

## Registration FAQs

### **Q: How do I register a chapter?**

**A:** 1) Adopt the OCF model constitution; 2) Identify a Spiritual Advisor, Faculty Advisor, and chapter officers; 3) Request a letter of blessing from the appropriate hierarchy for your Spiritual Advisor; 4) Submit contact information for both Advisors and chapter officers, your chapter constitution, and hierarchical letter of blessing to the OCF office in Indianapolis. Once this paperwork has been filed, you will receive official notification of your registration.

### **Q: Why should I register our chapter?**

**A:** You must register your chapter to enjoy the full benefits of the OCF community. The greatest advantage is being connected to the ocf.net community. Only registered chapters are given access to a chapter page. This chapter page automatically connects you to all of the other chapters across the country.

### **Q: Does our OCF have to register even if you already have our information in the directory?**

**A:** Yes. Directory information is only one component of the community. OCF is also concerned that the individual chapters share a basic identity and uniformity. Chapter registration is the closest process we have to ensuring this.

### **Q: Why does our clergy or lay advisor need to request a letter of blessing?**

**A:** OCF is a SCOBA agency and requires all Spiritual Advisors (clergy or lay) to be appointed by a local SCOBA hierarchy. Advisors affiliated with non-SCOBA jurisdictions will be handled on a case-by-case basis. Please contact the North American office if this is your situation.

### **Q: What if we don't have a priest?**

**A:** All OCFs should try to involve a local parish priest in their chapter meetings; however, it is not mandatory. A competent lay advisor can also provide adequate guidance and support.

### **Q: Our OCF chapter has been around for a long time. Do we have to amend our constitution?**

**A:** Yes. The new model OCF Constitution (September, 2008) contains highlighted sections that all OCF chapters must comply with for the sake of organizational uniformity and IRS regulations.