

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 March 2023- April 2023. Pulled monetary reports for Accounting department.
- 3) Working with Everyaction team to troubleshoot procs already built and supporting Membership department in data entry.
- 4) Expanding Chapters department, writing training procedures and supporting Chapters Specialist.
- 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) With the change in database for the organization, new Standard Operating Procedures for Chapters department.
- 8) Local Chapter revival.
- 9) Working with Membership Department in creating internal processes.

EveryAction: The NAC has been using the new database for quite some time and has been able to successfully evolve with the new system. Staff members in the Chapters and Membership departments have created an efficient workflow and is on their way of completing writing Standard Operating Procedures for future use.

The Chapters Department is involved in:

- Compiling and creating rebate eligibility lists.
- Pulling rebate reports for the Accounting department.
- Updating officers and other pertinent chapter info.
- Creating new chapter and campus action network.
- Providing support to Membership and Accounting department for database use.

This quarter has also been spent creating procedures to ensure reporting and rebate eligibility for chapter rebates.

The department has successfully automated membership lists and set them to be sent out twice a month. The 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.

Note:

- Scheduled membership reports are sent out on the 1st and 15th of each month. The report cannot be formatted before being sent out. Chapter leaders can omit and change the order of columns in every report they download.
- Requests for dropped members can be requested by emailing chapters@now.org. Per policy, we are only able to go back two years for this data.

Upcoming Priorities:

- Local Chapter revivals
- Additions of new chapters on website
- Campus Action Network management
- Chapter Annual Report Analysis

Other:

- **Round Store** inventory has been replenished and the new storefront is now active on the NOW website.

Procedure Changes: Please continue to use these forms to update/request information.

- 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 2022 Chapter Annual Report, chapter leaders can use this form. - <https://airtable.com/shrV8btRfEJZFapmq>

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 (2021 or 2022)
- Cashed their last rebate check

Highlights

- 1) 2022 Chapter Annual Reports Submitted – **53**
- 2) Current Number of Campus Action Network clubs – **8**

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 2022 annual report was made available on the NOW Leaders section of the website on January 1, 2023. As of June 14, 2023, **53** annual reports have been submitted for 2022. This quarter, Supria will be reaching out to chapter leaders to ensure they are aware of any compliance issues including: officer membership status, chapter annual report submission and 990 submission status.

Chapter Specialist Report- CAN Program

Prepared by: Carlo Chavvaria

In November 2022, Carlo Chavvaria joined the chapters department in the role of chapter services specialist. Since then, he has overseen the revitalization of NOW's Campus Action Network (CAN) program. This has centered on connecting with student groups in high schools and colleges who believe in NOW's message. He was supported by field coordinator Jessica Taddeo, and previous chapters intern, Danielle Choma. The project started by reconnecting with past NOW CANs who worked with the NOW National Action Center (NAC) in past years. We expanded it to not only include new clubs at schools, but also existing feminist clubs who want to be affiliated with NOW.

In February 2023, the chapters department hosted the "NOW CAN Meet-and-Greet" to start the program's new season. That same month some CAN officers met with One Fair Wage (OFW) president, Saru Jayaraman, to start a coalition focused on economic justice for service industry workers. Starting in April, Carlo began having one-on-one meetings with CAN leaders to support their development while hearing their goals as activists. This helped us find shared goals among CANs to build out the program. Now there are several new initiatives that will continue to support CAN activity.

New CAN Projects:

- NOW CAN swagbox for all confirmed clubs.
- CAN newsletter that goes out at least once a month to update students on NOW events and relevant news.
- Jessica and Carlo developed a graphics series to have schools announce their CAN status and campaigns on social media. The first series covers breaking stigmas around period and sex education.
- These graphics will support the period product drives most clubs are running.
- Setting up mentorship opportunities with their state chapters and One Fair Wage.

Analytics Breakdown:

- Currently there are **35** active CANs across the country.
- Of our active CANs, **25%** have sent their full membership list. This will assist in long-term growth for younger demographics within NOW.
- Since the program's revival, **57%** of prospective CANs remain active in their schools. This includes established CANs and the ones who joined this year.
- **46%** increase in CAN recidivism. This accounts for the number of CANs who continue to update the chapters department.
- **63%** increase in regular contact with CAN leadership. This accounts for introductory calls, one-on-one meetings, and group meetings.
- **42%** increase in students reaching out to start their own CANs.