Chapters Board Report – By Supria Bhatia 2022-07

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 January 2022-June 2022.
3) Working with Everyaction team to test procs already built and ensuring officer information was transferred accurately.
4) Assisted in building rebate proc. Currently testing the rebate proc for future use.
5) Writing new Standard Procedures for Chapters' Department. Adding responsibility for assisting with rebate issuance.
6) Focused on EveryAction training and providing feedback to EveryAction regarding report outputs.
7) Working with Digital Media Manager in answering questions posed to National for database.
8) Working on running, saving, exporting and scheduling membership reports.
9) Scheduled automated membership reports to be sent to chapter presidents and treasurers.
10) With the change in database for the organization, new Standard Operating Procedures for Chapters department.
11) Providing support to Membership department to accurately input gift entry.

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. This year, the focus has been on testing the rebate proc and ensuring Accounting has reports needed to issue rebate checks. 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 has 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. The membership and transaction reports have merged with membership status included in each membership report.

With this migration, the Chapters and Membership department has had to change their Standard Operating Procedures. Supria and Marcus are currently working together in completing data entry accurately so rebates are calculated correctly. 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 – **33**
2) New chapters convened – **2**
    - Central Valley NOW (California)
    - Northeast Indiana NOW (Indiana)
    - Puerto Rico NOW (Puerto Rico)
3) Current Number of Campus Action Network clubs – **47**

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, 33 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.