

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). 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"> 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) The responsible person in the Local Chapter Support Team 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. If an ECG association exists in the LC's country, the LC must be assigned to that association. 	International Reception
b	<ul style="list-style-type: none"> Local Chapter added or updated in SmartWe Link to ECG Association created in SmartWe LC Coordinators added in SmartWe 	International Reception
c	<ul style="list-style-type: none"> Update Local chapters on ecogood.org (Documentation: Tutorial WP - MapsMarker) 	International Reception
d	<p>LC receives an email address, such as london@ecogood.org.</p> <ul style="list-style-type: none"> International Reception asks it-support@ecogood.org to create the email address. IT Hubs informs IR when email address finished and IR adds address to SmartWe International Reception informs LC about how to set up mailbox. More under Setting up your mail client. 	International Reception
e	<ul style="list-style-type: none"> LC added to email distribution list (e.g. energiefelder-de@list.ecogood.org) 	International Reception
f	<ul style="list-style-type: none"> Logo ordered (at grafik@ecogood.org), after delivery it is uploaded to the Wiki and the LC is informed. 	International Reception
g	<ul style="list-style-type: none"> Send confirmation email and welcome letter sent to LC and responsible person in LC Support Team. 	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