



Checklist for Chartering an ACDA Student Chapter

- ✓ Discuss interest in starting an ACDA student chapter with a choral conductor. Identify a faculty advisor.
- ✓ Review goals of the choral program and assess the advantages of forming an ACDA student chapter.
- ✓ Encourage students to join ACDA. Membership forms may be found on the ACDA website (acda.org). Send membership forms and dues directly to the National Office in Oklahoma. Touch base with your ACDA State President to see if there are any student initiatives.
- ✓ Complete the constitution (sample may be found on the website under “YSA Sample Constitution”) to fit your own special needs and obtain the approval of college officials to become a recognized student organization on your campus.
- ✓ Send completed constitution and application for student chapter status to the National ACDA R&S Chair for Youth and Student Activities. Application documents found on web page.
- ✓ Receive confirmation via return mail from the ACDA National Office of official status as an ACDA student chapter.
- ✓ Send your annual report to the National ACDA R&S Chair for Youth and Student Activities by May 15 each year (you will be notified regarding forms in early April).