
Tips on Getting a Student Affiliate Started

- Decide on your mission. Establish it in writing with your leaders. Revisit your mission and goals regularly. Be realistic about your goals and the rate at which you plan to grow.
- Establish strong leaders. All officers and advisors need to be dedicated to working for success (especially in the beginning).
- Tailor your pitch to fit the group you are speaking to: grad students/ undergraduates/ professionals. You will want to emphasize different benefits for different groups.
- Hand something to the students, especially when you are recruiting. Flyers/brochures need to always include: dates and other info about future meetings / service projects and contact information.
- Set up a web site and e-mail for the organization (can be done through your college or contact NCFR).
- Get students to give you their e-mail addresses or establish a listserv for them to join.
- Schedule meetings when students can attend (maybe have 2 meetings each month).
- Promise and provide food or incentives (door prizes).
- Get involvement by having a service project and giving students extra credit for attending. (Some faculty has issues about students “buying” extra credit by donating canned food and that sort of thing). Get faculty to offer extra credit for attending organization sponsored talks.
- Remind members of the benefits of being part of the organization. Make everything as cheap as possible for the students (dues / conferences).
- Communication is key: when you delegate a task, be specific and put a deadline on it. Make sure everyone is on the same page when delegating tasks. Appoint someone to check up on completion of tasks or do it yourself.
- Funding:
 - Get funding from the University (often restricted uses).
 - Get community donations of funds or other resources to use as door prizes, raffle prizes, refreshments or items for a bake sale.
 - Have a fundraiser
- Recruiting tactics – hand out maps of the campus on the first day of class with a flyer for the organization printed on the back. Invite students university-wide who have related majors to become a part of your organization.
- Retention – get the members involved as committee members, officers, and in service projects