



THE UNITED STATES JUNIOR CHAMBER®

# **EXTENSION CHECKLIST**

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- Minimum of twenty (20) charter members
- Charter fee of \$250
- Administrative fee of \$15 per charter member
- Completed Application for Affiliation
- Completed Charter Member Form listing all charter members

## **HELPFUL HINTS TO SPEED PROCESSING**

- Each member must meet The U.S. Junior Chamber age requirements (18-40 inclusive) as of the processing month in which the extension is to be applied. Dates of birth **MUST** be listed for each.
- All members currently listed on The U.S. Junior Chamber membership roster may not be included as one of the first twenty members. This includes members in at-large chapters 8888 and 9999. They may become the 21st charter member of any new chapter.
- Full names, rather than initials, must be used on the Charter Member Form.
- Use a complete mailing address to ensure that all new members receive their membership cards, publications, and other information.
- Email addresses are required and must be included on the forms.
- Signatures of the extension Chairperson and a representing member of the new chapter must be notarized, and daytime phone numbers included for each.
- Chapter population divisions should be determined at the state office using the latest U.S. Census figures for the city or town in which the majority of the new members reside.
- Region/District Director assignments must be listed exactly as they appear on The U.S. Junior Chamber RD and DD summary, which is sent monthly to the state office.
- Legibility is a must.

## **HOW TO SUBMIT THE PAPERWORK TO BE AN OFFICAL CHAPTER**

**1. APPLICATION FOR AFFILIATION** - Place the new chapter name on the first line of the application for affiliation. Fill in all of the spaces with the required information. The new chapter temporary or elected President must sign the application and include a daytime telephone number. The same information is required from the affiliation Chairperson. These signatures must be notarized. It is important to include both the state number and chapter number along with, if applicable, the founding chapter's name and population division. The bottom portion of the application is to be completed by the State President or state office. This information is used to place your chapter in the proper region and district. The state headquarters has a listing of all Regional and District Directors in the state, and they will assure that the information listed in this portion matches exactly with what is on file with The U.S. Junior Chamber.

**2. CHARTER MEMBER FORM** - This form is used to establish your official membership record on file with The U.S. Junior Chamber. Be certain that all of the information listed on this form is complete and correct. If an incorrect address is listed, you will not receive national Junior ChambeR publications or your official Jaycee Identification Card. All applicants for membership must list a date of birth on this form in order to be accepted for membership, and be between the ages of 18 and 40 inclusive. Remember to use your full name.

**3. EXTENSION CHECK LIST** - For your review. If all of the steps listed are completed, your application will be processed quickly and efficiently. If you have any questions, contact your support crew.

For additional information, call 636-681-1857 or write [customerservice@usjaycees.org](mailto:customerservice@usjaycees.org)