

“WHAT IT TAKES”

Forming A Quester Chapter---The Initial Groundwork

You most likely have already expressed an interest in The Questers, and have received Quester information. If there are no Quester Chapters in your area, this “**What It Takes**” packet will help you get started with the process of organizing a new chapter. This process may seem like a big job, but belonging to a Questers chapter is sure to make your life a richer experience and well worth the effort. Learning about history, antiques, and creating new friendships is definitely a fun time. We hope the following information will make the process of starting a new chapter in your city a worthwhile adventure. You will be so happy you chartered a Chapter...and that’s a promise!!

I. BASIC INFORMATION

- ❖ At least (8) eight people are needed to start a new chapter. Some chapters have a membership cap of 15 to 20 persons if they meet in their homes. This number is up to the new chapter to decide.

II. RECRUITING MEMBERS

- ❖ **The Quester motto**, "It's fun to search and a joy to find" can be applied to searching for members. First of all, it would be helpful to find one other person with similar interests to work with you. Then you have a team....and there is great strength in teamwork. This friend can help you gather more people together. Friends and relatives can help you spread the word. A small advertisement in a local paper can be effective. Also think about forming a couples chapter, mother daughter/son chapter or just women or just men or both together.

III. ADVERTISING THE MEETING

- ❖ The **sample fliers** can be duplicated once you have added your own information. Choose a date, time and place to hold the first meeting and put only your first name and phone number and /or e-mail in the flier as the contact person. Use the postcard on the Quester website that you can download to print four to a sheet and then print your meeting information on the back.
- ❖ Place a **small ad** in the “interest section” of your local newspaper, which are usually free.
- ❖ Some **public places** to leave your fliers (with permission) are: grocery stores, libraries, adult education schools, museums, antique malls & flea-markets, retirement communities, church groups, shopping malls, chamber of commerce, visitor centers, Welcome Wagon, annual historic home tours (check-in tables), and historic buildings open to the public the possibilities are endless.

IV. THE FIRST MEETING

- ❖ You may feel more comfortable holding your **first meeting in public places** such as: coffee shops, restaurants, library meeting rooms, or apartment house meeting rooms or Community Center. Some of these places have a calendar for the public to see, get your meeting on it. You can always have the meeting in your home if safety does not seem to be a factor. This first meeting will be your Organizational Date.

- ❖ **Encourage** the potential members to bring an item that they either collect or feel is interesting to talk about during the get acquainted period at the beginning of the meeting. Or ask a fellow Quester to do a interesting program.
- ❖ **Print up an agenda** so that all who participate will know what you plan to discuss such as: what The Questers organization is all about, learning about antiques and collectibles from research and each other, dues, meeting times and places, searching for additional members, and picking the name for the chapter (after an historic site, happening, person or item).
- ❖ **Set the next meeting date**, time and place before the end of the meeting allowing all of you to "Keep The Connection Going". If more people are needed to start your chapter, ask attendees to each bring a friend to your next meeting. Plan a "show and tell" or another program and ask for volunteers to provide refreshments. **It may take several meetings before a chapter becomes a reality.** It's time to get to know each other, so don't be discouraged.
- ❖ **Keep in Contact with your Organizer after meetings. They are the 1st Vice president on your state/provincial board.**

V. IT'S A CHAPTER! - COMPLETING THE PAPERWORK

When the required eight or more people agree to form a chapter, your State, Provincial, or International Organizer will provide further guidance and the application with instructions to assist you in formally organizing the new chapter. You then will:

- ◆ Elect officers
- ◆ Decide on a day and time for the regular meetings
- ◆ Choose a name for the chapter
- ◆ Collect dues
- ◆ Send in the Charter Application form with the dues and registration fee to the International First Vice President.

VI. HELP IS JUST A PHONE CALL AWAY

We want your efforts to be successful, and if you need extra help or have questions, your Organizer and/or the International First Vice President are only a telephone call away, or can also be contacted by fax, mail or e-mail.