

NAACP YOUTH & COLLEGE

CHARTER & REACTIVATION MANUAL FOR NAACP YOUTH COUNCILS & COLLEGE CHAPTERS

For Official Use Only

Date of Organizational Meeting _____

Date received at National Office _____

Date approved by Chief of Field Operations _____

Date approved by Committee on Branches _____

Executive Authorization Granted _____

Date National Board of Directors approved _____

Charter Forwarded _____

Hello Leaders!

If you are reading this manual, it is because you are interested in chartering or reactivating an NAACP Chapter. You are choosing to embark on an incredible journey of mobilizing and training leaders around a shared vision aimed to improve people's lives.

The NAACP has a rich history in civil rights and organizing, and more importantly, today, we are still the most extensive and most rooted Association of leaders across the country. In almost every city in this country, an NAACP chapter exists. The power we have is in our leaders and organizers, such as yourself. We believe in people power, and that will always be our superpower in the fight for social, economic, and racial justice.

Starting a chapter is easy, but it requires discipline. We've created an updated, user-friendly manual for you. This manual is organized into two sections, "Chartering" and "Reactivating A Unit." We've created step by step, clear instructions, and have provided examples and templates for your convenience.

If you ever have any questions feel free to contact our National Field Organizers, Derrick Lewis II (dlewis@naacpnet.org), and Russell Boyd II (rboyd@naacpnet.org). We are here to support your growth and vision for a stronger and better NAACP and America.

Best,

NAACP Youth and College Division, National Staff

I. CHARTERING A UNIT

All applications to charter NAACP Youth Councils & College Chapters should include the following:

1. A minimum of 25 membership forms **A breakdown of membership dues and eligibility is attached in this manual.*
2. Letters of Support (please see templates attached to this manual)
 - a. Letter of Intent (Acting President/ Leader)
 - b. Local Branch Support (Branch President)
 - c. State Support (State President/ State Advisor/ State YC President) 1 of the 3
 - d. Faculty Support (Advisor)

**Please ensure all state representatives are looped into the charter/reactivation process. Further, please ensure all letter of supports have written signatures*

3. A description of the territory recommended for a charter, including a map of the area. (region and state/ map attached in packet)
4. Membership Dues (Check/ Money Order/Credit Card Authorization Form)
5. Mail Packet to NAACP Washington Office:

National Association for the Advancement of Colored People
1201 16th St NW
Washington, DC 20036
ATTN: NAACP Youth & College Division

Notes:

- Contact the National Office, Youth & College Division approximately ten business days after mailing the information to verify receipt of materials.
- Do not send packet without membership fees via money order/ check
- Make sure to keep a copy of these forms for your own record

II. REACTIVATING A UNIT

All applications to reactivate NAACP Youth Councils & College Chapters should include the following:

1. A copy of the unit's membership roster. **Each units must have a minimum of 25 members. If your unit does not have at least 25 members, please submit membership forms and dues to cover the difference.*
2. Letters of Support (please see templates attached to this manual)
 - a. Letter of Intent (Acting President/ Leader)
 - b. Local Branch Support (Branch President)
 - c. State Support (State President/ State Advisor/ State YC President) 1 of the 3
 - d. Faculty Support (Advisor)

**Please ensure all state representatives are looped into the charter/reactivation process. Further, please ensure all letter of supports have written signatures*

3. Mail Packet to NAACP Washington Office:

National Association for the Advancement of Colored People
1201 16th St NW
Washington, DC 20036
ATTN: NAACP Youth & College Division

Notes:

- Contact the National Office, Youth & College Division approximately ten business days after mailing the information to verify receipt of materials.
- Do not send packet without membership fees via money order/ check
- Make sure to keep a copy of these forms for your own record

III. Notification of Completed Charter/Reactivation

- A letter will be sent to the unit from the National Office, Youth & College Division verifying the completion of the reactivation process.

- Membership Cards will be sent to the members included in the reactivation materials, from the Membership Department.
- A suggested annual activities booklet will also be included with your reactivation letter

IV. Plan Organizational Meeting

- Send out notification of meeting date, time and place to all members.
- Notify the State Conference President (through written correspondence) of the date, time and place of the meeting. Copy the following people on the written correspondence addressed to the State Conference President
 - National Youth & College Field Organizers
 - Regional Director
 - Local Branch President
 - State Youth & College Division President
 - State Youth & College Advisor

V. HOW TO PROCESS A NAACP MEMBERSHIP

Step One: Collect membership fees from members. A receipt from the membership envelope or from a carbon receipt book should be given to the member. This receipt should be signed by the Secretary of the Youth Unit.

This can also be done online, digitally, but the Secretary should also keep track of who has completed the online membership process. Member should give unit secretary receipt from email after payment is complete as proof.

Step Two: The monies collected should be transmitted to the treasury of the Youth Unit by the Secretary. A receipt should be issued to keep record of the transaction.

Step Three: The Secretary should complete and sign, in conjunction with the President, a requisition for a check/money order for the **National Office's Portion** of the Membership Fees and send it along with the above-mentioned forms to the National Office, **Attn: Membership Processing**, no later than fifteen (15) days after receipt of a membership.

NAACP Membership Dues Breakdown

Membership Type	Amount Paid	To Unit	To National
Youth w/ Crisis	\$15.00	\$4.80	\$10.20
Youth w/o Crisis	\$10.00	\$3.00	\$7.00

- Units MUST submit ***Total sum*** of membership for charter/reactivation.
- After being formally recognized the unit will receive “Unit Portion” of dues from the National office
- Dues must be submitted via money order, check or credit card authorization form.

Step Four: The secretary should add the new members to the Youth Unit roster via the NAACP Membership Portal. All unit secretaries and advisors must complete the membership portal training to gain access. For training information, please contact: Samantha Thomas (stthomas@naacpnet.org)

V. Plan Organization Meeting

1. Send out notification of meeting date, time and place to all members.
2. Notify the State Conference President (through written correspondence) of the date, time and place of the meeting. Copy the following people on the written correspondence addressed to the State Conference President
 - National Youth & College Field Organizer
 - Regional Director
 - Local Branch President
 - State Youth & College Division President
 - State Youth & College Advisor
3. Promote the meeting throughout the community at schools, community centers and churches.

VI. Host Organizational Meeting *(Please follow the format for the NAACP Organizational Meeting)*

APPLICATION FOR CHARTER / REACTIVATION

Date of Organizational Meeting: _____

To the National Board of Directors,

National Association For The Advancement Of Colored People

We the undersigned, having fully and freely discussed the objectives, goals, purpose and aims of the Association and believing that our interests coincide with its efforts for the advancement of colored people, do hereby apply for a charter as the _____ Unit with the objective of carrying out in serving _____ (*jurisdiction*) and vicinity the purposes of the Association in accordance with the provisions of the Constitution and Bylaws for Branches and policies of the Board Directors.

1. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

2. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

3. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

4. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

5. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

6. Full Name: _____ **Membership Paid Y / N**

Address: _____ **City:** _____

Zip: _____ **Email:** _____

7. Full Name: _____ **Membership Paid Y / N**

Address: _____ City: _____

Zip: _____ Email: _____

8. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

9. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

10. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

11. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

12. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

13. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

14. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

15. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

16. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

17. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

18. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

19. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

20. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

21. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

22. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

23. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

24. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

25. Full Name: _____ Membership Paid Y / N

Address: _____ City: _____

Zip: _____ Email: _____

Organizing Meeting (New Branch) Per the Constitution & Bylaws for Branches of the NAACP, Article V, Sections 1 and 2, at the meeting held for the purpose of officially organizing an NAACP unit **temporary officers** are elected to enable and empower the assembly to effectively move this process forward.

Remember an official election and recognition of the Unit takes place upon chartering by the National Board of Directors.

Branch/Unit Officers (Elected at the Organizing Meeting)

Name of Branch: _____

Address: _____

City _____ State _____

Zip _____ Phone () _____ - _____

Fax: () _____ - _____

President

First Name: _____ Last Name: _____

Address _____

City _____ State _____ Zip _____

Daytime Ph: () _____ - _____ Cell Ph. () _____ - _____

Email: _____

Vice-President

First Name: _____ Last Name: _____

Address _____

City _____ State _____ Zip _____

Daytime Ph: () _____ - _____ Cell Ph. () _____ - _____

Email: _____

1st Vice President

First Name: _____	Last Name: _____
Address _____	
City _____	State _____ Zip _____
Daytime Ph: () _____ - _____	Cell Ph. () _____ - _____
Email: _____	

2nd Vice President

First Name: _____	Last Name: _____
Address _____	
City _____	State _____ Zip _____
Daytime Ph: () _____ - _____	Cell Ph. () _____ - _____
Email: _____	

Secretary

First Name: _____	Last Name: _____
Address _____	
City _____	State _____ Zip _____
Daytime Ph: () _____ - _____	Cell Ph. () _____ - _____
Email: _____	

Assistant Secretary

First Name: _____ Last Name: _____
Address _____
City _____ State _____ Zip _____
Daytime Ph: () _____ - _____ Cell Ph. () _____ - _____
Email: _____

Treasurer

First Name: _____ Last Name: _____
Address _____
City _____ State _____ Zip _____
Daytime Ph: () _____ - _____ Cell Ph. () _____ - _____
Email: _____

Advisor

First Name: _____ Last Name: _____
Address _____
City _____ State _____ Zip _____
Daytime Ph: () _____ - _____ Cell Ph. () _____ - _____
Email: _____

SAMPLE LETTER

TO CHARTER/ REACTIVATE A NAACP YOUTH COUNCIL OR COLLEGE CHAPTER

[DATE]

[NAME OF STATE CONFERENCE PRESIDENT]

[STATE CONFERENCE]

[ADDRESS]

[CITY, STATE ZIP]

Dear [STATE CONFERENCE PRESIDENT]:

I am writing to express my intent to activate/ reactivate the NAACP [NAME OF UNIT]. My name is [NAME] and I currently serve as [POSITION TITLE (if applicable)] on my campus. We are in the process of activating/ re-organizing our chapter on this campus. We have [#] dedicated members and would like to be formally recognized so that we can operate under the banner of the NAACP. We are requesting your assistance during this process.

If there are any questions, I can be contacted at [CONTACT INFO]. Thank you in advance for your support of our efforts.

Sincerely,

[NAME]

(SIGNATURE IN BLUE INK)

Cc: [NAME OF LOCAL BRANCH PRESIDENT]

[NAME OF STATE YOUTH & COLLEGE ADVISOR]

[NAME OF NATIONAL YOUTH & COLLEGE FIELD ORGANIZER]

PHOTOCOPIES OF THIS LETTER SHOULD BE SENT TO ALL OF THE PEOPLE LISTED ABOVE

SAMPLE LETTER

TO INFORM STATE/REGIONAL LEADERSHIP ABOUT YOUR ORGANIZATIONAL MEETING

[DATE]

[NAME OF STATE CONFERENCE PRESIDENT]

[NAME OF STATE CONFERENCE]

[ADDRESS]

[CITY, STATE ZIP]

Dear [NAME OF STATE CONFERENCE PRESIDENT]:

I am writing to express my intent to have our first organizational meeting for the [NAACP UNIT NAME]. Our meeting is scheduled for [DATE], [TIME] *sharp*, at [LOCATION]. We welcome any representatives from the regional or local level.

At this meeting, we will have a brainstorming session to obtain ideas for functions that we would like to have in order to raise funds for the state and local program. In addition, we will be electing officers for the [NAACP UNIT NAME]. Please be advised that your attendance is appreciated in order for the [NAACP UNIT NAME] to get off to a positive start.

Thank you for your anticipated contribution. If you have any questions, please contact me at [CONTACT INFO].

Sincerely,

(SIGNATURE IN BLUE INK)

[NAME OF CHAIR OF ORGANIZING COMMITTEE]

[NAACP UNIT NAME]

Cc: [NAME OF LOCAL BRANCH PRESIDENT]

[NAME OF STATE YOUTH & COLLEGE ADVISOR]

[NAME OF NATIONAL YOUTH & COLLEGE DIVISION FIELD ORGANIZER]

SAMPLE LETTER

TO INFORM CHARTER MEMBERS ABOUT YOUR ORGANIZATIONAL MEETING

[DATE]

Dear Constituents:

I am writing to express my intent to have our first organizational meeting for the [NAACP UNIT NAME]. Our meeting is scheduled for [DATE], [TIME] *sharp*, at [LOCATION]. I encourage you to invite anyone who would like to become a member of our unit. The more positive input we have, the more successful we will be.

At this meeting, we will have a brainstorming session to obtain ideas for issues we want to engage with and activities that can help students and the surrounding community. In addition, we will be electing officers for the unit. Moreover, there will be an open discussion on any issues that you may want to discuss. Please be advised that your attendance is crucial in order for the [NAACP UNIT NAME] to get off to a strong start.

Please RSVP using this link to let us know you plan to attend. If you have any questions, please contact me at [CONTACT INFO].

Sincerely,

(SIGNATURE IN BLUE INK)

[NAME OF CHAIR OF ORGANIZING COMMITTEE]

SAMPLE LETTER

TO CHARTER/ REACTIVATE A NAACP YOUTH COUNCIL OR COLLEGE CHAPTER

[DATE]

[NAME OF STATE CONFERENCE PRESIDENT]

[NAME OF STATE CONFERENCE]

[ADDRESS]

[CITY, STATE ZIP]

(Greetings)

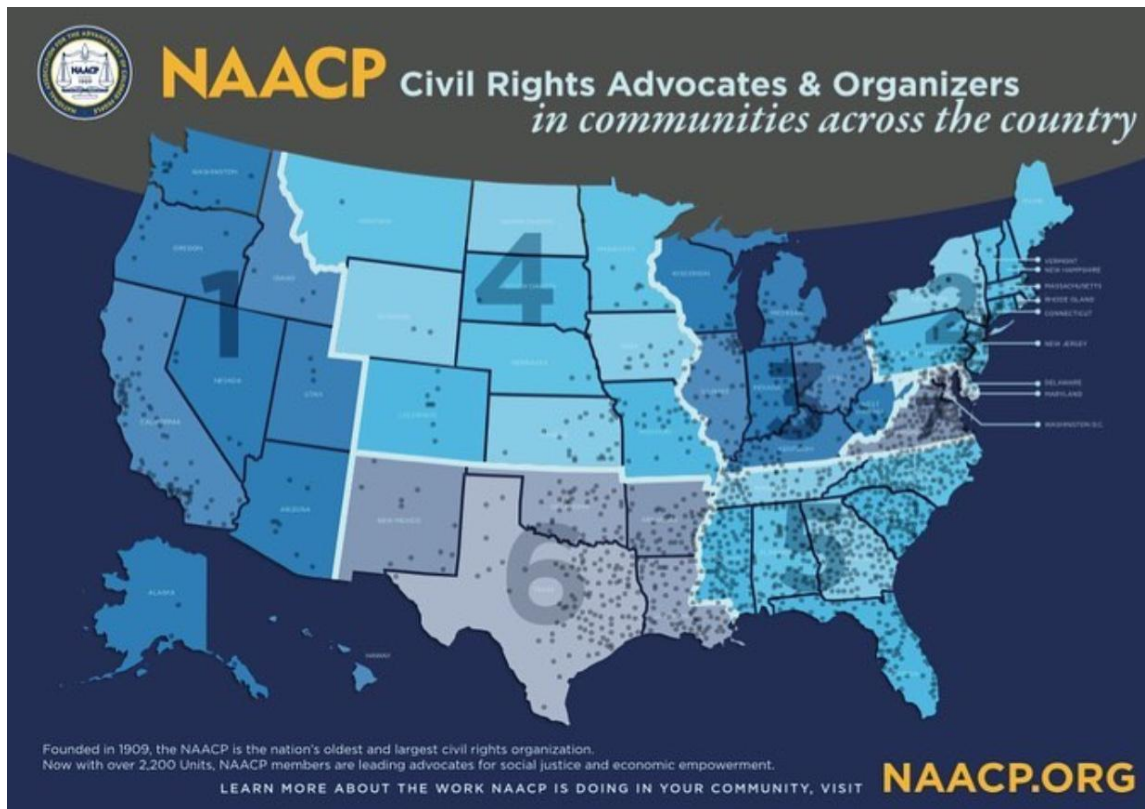
I am writing to support and serve as the advisor of the (Unit Name). I acknowledge that the chapter is in good standing with (School Name) and recognizes the unit as a campus organization. The chapter has (#) dedicated members ready to operate under the banner of the NAACP.

Warm Regards,

(Advisor Name)

(SIGNATURE IN BLUE INK)

NAACP Regional Map



Mail Charter/Reactivation Packet to:

NAACP Washington Office

**National Association for the Advancement of Colored People
1201 16th St NW
Washington, DC 20036
ATTN: NAACP Youth & College Division**