**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 can start an EdRising Chapter! State membership is due to the State Office by **September 30th annually.**

1. Check with the state office to make sure you do not already have a chapter. If you are unsure, contact the State Advisor at 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. Once you have become a registered student organization at your school, register your EdRising chapter with the Arizona state office.
4. Complete a roster for your members. A sample roster can be found on our website under [Teacher Leader Resources](https://www.edrisingaz.org/teacher-leader-resources). Please provide as many details as possible and provide a personal email for your students for data collection and tracking purposes.
5. 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. The Comprehensive Consent Form can be found on our website under [Teacher Leader Resources](https://www.edrisingaz.org/teacher-leader-resources).
6. Once you have collected the Comprehensive Consent Form from all your students, sign the Statement of Assurance. The Statement of Assurance can be found on our website under [Teacher Leader Resources](https://www.edrisingaz.org/teacher-leader-resources).
7. Create/update your Bylaws and Program of Work. Samples of these can be found on our website under [Teacher Leader Resources](https://www.edrisingaz.org/teacher-leader-resources). If you need a copy of your submission from last year, please email the state advisor at director@edrisingaz.org
8. Next, go to our [website](http://www.edrisingaz.org) at [www.edrisingaz.org](http://www.edrisingaz.org) and click on Chapter Resources and then [Register Your Chapter Here.](https://www.edrisingaz.org/register-your-chapter-1) Choose middle school, high school or collegiate.

1. Complete the information in the registration form.
2. Upload the following documents into the form: Statement of Assurance, Bylaws, Program of Work, and Roster. Once you submit your registration, you will get a confirmation email with your entry included. **Save this**. You will be invoiced based on what you submitted. See [membership pricing guide](https://www.edrisingaz.org/affiliate-your-chapter).
3. Now you are all set to begin having meetings! A sample meeting agenda can be found on our website. Make sure to take meeting minutes and document what your chapter does. You will need this information when you apply for chapter awards.
4. Reminder that state membership is due to the Arizona State Office by **September 30th annually**.
5. Once you have submitted your state registration to the Arizona state office, you will then go to the Educators Rising National [website](http://www.educatorsrising.org) to create an account for each student. We advise to take one class period and have all your students register at the same time following the directions below.
6. **NATIONAL REGISTRATION MUST BE DONE BY FEBRUARY 1st** ANNUALLY so the state director has time to ensure every State Leadership Conference registrant is paid for at the National level. Students cannot compete at the State Leadership Conference without being a paid, active member at Nationals.

Follow these instructions from Nationals to register students prior to **February 1st** annually:

**For new student members:**

* To begin registration, go to the Educators Rising Member Portal at <http://members.pdkintl.org/>
* Click on the Sign Up link and create an account before proceeding with adding membership.
* Select the Join Us tile.
* Select Educators Rising Middle and High.
* Indicate whether you are signing up as a Middle or High School Student, as a Teacher Leader, or as a High School or District Level Administrator (not managing a chapter).
* Complete the corresponding questions.
* Click Review and Checkout. Click Checkout. Click Bill Me.
* Under “Confirmation Email”, add theTeacher’s email so they get a copy.
* Educators Rising Arizona will pay the $10 National fee for all your registered students so they can compete in our State Conference.

**For renewing members:**

* To renew, go to the Educators Rising Member Portal at <http://members.pdkintl.org/>
* Click on the Login link and sign into your account. (If this is your first time logging in, your password will be Password1).
* Select the Profile tile and review your address, email, and phone. Click edit next to each item to update.
* Select Membership in the side navigation and then Renew-EdRising Middle/High School.
* Review and update the information on the membership application form. Teachers will be required to upload additional documentation to be approved again for the new year.
* Click Review and Checkout. Click Checkout. Click Bill Me.
* Under “Confirmation Email”, add your Teacher’s email so they get a copy.
* Educators Rising Arizona will pay the $10 National fee for all your registered students so they can compete in our State Conference.