

Steps to Becoming a BPF Chapter

1. Read through “Information for Potential Chapters” to get an understanding of what we expect of chapters and how the chapter/BPF office relationship works.
2. Contact the BPF Chapter Coordinator (chapters [at] bpf [dot] org) and let her/him know of your interest.
3. If you’re just starting out, it probably makes the most sense to ask the Chapter Coordinator to list you as a “BPF Friend” on the BPF website. This way people in your region who are interested in joining a chapter will know how to contact you, and it will give you time to build a small group of co-leaders.
4. Plan an initial meeting in your area to draw people together to explore the possibility of becoming a chapter. Consider hosting a local speaker, seeing a video, or having an informal gathering to discuss the possibilities.
5. Ask the Membership Coordinator (membership [at] bpf [dot] org) for a mailing list of BPF members in your area. Send a mailing announcing the initial meeting.
6. Hold the first meeting. It’s a good idea to begin with an activity that helps people get to know one another; going around the circle. If possible, have one person give a presentation about BPF: its history, philosophy, and some current programs. Initiate discussion about the possibilities for your group.
7. Schedule more meetings over the next few months. It often helps to have a consistent meeting time each month so that people can plan it into their calendar.
8. When your group is ready to meet the chapter criteria (as explained in the “Information for Potential Chapters” document), fill out the chapter application form and send it to the Chapter Coordinator.
9. The Chapter Coordinator may get in touch with you for more information on your application. Please allow up to two months for the office to review your application and for the BPF board to vote on a resolution to make you an ‘official’ BPF chapter.