



Support Group Start-Up Check List

All support-group start up information is on the CHADD website at www.chadd.org. Select **Support**. Then go to **CHADD Volunteers**. Then go to **Start a Group**.

If there is already a CHADD group in your area, but there are geographical challenges or it serves a different audience, you will be working in cooperation with both the national office and your local CHADD group to get one started in your area.

Some of the steps provided below are online and some you will have to complete on your own. The section of the website where resources and information can be found online about that step are in parentheses.

- Getting Started:**
Tell us that you are interested in volunteering for CHADD by submitting the online form that is hyperlinked in blue in the Getting Started section.
(Step 1)
- 2) **View our comprehensive online orientation.** This orientation will provide you with all of the information that you need in order to get started and to help you decide if this is an adventure that you would like to embark upon at this time or if you should recruit someone from your community to take the lead.
(Step 2)
- 3) **Complete the forms and send them to CHADD National:**
 - Volunteer Agreement,
 - Conflict of Interest Agreement
 - Confidentiality Agreement Forms
(Step 3)
- 4) Join CHADD or Confirm Active CHADD Membership (Step 3)
- 5) **Review and take advantage of the resources.** View the resources made available, including, forms, flyers, etc. in the Volunteer Leader Center found online at on the CHADD website at www.chadd.org. Select Support. Then go to CHADD Volunteers. Then go to **Volunteer Leader Center**. (Step 4)
- 6) Make a request for CHADD National to send an email to members in the area for volunteers to assist you in establishing a group (Step 4)
- 7) Find a meeting space, and organize meetings. (Library, Community Center, etc.)
- 8) Make a request for CHADD National to send an email to members in the area announcing an upcoming meeting. Publicize the meetings through all of the avenues recommended in the online orientation. (Step 4)

- 9) Share your progress with CHADD National by submitting the support group sign-in sheets for four meetings. (Step 5)
- 10) You have completed all of the requirements - you are ready to be an official CHADD satellite. Contact CHADD by calling 800-233-4050 or email us at affiliate-services@chadd.org (Step 6)



CHADD National Office
Affiliate Services Department
800-233-4050
affiliate-services@chadd.org
www.chadd.org