

Keeping Your Chapter Active

National Requirements

At the Active Minds National Office, we're here to support you in your mental health advocacy journey. Being part of the Active Minds Chapter Network means you have access to our national staff for technical assistance, chapter-exclusive resources and leadership opportunities, and to other chapters in the network for connection and support.

We want it to be clear, easy, and quick to stay active with us, so use this guide to help you make sure you're staying on track!

EXPECTED OF CHAPTERS TO MAINTAIN GOOD STANDING

KEEP YOUR CHAPTER CONTACTS UPDATED

Use our [contact update form](#) to keep active leaders, members, and advisors on file. We require your chapter to have at least three student leaders on file at all times as well as at least one advisor. We encourage you to have your chapter members also complete the form so that they can be looped in via our regular newsletters, though that is optional.

COMPLETE REQUIRED CHAPTER REPORTS

Chapter Reports are **required** quarterly check-in surveys for you to report what your chapter has been up to. Chapters must complete all chapter reports per year to remain active with the national office for the following academic year. While Chapter Reports are required, we don't want them to cause stress!

CHECK OFF THE REPORTS YOU'VE COMPLETED!



RECOMMENDED ACTIONS FOR CHAPTERS TO PURSUE

STAY CONNECTED

Join our Slack Network or **email our team** for support. We'll meet with your chapter to brainstorm, talk through challenges, or provide resources. Let us know how things are going; we're here to celebrate the wins with you and support you when things are challenging.

APPLY

We may have opportunities available either for your chapter as a whole or for individual leadership opportunities. We'll send these out via email, so make sure your chapter contacts are kept updated.

You must have completed all chapter reports to be considered for a partnership program!

STAY INFORMED

Become familiar with Active Minds National programs such as Stress Less Week, Send Silence Packing®, Speakers, K12 Initiatives and more.

FALL

WINTER

SPRING

SUMMER



TIP

Keep track of programs somewhere (like our **Chapter Activity Planner template**) as they happen so that completing the report is even quicker! For chapter programs, we'll ask you how many people attended, so it could be helpful to keep track of that throughout the year too.

CONNECT WITH THE CHAPTERS TEAM!

Have questions about your chapter's contacts, status, or Chapter Reports?

Want to get support or share a win with us?

Reach out to the Chapters Team at chapters@activeminds.org!!

CHAPTER FAQs

TIMELINE

When will we receive Chapter Reports?

There are four chapter reports administered per year, roughly expected to be sent to you in **October, December, March, and late April / May.**

EXPECTATIONS

What should be included in the reports?

What if we haven't had many events?

There are currently no specific requirements! Please complete each chapter report, **regardless of the number of chapter meetings or programs held.** We'll ask about your chapter meetings, social media campaigns, policy advocacy efforts, and programs (including tabling, events, etc.).

How often should reports be completed?

How do we decide who should do them?

The reports should be completed **once per chapter.** Please coordinate amongst your leaders / advisors to determine who will complete each report.

FINDING HELP

How long does a report take to complete?

Where can we find help if needed?

Chapter Reports are meant to be quick and easy! They should take no more than 10-15 minutes to complete. If you have any issues, email chapters@activeminds.org.

How can we stay updated on chapter report-related communications?

Chapter presidents, leaders, and advisors receive emails about the Chapter Reports.

Be sure your chapter's contacts are up to date!

We'll communicate with your chapter about anything we might need from you.