

# Process for approving new Local Chapters

The process of establishing an ECG Local Chapter (LC) begins when a new group sends the application "Application for Creating a new Local Chapter" to International Reception ([international@ecogood.org](mailto:international@ecogood.org)). You will find this form and more helpful information under "[Start a new Local Chapter](#)".

To complete the process, the following steps must be completed.

	Step	By whom?
a	<ul style="list-style-type: none"> <li>The application checked for completeness and uploaded to the Wiki (the association the LC is linked to must be listed in the Application as official)</li> <li>The responsible person in the <a href="#">Local Chapter Support Team</a> is informed, he/she checks application and confirms within 14 days. If confirmation or rejection, or a status report is not received in 14 days, the application is considered approved by International Reception.</li> <li>If an ECG association exists in the LC's country, the LC must be assigned to that association.</li> </ul>	International Reception
b	<ul style="list-style-type: none"> <li>Local Chapter added or updated in SmartWe</li> <li>Link to ECG Association created in SmartWe</li> <li>LC Coordinators added in SmartWe</li> </ul>	International Reception
c	<ul style="list-style-type: none"> <li>Update Local chapters on <a href="http://ecogood.org">ecogood.org</a> (Documentation: <a href="#">Tutorial WP - MapsMarker</a>)</li> </ul>	International Reception
d	<p>LC receives an email address, such as <a href="mailto:london@ecogood.org">london@ecogood.org</a>.</p> <ul style="list-style-type: none"> <li>International Reception asks <a href="mailto:it-support@ecogood.org">it-support@ecogood.org</a> to create the email address.</li> <li>IT Hubs informs IR when email address finished and IR adds address to SmartWe</li> <li>International Reception informs LC about how to set up mailbox. More under <a href="#">Setting up your mail client.</a></li> </ul>	International Reception
e	<ul style="list-style-type: none"> <li>LC added to email distribution list (e.g. <a href="mailto:energiefelder-de@list.ecogood.org">energiefelder-de@list.ecogood.org</a>)</li> </ul>	International Reception
f	<ul style="list-style-type: none"> <li>Logo ordered (at <a href="mailto:grafik@ecogood.org">grafik@ecogood.org</a>), after delivery it is uploaded to the Wiki and the LC is informed.</li> </ul>	International Reception
g	<ul style="list-style-type: none"> <li>Send confirmation email and welcome letter sent to LC and responsible person in LC Support Team.</li> </ul>	International Reception
Updates	Local Chapters need to inform International Reception about changes to their information such as new Web addresses or new coordinators	Local Chapter