Thank you for your interest in starting a chapter with the Florida Public Service Association (FPSA)! We’re excited to help you through the process, which is straightforward and supported by our team every step of the way.

The first step is to identify a sponsor. This could be your program’s teacher, another teacher, an administrator, or even a parent—or a combination of them. The bigger your chapter, the more adult volunteers you'll want to be involved. These advisors should be ready to invest time in guiding students through learning, practicing, and applying the technical skills specific to your program.

Students will gain hands-on experience with career-specific technical skills, leadership training, and the fundamentals of running an effective meeting using Roberts Rules of Order. They'll also prepare for competitions at the chapter level, regionally, and at the State Leadership Conference.

Once you've found a sponsor, hold your first meeting with students and interested adults. Discuss FPSA’s mission, the membership requirements, the time commitment, and the benefits of joining. From this group, you’ll need to establish key roles: president, vice president (or president-elect for next year), secretary, parliamentarian, historian, sergeant-at-arms, and optionally, chaplain. To get started, you can assign temporary roles and hold formal elections the following year.

Next, draft and ratify bylaws to govern your chapter. You’ll find sample bylaws on our [website](https://myfpsa.us/documents/) for guidance. With your sponsor, core group, and bylaws in place, you’re ready to apply for your official charter.

To submit your charter, the chapter advisor should complete the “[New Chapter Request](https://www.registermychapter.com/psa/FL-Mem/NewChapterRequest.aspx)” form on our website. Once reviewed and approved by our State Director, your chapter will officially join FPSA.

The final step is to add members to the online portal. This can be done through the [chapter’s login](https://www.registermychapter.com/psa/FL-Mem/Login.aspx), where you can also submit an invoice for membership fees. Once payment is received, you're all set!

Congratulations—you’re now an official FPSA chapter! We’ll help you get organized and take the next steps toward success. You can now print out membership cards from our [website](https://myfpsa.us/wp-content/uploads/2023/09/Membership-Card-Website.docx) for each of you students. Don’t forget to give your bookkeeper out [W-9](https://myfpsa.us/wp-content/uploads/2024/09/W-9-FPSA-2024-2025.pdf) for their files.