

So, you want to start a NAMI on Campus Club, what's next?

1. Connect with your local NAMI affiliate and state chapter
 - a. To start a NAMI on Campus Club it is essential that you connect with your local affiliate or state organization. They will be your point of contact for all questions and help provide you with resources and support for the club.
 - b. Click [here](#) to find your local NAMI.
2. Secure a faculty advisor
 - a. Find a faculty member who is committed to attending club meetings and events. This advisor should also be comfortable talking about mental health.
3. Secure your club leaders
 - a. At a minimum, your NOC club should contain a president, secretary, and a treasurer to help support club meetings and other club-related efforts (i.e., events, funding, club materials).
 - b. For assistance in finding club leaders, refer to [NAMI on Campus Leadership Succession Plan Tool](#)
4. Complete all campus requirements
 - a. Talk with your school's administration about what steps you need to take to establish a club at your school. Different schools often have different policies, so it's essential to get this out of the way to prevent any setbacks later.
 - b. You may also want to explore what other mental health clubs are present, and how you can establish NAMI on Campus as a crucial addition with a different scope and/or mission.
5. Register your Club with NAMI
 - a. Once you have completed all setup requirements, fill out the NAMI on Campus Contact form to formally join the growing NAMI on Campus Community!
<https://app.smartsheet.com/b/form/a317d63ff9fe4cb38ec3800fa1499abf>

- b. Completing this form will grant your club access to exclusive NOC materials, which will help your club start off on the right foot in supporting your peers and educating your community.

Now that you're an official NAMI on Campus club (yay!) here's some guidance on getting started:

1. Stay in touch with your local NAMI Affiliate or State Organization
 - a. Now that you have established your club, it is important to maintain communication with your local NAMI Affiliate and/or State Organization. They can provide you with resources as well as opportunities to participate in NAMI events and opportunities.
 - b. Maintain contact with your local NAMI Affiliate and/or State Organization and establish a meeting schedule each year, so that you can benefit from their resources and knowledge. You can have as much or as little input as you wish regarding creative decisions, but we are here to help!
2. Check out NAMI on Campus College resources
 - a. NAMI created useful resources to help you in your NAMI on Campus activities. Make sure to go through everything on this page so you're aware of what's available to you. If there's something that would be helpful that isn't on this page, please email your ideas to namioncampus@nami.org.
3. Designate/delegate club roles
 - a. Making a difference on campus is a big job, and you'll need a committed group of individuals to take on leadership roles to keep the club moving towards your goals. Each club should have, at a minimum, a club president, secretary, and treasurer. The leaders are responsible for planning meetings and communicating with other club members and the campus community about upcoming meetings, events, and initiatives. To

maintain a long-lasting presence on campus, it is important to incorporate an election system at the end of each year to place new or returning leadership for the following year.

- [NOC Roles](#)
- [NOC Succession Guide](#)

4. Plan your first meeting and schedule for future meetings.

- a. Scheduling is key when it comes to running an effective club.
 - i. First, pull out your calendars and set a date to plan and strategize for your upcoming year!
 - ii. Once you decide on a date for you and your leaders to meet, plan out your schedule for the following school year to make sure everyone has ample time to save the date for upcoming club meetings and gain the best attendance.
 1. It is okay to add things as you go, but this will ensure you don't have to do the big planning legwork when the school year gets busier!
- b. Your initial kick-off meeting is also great to see what interest there is at the school. Remember, this is to be fun! It never hurts to have light refreshments, icebreaker activities to get to know one another better, and snacks! Include your faculty advisor and any NAMI contacts so they can attend as well. The more the merrier we like to say!
 - [NOC Calendar Guide](#)
 - [NOC Meeting Agenda Template](#)
- c. Consider collaborating with similar student-run organizations on events, campaigns, etc. Just like how two minds is better than one, two clubs is often better than one. You get to work with two budgets, two teams of leaders, and two sets of members/attendees.

5. Start your action plan.

- a. ACTION PLANS = RESULTS. You have the option to plan out all activities, club meetings, and school engagement ideas for the entire year or do one per quarter of school. This helps keep everyone on track and can help by assigning specific club participants to each action item. Delegating specific tasks to each member is a manageable and efficient way to get things done!

- [NOC Action Plan Guide](#)

6. Plan your first event or activity.
 - a. Activities can be big or small, but what matters most is that you reach students at your school who need to know more about mental health, how to help themselves or others, and find resources to support them in their journey. Involve other clubs, NAMI contacts, teachers, school staff - whoever you need to include to make a big splash!
 - b. For more guidance on planning your events, refer to the [Planning Your School Event](#)
7. Ask your school administrators to help you spread the word about your club and to invite students to join.
 - a. Talk to your teachers, school counselors, disability services, DEI teams, school therapists, school nurses, and other personnel. Ask to hang up flyers that announce meetings or events. Most everyone knows someone with a mental health condition, and remember, we all have mental health! Explain the importance for your school and the students on campus. Allow a space for people to share how they're affected and ways they can help, and/or things they think are important for the club to do!
 - b. For more guidance on marketing for your events, refer to the [Marketing Strategies document](#)
8. Plan your funding (and apply for funds when need be/possible)
 - a. Most any student organization should spend some time determining how many funds they need in the short term, and what they would like to have in the future. Although NAMI on Campus clubs have a lot of free resources at their fingertips, it can be nice to have a budget to spend on events and activities. Some schools may also require you to have a fund procurement plan.
 - [NAMI on Campus Funding Strategies](#)
9. Pick your first annual advocacy effort.
 - a. This is a great way to find your club's voice. What is important to them? Is there something you want to change at your school? Is there an issue you'd like to advocate for at the local level? State level? Federal level? Youth voice isn't always at the table when policies are being developed.



This is a great way to get involved and remind officials “Nothing for us, without us.”

- [Advocacy- NAMI Student Mental Health Toolkit](#)

If you have any questions through this process, as you’re getting settled as a new club, please don’t hesitate to contact your NA and/or NSO. You can also email NAMI National at namioncampus@nami.org for additional support and resources.