



**How to Start a National Black Occupational Therapy
Caucus (NBOTC) Chapter**

Dear Prospective Chapter Organizer:

We appreciate your interest in learning more about how to start a chapter with the National Black Occupational Therapy Caucus (NBOTC).

Below you will find a list of the required procedures to start an NBOTC chapter:

1. Contact the Member at Large, who will guide you through the process.
2. Locate and identify OTs, OTAs, and OT students in your state.
3. Organize an informal meeting to discuss your aspirations to start an NBOTC chapter.
4. Visit the following link to acquire and review a copy of the NBOTC Bylaws:
<https://nbotc.wildapricot.org/resources/Documents/NBOTC%20By-Laws.pdf>
5. Call a formal meeting to select officers. A minimum of three (3) officers (President, Secretary, and Treasurer) are required to start a chapter. A student can hold an officer position, but there must be at least one (1) OT practitioner holding an officer position as well.
6. Plan service projects that may include, but are not limited to:



Backpack awareness, CarFit, mentoring, Rebuilding Together, recruitment, and scholarship.

7. Visit the following link to complete the Chapter Interest Group Form:

<https://forms.gle/4FB54bKqC61pPXFE9>

8. Visit the following link to create your purpose statement and objectives using the NBOTCs as a guide <https://nbotc.wildapricot.org/About-us>

9. Plan to meet at least quarterly (four times per year).

10. Review helpful resources like the Sample Meeting Agenda and the Virginia BOTC Meeting Minutes example, which can be found by visiting the following links:

<https://nbotc.wildapricot.org/resources/Documents/BOTC%20Sample%20Meeting%20Agenda.docx>

<https://nbotc.wildapricot.org/resources/Documents/BOTC%20Meeting%20Agenda%20Sample.pdf>

11. New chapters are eligible for the Yvonne Flowers Service Award provided they meet the following criteria:

<https://nbotc.wildapricot.org/resources/Documents/BOTC%20Chapter%20Annual%20Report%20Template.docx>



After completing the above steps, a Member at Large will work with you to arrange a chapter chartering ceremony.

Please contact the Member at Large for your region if you have additional questions.

Eastern Region Chapters Member at Large: Nardia Aldridge, Ph.D., OTR/L, DTM, email: [nardialdrige@gmail.com](mailto:nardiaaldrige@gmail.com)

Central and Western Region Chapters Member at Large: Nikki Demus, OTR/L, email: nikki_morton07@yahoo.com

We look forward to welcoming you into our family!

Sincerely,

Riqiea Kitchens, Ph.D., OTR, BCPR, CSRS
President
National Black Occupational Therapy Caucus