# Chapter Resource Guide

## Annual Reporting Form

**January 31**
- Chapter Leadership Reporting Form
- Chapter Member Data Form

**March 1**
- Chapter Financial Form
- Group Exemption Update Form

**May 15 or November 15**
- Copy of the Chapter’s IRS 990 or 990N

**June 30**
- Chapter Seminar Agreement

## General Resources

- Monthly Leaders in the Loop email
- Chapter Leader Calls (3 times a year)
- Chapter Year at a Glance
- Chapter Visits – Chapter Ambassador Program
- Chapter Awards and Local Awards Recognition
- FREE Chapter Leader Webinars
- Posting of Chapter Newsletter
- NSite Chapter Leaders Discussion List
- Leadership Development Symposium

## Education, Meetings and Conferences

- Hosting an NIGP Course
- Reverse Trade Shows
- Speed Buying
- NIGP Participant Code of Conduct
- Sample Certificate of Attendance

## Finances

- Financial Management
- Chapter Banking
- Sample Financial Documents
- Record Retention Schedule
- Internal Financial Controls Checklist
### 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