

## Introduction

We are grateful for every community that is lucky enough to have a NAMI presence, and we want to help you establish your own NAMI Affiliate if there isn't one in your area. Upon successful completion of all phases in this process, the applicant group becomes an approved Model B NAMI Affiliate. Our goal is your success. If you have questions, suggestions, or need help, contact the NAMI Field Governance & Membership team at [newaffiliate@nami.org](mailto:newaffiliate@nami.org).

## Getting Started

Begin by familiarizing yourself with the steps under each phase of forming New Affiliates (NA). Decide who in your NAMI State Organization (NSO) is leading the process for guiding and mentoring new applicant groups through the formation requirements to achieve the final affiliation with NAMI. Finally, the new applicant group and the NSO engage to learn about what they already know and what information they lack.

Phase	Step 1	Step 2	Step 3
Phase 1	<b>APPLICANT GROUP</b> Fills out and submits an <a href="#">interest form</a> . <small><a href="https://www.nami.org/About-NAMI/Form-a-NAMI-Affiliate/New-Affiliate-Interest-Form">https://www.nami.org/About-NAMI/Form-a-NAMI-Affiliate/New-Affiliate-Interest-Form</a></small>	<b>NAMI</b> Forwards the interest form to the appropriate NSO.	<b>NSO</b> Provides tool for applicant group to conduct a self-assessment.
	<b>APPLICANT GROUP</b> Completes self-assessment tool and returns to NSO.	<b>NSO</b> Reviews and communicates its decision to form a new NA to the applicant group.	N/A
Phase 2	<b>NSO</b> Provides new applicant group with the <a href="#">New Affiliate Application</a> and affiliate requirements. <small>Note: NSOs may have additional requirements prior to endorsements.</small>	N/A	N/A
	<b>APPLICANT GROUP</b> Fills out the application.	<b>NSO</b> NSO Board votes to endorse the application. Upon approval, the NSO sends the completed application package to NAMI.	<b>NAMI</b> Reviews all application documents.
Phase 3	<b>NAMI</b> Sends a checklist with remaining requirements and review all documents.	<b>APPLICANT GROUP</b> Creates a brochure, newsletter, and a membership form with NSO guidance.	<b>NSO</b> Forwards proof of insurance coverage.
	<b>NAMI</b> Submits the applicant group's application for their NAMI Board approval.	N/A	N/A
Phase 4	<b>NAMI</b> Creates an addendum and attestation to be signed.	<b>NSO</b> Ensures that both the addendum and the attestation are signed and returned.	<b>APPLICANT GROUP</b> Ensures that the attestation is signed and returned to NAMI and the NSO.
	<b>NAMI</b> Following execution of agreements, sends a welcome letter containing branding and instructions.	N/A	N/A
Phase 5			
Phase 6			
Phase 7			
Phase 8			