



Founded in 1959

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PREVENTION *and* TREATMENT of CHILD ABUSE

FORMING A CHILDHHELP CHAPTER

Where do I start?

- Visit our website at www.childhelp.org to learn more about Childhelp and the function of our Chapters . . . awareness and education, prevention and fundraising.
- Fully commit to our mission . . . “Childhelp exists to meet the physical, emotional, educational, and spiritual needs of abused and neglected children by focusing our efforts and resources in the areas of treatment, prevention and advocacy.”
- Identify a point person to take charge of organization details. That person may be you!
- Work with the National Headquarters to set a date for an informational meeting.
- Find a convenient meeting location that will accommodate 50 or more people and with audio/visual capability. Schools, churches, hospitals, and libraries offer meeting space for gatherings of this type . . . often at no charge (preferable).
- Recruit people passionate about eliminating child abuse. This could include personal friends, co-workers, business leaders, members of the faith community, educators, health care professionals, government officials, or members of the media . . . anyone interested in addressing the issue of child abuse. Use flyers provided by National for additional exposure. Contact local papers about the meeting (press releases provided by National).
- The night of the meeting, provide a sign-in sheet to capture contact information (name, address, phone, email).
- A representative from National will give a brief overview of Childhelp and show our corporate DVD, “For The Love Of A Child” (not to be confused with the Lifetime movie of the same name), followed by a discussion about forming a Chapter. Another short DVD, “The Eleventh Commandment,” will be played, membership packets distributed and questions answered at this time. Those attending will be asked to read through the materials and decide if they have the time to devote to helping form a Chapter.

- Follow up with phone calls to secure commitments (a Chapter must have a minimum commitment of 20 dues-paying members to be chartered). Those interested in serving on the Chapter board are asked to submit resumes to the Director of Chapter Relations or the appointed Chapter President.
- If a President has not yet been appointed, organize the next meeting to discuss the Chapter Bylaws and board job descriptions. Talk about what each person can bring to the group. The initial group of officers will be selected by either the National Headquarters or the appointed President from the list of interested members after reviewing resumes and making phone calls to each person.
- Once a Membership Chair is in place, collect dues from all new members (see Bylaws for membership categories). These funds will provide your beginning operating capital.
- The newly-elected Treasurer will open a bank account under the guidance of the National Headquarters and deposit all dues into that account. Checks should be made out to Childhelp. Financial accounting will be provided according to the Childhelp Chapter Treasurer's Manual provided to the new Treasurer.

We're now a Chapter . . . what comes next?

- Work with National on a strategic plan for increasing membership and setting a financial goal (skeleton plan provided).
- Order a supply of brochures, letterhead and envelopes from the National Headquarters.
- Begin acquainting your community with Childhelp through an introductory letter campaign to local hospitals, the police department, social service agencies, and business contacts that members provide. Refer everyone to the Childhelp website for information about our organization. Assure those from similar agencies that Childhelp wishes to collaborate in meeting the needs of the community's abused and neglected children.
- Consult with the National Headquarters about small fundraisers that will provide awareness and begin bringing financial resources to the Chapter.
- Continue holding periodic membership gatherings, inviting friends and business associates to learn more about Childhelp. The larger your membership, the more effective you will be in your community or state.
- Plan your first fundraising event with guidance from the National Headquarters.