



National Alternative Education Association

Developing
Potential
in All Students



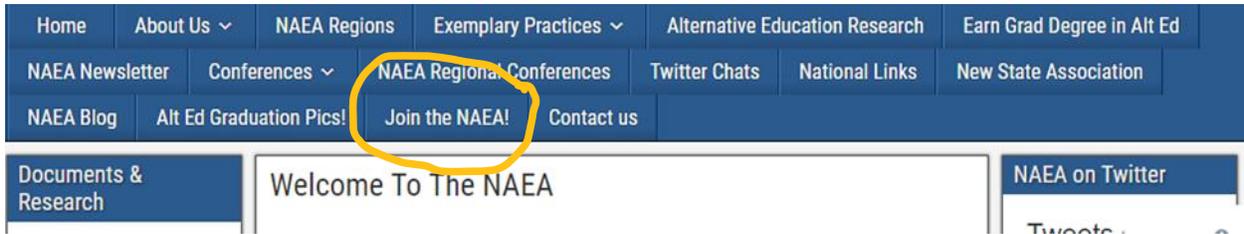
Here are the basic steps in birthing your state alternative education organization:

1. **Meeting** - Hold a meeting for all interested in the organization. Decide on a monthly meeting schedule, conference line, etc. Conference lines are available for free.
2. **Officers** - Elect officers: President, V. President, Sec., & Treasurer.
3. **Mission & Vision** - Determine your organization's mission and vision. Here are some samples of what other states have done. You can also see from examining their websites that they have added other basic components as they have grown over time. No need to re-create the wheel - feel free to tweak one that best fits your needs.
4. **Apply as a State for Seed Money from NAEA** - Apply on the NAEA website in a tab called Start a State. the completed form goes to the NAEA Board for approval and a check for \$500 will be sent to help you cover the cost of the 501c3 application which is usually about \$300.



5. **Open a Bank Account** - Once money is received, open a bank account for your organization and apply (bank will help you) for the 501c3 status.
6. **Communication** - determine your state's best network of communication and how information can be disseminated to all teachers in alternative schools, including how it will be updated regularly. Outline this process on paper.
7. **Membership** - Decide how you will recruit members, whether they will be charged a membership fee, and what benefits your organization can offer to members. This also may change as you grow. Think of ways to advertise your organization.

8. **Join NAEA** - Encourage all members to join NAEA for free on the NAEA website so they are placed on our mailing list for updates on coming events.



9. **Update Your Regional Director** – Keep your regional director informed of your organization’s current officers so communication will flow freely. You can find your regional director on the NAEA website. We are all in the relationship business, so the national organization wants to get to know you & help you celebrate the great work you are doing with students in your state!



10. **Grow!** - Continue to have meetings and grow your organization. Add a motto, mascot, logo, website, brochures, business cards, banners! Hold state conferences & meetings to provide professional learning & networking opportunities for your members! **Keep in touch regularly with your regional director from the National organization to be sure you are aware of new opportunities to be involved at the national level.**