

SUGGESTED NECESSARY INFORMATION TO BE INCLUDED IN A CPVA START UP KIT

Following are some information I feel would be helpful in a START UP KIT. I'm sure there are more items that could be added and with your help we can produce a package that will assist in the setting up of new chapters.

We know what it was like when we started not knowing which way to turn for advice so this may save a few headaches for future chapter presidents.

Feel free to add your comments or suggestions and return to me so I can get working on this package and have a few made up in advance so they can be shipped out on request.

All comments are welcomed and they will be considered for use

- 1. Membership application, Recruitment Poster, Sample membership card,**
- 2. Copy of the Constitution and By Law's**
- 3. copy of the Terms of reference**
- 4. Advertise time and place for the organizing meeting ie: Legion or church any meeting room that may be available.**
- 5. Select a President, Membership Chair and a Treasurer to get started.**
- 6. Make contacts with local government officials, Mayor, MP's MLA's etc**
- 7. Set time and place for additional meetings**
- 8. Once the chapter is on its way set up a bank account for non profit organizations and have a minimum of two people on the signing authority.**