

Steps to Create a Front Porch Forum

1. Determine if the area or region has an existing forum that can be utilized
 - Check [MGFOA web site](#) for list of current regional forums to see if there is a nearby group already established.
 - If not, proceed to step #2.
2. Identify Front Porch Forum leadership volunteers
 - Consult with MGFOA [Membership committee](#) or MGFOA [Board members](#) for suggestions/assistance
3. Create a name for the group, and designate the key contact
4. Determine the desired membership base to be included (municipalities only, include associates, etc.)
5. Determine / consider the forum for the meeting (in person, location, online, etc.) and the desired frequency of the meetings
6. Complete the application for Front Porch Forum and submit to the MGFOA Board for consideration (*listed where you found this document*)
7. Receive approval from MGFOA Board for the creation of forum group
8. Obtain contact lists from MGFOA or request distribution of invitation to desired regional members
9. Provide meeting details and sign in / attendance sheet for the MGFOA Front Porch Forum Library hosted on MGFOA Website to the [MGFOA Administrator](#)