

Any Questions ?

Please feel free to call for assistance

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STARTING A CHAPTER IS EASY



Florida Public Service
Association, Inc

Finding a sponsor

The first job is to find a sponsor. The Chapter advisor can be your program's teacher, another teacher, an administrator, or even a parent. In fact, it can be a combination of a couple of these. The larger your chapter, the more volunteer adults you want to have involved.

This adult leader(s) must be able to devote the time necessary to help the students learn, practice, and apply the technical skills of your program.

The students will need to learn:

- ◆ The technical skills of their career field
- ◆ Leadership training
- ◆ How to run an effective meeting
- ◆ Roberts Rules of Order

And practice those skills to compete regionally and at the State Leadership Conference.

Creating By Laws

Before you can submit a charter application, you must create By Laws. We have included in this packet and online, a sample set of By Laws. You are welcome to use them or create your own.

Recruiting Members

Now comes the fun part. You need to recruit every student in your program. It costs nothing to join the FPSA as a general member. We recommend that everyone becomes a general member and if the students want to compete in the regional or State Leadership Conference, they can join as an Active Member for only \$10.

Complete The Application

The application process is easy. Just fill out the form in this packet, or go online to www.myfpsa.us and complete the form. Get the necessary signatures and send it in. Within two weeks you will receive your charter suitable for framing. Once you have submitted the charter application, fill out the roster of students and the type of membership they are requesting. When it is renewal time next year, just complete the add/delete form. There is no need to resubmit the entire roster again.

Hold your first meeting

At your first meeting, you will want to elect officers. You may select your officers by what ever means you decide. Just make sure it complies with your by laws. Once you have filled the following positions:

- ◆ President
- ◆ Vice-president
- ◆ Secretary
- ◆ Historian
- ◆ Parliamentarian
- ◆ Sergeant at arm

Start your first meeting. Make sure you have an agenda and the secretary is taking minutes. The minutes need to be approved at the next meeting. Keep them in a file folder or a notebook.

Learning parliamentary procedures is sometimes challenging. We recommend that you study them and practice with them.

We are here to help in whatever way we can to make you successful. There is a wealth of knowledge around the state waiting to hear from you. Have Fun!