

NATIONAL BLACK NURSES ASSOCIATION, INC.

8630 Fenton Street, Suite 910, Silver Spring, MD 20910 ♦ (301) 589-3200

Stephanie Steven, NBNA Membership Engagement Specialist

CHAPTER CHECK LIST - 2026

(All information is to be emailed to the National Office, except where noted)

EMAIL THE FOLLOWING DOCUMENTS to ssteven@nbna.org:

- A copy of the Chapter's Bylaws
- Chapter Profile Information (request a profile link from Nicholas)
- The Startup Excel worksheet with the names and contact information of the members who registered in the membership portal.
- Your EIN#. If you have not applied for your number to IRS.gov website and apply. You will need this number to open a checking account. Once you have an EIN number, please email a copy to National.
- Request a link from the National office to pay the Chapter Dues and Liability Insurance of \$365.00

**ANY QUESTIONS, PLEASE CALL Stephanie Steven
(301) 589-3200 - Thank You**