



Starting a Founding Forward Chapter

We are excited that you are interested in starting a Founding Forward Chapter. Founding Forward's mission is to create an informed, educated citizenry empowered to participate in and uphold our system of self-government. Chapters play a vital role in advancing this mission.

Chapters are supporting organizations of Founding Forward. Working in local communities across the country, Chapters promote the mission and work of Founding Forward, recruit and sponsor students and teachers to attend programs, and participate in award opportunities.

We will guide you through this process to become an official chapter and assist you. We look forward to working with you during this journey and beyond.

Step #1: Contact Founding Forward to begin the process.

- Hopefully you are reviewing this document because you have learned and become well-acquainted with Founding Forward, our programs, our chapters, and our brand. If you are not familiar with Founding Forward, but interested in starting a Chapter, we are happy to help learn more.
- Contact: Carolyn Santangelo, Senior Director of Chapter and Partner Relations at csantangelo@ffvf.org or 610-933-8825 ext. 234. She will be your primary guide through the process, and well beyond!

Step #2: Organize leadership and identify chapter volunteers.

- A minimum of 3 people is needed to start a chapter.
- You will need to identify a President, Secretary, and Treasurer to begin.
- Reach out to those in your network, but service clubs, military organizations, teachers, and parents are great places to find potential members.

Step #3: Set initial goals and complete Chapter application.

- Create a set of goals for your chapter. What would you like to see accomplished by your chapter in its first year.
 - Potential goals include:
 - Raise \$3,000 to send 3 students to Spirit of America.
 - Visit 2 local school districts to promote the Teacher Programs.



- Nominate an individual or organization in your area for a National Award.
- Complete Chapter Application, which includes Chapter name, location/geographic region, leadership, goals, and other preliminary information.
- Chapter Application will be presented to the Chapters LLC Board for preliminary approval.

Step #4: Begin paperwork.

- You will review and sign a group tax exemption agreement. This allows Founding Forward to add your chapter to the group tax exemption with the IRS. Founding Forward will file your federal taxes each year, after receiving required paperwork from you/Chapter leadership.
- You will review and sign an Unincorporated Association Document. This will serve as your chapter's by-laws.

Step #5: Apply for an EIN.

- You will need an EIN from the IRS to open a bank account.
- Visit: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- You will apply as an "Other Non-Profit/Tax-Exempt Organization" with banking purposes as the reason for applying.
- You will get an EIN immediately.
- Submit your EIN to Carolyn at Founding Forward.

Step #6: Final approval by Chapters LLC Board.

Step #7: Granting of Chapter Charter.

Step #8: Celebrate and go to work.

- Open a bank account.
- Start promoting your chapter. Founding Forward will supply the necessary collateral to begin this process.
- Participate in quarterly chapter presidents zoom calls.
- Reach out to other chapters for guidance and suggestions.
- Reach out to headquarters for help.
- Have fun!