



Checklist for US Chapters in Formation

Stage 1 – Inquiry (IR)

Step 1 - Inquirer Form

Step 2 – Feasibility Assessment by Liaison

Step 3 – Reference form by Liaison and Pastor

Stage 2 – Contact Person (CP)

Step 4 – Discernment Prayer Meetings and Reports

Step 5 – Selection of a Service Team (ST)

Stage 3 – Service Team (ST)

Step 6 – Application and Fee

Bishop review of International Statutes only for 1st Chapter (aka Mother Chapter) in Diocese.

Bishop Approval of Chapter Spiritual Advisor

Step 7 – Applying for Incorporation, By Laws, & Federal ID (EIN/Employer Identification Number)

Step 8 – Modified Statutes, Tax Exempt Status with direct application to the IRS, Chapter Checking Account

**Step 9 – Unsigned License Agreement review
Marian/Popular Name chosen.**

Step 10 - 1 Year validated License Agreement, Beginning of Meal Planning