Start-Up Packet to Become a NAMI Affiliate

Updated May 2020
WELCOME

Thank you for your interest in establishing a NAMI Affiliate in Texas! We are excited about expanding NAMI’s reach to areas around our state that do not currently have a NAMI presence, and we are committed to providing you with all the resources we can to assist you throughout this process.

There are essentially 5 major phases involved when forming a new NAMI Affiliate (see the chart below for an overview). These phases gradually increase your NAMI Affiliate’s capacity to support itself, as well as the members of your community who would like to benefit from your services.

Please take some time to read through this packet, familiarize yourself with the phases—in particular Phase 3—and jot down any questions you have. Please also note that there is a statement for you to sign, as well as flyers you can use to advertise your initial meetings, located in the back of this packet. We look forward to supporting your efforts!

### PHASES FOR STARTING A NEW NAMI AFFILIATE

**Phase 1: Inquiry**

**Step One:** Applicants must first fill out and submit an interest form on [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)

**Step Two:** NAMI Texas receives interest form and will send applicant “New Affiliate Applicant Group Self-Assessment Form” to complete and submit back to NAMI Texas.

**Phase 2: Evaluation**

**Phase 3: Formation**

During this phase, the group cannot yet operate under an official NAMI Affiliate name. However, there are a number of formative details that can be established, which will ultimately enable your group to apply for recognition as a NAMI Affiliate.

**Phase 4: Application Submission and Review**

**Phase 5: Approval**

Based on the satisfactory completion of the affiliation requirements, the applicant group becomes a “Model B” Affiliate.
Phase 3: Formation

- Sign the ‘Agreement to Establish a NAMI Affiliate Start-Up Group’ statement on page 5. Please print it out, sign, and email or mail to:
  
  Outreach.Coordinator@namitexas.org

  NAMI Texas
  P.O. Box 300817
  Austin, TX  78703

  The applicant’s group leadership needs to be familiar with:

  • NSO Model B Handbook
  • NSO Bylaws if not available on the NSOs website
  • NAMI Affiliate Naming Policy
  • NAMI Roles and Responsibilities
  • NAMI Standards of Excellence
  • NAMI New Affiliate Formation Application

  The applicants group must complete the following 2 items before moving to Phase 4:

- 1: Every NAMI Texas Start-Up Group must offer at least one of the following education programs:
  
  • Peer NAMI signature program (Peer-to-Peer, Connection)
  • Family NAMI signature program (Family-to-Family, Basics, Family Support Group)
  • Public awareness program (In Our Own Voice, Parents & Teachers as Allies, Ending the Silence, Family & Friends, Provider).

- 2: Complete Application Form for Obtaining Initial NAMI Affiliate Status

Phase 4: Application Submission and Review

Submit your Application Form for Obtaining Initial NAMI Affiliate Status.

The group seeking initial affiliation with NAMI submits this application with the required information and documentation to the NAMI State Organization for endorsement. The NAMI State Organization reviews the application and documentation to determine that the applicant group meets the required criteria. The required criteria is outlined in the application form. The application form is provided to your group in phase 3.
Phase 5: Approval

Based on the satisfactory completion of the affiliation requirements, NAMI mails a welcome letter to the board-approved applicant group, including the instructions for completing the Affiliation with NAMI.

- Welcome letter with instructions
- Logo
- Access to NAMI 360 and the Organizational Documents folder.
- Check list for Model B requirements with guides and templates

Based on the satisfactory completion of the affiliation requirements, the applicant group becomes a “Model B” Affiliate and begins operating under the Model B Handbook.
Agreement to Establish a NAMI Affiliate Start-Up Group

I, __________________________ (name) confirm that I am the founding leader of the new group that is establishing in my region.

As a new group ultimately working toward becoming a NAMI Affiliate, I understand that we will be operating under the auspices of NAMI Texas. As such, we will abide by the provisions set forth by NAMI Texas, accept NAMI Texas’ guidance, and provide information as requested.

Until our group becomes officially recognized by NAMI, I understand that we may not operate under our own NAMI name. We may, however, indicate that NAMI Texas is supporting the establishment of a new group in our area. Our work should always be in alignment with NAMI’s mission.

During this first phase, our group is not considered an independent organization, so we may not manage separate finances, offer NAMI Signature programs, obtain outside insurance, or create separate policies and procedures.

In order to obtain recognition status, there are a series of requirements we must fulfill. Most, if not all, are outlined in this document. If at any point we have questions about those requirements, we will address these by contacting NAMI Texas.

I understand that our group has one (1) year from the date this agreement is signed to become recognized as a NAMI Affiliate (unless an exception is made by NAMI Texas due to extenuating circumstances outside of our group’s control). If we complete all the initial requirements prior to that date, we will be able to apply for recognition status when ready.

I have read the above statement and agree to abide by all of the terms.

Affiliate Start-Up Group Location: __________________________________________

Name: __________________________________________

Signature: ___________________________ Date: ________
NAMI Texas (National Alliance on Mental Illness - Texas) is establishing an Affiliate in this region. Join us at the upcoming Interest Meeting to share your
The National Alliance on Mental Illness is an organization dedicated to improving the lives of people affected by mental illness through support, education, and advocacy.

NAMI Texas is interested in establishing a presence in our area. Join us at an upcoming Interest Meeting to share your thoughts and suggestions about this new