

Steps to Setting Up a BSU at Your Middle or High School

1. Get students who would like to join BSU to sign a petition (see *Petition Form*). Decide which students will hold office during the first year. You will need a president, vice president, secretary, and treasurer.
2. Find a sponsor using the sample letter wording (see *Sponsor Letter Form*).
3. Write a letter to the school principal or activities director (see *Sample Request Letter*). Include in the letter the petition form with student signatures (see *Petition Form*).
4. Once approved, figure out the meeting schedule with your sponsor.
5. Setup several fundraisers to create funding for club's activities.

We are here to help you every step of the way with this process. We would also love to hear your success stories. You can invite us to one of your BSU meetings as well! Please send any questions or comments to Simone Vann (simone.Vann@state.nm.us)