

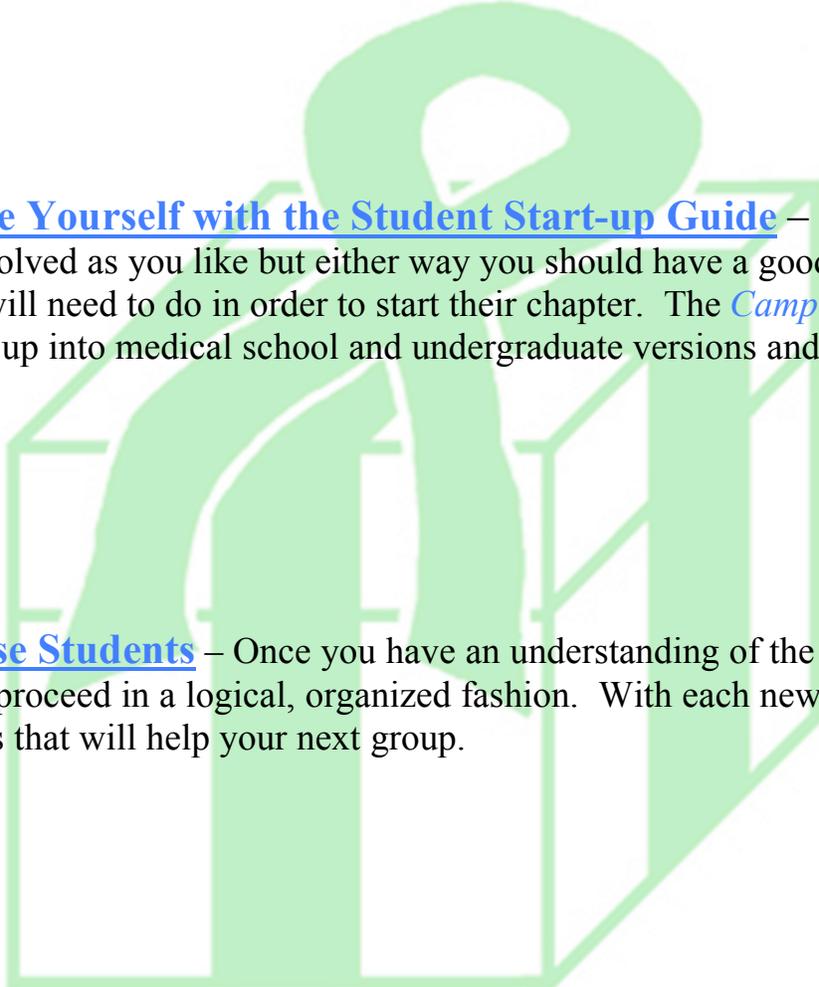
Greatest Gift, Inc. OPO Start-Up Checklist

Identify Schools in Your Area – It’s easy to target the large universities in your area but don’t forget about the smaller colleges as well. It only takes one student with a personal connection to donation or a passion for philanthropy and community service to start a successful chapter. The University of Texas has a nice directory of colleges by state (<http://www.utexas.edu/world/univ/state/>). This is a good place to find schools you may have forgotten about.

Identify Target Student Populations – Different schools have different characteristics and therefore different student populations. For the most part, pre-health (medical, nursing, public health, etc.) and advertising/marketing are good student populations to try to reach out to. However, be aware that there may be students passionate about donation in any major.

Contact Student Advisors – A simple Google search of the advisors for your student population could help you reach a large number of students at once. For instance, searching “University of Florida pre-med advisor” turns up the UF Pre-Health Advising website as the first result. From here you can read about their listserv and contact the office in order to have your message sent to the listserv. To make things even easier for you we provide a sample e-mail for you to copy, paste, edit and send to the advising offices. Check the website for the most up-to-date materials.

Gather/Gauge Student Interest – This can be the trickiest step to manage in this process. Some e-mails generate so much interest that it can be difficult to get all interested students on the same page. Others may be frustrating because one passionate student is eager to get started but cannot gather more support. This step is best handled slowly and deliberately. Advise students to read through the appropriate *Campus Chapter Start-up Guide* as you wait to see if any more students will contact you. Once all students are ready they can hold their first planning meeting. You may choose to be a part of this or you may choose to allow them to work independently. Both strategies can work well in the right situation.



Identify Student Leaders – Like the meeting, you can be involved with appointing leaders of the group or allow the students to do this on their own. If there is one student who seems more passionate and dedicated than others, you may want to encourage them to be the first president of the group. Other groups may prefer to volunteer, nominate and vote for their own executive board. Either way good student leadership is essential to a successful chapter.

Familiarize Yourself with the Student Start-up Guide – Again, you can choose to be as involved as you like but either way you should have a good understanding of what the students will need to do in order to start their chapter. The *Campus Chapter Start-up Guides* are split up into medical school and undergraduate versions and can be found on our website.

Aide/Advise Students – Once you have an understanding of the start-up process help your students proceed in a logical, organized fashion. With each new group you will learn tips and tricks that will help your next group.

Ask Questions! – You will play an integral role in starting chapters around your service area. Simply put, we can't do this without you. However, that does not mean that you have to have all the answers. All questions and feedback are welcomed and encouraged!