



How to Create an SVA Chapter

Follow these simple steps before applying for membership!

1 Understand the Mission

It is important to understand the key elements of creating a student veteran organization, and the best practices for running a chapter. SVA and Purdue University's Military Family Research Institute co-created the Chapter Success Manual to serve as a guide for these initial steps. It contains step-by-step instructions on creating a business plan and chapter budget, as well as helpful advice from student veteran leaders nationwide.

[Download the kit from the SVA website by going to \[www.studentveterans.org\]\(http://www.studentveterans.org\) > Chapters > Chapter Success Manual](http://www.studentveterans.org)

2 Connect with the Community

Chapters connect student veterans, administrators, community organizations, and other student groups. Connecting with these stakeholders will help you gauge interest and gain support for your cause. Tap into existing networks on campus to raise awareness of the student veteran experience and your group.

[Find a faculty or staff adviser to assist your chapter and list their contact information on the application](#)

3 Establish your Network

SVA requires three points of contact for chapter membership: a student veteran contact, an administration contact, and a chapter email contact. The first two contacts, referred to as the "Chapter Leader" and the "Group Adviser," are important personal connections to the national organization. The third contact is an email specific to your student organization and may be created through your institution's email server, or a free email service provider such as Google or Yahoo mail. Clearly defining points of contact will not only give the organization credibility, it allows others to communicate effectively with your group.

[Create a chapter specific email address for your organization](#)

4 Set the Standard

To streamline your organization's activities, it is important to create a governing document, such as a constitution or set of bylaws. This is not only a prerequisite to becoming an official SVA chapter, but will also establish the structure within which your student veteran organization will function. The governing document should include information on the scope of your organization's mission, as well as details on membership requirements and meeting frequency.

[Create a constitution or by-laws to outline your chapter mission, vision, and structure](#)

5 Apply for SVA Membership

[Congratulations, you are ready to complete the SVA Chapter Membership application!](#)