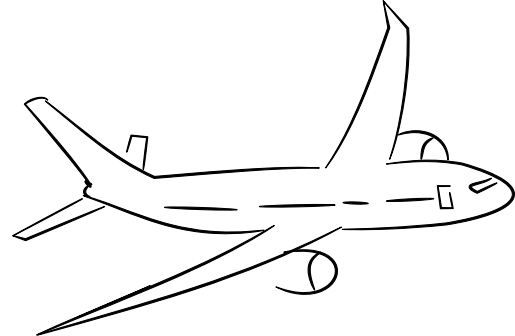


NGPA NEW CHAPTER PREFLIGHT CHECKLIST

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**
- **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...**
- **Complete LCD Training and sign the volunteer agreement**

3

- **Zoom Call with LCD and Ops, Chairs, National Chapters**

4

- **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.**

5

- **NGPA Marketing create a local chapter logo**

6

- **Send initial communication to area NGPA members**

7

- **Develop a Marketing push to highlight the new city**
- **Plan and execute the first event**
- **Write a story for the next edition of On The Fly, Contrails, etc... with photos from new city**
- **Post photos on chapter social media and send photos to NGPA marketing**



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