

Chapter Start-up Checklist

- Inform your unit manager and/or medical director to get their support
- You just need 3 people to start a chapter!
- Talk to other dialysis units in your area
- Set up your first meeting—build enthusiasm!
- Talk to sales reps to get their support—they can often pay for food or contribute educational programs
- Offer contact hours for educational programs—get the form from NANT
- Fill out your paperwork
- Complete the Federal ID Number form
- Encourage your members to get certified by offering study programs
- Ask for a buddy — contact the Director of Chapter Affairs for your region



Completing the forms is easy — there are full instructions included.

Other Suggestions for a Successful Chapter

The chapter officers and members **must** be members of NANT. If they aren't already, three or more people can join NANT for only \$33 each — just be sure that the applications forms and checks are sent to the NANT office in the same envelope.

Decide on clear geographic boundaries for your chapter. Most of the time, a city or part of the state (Southeast Ohio, for example) makes the most sense.

You need to obtain a tax ID number. In the chapter start-up kit, there is a sample form that is already completed and a blank form for you to complete.

Completing the application for chapter charter is easy. The form is included in your chapter start-up kit.



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How to Start a New Chapter — Tips and Suggestions



It's easier than you think!

NEW CHAPTER TIPS & SUGGESTIONS

Starting an NANT chapter can seem an overwhelming task. So, we've put together this easy to follow plan to help you develop a successful chapter.



Chapters are a great way that technicians can learn from each other.

1 Start by talking with your Medical Director or Administrator. Focus on the benefits of better informed and educated technicians.

2 Contact all the technicians in your unit, and in the units around you. Chapters are most successful if they draw upon more than one unit. Ask the NANT office for a list of

technicians in your area (zip codes are most helpful). Visit the units to talk to the techs, after getting permission from the unit manager.

3 Set up your first meeting. At this meeting, identify people who are eager to help and ask them to serve as an officer. You just need 3 officers to start a chapter.

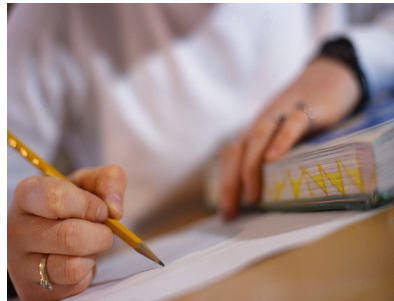
Fundraising

Local sales representatives often have budgets to cover out-of-pocket expenses you might incur. They are often willing to **pay for food** at the meeting. Also, sales representatives can help you spread the word about your new chapter, since they go to many units. So, ask your water treatment supplier, your drug company representative or other sales people that call on your unit regularly for some help in getting started.

Educational Meetings

Putting together an educational meeting that members want to attend isn't that difficult. **Ask your nurse or training manager** if they're willing to help — you'll be surprised at how much help they can give you. Check with your sales representatives to see if they are willing to make an educational presentation.

Be sure to offer **contact hours** for your program. Contact the NANT office for a contact hour application.



Chapters can provide educational programs to help technicians study for certification or earn credits needed for recertification.

The cost for contact hours are very low for chapters and will increase the interest in your program.

Start Small

Don't worry if you just have 5 or 10 people attend your first meeting. These people will form the core group of your chapter and help you spread the word.

Certification Preparation

Offer study sessions to prepare for the BONENT, NNCC or NNCO certification exams. More and more states are requiring that technicians be certified. Many chapters have helped their members to pass their exams.

Ask for a Buddy

NANT will assign you another chapter president to help you get started. Just ask us!

NATIONAL ASSOCIATION OF
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