

Starting a YP Group

- Bring together the core group who support the benefits of bringing this group to your community.
- Mission
- Purpose
- Make-up of your membership
- Partner with another group or be independent
 - If you partner with the group (chamber, city, downtown association, economic development group), you need to meet with them and sell your benefits and set-up your partnership agreement
 - If you go independent, you need to bring on an accountant and attorney to help guide you through the start-up process. If you look at getting your 501 (c) 3, the start-up costs will be over \$1,500.
- Name your group
- Decide the focus of the group
 - Charitable
 - Civic
 - Professional Development
 - Social
 - Combination
- By-laws or Guidelines
 - How often will your membership meet?
 - Will you have a board of directors? How many? How often do they meet? Role of committee members?
 - Committees? Chairs of committees?
 - How are membership notified of events & happenings?
- Marketing
 - Logo
 - Meeting Agenda's & Minutes
 - PowerPoint about your group to share with others
 - Website
 - Newsletter
 - E-mail notices
- Make sure you have insurance lined up to cover your events
- Kick-off membership event