

PHASE 1

Step 1: Taking contact

We are a group interested in joining Clowns Without Borders International. How can we get started?

Please read our roadmap document that shows how to becoming a chapter. After that, we'll set up a meeting for your questions.

When you are done, reach out to us again and we'll connect you with existing chapters to begin step 2.

Step 2: Participate in two joint projects

Participate on two joint projects with 2 existing chapters. At least two individuals from your group needs to participate in each project.

This will help your group to better understand how projects work and will serve as a reference in your future recommendation letter in step 5.



PHASE 2

Step 3: Organizational Briefing

In this step, we arrange a meeting to review what it means to become a chapter, our key organizational documents and the overall application process:

Clowns Without Borders International's:

- Statutes
- Code of ethics
- Diversity policy
- Budget policy
- Governance handbook
- Mile of smiles handbook



Step 4: Setting up your chapter

You will be paired with a chapter that aligns with your needs, offering a collaborative opportunity to share ideas and knowledge on:

- Register NGO aligned with our key documents
- Register organizational name
- Annual action plan
- Strategic plan
- Annual financial report
- Financial record
- Organize projects in the field

You may attend one of our board meetings and annual general assembly to introduce your group, to introduce yourself and network with chapters.



PHASE 3

Step 5: Sending documents

In this step, we ask you to send us the documents in the list below. Templates are available upon request:

- Organizational Statutes
- Letter of application
- 1 year overall action plan to reach the final step in 8
- Recommendation letter from the two chapters you collaborated with on the projects in step 2

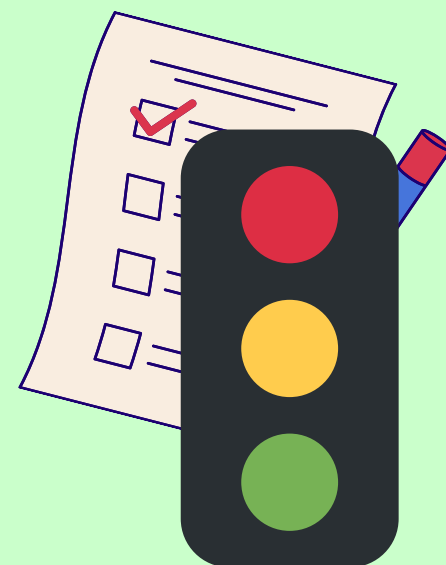


Step 6: Review of documents

In this step, the documents shared in Step 5 are reviewed and processed.

Our board members assess and confirm that all criteria are met to proceed.

If they are not met, we share the details for what is missing, with your group.

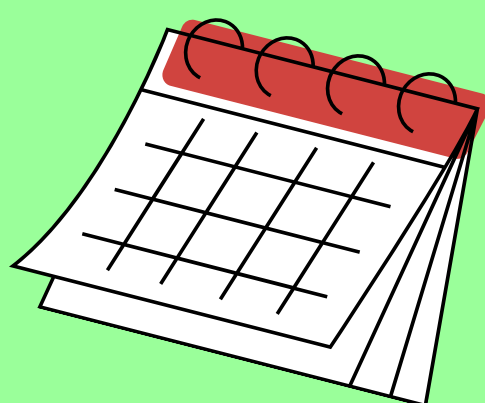


PHASE 4

Step 7: One year's activity

Once you submit your documents in step 5, we believe a 1 year of activity have prepared you to provide us with:

- 2 year strategic plan
- Annual financial report
- Financial record
- A representative to our board
- Organized projects in the field



Step 8: Final Review & Voting

Our board reviews Step 7 and formally votes on onboarding your group as a new chapter at our board meeting.

- If your group is yet operational, we offer support for a future application.
- If approved, we welcome you as a new chapter—congratulations to both of us!

