

# REQUIREMENTS for Petitioning Collegiate Chapter

## 1.0 Application / Notice

- 1.1 Letter of Petition (Include Contact Person, address, telephone/cell# and email address)
- 1.2 List of Petitioners  
(Minimum of 15 with valid ID & proof of enrollment, include xerox copy)
- 1.3 List of Advisers
  - 1.3.a. Faculty or Alumni Advisers
  - 1.3.b. Local Scouting Adviser
  - 1.3.c. Any civic or religious organization (optional)
- 1.4 Endorsement by the Regional Director  
(Use the [rd\\_standard\\_endorsement.doc](#))

## 2.0 History

- 2.1 Chronological history from founding date up to the time of application.  
At least one (1) year existence in college/university
- 2.2 List of 15 Charter Members (with ID)
- 2.3 List of Founders/Organizers, and must be:
  - 2.3.a I.D. Cardholder of a recognized chapter
  - 2.3.b Must have been an active member for at least 3 years.

## 3.0 Organization

- 3.1 List of present Officers (with ID)
- 3.2 Roster of membership by batches (RAPOR)

## 4.0 Finance

- 4.1 Payment of charter fee to the National Council.
- 4.2 Financial Statements (Certified correct and signed)
- 4.3 Xerox copy of Bank Passbook/Bank Certification

## 5.0 Article of Association

## 6.0 List of at least five (5) accomplished service projects with supporting documents (photos of the project that includes the banner of the Petitioning Group & Certifications).

**Note:** For Joint Projects, refer to end notes below.

## 7.0 Two-year Development Plan

### NOTE:

- All documents shall be 8-1/2 x 11 inches, submitted in five (5) hardbound dark-blue cover copies.
- Accompanied by a transmittal letter addressed to the Commission on Membership
- Corrections should be made no later than ninety (90) days from the date of CoMe's Notice of Deficiencies to the petitioning group else a new and updated set of petition documents should be submitted.

# REQUIREMENTS for Petitioning Alumni Association

## 1.0 Application / Notice

- 1.1 Letter of Petition (Include Contact Person, address, telephone/cell# and email address)
- 1.2 List of Petitioners (Minimum of ten (10) with valid ID, include xerox copy)
- 1.3 Endorsement by the Regional Director

(Use the [rd\\_standard\\_endorsement.doc](#))

*The following only for Community Based*

- 1.4 Endorsement from the nearest recognized Alumni Association in good standing

**Note:** *None endorsement should not be due to Geographical/Territorial conflict. Refer to excerpt of the 1<sup>st</sup> Joint Execom & BOD Meeting, DY 2007-2009, Sec. 10 – CoMe Concerns.*

## 2.0 History

- 2.1 Founding/Organization (at least one (1) year in existence)
- 2.2 List of Founders/Organizers, and an I.D. Cardholder
- 2.3 Activities

## 3.0 Organization

- 3.1 List of present Officers (with ID)
- 3.2 List of members with complete information  
(Name, Address, Chapter, Batch, etc,)

## 4.0 Finance

- 4.1 Payment of charter fee to the National Council.
- 4.2 Financial Statements (Certified correct and signed)
- 4.3 Xerox copy of Bank Passbook/Bank Certification

## 5.0 Article of Association

## 6.0 List of at least five (5) accomplished service projects with supporting documents (photos of the project that includes the banner of the Petitioning Group & Certifications).

**Note:** *For Joint Projects, refer to end notes below.*

## 7.0 Two-year Development Plan

### NOTE:

- All documents shall be 8-1/2 x 11 inches, submitted in five (5) hardbound dark-blue cover copies.
- Accompanied by a transmittal letter addressed to the Commission on Membership
- Corrections should be made no latter than ninety (90) days from the date of CoMe's Notice of Deficiencies to the petitioning group else a new and updated set of petition documents should be submitted.

Prepared by:

Evaluation Committee of Petitioning Groups (ECPG)  
Commission on Membership  
Release 04.30.2009

### **For Joint Service Projects:**

The Petitioning Group's participation to a Service Project, to be counted as its project, the following conditions should be met:

- a.) That the Project is huge in nature and as such requires collaboration with another Group
- b.) That the project is clearly defined as a "Joint Project"
- c.) That the Petitioning Group's involvement started at the conceptualization of the project
- d.) That supporting documents are available to establish the above

### **WARNING:**

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