



ASTRA CLUB CHARTER INFORMATION

Congratulations on sponsoring an ASTRA Club! In order to complete the charter process through Altrusa International please provide the International office staff with the following items:

1. A **Letter of Intent**: may be sent as an email to altrusa@altrusa.org, addressed to the Altrusa International President from the President of the sponsoring Altrusa Club.
Include:
 - a. sponsoring Altrusa Club name and district,
 - b. name of ASTRA Club Advisor along with email, phone number and mailing address,
 - c. name of ASTRA Club (ASTRA Club of ___) and, if applicable, name of school,
 - d. age level of ASTRA Club members (middle, high school, college or community club).

2. When club attains 15 members required to charter, send **names of charter ASTRA members and list of elected officers** to International.

3. Notify the International Office, your Governor and your District ASTRA Chair of the date the club will officially charter and hold its ASTRA Charter Ceremony. The date must be scheduled at least 3 weeks from when you notify the Altrusa International office of your charter ceremony date, to allow International to prepare the charter documents, certificates, etc. and mail them to you.
 - a. The International office will prepare a Club Charter Certificate and individual Charter Certificates for each member and will send to the ASTRA Club Advisor;
 - b. The International office will send a Letter of Congratulations from the Altrusa International President and the Altrusa International ASTRA Chair.

In addition to notifying the International office, please notify your District Governor and District ASTRA Chair and invite them to participate in your ASTRA Charter Ceremony celebration.

Necessary documents and many additional ASTRA resources are available on the ASTRA website at [https:// astra.altrusa.org](https://astra.altrusa.org)

Please let us know if you need any additional information or help with this process at altrusa@altrusa.org or ASTRA@altrusa.org.