

## Community formation checklist

**GInI** | Global Innovation Institute is the leading professional membership association and certification in the field of Innovation

Prior to completing the GInI Community Start-Up Application		Complete
A minimum of two active GInI Members in good standing are required to coordinate the necessary GInI Community start-up activities	To become a GInI Member please go to <a href="https://www.gini.org">https://www.gini.org</a> click the Login button and select the membership option that suits you best!	
Choose your Community type	<ul style="list-style-type: none"> <li>○ Geographic communities (Local Chapter)</li> <li>○ Topic &amp; industry communities</li> <li>○ Online communities</li> </ul>	
Choose your Community Name	Community names are usually defined by the Country, State or Topic	
Have an indication of the initial number of GInI Members interested in forming the Membership of the new Community	It is recommended that you have a minimum of 5 Members.	
Prepare a detailed Business Plan	Submission of a detailed business plan for GInI approval ensures that the proposed Community has a sustainable vision and the resources to support future growth and maturity.	
Complete GInI Community Start-Up Application		Complete
Complete and submit the GInI Community Start-Up Application	<a href="#"><u>GInI Community Formation Application</u></a>	

After Application Approval		Complete
E-introduction to Regional Director, Deputy Director or Managing Director, Global Community Council Chair	GInI Communities are supported by a Regional and Deputy Director or Managing Director, who will assist your Community during the start-up process and in the future running of your Community. The Global Community Council (GCC) supports the Regional Directors, Deputy Regional Directors, Managing Directors and GInI Communities globally.	
Community Start-Up Documents	An email containing all the required Community Start-Up documents and instructions for completion will be sent to the two contacts provided on the GInI Community Start-Up Application.	

Required Documents – Provided by GInI in the Community Start-Up email*		Complete
Volunteer Terms and Conditions	Each Community Board of Directors (BOD) and Volunteer Committee Member must agree to the Volunteer Terms and Conditions.	
GInI Petition	The GInI Members forming the Community BOD and potential Community Members of the Community supply their Full Name, Personal Email Address and GInI Member ID on the GInI Petition.	
Survey	To identify other GInI Members interested in joining the Community, request that GInI send out a Survey Those responding positively to the survey can be added to the GInI Petition.	
Community Profile Form for Community Start-Ups	The Community Profile Form for Community Start-Ups is a record of official Community information; complete all applicable fields.	
Community Affiliation Agreement*	Community Affiliation Agreement is completed and signed by the Community President and one additional Board Member.	
Community Bylaws*	Draft Community Bylaws based on the GInI template provided, with consideration to regional and local regulations.	
Submit to GInI	Community President (or delegate) submits required documents (electronically in separate PDFs) to <a href="mailto:Community@GInI.org">Community@GInI.org</a> *GInI Petition, *Community Profile Form for Start-Ups, *Community Affiliation Agreement, *Community Bylaws	

Upon authorization of Charter Status – GINI will provide the following: Complete. Complete

Community Portal	A page on GInI's platform, will be provided at no cost to the Community. Log in credentials will be provided to the individuals	
Gini.org email account	Exchange email account including role-based emails for all BOD and Committee Members, will be provided at 6\$/month/account	

Upon authorization of Charter Status – GInI will provide the following: (cont'd.)		Complete
Approved Community Affiliation Agreement signed by GInI's Director		
Community Charter Certificate with the Community name and Charter date		
Resource Guide for Newly Chartered Communities		
official GInI Community Logos and badges (softcopy)		
Access to GInI's Community Portal		
Introduction to GInI Presentation to share with Community Members		
Next Steps for Communities Upon Receiving Charter Status		
Organize a Kick-Off Event and notify the GInI Community Team, your Regional or Managing Director		
Update the Community Profile Form to include any info that may have changed or was not previously captured on the initial submission of the form (if applicable).		
Apply for status as a non-profit organization or the equivalent in your geographic area. (optional)		
Communities are responsible for filing their own expenses / taxes		