

Basic Steps to Starting and Running a Chapter

1. Read through the website to learn about WaterCan, our projects and the university program.
2. Contact WaterCan's Public Engagement Coordinator to discuss starting a chapter. You will be provided with a password to access the resource section of the program website as well as a chapter handbook to guide you through the rest of the steps described briefly here.
3. You will be sent a memorandum of understanding to complete and return.
4. Apply and obtain university club status on your campus, if applicable.
5. Run recruitment – set up a booth at club days, send out emails, post flyers in key departments. WaterCan will provide you with brochures and any other requested materials to assist in the recruitment effort.
6. Develop an executive. It is very important that roles are defined so that no one person is solely charged with the workload. Possible roles
 - Chair/co-chair
 - Treasurer
 - Fundraising coordinator (s)
 - Public relations coordinator
7. Draft a constitution (if desired) – Samples are available in the Chapter Lounge
8. Finances – set up bank account. Your bank account should allow for teller transactions only, no bankcard. Request a lot of cheques and a monthly statement. Signing privileges should be jointly assigned to the chair and the treasurer only! This should be switched over to incoming co-chairs and treasurer by the end of April. Check with your student union – many have plans for student group banking. (For more information please refer to the Managing finances section of this handbook.)
9. Develop a work plan – decide on activities and dates and ask for support from WaterCan's Public Engagement Coordinator where necessary.
10. Develop a critical path for each activity (tasks arranged by category, start dates, end dates, responsible person) for each activity.
11. Report back to WaterCan about the success of your event. Send stories and photos to be profiled on the website or request a debrief session on the event so to improve upon efforts next time around.