



CHAPTER LAUNCH CHECKLIST

A printable version of this form can be found at www.tumi.org/siafu.checklist

Determine the mission and focus of Your SIAFU Chapter

- Determine who this Chapter will be for, that is, who will be invited to attend
- Figure out if you want to host more than one group in your chapter (e.g. Men, Women, Teens)
- Decide on your SIAFU Chapter Name

Develop the structure to administrate your Chapter

- Familiarize yourself with SIAFU website (www.tumi.org/siafu)
- Receive and review the SIAFU Chapter Resource Kit
- Decide when your Chapter will meet (day and time and how often)
- Determine how to handle expenses and funds

Secure and organize your Chapter meeting area

- Determine where you will host your Chapter meetings (get keys if necessary)
- Secure any necessary equipment you may need for your Chapter meetings (e.g. CD player, overhead projector or TV, DVD player, white board)

Promote your SIAFU Chapter

- Set up time with your pastor to share with the church about the SIAFU group(s)
- Talk to others about your SIAFU group (encourage people to invite their friends). *Please note that if there is a TUMI/Prison Fellowship satellite in your area you could get permission to visit the prison during a class and invite students to join your group upon their release.*

Finalize all necessary details and positions for your Chapter

- Complete the online Chapter Completion Form and submit annual fee (online)
- Brainstorm list of names for interim President, Vice President, Administrator, Host/Hostess, and Project Coordinator until they can be voted in by actual members and run by pastor for approval