CHECKLIST IN CHARTERING AND STARTING A CHAMBER OF COMMERCE (19 WEEKS FAST TRACK - 5 MOS.)																				
(COFACC Property Rights)																				
As of August 4, 2019																				
	Activity									WEEK										
	Legal & Financial	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	
1	Recruit at least 5 Core Founding Board Members & Election of Officers																			
2	Business Registration & Application for 501c6																			
3	Seed Money & Opening of a Bank Account																			
4	Preparation of Articles of Incorporation																			
5	Submission of Letter of Determination																			
6	Application for Sales Tax Exemption																			
7	Application for General Liability Insurance & Directors Insurance																			
	Marketing																			
8	Adoption of a Corporate Logo & Branding Guidelines																			
9	Application for Intellectual Property Rights/Trademark/Copyright																			
10	Marketing Collaterals - Stand up Retractable Banner & Table Cloth																			
11	Creation of Website & Social Media Accts (FB, LinkedIn)																			
12	Standard Letterhead Design																			
	Operations & Events																			
13	Creation of Ad Hoc Committees																			
14	Planning & Implementation of First Membership Mixer Event										Event									
15	Formulation of a Membership Application - Paper & On Line																			
16	Creation of a Membership Roster Directory																			
17	Standard Thank you Letter Template & Issuance to Guests																			
18	Survey Feedback for Post Events																			
	Strategic Planning																			
19	Planning & implementation of Strategic Planning Session											Activity								
20	Formulation of a Strategic Plan & a Two (2) Year Business Plan																			
21	Formulation of an Advocacy Plan																			
22	Formulation of Mission, Vision & Core Values Statements																			
23	Formulation of a Timeline of Activities																			
24	Formiulation of an Annual Operating Budget																			
	Organizational																			
25	Creation of ConstItution & By Laws Committee																			
26	Formulation of Constitution & By Laws																			100%
27	Formulation of a Policy Manual & Procedures																			100%
28	Formulation of a Leadership Manual & Organizational Chart																			100%
29	Formulation of Job Description Handbook																			100%
30	Formulation of Code of Conduct & Ethics																			100%
31	Monthly Board Meetings/Agenda Template/Minutes Template																			
32	Monthly Financial/Treasurer's Report																			