



Forming a Collegiate Chapter - AFP Requirements Checklist

- _____ Completed Chapter Information Form
- _____ Completed Charter Petition
- _____ Sponsorship letter from a professional AFP Chapter
- _____ Completed Collegiate Chapter Leadership Form
- _____ Founding students' membership applications and payment
(No cash please) (see information on processing membership payments in
the General Collegiate Chapter Information guide)
- _____ A copy of the standardized chapter bylaws showing the name of the
forming chapter
- _____ Conformance to Bylaws
- _____ Chapter Affiliation Agreement
- _____ Proposed budget for the first year
- _____ Proposed program calendar for the first year
- _____ The amount of annual chapter dues: _____