**Step-by-Step Guide to Starting a Chapter**

Starting an EdRising Chapter is easy! If you are the teacher for a new or existing Early Childhood Development or Education Professions program, you need to start an EdRising Chapter!

1. Check with the state office to make sure you do not already have a chapter. If you are unsure, contact us at [director@edrisingaz.org](mailto:director@edrisingaz.org) to find out.
2. If you already have a chapter, we will assist you with any information you may need or questions you may have.
3. If you do not have a chapter, then you will need to contact your school and follow their policy to start a new organization on campus.
4. Once you have become a student organization at your school, you will then go to the Educators Rising National [website](http://www.educatorsrising.org) to create an account on the virtual campus. If your school is not listed, please email the Arizona State Director at [director@edrisingaz.org](mailto:director@edrisingaz.org) to get your school added to the list.
5. Once you have created an account on the virtual campus, have your rising educators who you will be registering as Arizona members visit the Educators Rising *National* [website](http://www.educatorsrising.org) and create an account. You will need each student’s virtual campus ID number to register your chapter with the state office.
6. Next, take a look at the [membership pricing](https://www.edrisingaz.org/affiliate-your-chapter) and calculate how much you will owe.
7. Complete a roster for your members. A sample roster can be found on our website under Teacher Leader Resources.
8. Next, have your rising educators take home the [Comprehensive Consent Form](https://www.edrisingaz.org/teacher-leader-resources) which includes a medical consent and a media release. You must have all of these forms collected prior to registering your chapter.
9. Once you have collected all these, sign the Statement of Assurance. An example can be found on our website under Teacher Leader Resources.
10. Complete the [Teacher Leader Code of Conduct](https://www.edrisingaz.org/teacher-leader-resources).
11. Create/update your Bylaws and Program of Work. Samples of these can be found on our website under Teacher Leader Resources.
12. Next, go to our [website](http://www.edrisingaz.org) and click on Chapter Resources and then Register.

1. Complete the information in the form.
2. Upload the following documents into the form: Statement of Assurance, Bylaws, Program of Work, Roster and the Teacher Leader Code of Conduct.
3. Now you are all set to begin having meetings! A sample meeting agenda can be found in the teacher leader resource tab on our website. Make sure to take meeting minutes and document what your chapter does!
4. Reminder that membership is due to the State Office by September 30th annually.