



National Association of Peer College Advisors
A Division of the NAPCA Foundation

College CHAPTER STARTUP GUIDEBOOK

PEER COLLEGE ADVISING CHAPTER PROGRAM

College Chapters are recognized on campus as the student organization for student leaders who are:

Community College Chapters & CPCAs

Driven to increase the number of community college students at their campus who will successfully transfer to a four-year university. Committed to work with high school students to help them navigate the path to college and successfully transition from high school to college.

Four-Year College Chapters & CPCAs

Devoted to work with local community college students to help them successfully transfer to a four-year university. Dedicated to work with high school students to help them complete the critical steps to enroll in some form of postsecondary education within one year of their high school graduation.



Table of Contents

About the NAPCA College Chapter	2
Chapter Structure	3
Figure 1: NAPCA College Chapter Organizational Chart	3
Becoming a Member of NAPCA	5
Ways to Become a Member and Membership Requirements	6
Membership Dues	8
NAPCA Chapter History	8
Figure 2: College Chapter Start-Up Flowchart	9
Step 1: Prepare to Apply	9
Step 2: Apply to Start a NAPCA College Chapter	17
Step 3: Become a Certified Peer College Advisor	20
Step 4: Establish A Strong Chapter at Your College or University	21
NAPCA College Chapter Start-Up Checklist	24
Start a NAPCA Chapter Online Application Checklist	25
Requirements to Become a Certified Peer College Advisor	25

NAPCA Chapter Start-Up Guidebook

4 Steps to Bring NAPCA to Your College Campus

About the NAPCA College Chapter

Congratulations on taking the first step in starting a NAPCA College Chapter! Having an active NAPCA Chapter is a great addition to any higher education institution across the globe. Founding a college chapter of NAPCA is an exciting venture for students who accept the challenge of starting a new organization on campus. There are many benefits in starting a student run organization, including building your leadership skills and gaining valuable experience that is very much like starting a business.

To be recognized by the NAPCA Board of Directors as an official NAPCA College Chapter, you must follow and complete the four steps outlined in this Chapter Start-Up Guidebook to start a NAPCA College Chapter on your college or university campus. If you have questions about starting a chapter, please contact the NAPCA Headquarters at 310-361-8585 or email us at Support@NAPCAonline.org.

NAPCA Chapter Mission

The mission of a NAPCA College Chapter is to empower high school and community college/two-year college students to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

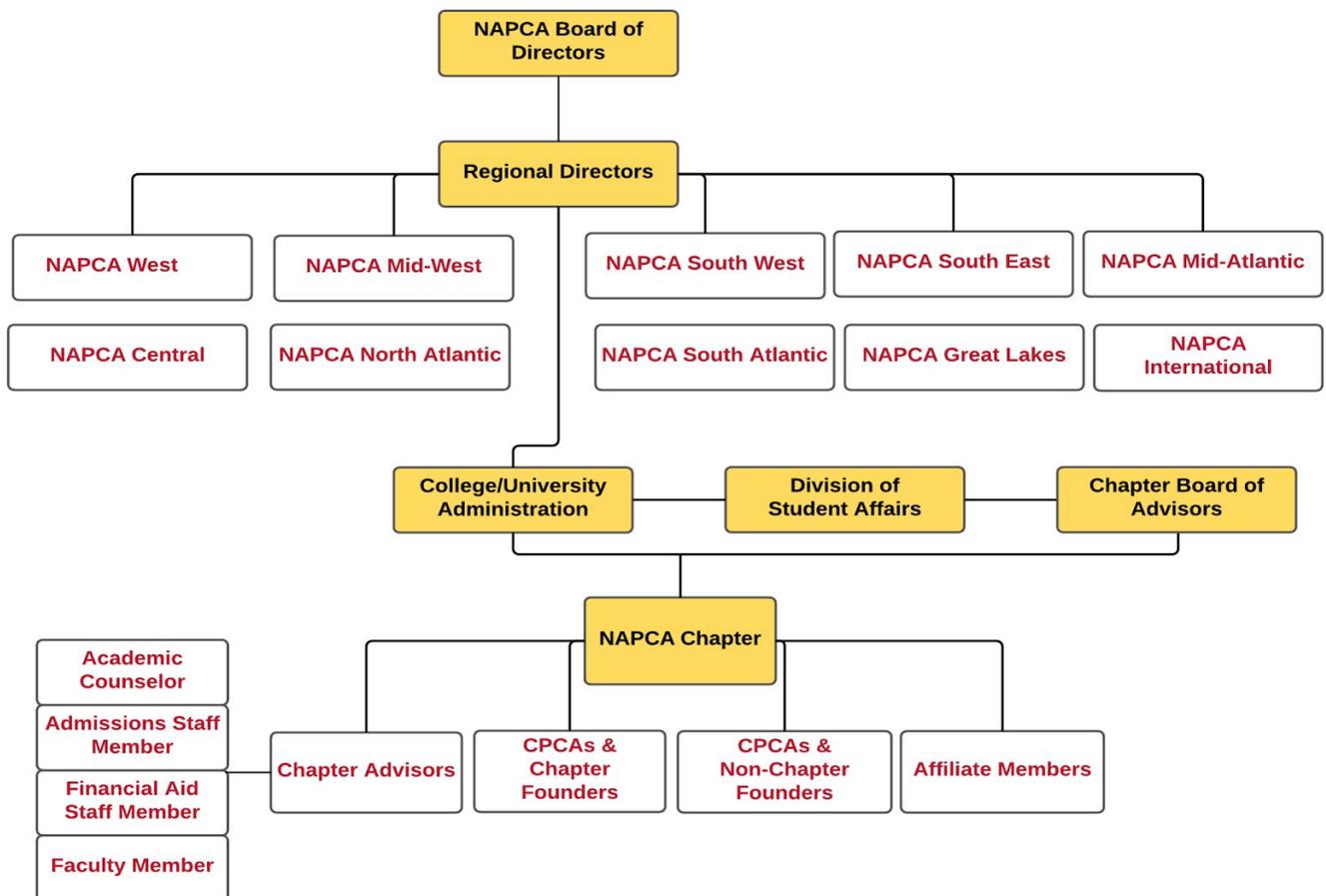
The NAPCA College Chapter is a student-run peer college advising program, that operates at high school and two-year college campuses across the globe. Chapters work with local high schools to help students complete the critical steps to enroll in some form of postsecondary education after high school. Additionally, college chapters partner with community colleges to help two-year college students transfer to a four-year college or university. NAPCA College Chapters do not serve undergraduate college students who attend four-year colleges or universities.

A NAPCA College Chapter consists of a group of at least eight certified peer college advisors (CPCAs), four chapter advisors, six chapter officers, and affiliate members. Chapters receive training, materials, and guidance from NAPCA's chapter support team based in Southern California.

Chapter Structure

The NAPCA College Chapter organizational chart shown in figure 1 illustrates the structure of the Chapter and relative ranks of each stakeholder or individual and their position within the student run organization. The organizational chart commences with the Board of Directors who oversees the Regional Directors. The second level of the organizational chart displays the Regional Directors who oversee all NAPCA Chapters within the ten regions presented and work with college/university administration to build and sustain a strong NAPCA Chapter. Additionally, the student affairs division leadership team at each partner college/university and the NAPCA Regional Director will oversee all chapter activities. The final level is the NAPCA Chapter which has four different membership types: Chapter Advisors, CPCAs & Chapter Founders, CPCAs & Non-Chapter Founders, and Affiliate Members.

Figure 1: NAPCA College Chapter Organizational Chart



Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

Chapter Membership Types

Certified Peer College Advisors (CPCAs) are part-time or full-time two-year and four-year college student leaders who are recruited and trained to assist professional school counselors at local high schools and academic counselors at community colleges. CPCAs are supervised and monitored by professional school counselors and community college counselors.

CPCAs Partner with High School & Community College Counselors

CPCAs work with high school counselors to help their students from all backgrounds (including students with disabilities) build their college and career aspirations. They also help high school students develop a clear path to navigate through the complex processes of applying to, securing financial aid and scholarships, and enrolling into a regionally accredited two- or four-year college or career and technical training certificate or licensure program, specifically to be prepared to enter high skilled careers or trades. Additionally, CPCAs help students register and complete college entrance exams and search for two- or four-year colleges that match their future education and career goals and fit their financial, social, and cultural needs. CPCAs work to tie college-going into the life of a high school, devise creative approaches to reach and connect with high school students, and most importantly, open the eyes of students and their families to the possibility of using college or postsecondary career or technical training to be prepared to enter and succeed in high skilled careers or trades. In addition, CPCAs partner with community college counselors to help students transfer from a two-year college to a four-year college.

College-Going Teams Co-Led by CPCAs

CPCAs will co-lead a college-going team of 20 high school students (CPCA to student ratio is 1:10) that they are accountable to and will work with each student in their college-going team to ensure they complete the critical steps to enroll in some form of postsecondary education. CPCAs use a high-touch method, giving each student in their “college-going team” 18 - 36 hours of one-on-one peer college advising throughout the nine month school year. Furthermore, CPCAs organize monthly college visits to help students experience different types of regionally accredited higher education institutions and identify what type of setting works best for them.

Four-Year University Transfer Teams Co-Led by CPCAs

CPCAs will co-lead a four-year university transfer team of 20 community college/two-year college students (CPCA to student ratio is 1:10) that they are accountable to and will work with each student in their four-year university transfer team to ensure they complete the critical steps to successfully transfer from a two-year college to a regionally accredited four-year college or university. CPCAs use a

high-touch method, giving each student in their “four-year university transfer team” 18 - 36 hours of one-on-one peer college advising throughout the nine month school year. Furthermore, CPCAs organize monthly college visits to help students experience different types of regionally accredited higher education institutions and identify what type of setting works best for them.

Chapter Advisors consist of at least one academic counselor, one admissions staff member, one financial aid staff member, and one faculty member. Chapter advisors are a supportive resource when the chapter needs help or advice and work within the school and community to further the mission of the NAPCA Chapter.

Chapter advisors offer CPCAs ongoing support. CPCAs and chapter advisors meet at least twice a month to engage in problem solving conversations to identify the reasons for gaps in achievement, prioritize the key levers for raising achievement and students who need the greatest degree of attention, and develop actionable plans to increase the achievement of the prioritized group. Through these sessions, CPCAs develop the skills and practices to independently evaluate student outcomes, identify the root cause(s) of problems, and seek solutions.

Affiliate Members consist of community college/two-year college students who are enrolled in NAPCA’s elective course on transferring from a two-year to a four-year college. Additionally, affiliate members may receive peer college advising services from a CPCA.

- All chapter membership types discussed above are recognized as members of the NAPCA Organization.
- All Chapter Founders, CPCAs, and Chapter Officers must maintain at least a 2.7 cumulative GPA or higher (on a 4.0 scale) in their academic courses.

Becoming a Member of NAPCA

By uniting individual chapter member efforts and using our peer networking approach, NAPCA is building a strong student movement across the globe to help students from all backgrounds define their life’s purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

The success of a NAPCA Chapter is based on the depth of commitment, vision and confidence of its members. NAPCA seeks student leaders who want to join our global student movement to empower students from all backgrounds to break through their barriers and take ownership of their future education and career goals. In return, NAPCA will serve as a conduit through which individuals can grow and develop, personally and professionally, while simultaneously providing service to their school and community.

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life’s purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

NAPCA is not interested in the simple accumulation of members and chapters. Its emphasis, however, is in the quality and integrity of its membership. We expect our members to be mature. Maturity is more than simply reaching a certain age. Maturity to us means acceptance of reality, the ability to sacrifice, set goals, take ownership and responsibility for your actions, be considerate and respect the differences of others, incisive judgment, emotional balance, development of social skills, intellectual competence, and high moral and ethical standards.

Ways to Become a Member and Membership Requirements

There are four different ways to become a member of the NAPCA Organization.

I. CPCA Member and NAPCA Chapter Founder

One way is by becoming a NAPCA College Chapter Founder and CPCA. A CPCA member and NAPCA chapter founder is a part-time or full-time two- or four-year college student. In order to become a NAPCA College Chapter Founder and CPCA, you will need to complete the Start a NAPCA Chapter Application, Apply for Admission to the CPCA Training and Certification Program, and complete and submit a New Member Online Form.

Note: This membership type is for CPCA members who are chapter founders.

CPCA & Chapter Founder Membership Requirements

- Must Have at least a 2.7 Cumulative GPA or Higher (on a 4.0 scale) in their Academic Courses.
- Must Complete at least One Academic Semester of college with at least a 2.7 or Higher
- Complete the Start a NAPCA Chapter Application
- Apply for Admission to the CPCA Training and Certification Program
- Complete and submit a New Member Online Form

II. CPCA Member and Non-Chapter Founder

The second way is by joining an active NAPCA College Chapter and completing the steps to become a Certified Peer College Advisor (CPCA Member). A CPCA member is a part-time or full-time two- or four-year college student. Aspiring CPCAs must apply for admission to the CPCA Training and Certification Program and complete and submit a New Member Online Form.

Note: This membership type is for CPCA members who are not chapter founders.

CPCA & Non-Chapter Founder Membership Requirements

- Must Have at least a 2.7 Cumulative GPA or Higher (on a 4.0 scale) in their Academic Courses.
- Must Complete at least One Academic Semester of College with at least a 2.7 or Higher

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

- Complete the Start a NAPCA Chapter Application
- Apply for Admission to the CPCA Training and Certification Program
- Complete and submit a New Member Online Form

III. Affiliate Member

The third way is by joining the chapter as an Affiliate Member and completing an Affiliate Member Online Form.

An Affiliate Member is a part-time or full-time community college/two-year college student that receives peer college advising services through their participation in one of our four-year university transfer teams co-led by CPCAs. Additionally, an affiliate member is enrolled in NAPCA's college elective course on transferring from a two-year to a four-year college.

Affiliate Membership Requirements

- No GPA requirement. Open to all students campus-wide.
- Complete and submit an Affiliate Member Online Form.

Upload the following documents to the Affiliate Member Online Form

- Upload Letter of Interest answering the following:
 - Why you want to become an affiliate chapter member?
 - What you hope to contribute as an affiliate chapter member?
- Upload Letter of Recommendation from a Professor or Counselor
- Upload Required Participation Forms

(Visit studentleaders.napcaonline.org/chapter-resources to download required participation forms. Once you fill out the required participation forms, upload to the Affiliate Member Online Form.)

IV. Chapter Advisor Member

The fourth way is by becoming a chapter advisor and completing the Chapter Advisor Member Online Form.

Chapter Advisors consist of at least one academic counselor, one admissions staff member, one financial aid staff member, and one faculty member. Chapter advisors are a supportive resource when the chapter needs help or advice and work within the school and community to further the mission of the NAPCA Chapter.

Chapter advisors, specifically school counselors and college counselors, offer CPCAs ongoing support. CPCAs and chapter advisors meet at least twice a month to engage in problem solving conversations to identify the reasons for gaps in achievement, prioritize the key levers for raising achievement and students who need the greatest degree of attention, and develop actionable plans to increase the achievement of the prioritized group. Through these sessions, CPCAs develop the skills and practices to independently evaluate student outcomes, identify the root cause(s) of problems, and seek solutions.

Chapter Advisor Membership Requirements

- Open to school administrators, counselors, and faculty campus-wide.
- Complete and submit a Chapter Advisor Member Online Form.

Membership Dues

Unlike most chapter-based student organizations, the NAPCA Organization does not require our student-led NAPCA chapters and members to pay membership dues.

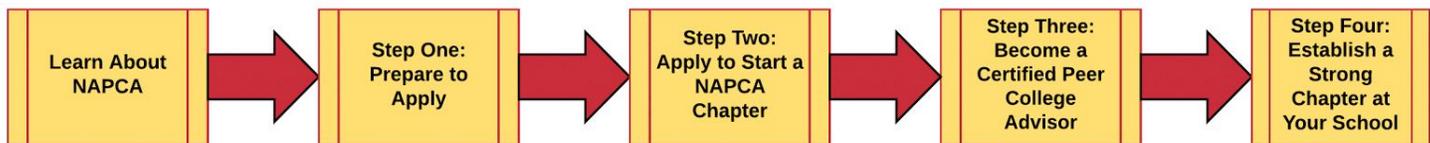
NAPCA Chapter History

The first High School NAPCA Chapter was established in Fall 2010 in the Rialto Unified School District. Chapters were recognized as the student organization for student leaders who are interested in increasing their school's college enrollment rate and building and sustaining a strong college culture where all students are expected to complete some form of postsecondary education after high school.

The chapter program was implemented as a pilot study by a graduate student research team led by Aaron W. Smith from the University of Southern California Rossier School of Education from Fall 2010 through Spring 2013. The goal of the pilot study was to determine the feasibility of NAPCA's student-run peer college advising program and identify the components that are most important to the facilitation of the student-run college and career readiness school-wide intervention. After evaluation of the program, NAPCA learned that the student-run peer college advising approach was successful at raising students' college and career aspirations and helping students navigate the college application process. Additionally, the program evaluation revealed that the peer college advising approach provided students school-wide with the opportunity to have a meaningful relationship with at least one highly influential certified peer college advisor (CPCA) in addition to their professional school counselor, which helped meet the pressing demand for more one-on-one college advising than school counselors and college readiness programs could meet. CPCAs met with students in many different settings (i.e., college/career center, in classrooms during lunch, cafeteria/snack bar, athletic events, etc.), providing for a variety of opportunities and perhaps a more natural advisor/advisee relationship. Furthermore, research showed that by placing well trained certified peer college advisors in high schools as assistants to school counselors/college counselors, NAPCA will help improve the student-to-counselor ratio, which provides better access to college advising and preparation services for all students school-wide.

Figure 2: College Chapter Start-Up Flowchart

The chapter start-up flowchart is a visual representation, which shows you the process to start a NAPCA College Chapter at your school.



Step 1: Prepare to Apply

I. Learn About NAPCA and Download NAPCA College Chapter Start-Up Materials

Aspiring college Chapter founders must visit NAPCA's website (napcaonline.org) to learn more about the organization. In addition, go to studentleaders.napcaonline.org/chapter-resources to download the materials that will guide and support your efforts to start a NAPCA college chapter. Use these college chapter start-up materials when you explain the program to interested students, counselors, teachers, and administrators at your college or university and during the founders meeting. Having printed material on hand makes it easier to describe and promote the chapter. Share these informational materials and reading literature to all of your friends, professors, academic counselors, and other college/university staff members. We highly recommend that you review the following documents first: NAPCA College Chapter View Book, Start a NAPCA College Chapter Guidebook, Become a CPCA Guidebook, and Become a CPCA Flyer.

Download NAPCA College Chapter Start-Up Materials

studentleaders.napcaonline.org/chapter-resources:

- NAPCA College Chapter View Book
- Official College Chapter Manual
- Chapter Recommendation Online Form
- CPCA Recommendation Online Form
- New Member Online Form
- College Chapter Start-Up Interest Online Form
- College Chapter Constitution & Bylaws Template
- Sample Chapter Activities and Events Calendar
- Official College Chapter Founders Meeting Agenda
- CPCA Sponsorship Letter
- Official First College Chapter Meeting Agenda
- NAPCA Logo
- Become a CPCA Flyer (8.5 x 11)
- College Chapter Site Visit Request Online Form
- College Chapter Start-Up Flowchart
- College Chapter Performance Standards
- College Chapter Roster Online Form

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

- NAPCA Chapter & CPCA Fundraising Guidebook
- College Chapter Officer Position Descriptions
- CPCA Nomination Form
- Suggested Tips for Electing Chapter Officers and Transitions
- Chapter Officer Transition Guidebook
- College Chapter Website Request Online Form
- NAPCA College Chapter Start-Up PowerPoint Presentation
- Start a NAPCA Chapter Online Application Checklist
- CPCA Training & Certification Online Admissions Application Checklist
- NAPCA College Chapter Information Session Facilitation Guide
- CPCA Scholarship Program Overview
- CPCA Code of Ethics
- CPCA Training & Certification Program Overview
- College Chapter Operations Online Training Course Overview
- Required NAPCA Chapter Participation Forms
- Ways to Become a Member & Membership Requirements

II. Create a NAPCA College Chapter Interest Group at Your College or University

Aspiring college chapter founders must use their own network to recruit at least eight students and one professor or academic counselor who are interested in helping you start a NAPCA College Chapter at your school. Aspiring college chapter founders must create a contact sheet that includes an email address, phone number, year in college, current GPA, and a mailing address for each member including school staff members in your interest group. This list will serve as the basis for your "NAPCA College Chapter Interest Group," or a collection of college chapter founders interested in helping build a NAPCA College Chapter at your school.

III. Schedule an Information Session

Aspiring college chapter founders must contact the NAPCA Headquarters to schedule an information session via telephone, Skype, or in-person with a staff member from our NAPCA Chapter support team. The information session will inform prospective students of the details about how to become a member of the NAPCA Organization and start a NAPCA College Chapter at your school.

NAPCA highly encourages aspiring chapter founders that are located within 10 miles of the NAPCA Headquarters to attend an information session at the NAPCA Headquarters. In-Person information sessions are encouraged but not required. The NAPCA Headquarters is located in Inglewood, CA, two miles east of the Los Angeles International Airport.

Visit studentleaders.napcaonline.org/information-sessions to register for an information session.

IV. Recruit Potential College Chapter Founders & Certified Peer College Advisors (CPCAs)

Aspiring chapter founders must recruit student leaders on campus interested in becoming a certified peer college advisor (CPCA) and chapter founder to help you build a strong NAPCA College Chapter. Organize an information session on campus to help you promote and recruit founders for your chapter. Go to studentleaders.napcaonline.org/chapter-resources to download the Information Session Facilitation Guide to help you facilitate your information session as well as prepare you to speak to students and staff members on campus about the NAPCA Chapter.

This document will guide and support your efforts to recruit CPCAs and chapter founders. We encourage you to approach student groups/clubs on campus because they can help spread the word about your chapter's activities. Ask your professors if they know students who would be interested in serving as a committed and active Certified Peer College Advisors (CPCA) and chapter founder. Be sure to reach out to students from many different groups on campus. Remember, *all* students can help spread the word about your chapter, so try to get a diverse group of students to join.

- Go to studentleaders.napcaonline.org/chapter-resources to download the College Chapter View Book and Become a CPCA Flyer to help you recruit chapter founders and CPCAs.
- NAPCA highly recommends that you create a Facebook group page and use other social media platforms to help you start recruiting CPCAs and chapter founders for your NAPCA College Chapter.

Recruiting CPCAs Through Professor, Academic Counselor & Student Nominations

The CPCA Nomination Form will help you recruit CPCAs for your college chapter. Ask professors, academic counselors, and students at your college or university to nominate highly influential college students with at least a 2.7 cumulative GPA who they think would be a good fit to serve as a Certified Peer College Advisor. Professors, academic counselors, and students can nominate as many student leaders as they wish. Visit studentleaders.napcaonline.org/chapter-resources to download a CPCA Nomination Form.

V. Obtain at least 4 Chapter Advisors to Support Your Chapter

Aspiring college chapter founders must identify at least four chapter advisors from their campus to support the chapter. The college chapter is required to have the following to serve as chapter advisors: one academic counselor, one admissions staff member, financial aid staff member, and one faculty member.

Role of Chapter Advisor

Although a NAPCA College Chapter is student-run, Chapter Advisors are important members of chapter leadership. Chapter Advisors give the chapter credibility among the school faculty and administration as well as providing solid educational guidance to the chapter. Chapter Advisors serve as a supportive resource and volunteer their time to help organize and implement chapter events and activities - such as the annual chapter fundraising campaign, college and career fairs, and college tours - throughout the school year.

The opportunity to mentor NAPCA members as they develop into confident leaders and public speakers can be very rewarding. While the students organize, implement, and evaluate chapter activities and meetings, the Chapter Advisors are actively involved behind the scenes providing much more than just an official signature when needed. If you are having trouble finding Chapter Advisors, please contact the NAPCA Headquarters to speak with our support team.

VI. Obtain 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter

Aspiring chapter founders must obtain a letter of recommendation from 4 staff members at your college or university to support your application to start a NAPCA College Chapter. We recommend that you have all four chapter advisors complete a letter of recommendation. Have each recommender visit studentleaders.napcaonline.org/chapter-recommendation-form to upload their letter of recommendation and complete our NAPCA College Chapter Recommendation Form.

VII. Use Template Provided by NAPCA to Write Your College Chapter's Constitution

On most college/university campuses, new student clubs/organizations must create and submit their college chapter constitution to gain recognition as an active student organization on campus. To ensure you obtain recognition, NAPCA requires that you download the NAPCA College Chapter Constitution Template from studentleaders.napcaonline.org/chapter-resources to help you write your chapter constitution. All constitutions must adhere to the Fundamental Principles of NAPCA Chapters, which means they must be democratically run, student-led, and must adhere to any college/university rules and policies.

VIII. Earn Official Student Group Status from Your School

Find out the requirements for setting up a NAPCA College Chapter at your school. If you don't know where to start, try searching the web for "[your school] student organizations." In addition, you should speak directly with a staff member from the

Office of Student Affairs to find out the necessary requirements, rules, and restrictions regarding starting a student run organization at your school. Once you have identified the requirements to earn official student group status at your school, the next step is to complete and turn in any required documents or forms to become an official student organization.

When you earn official student group status with your school, a wide world of benefits and support and funding possibilities is open to you. For example, your group will receive access to use your school facilities for chapter meetings and events throughout the school year.

IX. Organize Your First Official Founders Meeting

The “founders’ meeting” should include at least eight students who will help build the chapter. Use the founders meeting agenda provided by NAPCA from studentleaders.napcaonline.org/chapter-resources to help you prepare to organize your first official founders meeting. A NAPCA representative may be available to speak at your meeting in person or via Skype.

To request that a NAPCA staff member visit your first official college chapter founders meeting, your first official chapter meeting, information session, or special event, please fill out the College Chapter Site Visit Request Form. Please note that when we conduct site visits our goal is not to evaluate you, but rather to work with your chapter to help you build a strong NAPCA chapter. In addition, we will make a strong effort to have a NAPCA team member at your event in person. If our schedule does not allow us to have a team member at your meeting or event in person, we will make every effort to join you live via Skype and/or we can send a pre-recorded video for you to present at your chapter meeting or event. Go to studentleaders.napcaonline.org/chapter-resources to complete the College Chapter Site Visit Request Form online. Please allow 3-5 business days for NAPCA to process your form.

X. College Chapter Officer Elections & Transitions, Oath of Office, & Position Descriptions

Chapter Officers run the chapter through various positions: Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, Chapter Sentinel, and Chapter Historian and Reporter. Chapter Officers are responsible for managing the chapter’s affairs. Chapter officers are required to serve as certified peer college advisors (CPCAs).

The college chapter founders will need to elect chapter officers to run the chapter for the first year of chapter operations. NAPCA highly recommends that you visit

studentleaders.napcaonline.org/chapter-resources to download and review the *College Chapter Position Descriptions* document and the *Suggested Tips for Electing College Chapter Officers and Transitions* document to help you organize your chapter officer elections.

Officer Elections

Each year, officer elections should be held sometime in the middle of your school year or one month after spring semester. Formal nominations for office should begin one or two meetings before the actual election date. Candidates should be prepared to speak to all chapter members during the election meeting to express their desire to hold office and goals or plans for their term. Votes should be taken by secret ballot and counted by one of your chapter advisors.

Chapter Officer Transitions

Chapter Officers will need to spend the last 3 months of their term or school year training the incoming student chapter officer. The newly elected chapter officers will shadow/learn from the current chapter officers in office. Chapter Officers will need to conduct a comprehensive chapter officer transition meeting with the new incoming chapter officer (at least 2 months before the end of their term) to ensure the new chapter officer is set up for success. At the conclusion of the school year, the newly elected officers will officially begin their term.

To prepare for the officer transition meeting with the incoming chapter officer, you will need to develop an Officer Transition Report. We highly recommend that you download and review the Chapter Officer Transition Guidebook at studentleaders.napcaonline.org/chapter-resources to help you develop your officer transition report and prepare for the transition meeting with the incoming chapter officer.

Chapter Officer Oath of Office During Induction Ceremony

After elections, the NAPCA College Chapter Oath of Office is to be administered during the chapter officer induction ceremony. Students should stand (if they are able) at the front of the room, raise their right hand, and repeat the Oath that is administered from an immediate past chapter officer, chapter advisor or NAPCA Staff present.

"I, (state your name), solemnly swear that I will carry out the duties of my office with dignity and integrity. I will uphold the mission of the National Association of Peer College Advisors. I will devote my tenure in office to furthering the basic purpose of the Association and to implementing its policies and programs. To these responsibilities I pledge myself." Congratulations! (Applause)

College Chapter Officer Position Descriptions

DUTIES OF CHAPTER PRESIDENT

- Preside over meetings according to accepted rules of parliamentary procedure.
- Develop the Chapter Activities and Events Calendar for the school year.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Plan, organize, implement, and evaluate chapter events and activities.
- Represent the chapter in your school and community.
- Coordinate all chapter committee work.
- Work closely with the vice-president and chapter advisor to assess progress toward meeting chapter goals and the International NAPCA Chapter Standards.
- Conduct chapter officer transition meeting.

DUTIES OF CHAPTER VICE PRESIDENT

- Assume all duties of the president if necessary.
- Develop the Chapter Activities and Events Calendar for the school year.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Plan, organize, implement, and evaluate chapter events and activities.
- Represent the chapter in your school and community.
- Coordinate all chapter committee work.
- Work closely with the chapter president and chapter advisor to assess progress toward meeting chapter goals and the International NAPCA Chapter Standards.
- Conduct chapter officer transition meeting.

DUTIES OF CHAPTER SECRETARY

- Prepare and send out the agenda to all chapter members and chapter advisors for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for chapter correspondence with the NAPCA Headquarters and school administration.
- Maintain member attendance and activity records and issue membership certificates.
- Have on hand for each meeting:
 - The secretary's file.
 - Copy of the Chapter Activities and Events Calendar
 - Copy of Official NAPCA Chapter Manual.
 - Copy of the Chapter Constitution
- Conduct chapter officer transition meeting.

DUTIES OF CHAPTER TREASURER

- Receive, record and deposit Chapter funds and issue receipts.
- Collect donations from chapter supporters
- Present monthly treasurer reports at chapter meetings.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and any donations to the NAPCA Headquarters.
- Serve as chairperson of the finance committee
- Conduct chapter officer transition meeting.

DUTIES OF CHAPTER SENTINEL

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Assist with refreshments.
- Assist chapter historian and reporter with taking pictures at all chapter events and meetings.
- Conduct chapter officer transition meeting.

DUTIES OF CHAPTER HISTORIAN & REPORTER

- Serve as chair of the public relations committee.
- Promote your chapter with local radio, news TV stations, newspapers including school and district newsletters.
- Make use of other opportunities to share the success of the NAPCA Chapter.
- Release news and information to local and regional news media.
- Publish a chapter newsletter, website, and social media site such as Facebook.
- Prepare and maintain a Chapter scrapbook.
- Serve as the chapter photographer
- Conduct chapter officer transition meeting.

EXPECTATIONS OF ALL CHAPTER OFFICERS

- A genuine desire to be part of a leadership team.
- A willingness to accept responsibility.
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- A commitment to lead by example.
- A knowledge and understanding of the chapter constitution.
- An ability to memorize and recite their parts in the official ceremony.

NOTE: Before you move on to Step 2, be sure you have completed all action items in Step 1. Please use the Step 1 Checklist on pg. 24 to assist you.

Step 2: Apply to Start a NAPCA College Chapter

The NAPCA Chapter Support Team will work with aspiring chapter founders to ensure that you successfully complete the steps to start an official college chapter of the NAPCA Organization and receive active chapter status. In addition, the Chapter Support Team will be available to assist you as you complete your application to start a NAPCA College Chapter. There is no cost to start a NAPCA College Chapter on your campus.

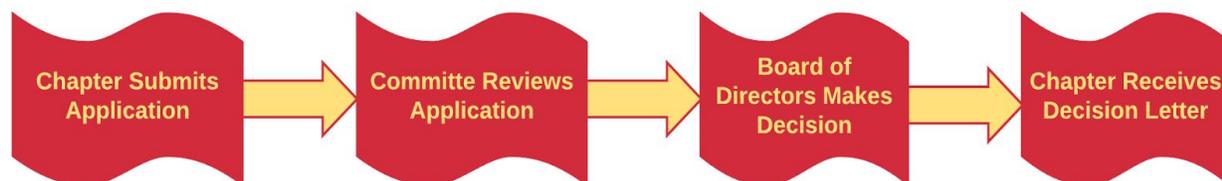
Transitioning from Provisional Status to an Active Status Chapter

Once aspiring chapter founders complete the steps to start an official NAPCA College Chapter (see Figure 3), the chapter will receive a letter granting status as a provisional NAPCA College Chapter from the NAPCA Organization, your chapter can start building a strong college chapter at your college or university as well as assist your college counselors or school counselors with planning and implementing campus-wide college and career focused activities and events. However, in order to transition from a provisional status chapter to an active status chapter (see Figure 3), the chapter will need to complete the following:

- Have at least eight chapter founders or chapter members who will enroll and complete the Certified Peer College Advisor (CPCA) Training Certification Program (see step 3).
- Have chapter founders and chapter officers complete Chapter Operations Training (see section below).

Once you have completed these two steps, your NAPCA college chapter will receive a letter from the NAPCA Organization granting status as an active college chapter.

Figure 3. Process of Obtaining Active College Chapter Status



I. Complete and Submit a Notice of Intent to Start a NAPCA Chapter

To be recognized by the NAPCA Board of Directors as an official NAPCA College Chapter, aspiring chapter founders will need to fill out and submit a Notice of

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

Intent to Start a NAPCA Chapter Online Form to the NAPCA Office of Chapter Support Services. Go to studentleaders.napcaonline.org/chapter-resources to complete and submit the Notice of Intent to Start a NAPCA Chapter Online Form.

II. Complete and Submit the Start a NAPCA Chapter Online Application

There is no application fee to Submit the Start a NAPCA Chapter Online Application. Aspiring Chapter Founders must work together to complete and submit the Start a NAPCA Chapter Online Application.

Application Requirements & Documents Needed to Start a NAPCA Chapter and Become a Member of NAPCA

- **Submit a Group Letter of Interest to Start a NAPCA College Chapter**

Aspiring Chapter founders must work together to complete and submit a letter of interest responding to the following questions:

- Why you want to establish a NAPCA College Chapter at your school?
- What you hope to contribute as a chapter?

- **Group Interview with Aspiring College Chapter Founders**

The student group interview (Telephone, Via Skype, or In-Person) typically takes approximately 15 minutes to complete. During the group interview session, we will ask questions about why they decided to apply to start a Chapter and become a member of NAPCA, and the activities they are involved in at their school and outside of school. Please be prepared to do most of the talking! Additionally, applicants will have an opportunity to ask specific questions about the NAPCA College Chapter Program. The interview will help us determine if the chapter is a good fit to become a member of NAPCA.

NAPCA highly encourages new college chapters that are located within 10 miles of the NAPCA Headquarters to complete their group interview in-person. In-Person interviews are encouraged but not required. The NAPCA Headquarters is located in Inglewood, CA, two miles east of the Los Angeles International Airport.

- **College Chapter Advisor Interview**

The Chapter Advisor interview (Telephone, Via Skype, or In-Person) typically takes approximately 15 minutes to complete. During the interview session, we will ask the chapter advisor questions to get a better insight of the four-year university transfer culture, college transfer rate, how they plan to support the chapter.

- **Upload College Chapter Constitution & Bylaws**

The NAPCA Headquarters has provided a template for your chapter to use when writing your chapter constitution. Ensure that you visit studentleaders.napcaonline.org/chapter-resources to download the chapter constitution and bylaws template. The next step is to use the template to write your chapter constitution and bylaws. After you have finished writing your chapter constitution, make sure all aspiring chapter founders and chapter advisors have read and agree to the chapter constitution and bylaws. Finally, upload your chapter constitution and bylaws to your Start A NAPCA Chapter Online Application.

- **Upload 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter**

Aspiring chapter founders must upload a letter of recommendation from 4 staff members at your college or university to support your application to start a NAPCA College Chapter. We recommend that you have all four chapter advisors complete a letter of recommendation. Have each recommender visit studentleaders.napcaonline.org/chapter-recommendation-form to upload their letter of recommendation and complete our NAPCA College Chapter Recommendation Form.

- **Complete and Submit the NAPCA Chapter Roster Online Form**

Aspiring chapter founders will need to complete and submit a NAPCA Chapter Roster Online Form. Make sure you include your chapter advisors and all aspiring chapter founders and CPCAs on your first chapter roster.

Go to studentleaders.napcaonline.org/chapter-resources to complete and submit the NAPCA Chapter Roster Online Form.

NOTE: Before moving to Step 3, please make sure you have completed all action items in Step 2. Use the Step 2 Checklist on pg. 24 to assist you.

Step 3: Become a Certified Peer College Advisor

Now that you have gained provisional status as a NAPCA College Chapter, the next step is to have all chapter founders complete the following steps to become a Certified Peer College Advisor (College CPCA):

Step 1: Learn About Becoming A College CPCA

Step 2: Apply for Admission to the CPCA Training & Certification Program

Step 3: Complete the CPCA Training & Certification Program. Pass the Written and Oral Exam

Step 4: Pass the CPCA Code of Ethics Exam

To learn more about the steps to become a Certified Peer College Advisor, visit studentleaders.napcaonline.org/become-a-cpca and download the Become a CPCA Guidebook.

Additionally, your chapter can recruit student leaders on campus who may be interested in becoming a CPCA. Each student leader will need to have earned at least a 2.7 cumulative GPA or higher (on a 4.0 scale) in their academic courses. NAPCA highly recommends that your Chapter recruits at least 20 student leaders at your college or university to enroll and complete NAPCA's CPCA Training and Certification Program.

NOTE: Before you move on to Step 4, be sure you have completed the steps to become a certified peer college advisor.

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

Step 4: Establish A Strong Chapter at Your College or University

This section is for college chapters that received recognition as an active college chapter of the NAPCA Organization.

I. Review Official NAPCA College Chapter Operations Guidebook

NAPCA highly recommends that you review in detail the “Official NAPCA College Chapter Operations Guidebook” to help you prepare to establish a strong chapter at your college or university and start organizing college and career focused chapter events and activities for the school year.

II. Complete College Chapter Operations Online Training Course

Aspiring chapter founders and all chapter officers will need to complete NAPCA’s college chapter operations online training to ensure that all student leaders understand how to establish and also maintain a strong chapter.

To learn more about the College Chapter Operations Online Training course, go to studentleaders.napcaonline.org/chapter-resources and download the College Chapter Operations Online Training Course Overview.

III. Complete and Submit Required Participation Forms

All chapter members are required to complete and upload the following Participation Forms:

- Waiver of Liability Form
- Image Release Form
- NAPCA Member Code of Conduct Form

IV. Organize Your First Official Chapter Meeting

Please use the First Official Chapter Meeting Agenda provided in College Chapter Start-Up Materials at studentleaders.napcaonline.org/chapter-resources to help you prepare a well-planned chapter meeting for all of your potential members. This meeting should be designed to promote your new NAPCA college chapter and also to get the chapter organized for the year to come. Make sure that this meeting is interesting and productive so that potential members can see that you are organized.

V. Create NAPCA College Chapter Activities and Events Calendar for the Year

All chapters must adhere to the NAPCA Chapter Performance Standards and use the Sample Chapter Activities and Events Calendar provided in Chapter Start-Up

Materials at studentleaders.napcaonline.org/chapter-resources to help you create your own chapter calendar of events.

VI. Continue Promoting the Establishment of Your NAPCA Chapter Within Your Campus Community

Continue promoting the establishment and chartering of your NAPCA chapter within your campus community. Start recruiting new members and chapter leaders for future years. Encourage Freshman and Sophomores to attend your first official NAPCA Chapter Information Session and to help in planning and implementing chapter events. By getting them involved now, you can count on them to take over the chapter when you graduate to ensure continuity of your newly founded and chartered chapter.

VII. Adding New College Chapter Members and CPCAs

If you have a new student at your college or university who wants to become a member of your school's NAPCA College Chapter and/or become a CPCA, they will need to apply for admission to the CPCA Training & Certification Program and complete and submit a New Member Online Form.

VIII. Complete and Submit the NAPCA Chapter Roster Online Form

You will need to complete and submit your finalized chapter roster to the NAPCA Headquarters. Make sure you include all new NAPCA Chapter members, chapter advisors, and/or CPCAs on the finalized chapter roster. Complete and submit your finalized chapter roster online form at studentleaders.napcaonline.org/chapter-resources.

If your NAPCA Chapter Roster changes (i.e. added new chapter members or new chapter advisors), we ask that you send an updated chapter roster to the NAPCA Headquarters. This is so we can accurately measure the size of our membership and effectively communicate with all members and supporters.

IX. Complete and Submit an Online College Chapter Website Request Form

Each chapter will receive their own Chapter website which will be designed and managed by NAPCA Headquarters. You will need to complete and submit an Online College Chapter Website Request Form to start the process of building your chapter's website. The request form will provide NAPCA's web development team with the information needed to build your chapter's website.

Additionally, you will need to create social media accounts for your chapter (Facebook group page, Twitter, Instagram, Youtube, etc.) so we can add it to your chapter's website. Furthermore, your chapter will receive an official NAPCA email

address. For example: eiensehowerhs@napcaonline.org or yourschoolname@napcaonline.org.

X. Order College Chapter Materials & Paraphernalia from NAPCA's Online Store

When your chapter needs brochures, posters, banners, business cards, NAPCA name badge for chapter members, t-shirts, hoodies, or other promotional items, please visit NAPCA's Online Store at studentleaders.napcaonline.org/online-store.

XI. Support the NAPCA Foundation

The NAPCA Foundation expects each NAPCA chapter member to pay it forward and fundraise at least \$100 per year to go towards scholarships that help active NAPCA members pay for their college education. In addition, the funds raised for the NAPCA Foundation will cover the pre-service and on-going training as well as administrative support provided to Certified Peer College Advisors (CPCAs). To help each chapter member fundraise at least a \$100 donation, the NAPCA Foundation suggests that the NAPCA Chapter work as a team by organizing and implementing an annual Chapter fundraising campaign. Go to studentleaders.napcaonline.org/chapter-resources to download the NAPCA Chapter and CPCA Fundraising Guidebook.

NOTE: Please make sure you have completed all of the action steps in Step 4. You can use the Step 4 Checklist on pg. 24.

NAPCA College Chapter Start-Up Checklist

Step 1:

- Learn About NAPCA and Download NAPCA College Chapter Start-Up Guidebook and Start-Up Materials
- Create a NAPCA College Chapter Interest Group at Your College or University
- Schedule an Information Session
- Recruit Potential Chapter Founders and Certified peer College Advisors (CPCAs)
 - Recruit at least 8 Student Leaders from your Campus Community to Become a CPCA (recruitment of 20 student leaders or more is highly recommend)
 - Use CPCA Nomination Form to Recruit CPCAs for Your Chapter
- Obtain at least 4 Chapter Advisors to Support Your Chapter. Remember, you must recruit at least one academic counselor, one admissions staff member, one financial aid staff member, and one faculty member to serve as a chapter advisor.
- Obtain 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter
- Use Template Provided by NAPCA to Write Your Chapter's Constitution
- Earn Official Student Group Status from Your School
- Organize Your First Official Founders Meeting
- Elect Chapter Officers to Run the College Chapter for the First Year of Chapter Operations

Step 2:

- Complete the Steps to Start an Official NAPCA Chapter and Gain Provisional Chapter Status
- Complete and Submit the Start a NAPCA Chapter Online Application
 - Submit a Group Letter of Interest to Start a NAPCA College Chapter
 - Complete Aspiring Chapter Founders Group Interview with a Representative from NAPCA
 - Complete Chapter Advisor Interview with a Representative from NAPCA
 - Use the Template Provided to Write Your Chapter Constitution and Bylaws
 - Complete and Submit the NAPCA Chapter Roster Online Form

Step 3:

- Download and Review the Become a College CPCA Guidebook

Step 4:

- Review Official NAPCA College Chapter Operations Guidebook
- Complete College Chapter Operations Online Training Course
- Complete and Submit Required Participation Forms
- Organize Your First Official Chapter Meeting
- Create NAPCA Chapter Activities and Events Calendar for the Year
- Continue Promoting the Establishment of Your NAPCA Chapter Within Your Campus Community
- Adding New Chapter Members and CPCAs
- Complete and Submit Your NAPCA Chapter Roster Online Form
- Complete and Submit an Online Chapter Website Request Form
- Order Chapter Materials & Paraphernalia from NAPCA's Online Store
- Support the NAPCA Foundation

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your college or university to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

Start a NAPCA Chapter Online Application Checklist

- Submit Letter of Interest
- Complete Group Interview with a Representative from NAPCA
- Complete Chapter Advisor Interview with a Representative from NAPCA
- Upload College Chapter Constitution & Bylaws to your Start a NAPCA Application
- Upload 4 Letters of Recommendation to Support your Application to Start a NAPCA Chapter
- Upload Your First Chapter Roster Online Form

Requirements to Become a Certified Peer College Advisor

- Enrolled as a full-time college student where an active NAPCA Chapter is located on a school campus. If your school has no active NAPCA chapter, you may be eligible to start a NAPCA chapter at your school.
- Have at least a 2.7 cumulative GPA.
- Complete at least one academic semester of college.
- Complete and submit the CPCA Training and Certification Program Online Admissions Application.
- Submit two Online Recommendation Forms from a teacher or counselor.
- Complete 100 hours of NAPCA's certified peer college advising classroom training and 40 hours of peer college advising fieldwork experience while enrolled in the CPCA Training and Certification Program.
- Pass the CPCA oral exam and written exam which covers the competencies needed to perform the role of a CPCA.
- Pass the CPCA code of ethics exam: rules of conduct and peer college advising practice standards.
- Commitment to visiting a minimum of 15 four-year degree granting colleges/universities and 3 community colleges/two-year degree granting colleges within the first two years of receiving certification.
- Commitment to enrolling and completing a high quality postsecondary degree, workforce relevant certificate, or credential.
- Commitment to working with diverse populations.
- Create a solid campus-wide action plan to increase college transfer rates at our partner community colleges.
- Friendly, approachable, self-motivated, creative, enthusiastic, and passionate about higher education.

To learn more about the CPCA Training and Certification Program, go to studentleaders.napcaonline.org/cpca-training and download the CPCA Training and Certification Program Overview.