NGPA NEW CHAPTER

PREFLIGHT CHECKLIST

FROM IDEA TO SUCCESS

National Actions & Local Actions

1. Identify a Local Chapter Director (LCD) - this can be done by reaching out to the target city or by a member contacting NGPA with interest in starting a LC

2. All volunteers must be full NGPA members

3. Communicate to the potential LCD expectations and duties
   - Send Volunteer Handbook and Chapter Handbook, Volunteer Agreement, Chapter Event Plan Guide
   - LCD Training - how to on events and communications, finance, etc...

4. Complete LCD Training and sign the volunteer agreement

5. Zoom Call with LCD and Ops, Chairs, National Chapters

6. Decide on a chapter name, e.g. Chicago - Windy City Flyers

    - Local Membership List
      - Identify potential local members within 50 mile radius of the target city
      - Provide a list to the LCD

    - Set up a Facebook page and other social media
      - Add NGPA and National Chapter Coordinators as ADMINS.

7. NGPA Marketing create a local chapter logo

8. Send initial communication to area NGPA members

9. Develop a Marketing push to highlight the new city

10. Plan and execute the first event

11. Write a story for the next edition of On The Fly, Contrails, etc... with photos from new city

12. Post photos on chapter social media and send photos to NGPA marketing