

# AMWHO, INC.

## STEPS TO BECOMING AN AMWHO CHAPTER/CLUB

- 1 AMWHO chapters and clubs are created once their leadership (i.e. President/Vice-President, or Co-Presidents) attend either the [international conference, or any other AMWHO conference](#). No chapter/club may be created without this requirement being fulfilled.
- 2 Creating a [delegation](#), or group of students, to attend an AMWHO conference is beneficial for your future chapter/club to have a strong, passionate model-WHO base. Feel free to use [this](#) interest form as a template.
- 3 After attending an AMWHO conference, formally apply [here](#) to be considered. Make sure you've read the AMWHO Chapter/Club Manual on the website beforehand. You may not continue any other steps until your application has been approved and accepted by the Chapter Directors.
- 4 **NOTE:** if you apply in your 2nd semester, the Chapter Directors will instruct you to only begin Steps 5-6, and finishing the rest in the following semester. If you apply in your 1st semester, you can complete all of the following steps.
- 5 [Charter your chapter/club](#) with your student government. Feel free to use [these](#) example charters.
- 6 Form a chapter/club [Google account](#), which is used for email and document storage (e.g. amwhoemory@gmail.com). All files must be placed in your Drive, and leadership must add the chapter/club email account to their personal phones.

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Begin [recruiting Executive Board members](#) as per the Activities model. This can ONLY happen in your 1st semester.

8

After completing steps 5-7, email the Chapter Directors informing them of your status completion and ask to schedule a 45min-1hr [onboarding call](#).

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During this call, the Chapter Directors will [introduce](#) you to the AMWHO, Inc. structure, chapter objectives, and chapter requirements.

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After the call, the Chapter Directors will provide a [Charter Agreement](#) for you to sign within 7 days, and other information regarding your chapter/club website, relevant manuals, next steps, etc.