

## 2. ESF Starter Kit - FIRST STEPS

### 1. Get in touch with ESFI

- If you are thinking about setting up a local group at your university (or about initiating a national chapter in your country) please **write an email** to [start@esf-international.org](mailto:start@esf-international.org).
- ESFI will put you in contact with a **contact person** who will be supporting your engagement with ESF.

### 2. Look for a team

- To set up your local group and start activities you need a **motivated team**.
- An efficient way of attracting people is the distribution of **flyers** around campus and other well-frequented locations.
- A good idea is to organize an **initial meeting** in order to inform people about ESF and to decide on the way forward for your local group.

### 3. Choose your areas of action

- Decide together on which **area of work** you want to concentrate.
- It is up to you to decide whether you start with a small activity (panel discussion, Q&A meeting, etc.) or with project work right away. You may also get in touch with already existing projects of other ESF Chapters – ask your ESFI contact person!
- Please bring in your own ideas – ESF is open for all kinds of suggestions!

### 4. Decide on central tasks and get started!

- Decide on the **core positions** within your local group in order to make sure that a range of different people are involved.
- You only realize how much fun ESF is once you have started – so **don't wait too long!**

### 5. Register as an organization at your university

- This is an important step in establishing a framework for your work: once you are registered as an organisation you may apply for a preliminary status as ESFI member.
- In most cases the administrative aspect of founding a group at your university is not complicated. For inspiration have a look at the ESFI-statute or ask your ESFI contact person.

### 6. Keep in touch with ESFI

- We have put in place a comprehensive communication structure that allows for continuous exchange and discussion – have a look at [www.esf-international.org](http://www.esf-international.org) or ask your ESFI contact person.