

The Chapters Department has continued working with chapter leaders to:

- 1) Stay up to date with their compliance with National and the IRS
- 2) Manually completed rebate eligibility reports for October 2021-February 2022.
- 3) Working with Everyaction team to test procs already built and ensuring officer information was transferred accurately.
- 4) Working with EveryAction team to build rebate proc.
- 5) Focused on EveryAction training and providing feedback to EveryAction regarding report outputs.
- 6) Working with Digital Media Manager in answering questions posed to National for database.
- 7) Working on running, saving, exporting and scheduling membership reports.

EveryAction: During the last six months or so, the Chapter Relations manager's priorities shifted temporarily to assist the Digital Media Manager in completing the database migration. The staff needed to test the procs built for us as well as ensure report outputs were accurate. Along with testing the membership proc, Supria has worked with EveryAction's team to build the proc that will report on rebate eligibility for chapters as well as the rebate amounts to be issued.

The change to EveryAction has been a process as we work towards self training and adapting to the new system. Supria is now able to successfully pull membership lists and will start sending them out twice a month. The new membership report will include the membership information for each affiliated member including: Member Since, Last Renewed, Membership Type, and Expiration. The list will include active and lapsed members.

With this migration, the Chapters and Membership department has had to change their Standard Operating Procedures. This comes with adapting to a new system and we thank you for your patience as we transition.

Procedure Changes:

- To make changes to a chapter's listing, chapter leaders must fill out the Chapter Leader Role Update Request. - <https://airtable.com/shrGPgymYJsacJAv2>
- To request a membership report before it is automated, chapter leaders must fill out the Membership List Request. - <https://airtable.com/shrhZx1HbUwrCBSpG>
- To request changes be made on the NOW website, chapter leaders must fill out Chapter Website Change Request. - <https://airtable.com/shr9XQBPrWGibJkZs>
- To request a change of affiliation, chapter leaders or members can fill out the Member Address/Affiliation Change. - <https://airtable.com/shrk3UXZpJ9Xc6yMA>
- To submit the 2021 Chapter Annual Report, chapter leaders can use this form. - <https://airtable.com/shrTDMB7QLv4WU56v>

The Chapter's department is prioritizing the database migration at this time because NOW has not transitioned systems in over 30 years. We are working as quickly as we can given our current bandwidth.

Rebate Eligibility:

To be eligible for rebates, chapters must have:

- At least 2 distinct chapter officers with current memberships - Mandatory officers: president and treasurer.
- A valid address on file
- Submitted a current annual report (2020 or 2021)
- Cashed their last rebate check

Highlights

- 1) 2021 Chapter Annual Reports Submitted – **14**
- 2) Current Number of Campus Action Network clubs – **47**

Note: We are working on creating a SWAG box for new CANs.

Active Chapters

For purposes of this report, chapters are considered **active** if they have at least 2 chapter officers (President & Treasurer) and a valid address on file with National. Chapters are considered **dormant** if they have fewer than 2 chapter officers and/or no valid address on file with National.

There are 38 **active state chapters**: 223 Active Chapters nationwide.

- **Pacific**: Alaska, California, Oregon, Washington
- **Western**: Arizona, Montana, Nevada, New Mexico, Texas, Wyoming
- **Heartland**: Iowa, Illinois, Michigan, Minnesota, Missouri, Wisconsin
- **Southern**., Florida, Georgia, Louisiana, Mississippi, Tennessee, Alabama, South Carolina
- **Eastern**: DC, Indiana, Kentucky, Maryland, North Carolina, Ohio, Virginia, West Virginia, Delaware
- **Northern**: Massachusetts, New Jersey, New York, Pennsylvania, Rhode Island, Connecticut

Dormant state chapters in need of revival are:

- **Pacific**: Hawaii

- **Western:** Colorado, Idaho, Oklahoma, Utah
- **Heartland:** Nebraska, North Dakota, Kansas, South Dakota
- **Southern:** Arkansas
- **Eastern:**
- **Northern:** Maine, Vermont, New Hampshire

Annual Reports

The 2021 annual report was made available on the NOW Leaders section of the website on January 1, 2022. As of March 1, 2022, 14 annual reports have been submitted for 2021. One of the requirements to remain eligible for rebate checks is to file an annual report and, for that reason, my goal is to reach out to the chapters who have not submitted a report to do so before the year ends.