ASSOCIATION OF FUNDRAISING PROFESSIONALS
PROFESSIONAL CHAPTER TOOLKIT
FOR
CHAPTERS SPONSORING A COLLEGIATE CHAPTER

PURPOSE

The purpose of the Professional Chapter Toolkit is to help chapter leaders understand their ongoing responsibility to the collegiate chapter they sponsored and to serve as a guide for their active involvement. The Collegiate Chapter Program is a part of the Membership Division of AFP and is a part of the association’s continuum of engagement in philanthropy that starts with the Youth in Philanthropy (YIP) Program for grades K-12, and culminates with the association’s support of its Young Professional members. Collegiate chapters provide university and college students with education about philanthropy and fundraising, and a path to professional membership.

The Professional Chapter Toolkit is designed to coordinate with AFP’s Collegiate Chapter Survival Guide, the start-up guide for students that includes all of the requirements, and the Collegiate Chapter Toolkit which is a guide for ongoing collegiate chapter operations and chapter management.

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1. How to Start a Collegiate Chapter

If your chapter board is talking about starting a collegiate chapter, there are a number of things to consider and several things you should be doing.

- Talk to an AFP staff member about the process. (see Resources for contact person)
- Ask to have the “Collegiate Chapter Survival Guide” emailed to you, or download it from the AFP website. (See Resources for link to document). All of the documents and steps needed for creating a collegiate chapter are in the Survival Guide.
- Talk about the sponsorship of a collegiate chapter at a board meeting.
- Introduce the concept for consideration at the board’s next strategic planning retreat. (See Appendices 7.1 and 7.2).
- Consider creating a board position for the required Professional Chapter Advisor. position and a committee to develop and support the collegiate chapter.
- Talk about the ongoing financial commitment your chapter will make to the collegiate chapter.
- Create a planning timeline for the start-up of your collegiate chapter.
- Contact an AFP staff member to ask for help, support and ideas from a member of the Collegiate Chapter Support Subcommittee.

2. The Importance of Ongoing Professional Chapter Involvement

The AFP Collegiate Chapter Program has been in existence for more than five years. In that time, we have learned that for a collegiate chapter to be successful, it needs the ongoing financial and programmatic support of its sponsoring professional chapter. To ensure that our collegiate members’ experience is a good one and that they stay actively engaged, the professional chapter should help to provide educational programs, mentoring and networking opportunities, help with their required annual philanthropic project and career preparation through such things as resume and interview workshops. In turn, collegiate members can help the professional chapters, providing volunteer support at National Philanthropy Day (NPD) and other events. Many suggestions for ways to be involved with the collegiate chapter are included in Section 4, Ideas for Engagement.

In addition, involvement helps to improve the retention of collegiate members as well as the effectiveness of leadership succession between academic years as student leadership rotates out after graduation.
As a part of the professional chapter’s annual Accord process, the board will be required to renew its commitment to the collegiate chapter as certified by the Chapter President and the Professional Chapter Advisor.

3. Roles and Responsibilities of the Professional Chapter

While the professional chapter and its board may be responsible for establishing, guiding and mentoring the collegiate chapter, they should approach their role as one of support rather than management. In this section, we have included items that will help the professional chapter define its role and responsibilities with the collegiate chapter and support its ultimate success.

3.1 Professional Chapter Advisor and Faculty Advisor Job Description

A sample Professional Chapter Advisor (PCA) job description has been included as Appendices 7.3 and 7.4. Having clearly defined requirements and expectations allows each professional chapter to recruit the best possible candidate from among its membership for this important outreach role. Although it is not required, the professional chapter may want to include the Professional Chapter Advisor on its board of directors. However, if the PCA is not on the board, there should be regular reports from that person to the board to keep it informed as to the activities of the collegiate chapter. The professional chapter may want to consider recruiting an advisor and encouraging him/her to form a committee of interested members to assist, depending on the status of the collegiate chapter you are currently supporting.

3.2 Memorandum of Understanding

The annual “Memorandum of Understanding” that outlines the requirements of the chapter and the Professional Chapter Advisor, and is signed by both the chapter president and the PCA as a part of the chapter’s annual Accord process, can be found in Appendix 7.5. Chapters may wish to create an additional “contract” between the collegiate chapter and professional chapter, including any financial commitment, expectations for budget approval, allowable expenditures, etc. A sample of such a contract is found in Appendix 7.5.

3.3 Annual Board Oversight Responsibilities

One of the primary roles of the professional chapter is to identify and maintain contact with the Faculty Advisor. The ongoing contact is usually handled by the Professional Chapter Advisor,
who will review that person’s responsibilities, confirm his/her satisfaction and ongoing commitment to continuing in that role.

In order for the collegiate chapter to maintain its status, certain items/activities must be completed/achieved annually. It is recommended that the professional chapter maintain a file of relevant documents for the collegiate chapter. These may include:

- Maintaining copies of all items necessary for timely completion of the annual collegiate chapter accord.
- Ensuring collegiate chapter compliance with all relevant student organization-related requirements (i.e. risk management training, financial training if the chapter receives student organization funding, etc.).

3.4 Programming Responsibilities

Particularly with a new collegiate chapter, and often on an ongoing basis, guidance will be necessary to help the collegiate chapter outline a meaningful schedule of events, activities, networking and learning opportunities. Some suggested programming ideas are:

- Inviting collegiate chapter members to attend professional chapter meetings at a reduced fee.
- Using the resources available through the professional chapter membership and college/university faculty and staff to identify and secure timely and engaging speakers for collegiate chapter meetings.
- Collaborating with like student organizations on campus for joint programming opportunities (i.e., working with a student organization focused on financial planning on a topic of mutual interest).
- Promoting the Collegiate Certificate in Fundraising to all collegiate chapter members (See Resources for link).
- Making collegiate chapter members aware of opportunities for education and training available through AFP International, such as the International Conference, regional conferences, and the newly established Collegiate Leadership and Fundraising Training Program (and, if feasible, offering collegiate members opportunities to receive financial support for their attendance).
- Providing career training opportunities.
- Host social/networking opportunities for members of both the collegiate and professional chapter to lessen any possible “intimidation factor”.
3.5 Financial Responsibilities

Some professional chapters provide financial support on an ongoing basis to the collegiate chapter they sponsor, and some provide special financial help from time to time. If the board chooses to give financial support, it is recommended that a formal letter of agreement that covers expectations with regard to that funding is developed. (See Appendix 7.6). Two ideas in area of financial responsibilities are:

- Reviewing the collegiate chapter budget, expenditures and revenues, if the professional chapter is making a financial commitment to the collegiate chapter on an annual basis. (For a sample Collegiate Chapter Budget, see Page 10, 11)
- Offering scholarships to collegiate students to attend and travel to local, regional or the International Conference on Fundraising.

3.6 Mentoring Ideas (or, Keeping Your Collegiate Chapter Engaged!)

Collegiate members are focused on getting jobs and their future careers. Providing job-related opportunities and mentoring for your collegiate chapter is one of the most important things you can do. Some ideas worth considering are:

- Pairing collegiate chapter officers with mentors from the professional chapter.
- Identifying professional chapter members willing to offer opportunities for job shadowing or internships to collegiate chapter members.
- Highlighting potential future professional opportunities with collegiate members, showing them how their current interest might translate to future career options.
- Keeping the collegiate chapter apprised of information that might be of interest.
- Communicating regularly – finding out their communication preferences and attempting to reach out to them regularly – in this age group, text messages, Instagram, Twitter and Face book may be their primary communication tools. If that’s the case, do your best to engage them in these applications.
- Helping collegiate members fill out scholarship applications.

4. Supporting Chapter Operations

In addition to the ideas given in the previous section, collegiate chapters have many of the same issues as professional chapters. This section will help to identify those issues and give you suggestions for how to help the collegiate chapter deal effectively with them.
4.1 Leadership Succession

Because collegiate chapters are made up of members who are often juniors and seniors who will graduate, developing leadership and smooth transitions is a challenge. The professional chapter board and the PCA help to provide continuity in the collegiate chapter.

- Help collegiate chapter members identify the leaders/officers who will take over the following year at the beginning of the academic year.
- Build in the expectation that officers will rotate through various positions.
- Host an annual planning retreat at the end of the spring for the next year or beginning of the academic year.

4.2 Recruitment

- Brainstorm ideas with the collegiate chapter officers about places to promote membership, such as on-campus clubs, fraternities and sororities, collegiate chapters of professional societies.
- Help the collegiate chapter prepare interesting and engaging presentations to make on campus.
- Include membership information in university/college newsletters, website and in freshman orientation packets.
- Suggest collaborations/dual memberships with other charitably-focused campus organizations.

4.3 Chapter Management

- Assist the collegiate chapter in how to make a budget and the process for doing that.
- Help the collegiate chapter members secure other sources of income, such as funds available from the university/college or local businesses.

4.4 Programming Development

- Offer help with potential topics and speakers.
- Suggest ways that programs can have student participation.
- Assist with the collegiate chapter’s philanthropic project.
5. Ideas for Engagement

Just as in the professional chapter, keeping members engaged and interested is the best way to keep them involved. A good experience with an AFP collegiate chapter is much more likely to result in a future fundraiser who becomes a professional AFP member. Although some of the ideas given here are mentioned in other sections, this is a compilation of ideas about how to engage your collegiate chapters, that comes from Professional Chapter Advisors, volunteers and chapter sponsors themselves.

5.1 Communications

- Promote the collegiate chapter in all professional chapter materials, including the website.
- Include a Collegiate Chapter page on your website offering general information, meeting schedule, contact information, and a link to their website when available.
- Include Collegiate Chapter members on all of your meeting announcements.
- Encourage networking between professional chapter and collegiate chapter through social events.
- Ensure that collegiate members are aware of professional development opportunities such as chapter luncheons, regional conferences, the International Conference on Fundraising and the AFP Collegiate Certificate in Fundraising.

5.2 Career Development

- Assign a chapter mentor to each student pursuing the Fundraising Certificate to guide them through the process.
- Offer students the opportunity to shadow a professional member for a day at a nonprofit organization in the area of the student’s particular interest.
- Hold an annual workshop for students with chapter volunteers who will review and critique their resumes.
- Hold a mock interview sessions for graduating seniors/graduate students to give them experience with an interview situation.

5.3 Education

- Engage the Collegiate Chapter in the planning of the professional chapter’s annual education conference.
- Invite one of the collegiate members to sit on the chapter’s educational committee(s).
- Offer an at-cost Collegiate Chapter registration rate to the annual education conference.
Design one or two sessions at the annual education conference on young professionals, entering the fundraising field and career-building.

Hold one joint monthly meeting per year, with the Program Chair working with a collegiate chapter officer to plan a program that is mutually beneficial.

Offer a discounted registration rate to collegiate members for your National Philanthropy Day celebration.

Have one of your monthly professional chapter program focused on the topic of the next generation of fundraisers. For example, develop a roundtable discussion featuring a panel of students from the Collegiate Chapter and/or other local university students preparing to enter work in a nonprofit. Sample program description:

- “Do you want to know what the Next Generation of Fundraisers are like? Why they are choosing this vocation? What they think is important about our profession? You will have a chance to learn the answers to these and other questions from college students who are getting ready to enter the field of fundraising.”

5.4 Mentoring

- Encourage informal networking opportunities between the Collegiate and Professional Chapters. Options include holding a joint holiday party or holding a happy hour event.
- Offer your members the opportunity to sponsor a Collegiate Chapter member’s attendance at one of your monthly meetings. The student will meet your member at the meeting, sit together, and learn from each other.
- Invite Collegiate Chapter members to apply to be a part of your chapter’s mentoring program to provide advice on career planning, current trends in nonprofit management and fundraising, and how to use their college years to prepare for life after college.
- Encourage chapter members to create intern opportunities at their organizations for collegiate members.

5.5 Working with Youth in Philanthropy (YIP)

- Consider allowing the collegiate chapter to manage the National Philanthropy Day (NPD) YIP Award by promoting the award nominations to appropriate schools and organizations, making the decision about the awardees and presenting the award at NPD.
- Seek Youth in Philanthropy Award nominations for NPD from the Collegiate Chapter.
Collaborate with the Collegiate Chapter in engaging local schools or youth-serving organizations in philanthropy through AFP’s Youth in Philanthropy High School Curriculum, “Making a World of Good”

6. Resources

The following are a list of links for resources that will be helpful to the sponsoring chapter, board and Professional Chapter Advisor.

Association of Fundraising Professionals Website

AFP Collegiate Chapters Landing Page

Collegiate Chapter Toolkit

Survival Guide for How to Start a Collegiate Chapter (request from Collegiate Chapter Services program below)

2014 Collegiate Accord Materials

2014 Collegiate Ten Star Application

Collegiate Certificate in Fundraising Program

Chapter Management Resource Guide

AFP Online Knowledge Center or contact the Resource Center Staff directly at resctr@afpnet.org

For questions about, assistance with or to seek a volunteer mentor to work with for the Collegiate Chapter Program, contact:
Pat Bjorhovde, Coordinator of the Collegiate Chapter Program: pat@bjorhovde.com
Taryn Gold, Director of Chapter Administration: tgold@afpnet.org
Or email: chapter.services@afpnet.org
7. Appendices

7.1 Sample Collegiate Chapter-Strategic Planning Worksheet

**Strategic/Critical Issue or Opportunity:**

Suggest: The establishment of AFP Chapter-sponsored Collegiate Chapter at (Name of the University)

**Key discussion points:**

1. Discussion of Board readiness for sponsorship support:
   a. Awareness of AFP International Collegiate Chapter Sponsor requirements
   b. Approve a budget
   c. Plan for board and membership commitment to student activities

2. How to develop and implement a plan to create a collegiate chapter for (Deadline Date)

3. Need to create and adopt a succession plan for the Collegiate Chapter Liaison board position.

**Decisions made during strategic discussion:**

AFP Chapter board discussion and conclusions of member consensus whether this should be/or not be a part of the next strategic plan.

**Your recommendations for action:**

Board Recommendation

**Budget Needs: Proposal**

Start up and annual operational costs $250

Monthly breakfast meetings for student guests:

(4x$25 each or at net cost) for 11 months: 1,100

Annual funding support for student programs: 500

Annual travel support for attendance to International Conference 500
Optional: Payment of Collegiate Chapter dues for president and vice president:

(2x$30 each) if the collegiate chapter decides to charge dues

Total Annual Budget $2,410

**Measurable Objectives you think we should strive for as a chapter over the next three years:**

Objective 1: Achieve approval and budget allocation for the new collegiate chapter by (Date)

Objective 2: Recruit a faculty advisor and future student members by (Date)

Objective 3: Present all required founding documentation to the AFP International Board for approval at a monthly board meeting (Date)

Objective 4: Launch the collegiate chapter on campus (Date)

Objective 5: Develop and implement a succession plan for the collegiate chapter liaison position by (Date)

Objective 6: Assist student leadership to build a vital and healthy collegiate chapter with strategic planning, educational resources, philanthropic project support and professional career training annually starting in academic year (Date)

**7.2 Professional Chapter Sample Strategic Plan**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Assignment</th>
<th>Timeline</th>
<th>Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The AFP professional collegiate chapter advisory committee will create a plan to identify and approach potential University/College faculty members and fundraising professionals to find at least one faculty advisor and one fundraising professional who will commit to be an advisor for the academic year.</td>
<td>Collegiate Chapter Chair And Committee, Scholarship Chair</td>
<td>Month/Year</td>
<td>To Be Determined</td>
</tr>
</tbody>
</table>
2. The collegiate chapter advisory committee will create a plan for how to identify student leadership candidates to serve as collegiate chapter leaders for the academic year, 2015-2016.

<table>
<thead>
<tr>
<th><strong>Collegiate Chapter Chair</strong></th>
<th><strong>Month/Year</strong></th>
<th><strong>To Be Determined</strong></th>
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</thead>
<tbody>
<tr>
<td>And Committee, Scholarship Chair</td>
<td></td>
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</tbody>
</table>

3. Schedule appointments with individuals and University/College programs/departments to introduce the opportunity offered by AFP Professional Chapter’s commitment to sponsor a collegiate chapter on campus and gain commitments for advisors and student leadership.

<table>
<thead>
<tr>
<th><strong>Collegiate Chapter Chair</strong></th>
<th><strong>Month/Year</strong></th>
<th><strong>To Be Determined</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>And Committee, Scholarship Chair</td>
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</table>

4. Assess results of recruitment efforts. If no candidates have committed then assess feasibility of establishing a collegiate chapter on campus.

<table>
<thead>
<tr>
<th><strong>Collegiate Chapter Chair</strong></th>
<th><strong>Month/Year</strong></th>
<th><strong>To Be Determined</strong></th>
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<tbody>
<tr>
<td>And Committee, Scholarship Chair</td>
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5. If candidates are identified and committed then proceed with the design of a campus marketing plan and establishment of the collegiate chapter following the guidelines in the AFPI Collegiate Chapter Survival Guide and the AFPI Professional Chapter Toolkit.

<table>
<thead>
<tr>
<th><strong>Collegiate Chapter Chair</strong></th>
<th><strong>University/College Summer Break Timeline</strong></th>
<th><strong>Budgeted funds from the AFP Professional Chapter and funding available from University/College student programs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>And Committee, Scholarship Chair</td>
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</table>

6. Recruit minimum of 10 student memberships for University/College collegiate chapter and begin chapter activities.

<table>
<thead>
<tr>
<th><strong>Student leadership, UA advisors, AFP professional chapter leadership.</strong></th>
<th><strong>University/College fall campus recruitment club fair</strong></th>
<th><strong>Information tent, promotional material, sign up methods</strong></th>
</tr>
</thead>
</table>
7.3 Professional Chapter Advisor Job Description

JOB TITLE: Association of Fundraising Professionals (AFP) Collegiate Chapter Professional Advisor

POSITION REQUIREMENTS
The Professional Advisor has at least three years of professional fundraising experience and, it is recommended that he/she serves on the local AFP Chapter Board of Directors as the Collegiate Chapter’s liaison to the board.

ROLES AND RESPONSIBILITIES
The Professional Advisor serves as the Professional Chapter’s liaison to the University Collegiate Chapter. The Advisor is responsible for the following relationship with the Collegiate Chapter:

· Collaborates with the Faculty Advisor in support of the collegiate chapter.
· Reviews the Faculty Advisor’s Job description with the Faculty Advisor annually.
· Guides the collegiate chapter leadership in the development of its annual program of activities and educational offerings.
· Work with the professional chapter board to locate speakers who are also professionals, and who can present at monthly meetings and workshops.
· Commits to attend as many meetings of the Collegiate Chapter as possible.
· Works to secure the support of the local Professional Chapter, financial and otherwise.
· Serves as a mentor.
· Helps promote and encourage incoming and current student members to utilize benefits of AFP membership.
· Promotes the AFP Collegiate Fundraising Certificate Program and approves student applications for the certificate.
· Writes letters of recommendation for students applying for jobs in the nonprofit field or other fields.
· Advises the collegiate chapter in its business, but does not have a vote.
· If applicable, helps to promote Collegiate Chapter initiatives between the University and the local sponsoring AFP Chapter Board of Directors.

COORDINATES PROFESSIONAL CHAPTER RESPONSIBILITIES
· Ensures, together with the Faculty Advisor, that the collegiate chapter meets all of the college/university’s requirements.
· Ensures that the collegiate chapter meets all of its Accord requirements on time.
· Acts as host to students and Faculty Advisor at monthly professional chapter meetings, when they attend.
· Works with AFP Chapter member professionals to arrange for internships, volunteer opportunities, and career development activities for students.

**DESIRED CHARACTERISTICS**
· Recognized as an active leader within the Professional Chapter.
· Maintains significant contacts and relationships with other professionals in the field.
· Had success raising funds for nonprofit.
· Has experience working with and encouraging young adults.

**7.4 Faculty Advisor Job Description**

**JOB TITLE:** Association of Fundraising Professionals (AFP) Collegiate Chapter Faculty Advisor

**POSITION REQUIREMENTS**
The Faculty Advisor is a member of the University Development Staff or is a faculty member within the nonprofit management or other university academic program.

**ROLES AND RESPONSIBILITIES**
The Faculty Advisor serves as the Collegiate Chapter’s liaison to the University or College. The Advisor is responsible for the following relationships with the Collegiate Chapter:

· Ensure, together with the Faculty Advisor, that the collegiate chapter meets all of the college/university’s requirements.
· Works to secure the support of the University or College, financial or otherwise, as needed.
· Helps coordinate the completion and filing of any required forms.
· Commits to attend as many meetings of the Collegiate Chapter as possible.
· Helps manage the Collegiate Chapter’s budget.
· Assists students in adhering to University policies and protocol.
· Advises the Collegiate Chapter, but does not have a vote.
· Serves as a mentor to students.
· Helps to promote Collegiate Chapter initiatives between the University and the local sponsoring AFP Chapter’s Professional Chapter Advisor and its Board of Directors, if applicable.

**DESIRED CHARACTERISTICS**
· Works on the campus which houses the collegiate chapter.
· Has a strong relationship with other departments and student organization throughout the University.
· Is recognized as a leader among colleagues.
· Supports the nonprofit sector and youth in philanthropy.
7.5 Memorandum of Understanding (MOU)

Collegiate Chapter Sponsor
Annual Memorandum of Understanding

AFP has an obligation to promote and encourage the active involvement of college and university students in philanthropy, the nonprofit sector and the profession of ethical fundraising.

As the Chapter President and Professional Chapter Advisor, we affirm that the AFP ________________ Chapter is the sponsor of the ________________ Collegiate Chapter.
We understand that it is our chapter’s ongoing responsibility to:

1) Offer support for educational, experiential and networking opportunities for collegiate chapter members;
2) Offer annual financial support to the collegiate chapter, if needed;
3) Ensure that the Professional Chapter Advisor serves as an active liaison between our chapter board and both the collegiate chapter and the Faculty Advisor, and works to engage collegiate chapter members in our activities and with our members and their organizations;
4) Ensure that the Professional Chapter Advisor annually reviews and understands the Professional Advisor Job Description.

Chapter President ________________________________ Date __________

Professional Chapter Advisor __________________________ Date __________
7.6 Sample Letter of Agreement For Sponsoring Chapters Providing Funding to the Collegiate Chapter

Date
Collegiate Chapter
Faculty Advisor
Address
City, State, ZIP

Dear __________,

On behalf of the Association of Fundraising Professionals (AFP) ________________ Chapter, we are happy to be the sponsoring chapter for the ________________ Collegiate Chapter.

As your professional chapter sponsor, we are here to help you as mentors, to help guide with chapter programs, to help with financial support and to assist in any leadership transitions.

In reviewing the Survival Guide for How to Start and Collegiate Chapter, as well as the Collegiate Chapter Toolkit, a collegiate chapter is required to have at least 10 chapter members. To qualify as a member, students must be enrolled in a degree-granting, certificate or diploma program at an accredited college or university. Part-time graduate students are eligible unless they are working full-time in a fundraising capacity for a nonprofit organization, in which case they are expected to join the professional AFP chapter. In order to maintain an active collegiate chapter status, the collegiate chapter must sustain a minimum of 10 members.

The ________________ Collegiate Chapter should meet on a regular basis, preferably monthly or at least quarterly. Each collegiate chapter must hold at least one official meeting each year to be designated the Annual Meeting for the purpose of electing chapter officers and approving chapter advisors.

Each Collegiate Chapter must comply with the annual AFP Board-directed Accord process, commonly referred to as Chapter Accord. Though most activities may take place between August and April, the fiscal year for a collegiate chapter is July 1 to June 30. Collegiate chapters will be required to provide the following information to AFP Headquarters by April 15th to end their year:

- Report of chapter activities during the current president’s term of office
- Chapter program schedule for the ending year
- Budget or statement of the year’s revenue & expenses as of March 31st
- Conformance to Bylaws signed by the incoming president (current president-elect)
- Affiliation Agreement or Affiliation Agreement Review signed by the incoming president (current president-elect)
Chapter Leadership Form for the upcoming academic year.

In addition, the AFP ___________________ Chapter will award the ___________________ Collegiate College, a grant of $_____ in ________ of this year. The professional chapter has budgeted these funds for the current year. However, the collegiate chapter will be required to provide a written report from the Faculty Advisor and Collegiate Chapter President on the status of the collegiate chapter, the activities the collegiate chapter has been engaged in, how funds from the ___________________ Chapter were used to support the collegiate chapter, what programs were presented, and what philanthropic event the collegiate chapter undertook. This report must be received by the Professional Chapter Advisor to be presented to the AFP ___________ Chapter Board, either at the end of this academic year, or no later than September 15 of next year. No additional funds will be provided to the collegiate chapter unless this report is received.

We would also like to include information about the collegiate chapter in the professional chapter’s monthly newsletter. The Professional Chapter Advisor shares all information about the collegiate chapter with board members and the chapter membership.

Once again, members of the AFP ___________________ Chapter are here to help you in any way possible. Please do not hesitate to call or email your Professional Chapter Advisor, _______________, at telephone number __________________________ or email at __________________________.

On behalf of the board of directors, we’re looking forward to great things from the ________________ Collegiate Chapter!

Sincerely,

Name
Position (AFP Chapter President or AFP Chapter Membership Chair)
AFP ___________________ Chapter

NOTE: This document must be signed by both parties.

__________________________   __________________________
Name                          Date
AFP Chapter Representative     Collegiate Chapter Facility Advisor
AFP ___________________ Chapter

__________________________   __________________________
Name                          Date
皆空                          菱骨多胞

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8. Acknowledgements

This toolkit was prepared by members of the Resource Workgroup of the Collegiate Chapter Support Subcommittee in 2014. Special thanks go to Yvonne Lindstrom, Chair, Robert Cahen, Lyndse Costabile, Zoe Metcalf, Brad Milius, Cheryl Reynolds, Jamie Rhoades and Pat Bjorhovde, AFP Coordinator, Collegiate Chapter Programs.