



Checklist of Actions in Forming a CPNP Collegiate Chapter

This checklist will help you to understand the steps necessary in applying for consideration as a CPNP Collegiate Chapter. Many of the steps below have explanatory text in this formation section of the manual. Read on to learn more but use the checklist below to keep you on track as you prepare your application to CPNP. Carefully review this Student Chapter Formation and Guideline Manual at cpnp.org/member/students/chapters.

- ☐ Select a highly qualified faculty advisor.
- ☐ Contact the CPNP office at info@cpnp.org to request a meeting between the CPNP Student Committee leadership, interested students, and the proposed faculty advisor before you begin the process.
- ☐ Research the University rules regarding student organizations and structure to determine the process as well as if the University provides collegiate chapters with group exemption under their non-profit status. If not, a process is available to pursue non-profit status outside of the University but requires simple IRS related filings and annual tax return submission.
- ☐ Research funding provided by the University as well as whether general liability insurance coverage is provided to collegiate chapters. If not, CPNP can arrange for liability insurance at a cost of \$75 per year.
- ☐ Ensure that proposed members, officers and the chapter advisor are members of CPNP National.
- ☐ Provide CPNP with the completed collegiate chapter application (Appendix 1 of this manual).
- ☐ Provide CPNP a copy of your completed bylaws (Appendix 2 of this manual). Use of CPNP bylaws with no revisions is recommended if at all possible. Any customized language you request should be highlighted for CPNP consideration.
- ☐ Complete the process of applying for recognition as a collegiate chapter at the University. Await decision.
- ☐ Upon approval, submit confirmation of University/College approval of the collegiate chapter (letter or certificate) to CPNP. Letter should also confirm that the chapter is operating under the University's group exemption, if applicable. Letter should also confirm insurance coverage if provided through the University, (as applicable).
- ☐ Submit completed application (Appendix 1), your bylaws (Appendix 2), and your University approval document/letter.
- ☐ Questions can be directed to the CPNP office at any time by contacting CPNP at 402.476.1677 or at info@cpnp.org.