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# Getting Started Checklist

Welcome to the ICMA Student Chapter Program! Thank you for expressing interest in setting up a chapter, and we are happy to count you as a member in this growing program. Please use this checklist as a way to ensure that you are setting up a successful chapter.

**Getting Started**

* Identify a student leader or leaders to manage the chapter activities (this is critical because without a student lead getting traction will take longer)
* Prepare the [chapter agreement](http://icma.org/en/Page/100441/Start_an_ICMA_Student_Chapter) with ICMA, to include the following information:
  + Faculty advisor’s name and email
  + Chapter mentor’s name and email
  + Student representative’s name and email
  + Chapter email address (e.g. [icmayourschool@gmail.com](mailto:icmayourschool@gmail.com))
* Create a charter for chapter (a sample charter can be found at [icma.org/startastudentchapter](http://icma.org/en/Page/100441/Start_an_ICMA_Student_Chapter))
* Send out a recruiting email to potential members (see sample below)
* See the [FAQ](http://icma.org/en/icma/career_network/education/student_chapters/faq) for any additional questions

**Organizing Your New Chapter**

* Work with your new student leadership to build your chapter. A great student leadership circle will help make your chapter go.
* Send an email to new chapter members with ICMA membership join details (after we receive the chapter agreement I will send join instructions for your chapter members).
* Keep a running list of members for your records.
* Schedule your first meeting! Make sure you have a good topic.

**Keep the Ball Rolling**

* Keep track of events, meetings, etc. throughout the year. This will help when you compile your report for ICMA’s records at the end of the year.
* Decide the level of involvement you want as a chapter (very active, somewhat active, meet occasionally)
* Develop an annual meeting schedule.
* Meeting ideas:
  + View one of the webinars ICMA makes available at no cost to student chapters (email [nextgen@icma.org](mailto:nextgen@icma.org) for details). Or watch ahead of time, and use it as a discussion point.
  + Watch one of the [Leading Ideas](http://icma.org/leadingideas) videos and discuss (similar to above). These are an ICMA member benefit!
  + Go on a site visit to a local government office, resource, or have a tour guided by an area manager.
  + Sponsor or co-sponsor a speaker for your school to bring attention to the wider MPA or graduate/undergraduate body.
  + Visit an undergraduate or high school politics, administration, or civics class and discuss [Life, Well Run](http://icma.org/en/icma/priorities/life_well_run), local government management, or specific local challenges that managers deal with.
  + Visit a local governing body meeting as a group.
  + Host a happy hour with an area manager.
  + Host a speed coaching event in coordination with your state managers’ association.
  + Attend your state association meeting as a group, and be sure to introduce yourselves as students.
* Prepare your annual report in May to submit to ICMA (use your roster of events you maintain to help). This isn’t a laborious task – typically reports are no more than a page, but some chapters submit detailed reports with supplemental materials. You can find [sample reports online](http://icma.org/en/icma/career_network/education/student_chapters/chapter_annual_reports) of what other chapters have done. You can also see what other chapters are doing to get ideas for your own chapter.

**Get Ready for Next Year!**

* Don’t wait until September to gear up for the next year. Many schools begin activities in August, and students know where they are going to school usually in spring. Start your recruiting early!

## Sample Recruiting Email

*(Greeting)*

*Our school has the opportunity to form an ICMA (International City/County Management Association) student chapter. As a student chapter we will have all of the benefits of full ICMA membership. Each student who is a member of our schools chapter can join ICMA for FREE, so spread the word!*

*Here are some of the benefits that we receive as ICMA student chapter members:*

* *Free registration for the ICMAnnual conference*
* *Full ICMA membership, including ICMA’s Newsletter, PM Magazine Online, members-only files, and content (such as the Job Hunting Handbook and Leading Ideas interviews)*
* *Webinars and podcasts exclusively for student chapter members*

*There are many more benefits to forming an ICMA student chapter at our school. For more information contact (insert contact name).*

## Email Chapter President Can Send to New Members

*Welcome to the (insert school name) ICMA student chapter,*

*Now that our school has an ICMA student chapter we can begin registering students, holding meetings and accessing everything that we have available to us as members. You will need to join ICMA to be a part of our chapter and to receive member benefits.*

*I have attached the join instructions for our chapter. It is an easy process that will give you a 2 year membership with ICMA for free.*

*Once you have registered please email me to let me know so I can keep a record of our members. This record will help with our renewal process next year. I will send out an email soon with information on our first meeting.*

*Thank you for your interest in the ICMA student chapter at (insert school name). I look forward to working with you this year.*