

Chapter Renewal Action Plan

- ❖ Actively use the chapter member roster to contact upcoming renewals
 - ✓ Create a schedule for pulling updated reports to identify renewals
 - ✓ For help and other resources, visit the [Chapter Central Retention Center](#)
- ❖ Create a chapter renewal cycle plan
 - ✓ “Plug and play” the samples: Use the sample renewal notice and justification letter template to customize your chapter’s materials
 - ✓ Use the tips and best practices from the HQ Renewal Cycle Overview
 - ✓ Use the HQ Retention Process Timeline as a resource for developing and coordinating your chapter’s efforts
 - ✓ Personalize and customize the experience!
 - ✓ Schedule a regular check-in discussion with the entire board to review your process
- ❖ Stay engaged with ARMA HQ for additional resources and collaboration during the cycle
- ❖ Visit Chapter Central for more guidance
- ❖ Share your progress, successes, and challenges with ARMA HQ and your region leaders!