



## Steps to Forming a Friends of Mission Doctors Chapter

Where do I start?

- Visit our website to learn about MDA and the functions of the Friends of Mission Doctors. Members volunteer their time to share the work of Mission Doctors through local events, media announcements and communications with friends, neighbors and colleagues.
- Fully commit to our mission...”With the support of the Catholic community, Mission Doctors Association provides opportunities for Catholic doctors and their families to serve throughout the world as an expression of their faith to fulfill Christ’s mission to ‘heal the sick’.”
- Work with the Mission Doctors office to set a date for an informational meeting. Local veteran mission doctors, staff and board members may be available to introduce the organization to your group.
- Identify a point person to take charge of organization details. That person may be you!
- Find a convenient meeting location that will accommodate your group and offer audio/visual capabilities. Schools, churches, hospitals and libraries offer meeting space for gatherings of this type, often at no charge. Contact the Mission Doctors office if you require a donation letter for the meeting space.
- Recruit people passionate about caring for the medical needs of our brothers and sisters around the world and the work of Mission Doctors. This could include personal friends, co-workers, members of your parish, health care professionals and anyone interested in global health and poverty issues. Use the flyers included in this packet to advertise your meeting. You may want to contact local papers for additional exposure.
- Before the meeting, follow up with phone calls to remind attendees of the event. (write up outline for first meeting).
- The day of the event, provide a sign-in sheet to capture contact information, including name, address, phone and email.

- If a representative from Mission Doctors Association is available, they will give a brief overview of the Mission Doctors and show our video “Destination Hope”, followed by a discussion about forming a chapter. Membership packets will then be distributed and questions answered. The attendees will then be asked to read through the materials and decide if they have the time to devote to forming a new Friends of Mission Doctors Chapter. If a representative is not available, a staff member at Mission Doctors Association will assist in developing this presentation.
- Follow up the gathering with phone calls to discuss membership and their participation in the Friends of Mission Doctors. Mission Doctors Association asks members of the Friends of Mission Doctors to pay membership fee \$50 per year.
- Once you have created a roster of your members, please send the list (you may email this) to the Mission Doctors office. Mission Doctors will track and deposit the membership fees and event tickets. Once you receive your membership fees (or any other event revenue), please send them to the MDA office. Mission Doctors will set up a separate account in our records to track your spending and fundraising.
- Mission Doctors will register your group in your state, under Mission Doctors Association to receive all of the benefits of nonprofit status.

We’re a Chapter...what comes next?

- Consult with the Mission Doctors’ office about small fundraisers that will provide awareness and begin bringing financial resources to the Friends of Mission Doctors’ Chapter.
- Plan your first fundraising event with guidance from the Mission Doctors’ office.
- Contact Mission Doctors for a supply of brochures, letterhead and envelopes.
- Refer everyone to the Mission Doctors website for information about our organization.
- Continue holding periodic membership gatherings, inviting friends and business associates to learn more about Mission Doctors Association.