





## Chapter Resource Guide

<p><b><u>Annual Reporting Form</u></b></p> 	<p><b>January 31</b></p> <ul style="list-style-type: none"> <li>• Chapter Leadership Reporting Form</li> <li>• Chapter Member Data Form</li> </ul> <p><b>March 1</b></p> <ul style="list-style-type: none"> <li>• Chapter Financial Form</li> <li>• Group Exemption Update Form</li> </ul> <p><b>May 15 or November 15</b></p> <ul style="list-style-type: none"> <li>• Copy of the Chapter's IRS 990 or 990N</li> </ul> <p><b>June 30</b></p> <ul style="list-style-type: none"> <li>• Chapter Seminar Agreement</li> </ul>
<p><b><u>General Resources</u></b></p> 	<ul style="list-style-type: none"> <li>• Monthly Leaders in the Loop email</li> <li>• Chapter Leader Calls (3 times a year)</li> <li>• Chapter Year at a Glance</li> <li>• Chapter Visits – Chapter Ambassador Program</li> <li>• Chapter Awards and Local Awards Recognition</li> <li>• FREE Chapter Leader Webinars</li> <li>• Posting of Chapter Newsletter</li> <li>• NSite Chapter Leaders Discussion List</li> <li>• Leadership Development Symposium</li> </ul>
<p><b><u>Education, Meetings and Conferences</u></b></p> 	<ul style="list-style-type: none"> <li>• Hosting an NIGP Course</li> <li>• Reverse Trade Shows</li> <li>• Speed Buying</li> <li>• NIGP Participant Code of Conduct</li> <li>• Sample Certificate of Attendance</li> </ul>
<p><b><u>Finances</u></b></p> 	<ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Chapter Banking</li> <li>• Sample Financial Documents</li> <li>• Record Retention Schedule</li> <li>• Internal Financial Controls Checklist</li> </ul>

**Legal – Tax**



- No-cost chapter Group Tax Exemption
- No-cost Chapter General Liability Insurance
- Access to NIGP Legal Council (for US and Canada)
- Legal – Tax Issues For Non-Profits presentation
- IRS 990 Reporting Forms
- Resource Documents such as:
  - Ten Most Common Bylaw Pitfalls
  - Legal Duties of Board Members
  - Meeting Contract Q&A
  - Hotel or Convention Center Contract Guideline
- Sample Documents such as:
  - Conflict of Interest Policy
  - Joint Venture Policy
  - Volunteer Commitment Form
  - Content Leader Letter of Agreement
  - Alcohol Service Policy

**Membership/Marketing**



- Chapter Membership Recruitment
- Incorporating Student Members into Your Chapter
- Sample Membership Certificate
- Social Media
- Scholarships
- Public Relations

**Governance**



- Chapter Bylaws and Sample Outline
- Swearing in of Officers Script
- Operations/Procedures/Policy Manuals
- Officer/Volunteer Position Descriptions
- Strategic Planning
- Succession and Board Transition
- NIGP Code of Ethics