

Quick Start Checklist

Starting a Veterans Club Chapter

You do not need everything figured out.
You need consistency.

Use this checklist to launch your chapter the right way.



Step 1: Secure a Location

- Identify a consistent weekly meeting space (coffee shop, restaurant, community room, church hall, etc.)
- Confirm the same day and same time every week
- Ensure coffee is available whenever possible
- Encourage food — members may purchase their own or coordinate simple options

Remember: Same place. Same day. Same time. Every week.

Step 2: Set Your Launch Date

- Choose a start date
- Announce it locally
- Post it on [TheVeteransClub.org/events](https://www.TheVeteransClub.org/events)
- Invite personally — phone calls and direct messages work best

Do not wait for a large crowd.
If two people show up, you have a chapter.

Step 3: Identify the Three Roles

- Chapter Manager (logistics & continuity)
- Facilitator (tone & discussion flow)
- Chaplain (spiritual anchor)

One person may temporarily hold two roles if necessary, but the goal is shared leadership.

Step 4: Prepare the First Meeting

- Arrive early
- Greet people by name
- Open with welcome
- Conduct introductions (name, branch/agency, when served)
- Prayer or reflection

- Pledge of Allegiance
- Announcements
- Simple discussion topic
- Close with encouragement

Keep it simple. Protect the rhythm.

Step 5: Show Up Every Week

- Hold the meeting even if attendance is low
- Avoid canceling unless absolutely unavoidable
- Communicate clearly if weather or emergencies interfere

Trust is built through predictability.

Step 6: Protect the Culture

- No political campaigning
- No personal attacks
- No diagnosing or therapy
- Keep conversation respectful
- Encourage quiet members to participate

A safe room keeps people coming back.

Step 7: Stay Connected to National Leadership

- Send occasional updates
- Communicate challenges early
- Ask for support when needed

You are locally led and nationally aligned.

Final Reminder

You do not need:

- A large budget
- A big launch event
- A formal board
- Perfect attendance

You need:

- A place
- A time
- Consistency
- A welcoming spirit

Ten steady people will change lives.

Protect the coffee.

Protect the room.

Protect the rhythm.

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National Leadership

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