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!