

## **Establishment of a New Support Group**

*(For Volunteers, Department and Development Staff Use)*

☐ If applicable, department representative who will benefit from the proposed support group submits written approval for the group to be established to [supportgroupservices@support.ucla.edu](mailto:supportgroupservices@support.ucla.edu) .

☐ Development Director or Alumni staff submits the following to [supportgroupservices@support.ucla.edu](mailto:supportgroupservices@support.ucla.edu) :

1. Written approval to provide development-related support to the group
2. Exact name of the New Support Group.
3. Contact name and email addresses for individuals that will be completing the New Support Group Application
4. Contact name and email address of Development officer overseeing the New Support Group.

☐ Upon New Support Group acceptance, Support Group Services will do the following:

1. Set up the New Support Group online.
2. Disseminate an acceptance email to the appropriate contacts, with a link to the **Support Group application**. The email will include username/password credentials.

☐ The following documents and information is required for Support Group recognition. Below is the application checklist of all the information and documents that will be needed to complete the Support Group application.

1. List of officers, Board of Directors, and principal contact person for the organization.
2. Proposed bylaws including required language.
3. Signed statement by officers or representatives, that the Board of
4. Directors or other governing body has read and formally voted to comply with all University guidelines and policies, and that the group will get at least 25 members to join the group within one year of the group's establishment (*or by the following fiscal year*). This will be provided to the group with the application.
5. A list of the types of activities, including fundraising and membership drives, the organization intends to undertake and how the organization plans to financially support and manage these activities.
6. A proposed budget for the current fiscal year indicating if the group will collect dues, the amount of the dues levels, if the dues will be made payable to the group or The UCLA Foundation, and if members will be given the option to give dues or gifts to receive membership eligibility.

7. Upon approval by UCLA Support Group Services, the support group receives written acknowledgment of their recognition as a support group and what the next steps are prior to the upcoming fiscal year.

**Once the Group Is Recognized as a New Support Group:**

☐ If dues are made payable to the support group or the group will be selling items:

1. Get written approval from the liaison for an outside bank account and send to [supportgroupservices@support.ucla.edu](mailto:supportgroupservices@support.ucla.edu)
2. UCLA Support Group Services will obtain an IRS tax id number so the group can get an account.
3. Prior to the upcoming fiscal year, acquire at least 25 members.