New Branch Checklist

Before accepting a new Branch, make sure that the following areas are covered.

Responsibilities of the Region:

- ☐ Has the Branch reviewed the R&R's for their Region and agreed to abide by them?
- ☐ Has the Branch been instructed in how to handle memberships and PSO requirements?
- ☐ Has the Branch reviewed the Operations Manual?
- ☐ Does the Branch understand the Insurance Kit and the need for a Branch Safety Officer?

Responsibilities of the Branch:

- ☐ Does the Branch have 5 families ready to join?
- ☐ Does the Branch have at least 3 people ready to serve on the executive? Ideally, a Branch should have 4 members on their Executive, but it is acceptable if absolutely necessary for one person to take on two positions.
- ☐ Is the Branch prepared to open a bank/credit union account in the name of the Branch with 3 unrelated people listed on the authorization card, two of the three to sign the cheques? Paperwork confirming the account and authorized signatories is to be sent to the Region as soon as possible.
- ☐ Has the Branch or Region cleared the name of the new Branch through the National Office?

Once all of the above criteria have been met, the Branch may present themselves at a Regional Meeting for approval by the Region.

Please submit a filled-out copy of this form with the New Branch application to the National Office.

Branch ___________________________________ Region ___________________________________