

## **Start an ACM SIGCHI Student Chapter in 4 easy steps\***

**Step 1:** Enter chapter name, chapter email address, chapter type (Student), and chapter sub-type (SIG: SIGCHI).

**Step 2:** Enter the names of three individuals to serve as Chair, Vice Chair and Secretary/Treasurer. These individuals must be [ACM Student Members](#). In addition, a Faculty Sponsor with an [ACM Professional Membership](#) and a [SIGCHI Membership](#) is required.

(Note the Special Member rates for individuals in economically developing countries:  
<http://www.acm.org/membership/12-3/>)

**Step 3:** Enter chapter contact information (postal address and phone number).

**Step 4:** Enter the names of at least ten (10) individuals willing to carry out the chapter's mission and participate in activities. A CSV file (comma-separated values) containing the last name, middle initial, first name, and email addresses of these members will be required through the automated chartering application.

*Example: "Doe","John","johndoe@domain.com"*

You may enter each member name individually.

\* *Entries made during the application process may be saved and completed at a later time by visiting the URL sent to the chapter email address.*

Once the completed application is submitted, SIGCHI Chapter's require additional approval by volunteers; this secondary approval process will take up to 2 weeks. You will be notified via email on the approval of your chapter.

### **Note:**

**FOR UNITED STATES CHAPTERS:** The IRS requires chapters operating in the United States to have an Employer Identification Number (EIN). The EIN will serve as proof of a chapter's nonprofit status and allow ACM to include the chapter in our annual group filing with the IRS. ACM will request an EIN on your behalf, which you will receive upon chartering.

\*\*\*As a SIGCHI chapter, you are required to complete yearly (after June 30th) your chapter's annual report as required by ACM bylaws ([instructions for filing a report \[pdf\]](#)).\*\*\*

For help, contact [sigchi-vp-chapters@acm.org](mailto:sigchi-vp-chapters@acm.org) or [chartering@acm.org](mailto:chartering@acm.org)