

CHAPTER OPERATION

"Those who know how to play can easily leap over the adversities of life. And one who knows how to sing and laugh never brews mischief."

Iglulik Proverb

A successful chapter encourages its members to participate in the activities of the organization. In addition to the workload being shared, a sense of unity and belonging comes with participation resulting in a stronger, more cohesive group. Good organization, planning, careful record keeping and having fun provides a chapter atmosphere conducive to achieving AIBL's objectives.

OPERATING PROCEDURES:

1. Record-Keeping.

- A. Financial Accounts - Financial income for the chapter comes primarily from membership dues, university allocations, corporate or private donations and fundraising events. It is advisable that the Chapter's Executive Officers become familiar with their school's accounting system. Once the chapter has been recognized by the school, it may or may not be required to open an account so that all monies pass through the school (sometimes private or outside accounts are not allowed). What can be charged to or paid out of an account depends on the school's regulations. Familiarity with school policies and procedures and also with the persons who will be handling the chapter's account will help make the most of the monies.
- B. Membership Records – Membership applications are used to notify students of meetings, upcoming social events, visiting recruiters, or of prospective employment.

2. Student Outreach Methods

- A. School newspaper - The school newspaper is an easy way to reach many students, but it cannot be relied on as the only source to reach American Indian students. Any advertising or notices placed in the student newspaper should be run as long as possible. Also, a newspaper staff member should be solicited to write a feature article on AIBL, the Chapter, and its planned activities for the year.
- B. Registrar's printout - The Chapter advisor should have access to a registrar's computer printout which lists all students enrolled at the high school, college or university, their major, and other public information. In most cases this list can be broken down by race, which will help identify the American Indian students on campus. This is an excellent starting place when trying to locate prospective AIBL members.
- C. Personal letter - Using the student mailing list or the newspaper, a personal letter can be written and sent to prospective AIBL members. This will add a personal touch and keep in line with the "family spirit" which is very much a part of the traditional Indian way.

This letter should be a maximum of one page in length and should introduce AIBL and its objectives and extend an invitation to the first meeting.

- D. Phone calls - Organized phone calls are a good way to follow-up after the letter and provide a more definite count of people who have been contacted. Current members of AIBL can divide the prospective member list up and each is responsible for contacting a specific number of people.
- E. Email – Email is a good way to communicate with current and potential members. An email distribution list of chapter members could be used to remind members of meetings and chapter sponsored events.
- F. Posters and Flyers - Posters and flyers may be the most common and least expensive method for reaching students across campus. When strategically placed across campus, (e.g., student union, business school, Native American Studies building, and wherever else Indian students may hang out) posters and flyers normally reach a large population of students. To maintain goodwill on campus, it is advised that you first get permission before putting any notices on someone else's bulletin board, wall, door or anywhere that is not designated for general public use.

PLANNING, ORGANIZING AND COORDINATING EVENTS:

Goals setting and planning are key aspects of a successful chapter. When the chapter's executive officers have set annual goals and plans for its major activities, other members have a sense of direction and purpose. Long-term planning will help activities run smoothly and allow everybody to enjoy participating.

1. Initial Planning - The first step in planning is to identify what the chapter wants to do as a group and what it wants for outcomes:
 - a. What is the nature of the activity - educational, social, recreational, service or fundraising?
 - b. Who is to participate in the activity - members only, campus community, local town community or other group?
 - c. What is the outcome to be - increased knowledge strengthened group ties, membership recruitment, good grades, student retention, or accomplishment of a specific task?
2. Arrangements - The next step is to identify what arrangements may be necessary:
 - a. What resources should be obtained – speakers, films, or literature?
 - b. What facilities should be secured - meeting room, auditorium, athletic facility, park shelter or a room at the student union?
 - c. What special arrangements are required - lighting, heating, refreshments, restrooms or special arrangements for physically challenged participants.
 - d.

3. School Policy - If the activity is going to be held on campus, all school procedures and policies must be observed:
 - a. Does the activity require authorization or supervision?
 - b. Do facilities need to be reserved from the appropriate office?
 - c. Is there anything in the activity that violates school policy? For example, will food handlers for a frybread sale have to take a TB test?
4. Financial Arrangements - The most important activity may be identifying the financial arrangements.
 - a. What is the cost and what are the sources of funds?
 - b. Will the group pay the expenses?
 - c. Will the participants be charged admission?
5. Publicity - Early notification and publicity contributes to the success of the event.
 - a. Will flyers be distributed - on campus, in school districts, in the residence halls, fraternities, and sororities?
 - b. Will media be used - the school/local newspapers, radio and television, local Indian media, the AIBL newsletter?
 - c. Will personal communications be used - telephone, a personal letter, invitations?
6. Pre-event Checking - Check out all arrangements before the actual time of the activity:
 - a. Are facilities and arrangements adequate?
 - b. Are resources there - working microphone, audiovisual equipment, tables, chairs, booths, access to copy machine, computers, and typewriter?
 - c. Who is in charge during the activity?
 - d. Who is responsible for the cleanup once the activity is over?
7. Post-event Checking - Evaluate the activity once it has been completed.
 - a. Who participated and how did they respond?
 - b. Was planning adequate and were goals set?
 - c. What recommendations are there for follow-up?
 - d. From this year's experience, what changes and/or additions are suggested for next time?
 - e. Should participants complete and turn in an evaluation questionnaire?
8. Follow-up.
 - a. Make sure all the bills are paid in a timely manner.
 - b. Is another activity to follow and what plans must be made?
 - c. Were thank-you letters written to the speakers, main contributors, participants and resource people?
9. Final Report - Prepare a final report to keep in the student chapter file.

SUGGESTED CHAPTER ACTIVITIES:

Long-range planning will make activities run smoothly and allow everyone to enjoy participation. At the first of the year or at the first organizational meeting, try to get an idea of what events the group wants to have throughout the year and roughly when. Specific dates are not necessary. Planning should include a community service project as well as educational and social events.

Chapter meetings - Chapter meetings are unique to each individual chapter. The meetings should be run by students, for students and can range from a pizza party to a formal presentation from a corporate representative. The code states that meetings are to follow Robert's Rules of Order (page 27). The meetings should be kept as informal as possible. Structured meetings may inhibit a free exchange of ideas, although the president is encouraged to have a typed, written agenda to hand out and follow.

It is suggested that the first organizational meeting be a social event such as a picnic. This gives students a chance to relax and get acquainted outside of a structured classroom environment and develops an atmosphere of comradeship among members. This atmosphere is necessary if new students are to seek the advice of the more experienced students.

Chapter meetings should also allow time for problem solving. This is extremely useful when new and experienced students are together -- the perfect situation for student brainstorming. Airing problems or concerns and getting ideas from other students will tend to unite the group and is a basic function of the AIBL student chapter.

Field trips and work site visits - When planning a field trip or site visit seek out friends or family members of the students as primary contacts. Having a friend or relation as a contact at the visiting site makes planning easier. A second place to look for a contact is the AIBL general membership. The AIBL office will be glad to provide names of professional members in a chapter's area.

Fundraising ideas/techniques - Your Chapter fundraising activities and consequently member participation are essential to raising the money your Chapter needs to operate. For instance, your Chapter will need to raise money to cover, such things as:

- Chapter office supplies (paper, pens, filing folders, stapler, etc.).
- Chapter Activities (e.g., telephone, copying, and postage expenses).
- Travel & accommodations to attend and participate in the National AIBL Conference.

This list is not all inclusive as there are many other Chapter activities that members might wish to sponsor, attend, and/or facilitate. There are some Chapter activities that need money to get started, such as collecting donated raffle items; purchasing raffle tickets to raffle the items; booth display fee, etc.

National AIBL Fundraising Opportunities- Fundraising is a great way to teach students basic business skills, such as project management, teamwork, and finances. The following are fundraising ideas that have been successful for other chapters.

- *Ad Sales:* Sell ads for the National AIBL Conference Program, the chapter receive a 50% commission on ads sold.

- *Online Giving:* First Giving Program, chapters are encouraged to participate in our online charitable giving program. www.firstgiving.com/aibl.
- *Events:* Organize fundraising events in the community, some examples are: Bake Sales, Taco Feeds, Raffles, Basketball Tournaments, and Concessions.

Managing Chapter Budget/Record Keeping Activities- It is important to recognize that all your Chapter fundraising activities, including record keeping, managing receivables, paying expenses, planning, etc. will go toward each Chapter member's leadership training. A good business leader is confident in his/her ability to manage finances; therefore all your Chapter fundraising activities provide you with a great opportunity to learn and benefit from these skills.

Annual and Project Budgets

Annual Chapter Budget: Prepare and/or update Annual Budget (for the academic year or time in school that the Chapter is active).

Project Budgets: Once you have completed the Chapter's Annual Budget, look it over and identify funds that are specifically related to certain projects and develop Project Budgets for each of these activities.

Accurate and sound record keeping is essential to tracking your income and expenses. Chapters are encouraged to use a basic accounting ledger and/or accounting software program, such as Quick Books, to manage your budget. It is preferable for Chapter's to EARN their own funds via entrepreneurial activities whenever possible to meet its Annual and/or Project Budget goals.

Contributions and Donations- Although it is preferable for Chapters to EARN the funds needed to cover the Chapter's Annual Budget; AIBL realizes that due to certain restrictions and/or remote communities, it may be more challenging to succeed without some form of monetary donation or contribution. Therefore, requesting contributions, donations, and/or sponsorships is another feasible way to raise funds. Chapters are encouraged to only ask for matching dollars. This means if your chapter has earned \$500, then you may ask for \$500 in donations.

Your Chapter is a non-profit activity and receives its non-profit status via the National AIBL Program. Therefore, you are REQUIRED to provide your donor information to the AIBL Office and include: (1) all monetary donations; (2) market value of gifts; (3) and the value of any in-kind contributions (e.g., building space rental fee waived which is normally @\$150/night). The National AIBL staff will prepare a letter outlining the value(s) of contribution(s) and provide its non-profit identification number to the donor for tax purposes and mail the letter to your donor(s).

Peer support, counseling, and tutoring - Peer support can be the most positive form of reinforcement produced within a student chapter. It is important to generate peer support at meetings and informal gatherings. Early in the year, reveal stories of past successes and failures to new members. Recognizing the problems encountered in the past and how they were dealt with or should have been dealt with helps prevent their repetition. Peer support creates an atmosphere in which students will be more apt to seek advice when needed. Peer counseling is a great help during the registration process each semester in that peer counselors can provide advice on things like

classes, instructors and class times. It always helps to do homework with someone else, and brainstorming sometimes makes the solution seem clearer, faster. If there is no designated study lounge available, use an unoccupied classroom. Setting specified times for student members to gather and study will enforce good study habits and set a norm to be expected from members of the chapter. Limiting peer association with only AIBL members is not encouraged. The chapter should also try to include members of other student groups.

AIBL student chapter center - This center should revolve around a room for family study, problem solving, convenience to the chapter advisor and the dean, if possible. The center, under student supervision, provides space for group activities, for test and homework files and a visible focus for Indian students. The facility should be centrally located to allow for interaction with other students and faculty, especially faculty who can provide personal and academic counseling. Use an empty classroom if a room or office space cannot be assigned to you. It is important to keep the location consistent.

The center is a place to study so those students can improve their study skills through help from other students. The advisor can observe without intrusion. Group study can be common because the center is a convenient place to be and group tutoring is a natural outcome through the family gathering concept.

If possible, the center should have a minimum of one computer for student use. This will allow self-paced learning and avoid the distraction and confusion surrounding most computer lab centers. Also, tools, books, charts, forms and catalogs that can help Indian students in any way can also be located at the center.

If possible the center should be open on evenings and on weekends. A central location near the dean's office gives an aura of importance to the center and the AIBL chapter. Other Indian students may be attracted to the AIBL student center. The center is the area for dispensing data to Indian students, which may be otherwise unavailable. A sense of family is very important to Indian people, as is a sense of common ownership of the center.

Recruitment -- Try to keep the communication between students on a one-to-one basis. Remember that word of mouth may be the most effective form of communication. Encourage the students contacted to pass the information along to friends and family.