**Be The Match Campus Chapter- Leadership Checklist**

* Register your Chapter on the [Be The Match Campus Chapters website](https://wesavelives.bethematch.org/index.cfm?fuseaction=donorDrive.event&eventID=636) and bookmark the site.
* [Volunteer Portal](https://www.bethematchvolunteer.org/) – Create an account or log in to confirm your information is current
* [Join our Slack Workspace](https://join.slack.com/t/bethematchoncampus/shared_invite/zt-1c8azkac4-irnr9RpGy~oY6IQjL9Lx6Q)
* If your chapter is a Registered Student Organization, complete any tasks required by your campus. [A Be The Match Campus Chapter Constitution template](https://wesavelives.bethematch.org/index.cfm?fuseaction=cms.page&id=1112&eventID=636) is available if needed.
* Get your Chapter Planner from your Be The Match Account Manager. Not sure who that is? Email [BeTheMatchOnCampus@nmdp.org](mailto:BeTheMatchOnCampus@nmdp.org) or DM Savanna Rivest on the Slack Workspace
* Complete [Founder’s Series](https://learning.elucidat.com/course/612e62e78bbfb-613924c13f3af) training
* Review the [Be The Match Campus Chapters Guidebook](https://assets.bethematch.org/collections/view/FD667D83-6ECB-4442-9F7E1B5BCADECDC4/?mediaId=CA1B5176-1714-4C29-B7A8B12EA956E854)
* Decide on a meeting schedule for your chapter and reserve space on campus for your meetings. Your chapter should meet bi-weekly at a minimum, weekly is recommended.
* Schedule your [Chapter Retreat](https://assets.donordrive.com/bethematch/files/$cms$/100/1439.pdf)