

Roadmap for Building Excellent Chapters

Use this guide to start and build your chapter.

Why to Use: This roadmap outlines the necessary steps and benchmarks to achieve Permanent Charter status and grow your chapter to new heights.

When to Use: Chapter founders, teen leaders, advisors, and staff should use this roadmap throughout the chapter building period.

For more details on this process, use the [Chapter Start Up Guide](#). To evaluate and strengthen your Permanent Chapter, use the [BBYO Chapter Excellence Assessment](#) or the shorter [Excellence Checklist](#).

Chartering Stages	Building the Basics: Start Up Chapter	Stage 1: Temporary Chapter <i>Approx. 6 months</i>	Stage 2: Permanent Chapter <i>First 6 Months</i>	Stage 3: Permanent Chapter <i>First Year</i>	Stage 4: Permanent Chapter <i>Second Year</i>
Benchmarks Baseline components required to advance your AZA, BBG, or BBYO Chapter to the next stage.	<div><input type="checkbox"/> Submit Start Up Chapter Notification form</div> <div><input type="checkbox"/> Complete community mapping thought exercise</div> <div><input type="checkbox"/> Recruit steadily</div> <div><input type="checkbox"/> Identify informal teen leaders</div> <div><input type="checkbox"/> Strong relationship with an adult</div> <div><input type="checkbox"/> Meet monthly</div> <div><input type="checkbox"/> Have fun as a group</div> <div><input type="checkbox"/> Strong attendance at programs</div> <div><input type="checkbox"/> Adults partner on leading events</div> <div><input type="checkbox"/> Programs promoted at least 2 weeks in advance</div> <div><input type="checkbox"/> Build awareness in local Jewish community</div> <div><input type="checkbox"/> Encourage attendance at regional conventions and events</div>	<div><input type="checkbox"/> Submit Petition for a Temporary Charter and establish benchmarks towards Permanent Charter</div> <div><input type="checkbox"/> Adhere to BBYO Policies</div> <div><input type="checkbox"/> Teens pick leadership roles</div> <div><input type="checkbox"/> Teens own planning 50% of meetings and programs</div> <div><input type="checkbox"/> Have advisor</div> <div><input type="checkbox"/> Choose chapter name <i>Jewish value, name of a previously folded chapter, Jewish gamechanger z”l</i></div> <div><input type="checkbox"/> Shape chapter identity colors, mascot, traditions</div> <div><input type="checkbox"/> Set membership goal</div> <div><input type="checkbox"/> Learn and use MRIHA process</div> <div><input type="checkbox"/> Regularly update prospect list</div> <div><input type="checkbox"/> Calendar planned using funnel</div> <div><input type="checkbox"/> Minimum of two chapter events or meetings per month</div> <div><input type="checkbox"/> Program planning forms used</div> <div><input type="checkbox"/> Track attendance at programs <i>U.S. regions should use text to sign in</i></div> <div><input type="checkbox"/> Begin participating in movement initiatives (at a minimum Chapter Kickoff, Global Shabbat, J-Serve)</div> <div><input type="checkbox"/> Use membership books, pins, cards</div> <div><input type="checkbox"/> Run first Inductions Ceremony</div> <div><input type="checkbox"/> Consistent membership growth</div> <div><input type="checkbox"/> Encourage attendance at summer experiences and IC</div> <div><input type="checkbox"/> Participation in LTI/Execs</div> <div><input type="checkbox"/> Build social media identity</div> <div><input type="checkbox"/> Draft chapter constitution</div> <div><input type="checkbox"/> Plan to hold first teen-led elections</div> <div><input type="checkbox"/> Eligible for Individual Awards (Int’l)</div>	<div><input type="checkbox"/> Submit Petition for Permanent Charter</div> <div><input type="checkbox"/> Ratify chapter constitution</div> <div><input type="checkbox"/> Hold first teen-led elections</div> <div><input type="checkbox"/> Regular chapter board meetings</div> <div><input type="checkbox"/> Teens own planning 100% of meetings and programs</div> <div><input type="checkbox"/> Events use a diversity of Programming Folds</div> <div><input type="checkbox"/> Focus on hosting members at programs</div> <div><input type="checkbox"/> Host business meetings using Opening and Closing Rituals</div> <div><input type="checkbox"/> Run first Installations, States, and Life Ceremonies</div> <div><input type="checkbox"/> Hold a chapter fundraiser (philanthropy)</div> <div><input type="checkbox"/> Select chapter Stand UP cause</div> <div><input type="checkbox"/> Founders’ Fest participation</div> <div><input type="checkbox"/> BBYO History education</div> <div><input type="checkbox"/> Establish chapter bank account or other appropriate financial system</div> <div><input type="checkbox"/> Chapter Swag</div> <div><input type="checkbox"/> Strong chapter representation at regional conventions</div> <div><input type="checkbox"/> Make plan for 8th grade engagement and upperclassmen retention strategies</div> <div><input type="checkbox"/> At least one representative at CLTC</div> <div><input type="checkbox"/> Eligible for Chapter Awards (Int’l)</div>	<div><input type="checkbox"/> Use Chapter Excellence Assessment to evaluate chapter and set goals</div> <div><input type="checkbox"/> Achieve membership growth of at least 5%</div> <div><input type="checkbox"/> Begin new member (AIT and MIT) education programming</div> <div><input type="checkbox"/> Establish Big and Little Pairings</div> <div><input type="checkbox"/> Begin 8th grade engagement and upperclassmen retention programming</div> <div><input type="checkbox"/> Establish chapter traditions (i.e. foods, artifacts)</div> <div><input type="checkbox"/> Host a fundraiser each semester</div> <div><input type="checkbox"/> Board Positions are contested</div> <div><input type="checkbox"/> Chapter representation on Regional Leadership Network (RLN) or International Leadership Network (ILN)</div> <div><input type="checkbox"/> Communicate regularly with teens, parents, advisors, and staff</div> <div><input type="checkbox"/> Advisor appreciation</div> <div><input type="checkbox"/> Teen-led parent info night</div> <div><input type="checkbox"/> At least one representative at Perlman (ILTC and Kallah)</div> <div><input type="checkbox"/> Fluent in BBYO Ritual and History</div> <div><input type="checkbox"/> Fundraise for the International Service Fund (ISF)</div> <div><input type="checkbox"/> Fundraise for Giving BBYO Day</div> <div><input type="checkbox"/> Host AZAA & BBGG (sports) event</div>	<div><input type="checkbox"/> Expand chapter leadership opportunities through chairpeople and planning committees</div> <div><input type="checkbox"/> Introduce chapter leadership trainings</div> <div><input type="checkbox"/> Engage with parents and alumni through programming</div> <div><input type="checkbox"/> Establish local brand through partnerships and community events</div> <div><input type="checkbox"/> Programs infuse planned moments of unexpected celebration, siblinghood, and tradition</div> <div><input type="checkbox"/> Submit successful events to the Program Bank</div> <div><input type="checkbox"/> Establish annual Rush Week</div> <div><input type="checkbox"/> New member (AIT and MIT) pledge classes</div> <div><input type="checkbox"/> Hold regular chapter fundraisers</div> <div><input type="checkbox"/> Ongoing involvement with Stand UP Cause</div> <div><input type="checkbox"/> Fundraise a minimum of \$5-10/member to ISF</div> <div><input type="checkbox"/> Fundraise a minimum of \$5-10/member for Giving BBYO Day</div> <div><input type="checkbox"/> Engage with a sibling chapter</div> <div><input type="checkbox"/> Representation at full suite of summer leadership programs (CLTC, ILTC, Kallah, ILSI)</div> <div><input type="checkbox"/> Members are candidates for Regional Board</div>
Tools Find more tips and tricks at bbyo.org/toolbox .	<div><ul style="list-style-type: none">How to Start a ChapterBBYO Community MappingAdvisor Recruitment Tips and TricksProspect List</div>	<div><ul style="list-style-type: none">Chapter Board PositionsMRIHACalendaring 101Welcoming New Prospects</div>	<div><ul style="list-style-type: none">Elections ScriptChoose a Stand UP CauseAbout the Programming FoldsHow to Host</div>	<div><ul style="list-style-type: none">Fundraiser IdeasPlan a Rush WeekBig/Little & New Member ExperienceCelebrate Our Seniors</div>	<div><ul style="list-style-type: none">BBYO Concentric CirclesBuild a Stand UP CampaignMIT/AIT Education Series</div>