

## TOPIC: Chartering your organization

Once you have been trained as a preconception peer educator (PPE), you are ready to start spreading awareness about the value of preconception health on your campus and in your community. An important first step is to create your campus organization (club) or fold under an existing organization.

This is quite a bit of work and will take some time to accomplish, **BUT don't worry, we have resources to help walk you through the process below!** The best part is at the end, all your efforts will be personally rewarding and is **great experience to include on job and graduate school applications**—for many of you, this is coming up sooner than you may think!

### So what does this mean?

Becoming an officially recognized organization on your campus is an important next step for newly trained PPEs on campuses where chapters do not already exist. There are two ways to do this:

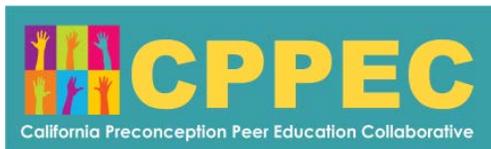
- 1) Complete the formal requirements to be a campus organization
- 2) Officially affiliate with an existing campus organization.

Most campuses choose option 1 because it allows them the opportunity to develop a new governance structure and to obtain resources specifically for the PPE program. To become an official organization you'll need to select a faculty advisor, develop a constitution and by laws, and often select chapter officers. Some of the advantages of becoming a standalone organization are the ability to focus specifically on PPE projects, eligibility for campus organization awards and funding, increasing awareness of the importance of preconception health with an on campus presence.

Campuses with existing organizations for public health, nursing, pre-med, child development, and social work may elect option 2 and officially become a program of the existing organization. This alleviates the need to select a new advisor or develop new governing materials, and in some instances this club may already have money and other campus and community contacts that will be useful. However, it will still be necessary to amend the organization's bylaws to include the PPE program and determine how PPE projects and funding will be handled.

### Timeline

The amount of time required to start an organization varies from campus to campus. Usually, the time ranges from a **few weeks to a few months**, so it is best to start early so that you can get your organization off the ground and start your outreach activities this school year. How long it takes for an organization to get established depends on a variety of factors, such as how long it takes you to find



sufficient membership, develop a Constitution, find an advisor and of course, how receptive your student leadership is to the topic of preconception health.

Ready to get started? Let us know by emailing [info@everywomancalifornia.org](mailto:info@everywomancalifornia.org) or by posting in the discussion forums on [www.everywomancalifornia.org](http://www.everywomancalifornia.org). This will also help to connect you with other motivated PPEs on your campus.

## Directions for starting an organization/CSU Fresno resources

Browsing the web for 1) your campus' requirements for starting an organization or 2) a listing of existing campus organizations to affiliate with is a great way to get started. Many schools already have information about this online.

[Here is information for CSU Fresno for starting an organization.](#) They even have a template for a Constitution! So CSU Fresno students already have two great Constitution resources—a template from CSU Fresno AND a sample that is tailored for PPE (provided in the section below). For CSU Fresno students interested in officially affiliating with an existing organization, [here is a listing of existing campus clubs.](#)

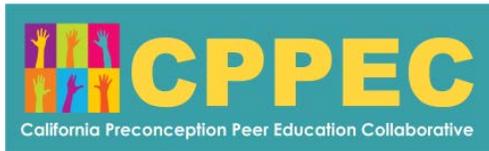
For students at other campuses, the process is likely very similar. We encourage you to browse the web and talk with campus leadership for requirements.

## Sample PPE Constitution

To help campuses with completing this process, here is an [example Constitution from California State University, Northridge's PPE program.](#) Please feel free to use the example in part or in whole. Be sure to review the requirements for student organizations that are specific to your campus to ensure that all required information is included in the constitution.

## We are on social media!

Please Follow/Retweet @PHCCalifornia on [Twitter](#) and Like California Preconception Health on [Facebook](#) so that you can stay informed of important updates AND spread the preconception health message—this is also an avenue for you to publicize your own work! Contact us for details.



## Questions?

Email [info@everywomancalifornia.org](mailto:info@everywomancalifornia.org).

Thank you for your dedication to the health of women, men and families in California!