



START AN OFFICIAL EFF CHAPTER CHECKLIST

Chapter name: _____

To officially launch an Esther Funds Foundation collegiate chapter, you must complete the following steps:

☐ **Gather Your Core Team**

1. Recruit 7-8 committed students interested in starting the chapter
2. Create a group chat for communication

☐ **Set Up Chapter Branding (Must Be Approved by HQ)**

1. Create a chapter Instagram handle (submit to HQ for approval)
2. Create a chapter email address (submit to HQ for approval)
3. You will receive your official chapter logo from Headquarters

☐ **Secure an Advisor**

1. Find a faculty or staff advisor at your university
2. Confirm their availability and willingness to support your chapter

☐ **Complete University Requirements**

1. Submit your application to register the chapter with your university
2. Research and fulfill all university-specific requirements for student organizations

☐ **Build Your Executive Leadership**

1. Form an Executive Board (President, VP, Secretary, Treasurer, etc.)
2. All Executive Board members must be committed to attending mandatory leadership training

☐ **Apply with Esther Funds Foundation National HQ**

1. Submit the official "Charter a Chapter" application on the EFF website
2. Schedule an interview with National Headquarters for final approval



RECOMMENDED ORDER TO START AN OFFICIAL ESTHER FUNDS FOUNDATION CHAPTER

Starting a chapter is exciting—but we want to make sure you have everything in order. Here's the step-by-step guide we recommend following:

Express Your Interest

Let us know you're ready to bring EFF to your campus!

EFF Posts Flyer + Application Opens

Headquarters will create and post a flyer to help generate interest. You'll get access to the interest application form (co-founders should have access too!).

Find an Advisor

Start reaching out to faculty/staff who may be a good fit. Send them the Advisor Information Guide (found under the Chapter Hub on our website).

Recruit 7–8 Committed Students

These will be your core group as you prepare to launch.

Check Your University's Requirements

Find out what your school needs to officially register a student organization.

Schedule Your Interview with EFF HQ

Once you've made progress, schedule a time to meet with us for next steps!

Create Chapter Email + Instagram (MUST be approved by HQ)

- ☐ Email must include your chapter name (e.g., effuniversity@gmail.com)
- ☐ Instagram must follow the format: @estherfunds[UniversityName]
- ☐ Submit both handles and passwords to HQ for approval and internal record

Build Your Executive Board

- Form your leadership team (President, VP, Secretary, etc.)
- ☐ All e-board members must attend leadership training hosted by EFF HQ

Submit the Official Charter a Chapter Application

This final step makes everything official! Find it on our website under the Chapter Hub.



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Additional Resources

All new chapters can access the following tools under the Chapter Hub on our website:

- Chapter Information Guide
- National Bylaws
- Leadership Tools & Resources
- Compliance Documents and More

Visit: www.estherfundsfoundation.org → Chapter Hub

Have Questions?

Email: info@estherfundsfoundation.org

Text: 352-999-3232