



## **Hands & Voices National Five-Step Start Up Plan for an H&V Chapter in your state:**

1. Review the Hands & Voices mission statement and philosophy--can you and your group support the vision? Complete the chapter application & send to H&V National for approval.
2. Recruit parent(s), consumers, and professional(s) willing to work collaboratively as an advisory board comprised by a majority of parents. Relegate members to administrative, functioning roles or advisory member roles. Ensure a balanced representation of methodology and language amongst the board membership. Prioritize training goals.

### **Recommended representation:**

- Parent as director
- State Department of Education (DOE) representative of Deaf/Hard of Hearing programs as Advisory Board VIP
- Professional representation from your state's School for the Deaf
- Parent whose child attends state school for the deaf
- Adults who are deaf and hard of hearing
- Members who can effectively advocate for all communication choices, regardless of whatever choice they've made for their own child.
- . Teacher(s) of the Deaf/Hard of Hearing
- . Educational audiologist
- . Representative(s) from Institutions of Higher Education (universities, colleges)
- Parents of children who are deaf
- Parents of children who are hard of hearing
- Parents of children with unilateral or conductive hearing loss
- Parents of preschoolers, elementary-aged, & high school students
- Individuals who represent Deaf culture & community
- Individuals who have expertise with oral communication methodologies.
- Individuals who have expertise with manual communication methodologies.
- Professionals from Part C/infants & toddlers

3. Adopt by-laws (can be based on H&V National by-laws) for operating as a chapter, based on your board's priorities, and apply for non-profit incorporation status in your state.
4. Establish a database by linking to public schools, newborn identification programs, private schools (if applicable), state school for the deaf, and other related service organizations or resources in your state.
5. Develop priorities based on consensual decision making and direction of the administrative and advisory boards, then create a five-year plan (including a budget) that outlines strategies for growth and outreach to all families in your state.