helping the new chapter through its first months.

For further information and guidance on the extension and Green Chip process, please contact The United States Junior Chamber Membership Services Department at 1.800.JAYCEES.

Forms

Once the Extension Blueprint in the "Getting Started" section of the Extension Kit has been read, it is time to use several of the forms provided. One of the most used forms is the **Membership Application**. There are three applications to a page. Simply duplicate them as needed. This provides an unlimited supply of membership applications! For those who choose to use a brochure in involving new members into an extension, an easy-to-use brochure has been developed in which the local information can be entered. This brochure is available in *A Guide to Successful Chapter Management - Version 3.0* or on the U.S. Junior Chamber web site at www.usjaycees.org.

There are two forms to be used when completing the extension process. The **Application for Affiliation** is to be completed and enclosed with the other forms. The

Charter Member Form is the form on which the names and pertinent information of all charter members will be recorded. The form has five areas in which to record the information.

The only other form that you will need to submit is the **Application for Employer Identification Number (Form #SS-4)**. Because this is an Internal Revenue Service form, it must be obtained by visiting the IRS website. Go directly to the form by typing in: <http://ftp.fedworld.gov/pub/irs-fill/fss4.pdf>

Additional Resources

The **Extension Checklist** helps to keep track of the materials necessary to completing the extension and ensuring that the new chapter meets all requirements in becoming affiliated with the state organization, The United States Junior Chamber, and Junior Chamber International.

One important item that needs to be submitted is the **Constitution and Bylaws** of the new chapter. A good example of this document is included in the Extension Kit section in *A Guide to Successful Chapter Management - Version 3.0* or on the U.S. Junior Chamber web site at www.usjaycees.org.

Finally, the effectiveness of completing an extension is not the number of members you successfully recruited into the new chapter, but rather how active the new Jaycees become. A time-tested program entitled **Green Chip** is a 90-day activation program used to assist the new chapter.

Exhibit A

Sample letter of recommendation from the Mayor of the extending chapter town.

[HOME TOWN STATIONERY]

(Date)

I proudly write this letter of recommendation for the Home Town Jaycees.

In a community that has a great number of civic organizations, the Home Town Jaycees have developed into a group of "True Doers." They are a dynamic, public spirited group promoting leadership training through community involvement.

The Jaycees were the first community organization to donate funds towards the establishment of the Home Town Little League and currently sponsor their own Little League team. They sponsor Football Skills, man the phones during the Jerry Lewis Telethon, contribute to Special Olympics, and have donated funds to the Home Town Fire Department for the purchase of life-saving air bags (list the chapter's accomplishments here). Although I have only mentioned a small part of the Jaycees' contributions, it is obvious that the Jaycees have become an important asset to the Home Town community. In short, the Home Town Jaycees are a very dynamic part of the City of Home Town.

Sincerely,

John W. Williams
Mayor

Exhibit B

Sample letter of recommendation from the Mayor of the extension town.

[NEW CITY STATIONERY]

(Date)

Jane White
200 Church Street
New City, PA 17478

Dear Ms. White:

It has been brought to my attention that a chapter of the Jaycees is being organized in New City. I am glad to see this organizing effort is under way and heartily endorse both the organization and the developing local chapter.

The Jaycees were active in New City some years ago and did many good things while in existence. A return of the organization will help our community in many ways while providing leadership training opportunities for our young people.

(As a former Jaycee,)* I am familiar with the many valuable services the organization renders to communities like ours. I fully support the goals of the Jaycees and look forward anxiously to the development of a strong local chapter.

Wishing you all success, I am,
Sincerely yours,

Lynn B. Millard
Mayor

(*delete this line if Mayor was not a Jaycee.)

Exhibit C

Sample letter of nomination mailed to all prospective members of the new chapter. (Mail a minimum of 100)

[EXTENDING CHAPTER STATIONERY]

Dear Community Leader:

CONGRATULATIONS! You have been nominated for membership in the greatest young person's organization in the world today — the New City JAYCEES! The Jaycees is an organization of young people between the ages of 21 and 39, promoting personal and professional development as well as community service opportunities. Most importantly, Jaycees have fun!

Enclosed is a brochure explaining the Jaycee organization. We will be contacting you in the near future to schedule an appointment and to answer any questions you may have regarding this unique opportunity to join a brand-new Jaycee chapter.

We are looking forward to speaking with you. Should you have any questions, do not hesitate to call us at 123-4567.

Yours in Jaycee Spirit,

Randy Heller, Extension Chairman
Home Town Jaycees

Exhibit D

Involving a local bank in the extension process.

When making contacts in the extension community, an appointment should be made with the local bank manager. Explain that a new Jaycee chapter is being started in the community.

Ask the manager if he or she is familiar with the Jaycees. If not, explain the Jaycee concept and how the Jaycees can help the people of his or her community. Emphasize the individual development area and explain how Jaycees improve the local members through chapter programming. Show him or her the letters of support from the local Mayor.

At this point, ask if there are bank employees who could benefit from membership in the Jaycees. This is important. Don't ask "Is there someone you would like to have as a member?" They could easily say NO and the conversation would be finished. Ask, "Who from this bank do you want to have involved in this new Jaycee chapter?" The manager is then able to give the name of an employee he or she would like to see in the Jaycees. Ask if this employee is available for a brief meeting. Let the manager call the person into his or her office. Explain that a new Jaycee chapter is being formed in the community and Mr./Ms. (manager of the bank) would like for him or her to get involved. Plan to explain the Jaycee concept to the employee. After the explanation, ask him or her to complete a membership application. Then, ask the manager if the bank pays dues for their employees for this type of organization. Often, the answer is YES. Explain that the new chapter will need a bank account and ask the manager if the local Jaycees can open an account in the bank.

** At this point ask the manager for the charter fee. Often, banks are willing to sponsor the new chapter by paying a portion or all of the charter fee.

You now have one member, a bank account, a sponsored charter fee, and if asked, the bank employee that just joined may agree to be temporary treasurer. Ask both the manager and new member for referrals.

If the bank chooses not to cooperate, go to the next bank.

THE KEYS TO THIS APPROACH ARE:

1. Get into the manager's office.
2. Sell the manager on the Jaycees, especially the Individual Development area.
3. Get the employee in the office with the manager. The employee will feel like they have to join and usually will become an active member.
4. Be enthusiastic and confident. Don't be intimidated by the bank manager.

Exhibit E

Prospective member file card system.

1. Prepare to make phone calls by filling out file cards (sample below) for all prospective members.
The phone callers only have to fill in the date and result of their call.
2. After the call is made, the card can be filed in the appropriate area of the file card system.

not now
no
prospects
call back
referrals
appointments
yes - not paid
yes -- paid

Name: Perry Prospect
Address: 123 Main St., Hometown, USA 12345
Phone: 876-5432
Referred by: David Johnson, Hometown Mayor
Other info (spouse): Perry works at National Bank spouse Paula

DATE

7/22 - 6 p.m.
7/23 - 2 p.m.
7/24 - 6 p.m.

ACTION

Called, not home
Called, seemed interested, wanted to talk to spouse He said to call back 7/24 - 6 p.m.
Called, made appointment with both of them 7/25 7:30 p.m. at their home.
Directions on back.

Exhibit F

Sample telephone script and sample news release.

REMEMBER: Always be positive even if people say "no."

Hi! This is _____ from the _____ Jaycees.

How are you doing tonight? I'm calling regarding the New Town Jaycees. Did you receive our letter?

(OR for referrals - "Are you familiar with the Jaycees?")(YES) Great! Then you're aware of the outstanding contributions that a Jaycee chapter can make to a community like New Town. (NO) Well, we are a group of positive, young leaders who do some outstanding projects in the _____ area.

That's why I'm calling you tonight. I would like to set a time when I can stop by and explain the Jaycee concept further, because it may be perfect for you! Would _____ (day) _____ at _____ (time) _____ be a good time, or would you prefer _____ (day) _____ at _____ (time) _____ ?

Great! Now, I have your address as _____ Is that correct? (Ask for directions, color of home, cars in driveway, etc.)

OK, I'll see you on _____ (day) _____ at _____ (time) _____. Have a nice evening!

SAMPLE NEWS RELEASE

The Home Town Jaycees are starting a new Jaycee Chapter in New Town.

The Jaycees is an organization for young men and women aged 21 through 39. It provides its active members the opportunity to develop their leadership skills by becoming involved in community service projects and programs.

The Home Town Jaycees will be in New Town contacting individuals who would like to take advantage of this opportunity to become a member of the new New Town Jaycees.

If you are between the ages of 21 and 39 and would like to learn more about the Jaycees, please contact Randy Heller at (717) 790-4829 or write to the Home Town Jaycees at PO Box 123, Home Town, PA 18847.

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Exhibit G

Involve the members of the new chapter in the team extension effort.

Help us fill your chapter with your friends!

WHO . . .

- . . . is in a similar situation as yourself?
- . . . do you work with?
- . . . are the two most promising young people you know?
- . . . is planning to be married?
- . . . is expecting an addition to their family?
- . . . is buying a new home?
- . . . has recently moved here?
- . . . has recently been promoted?
- . . . has recently started a business?

Name _____

Spouse _____

Address _____

City _____ State _____ ZIP _____

Home phone _____ Work phone _____

Fax _____ E-mail address _____

Age _____ Occupation _____

Name _____

Spouse _____

Address _____

City _____ State _____ ZIP _____

Home phone _____ Work phone _____

Fax _____ E-mail address _____

Age _____ Occupation _____

Name _____

Spouse _____

Address _____

City _____ State _____ ZIP _____

Home phone _____ Work phone _____

Fax _____ E-mail address _____

Age _____ Occupation _____



Application for Membership

YES! I am between the ages of 21 and 39 and want to increase my opportunities for success by becoming a member.

Name _____

Address _____

City _____

State _____ ZIP _____

Date of birth _____

Home phone _____

Work phone _____

Fax # _____

E-mail address _____

Employer _____

Title _____

Spouse's name _____

Referred by _____

I would like to refer _____

Phone _____

I AM INTERESTED IN THE FOLLOWING:

- Social Issues
- Environmental Issues
- Personal Development
- Community Involvement
- Meeting New People
- Governmental Affairs
- Social Security Reform
- Medicare Reform
- Professional Development
- Family & Youth Activities
- Sporting Activities
- Business Networking
- International Affairs
- Other _____

Dues for your Jaycee membership are NOT tax deductible as a charitable contribution.

THE U.S. JUNIOR CHAMBER®

PO Box 7 • Tulsa, OK 74102-0007 • fax 918.584.4422

www.usjaycees.org



Application for Membership

YES! I am between the ages of 21 and 39 and want to increase my opportunities for success by becoming a member.

Name _____

Address _____

City _____

State _____ ZIP _____

Date of birth _____

Home phone _____

Work phone _____

Fax # _____

E-mail address _____

Employer _____

Title _____

Spouse's name _____

Referred by _____

I would like to refer _____

Phone _____

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Name _____

Address _____

City _____

State _____ ZIP _____

Date of birth _____

Home phone _____

Work phone _____

Fax # _____

E-mail address _____

Employer _____

Title _____

Spouse's name _____

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I would like to refer _____

Phone _____

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Application for Affiliation

DO NOT WRITE IN THIS SPACE	
Chapter #	_____
Rec'd. date	_____
Charter date	_____
Charter members	_____
Charter #	_____

We, The _____ Junior Chamber of _____, _____, submit for approval this Application for Affiliation with the _____ Junior Chamber, The United States Junior Chamber, and Junior Chamber International. The affiliation requirements must be completed as specified in Bylaw 3-3. Failure to complete these requirements in the specified time period will result in the forfeiture of all dues and fees paid.

As required by the Bylaws of The U.S. Junior Chamber in respect to affiliation requirements, we submit the following:

1. Acceptance of certification requirements (notorized signature of applicant individual member and notorized signature of chairperson from the founding chapter).
2. Payment of fees — **NOTE: THESE FEES ARE NOT REFUNDABLE.**
 - a. State fee as required by your state organization not to exceed \$10 per each regular member.
 - b. Charter fee of \$250 plus the new individual member fee of \$15 per charter member.
3. Roster of local members complete with all required information as specified in Bylaw 3-3.
4. Temporary mailing address until permanent chapter address can be established. This address will be used to ship affiliation material (by UPS).
5. **A COPY OF CHAPTER BYLAWS AS SPECIFIED IN BYLAW 3-3.**

Chapter name _____

Address _____ City _____ State _____ ZIP _____
(UPS will not deliver to Post Office Boxes)

“We, the undersigned, have read the requirements for affiliation as outlined in Bylaw 3-3 and agree to abide by the constitution and Bylaws of The United States Junior Chamber.”

New Chapter President/Chairperson _____ Phone _____

Affiliation Chairperson _____ Phone _____

Witness my hand and official seal this _____ day of _____, _____

(Seal) My Commission expires _____ Signed: _____

Founding Chapter Information (if applicable):

State _____ State number _____ Chapter _____ Chapter number _____

Chapter Pop. Division _____ Local President signature _____

STATE ORGANIZATION MEMBERSHIP is a requisite to the affiliation of any local organization with The United States Junior Chamber. Under the nationwide federation’s integrated organization structure, the relationship between local and state and national divisions is so closely knit that full participation is essential. This application must be signed by your State President before it can be approved by The United States Junior Chamber.

TO BE COMPLETED BY THE STATE OFFICE OR STATE PRESIDENT: Please provide all information requested. This application cannot be processed unless all of the information is given and all of the required documents are included.

Chapter Pop. Division _____ State Pop. Division _____

Regional Director _____ Number _____

District Director _____ Number _____

State President’s Signature _____

President of the _____ Junior Chamber.

Chapter	Population
Pop. Division	Area Size
1	0-850
2	851 - 2,500
3	2,500 - 5,000
4	5,001 - 15,000
5	15,001 - 30,000
6	30,001 - 75,000
7	75,001 - 150,000
8	150,001 - and up
9	non-reg. chapters



THE UNITED STATES JUNIOR CHAMBER®

CHARTER MEMBER FORM

INSTRUCTIONS:

1. Please type complete information for each new member.
2. This form is for use only with the Application for Affiliation for initial submission of charter members.
3. Please make sure a telephone number for each member is listed, so new members can be contacted.
4. This form must be submitted with the Application for Affiliation to your state office when complete. The chapter retains the pink copy.
5. Please send all paperwork along with remittance of all dues as specified on the Application for Affiliation.
6. Affiliation requires twenty (20) members between the ages of 21 and 39.

State _____ State # _____

Chapter name _____

To be assigned by The U.S. Junior Chamber:

Chapter number _____

Submitted by _____

Phone _____

E-mail address _____

M F Last name _____ First name _____

Address _____

City _____ State _____ ZIP+4 _____

Date of Birth (Mo/Yr) _____

Home Phone _____ Work Phone _____

Fax # _____ E-mail Address _____

M F Last name _____ First name _____

Address _____

City _____ State _____ ZIP+4 _____

Date of Birth (Mo/Yr) _____

Home Phone _____ Work Phone _____

Fax # _____ E-mail Address _____

M F Last name _____ First name _____

Address _____

City _____ State _____ ZIP+4 _____

Date of Birth (Mo/Yr) _____

Home Phone _____ Work Phone _____

Fax # _____ E-mail Address _____

M F Last name _____ First name _____

Address _____

City _____ State _____ ZIP+4 _____

Date of Birth (Mo/Yr) _____

Home Phone _____ Work Phone _____

Fax # _____ E-mail Address _____

M F Last name _____ First name _____

Address _____

City _____ State _____ ZIP+4 _____

Date of Birth (Mo/Yr) _____

Home Phone _____ Work Phone _____

Fax # _____ E-mail Address _____

Retain one copy for chapter records. Send two copies to your state office with affiliation documentation.



THE UNITED STATES JUNIOR CHAMBER®

EXTENSION CHECKLIST

- Minimum of twenty (20) charter members
- Charter fee of \$250
- Administrative fee of \$15 per charter member
- Completed Application for Affiliation
- Completed Charter Member Form listing all charter members

HELPFUL HINTS TO SPEED PROCESSING

- Each member must meet The U.S. Junior Chamber age requirements (21-39 inclusive) as of the processing month in which the extension is to be applied. Dates of birth **MUST** be listed for each.
- All members currently listed on The U.S. Junior Chamber membership roster may not be included as one of the first twenty members. This includes members in at-large chapters 8888 and 9999. They may become the 21st charter member of any new chapter.
- Full names, rather than initials, must be used on the Charter Member Form.
- Use a complete mailing address to ensure that all new members receive their membership cards, publications, and other information.
- Home and business telephone numbers must be included on the forms.
- Signatures of the extension Chairperson and a representing member of the new chapter must be notarized, and daytime phone numbers included for each.
- Chapter population divisions should be determined at the state office using the latest U.S. Census figures for the city or town in which the majority of the new members reside.
- Region/District Director assignments must be listed exactly as they appear on The U.S. Junior Chamber RD and DD summary, which is sent monthly to the state office.
- Legibility is a must.

HOW TO SUBMIT THE PAPERWORK TO BE AN OFFICAL CHAPTER

1. APPLICATION FOR AFFILIATION - Place the new chapter name on the first line of the application for affiliation. Fill in all of the spaces with the required information. The new chapter temporary or elected President must sign the application and include a daytime telephone number. The same information is required from the affiliation Chairperson. These signatures must be notarized. It is important to include both the state number and chapter number along with, if applicable, the founding chapter's name and population division. The bottom portion of the application is to be completed by the State President or state office. This information is used to place your chapter in the proper region and district. The state headquarters has a listing of all Regional and District Directors in the state, and they will assure that the information listed in this portion matches exactly with what is on file with The U.S. Junior Chamber.

2. CHARTER MEMBER FORM - This form is used to establish your official membership record on file with The U.S. Junior Chamber. Be certain that all of the information listed on this form is complete and correct. If an incorrect address is listed, you will not receive national Junior Chamber publications or your official Jaycee Identification Card. All applicants for membership must list a date of birth on this form in order to be accepted for membership, and be between the ages of 21 and 39 inclusive. Remember to use your full name.

3. EXTENSION CHECK LIST - For your review. If all of the steps listed are completed, your application will be processed quickly and efficiently. If you have any questions, contact your support crew.

For more information, call 800.JAYCEES and ask for the Membership Services Department.