Starting a NAGAP Chapter

The following are suggestions to assist a group in forming a NAGAP chapter. The NAGAP Governing Board is pleased to provide support to initiate the process, e.g., mailing labels, space in the NAGAP *Perspectives: A Newsmagazine for Graduate Admissions* Professionals, etc.

1. Hold a meeting (or an informal discussion luncheon) of graduate admissions officers from your area who have shown an interest in developing a professional organization. Keep the discussion open and free-flowing so that any and all areas will be given full consideration.

2. Identify your purposes, set clear attainable goals, and outline ways of reaching them.

3. Establish work groups, each with an assigned objective; whether it be to recruit members, organize a series of graduate school fairs, create better methods of communication within your membership, or publish a set of guidelines and rules to follow.

4. Identify leaders who could serve as a governing board for your organization, along with any elected officers your group deems appropriate.

5. Start a membership campaign with as broad a support base as possible.

6. Develop an extensive mailing list.

7. Hold a series of one-day workshops on topics of special interest to graduate admissions professionals in your region. Use college campuses and solicit the help of your colleagues as panelists to cut down on your expenses.

8. Publish results of your activities and distribute it to your entire mailing list.

9. Determine a fee structure for your membership if a revenue system is needed.

10. Keep in close touch with NAGAP through the Membership Chair and encourage membership in the national organization.