



# Kansas Young Democrats Healthy Chapter Checklist

Chapter: \_\_\_\_\_

## Chartered and Participate in KYD and State Party Activities

Date of Charter: \_\_\_\_\_

Activities Attended: \_\_\_\_\_

## Hold Regularly Scheduled meetings

Regular Meeting Dates: \_\_\_\_\_

## County/District Party Leaders and Elected Officials involved in meetings

YD's attend County/District Party Meetings: \_\_\_\_\_

Elected Officials and Party Leaders attend YD Meetings: \_\_\_\_\_

## Fundraising

Have at least one fundraising event a year: \_\_\_\_\_

Have a fundraising sustaining club: \_\_\_\_\_

## Hold at least two open-to-public events

Event #1: \_\_\_\_\_

Event #2: \_\_\_\_\_

## Publicity with local media for your events and meetings

Do you issue regular press releases: \_\_\_\_\_

Do you clip or record news stories: \_\_\_\_\_

## Maintain an active membership database

Database on computer of members with contact information: \_\_\_\_\_

Members complete the KYD Membership form: \_\_\_\_\_

## Report Chapter news stories and upcoming events

KYD Chronicle/KYD Listserve: \_\_\_\_\_

County/District/State Party Newsletter: \_\_\_\_\_

## Providing information to the public

Register as an organization with university or other activity organization: \_\_\_\_\_

Have a Word Wide Web site with information about your chapter: \_\_\_\_\_

## Set goals for membership and chapter activities

Have a written plan for chapter: \_\_\_\_\_

Report status to local chapter members and KYD: \_\_\_\_\_

## Providing information to your organization

Have a regular newsletter: \_\_\_\_\_

Have an e-mail listserv: \_\_\_\_\_

## Communication

Have access to a fax machine: \_\_\_\_\_

Have an e-mail account: \_\_\_\_\_