



Southern Philippines Muslim & Non-Muslim Unity and Development Association Inc.

HOW TO ORGANIZE YOUR SPMUDA CHAPTER (Pursuant to SPMUDA VIGOR 2012)

STEP BY STEP PROCEDURES:

1. Conduct familiarization meeting about SPMUDA.
2. Elect officers and committees.
3. Schedule Induction of Officers.
4. Submit your SPMUDA credential to the Municipal, City, Provincial, Congressional, Military/Police Officials and Head of partner National agencies in your area either by personal courtesy or by mailing attaching SPMUDA designation and profiles.
5. Submit accomplished SPMUDA Form No. 01, 02, and 03 with Police or Barangay Clearance and the proof of deposit slip of the annual fee payable to Southern Philippines Muslim Unity and Development Association, Bank of Commerce Account No: 036-20-003485-1, SPMUDA Secretariat, 168 Crossings, Banilad Hi-way, Dumaguete City for evaluation and approval of SPMUDA Executive President. (FEE: P60.00 FOR CHAPTER/P40.00 SPMUDA SECRETARIAT)
6. The SPMUDA IEMPAC Group upon approval of the Executive President will issue "**Certificate of Chapter Recognition**" for posting of Chapter Officer in the website www.spmuda.org. Chapter without recognition is unauthorized has no legal authority to operate as Chapter.
7. Submit action plan, programs and project activities to SPMUDA Secretariat.
8. Establish your temporary or permanent chapter office with SPMUDA tarpaulin signage outside of the building and have picture taken w/ your members and post in your group forum in www.facebook.com.
9. Open an account in www.facebook.com in the name of your chapter and with SPMUDA logo as your Official On-Line Group Forum.
10. Congratulation! Enjoy building communities and lives for best future through volunteerism efforts on a journey of transformation.