

2013-
2014

Complete
Chapter
Committees
Guideline

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QUESTIONS?

AMBUCS™ Resource Center

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PO Box 5127 High Point NC 27262

Committees

Functioning committees are essential to the health of the chapter. Refer to the committee descriptions in this section to see what is expected of each one. It is recommended that the average chapter with a membership of thirty or less utilize these four basic committees:

Information

Fun

Service

Friendship

If a chapter has more members they can add committees as needed. Remember, it is important to customize the committees to the chapter. Leaders should make the chapter structure work for the chapter by creating the committees or task forces needed to accomplish the chapter goals.

Information Committee. This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published bulletin, and foster conference attendance and inter-chapter activities. *Possible sub-committees: Program, Public relations, Conference & inter-chapter)*

Fun Committee- The Fun committee ensures that your chapter does what AMBUCS™ does best- HAVE FUN! This group works to find new and creative ways to make chapter meetings light and entertaining. They organize, promote and conduct quarterly chapter socials. They work to ensure all new members are included in the fun and feel welcomed at each meeting. Your chapter's

Big Hat Club is a vital part of this committee. After all, three of the five purposes of the Big Hat Club are to have fun! *(Possible subcommittees: Attendance and Reception, Social, Sergeant-at-Arms, Big Hat)*

Service Committee. This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in National AMBUCS™ Programs. This committee is responsible for the financial well being of the chapter, and also recommends fund raising projects to the chapter for approval. *(Possible sub-committees: Community service, Fund raising & finance, National Program Giving)*

Friendship Committee. This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members. *(Possible sub-committees: Membership recruitment, Orientation, and Retention).*

Order complete reference copies of the specific chapter sub-committee guidelines from the AMBUCS™ Resource Center or AMBUCS™ web site www.ambucs.org.

Information Committee



Composition: 3 - 4 members

Meets monthly

PURPOSE

The Information Committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-chapter activities.

REQUIRED ACTIVITIES

Chapter newsletter or calendar published before each regular meeting, or on some regular schedule.

75% of chapter meetings have a scheduled program or speaker, either educational or entertaining.

Provide public relations activities for the chapter.

Promote AMBUCS™ training programs and conferences to develop volunteers and leaders for the chapter.

Promote attendance at district meetings by chapter members to insure chapter representation and knowledge of AMBUCS™ activities and programs.

Send chapter publicity and stories to AMBUCS™ Resource Center for the *AMBUCS Magazine*.

Conduct some kind of public relations activities to celebrate "February is National AMBUCS™ Visibility Month".

Possible sub-committees:

Program

Public Relations

Conference & Inter-Chapter Relations

Program Committee

It is the responsibility of the Program Committee to have a planned program for each meeting. One program for the quarter should be Mission based-scholarship recipient, therapist, tryke recipient. Since a program can cancel at the last minute, the committee also needs a back up program "waiting in the wings."

Public Relations Committee

It is the responsibility of the Public Relations Committee to:

1) publish and distribute the chapter newsletter or calendar before each meeting.

2) alert press, radio and TV to chapter publicity.

3) send to AMBUCS™ Resource Center publicity and pictures for The AMBUC magazine.

. Other information available: www.ambucs.org Member Resources/Instructional Guides and Member Resources/Marketing/PR,

Conference & Inter-Chapter Relations Committee

The purpose of this committee is to encourage and promote as large a chapter participation as possible at district Board meetings, district social and sporting events, regional and national conferences.

Program Committee

Composition: 3 - 4 members

Meets every three months to plan programs for next three months

It is the responsibility of the Program Committee to have a planned program for each meeting. Since a program can cancel at the last minute, the committee also needs a back-up program "waiting in the wings."

Recommended policy of operation

1. Meets four times each year to plan twelve programs for subsequent quarter. Thirteenth meeting is a program by a chapter member who is the back-up speaker in case a program cancels at the last minute.

Meet	for	Quarter
May		July-Aug.-Sept.
August		Oct.-Nov.-Dec.
November		Jan.-Feb.-Mar.
February		Apr.-May-June

Before each quarter's planning meeting check with other major committees for their special program needs.

2. Check with Social Committee in advance for dates for any meetings to be canceled because of a social planned for that quarter.
3. One program for the quarter should be Mission based -scholarship recipient, therapist, tryke recipient, community service opportunities. Select a variety of programs for the rest of the meeting in the quarter such as:
 - a. City, county, state officials on a current issue.
 - b. Sports figures.
 - c. Musical.
 - d. Business information.
 - e. Chapter members with special interests.
 - f. Planned visitations of district and national officers.
4. Ask each member of the committee to furnish programs for specific dates.
5. Committee member reports success to chairperson. Note: Date conflicts may occur which have to be adjusted.
6. Chairperson writes a letter to the speaker to confirm the date and thank the individual for making time to give a presentation.

7. Before the quarter begins, the chairperson gives the newsletter editor a list of planned programs.
8. Committee member calls the speaker two weeks in advance of scheduled appearance for reminder and gets introductory profile. He or she passes a brief sketch on to the newsletter editor to build attendance for that meeting.
9. Committee member arranges to meet and host speaker prior to meeting and make introductions.
10. Chapter president thanks speaker at close of meeting and presents speaker with certificate of appreciation and/or a speaker's gift such as a coffee mug.

Chairperson: A thirty minute committee meeting four times a year will produce outstanding programs. Utilize and encourage your committee and give them a copy of the list of ideas included in this section. Don't try to get all the programs yourself!

Do not assign a different person to each month of the year to get four programs. Variety is sacrificed, communications are short circuited. Human nature says the member may procrastinate until the last minute resulting in a poor program or no program. If this happens frequently, attendance may drop off.

Back up speaker or substitution program

If a scheduled-in-advance program falls through at the last minute another program should be ready to take its place. Every chapter has a wealth of talent within itself for programs.

Pick four members for programs from the chapter each year. Assign one to each quarter as a back-up speaker. The assignment is ready on a moment's notice to present a program. If no planned program cancels during the quarter, the back-up speaker can be the last program for the quarter or be the back-up for the following quarter.

Business meeting

The only time a chapter should have a business meeting is when a decision by the chapter is necessary, as in one of the four areas below:

1. When a new fund raising project is to be decided upon.
2. When a new charitable community service project is to be approved.
3. Change in meeting time or place.
4. Change in dues structure.

Announce such meetings in advance as "A closed meeting for members only."

SUGGESTED PROGRAMS

June

(Set aside one meeting in July or August for the governor's official visitation)

- Flag Day (someone to speak from VFW)
- Dentistry
- Agricultural outlook for area. (County agent or other expert)
- Advertising agency
- Plans for chapter (president-elect to outline policies and plans, introduce committee chairpersons, etc.)
- Golf (lecture and demonstration by pro)

July

- Estate planning
- Independence Day - July 4
- Crime in the community (police chief)
- Local arts and crafts
- Report on national conference
- Our community theater
- Hospital administration

August

(Invite national president as speaker of the day if in the area)

- Chamber of Commerce (plans and programs)
- Salvation Army
- Humorous skit
- Training and preparation of dogs for shows
- The science of anesthetics
- Weather (local meteorologist)
- Tourist attractions in the area

September

- Country and western dancing
- Labor Day
- Blood bank of American Red Cross
- What needs improvement in our community (panel of members)
- Citizenship Day

- Teaching professional
- Rosh Hashana, Yom Kippur (Rabbi)
- Constitution Week
- Your newspaper (Local editor or publisher)
- Trusts (trust office of local bank)

October

- AmTryke Giveaway
- Branding Time Contest
- The future of our community. (mayor or city manager)
- Football (local coach or expert)
- Fire Prevention Week
- Teenage children (child psychologist or other expert in field)
- ..

November

- Planning for retirement
- Horse shows (lecture and slides by local trainer or owner)
- Your life insurance program
- Veteran's Day - November 11
- Branding Time Contest

December

- Skiing (slides and lecture by instructor)
- Musical program (songs from operas by local talent)
- Habitat for Humanity
- Guns (lecture & exhibit by collector)
- Money management (investment counselor)
- Christmas program - members and spouses present (short talk by clergyman, carol singing by members)

January

- Martin Luther King Day
- Representative from local industry
- I.R.S. representative
- Robert E. Lee (Birthday 1/19)
- Photographer
- FDR (Birthday 1/30)
- Satellites - AT&T Executive

- March of Dimes - history and purpose
- AMBUCS™ AmBility®, AmTryke®

February

- AMBUCS Visibility Month- Service Day
- “Modern education” (college president or school principal)
- Scholarships Recipients
- American Field Service (foreign exchange students in community)
- AIDS representative
- Boy Scouts of America

March

- New member program (each new member tells about themselves 5-10 minutes)
- 4H club or Future Farmers of America
- Girl Scouts of America
- St. Patrick’s Day (March 17)
- The dangers of poisons
- Income tax (highlights of changes in law by expert)
- Invitation to.....event membership Spring Round up

April

- Invitation to.....event membership Spring Round up
- Baseball (local team manager and players)
- Musical program (Instrumental or vocal)
- Occupational Therapy month
- Founders Day program (date chapter chartered, review history and future plans)
- Retail salesmanship
- “Personal experiences” (retired missionary, industrialist, etc.)
- Importance of credit

May

- Speech pathology therapist
- Ramp Building
- Be Kind to Animals Week
- Extension Service talk on gardening
- Marriage Counselor
- Attorney (importance of making a will)
- Post office representative
- AMBUCS™ (History, organization, sponsorship, etc.)
- Memorial Day (May 30)

June

(Set aside one meeting in July or August for the governor’s official visitation)

- Flag Day (someone to speak from VFW)
- Dentistry
- Agricultural outlook for area. (County agent or other expert)
- Advertising agency
- Plans for chapter (president-elect to outline policies and plans, introduce committee chairpersons, etc.)
- Golf (lecture and demonstration by pro)
- Radio or TV station management List of program topics

HOW TO INTRODUCE SPEAKERS

The introduction should set the stage for the talk to follow. It should be one or two minutes in length and cover the following materials:

1. A short analysis of why the topic is important.
2. The scope of the subject on which the speaker will focus.
3. Highlights of the speaker’s career and activities that have provided the speaker with the insights to talk on the subject. Put these points into your own words, extracting from the bio given to you.

Remember **not** to:

1. Read the biography
2. Tell the audience that the speaker needs no introduction and then call on the speaker.
3. Suggest the audience read the biography in the handout material.

List of program topics

This is intended only to serve as a guide to the wide variety of potential programs which are available.

Education

Vocational Education
Cerebral Palsy School
Local special Education Program (for physically and mentally handicapped youngsters)
Public Education television Station
School Superintendent

Public Health

□. S. Department of Agriculture
Drug Problem
Mobile Meals Program
Rehabilitation Center Director
Hospital Administrator
What's New in Dentistry
Local Environment
Blood Bank

Recreation

Basketball, Football, Soccer Coaches
Winery Representative (with samples)
Youth Football
Candle making
City Recreation Department Program
Wheelchair Athletics
Gourmet Chef
Skiing
What's New at the Zoo
Golf Pro
Bicycling

Current Affairs

Foreign student (college - high school)
History of Israel
Women's Movement

Legal

Adult and Juvenile Probation System
Crime Prevention
Police Legal advisor
Police Community Relations
Shoplifting Prevention by local store detective
K-9 Corps
Court Administrator
Attorney on Wills and Estates
Juvenile Court Judge

Business

Labor and Unemployment Situation
Corporate Leaders
Photographer and Art Dealer
Investment Officer
Contractor

CPA
Building a Nuclear generating Plant
Behind the Scenes at a Radio Station
Food Distributor
Commodities Broker
Better Business Bureau
Occupational Safety Act
Advertising Executive
Baker
Travel Agent

Federal and Local Government

(Most politicians and government officials will talk to any group any time. These listed are some specific examples which proved very successful.)

Attorney General
City Manager on major local projects
The City's Future (Planning Department)
Meteorologist

Charities, Voluntary Health Organization, and Others

(All charities and similar organizations are anxious to tell their story if asked.)

YMCA Representative
Local Children's Home
Cub Scouts—Boy Scouts
Voluntary Action Center
Adoption Agency
Crisis Intervention Center
History of United Parcel Service
Political (Candidates for Public Office: Senators, Congressmen, etc.)
Forestry Service
Public Relations Film (Chamber of Commerce)
United Way Campaign
Energy Crisis (Representative of Power Company)
Local Telephone Company
Speech Pathologist
Acupuncture
Lawn Care (local Landscape Contractor)
Prison Penal Problems
Scout Program for the handicapped
Programs on Tours or Trips (by members of chapter or others in community)
Sky Diving
Scuba Diving
Field of News Broadcasting (News Director of Radio Station)
Cardiopulmonary Resuscitation - A Life Saving Subject
American Red Cross
The Volunteer Army (Armed Forces Representative)
Planned Parenthood
Tour of Brewery
U.S. Marshall
Barbershop Quartet
Physical Fitness
Gemologist
Forensic Anthropologist

Public Relations Committee

Composition: 3 - 4 members

Meets monthly

Responsibilities

1. Publish the chapter newsletter or calendar before each meeting.
2. Alert press, radio and TV to chapter publicity.
3. Send to AMBUCS™ Resource Center chapter news/projects and pictures for *the AMBUCS™ MAGAZINE*.

Chapter newsletter

The following items should be covered in the chapter's newsletter or calendar before each meeting: (See newsletter work sheet included.)

1. Announce next meeting's program.
2. Briefly outline points of preceding meeting.
3. Announce board meetings, report actions.
4. Report committee activity and meetings.
5. Stimulate active interest in chapter projects.
6. Promote social and athletic events.
7. Recognize members who receive honors for community activities.
8. Publish sketches of new members.
9. Give information regarding district and national affairs and inter-chapter activities.
10. Note termination of memberships, changes of classification, addresses, deaths, birthdays, etc.

Off color jokes in chapter newsletters are taboo. Remember, the newsletters go into the homes. Rib the members, but have fun doing it. Do not "hit" where it hurts.

The more names which can be carried in the newsletter, the better it will be read.

Fax, email, or mail in time to reach each member the day before each chapter meeting.

Distribution of newsletter

1. Each chapter member
2. District governor
3. Region director

4. Other chapters in district
5. National officers
6. AMBUCS™ Resource Center
7. Local newspaper editor

Revise the mailing list by checking the on line directory www.ambucs.org.

A good way to get local publicity and keep the hometown advised of chapter activities is to put the editor of the local newspaper on the mailing list. Also, send it to the mayor, TV and radio stations.

In working with other committee chairmen in the chapter, the Public Relations Committee must realize that though it is the responsibility of each committee to call in information regarding its committee, the Public Relations Committee will often have to call for the information.

It is recommended that the committees of the chapter be equally divided among the three members of this committee for quick calls before the newsletter is put together each week.

A *Newsletter Editor Communications Kit* is available on the web site www.ambucs.org. It contains lots of great ideas and information about chapter newsletter publication.

Publicity for press, radio, & TV

To work with the press, radio and TV stations, it is recommended that the committee call upon the editor as well as the managers of the stations. Find out from them how best the committee can work in supplying information to their news media. A helpful visibility guideline "*Media Advisory Template*" is available on the web site www.ambucs.org, as well as many other marketing materials.

Have a planned program of publicity to make your city and area aware of AMBUCS™—that you do exist, and that you do serve the community as a service chapter.

This program, properly planned, will promote chapter projects, and make them easier to work and be more successful. It will also help get new members and build the chapter's prestige.

How

Appoint one member of the committee to write up each chapter meeting. Send or take a copy to the local paper; if pictures have been taken, hand these in also.

Make a list of every chapter project to be carried out during the year. Notify the newspapers in advance of each, so pictures can be made of the activities. Have a story typed and ready to give the photographer when the picture is made.

Follow up with a picture and story telling how the money is to be spent. Plan and prepare stories to submit to the newspaper on district and national conferences. Explain the part played by your chapter and its members in the conferences.

Release a story on the AMBUCS™ Scholars scholarships-for-therapists program with the awarding of scholarships to students in the area.

Keep copies of all items submitted, along with additional pictures for the chapter scrapbook of activities for the year.

The AMBUCS™ Magazine

The AMBUCS™ MAGAZINE is the official publication of AMBUCS™,INC.. It is published quarterly in August, November, February and May.

Chapter publicity for the AMBUCS™ Magazine should be in the AMBUCS™ Resource Center no later than the 1st of the month preceding publication. If possible, try to restrict pictures to not over four people and identify each. Pictures are returned on request.

Techniques for better publicity

Of course, the first and perhaps easiest technique to develop is that of publicity. The local newspaper editor and reporters should be familiar with AMBUCS™. This is also true of the radio stations and television stations. Printed material about the chapter is available and it should be given to those organizations just as a matter of information for their files so they will be acquainted with the organization, should the need arise.

There are many forms that can be used as a basis for developing news publicity. Sample copy follows.

The local newspaper editor should be put on the newsletter mailing list and care taken to keep the name of the news reporters current. The larger papers will have a staff reporter assigned to civic chapters. The newsletter should be sent to members of the working press, not necessarily the publisher.

Each chapter should participate in community activities, such as bowling and softball leagues.

Most chapters will have skilled personnel who could be members of a "speaker's bureau" to speak, particularly to school groups and churches. A good subject could be the AMBUCS™ Scholars-scholarships-for-therapists or AmTryke® therapeutic tricycle and the your chapter's community service projects.

The staging of special events is a valuable means of bringing the chapter to the attention of the general public. Celebrations of anniversaries is a fine example. Carefully detailed programs should be presented and the local news media should be advised of what is taking place.

Each chapter should be registered with the local chamber of commerce and written material about the chapter, its objectives, its functions, should be placed in the files of the chamber of commerce. Leadership

with that organization should be advised that AMBUCS™ are available to assist in community projects where needed.

Each chapter should take part in civic efforts, such as ringing of Christmas bells for the Salvation Army; working in campaigns to get out the vote; and civic projects of all kinds and descriptions.

Special effort should be made to establish contact with the local Jaycees. This is a good source of new members as Jaycees reach the age of 39. Material about AMBUCS™ should be in the Jaycees files and their leadership should know about it.

Each chapter should make an effort to advise local groups in the therapy fields of occupational, physical, speech, & hearing audiology and the schools about the AMBUCS™ program. They should have literature outlining our Living Endowment Fund program and representatives of those groups should be invited to speak to the chapter and to attend the meetings.

Individual members and chapters must keep in mind the need to make AMBUCS™ well known and well respected. The organization deserves this acceptance and it will be forthcoming as a result of individual and chapter efforts.

Model outline for submitting news items to local newspapers

Note: The questions on this form should be answered, where applicable. **The form itself should not be submitted.** This is merely a guide so the report will provide all necessary information in writing news stories for publication.

Name of organization _____

Reporter _____

Address _____ Phone _____

Date and place of event _____

Nature of event _____

Chapter officials overseeing event _____

Purpose of event _____

Special guests or participants _____

Unusual or interesting circumstances _____

Note: In submitting information, have it typed, double spaced, paying particular attention to the spelling of names and being specific about time, place, date of event. Facts are more important than careful wording as the paper will rewrite the article if they have sufficient interesting facts to print.

Newsletter worksheet

Next meeting time and place _____

Next program topic and speaker _____

Brief resume of next speaker _____

Last program recap _____

Attendance recap _____

President's message _____

District and national news _____

Projects report _____

Prospective members _____

New members _____

AMBUCS™ MEMBER of the week _____

Coming events _____

General information

(Board action, sick & visitation, members in the news, birthdays, Youth Chapter news, etc.)

Conference & Interchapter Relations Committee

**Composition: 1-3 outgoing members.
Preferably past convention attendees**

The purpose of this committee is to encourage and promote as large a chapter participation as possible at district Board meetings, district social and sporting events, regional and national conferences.

One of the big privileges of belonging to an AMBUCS™ Chapter is the opportunity to broaden one's acquaintance and make many new friends in the community. This committee's responsibility is to extend that opportunity first into the other chapters at district meetings, then into the region at fall conferences, and finally across the nation at the national conference.

Some district activity is centered around sporting events such as golf tournaments and softball games, followed by a picnic social, with spouses included; bus trips to Big League games; all-day socials at the races followed by a dance. These are just a very few of the ideas that have been successful.

To work up such programs, the chairman from each chapter in the district meet at a central location to exchange ideas and make plans. Challenges usually develop from such meetings and this heightens the interest, the activity and attendance. A word of caution here....to get the best attendance, costs must be kept in line and the functions made self-supporting. Too elaborate and too expensive plans will keep the uninitiated from attending, and it is they whom you want there. Long-range planning with much advance publicity as well as follow-through by the committees are necessities for successful inter-chapter parties and sporting events.

Fall regional conferences usually consume a three-day weekend of travel beginning early on Friday to get to the conference site by noon to participate in a golf tournament. The schedule usually begins with a social Friday evening and with business meetings on Saturday for the members, while the spouses have special activities planned. Social activities at a Banquet and dance Saturday evening are followed by travel home on Sunday.

After a long summer with the kids, a relaxing weekend in the fall is appealing. The committee's job is to get as many delegates present for this weekend as possible. Going with a large delegation is fun, but in turn the group has to be warned not to just stay in their group but to make every effort to break out, thus getting acquainted with others. As one meets and makes friends with other

AMBUCS™ and their spouses, the circle of acquaintances increases and before long this family would not miss such functions.

Most families that attend the national conferences tie this travel into their normal summer vacation plans. Since national conference sites are spread about the country, the whole family gets to see parts of the United States they might never have seen had they not come to the annual conference.

Usually national conferences begin on Wednesday at dinner and end on Saturday with the president's banquet and dance. Sessions for the members are not only entertaining, but also educational. Here the national officers are elected and members from across the land learn about running effective chapters.

Getting a large delegation to attend from your chapter is this committee's responsibility.

Because attending conferences is not inexpensive, every chapter must have a conference fund either budgeted into the chapter's general fund or a separate fund which may be raised through raffles, garage sales, etc. Such funds evenly divided among those who can attend may amount to only \$150 to \$200 for each delegate, but it may well make the difference between whether a family can or cannot go. Some chapters consistently budget from \$1500 to \$2000 for their conference fund.

A chapter also may budget a portion of their project fund (not to exceed 15% per the IRS) to send delegates to conferences. The IRS recognizes the importance of continued training for new officers. Each year the chapter's president-elect should agree to attend the national conference before accepting the office of president. It is invaluable training for them, not to mention the fact that it adds a dimension of enthusiasm which brings them back to the chapter a more dedicated leader determined to have a good year.

Though the president-elect is expected to be present, don't use all of the available conference funds just for them because the chapter wants to send them "first class." Be equitable, but don't go overboard. Do divide up the available funds and get as many present as possible.

Getting to the national conference and winning awards for your chapter is what it is all about. The advice one district governor gave to a new chapter was, "Never fail to be represented at district, regional and national functions and you will have a successful chapter."

Fun Committee

Composition: 6-8 members

Meets monthly



PURPOSE

The Fun Committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee. After all, three of the five purposes of Big Hatters are to have fun!

REQUIRED ACTIVITIES

Provide fun, attendance builder activities at every chapter function.

Hold a chapter social at least once each quarter of the chapter year.

Make sure your chapter enters all possible Achievement Awards (see the separate Awards Guideline).

Set up the room before each chapter meeting, including chapter banners, name badges, literature, etc.

Contact chapter members who miss meetings.

Call, visit, send cards to members who are sick, or have family problems.

Hold special Big Hat Club meetings and events.

Promote Big Hat membership and fun.

Possible Sub-Committees

Attendance and Reception
Social
Sergeant-at-arms
Big Hat

Attendance & Reception

Committee

The primary responsibility of the Attendance and Reception Committee is to:

- Get the members to the meetings
- Make the members feel welcome when they arrive.
- Help create a fun, relaxed environment.

The Attendance Committee is made for people who like a challenge, who have ideas, who are imaginative, who like to help people laugh and keep them wondering what's coming next. If the Attendance and Reception Committee members will approach the job with this attitude, everyone will have fun.

Social Committee

The Social Committee should promote interesting socials for the members and their spouses as well as family and members only events. It is recommended that the Social Committee plan at least one social for members and spouses each quarter.

Sergeant-at-Arms Committee

This committee oversees all house, sick, and visitation responsibilities. The Sergeant-at-Arms should be the chairperson of this committee. The responsibilities of the committee include:

1. Keeping order at the meetings.
2. Levying and collecting fines.

Set up registration area outside meeting room if possible.

Set up meeting room.

Big Hat Committee

Getting three new members in twelve months qualifies you for membership in the Big Hat Club.

There are members who take, and there are those who give. Big Hatters give more life to their chapter by finding suitable members. While this is not especially

difficult, it indicates that each Big Hatter carries a little more interest and has put a little more effort into maintaining their chapter's growth.

Big Hatters are a special breed, an **exclusive group**. They are known by the Big Hats they wear.

Activate a Big Hat Club in your chapter. Elect officers. Get going with a program of special entertainment for Big Hatters only. Keep it exclusive so that all members

The National Big Hat Club recommends to chapter Big Hat Clubs that each assume the responsibility of the Welcoming Committee.

Attendance & Reception Committee

Composition: 3 members

Meets as needed

Purpose

The primary responsibility of the Attendance and Reception Committee is to:

- Get the members to the meetings
- Make the members feel welcome when they arrive.
- Help create a fun, relaxed environment.

Attendance activities

More of an AMBUCS™ time will be spent at chapter meetings than any other place. The time spent here must be enjoyable as well as rewarding.

Attendance is a habit. It takes some members longer to form the habit than others. This committee helps.

When a member misses several meetings in a row, there is a reason. Already the habit is broken. The reason must be uncovered and the habit re-established.

The Attendance Committee is a promotion committee. Finding new ways to get the members to meetings is a challenge. People are sold because they've found a good reason to want to attend.

Goals

1. To hear the members say "I hate to miss a meeting."
2. Ten to fifteen percent increase, if percentage is less than 50% attendance. Increased attendance comes from a desire to get all of the regular members coming at least 50% of the time. When the "Sometimes" attenders attend up to 50% of the time, then 100% of the regulars will keep the average attendance at 75%.

The Attendance Committee is made for people who like a challenge, who have ideas, who are imaginative, who like to help people laugh and keep them wondering what's coming next. If the Attendance and Reception Committee members will approach the job with this attitude, everyone will have fun.

Remember that every member joined for a reason. If the reason is not satisfied, he or she drops out. The Attendance and Reception Committee will be the first to learn of a member's disinterest, and will try to find the right person to bring the member back.

Tools needed

1. *Attendance Record.*
2. Desire to win a Blue Chip award.

How to encourage attendance

1. Team competition.
2. Award a spouse's door prize to a member present. If not present, call spouse and offer condolences for not winning prize. Publish their name in the newsletter.
3. Buddy System. Regular members bring sometime attenders. Door prize won only if delinquent buddy present.
4. Weekly jackpot drawing where every member puts in a designated amount. Half goes to conference fund and half to winner, if present; otherwise, the money is carried over. Publish the member's name in the newsletter.
5. Charts.
 - a. Gold star per meeting per member.
 - b. Bar chart by month, showing start in July and monthly progress through the chapter year. Feedback like this works well.
6. Personal Recognition.
 - a. Publish names of perfect attenders in chapter newsletter, monthly or quarterly.
 - b. Present Perfect Attendance Certificates.
7. Call each member who has missed two consecutive meetings.

Calling procedure: Give the committee member the name and number of the chapter member who did not attend the meetings. The committee member then calls and states they were missed, and ask diplomatically why they were unable to make the meetings. Invite them to next meeting.

If you call again and the individual still doesn't come to a meeting, ask another committee member to contact the individual to find out why he isn't attending and have that committee member invite him to a meeting.

Members of the Attendance and Reception Committee must be salespeople. Work out a prize for each six months for the member who can activate more "sometimers" and keep them coming 50% of the time. Publish their name in the chapter newsletter.

Reception activities

The Reception Committee's job is to make all members and guests welcome and be friendly to and interested in all chapter members.

1. Form a reception line to greet the members and guests as they arrive. This need not be a formal line, but greeters should know who they are and be at the door.
2. See that everyone knows everyone else by keeping the members mixing. (This can be done with the Mystery Handshaker. The president designates the Mystery Handshaker who decides on a number (i.e. 8). The individual who is the eighth person to shake his hand wins the pot.)
3. See that the same members do not always sit together by assigning chairs, handing out numbers for numbered tables, etc. Sergeant-at-Arms picks up numbers and fines those not seated at correct tables.
4. Assign a member of the Reception Committee to host each individual table to be sure each guest and member is welcomed.
5. Give an inexpensive door prize to the member who can name all the members and their businesses seated at the table.

Social Committee

Composition: 4 - 8 members

Meets as necessary

The Social Committee should promote interesting socials for the members and their spouses as well as family and members only events. It is recommended that the Social Committee plan at least one social for members and spouses each quarter.

Suggestions for socials

Good social occasions can be arranged around the following times of the year: Halloween, Christmas, Valentine's Day, and/or St. Patrick's Day. An installation celebration in May or June should be held for chapter officers, members and spouses.

It would also be well to have at least one spouses' day program during the year where the spouses are invited. (If the chapter includes dues with meals, budget monies from canceled meetings to reduce total cost of social.)

Another suggestion is to have each quarter a spouse's day, with a special table set aside for couples having anniversaries during the previous or upcoming quarter.

Be sure when having such special days that the program is of interest to the guests. If the Social Committee is not in charge of the speaker for the day, be sure and clear this with the Program Committee well in advance of the special affair.

Social Committee in charge of meeting

Works with Program Committee

Sometimes, when a social is to be held, the week's meeting is canceled. When this occurs, the Social Committee is in complete charge of the meeting. For this reason, it is recommended that the Social Committee pick the dates it plans to have its special programs and functions. In turn, the Social Committee advises the Program Chairperson which dates it wants so there will be no conflict in the planning.

Member participation

It is important that the Social Committee remember to keep costs down as much as possible so more members and spouses participate. Don't forget, a reasonable number of socials with the spouses keeps them interested and active as boosters of AMBUCS™.

This committee should likewise plan and organize special activities such as golf tournaments in the summer. An excellent low cost summer social with the spouses is a "Bring and cook your own steak party." The committee then arranges for everything else.

PLANNING OUTLINE FOR SOCIALS

Committee meetings

Plan for the year:

1. How many socials, when, and approximately what dates and times.
2. Type of party: (themes; members only, with spouses, with families, with guests; attire, number expected)
3. Break down each party into categories. Issue assignments for report at next meetings.
 - Cocktail hour (type).
 - Menu (who prepares?).
 - Set-up, clean-up; decorations; equipment needed (tables, chairs, etc.).
 - Entertainment - games, etc.
 - Price per person (sell tickets or bill to members?)
 - Calling Committee (handled by regular chapter Calling Committee or Social Committee members).

Make each committee meeting a social for the group and include spouses in the planning sessions. They may want to help on food planning, decorations, and as a calling committee.

Many successful parties have a theme such as night chapter party, Las Vegas night, pool party, Halloween, Valentines' Day or a progressive dinner.

BANQUET GUIDELINES

For social functions held at motels, hotels, or country chapters, the caterer in almost all instances will require a guarantee of plates to be served. This guarantee protects not only the caterer, but also the chapter. Several contingencies must be understood by the social chairperson in making the guarantees.

1. Be realistic about the number that can be expected to attend. An offhand assumption can be a large expense to your chapter. A too cautious guarantee with no cut-off time for accepting reservations is equally disastrous, for the caterer, many times, must place the final order for food a week in advance of the function. Ask the caterer what is the latest possible moment that the guarantee may be adjusted up or down.
2. In figuring the price of the ticket, add the total fixed overhead: band, entertainment, complimentary tickets for speaker, director, governor, or other guests of the chapter; head table flowers and decorations, individual table decorations, and complimentary cocktail tickets. Divide this total by minimum paying attendees and add to the per meal cost, which includes tax and a 15 - 20% gratuity. Be sure the gratuity is specified and agreed to, and be sure there is not additional banquet room setting charge.
3. Sell tickets in advance - get money in advance or charge to chapter account.
4. If this is a sit-down meal, insist that the server pick up tickets and that final bill will be on number of tickets picked up. If this is a buffet, have caterer pick up ticket at beginning of line. Do not try to rely on your head counts of those served versus the plate count of the caterer.
5. Be sure all tickets have been numbered before distribution for sale. Record who received what numbered tickets for sale. Hold sellers responsible for return of any unsold tickets plus the proceeds from those sold.
6. Keep pressure on ticket sellers to report and pay for all tickets sold, and do not allow refund after final guarantee is made unless a physical emergency arises.
7. Avoid open, no pay bars for the cocktail hour or when dancing begins. Those who drink little or not at all do not like to pay for those who do.
8. Keep bar prices as low as possible.
9. Bargain with the caterer about the bar set-up. Many hotels have very strict policies on this. If the hotel furnishes the bar, bartenders, liquor, mix and glasses, try to get the per drink price established as low as possible.
10. When the agenda for the evening is: Cocktails 6:30 pm - 7:30 pm, banquet and program 7:30 pm - 9:15 pm, and dancing 9:30 pm - 12:30 am, run a tight ship. Tell the bartender and caterer the bar will close promptly at 7:20 pm ... no lingering last minute fill-ups, and absolutely no drinks served to anyone after the bar is closed and during the dinner. Threaten non-payment if this rule is not followed, for one or two persons running back and forth to the bar will upset any planned program.

Usher all guests into dining room by 7:25 pm and have them seated by 7:30 pm. The caterer will have the food hot and ready to serve.

If the caterer plans to clear the tables as the diners finish, insist that it be done quietly and unobtrusively.

When the program starts, have it agreed with the caterer that all waitresses and bus boys are to leave the room. Promise the caterer in return that the program will end promptly at 9:15 pm.

Open the bar at 9:15 pm, and start the band or D.J.

Don't select a band without an audition.

POLICY

It is the policy of National AMBUCS™ to act responsibly with respect to the serving of alcoholic beverages. Care should be taken by all AMBUCS™ and their chapters to not overserve anyone; to not allow anyone to drive while impaired during or after an AMBUCS™ event; and to never allow consumption of alcohol by anyone under the legal age.

Big Hat Committee

Composition: 3 - 4 members

Meets every three months to plan programs for next three months

BIG HAT

Getting three new members in twelve months qualifies you for membership in the Big Hat Club.

There are members who take, and there are those who give. Big Hatters give more life to their chapter by finding suitable members. While this is not especially difficult, it indicates that each Big Hatter carries a little more interest and has put a little more effort into maintaining their chapter's growth.

Big Hatters are a special breed, an **exclusive group**. They are known by the Big Hats they wear.

Activate a Big Hat Club in your chapter. Elect officers. Get going with a program of special entertainment for Big Hatters only. Keep it exclusive so that all members in your chapter will want to join.

The pay off: closer friendships, more fellowship and, above all, more new members which will strengthen your chapter.

It is easy to make the Big Hat Club the **fun club** in your chapter. Have special Big Hat Days at chapter meetings. Plan special events, golf outings, etc. Induct new members in special ceremonies, presenting them with:

1. Big Hat.
2. Three Big Hat Stars.
3. Big Hat Club Certificate.
4. Big Hat Club By-Laws.
5. Big Hat Club Wallet Card.

Your Big Hatters can attend, as a group, district, regional and national conferences. Be sure to take the Big Hat...Badge of Distinction.

The Big Hat Club is a prestige club worth getting three new members in twelve months to earn membership.

Reinstatements count as Big Hat credits, but transferring members and dual memberships do not.

As Welcoming Committee

The National Big Hat Club recommends to chapter Big Hat Clubs that each assume the responsibility of the Welcoming Committee.

During the first month after a new member joins, the AMBUCS™ MEMBER and spouse should be thoroughly welcomed into the club by other members. Everyone is interested in the chapter their spouse has joined. Through the following the spouse, too, is welcomed:

Three Big Hat Members and their spouses should be designated for 6 months to call on each new member and their spouses during the first 6 weeks after they become an AMBUCS™ member. The call (20-30 minutes) should be a get-acquainted visit. Many questions about the chapter can be answered easily at this time. After 3 calls, the new member and spouse will know this is the friendliest chapter in town. The new member will not be a stranger when they attend their first chapter social.

Sergeant-at-Arms Committee

Composition: 3 members

Meets as needed

This committee oversees all house, sick, and visitation responsibilities. The Sergeant-at-Arms should be the chairperson of this committee. The responsibilities of the committee include:

1. Keeping order at the meetings.
2. Levying and collecting fines.
3. Keeping the members in good humor prior to the start of the meetings.
4. Acts as the chapter's contact with the caterer. Sees that food is up to standard and served promptly.
5. Handles all complaints on food and service with caterer.

House responsibilities

1. Set up registration area outside meeting room if possible.
 - a. Table for registration of guests and printing guest name tags. Order supplies from the AMBUCS™ Resource Center at 336-852-0052 or fax 336-852-6830, or e-mail ambucs@ambucs.org
 - b. Badge box opened with newest member in chapter stationed to help members find badges and register guests.
2. Set up meeting room, keeping in mind:
 - a. Private—not just a screened enclosure.
 - b. Adequate in size - not too small and definitely not too large.
 - c. Display chapter banner and mission banner directly behind the head table with the American Flag in the corner of the room.
 - d. Food should be a set meal, ready to be served promptly. (No ordering from the menu.)
 - e. For groups over 25, set room for individual tables of 6 or 8. This promotes more friendliness. Avoid tables set for "U" or "T."
 - f. Set a head table, not to exceed six places for the president, speaker of the day, program chairman, secretary, chaplain and AMBUC of the day.
 - g. If possible, have a head table.

h. Badge box should be outside the entrance door, if at all possible.

i. The reception committee should be stationed inside the door to welcome members and guests.

It is suggested the chapter purchase a foot locker with a key. All equipment, such as chapter banner, collapsible lectern, etc., can easily be stored in it and then locked up.

Sick visitation responsibilities

In addition to being the House Committee, this committee should have the responsibility of visiting those members who are in the hospital, as well as seeing that flowers or other like gifts are sent. It is strongly recommended that this committee set the limits to be spent for cards, flowers, etc., and have the policy properly approved by the Board. This procedure should be printed and distributed to each new member of the chapter as well as to the new members as they join. In this manner unhappy misunderstandings are avoided.

The Sick Visitation Committee is charged with the responsibility of insuring that appropriate visits are made and flowers dispatched to the member and their immediate families on occasions as outlined below:

Immediate family, including spouse and children of the members. AMBUCS™, including all members regardless of place of hospitalization and all visiting AMBUCS™ hospitalized in your chapter's city.

Flower for the sick to be a basket, green plant in appropriate planter or blooming plant not to exceed budget. Candy may be substituted for a portion of the total price after a check has been made to insure suitability.

Cards to be sent to members confined at home with less serious illnesses.

Flowers for the deceased to be a remembrance basket, not to exceed budget.

Congratulatory gifts for new parents will be a special arrangement of small flowers in an appropriate container.

Members will be responsible for notifying the committee chairman of all cases requiring committee action. This will insure no one is overlooked. Where visitations are in order, the chairman will call and arrange for a minimum of two members to conduct such visits. In case of a deceased AMBUCS™ MEMBER, all members will assemble at designated point and move to the funeral home in a group.

It is recommended that the Finance Committee include in the chapter's budget an allowance necessary for the current year's expenses for sick visitations.

Service Committee

Composition: 6-10 members

Meets monthly

PURPOSE

The Service Committee makes sure the chapter is involved in meaningful, vital service to their community, Local community service is most important but the committee also insures the chapter is up to date and involved in AmBility™, through the AmTryk® therapeutic tricycle project, and AMBUCS™ Scholars- scholarships for therapists project. This committee is also responsible for the financial well being of the chapter, and recommends fund raising projects to the chapter for approval.

REQUIRED ACTIVITIES

Recommends a vital community service project for approval to the chapter board and then the chapter members.

Recommends a good fund raising project for approval to the chapter board and then the chapter members. It is then responsible for managing the project.

Promotes the AmTryke® therapeutic tricycle project within the chapter.

Promotes the AMBUCS™ Scholars- scholarships for therapists program within the chapter.

Helps the chapter treasurer develop the chapter budget each year for approval by the chapter board and members.

Promotes the Therapist of the Year program to the chapter.

Possible Sub-Committees

Community Service
Fund Raising & Finance
Living Endowment Fund



Community Service Committee

The Community Service Committee is responsible for finding a major continuing community service sponsorship which the chapter will adopt. NATIONAL AMBUCS™,INC. recommends to each chapter that it have one major sponsorship as well as one major fund-raising campaign each year to take care of the community service sponsorship that has already been adopted.

It is the job of the Community Service Committee to plan, organize and apportion the responsibility of handling a community service sponsorship so that no one is over burdened and each has a part in the accomplishments of the chapter within his or her capacity as well as willingness to contribute to the program.

AMBUCS™ Scholars-Scholarships for Therapists
AmBility™ Program - AmTryke® therapeutic tricycle Project and other projects.

Fund Raising & Finance Committee

The Fund Raising and Finance Committee plans the one major fund-raising campaign per year to raise funds to take care of the community service sponsorship program.

In the same manner as the Community Service Committee, the Fund Raising and Finance Committee should seek out the type of money-raising program which will net the monies necessary.

In addition to the above, the Fund Raising and Finance Committee should also work with the secretary-treasurer in setting up a budget of the chapter's expenses.

The National Board of Directors requires that each chapter becomes incorporated under the not-for-profit laws of its state. Expensive legal assistance is not required to obtain this incorporation.

Program Funds Committee

Contributions from individual AMBUCS™ members as well as from chapters, support the National Programs(AmBility™, ,the Cornerstone Fund and AMBUCS™ Scholars), Each member and chapter contributing to this fund receive immeasurable satisfaction from helping to create independence for people with disabilities.

Community Service Committee

Composition: 3 - 5 members

Meets as necessary

The Community Service Committee is responsible for finding a major continuing community service sponsorship which the chapter will adopt. NATIONAL AMBUCS™, INC. recommends to each chapter that it have one major sponsorship as well as one major fund-raising campaign each year to take care of the community service sponsorship that has already been adopted.

However, every community has needs which are not being met—Talk to the welfare agencies; talk to the chamber manager; talk to the council members, and the mayor.*

This is just a start on examining your community and finding its greatest needs. Every community needs help with the AMBUCS™ missioncreating opportunity and independence for people with disabilities. The job of the Community Service Committee is to put the two together.

Find what needs doing the most and sell the board on the committee's proposal. After selling the board, plan a sales presentation for the chapter at a "members only" meeting. Don't force the sale. Answer all questions, or get the answers. Be sure all members are advised to be present well in advance of the closed meeting and coordinate this with the Program chairperson.

A bare majority vote means the project either is not good for the chapter or it was not properly sold and should probably be forgotten. Good acceptance is two thirds majority or better.

Most AMBUCS™ members join a chapter to give help in some manner or another to make their community a better place to live.

It is the job of the Community Service Committee to plan, organize and apportion the responsibility of handling a community service sponsorship so that no one is over burdened and each has a part in the accomplishments of the chapter within his or her capacity as well as willingness to contribute to the program.

It is desirable that each member in the chapter contribute time in three categories:

1. Serving as a member of the committee of their choice.
2. Assisting the Community Service Committee as it puts the major sponsorships into effect.
3. Assisting the Fund Raising and Finance Committee in raising the funds for the sponsorship.

*In examining the community needs, a wealth of program material will come to light. Pass this information on to the Program Chairperson.

AMBUCS™ Scholars-Scholarships for Therapists.

A long-running success story, the AMBUCS™ Scholars-Scholarships for Therapist program represents the largest single private source of educational grants for therapists in America. Since 1955 AMBUCS™ has provided over seven million dollars to educate physical and occupational therapists, speech pathologists and hearing audiologists.

AmBility™

This national program was adopted in 1998. A combination of the words AMBUCS™ and mobility, the AmBility™ Program signifies the expansion of AMBUCS™ charitable efforts. Focused on providing equipment for people with disabilities, the AmTryke® Project is the foundation of this program.

The AmTryke® Project. The AmTryke® Project is designed to give people with disabilities their first set of wheels. The models include hand and foot, foot, or hand driven. It improves motor coordination, increases self-esteem and is fun to ride! Many models and sizes of AmTrykes are available. AmTryke product brochure is available on www.ambucs.org.

AmTryke® therapeutic tricycles are purchased by chapters to give away to individuals, schools, and clinics. Tryke placements for individuals are provided by partnering physical or occupational therapists. Funding for tryke placements come from corporate or individual sponsors, grants, and chapter fundraising efforts.

AmTryke® therapeutic tricycle Evaluation Sites. Chapters establish these sites in rehabilitation units, hospitals and pediatric clinics where other therapists and parents can go to "try out" an AmTryke® therapeutic tricycle to determine if it is appropriate for a particular rider. The goal is to encourage therapist intervention by providing trykes as well as making the AmTryke® Project and AMBUCS™ visible the community. These sites can be a valuable asset to your chapter by providing tryke referrals and building a solid working relationship with therapists in your community.

The AmTryke® therapeutic tricycle Wish List. This list consists of riders who are waiting for their own tryke. In order to be placed on the Wish List the rider

must first be evaluated by their therapist or physician and the forms must be submitted to the Resource Center: Request for AmTryke® Application, Assessment Form, and Liability Waiver Form. Once a rider's name is placed on the Wish List it remains there until a chapter, or family and friends sponsors the wish.

Other Projects. There are so many great AmBility™ projects being conducted by chapters. Examples include:

Ramp Building- making homes accessible by building ramps has been a popular activity among chapters. A complete ramp building guide is available on AMBUCS™ Web Site.

Before the Fall- a fall prevention safety program, members go into the homes of at risk individuals to help make their bathrooms safer. Left and right safety rails are available from the AMBUCS™ Store.

Adaptive Playgrounds- building and refurbishing playgrounds that can be used by children regardless of abilities.

Cornerstone

A donation designation within the Program Funds.. The Cornerstone Fund provides for the growth and development of AMBUCS™. These contributions are used to finance new chapter building in remote areas, or for special growth programs approved by the National Board of Directors.

The AmTryke® Road Show. The AmTryke Road Show is a collection of events held throughout the year and across the country with the goal of creating awareness among therapy professionals of the AmTryke Therapeutic Tricycle Program. An AmTryke trailer full of equipment and adapted accessories is brought to therapy clinics, rehabs, children's hospitals and VA's. Each Road Show "stop" can include an in-service training and/or a bike day event. AmTryke Road Show dates and locations are published on the AMBUCS Calendar of Events: www.ambucs.org/EventsCalendar.

Fund Raising & Finance Committee

Composition: 3 - 5 members including treasurer

Meets as necessary

The Fund Raising and Finance Committee plans the one major fund-raising campaign per year to raise funds to take care of the community service sponsorship program.

In the same manner as the Community Service Committee, the Fund Raising and Finance Committee should seek out the type of money-raising program which will net the monies necessary, then sell the idea to the board before selling it to the entire chapter at a closed business meeting. By selling it to the entire chapter, the committee gains approval as well as the help of the members. (Call AMBUCS™ Resource Center, 336-852-0052 or visit the web site www.ambucs.org, for fund raising ideas.)

It then becomes the responsibility of the Fund Raising and Finance Committee to organize the project into several committees and call upon all the members of the chapter to give a portion of their time to see that the fund-raising project is successfully completed.

Grant writing can be a very effective way of supporting your chapter's AmTryke project. Visit the web site for important tips and information.

Budget the chapter's income*

In addition to the above, the Fund Raising and Finance Committee should also work with the secretary-treasurer in setting up a budget of the chapter's expenses. It is recommended this committee be delegated the responsibility for calling upon and collection from the members delinquent in their dues. This committee should work with the Attendance Committee to find out why the member's dues have not been paid. Institute this procedure; otherwise, the treasurer is continually placed in the difficult position of trying to collect delinquent accounts.

When all other avenues of collection have failed and a member is to be dropped from the chapter because of non-payment, be sure to send a letter stating:

"We are sorry, (name), that your membership must be canceled for non-payment of your outstanding account, (\$ amount)."

"Unfortunately your membership was terminated while 'not in good standing' and your permanent record will reflect this in thirty days. However, you can clear your account by remitting the above amount to..."

"Should you, (name), wish to retain your membership after the account is cleared, please call (name and phone number) Chairperson of the Membership Retention Committee."

For future years' reference, mark the individual's closed account card: Dropped—not in good standing.

GROUP TAX EXEMPTION

AMBUCS™ **Group Tax Exemption- Group #8069.** National AMBUCS™, Inc. was issued a group tax exemption under IRS code 501(c)3 effective December of 1994. *See suggested budget in treasurer's section of Chapter Officers Guidelines - Treasurer.* All local chapters of AMBUCS™ qualify under that group exemption as a bona fide 501(c)3 tax exempt organization, except for some chapters that elected not to participate. All newly chartered chapters are automatically included in the group tax exemption.

Chapters must take the following steps to complete their qualification as a bona fide chapter of AMBUCS™ group exemption. These steps include:

- Incorporation in the state where chapter is located
- Adoption of Standard Chapter Bylaws
- Adoption of Organizational Minutes
- Adoption of Chapter Policy Guidelines (optional)

AMBUCS Resource Center will apply for newly chartered chapters EIN (Employee Identification Number).

Form 990. Normal rules apply for filing the Form 990, which is the tax return for nonprofit organizations. All chapters must file a Form 990 or 990 EZ if their gross receipts are over \$50,000 in a year. All chapters must file a 990-N e-postcard if their gross receipts are under \$50,000. Gross receipts include all contributions, dues, and gross revenues from fund-raisers. These forms are due to the IRS by October 15th.

Chapters should be careful to comply with all rules and regulations concerning charitable contributions. Obtain the latest information from the IRS.GOV WEB SITE.

National Programs Fund Committee

Composition: 1 member

Chairman

One interested member should be appointed to head the National Program Giving in your chapter, whose name should be given to the AMBUCS™ Resource Center. This program needs to be sold every year, and it takes working with it to become familiar with the proper procedures. It is recommended the same chairman be appointed each year . . . as long as they want it and remain effective.

Purpose

Contributions from individual AMBUCS™ members as well as from chapters, support the National Programs (AmBility™, the Cornerstone Fund and AMBUCS™ Scholars) through the Living Endowment Fund. Each member and chapter contributing to this fund receive immeasurable satisfaction from helping to create independence for people with disabilities.

Contributions

Chapter Giving

So that all National Program Giving can be properly reported, all donations must be directed to one or a percentage to two or all of the National programs. The programs are:

1. AMBUCS™ Scholars-Scholarships for Therapists
2. AmBility™-AmTryke® therapeutic tricycle for children with disabilities
3. Cornerstone-Growth and development

National Program Giving Goal

The annual goal of forty dollars per member is based on the chapters February 28th Blue Chip Report. That means that the number of members the chapter has is multiplied by \$40 to set your chapter goal. In March of each year, treasurers receive a statement showing all contributions to date, and how much is needed to achieve their 100% goal.

To meet the challenge and be recognized as 100% National Program Giving, the chapter must send in their contribution by May 15th. Bonus scorecard points are awarded if the chapter is 100% by April 15th.

100% Program Giving are chapters are recognized at the national conference and receive a banner medallion award for each year they receive this distinction. Over 80% of all AMBUCS™ chapters normally qualify each year.

The National Program Giving Goal can be met via several means. Some chapters build their contributions into their regular membership dues (see sample chapter budget). Simply divide the \$40 by 12 months (or four quarters) and add that amount to your chapter billing.

Memorials

Memorials for deceased AMBUCS™ or members of their families, or close friends may be given to any National Program in their honor. Many AMBUCS™, not wishing to send flowers in memory of a friend or loved one, use National Programs such as AMBUCS Scholars or AmBility as a remembrance. Each simply completes a special *National Program Giving Envelope*. When this is received at the AMBUCS™ Resource Center a card is sent to the family of the deceased announcing the gift and that the donor “believes that a memorial gift of this kind not only remembers the individual who has passed on, but also translates this memory into a program of charitable giving which benefits people with disabilities and worthy students.”

You should obtain a quantity of these *envelopes* and have them available at each chapter meeting.

Voluntary program

At this point it may be well to remind ourselves that although our National Programs exist only through our contributions, those contributions are voluntary and always have been. When an AMBUCS™ member fails to pay their pledge, we trust they will only be reminded and not censured. It is their privilege to cancel at any time. As the National Program Giving chairman, your job is to convince (sell) them again.

Recording and feedback

All individual Living Endowment Fund contributions are recorded in the AMBUCS™ name and credited to their chapter's total contributions. Twice each year the AMBUCS™ Resource Center publishes a status report; once in March and the final report in June. It reflects the total contributions for each chapter and the amount required to achieve 100% Living Endowment Fund Giving. In June, an annual report shows the totals of each chapter for the preceding year. These reports are available on the AMBUCS™ Web site.

Selling the program

One of the best methods to increase giving is to invite a therapist to a regular chapter meeting and ask them to bring along a client with disabilities. Contact hospitals, clinics, or therapists in your community.

Awards

National

National awards-100% Program Giving-Living Endowment, 100% Program Giving-Ambility, 100% Program Giving-Cornerstone and the Big Heart Award-are all based upon contributions to the National Programs Funds. See the Awards Guideline for full details www.ambucs.org.

The average of \$40 per member per year is based upon chapter membership as posted on the February 28, *Blue Chip Report*. Contributions made from June 1st through May 31st are included in total contributions.

By achieving or exceeding the 100% level , points can be earned on the president's *4th quarter Chapter Operation Scorecard*. To be credited for each awards year, all contributions must be in the AMBUCS™ Resource Center by May 15th.

Therapist of the Year

An excellent program to tie into. It is designed as a public relations tool to be used in conjunction with the national Association "February is National AMBUCS™ Visibility Month," or the Spring Round Up "Invitation to...." promotion. The guidelines for selecting a Therapist of the Year are included with this section.

Entry for Therapist of the Year Award

GUIDELINES

1. Applicant must have a degree from an accredited institution. Degree must be in one of our four approved disciplines:

**Occupational, Physical,
Speech Pathology or Hearing Audiology**
2. Permission granted by candidate to allow his/her name to be submitted to National AMBUCS™.
3. Candidate's willingness to attend next national conference if honor is received.
4. **PERSONAL DATA SHEET:** Use the Personal Data Sheet provided to list nominee's various education, employment, awards, and community activities history.
5. **NARRATIVE:** On a separate sheet of paper, submit a narrative explaining why you think the nominee is deserving of recognition as Therapist of the Year. Limit to approximately 400 words or less. Omit from the narrative any reference to your chapter (other than AMBUCS™), your city, etc.
6. Return completed nomination, no later than April 30th, to the AMBUCS™ Resource Center, PO Box 5127, High Point NC 27262 or fax 336-852-6830.

NOMINATION FOR THERAPIST-OF-THE-YEAR AWARD

The _____ Chapter of AMBUCS™ hereby recommends

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone No. _____

for the _____ (year) National Therapist-of-the-Year Award. We certify that our chapter is in good standing with our National Association.

Personal interview conducted by: _____
Name Date

Recommendation approved by Board of Directors: _____
Date

Recommendation approved by general membership: _____
Date

Chapter Sponsorship Chairman Signature

Date

Chapter President Signature

Date

PERSONAL DATA SHEET

Name _____

Formal Education

School or Institution	Degree and Year Received
_____	_____
_____	_____
_____	_____

Employment History

Employer	Dates (from/to)
_____	_____
_____	_____
_____	_____

Professional Memberships

Special Awards and Recognition

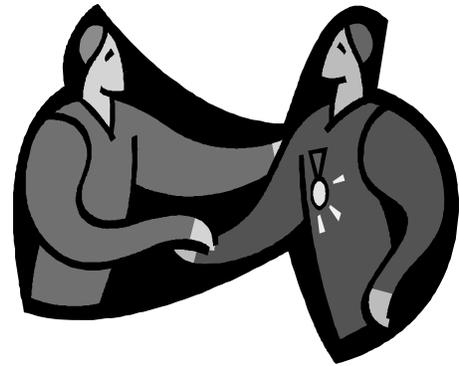
Award	Year Received
_____	_____
_____	_____
_____	_____

Community Activities

Friendship Committee

Composition: 6-8 members

Meets monthly



PURPOSE

The Friendship Committee's responsibility is to insure members needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members.

REQUIRED ACTIVITIES

Set a membership goal each year with the help of the chapter's executive committee, striving for Blue Chip growth and stability.

Conduct a Fall Branding Time membership contest.

Conduct a Spring Round Up membership Invitation to.....Event.

Build retention of members by making sure members receive what they want from their membership in the AMBUCS™ chapter.

Follow up with new members to see that they are given challenges and activity within the chapter.

Hold an orientation once per quarter for new members.

Possible Sub-Committees

- Membership Recruitment
- Membership Orientation
- Membership Retention

Membership Recruitment

Committee

The Membership Recruitment Committee creates and keeps active a continual program of membership recruitment. This committee should well understand that in every chapter there is a continual turnover in membership from ten to 15 percent. A chapter with 50 members can expect to lose from 5 to 8 members per year due to moving, changes of business connections, deaths, etc.

A chapter cannot stand still in membership recruitment, or it will "fall by the wayside." If a chapter is to grow, there must be a planned approach. A successful membership plan must have realistic goals, both immediate and long range.

Membership Retention Committee

Responsibility: To monitor the progress of new members.

Goal: To achieve a chapter member retention level over ninety percent.

This committee is responsible to monitor **all** members to see that they are kept involved, within their capacity. It has a special responsibility to follow-up with every new member—to see they are assigned to, and become involved with a committee or activity. It should be alert to any sign of waning interest and move to determine the cause and take corrective action immediately. The committee should continually advise the board and other committee chairpersons as to causes in their areas of interest.

Orientation Committee

In appointing a committee to carry out this program, it is suggested the president select members who are willing to assume this task as a continuing responsibility year after year. Infrequent change of committee members will serve to promote the forcefulness of the program.

After a new member has been approved for membership, they become the responsibility of the Orientation Committee. It is this committee's job to see that they:

- A. Are properly inducted by the chapter president.
- B. Receives their new member material:
 - New member packet
 - AMBUCS™ member lapel pin
 - List of chapter officers
 - List of chapter committees and committee functions
 - Chapter Bylaws*
- C. Are invited to the next orientation meeting with their spouse. As soon as one meeting is held, a date should be set for the next.
- D. Receives and completes a Committee Preference Sheet so that they can be appointed to a committee of choice.
- E. Learns their responsibility to the chapter and the chapter's responsibility to them.

Membership Recruitment Committee

Composition: 3 - 5 members

Meets monthly

The Membership Recruitment Committee creates and keeps active a continual program of membership recruitment. This committee should well understand that in every chapter there is a continual turnover in membership from ten to 15 percent. A chapter with 50 members can expect to lose from 5 to 8 members per year due to moving, changes of business connections, deaths, etc.

A chapter cannot stand still in membership recruitment, or it will "fall by the wayside." If a chapter is to grow, there must be a planned approach. A successful membership plan must have realistic goals, both immediate and long range.

Set goals

The minimum optimum chapter membership is thirty. If your chapter's membership is below this number the committee should make immediate plans to reach 30 and maintain it.

If the chapter has thirty or more members, its objective should be to reach the "Golden 50 Chapter" with 50 active members. If the chapter has fifty or more members, its objective should be to reach the "Diamond 75 Chapter." If the chapter has seventy-five or more members, its objective should be to reach the "Century 100 Chapter."

Remember, the larger your chapter is, the more people your chapter can help. MEMBERSHIP IS THE KEY.

Prepare a plan

With goals set, prepare a plan and keep the idea of membership recruitment continually before the chapter members.

Work out contests, divide the members into teams. Work out a point system for bringing guests, signing up a member, attendance of regular members, etc. Run for two months, not over three. Give tangible reward(s) for the winning team. If help is needed on this, contact the AMBUCS™ Resource Center (336) 852-0052, email ambucs@ambucs.org or check the website www.ambucs.org for details on contests.

Work up planned reminders for newsletters and give to newsletter editor for publication. Keep goals, incentives, progress before the chapter at all meetings, using charts or other visual aids.

Ideas for recruiting new members

- Build a prospect list of new members by asking chapter members for names of friends and acquaintances in specific classifications, or in firms in the city not represented in the chapter. For reference, use the yellow pages of the telephone book.
- Set chapter policy (i.e. each new member is to bring in a new member within 90 days after induction).
- Obtain list of "aging out Jaycees" and set up a special program to tell the AMBUCS™ story to these people. Some chapters have taken their orientation program to the Jaycee Meetings for presentation.
- Get a list of move-ins from the Chamber of Commerce or Welcome Wagon.
- Promote an expansion night, stage a party in cooperation with the Big Hat Club. Invite eligible prospects as guests. Assign one member as host and sponsor. Have the orientation committee tell the story of your chapter and invite guests to join. Be sure chapter banner is on hand with luncheon badges worn by members and guest badges for prospects. Leave no doubt in the minds of guests which chapter meeting they are attending.
- Tie chapter promotion into national programs, such as:

Branding Time	Spring Roundup
Blue Chip Program	Big Hat Club

Sell each prospect

How does an AMBUCS™ member sell a prospect on joining? Remember the basic reasons for joining:

- A. **Service.** It is significant through your service chapter that a person is able to make a contribution to the community. Individually people are limited...with a group "Shoulders Together" anything is possible. (Recall your chapter's community service projects, AmTrykes, and the AMBUCS™ Scholars scholarships-for-therapists program.)
- B. **Personal Growth.** The opportunity to work with others, to learn different ways of solving problems, and to hear informative programs, are all ways to promote personal growth and knowledge.
- C. **Friendship.** The opportunity to meet and become friends with other men and women of the community with whom he or she might never have become acquainted except through the chapter.

Use these ideas as basic reasons why a person should join your chapter. Now, get the AMBUCS™ literature into their hands. Then invite them to a chapter meeting. Be sure an interesting program is scheduled.

Big Hat Club, AMBUCS™ Scholars-scholarships for Therapists, etc. Get members to shake guest's hand at close of meeting, and invite them back again.

Presenting Member Application Form 126

When the prospects know what AMBUCS™ stand for, they will be ready for your invitation to join. (See "How to Recruit a New Member" in this section.) Present additional literature along with the application for the prospect to sign. Get the admission fee and the signed application from the prospect. Submit these to the chapter president or chairperson of the Membership Recruitment Committee. Let the prospect know the applications must also be approved by the chapter's board of directors and their names published in the newsletter.

Membership Eligibility

The chapter's Membership Committee should be given the application to consider and act upon at once. When the application has been approved by the board, notify the newsletter editor to run the prospect's name in the chapter newsletter for two weeks. If there is no objection and upon board approval, the president should notify the prospect in writing of acceptance as a member, that the application (form 126) has been sent to AMBUCS™ Resource Center and that he or she will be inducted at an early meeting.

At this point the job of the Membership Recruitment Committee is completed and the new member becomes the responsibility of the Orientation Committee.

This committee will see to it that each is inducted by the president into the chapter in a brief, formal ceremony and presented with a pin, a new member folder, New Member luncheon badge to be worn from four to six weeks and advised when the next orientation meeting will be held.

Welcoming Committee

The National Big Hat Club recommends to each chapter's Big Hat Club that each assume the responsibilities of the Welcoming Committee. If your chapter has a Big Hat Club, sell it on assuming these responsibilities.

During the first month after a new member joins, the member and spouse should be thoroughly welcomed into the chapter by fellow members. Every spouse is interested in what their mate has joined. In the following procedure the spouse likewise will be welcomed:

Three Big Hat members and their spouses can be designated for six months to call on each new member and spouse during the first month or six weeks after becoming an AMBUCS™ MEMBER. The call should be a short (20-30 minutes), friendly get-acquainted visit. Many questions about the chapter can be answered easily at this time. After three such calls, the new member and spouse will know this is the friendliest chapter in town. The new AMBUCS™ MEMBER spouse will not be a stranger when attending the first chapter social.

NATIONAL MEMBERSHIP PROGRAMS AND AWARDS

Blue Chip Chapters

The National Blue Chip Award program encourages chapters to maintain an active growth in their community throughout the full chapter year from June 1 to May 31.

A membership growth goal is assigned each chapter at the beginning of the AMBUCS™ year. It is based upon chapter size and is called "Blue Chip Goal." Goal assignments are detailed in the Awards Guideline. Any chapter who reaches 100% of its goal each May 31 is a Blue Chip chapter.

Blue Chip Chapter Awards

A chapter which reaches 100% of its assigned goal by May 31 receives a Blue Chip banner medallion at the national conference in recognition of its achievement.

The top ten chapters who reach the highest increase over 100% will each receive a Top Ten banner medallion at the national conference.

Reaching Blue Chip rating each year is a healthy sign of growth. Having a net increase of two to five members each year requires effort and planning. For example: a 50 member chapter will have a normal loss of 5 to 8 members during the year. Losing a maximum of 8 members and obtaining a net increase of 5 means that 13 new members must be recruited, or a minimum of one per month.

Membership Promotion

Branding Time

October 1 - November 30

In the fall months chapters begin to pick up their activity in programs and socials. It is an excellent time to be bringing in new members, and involves them with the increased activity easily.

Top Spread Chapter—Every chapter who has a net increase of five new members during Branding Time is designated a Top Spread chapter. Transfer and reinstated members count toward Top Spread credit.

Trail Boss—The president of each Top Spread chapter is designated a Trail Boss and receives a certificate.

Spurs and Branding Iron—Each AMBUCS™ MEMBER who brands (sponsors) a new MEMBER during Branding Time receives a spur pin. Two new members two spurs. For every third new member recruited, the sponsor earns a branding iron, so 3 new members earns

the sponsor two spurs and a branding iron; 6 new members 4 spurs and 2 branding irons. (Transfer members do not count toward spurs and branding iron pins.)

New AMBUCS™ branded during Branding Time also count for Big Hat credit. Big Hatters continue to win stars, as well as spurs and irons for their Big Hats. Invitation to.....

(Dinner, Lunch, Breakfast) program is a major membership and community public relations program designed for March or April. It is a great way to wrap-up the year, recognize a local therapist, and achieve some positive visibility. In this section are instructions on how to organize this very effective promotion.

Spring Roundup March 1 - April 30

Spring Roundup is a membership promotion time when special awards and scorecard points are given for a chapter's net growth.

#1 Cowpoke—During Spring Round Up, the president of each chapter with a net growth of five new members is designated a #1 Cowpoke and receives a certificate. Transfer and reinstated members count toward #1 Cowpoke credit.

Boots and Branding Iron—Each AMBUCS™ MEMBER who roundsup (sponsors) a new MEMBER during Spring Roundup receives a boot pin. Two new members, two boots. For every third new member recruited, the sponsor earns a branding iron pin, so 3 new members earns the sponsor, two boots and a branding iron; 6 new members, 4 boots and 2 branding irons. (Transfer members do not count towards boots and branding irons.)

New AMBUCS™ rounded-up during Spring Roundup also count for Big Hat credit. Big Hatters continue to win stars, as well as boots and branding irons for their Big Hats.

Big Hat Club

Membership in the Big Hat Club is earned by securing three new members within a 12 month period. A new member is one who has never been an AMBUCS™ MEMBER and pays the full admission fee. A record of credits is carefully maintained at the AMBUCS™ Resource Center.

Transfers do not count toward Big Hat credit. Credit is granted for signing charter members in new chapters.

Transfer of credits is not permitted to allow an AMBUCS™ MEMBER to become a Big Hatter. The original sponsor shown on Form 126, Report of Membership Activity, shall receive the credit.

Additional Awards - also see Awards Guideline.

Merit, Honor, and Superior Chapter—Membership increase and achieving Top Spread or Blue Chip status during the year add points to the scorecard toward achievement of Merit, Honor, or Superior Chapter.

Fifty Percent Growth Award—This award is given to any chapter which increases its membership by fifty percent during the chapter year. To qualify, the June 1 membership is compared to May 31 of the following year. Only Blue Chip records are used. Banner medallions are given to winning chapters at the national conference.

Double Up Award—This award is given to any chapter which doubles its membership during the chapter year. To qualify, the June 1 membership is compared to May 31 of the following year. Only AMBUCS™ Resource Center Blue Chip records are used. Banner medallions are given to winning chapters at the national conference.

SUPPLIES

See the AMBUCS web site www.ambucs.org for a variety of brochures, pamphlets, and other materials which are available to assist you in developing an active membership program in your chapter.

GETTING MEMBERS TO INVITE FRIENDS

The chapter that has a constant flow of guests will have a constant flow of new members. If the flow has slowed or stopped in your chapter, analyze the problem, beginning at the source. The source, of course, has to be the individual AMBUCS™ MEMBER. A check of your chapter records will show that less than 30% of your members have one or more new members to their credit.

There has to be a reason for this. It is not likely that your members do not know someone to ask. It is more than probable, though, that your AMBUCS™ do not know

what to say when asking a person to join. For instance, you have probably heard a member say, "What do I say to a prospective member?" In reality he knows why he is an AMBUCS™ MEMBER but to put it into words is something else.

Often, members don't feel confident or fear being turned down when asking a person to join. What is forgotten is that the member was pleased when someone asked him or her to become an AMBUCS™ MEMBER, but not remembering this, he or she also does not realize or understand that anyone invited will feel honored to have been asked.

The Membership Recruitment Chairperson's job is to remind and sell these ideas to chapter members who have never secured a new member. The chairperson should have available for distribution an ample supply of brochures; *Get to Know AMBUCS, and Application Form 126*.

The following script may be helpful to members.

"Sally, I am a member of AMBUCS™. We meet on Tuesday and I would like you to be my guest at next week's meeting. Here's some literature about AMBUCS™ and what we do. I would like you to become a member, but not until you have had a chance to meet our members and learn how we help our community. After the meeting, if what you've seen appeals to you, I'd like you to become a member. Incidentally, the admission fee is x and the dues are x per x which includes meals."

Using this method prepares your guest. When the meeting is over all that needs to be said is, "Sally, I hope you liked what you saw, for we enjoyed having you."

More often than not the response will be positive which leaves the host with this obvious answer.

"I am delighted you want to join my chapter."

Incidentally, coach your members that during the introduction of their guest, never to add, "I hope she's going to join." This is undue pressure and most embarrassing.

The Enid chapter has a system for introducing guests which is used without fail. If the guest is a prospective member, this phrase precedes the guest's name:

"I want to introduce my guest and a guest of the chapter."

This introduction alerts the members to take a second look at the prospect.

Who should you ask?

I. Membership Requirements

- A. Can afford to belong.
- B. Will attend orientation meeting after introduction.
- C. Will serve and participate on a committee of his choice.
- D. Will try to attend a minimum of 50% of weekly meetings and 50% of socials for year.

- E. Can schedule personal time for benefit of the chapter when necessary.

Describing your chapter

- I. Mission: AMBUCS™ is dedicated to creating independence for people with disabilities. This is done nationally by providing AmTrykes, the therapeutic tricycle and scholarships for junior, senior, and graduate college students majoring in physical, occupational, or speech pathology, hearing audiology. It is supported completely by member's contributions.
- II. Community Service Project: State your chapter's mission, what your chapter has done, is doing, and is planning to do in your community. Mention that all the chapter members have an opportunity to vote on the project.

To carry out the project there is one major money-raising campaign in which all members participate in some way. There's no assessments or door-to-door sales.
- III. Programs: The Program Committee provides excellent, informative speakers for each meeting.
- IV. Fun Chapter: The applicant can make new friends and will be invited to socials and other functions to have a good time.
- V. Chapter Operation: You may want to tell the potential member how your chapter is run in a simplified manner.

- Run by the board and its committees
- Each member participates on a committee of choice
- All chapter business conducted by the board at its monthly meetings and reported to the chapter by committee chairpersons

INVITATION TOEVENT

Invitation to what?

To whatever suits your chapter best. The objective is to hold a major event to which prospective members are invited with the express purpose of recruiting them for AMBUCS™.

It is an opportunity to:

- Help others!
- Achieve chapter growth!
- Expand visibility!
- Enjoy one another!
- Gain recognition!

Although this event is addressed as Invitation To Dinner, it can be an Invitation To Lunch or Invitation To Breakfast. Design it to best fit your chapter and community environment. It is a program which has proven to be effective in achieving growth and visibility goals. It can provide a revitalization and new enthusiasm for any chapter, and establish a foundation for your chapter's growth.

The "Invitation To Event" is a great way to capitalize on the visibility you have gained during "February Is National AMBUCS™ Month." If you were successful in February, many people in your community should have a new awareness of AMBUCS™—who we are and what we do! And they will probably be open to an invitation to find out more.

A successful program requires some advance planning, and involvement by the entire chapter. It is certainly the kind of effort in which all the members can actively participate.

Success will provide national awards recognition for the chapter and chapter president, and individual recognition for each AMBUCS™ MEMBER who sponsors a new member.

The plan

The plan provides for a valid prospect list of friends and acquaintances of AMBUCS™. Only prospects who have chapter approval are invited with a formal invitation. The sponsor should not avoid or put off inviting a prospect he or she has recommended. The prospects are advised in advance that they will be invited to join during the program. The program and meal should be positive, enthusiastic, festive, and enjoyable. The prospects will hear the full AMBUCS™ Story by a team of chapter members. Prospects will be asked to come forward and become AMBUCS™. Spouses of AMBUCS™ and prospects are invited to share in the occasion.

Preparation

- Allow about one month's lead time for planning and preparation.
- Sell the chapter on the program.
- Assign committee functions and responsibilities.
- Develop a time schedule of events.

Membership Committee duties

The Membership Recruitment Committee should make the following arrangements:

- Select a private dining room large enough to comfortably accommodate the anticipated number of attenders. Select a menu and plan it as a sit-down meal. The chapter should agree to pay for the guests' meals, with AMBUCS™ going 'Dutch.'
- Set a date, being careful it does not conflict with other community events.

- Develop a budget to support the project
- Set a goal of the number of prospects to be invited. Order the following materials—as needed—from the AMBUCS™ Resource Center, PO Box 5127, High Point NC 27262 (336) 852-0052 or email ambucs@ambucs.org

Invitations AMBUCS™ literature

Name badges

Program shells

- Provide program details to other chapter committees as required.
- Request time at the next two chapter meetings. Pass out slips of paper to each AMBUCS™ MEMBER; ask them to sign their name at the top; then to list the names and addresses of two, three, or four friends or acquaintances they recommend for membership.

Collect the slips and advise the members that normal procedure for approving new members has been set aside, temporarily. Be sure that the chapter board has acted upon this in advance. Read the names of all prospects proposed. If any member objects to a prospect, ask them to raise their hand. With no questions asked, this name is set aside until the objector and sponsor can discuss the prospect in private. After all names are read, all those not objected to are automatically approved for membership—if they come to the dinner and accept the invitation to join.

- Mail the invitation and an AMBUCS™ brochure to each prospect at least two weeks before the dinner.
- Divide the prospect list among Membership Recruitment Committee members. Have them call the sponsors frequently to be sure they follow-up and invite their prospect to come. This is one of the most important keys to success.
- Finalize attendance estimates and advise the restaurant or caterer. Consult with the chapter president and decide on a team of AMBUCS™ to present the AMBUCS™ story. The maximum time allotted to each speaker is five minutes. The team should rehearse at least twice so that each team member knows what the other team members are going to say. Critique the performance to insure a smooth, coordinated presentation. The last speaker is the sales closer. Try to use a competent salesperson; someone who has no trouble looking at each guest, answering any questions they may have, and then asking each to come forward for induction.

Speaker scripts

Speaker scripts are included on the following pages.

Agenda

The chapter president, who will preside at the “Invitation To Program”, should be consulted and the program agenda developed. See the agenda format on page 16, and modify it to suit your requirements.

If a cocktail time is planned, do not allow it to exceed 45 minutes just prior to dinner. Start the dinner program on time, and close it on time.

Provide the prospect list to the Reception Committee, so they can plan to greet the guests by name.

Develop the program outline and see that the program covers are properly printed.

Although other committees are involved, this program is primarily a Membership Recruitment Committee responsibility. FOLLOW-UP. . FOLLOW-UP!

Publicity Committee

The Publicity Committee should prepare a concise, informative news release for submission to local media such as the newspaper, radio, and television. Follow-up by telephone to generate positive interest.

Invite city/community officials, and media personnel to attend the “Invitation To Dinner” as guests of the chapter.

To avoid possible embarrassment, do not publish the prospect list in the chapter newsletter or other publicity materials.

Arrange for photos to be taken at the event. Prepare an article about the program, and submit with photos to the local media.

Reception Committee

The Reception Committee should prepare name badges for guests and spouses. Be sure name badges for AMBUCS™ and their spouses are available and worn.

Plan to have the committee members arrive early and greet each guest warmly. They should become familiar with guests' names (and their sponsor) ahead of time.

Induction

It is suggested you use the Induction Ceremony which is located in the *Officer Index CD* or *AMBUCS web site www.ambucs.org*. The ceremony should be committed to memory, and should be delivered in a sincere and impressive manner. Reading it is definitely not impressive.

Model Agenda for Invitation To

Materials

Speaker scripts and a *Supply Order Form 1142* are on the following pages. Use the supply order form to order invitations, name badges, program shells, placemats, or AMBUCS™ literature.

Assistance

If you need assistance, or have questions, contact your district governor, regional director, or the AMBUCS™ Resource Center (336) 869-2166.

The timing on this model agenda is designed for an Invitation To Dinner program. If you are conducting an Invitation To Breakfast or Invitation To Lunch program, adjust the times accordingly.

- Time
- 6:00 pm Social time (end promptly at 6:30 pm)
- 6:30 pm Call to order
- Pledge of Allegiance led by _____
- Invocation by _____
- 6:33 pm Meal (serve promptly)
- 7:00 pm Introductions
Introduce yourself first, then ask each AMBUCS™ MEMBER to introduce spouse, guest, and guest's spouse.
- 7:08 pm Speaker #1
- 7:10 pm Speaker #2
- 7:15 pm Speaker #3
- 7:20 pm Speaker #4
- 7:25 pm Speaker #5
- 7:30 pm Speaker #6
- Use two speakers who can convey, emotionally, their excitement and committment to AMBUCS™.
- 7:45 pm Induct new members
Call forward first those guests whom you know plan to join tonight.
List names below:

- 7:45 pm Recognize special guests and media.
- 8:00 pm Adjourn

Speaker #1 (Chairman)

Introduction

Suggested time: 3 min.

- A. Time and place of meetings.
- B. Recommended dues structure of x dollars per month/quarter, which includes:
 - Meals
 - District & national dues
 - AMBUCS™ Magazine*
 - Chapter expenses
- C. Admission fee of \$25.00
- D. Requirements for membership:
 - 1. Must be sponsored for membership by an AMBUCS™ MEMBER.
- E. "The individuals who will speak to you will tell you why they like being AMBUCS™ and what it offers every new member. We hope you in turn will like what you hear, and become a part of this chapter."
- F. Introduce next speaker, who will speak on the History of AMBUCS™ and give an explanation of the organization's structure.

Speaker #2

Brief History Of AMBUCS™

Suggested time: 3 min.

- A. Founded May 18, 1922, Birmingham, Ala., by William L. White who selected the name. The mission is Creating Independence for People with Disabilities. The motto is "Shoulders Together." The name, AMBUCS™, prompted the creed: Americanism, Brotherhood, Character.
- B. Eight chapters were built the first year. Today AMBUCS™ is a national organization with all chapters in United States - proud of being Americans. The organization is run by members.
- C. Today there are 6 regions and 30 districts.
- D. Hold a 1-day Regional Fall Conference, business and social, including spouses. Elect regional director every two years.
- E. Hold 1-day Regional Spring Training Conferences to train newly-elected chapter officers.
- F. Governors responsible for health of chapters.
- G. Regional directors responsible for governors and new chapter building in the region, serve on National Board of Directors, the policy-making body.
- H. National conferences held in July in different parts of the U.S. so families can travel and have a fun vacation at conference. AMBUCS™ learn, chapters receive awards for past year, elect national officers - president, president-elect, vice president.
- I. AMBUCS™ Resource Center in High Point, N.C. Modern facility donated by High Point AMBUCS™.
- J. Give brief personal remarks on what AMBUCS™ has meant to you and what you have gained by attending conferences.

Note to Speaker

Put into words what you think and feel. Don't be ashamed to be a little emotional. Tell it like it is..."this I have seen"... "this I know"...

Speaker #3

Opportunities Unlimited In AMBUCS™ Through Friend- ship

Suggested time: 5 min.

- A. Average individual limited in contacts he/she can make. Travels a repeated small circle of business acquaintances 8 hours a day, 300 days a year.
- B. Has many acquaintances, but only a few close, personal friends. In most cases works and socializes with same people. (Give examples of how AMBUCS™ broadened your acquaintances since joining.)
- C. By joining AMBUCS™ a person meets a cross section of community life—people in different businesses, knowledge broadened, circle of friends enlarged. We are interested in you. Spouse meets other spouses, makes new friends. Chapter becomes common ground for joint family interests.
- D. Interest in working “Shoulders Together” bonds the members. Really get to know one another in projects. Have fun. Make new lasting friendships.
- E. Socials with spouses and friends (give examples), picnics with families, etc.
- F. Interchapter activities such as joint meetings, bowling contests, golf, trips to sporting events, ski trips, for example.
- G. Big Hat Club. Opportunity to continue to build chapter with acquaintances with whom you like to associate.
How:
 - 1. Bring in 3 new members in 12 months.
 - 2. Qualifies you to join Big Hat Club.
 - 3. Fun chapter within the chapter.
 - 4. Show distinctive, western style hat with gold star for each member.
 - 5. Special events at conferences for Big Hatters.
- H. Give examples of close friendships you made after joining AMBUCS™.

Speaker #4

Opportunities for Personal Growth

Suggested Time: 3 min.

This chapter is run on a committee structure by you. Every member serves on one committee of choice. Working and fulfilling responsibilities on committees open up the many opportunities for personal growth. We all want to grow and be better than we are today.

- A. You will gain an understanding of others working and serving on our projects.
- B. Learn to sell your ideas on a committee of your choice.
- C. Learn how to organize and plan on committees.
- D. Learn how to speak and perform easily among your peers.
- E. Have opportunity to become an officer in your chapter. Assume and discharge positions of leadership in chapter, district, region and national.
- F. You will grow in knowledge, stature and ability as you participate and contribute your talents to the chapter.
- G. Give brief accounts of what AMBUCS™ has meant to you in your personal growth.

Note to Speaker

Put into words what you think and feel. Don't be ashamed to be a little emotional. Tell it like it is...“this I have seen”...“this I know”...

Speaker #5

Opportunities For Service In The Community

Suggested time: 5 min.

- A. Local Chapter Community Service Project
 1. Selected by the chapter. AMBUCS™ recommends one major project carefully selected which really needs to be done. (Give examples of projects.) Must get acquainted first. Also, Community Service Committee needs time to find right project.
 2. Service to the community for civic good, payment of individuals' "civic rent" by contributing time and effort to support project. (Give example).
- B. Local chapter money-raising project, to support community service sponsorship, recommended as an annual means of raising money to support the local sponsorship. Too many wear members out.
- C. National Projects—AmBility and AMBUCS™ Scholarships for therapists.
 1. Give brief history of how each started.
 2. Total scholarships awarded to date: over 13,000. Total money to date: over seven million dollars.
 3. Average contribution is over \$50.00 per member.
 4. Mission: Creating Independence and Mobility for People with Disabilities.
- D. Program Giving
 1. Means to support National Projects that include Scholarships for Therapists, AmBility, and Cornerstone.
 2. Instead of asking for \$1,000, the members are asked to voluntarily contribute the interest of \$40 per year, or that portion thereof which they wish to contribute.
 3. Voluntary - some chapters contribute as a chapter instead of individually. 100% chapters give \$40 per member per year.
 4. New chapters and new members are asked to contribute when they are ready to do so.
- E. Closing - through your chapter you can pay your "civic rent" by being of service. Tell what being an AMBUCS™ MEMBER means to you.

Speaker #6

Summation, Questions, Invitation, Induction

Time: 2-3 min. for closing, 5 min. for questions

- A. Sum up purpose of meeting. You have heard what being an AMBUCS™ MEMBER can do for you:
 1. Friends
 2. Personal Growth
 3. Opportunity to Serve

You have heard how you can get a whole new outlook on life and have fun doing it. We know we will change your life, and we know it will add zest to it and you will be better for having joined.

- B. You are a select group invited here because an AMBUCS™ MEMBER thought enough of you to want to share his or her friends with you.

In a few minutes those of you who are not already AMBUCS™ are going to be asked to join. The most common response to this question is, "I really don't have any questions, but I'd like to think it over." I ask you, what is there to think over? You have been asked here by a friend who is an AMBUCS™ MEMBER. Do you need to think it over if you want to associate with them on a chapter and social basis? You have heard us speak of our involvement in helping provide scholarships for therapists, a person who may be called upon to help us or one of our loved ones at any time. Do you need to think over how you would feel about helping them? You have heard us speak of what we have done for (name your local charity). Do you think you need to think over if you feel good about helping those less fortunate than yourself? You have heard us all tell how we have grown personally and expanded our group of friends through our membership in AMBUCS™. Do you need to think it over if you would enjoy this experience?

Finally, I would ask you if you have ever heard anyone say, "I'm sure happy I didn't get involved with chapter work and community betterment." I would venture to say that you would hear it about as often as you will hear someone say, "I'm sure glad my parents didn't make me stick to those piano lessons." I know personally I wish I could play the piano. My parents tried to make it possible, only I was "too busy."

So when you are asked to join us, please say, "Yes." I guarantee you that you will look back in the years to come and say, "I'm sure glad I didn't say 'I'm too busy,' or 'I want to think it over.'"

—next page

- C. We like you and we hope you like us, but before we ask you to come forward to be sworn in by (name), I want to be sure all your questions have been answered. (At this time ask each guest, individually, what questions have been answered, ask each to come forward, then go on to the next until each guest has been given an opportunity to come forward. You may ask the sponsor to stand behind the guest while he or she is inducted.) Sponsors may be asked to put the charter pin on the lapel of their respective members. Ask all AMBUCS™ in the room to stand while the members are inducted.
- D. Invite all AMBUCS™ to come forward and welcome new members before adjourning.
- E. Pass out new member packets. Request each new member to read contents.

Note to Speaker

Put into words what you think and feel. Don't be ashamed to be a little emotional. Tell it like it is...“this I have seen”...“this I know”...

Tell about AmTrykes and AMBUCS™ Scholars-scholarships for therapists program and Living Endowment with pride so that new members know about it. Point out that this is the “cement” which holds all AMBUCS™ together - our “National Cause.” All contributions are voluntary.

HOW TO PLAN A MEMBERSHIP CONTEST

A good membership plan can be involved or it can be quite simple. Whichever it is, it must be well explained so it is well understood.

The plan must motivate and the elements of motivation may be positive, with rewards for teams and/or individuals, and it may contain negative elements of motivation such as monetary penalties or minus points for individuals and/or teams.

Any plan to be successful must be ballyhooed, hawked and sold.

Use any or all of the elements listed below for your membership contest:

1. **A time limit.** Two months...three months...May 31st.
2. **A goal.** Blue chip...Golden 50...Diamond 75...Century 100, or a specific number of new members.
3. **Teams** with designated captain and co-captain for each. Divide the chapter into 2 or more teams.
4. **Minimum goal set per team.** Ascertain total number needed to reach membership goal and divide by number of teams for minimum quota per team.
5. **Points** established to figure score. Include points for attendance, guests, new members, etc. May include subtracted points if team has no guests present, etc.
6. **Rewards for winning team.** Steak dinner, party, etc., for winners, including spouses, at the expense of the losers.
7. **Reward for individual members** bringing the most new members, 1st, 2nd and 3rd. (AMBUC shirts, coffee mugs, caps, etc.,)
8. **Penalties.** May be monetary, \$5 or \$10, for member who does not get a new member, or for team that does not scratch with at least one new member.
9. **Publicity.** A big chart for the meeting room to show team progress. Short paragraphs for the newsletter editor on which team is moving. Special mention of individual members at the meeting and in the newsletter.
10. **Fun.** Select a fun theme such as famous football or baseball team names, horse race, etc., and carry theme through in the contest. Use ideas and gimmicks to keep the members off balance and enthusiasm high at each meeting. (Some chapters have used a goat, or two rabbits, or two hamsters, with a member caring for animals until securing a new member.)

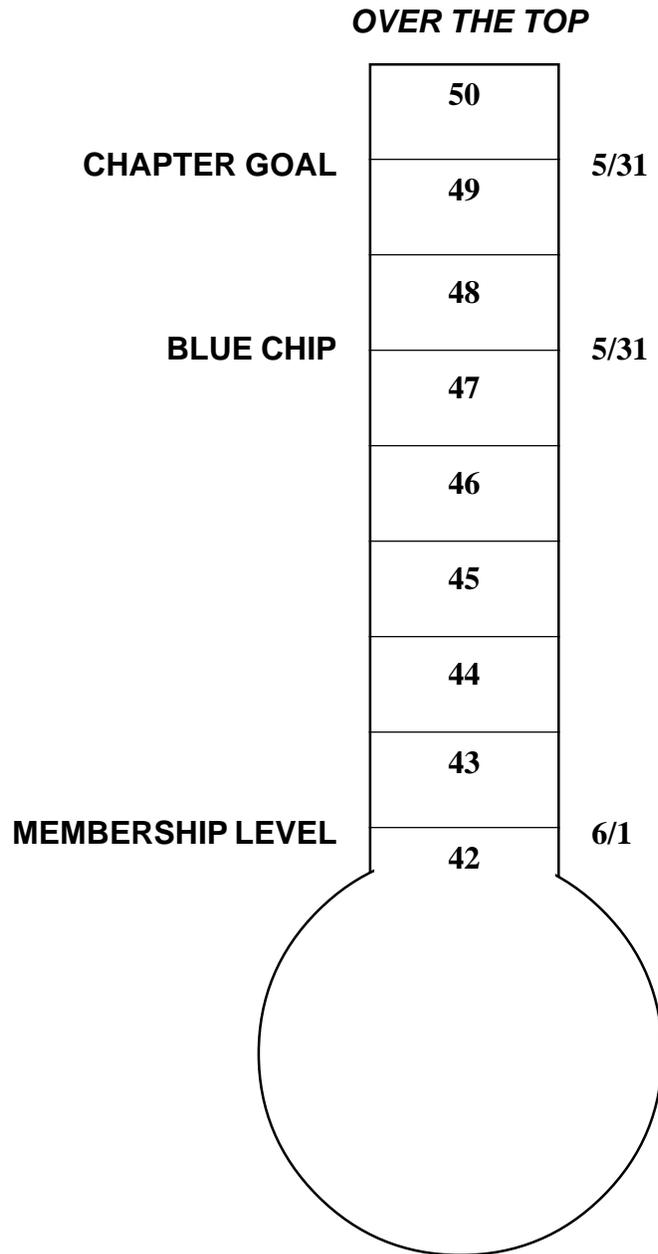
TEN STEPS TO BLUE CHIP

1. Prepare a poster like the one page 24, and post it in a conspicuous place at all meetings.
2. Divide the membership into teams.
3. Establish goals and rewards for accomplishment.
4. Get each team to commit for one new member in each of the next two months. Teams should establish deadline dates, and bonus points for early achievement.
5. Get the name of each guest each team plans to invite.
6. Get date guest will be invited to attend.
7. Membership Recruitment Committee calls each team before the meeting to remind of commitment.
8. Have best salesperson in the chapter give a five minute pitch to prospects. Tell why prospect should become a member and that you want each in the chapter.
9. Ask the guest to join. Have *New Member Application Form 126* ready.
10. Post additions to chart before meeting closes, and make a pitch for more guests at the next meeting.

Have fun and make it happen!!

SEVEN STEPS TO RECRUITMENT

1. Establish Contact
2. Generate Awareness
3. Arouse Interest
4. Follow Up!
5. Ask for commitment
6. Now follow up Again!
7. Retention. Follow up one more time!



Note: Space the thermometer increments to fit you chapter's membership goals. Recommended poster size - at least 16" x 20".

BE BLUE CHIP

How to Recruit a New Member

Who Should You Ask?

You should ask any person whom you think can fulfill the membership requirements:

- A. Can afford to belong.
- B. Will attend a orientation meeting after joining.
- C. Will serve and participate on a committee of his/her choice.
- D. Will try to attend a minimum of 50% of scheduled meetings and 50% of socials for the year.
- E. Can schedule personal time for benefit of the chapter when necessary.
- F. Believes in the AMBUCS™ mission *“Creating Independence for People with Disabilities”*

What Should You Say?

The following script may be helpful to you.

“Sally, I am a member of AMBUCS™. We meet on Tuesday and I would like you to be my guest at next week’s meeting. Here’s some literature about AMBUCS™ and what we do. I would like you to become a member, but not until you have had a chance to meet our members and learn how we help our community. After the meeting, if what you’ve seen appeals to you, I’d like you to become a member. Incidentally, the admission fee is \$x and the dues are \$x per x which includes meals.”

Using this method prepares your guest. when the meeting is over all that needs to be said is, “Sally, I hope you liked what you saw, for we enjoyed having you.”

More often than not the response will be positive which leaves the host with this obvious answer. “I am delighted you want to join my chapter.”

Incidentally, coach your members that during the introduction of their guest, never to add, “I hope she’s going to join.” This is undue pressure and most embarrassing. The Enid chapter has a system for introducing guests which is used without fail. If the guest is a prospective member, this phrase precedes the guest’s name. “I want to introduce my guest and a guest of the chapter.” This introduction alerts the members to take a second look at the prospect.

What Should You Ask Your Prospect?

You must find out what the prospect wants from their membership. The three most common reasons are; service (the mission), business contacts (networking), and making new friends (social). Ask questions until you are certain what your prospect wishes to receive from their chapter affiliation. Then, use that reason when introducing the prospect to your chapter members.

For instance, “This is Susie, she’s interested in our AMBUCS™ chapter because she just opened a new wid-get repair service, and she hopes to expand her business contacts. Help me make Susie welcome in our chapter.”

How Should You Describe Your Chapter?

A. Mission: AMBUCS™ is dedicated to creating independence for people with disabilities. This is done nationally by providing scholarships for junior, senior, and graduate students majoring in physical, occupational, speech pathology, and hearing audiology. It is supported completely by member’s contributions. Also, by many chapters providing AmTrykes, the therapeutic tri-cycle, and sponsoring Before the Fall, the bathroom safety program for senior citizens.

B. Community Service Project: State your chapter’s mission, what your chapter has done, is doing, and is planning to do in your community. Mention that all the chapter members have an opportunity to vote on the project. To carry out the project there is one major money raising campaign in which all members participate in some way. There’s no assessments or door-to-door sales.

C. Programs: The Program Committee provides excellent, informative speakers for each meeting.

D. Fun Chapter: The applicant can make new friends and will be invited to socials and other functions to have a good time.

E. Chapter Operation: You may want to tell the potential member how your chapter is run in a simplified manner.

1. Run by the board and its committees.
2. Each member participates on a committee of choice.
3. All chapter business conducted by the board at its monthly meetings and reported to the chapter by committee chairpersons.

What Happens After They Say Yes?

Each chapter should have an established pattern for processing the applications of proposed members and each member should have a copy and be familiar with the procedure. The following is a composite of patterns followed by several AMBUCS™ chapters. It is in the form of an explanation to the members.

1. Secure the signed application and admission fee from your prospect.
2. If your chapter uses a board approval process, the name of your applicant is given to the board for approval.
3. The applicant should be notified of acceptance by the Membership Recruitment chairman. The chapter president or secretary should write a letter of congratulation and welcome to the new member.
4. The applicant is inducted into membership by the president in a formal ceremony before the chapter members.
5. The new member fills out a committee preference sheet and chooses a committee to serve on.
6. You, as the sponsor, pay special attention to the new member. Find out why they joined and insure that the chapter delivers on the new members’ needs and wants.

Membership Retention Committee

Composition: 3 - 5 members, preferably past presidents or experienced others

Meets quarterly

Responsibility: To monitor the progress of new members.

Goal: To achieve a chapter member retention level over ninety percent.

Motto: Involved AMBUCS™ stay involved in AMBUCS™.

The most important person in your chapter is each individual member. This person joined to serve their community, to increase their circle of friends, to obtain personal growth through increased knowledge, or a combination of all three. Whatever the reason, if they are not fulfilled, they will drop out.

The quickest sign that the chapter is not serving a member's needs is the member's inactivity in chapter meetings and other functions. However, it must be remembered that each AMBUCS™ MEMBER is an individual with different needs.

The capacity of some individuals for chapter activities is greater than others. The committee should develop an understanding of each member's capacity.

This committee is responsible to monitor **all** members to see that they are kept involved, within their capacity. It has a special responsibility to follow-up with every new member—to see they are assigned to, and become involved with a committee or activity. It should be alert to any sign of waning interest and move to determine the cause and take corrective action immediately. The committee should continually advise the board and other committee chairpersons as to causes in their areas of interest.

Three areas of participation should be monitored for each member: (1) meeting attendance; (2) committee attendance; (3) socials attendance

Experience has shown the first two years are the most critical for a new member. It is during this period that habits are formed which determine their level of activity for years to come. Each new AMBUCS™ MEMBER should be assigned a member of this committee as their sponsor. The sponsor can monitor the new member's progress by using the *Member Retention Worksheet Form 1169A* that follows for at least two years.

The member retention chairperson maintains the *Member Retention Quarterly Evaluation Form #1169* on all new members, keeping it current so that accurate reports can be made at the committee meetings and to the board, together with the recommendations of the committee. Prior to acceptance of a member resignation, it should be submitted to this committee so that the reason for the resignation can be accurately determined.

When approaching a member who wishes to resign, the attitude should be one of what is wrong with the chapter and not what is wrong with the member. It is essential to learn where the chapter has failed so that it can take appropriate corrective action. Such an approach should help the member to be up-front about their true reasons. Committee members need to handle this job effectively, judiciously and kindly. The job requires patience, understanding, integrity, a kind ear, sales ability, and sincerity.

If the reason is not just a personal slight, take it to the chapter leadership for resolution. Thank the member for their concern and constructive criticism, and advise him or her you will look into the situation immediately. You may, at this point, ask if they would consider holding their resignation pending a resolution of the situation.

If the complaint is petty, but valid, be careful in trying to talk them out of resigning. Use good judgement and try to determine if the situation can be easily resolved. Chronic complaining is destructive, and it may be to the chapter's benefit to let such an individual go.

Orientation Committee

Composition: 3 members and chapter president

Meets quarterly

In appointing a committee to carry out this program, it is suggested the president select members who are willing to assume this task as a continuing responsibility year after year. Infrequent change of committee members will serve to promote the forcefulness of the program.

After a new member has been approved for membership, they become the responsibility of the Orientation Committee. It is this committee's job to see that they:

- A. Are properly inducted by the chapter president.
- B. Receives their new member material:
 - New member packet
 - AMBUCS™ MEMBER lapel pin
 - List of chapter officers
 - List of chapter committees and committee functions
 - Chapter Bylaws*
 - How to Recruit a New Member* (see Membership Recruitment Committee section)
- C. Are invited to the next orientation meeting with their spouse. As soon as one meeting is held, a date should be set for the next.
- D. Receives and completes a Committee Preference Sheet so that they can be appointed to a committee of choice.
- E. Learns their responsibility to the chapter and the chapter's responsibility to them.

Just signing the line on an AMBUCS™ membership application does not make a person a good AMBUCS™ MEMBER. Making a good AMBUCS™ MEMBER out of a new member requires an effective orientation of the member and their spouse.

Not that the spouse is also becoming a member, but because most spouses want to know about the kind of organization their spouse has joined. If they have a good understanding of the nature of AMBUCS™, and that their spouse's membership can mean new friends and fun for families too, they will be supportive and urge the new member to take an active part in the chapter activities.

Follow these easy steps for a sound Orientation and Member Retention Program for new and old members alike:

A. The Orientation Committee should schedule an evening meeting at least once each quarter. Set a time of their induction. Also inform their sponsor (and spouse) as they should also be present for the date and pick a site early—preferably a member's home—so that the new member can be informed at Orientation Meeting. Be sure to impress on the new member that part of their responsibility of being an AMBUCS™ MEMBER is to attend the meeting with their spouse. One week in advance of the meeting, the committee should contact the new AMBUCS™ MEMBER and sponsor to remind them of the time and place. You may wish to suggest the sponsor call the new member and offer to pick up them up and take them to the meeting.

- B. Make this an informal get-together. You want the new member and their spouse to feel they are making new friends, meeting new people and, at the same time, becoming a part of the finest service chapter in America. They want to be accepted, and this is the time and place for it to happen. Ask a different member to host the next get-together and, after a new member has been in the chapter for six months, ask him to host the next get-together while the experience is still fresh in his mind.

Most of all, be sincere and friendly.

- C. Suggested agenda (The topic outline numbers below refer to the Outline for Orientation Program on following pages)
 - 7:30-8:00 Get acquainted. Before the program begins, ask each MEMBER to introduce their spouse, and to say something brief about their family.
 - 8:00-8:15 Talk on National AMBUCS™ (see outline topic #1)
 - 8:15-8:20 Our Chapter (see outline topic #2)
 - 8:20-8:25 Our Chapter's Program of work for the year (see outline topic #3)
 - 8:25-8:30 Inspirational Address on Opportunities Unlimited in AMBUCS™ (see outline #4)
 - 8:30-8:45 Questions and Answers, and completing of the *Committee Preference Sheet* (see outline topic #5)
 - 8:45-9:15 Refreshments - Be sure that all questions have been answered and that everyone knows each other, especially the spouses.

. The program is you oriented with the you being the new AMBUCS™ MEMBER.

These are many ways to conduct an effective orientation plan. The important thing is that you have some type of formalized program. Use whatever works in your chapter.

Outline for Orientation Program

1. COMMITTEE CHAIRPERSON GIVES TALK ABOUT NATIONAL AMBUCS™.
 - a. History.
 - b. National Organization - Briefly discuss:
 - (1) Members of all chapters are the National Association.
 - (2) Governing body of AMBUCS™ is the national conference, composed of chapter delegates.
 - (3) Delegates to national conference elect national officers.
 - (4) Delegates to district meetings elect governors.
 - (5) Delegates to regional conferences elect regional directors.
 - (6) National Board of Directors is composed of regional directors and national officers. Prepare programs, projects and activities.
 - (7) National committees prepare programs, projects and activities which benefit all chapters, subject to board approval.
 - (8) National board members chair most major national committees.
 - (9) AMBUCS™ Resource Center prepares approved programs for publication and channels them to chapter presidents.
 - (10) National publication *AMBUCS™ Magazine*.
 - c. National Projects- AmBility and AMBUCS™ Scholars- scholarships for therapists.
 - (1) Funded through Living Endowment.
 - (2) AMBUCS™ Scholars helps worthy students help people with disabilities. See AMBUCS™ Scholars Scholarships for Therapists Annual Report with Living Endowment History
 - (3) AmBility- the project strives to create independent life styles for people with disabilities. Providing AmTrykes, the therapeutic tricycle, is the current program.
 - d. Life membership and new chapter building.
 - e. Chapter motto—"Shoulders Together"
2. OUR CHAPTER (Chairman of Board or a Vice President)
 - a. When founded.
 - b. Number of charter members, and number still in chapter.
 - c. Chapter By-Laws (pass out copies).
 - d. Chapter dues (include reference to district and national dues).
 - e. Offices and Board of Directors (briefly discuss organization of Board and duties of officers).
 - f. Committees (name the standing committees and functions of each).
 - g. Community service projects and achievements.
3. OUR CHAPTER'S PROGRAM OF WORK FOR THE YEAR (Chapter President).
 - a. Community service this year — short term and major year round.
 - b. Money raising projects for community service undertakings.
 - c. Membership and reasons for contests.
 - d. Big Hat Club.

- e. Attendance - incentives.
 - f. Committee assignments.
4. INSPIRATIONAL ADDRESS ON "OPPORTUNITY UNLIMITED IN AMBUCS™"
(qualified member).
- a. Participation in worthwhile community projects.
 - b. New and lasting friendships in chapter, district and national. (Give examples of AMBUCS™ you have met.)
 - c. Information from speakers at meetings.
 - d. Individual growth - the new member learns to work with others, learns how to get others to work for them. Develops skills like how to organize by planning work, distributing assignments and following up.
 - e. Responsibilities of new members.
 - (1) Make self known - must not sit back and wait for others to introduce themselves. The new member should take the initiative.
 - (2) Attend:
 - (a) Chapter meetings regularly.*
 - (b) Chapter socials with spouse.
 - (c) District and national conferences with family. At conferences you learn the broad meaning of AMBUCS™. You mix with community leaders from other chapters, makes new friends, and gain enthusiasm which helps the chapter.
 - (3) To participate in and assume fair share of committee work.
 - (a) Serving as a member on committee of their choice.
 - (b) Assisting in major community service projects
 - (c) Assisting in raising of chapter funds for the service chapter projects.
 - (4) Personal rewards - satisfaction of contributing to the good of the community.
5. QUESTION AND ANSWER PERIOD.
6. ADJOURNMENT

*Regular Attendance. Sell new members during orientation on circling meeting day on their calendar as "Chapter Day."

"Don't sell it as "An Orientation Program." No one gets excited about the idea of orientation. Instead call it a "New Member Reception" or another name that fits your chapter's identity. Entice your new members to attend a fun event!.

For Committee Chairperson

INTRODUCTION

For committee chairperson

As the committee's leader you have a dual responsibility:

To the chapter...your responsibility is to plan and execute a year's program of operation for your committee's function.

To the committee member..your responsibility is to include him or her in the planning and execution of the committee's function.

Keep in mind:

- All members are volunteers.
- Volunteers will willingly do that which they like and want to do, if they have participated in the planning.
- Members serve on a committee of their choice.
- A chapter is run by its committees.

If as chairperson you come to the meeting with YOUR program set, the planning done, and ready to tell everyone what they are to do, you WILL have problems. People don't like others doing their thinking for them.

If instead, you come to the meeting with a few ideas and ask for their comments and suggestions, the committee members will lock into a common effort they have helped plan.

Setting up your meetings

- Call the meeting at a time and place convenient for the members with advance notice. Notify the president.
- Call and remind the members the day before the meeting.
- Have an agenda with supporting materials.
- Lead the discussion; ask questions; listen; encourage participation from everyone.
- Summarize the discussion.
- At the end of the meeting prepare a *Report of Committee Chairman Form 1144* and give it to the secretary and president at the next chapter board meeting. Be sure to include hours expended since the last

report. This will help your president be more accurate when the charitable giving form needs to be completed.

- Continue to meet regularly.

First meeting's agenda

Your first meeting will set the tone for the rest of the year. At this time:

- Review what the committee is about.
- Committee members review the past year's functions and make a restatement of its responsibilities. You'll need to put this on your *Committee Information Sheet*.
- The committee makes plans and sets dates for the year.
- Decide when and how often the committee needs to meet.
- The committee considers its budget needs and has this ready for the first board meeting.
- Prepare a *Report of Committee Chairman Form 1144*, and give it to the secretary and president at the next board meeting.

Committee members' participation

The habit of attending and participating in committee meetings needs to be encouraged by the committee chairperson. Regular participation in committee meetings will keep the member active in other chapter functions. Non-attendance at committee meetings may cause loss of interest in other chapter functions and the member may drop out. National reports show that 90% of dropped members were in a chapter less than three years, with the peak occurring at eighteen months. Many of these members were never assigned to or attended committees; they never felt a part of the chapter. You are vital in keeping members active and interested. Call them; bring them to the meeting; let them know they and their input are important.

Sometimes a committee member doesn't follow up on a task that the individual accepted. Remind the member in a kind, diplomatic way that when a job is not done, all in the chapter are affected. The committee is only as effective as its members.

Committees are the backbone of your chapter. A successful committee year, due to your efforts, can insure a successful chapter year.

Committee Information Sheet

Committee _____ Year _____

Chairman _____

Committee members	Address	Phone

Instructions

- A. Study your committee's description in the previous page(s).
- B. Review your committee's responsibilities and activities of last year.
- C. Prepare a statement (below) of your committee's responsibilities for the coming year, taking your chapter's strategic plan into account.

- D. Set committee goals for year.
- E. Adopt programs, contests, etcetera to fulfill those goals. Set dates for functions. Where applicable, consider week-to-week duties and assignments.
- F. Estimate budget needs.
- G. Complete Report of Committee Chairmen Form 1144 for Board meeting.

Statement of committee responsibilities for coming year

