



















































### START YOUR OWN INVESTMENT CLUB CHECK LIST – HANDOUT PART 2

	1. Start a Club
	Choose 2 to 3 friends to start the club (Make sure they have a strong work ethic)
S	Split up the book list (below) among your friends. Read everything you can get your hands on
5	Schedule the 1st planning meeting to discuss what you've read; and if there is a desire to start a club
	Divvy up the Research List; each person tackling one item per planning meeting
S	Schedule subsequent planning meetings every other week until you've worked through the Research Lis
-	2. Research List
	irst and foremost, agree on an investing style (without this step, your chance of success diminishes)
E	ach organizer should start a list of potential members to invite after the research is complete
Ē	ach organizer should start a list of potential club names
0	Sather club documents; state info; banking & broker info, etc., making copies for each organizer
V	Vrite a mission statement
C	Develop or modify an existing Partnership Agreement
	Develop or modify an existing set of Bylaws
2	Choose and define officer positions
2	Choose and define member requirements
	Discuss and decide on dues and entrance/exit fees
R	Research and choose preliminary bank and/or broker
R	Research and choose accounting system
Δ	Adopt a club name
С	Combine your lists of potential members; determine which individuals fit your requirements
R	Research and decide your preliminary education strategy
-  -	f you start the club with the original 3-4 friends, move on to the First Official Meeting
	3. First Information Meeting
	f you choose to start the club with more people, you need to prepare for an information meeting
S	Select a date, time and place (someone's family room will due)
l	Vrite an invitation letter to the meeting
C	Decide on what literature will accompany the invitation letter; keep track of the cost of the mailing
	(It's best to send out the partnership agreement, bylaws and member requirements, in advance)

## Start Your Own Investment Club

Lynn Ostrem – <u>garbagecop@gmail.com</u> Session IE8003

	Session IE8003
	Be clear about the investing style, and poll your guests to make sure they agree with it
	Review the partnership agreement, bylaws, and legal information
	Review the member requirements, accounting system, fees and dues
	Inswer questions
I	ake a vote to see how many people are interested in starting the club with you
2	1. Second Informational Meeting
ľ	f there are concerns, or changes to be made to any aspect of your original plans, documents or entry
r	equirements, you need to discuss, agree to, and make the changes and schedule a second information
n	neeting to finalize the details. If no one objects to the original plans, skip to the first official meeting
	5. First Official Meeting
	lake sure to write an agenda and make copies for the attendees
C	Call the meeting to order
Δ	sk for nominations; vote for officers (Secretary should immediately begin taking the minutes)
V	ote to adopt the club name, mission statement, partnership agreement, bylaws, requirements, etc.
v	ote on an investing style (last chance for anyone to bow out!)
S	ign the partnership agreement
С	choose and vote on the following (suggestions should have been discussed at previous meeting):
	Regular meeting day, time, duration and location
	Whether to join an investment organization (NAIC, Manifest, StockCentral, AAII, etc.)
	Which club accounting system
	Which stock study tools
_	Whether to use a bank or broker for the bank account
	Which broker to use to purchase stocks
C	Collect initial payments (Checks to be made out to club name - verify name with state day of meeting)
S	ign bank and/or broker forms and signature cards
C	Discuss and choose committees
P	rovide information and homework for first stock study, or assign reading material
С	Delegate responsibilities for the next meeting and review everyone's assignments
^	djourn
í	5. Between the 1st and 2nd Official Meetings
	Secretary to file Assumed Name Certificate with the State (keep track of costs for reimbursement)
C	Once received, Secretary to handle publishing the notice (keep track of costs for reimbursement)
T	reasurer to file for Federal Tax ID number with the Fed (after name is accepted by the state)

Session	IE8003

	ppen initial bank and broker accounts w/initial funds		
Treasurer to purchase/set up accounting system			
/ice President	/Education Committee to prepare to lead first education program		
7. Safeke	eping		
Secretary kee	ps original state and federal filings, partnership agreement and signature page, bylaws,		
member appli	cations, stock certificates (if any), the official minutes, resignation letters, and general		
corresponden	ce.		
Treasurer kee	ps the original bank and broker agreements and statements, club and member valuation		
and annual ta	xes. (Remember, businesses must keep tax records for 7 years)		
8. Websit	tes for Long-Term Growth Strategies		
StockCentral a	at www.stockcentral.com (One-stop shop: tools, community, education; low cost \$39/yr)		
Manifest Inve	sting at www.manifestinvesting.com (Premium one-stop shop; \$89/year, less for groups)		
BetterInvestir	ng at www.betterinvesting.org (Premium one-stop shop; \$79/year)		
BetterInvestir	g Wiki at http://biwiki.editme.com/		
Doug Gerlach'	's Club Website at www.douglasgerlach.com/clubs		
Intro to Inves	tment Clubs – Motley Fool at www.fool.com/investmentclub		
Intro to Inves	tment Clubs – Investopedia @ www.investopedia.com (Search 'investment club')		
9. Books	for Long-term Growth Strategies		
	PEllis Traub (great for beginners)		
Investment Cl	ubs for Dummies by Doug Gerlach		
The Beardstov	vn Ladies book series (out of print—get at library or used on Amazon)		
The Investme	nt Club Book by John Wasik		
Investment Cl	ubs by Kathryn Shaw		
One Up on Wa	all Street by Peter Lynch		
Beating the S <sup>.</sup>	treet by Peter Lynch		
<b>J</b>	ks; Uncommon Profits by P. A. Fisher		
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	er Helpful Books
	a Financial Report by John A. Tracy
How the Eco	nomy Works by Edmund A. Mennis
Online Inves	sting Hacks by Bonnie Biafore
Wall Street	Words by David L. Scott (dictionary plus)
11. New	Member Packets
www.bivio.c	om/crowriver (Newcomers: New Member Prospectus)
www.watchf	rog.com/win (Partnership: Other Documents - Introductory Packet)
http://meml	pers.aol.com/rcbigrigg/index.htm (Membership Flyer)
http://digne	t.home.mindspring.com/index.html (Information for New Members)
www.genxcł	nange.com (New Member Info)
www.geociti	es.com/tbiclub/Bindex.htm (New Member Info)
12. Part	nership Agreements
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www.genxch	nange.com (Documents)
www.geociti	es.com/tbiclub/Bindex.htm
www.fortune	ecity.com/meltingpot/lumpy/277 (General Information)
www.bivio.c	om/chartbusters/files
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www.fortune	ecity.com/meltingpot/lumpy/277 (General Information)

www.genxchange.com (Documents)		
ł	http://members.aol.com/rcbigrigg/index.htm (Philosophy)	
v	www.fortunecity.com/meltingpot/lumpy/277 (General Information: Investment Focus)	
v	www.bivio.com/chartbusters/files	
V	www.bivio.com/xcic (Mission & Vision)	
•	15. Agendas	
v	www.bivio.com/crowriver (Club Documents)	
v	www.genxchange.com (Documents: Meetings)	
V	www.bivio.com/hdic/files (Old Agendas)	
•	16. Minutes (samples)	
v	www.bivio.com/crowriver (Clubhouse Matters)	
v	www.genxchange.com (Meetings; Meeting Notes)	
v	www.watchfrog.com/win (Partnership: Minutes)	
v	www.bivio.com/hdic (Communications Files; Old Minutes)	
V	www.bivio.com/dfsinvestment/files (Meeting Notes)	
•	17. Online Club Accounting Software	
V	www.bivio.com (\$99/year includes accounting, taxes & support) – prices subject to change	
V	www.iclub.com (\$69/year includes accounting & support; \$89/year tax printer) – prices subject to chang	
•	18. Stock Study & Portfolio Management Tools	
V	www.bivio.com/crowriver (Education Page: Educational Worksheets)	
ł	http://bob-adams.home.comcast.net (Home of investing worksheets!)	
<	StockCentral at www.stockcentral.com (Online tools, data and community)	
Ν	Manifest Investing at www.manifestinvesting.com (Simple online stock analysis & Port. Mgmt.)	
I	Iclub.com at www.iclub.com (Software for PC)	
(	Churr at www.churr.com (Software for MAC)	
ç	Stockfundas at www.stockfundas.stockcentral.com (stock study and portfolio management tools)	

	19. Sources for Club Education			
	StockCentral at www.stockcentral.com – Online investment education events			
	Manifest Investing at www.manifestinvesting.com - Online Continuous Classrooms (\$)			
	Investing for Growth on CompuServe at http://Community.compuserve.com/naic - Online Workshops			
	BetterInvesting at www.betterinvesting.org – Local and online classes (\$)			
1	BetterInvesting Tutorials from the Florida Space Coast Chapter at www.naicspace.org			
1	Crow River Education page at www.bivio.com/crowriver			
	GenXchange Education page at www.genxchange.com			
	Doug Gerlach's Club website at www.douglasgerlach.com/clubs/educate			
	Any of the books listed above			
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1	Members of the Crow River Investment Club at www.bivio.com/crowriver			
]	The investing community on StockCentral at www.stockcentral.com			
	The Investing for Growth community on CompuServe at http://community.compuserve.com/naic			
1	The Manifest community at www.manifestinvesting.com (Premium service)			
- 1-				

The sample documents on the above club websites are meant to give you ideas. Be creative with your own documents. Please do not post other clubs' documents to another public website without express permission from those clubs. Link! Don't Steal!

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## Start Your Own Investment Club

Lynn Ostrem – <u>garbagecop@gmail.com</u> Session IE8003

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N	Manifest Investing at www.manifestinvesting.com (Simple online stock analysis & Port. Mgmt.)
I	Iclub.com at www.iclub.com (Software for PC)
(	Churr at www.churr.com (Software for MAC)
•	Stockfundas at www.stockfundas.stockcentral.com (stock study and portfolio management tools)

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	Manifest Investing at www.manifestinvesting.com - Online Continuous Classrooms (\$)
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	BetterInvesting at www.betterinvesting.org – Local and online classes (\$)
	BetterInvesting Tutorials from the Florida Space Coast Chapter at www.naicspace.org
	Crow River Education page at www.bivio.com/crowriver
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