

# CHRIST CHILD SOCIETY CHAPTER FORMATION

## PROCEDURES and REQUIREMENTS

**Contact the National Christ Child Society (NCCS) Office.** The Director of Programs/Chapter Relations, and the Expansion Chair, will guide potential Chapter leaders in a step-by-step process to establish a viable Chapter of the Christ Child Society. Ongoing contact with the NCCS Office is essential after completion of each following step to establish a strong foundation in the formation process:

1. **Review all NCCS Materials.** After reviewing and discussing Chapter Formation materials, schedule a meeting with interested persons to establish interest in establishing a CCS Chapter in your area. If there is agreement to go forward, the next step is to select potential leaders and establish possible dates for a broader Informational Meeting facilitated by a NCCS Board or Staff person.
2. **Name the Chapter.** All Chapters are listed as a Christ Child Society of \_\_\_\_\_ (name of city or area).
3. **Elect Officers.** Chapter Officers will include president, vice president, secretary and treasurer. The president name and contact information will be required when applying for an Employer Identification Number with the IRS. Also, officers are needed before establishing a checking account and opening a Post Office Box.
4. **Apply for Employer Identification Number (EIN)** by calling the Internal Revenue Service toll-free number (800-829-4933 – business and specialty tax line).
5. **Obtain Diocesan Approval.** Each Chapter is required to request written approval of the Ordinary of the Arch/Diocese where your Chapter is located. (A Sample Letter is provided in the OMG). Note that your Chapter will need a Spiritual Advisor appointed by the Diocese.
6. **Submit Written Bylaws.** Chapter Sample Bylaws will be provided through the NCCS Office to be used as a guide in developing your Chapter Bylaws. Completed Bylaws will be reviewed by the NCCS Bylaws Chair.
7. **Establish Nonprofit Status.** An Application for Inclusion in the United States Conference of Catholic Bishops (USCCB) Group Ruling is available through the Diocesan Chancellor's Office. After completion, the Application will be submitted to the Diocese with a copy of approved Bylaws and a Budget.
8. **Collect Chapter Dues.** Recommended guidelines include a minimum of \$35/member to cover your basic start-up expenses. Dues are not tax exempt and can be collected prior to establishing non-profit status.
9. **Develop Program Elements.** Identify community needs through networking efforts with social service agencies for potential outreach program opportunities. The *Challenging Poverty: One Child At A Time* Initiative will direct your development of the NCCS Signature Layette Program as well as all outreach efforts through program planning and evaluation steps.
10. **Develop a Fundraiser.** After inclusion in the Official Catholic Directory (OCD) Group Ruling, the Chapter can fundraise and offer tax exemption.