

AAFP Student Chapter Launch Checklist



Welcome and congratulations on forming the official AAFP Student Chapter at your school! Please refer to the Student Officer and Faculty Advisor Manuals for information about forming and running a successful chapter. This checklist can help with the launch.

Prior to First Meeting

- Student Officers and Faculty Advisors to inform school administration officials about the Student Chapter of the AAFP and follow any procedures required by the school.
- Student Officers and Faculty Advisors to set date of first meeting and develop meeting agenda.
- Student Officers to promote chapter kick-off meeting (see Meeting Flyer in this packet).

At First Meeting

- Share meeting agenda.
- Review list of benefits of AAFP Student Membership (see Benefits Flyer).
- Show video with instructions for how to sign up for a FREE AAFP Student Membership.
- Remind all in attendance that the AAFP Student Membership is free and will be valid until graduation.
- Let all know that they must sign up individually for a free AAFP Student Membership in order to access benefits and be informed about new resources. ***It is required that all Student Chapter Members sign up for an AAFP Student Membership.***
- Discuss programming for future meetings (speakers, webinar recordings, etc.).
- Discuss chapter fundraiser ideas (if applicable).

Throughout the Semester

- Promote the AAFP Student Chapter meetings on campus.
- Continue to encourage meeting attendees to sign up for FREE AAFP Student Membership until all are signed up.
- Use AAFP resources to promote feline education in your chapter (e.g., show a webinar recording at your meetings, have a guest speaker from AAFP present at your meetings, etc.).
- Let us know what you need. We're here to help!



Questions? Contact
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