

# AISES

## TRIBAL CHAPTER HANDBOOK





## AISES Tribal Chapter Handbook

This handbook is provided to help AISES members form, govern, and maintain Tribal Chapters. We recommend chapter officers become familiar with all the policies and mandatory forms. If you have any questions, please contact [chapters@aises.org](mailto:chapters@aises.org).

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# Introduction

## The Mission of AISES

AISES is a national nonprofit organization focused on substantially increasing the representation of Indigenous peoples of North America and the Pacific Islands in science, technology, engineering, and math (STEM) studies and careers.

## The Vision of AISES

The vision of AISES is for the next seven generations of Indigenous people to be successful, respected, influential, and contributing members of our vast and ever-changing global community.

## History

The AISES was founded in 1977 by American Indian scientists, engineers, and educators. In view of the high dropout rates and low college enrollment and graduation rates of American Indians compared with all other ethnic groups in the United States, and the severe underrepresentation of American Indians in the science and engineering fields, Native professionals resolved to create an organization that would identify and remove the barriers to academic success for Native students.

AISES is a nonprofit organization with 501(c)(3) status, and is primarily funded by government and private contracts, as well as other donations, contributions, and revenue from individuals and membership dues. Through a variety of educational programs, AISES offers financial, academic and cultural support to Indigenous peoples of North America and the Pacific Islands from middle school through graduate school. AISES builds partnerships with tribes, schools, other nonprofit organizations, corporations, foundations and government agencies to realize its goals. AISES especially helps Indigenous North Americans and Pacific Islander students prepare for careers in science, technology, engineering, and math (STEM).

## Public Statements

The President and the Chair of the AISES Board of Directors are authorized to represent AISES publicly.

AISES Members cannot publicly express their personal opinions on any topic and claim that the stated position is that of AISES.

AISES hereby requires that unauthorized individuals who publicly express opinions about AISES programs or positions must make the following disclaimer:

“The statements made, and views expressed here, are solely those of the author(s)/speaker(s) and do not necessarily represent the positions of AISES. AISES, its directors, and officers are not responsible for this content.”

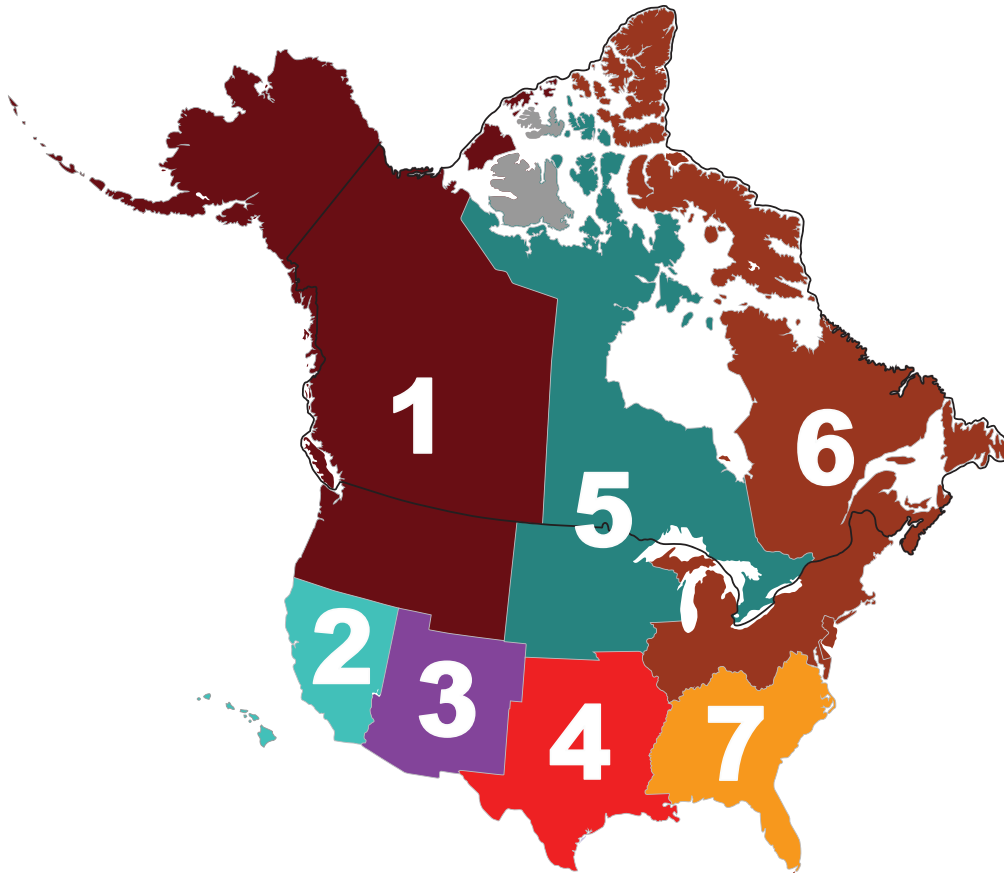
All requests for information, or comments from the media and other persons, are to be referred to the Director of Digital Media and Communications.

## Organizational Structure

AISES is governed by a 12-person Board of Directors. The Board is supported by Student Representatives from Canada and the United States, as well as by multiple Advisory Councils. The President, and her team, manage the administrative and programmatic operations at AISES. Additionally, AISES is guided by the Council of Elders. For current information about the AISES Board of Directors, Advisory Councils, Council of Elders, and Staff please see: <https://www.aises.org/about>.

## AISES Regions

AISES College Chapters are divided into seven regions, with a Regional Student Representative for each region. Note: Alaska is in Region 1; Canada is split among Regions 1, 5 and 6; Hawaii is part of Region 2; the Upper Peninsula of Michigan is within Region 5.



**Region 1 (Northwest):** Alaska, British Columbia, Alberta, Yukon, Northwest Territories, Idaho, Montana, Oregon, Washington, and Wyoming

**Region 2 (West):** California, Hawaii, and Nevada

**Region 3 (Southwest):** Arizona, Colorado, New Mexico, and Utah

**Region 4 (South-Central):** Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas

**Region 5 (Upper Midwest):** Manitoba, Saskatchewan, northwestern Ontario, western Nunavut, Iowa, Illinois, Michigan – Upper Peninsula, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin

**Region 6 (Northeast):** New Brunswick, Newfoundland and Labrador, Nova Scotia, northeastern Nunavut, southern Ontario, Prince Edward Island, Quebec, Connecticut, Indiana, Massachusetts, Maine, Michigan – Lower Peninsula, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont

**Region 7 (Southeast):** Alabama, Delaware, District of Columbia, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia

## AISES Safe Camp Policy

AISES Tribal Chapters are expected to be a “Safe Camp”. It is a welcoming, inclusive, supportive, and safe environment for all our AISES family members regardless of race, color, sex, religion, sexual orientation, or gender expression/identity. Safe Camp includes recognizing the AISES Code of Conduct and anyone found violating the code will be asked to leave an AISES event immediately. Please contact any AISES staff member or a member of the Board of Directors if you have any questions.

## Code of Conduct

AISES was established with the goal of developing Indigenous professionals and leaders in the areas of science, technology, engineering, and math. Considering this goal, the first student leaders of AISES developed a set of principles that prohibited alcohol, illegal drugs, and harassment. These principles have become core values of the organization and are incorporated as the Code of Conduct.

The AISES Code of Conduct promotes professional development and personal growth by strictly prohibiting the use of intoxicating drugs or alcohol, all forms of harassment and discrimination, and encourages respectful and civil dialog and group discussions. The Code is meant to reflect the ideals of our Indigenous communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people.

The Code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities, events, and conversations. To this end, each person is asked to consider the spirit of the Code and promote its intent by refraining from prohibited activities and encouraging others to do the same.

AISES will continue to maintain the Code of Conduct as a symbol reflective of the teachings and values of our ancestors. The Code of Conduct represents the ideas and visions set-forth by the AISES founders and the student leadership. AISES values and respects the rights and privileges of others and asks that you honor the AISES organization, its mission, and the family of AISES by adhering to the Code of Conduct.



# AISES Tribal Chapters

## Why Become a Chapter?

Tribal chapters provide AISES members a forum to come together to network, to give and receive professional development, and to offer fellowship with individuals with similar goals, dreams, and expertise. Tribal Chapters can provide a sense of community and long-term support for its members. It is a place to relate to one another to discuss opportunities, challenges, and intellectual pursuits.

## Benefits of Chapter Membership

- **Enhance your network:** Meet people with similar interests through participation in AISES conferences and workshops.
- **Take charge of your career:** AISES provides opportunities to develop leadership and networking skills at its annual events.
- **Stay Inspired and Stay Motivated:** Continue to build relationships by having access to an international community of Indigenous professionals.
- **Become a mentor:** Become a mentor for the next generations of Indigenous people.
- **Broaden your knowledge:** Through participation in conference workshops.
- **Be a Leader:** Become a Chapter Officer and enhance your public speaking skills.
- **Give back to the community:** Become active in community service.

Ultimately, while AISES Headquarters offers support to strengthen chapter activities, it is the individual chapters that play the most important role in a chapter's identity and effectiveness.

## AISES Tribal Membership

Each AISES Tribal Chapter must have a minimum of one AISES member of good standing and a member of the tribe. All Chapter participants must be individual members of AISES. Membership dues are \$65 annually. (Membership dues waivers are available for recent college graduates and anyone facing financial hardship). Join or renew your membership at this link- <https://aises.org/membership/>.



# Forming an AISES Tribal Chapter

AISES Tribal Chapters create a “circle of support” by giving and receiving professional development and serving as role models for Indigenous STEM students and professionals. Members of Tribal Chapters can give back and strengthen their communities and AISES in the following ways:

- Each AISES Tribal Chapter must have a minimum of 1 member to petition for Chapter formation. All Chapter members must register as individual AISES members using the AISES membership platform. AISES membership is open to all individuals, and college student memberships are free.
- To become an AISES member, visit [aises.org](https://www.aises.org). Click on the “Become a Member” button in the upper right-hand corner of AISES home page.

## Application Process

Tribal Chapter applications are available here: <https://www.aises.org/tribal-chapters/>

Completed and submitted applications will be reviewed, and if accepted, the submitter will be notified via email and a welcome letter will be sent to the address provided in the application.

Forming an AISES Tribal Chapter requires the following information:

1. Completion of the *Application for the Establishment of a Tribal Chapter* must be signed by the chapter President. Therefore, the first step will be to determine a chapter President.
  - a. This form is a formal request to establish an official AISES Tribal Chapter and it must be included in the application packet that is submitted to the AISES National Office for approval. The application packet must also include other documents listed below.
2. Verification of at least one current AISES memberships
  - a. Each AISES Tribal Chapter must have a minimum of one member in good standing and be a member of the tribe to petition for chapter formation. This member must be a General Member. As noted previously, all Tribal Chapter members must register as individual members on our membership portal to become members of AISES.
  - b. Visit the AISES website to become a member <https://www.aises.org>. Click on the “Become a Member” button in the upper right-hand corner of the page. From there, just follow the steps.
  - c. Membership dues are \$65 annually for professionals. Student and retiree memberships are *FREE*.
  - d. Free dues waivers are available for recent college graduates and anyone facing a financial hardship.

AISES membership is open to all individuals. Any individual or group that fulfills the AISES Mission statement is integral to the organization and is willing to attain the common goal of working together to bridge science and technology with traditional Indigenous values is a welcomed addition to AISES.

If there is uncertainty about the membership status of a chapter member please call AISES at (505) 765-1052 or send an email to [membership@aises.org](mailto:membership@aises.org) with any questions.

3. Adoption of the *AISES Code of Conduct* and *Safe Camp Policy*. Review, discuss, and sign and date these forms.
  - a. The AISES Code of Conduct and Safe Camp Policy must be signed by the chapter President. By signing the forms, chapter members acknowledge that they have read, understand and accept the duties and responsibilities set forth in the AISES Code of Conduct and Safe Camp Policy.
4. Signed copy of the *AISES Tribal Chapter Affiliation Agreement*.
  - a. A chapter must demonstrate that it will operate in accordance with the AISES Code for the Governing of Tribal Chapters.
  - b. A copy of the Code signed by the chapter President must be included with your application. The signed code indicates that the Code was adopted at a regularly scheduled meeting of the organizing committee.
  - c. **A new agreement needs to be signed annually.**
5. Signed copy of the *AISES Tribal Chapter Bylaws*.
  - a. A Tribal Chapter must demonstrate that it will operate in accordance with the Bylaws and reasonable rules of operations and regulations that may be established by the AISES Board of Directors.

After completing these requirements, please send your completed application and supporting documents to:

AISES — Advancing Indigenous People in STEM

Chapter Engagement Department  
6321 Riverside Plaza Lane NW, Unit A  
Albuquerque, NM 87120

**or email to: [chapters@aises.org](mailto:chapters@aises.org)**

All forms and sample templates can be found on the AISES website at:

<https://www.aises.org/tribal-chapters/>

## New Chapter Recognition

Once the completed application is received by AISES, it will be reviewed for consideration. If the chapter application packet is incomplete, the submitter will be notified of missing documents and/or forms. No action will be taken on an incomplete application until all required documentation is received. The application will then be reviewed. Upon approval the Chapter Vice President and President, will be added to the AISES Chapter Directory website (<https://aises.org/chapters/>). All Chapter Officers will be added to AISES listservs.

## Important Requirements for AISES Tribal Chapters

As an AISES Tribal Chapter, you will be required to submit the following annual reports via this link: <https://forms.aises.org/tribal-chapter-report>. Check out this link for more information on what is included in the report.

Deadline for the reports are as follows:

- **Annual Chapter Report – Due January 20th of each year**
- **A new AISES Tribal Chapter Affiliation Agreement needs to be signed and sent to the AISES National Office annually.**

**Any Chapter that fails to submit the required annual report will be recommended to the AISES Board of Directors for the loss of their charter.**

## Reactivation of Inactive Chapters

AISES Headquarters will consider reactivation of a Tribal Chapter on a case-by-case basis. Please direct your questions about reactivation to [chapters@aises.org](mailto:chapters@aises.org).

## Maintaining an AISES Tribal Chapter

### Chapter Financial Management and Banking

AISES Tribal Chapters benefit from operating under the AISES nonprofit status and Federal Employer Identification Number (FEIN). Funds raised by a chapter are for the chapter to use, but they ultimately belong to AISES. Chapters must adhere to the following policies if they will have a bank account:

- An AISES officer must be a signer on all Tribal Chapter bank accounts in order to have access to the bank account. AISES must be added to the account for monitoring purposes. However, AISES will not sign checks.
- If chapter funds are discovered to be used for anything other than chapter related expenses, chapter members can be held accountable according to the law, banned from AISES membership, and the entire chapter could lose its charter. Chapter leadership must be vigilant about the use of AISES funds – these are donations to be used to support STEM students and professionals and not for personal gain.



- Tribal Chapters may have up to \$25,000 in their bank account at one time. Individual grants cannot be more than \$20,000. If additional grants are needed, then Chapters must have express permission from the AISES National Office and AISES will hold the funds in an account for the Chapter.
- Donations from one donor for \$5,000 or more need to be detailed in the annual financial information report and must be accompanied by an image of the check(s). If the full name and contact information from the donor is not listed on the check then please include this information on a separate "Donor Report." There will be a question on the annual report and a place to upload the check image.
- Tribal Chapters may not incur any expenditure obligation over \$9,999 to any single vendor or person, without the prior written consent of the AISES National Office.
- All expenditures must have receipts to back up the charges. Receipts should be scanned and maintained in a secure, electronic file along with the corresponding financial report. Each expenditure should be described in detail including a vendor name, purpose of the expenditure, and other important details including the actual date of the expenditures or events.
- To maintain a chapter in good standing, submit an annual report on chapter members, activities, financial information report, including bank statements (if applicable), and meeting minutes. All income and expenses will be recorded on AISES federal and state income tax returns. Reports are due January 20th of each year.
- Late or incomplete reports could lead to the loss of a Tribal Chapter's charter. It is imperative that complete reports be submitted to the AISES National Office on time. A chapter will be considered on probation after missing one annual report deadline. Any chapter that fails to submit the required annual report will be recommended to the AISES Board of Directors for the loss of their charter.
- Chapters must report any changes to chapter leadership or members as they occur.

## Officers: Guidelines and Requirements

AISES Tribal Chapters are encouraged to hold election of officers. The election of chapter officers shall be completed prior to December of each year, with the officers to **take office no later than January 1**. To be eligible for an officer position, the following criteria must be met at the time of election and throughout the professional's tenure:

1. Is a member in good standing with AISES;
2. (Except for new chapters) shall have been a member of the chapter during the previous term;
3. Has indicated an understanding of the duties required and is available and willing to serve if elected.

## General Officer Duties

The following information is not inclusive of all duties and responsibilities of officers in AISES Tribal Chapters. It is provided as a general outline of the type of duties which could be accomplished by the various positions. Regardless of the position type all Chapter officers should demonstrate leadership, professionalism, and accountability. Chapters may have additional criteria for holding an office. These positions are instrumental to the efficient and effective operation of an AISES Tribal Chapter.

|                              |  |
|------------------------------|--|
| <p><b>PRESIDENT</b></p>      | <p>The President serves as the chapter leader, presiding at all meetings unless they designate another person. As a spokesperson for the group, the President meets with the other leaders of Professional or Tribal Chapters, community, and private industry. In all chapter activities, the President should keep in mind that they are a representative of both present and future AISES members. A good leader should facilitate maximum member participation in order to ensure a strong chapter. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Preside over regularly scheduled meetings.</li> <li>• Assign duties to committee chairs or officers.</li> <li>• Ensure the planning and promotion of activities proceed in a timely manner.</li> <li>• Assist chapter members or officers in the implementation of events.</li> </ul> |
| <p><b>VICE PRESIDENT</b></p> | <p>The duties of the Vice President are to preside in the absence of the President. The Vice President must be up to date on all chapter activities and communication. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> <li>• In the absence of the President, preside over regularly scheduled meetings.</li> <li>• Assist the President in responsibilities related to that office.</li> <li>• Consult with President on a regular basis.</li> <li>• Demonstrate leadership ability and strong organizational skills.</li> </ul>   |
| <p><b>TREASURER</b></p>      | <p>The Treasurer (or Secretary-Treasurer), as the financial officer of the chapter, is authorized to receive and disburse all funds under the direction of the Executive Committee of the chapter. The Treasurer is also responsible for any chapter bank account to which the chapter might have access. The Treasurer should keep the officers and members informed about the chapter's financial activities. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Attend all regularly scheduled meetings.</li> <li>• Serve as consultant to other chapter members relating to the budget, expenditures of funds, requisitions, etc.</li> <li>• Prepare and deliver a budget report at each regularly scheduled meeting.</li> </ul>   |

|                           |  |
|---------------------------|--|
| <b>SECRETARY</b>          | <p>The duties of the Secretary are to maintain complete and accurate records including membership, minutes of meetings, and correspondence files. The responsibilities of this position tend to include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Attend all regularly scheduled meetings.</li> <li>• Record minutes and take a roll call of the members.</li> <li>• Transcribe minutes of meeting within one week of the meeting.</li> <li>• Maintain a notebook of official meeting minutes throughout the year.</li> </ul> |
| <b>OPTIONAL POSITIONS</b> | <p>Historian, Public Relations Officer, Membership Officer, Alumni Liaison, Webmaster</p>  |

## Create Online Chapter Resources

Consider creating additional online chapter resources for your members such as a chapter website, Twitter, Instagram, Facebook, Instagram, and/or LinkedIn account.

## AISES Logo Usage

Chartered AISES chapters/organizations (high school, college, professional, and tribal) may use the AISES logo without permission from AISES. For more information please see the AISES logo use guidelines at <https://www.aises.org/governance>.

If your chapter would like to create a logo for your chapter, it must be sent to the AISES National Office for approval. For questions please contact April Armijo, Director of Digital Media and Communications at [info@aises.org](mailto:info@aises.org).



# Opportunities for AISES Tribal Chapters and Members

## AISES Professional Chapter Awards Program

The Professional Chapter Awards Program is modeled after the Professional of the Year Awards, with two categories that chapters will be considered for based on the following: impact to the AISES mission, community service, professional development, and innovative chapter activities. Chapters compete in the following categories: Outreach and Community Service and Professional and Chapter Development.

For more information, visit: <https://aises.org/career-support/#awards>



## AISES Board of Directors, Committees, and Advisory Councils

Become an active voice and informed member of AISES by joining our Board of Directors, Committees, or Advisory Councils.

For more information, visit: <https://www.aises.org/board-of-directors/>



## AISES Full-Circle Mentorship Program

AISES has the Full-Circle mentoring opportunity for college and professional members. As part of the Full-Circle Mentorship program and with AISES staff coordination, participants will co-create a mentorship plan, and check-in periodically, and are encouraged to participate in webinars to enhance their mentorship relationship. Applications are reviewed and accepted on a first come, first-served basis annually.

For more information, visit: <https://aises.org/full-circle-mentorship/>

## AISES Professional Awards

The AISES Professional Awards were established to provide recognition for outstanding Indigenous professionals while assisting with the advancement of American Indian, Alaska Native, Pacific Islander, First Nations, Métis, and Inuit professionals, role models, and future leaders.

[https://www.aises.org/professionals/programs#qt-professional\\_programs-ui-tabs1](https://www.aises.org/professionals/programs#qt-professional_programs-ui-tabs1)



## AISES Ely S. Parker Award

The purpose of the award is to recognize those Indigenous leaders who most clearly embody the AISES mission and goals through their achievements and contributions to science, technology, engineering, and math. Members of the Board of Directors, officers, staff, and corporate sponsors are not eligible.

For more information, visit: <https://aises.org/ely-s-parker-award/>



## AISES National Conference

The Annual AISES National Conference is a unique, three-day event focusing on educational, professional, and workforce development for Indigenous peoples of North America and the Pacific Islands in science, technology, engineering, and math (STEM) studies and careers. Attendees include Indigenous high school and college students, educators, and professionals, including representatives from Tribal Nations, Tribal enterprises, and Indigenous-owned businesses. The conference also includes the LARGEST college and career fair in the U.S. for Indigenous students and professionals! Exhibitors at the College and Career fair represent a diverse range of corporations, educational institutions, government agencies, nonprofit organizations, Tribes, and Indigenous-owned businesses.

For more information, visit: <https://conference.aises.org/>



## AISES in Canada National Gathering

The AISES in Canada National Gathering gives Indigenous STEM (science, technology, engineering and math) students and professionals an opportunity to gather, connect, and create long-lasting relationships within Canada and across the continent.

For more information, visit: <https://www.aises.ca/>



## AISES Leadership Summit

The AISES Leadership Summit delivers on strategies that equip Native science, technology, engineering, and math (STEM) students and leaders with the knowledge, tools, and wisdom to succeed within the organizational structures in their work or academic lives.

For more information, visit: <https://summit.aises.org/website/19798/home/>



## AISES Regional Conferences

Regional Conferences are typically held at college campuses, and are hosted by each school's AISES Chapter. Many professional members participate as mentors and speakers, sharing their expertise and facilitating discussions in areas like engineering or environmental science, or in crossovers between traditional ecological knowledge and western science.

For more information, visit: <https://aises.org/events/>



# Chapter Resources

## Running a Chapter Meeting

Tribal Chapters are encouraged to have regularly scheduled meetings. Below is an example of an agenda that may help you design your meetings:



### Monthly AISES Chapter Meeting April 30, 2020 1 p.m. Mountain Time

#### Attendees:

List Chapter officials and members in attendance.

#### Agenda

1. Call to Order (1 minute)  
*\*Officially start the meeting*
2. Introduction & Welcome (5 minutes)  
*\*President welcomes members to the meeting*
3. Treasurer's Report (5 minutes)  
*\*Treasurer gives report of account balance and provides an update on the financial status of the club*
4. Secretary's Report (5 minutes)  
*\*Secretary provides summary of last meeting*
5. Old Business (10 minutes, if necessary)  
*\*President leads discussion of any business that was not decided during the last meeting*
6. New Business (20 minutes)  
*\*President leads discussion of new business and members vote, if needed*
7. Schedule Next Meeting (5 minutes)  
*\*Chapter decides when and where the next meeting will be held*
8. Adjournment (1 minute)  
*\*Meeting is closed*

We encourage chapters to develop their own strategy for running a meeting. Chapters should create an agenda for each meeting to ensure meetings are conducted in an organized and timely manner. Creating agendas helps when transitioning to new leadership at the end of the year. New leadership can easily access your past chapter activities.

## Recruiting and Retaining Members

New and consistent membership is important to the success of an AISES Tribal Chapter. Your chapter will benefit from devoting time and energy to the recruitment and retention of members.

### Recruiting Members

|                             |  |
|-----------------------------|--|
| <b>Social Media</b>         | Social media is an easy way to reach many professionals. Chapters should create online resources and list upcoming events. This not only lets individuals know more about your chapter, but it also makes others aware of the chapter's existence.   |
| <b>AISES as a Resource</b>  | Ask AISES to send an email on your chapter's behalf to encourage members to join your Tribal Chapter.  |
| <b>Phone Calls or Email</b> | Organized phone calls and emails are a good means of follow-up once you've received an email/phone call from potential members. Chapter members can share the task, with each caller/sender being responsible for contacting a specific number of people.<br><br><b>*Tip:</b> A chapter email or social media page provides a quick and simple way for interested Professionals to find details on chapter events, meetings, and other shared information. |

### Retaining Members

|                                       |   |
|---------------------------------------|---|
| <b>Organization</b>                   | Staying organized will help your chapter retain its members.<br><br><b>*Tip:</b> Create a calendar that can be shared within your chapter. List upcoming group activities/fundraising and meetings.   |
| <b>Welcoming/Friendly Environment</b> | Creating a welcoming/friendly environment will likely keep new as well as returning members involved in the chapter. It is important to create a safe and comfortable environment and foster a sense of belonging.<br><br><b>*Tip:</b> Icebreakers and team-building activities are great ways to build a welcoming/friendly atmosphere for your chapter.   |
| <b>Involvement</b>                    | Individuals generally join a club/chapter to volunteer, socialize, get involved, and stay active. People want to contribute, so be sure to ask for your members for help and provide them with opportunities to feel a sense of ownership in the chapter and its activities.<br><br><b>*Tip:</b> Ask for input from your members, in providing ideas for group activities/fundraising, contributing to group discussions, and taking on tasks for various group activities/fundraisers. |

|                                  |   |
|----------------------------------|---|
| <p><b>Member Benefits</b></p>    | <p>Another way to keep members motivated is to highlight the benefits of being an AISES member.</p> <p>*Tip: Share information on scholarships, internships, and group discounts for attending AISES events.</p>  |
| <p><b>Communication</b></p>      | <p>Remember to communicate clearly and frequently. Be sure to remind your members of what's going on with the chapter.</p> <p>*Tip: Create an office role whose primary responsibility is to keep members in the loop.</p>  |
| <p><b>Time Management</b></p>    | <p>Remember to be respectful for your members' time. Please recognize that your members care about the chapter, but also have classes and jobs to prioritize. Be honest and communicative about time commitments.</p> <p>*Tip(s): Start and end chapter meetings on time. Ask for help on specific, time-limited tasks.</p> |
| <p><b>Commitment</b></p>         | <p>Being a working professional is tough and requires a lot of time, so flexibility is key. Work with your members on their level of involvement.</p> <p>*Tip: Think critically about what meetings and events are mandatory.</p>   |
| <p><b>Make It Meaningful</b></p> | <p>Get to know your members and find out why they were interested in joining your chapter.</p> <p>*Tip: Provide opportunities for members to contribute their ideas.</p>  |
| <p><b>Make It fun</b></p>        | <p>Get to know you members on an individual basis and show them you care about who they are as individuals. Include opportunities to socialize and take a break.</p> <p>*Tip: Consider planning an activity night once a month where members can invite friends to participate.</p>   |

# Fundraising

## Things to remember when doing a fundraiser:

- Set an objective
- Assemble a fundraising committee
- Create a group fundraising budget

## Brainstorm event ideas with your chapter members:

- Establish a plan
- Spread the word
- Triple check everything is in place and ready for your event

## Professional fundraising ideas to explore:

- Establish a bank account with a member of AISES national as co-signer
- Small community grants are a great resource
- Request a donation from your place of work
- Large grants should be coordinated with the AISES National Office
- Sports competition
- Food sale
- Raffle
- Silent auction
- Trivia tournament
- Yard sale
- Theme party/dinner
- Bowling night
- Tribal sponsorship
- Matching gifts

# Budgeting for Events

## Sample Budget

| Expenses                   | Budget | Actual | Notes |
|----------------------------|--------|--------|-------|
| <b>Meeting Space:</b>      |        |        |       |
| Room A                     |        |        |       |
| Room B                     |        |        |       |
| Banquet room               |        |        |       |
| <b>Total Meeting Space</b> |        |        |       |

|                   |  |  |                               |
|-------------------|--|--|-------------------------------|
| <b>Food:</b>      |  |  |                               |
| Pizza             |  |  | Depends on # of registrations |
| Cases of water    |  |  | Depends on # of registrations |
| <b>Total Food</b> |  |  |                               |

|                       |  |  |  |
|-----------------------|--|--|--|
| <b>Supplies:</b>      |  |  |  |
| Outreach/marketing    |  |  |  |
| Registration          |  |  |  |
| <b>Total Supplies</b> |  |  |  |

|                    |  |  |  |
|--------------------|--|--|--|
| <b>Printing:</b>   |  |  |  |
| Fundraising flyers |  |  |  |
| Program            |  |  |  |

| Expenses                    | Budget | Actual | Notes                 |
|-----------------------------|--------|--------|-----------------------|
| Name badges                 |        |        |                       |
| <b>Total Printing</b>       |        |        |                       |
| <b>Other Expenses:</b>      |        |        |                       |
| Participant gift bags       |        |        | Depends on funding    |
| Fundraising T-shirts        |        |        | Depends on funding    |
| Sponsor gifts               |        |        | Depends on funding    |
| Projector and screen        |        |        | How many rooms in use |
| Microphone(s)               |        |        | How many rooms in use |
| <b>Total Other Expenses</b> |        |        |                       |
| <b>Overall Expenses</b>     |        |        |                       |



# Give Back to the Community

For many Indigenous peoples the concept of community is of critical importance. It's a place that provides a sense of belonging as well as holds emotional and social ties that bind us to our culture and provide a sense of kinship. As a result, when the opportunity arises to reciprocate, we don't hold back.

Below is a list of ideas/ways to give back to your surrounding community.

- Raise money to provide a scholarship(s) for a student in your region
- Raise money to provide a travel scholarship(s) for a student or AISES College Chapter to attend one or more AISES annual events/conferences
- Volunteer as a judge of research presentations with AISES
- Participate in a local school tutoring program
- Organize games and activities for children in your community
- Organize webinars for AISES College Chapters in your region
- Organize a food drive for your local Indigenous center
- Collect school supplies for a tribal school
- Organize online tutoring services for pre-college and college students via Zoom or GoToMeeting
- Host a Q & A session for pre-college and college members in your region
- Provide pre-college and college shadowing opportunities
- Sponsor a Professional Night for students to meet with professionals
- Engage with local Native community organizations and offer to provide volunteers for tutoring
- Set up a booth at local powwows
- Offer speakers and assistance to your regional conference
- Offer workplace shadowing days for youth and community members

## Group Activities

As previously mentioned, individuals generally join a chapter to volunteer, socialize, get involved, and stay active. Below are a few ideas for group activities to build your chapter's relationships.

- Host a potluck dinner, picnic, BBQ, etc.
- Schedule an end of year banquet
- Organize a holiday party
- Play a sport together
- Volunteer as a group
- Start a fantasy sports league
- Go to a free community event







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