Chapter Policy Manual
Welcoming Words for the Chapter Leader

Thank you for making the decision to help lead a local chapter of National Stuttering Association!

You are embarking on a rewarding, challenging, and important journey. By volunteering to be a Chapter Leader for the NSA, you are stepping forward to help support and empower people who stutter in your community. We know that it takes time, courage, and dedication to start and sustain a chapter. Our local chapters are the backbone of the national organization, so we are invested in your success.

Leading a chapter is not always easy, and we are always working to create a support system to help you and your chapter succeed. One of those resources is this manual, and others include our website (www.WeStutter.org), your Regional Chapter Coordinator (RCC), Adult Programs Coordinators (APC), and fellow Chapter Leaders (CL) across the country connected via social media and NSA Annual Conferences.

The Chapter Policy Manual is provided for the use of chapter leaders as a guide and instruction manual for establishing their chapter procedures. Approved by the National Stuttering Association’s Adult Program Committee and Board of Directors, the intent behind the manual is to provide a set of parameters, guidelines and policies by which the chapters will be organized and governed in accordance with the parent organizations vision and mission. These guidelines are limited to those items that are best handled through specified procedures, either to provide consistency among the chapters, to safeguard the chapters from conflict with individuals who present conflict of interest, to ensure that chapters can be identified as a part of NSA as a whole, and provide those attending the best possible experience. Changes and amendments will be sent out as necessary.
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NSA Chapter Basics

Chapter Leaders,

You are the core of the world’s largest organization of People Who Stutter (PWS). Our Leadership teams, our national headquarters, even our Board of Directors, exists to support you. The life changing opportunity you provide to PWS in your area is immeasurable. Within this document are several matters of NSA policy, which we hope will give you clarity when questions and issues arise. However, the goal of this work is to provide guidance and direction for the challenge of leading a support group, promoting consistency and solidarity throughout our organization.

As always, thank you for moving our NSA forward!

Tom Scharstein
Adult Programs Chair
NSA Board of Directors

Why Local Chapters?
We believe that when people who stutter come together, great things happen.

The NSA is a non-profit organization dedicated to providing community and empowerment to people who stutter and those who support them through outreach, advocacy, education and research. The foundation of our organization is our network of chapters around the country that bring people who stutter together in their community on a regular basis. Local support groups provide an irreplaceable source of community, support and advocacy to the stuttering community throughout the year. The purpose of the local NSA chapter is to provide a safe place for PWS to share their stuttering experience.

The objectives of our local chapters are as follows:
• Provide a safe, empowering, supportive environment for a person who stutters (PWS)
• Help PWS establish connections with other PWS
• Provide a resource for information about stuttering for PWS, families, and SLPs
• Meetings are inclusive of all individuals
Starting a Chapter or Becoming a Chapter Leader

Each NSA Chapter must have permission from the national office to be recognized as an official “NSA Chapter”. In addition, each aspiring NSA Chapter Leader must go through an application process and background check to be considered an approved NSA Chapter Leader. This is our policy to ensure that all of our chapters and chapter leaders meet our standards. Here are the steps to become a chartered NSA chapter and/or chapter leader.

1. **Contact the NSA National Office** ([info@westutter.org](mailto:info@westutter.org)) with a new chapter and/or chapter leader request. You will receive a welcome letter with further instructions.

2. **Interview with a RCC.** Your Regional Chapter Coordinator (RCC) will contact you to set up an interview to discuss your motivations and the needs of your area.

3. **Volunteer Screening.** You will not be a sanctioned chapter leader until the Chapter Leader Agreement form has been completed by you and a background check has been completed and approved by our national office. This is a general background check including criminal history, and is a confidential process that involves only the potential Chapter Leader and NSA staff.

Once all of the above steps are completed and approved, we will list your chapter information (or name and contact info if you are a new leader working within an existing chapter) on the NSA website and you can get started with your contribution to the stuttering community!

*Please note that all Chapter Leaders and Co-Leaders must be cleared through a routine background check.*
Location & Frequency of Meetings

Where should your chapter meet?

If you are starting a chapter from the ground, or suddenly need to find a new location for an existing chapter, we have some suggestions. In most cities and towns across our country, there are options for free or low-cost accommodation for chapter meetings. This includes local recreation centers (YMCA, YWCA, JCC, Boys & Girls Clubs), public buildings (libraries, universities, churches), health care centers (hospitals, speech therapy clinics, community health centers), and any office or corporate meeting rooms available to Chapter members.

Occasionally, finding a free or low-cost option can be challenging. If you run into this problem, please contact your regional chapter coordinators (RCC) or Adult Program Coordinators and we will do our best to help you. No Chapter Leader should be paying unreasonable amounts of money out of pocket to lead an NSA chapter.

How often should your chapter meet?

Most chapters meet monthly or twice monthly for 1.5-2 hours each meeting. It is important to choose a consistent day, place, and time for the group each month, and try not to cancel. Many people don’t keep up with online announcements, and it helps to know where, when, and how to find a support group each month. Weeknights, especially Mondays, Tuesdays, and Thursdays, seem to be most popular and well-attended nights to hold meetings.

Who Attends NSA Chapter Meetings?

All NSA Chapter meetings are, and will remain, open to all individuals, regardless of fluency, gender, sexual orientation, disability, gender identity, age, race, religion. While we understand that PWS may want to ‘safe space’ to meet with other PWS, we are a non-discriminatory organization, and strictly forbid anyone excluding an individual from attendance based on any of these factors.

People who stutter (of course)!

The NSA’s top priority is to provide a safe, empowering, and supportive environment for people who stutter. An NSA meeting is a place where we can meet other people who stutter for the first time, learn from each other, and realize that we are not alone.
Loved ones.
Our friends and families often need just as much education and support as we do. Sometimes, we wouldn’t make it to our first NSA chapter if it weren’t for our loved one dragging us in! For that reason, NSA chapters welcome loved ones to attend their meetings and/or social events.

Professionals & Students.
NSA Chapters welcome speech therapists and SLP students to attend their meetings as a learning opportunity. Many speech therapy programs have very little education about stuttering, and students can learn from listening to the experiences of people who stutter. It may be helpful to prepare SLPs/students for your meetings with expectations and guidance, including that NSA meetings are anchored in values of acceptance of stuttering and are primarily a space for people who stutter to connect with one another.

Please remember that NSA is the ONLY national network of Chapters for people living with a speech challenge, so we can expect our strategies and insights to carry over and benefit professionals offering other types of speech therapy besides stuttering. Also, many SLP grad students depend on surveys for accuracy to be utilized in their final research projects, of which an individual CL may agree to offer to Chapter members. However, please note that any such research/survey must be pre-approved by the NSA Research Committee (NSARC), Executive Director, Adult Programs Chair, or Family Programs Chair.

Chapter Inclusiveness

Any chapter meeting or chapter event with an NSA label must be inclusive; meaning that our meetings are open to anyone with an interest in stuttering. The only individuals that we deny access are those with a fact pattern of causing trouble in meetings or those with financial gain intentions. These are judged on a "case by case" basis.

Should a chapter host an informal meetup, hangout, or outing only to PWS, the terms "NSA" or “Chapter” may not be included in the description of the event.

Anti-Harassment Policy

The NSA is dedicated to providing a safe, supportive and harassment-free space for our members. We have a zero-tolerance policy for harassment, especially as it pertains to gender, sexual orientation, disability, gender identity, age, race, or religion. Harassment includes offensive verbal comments related to gender, sexual orientation, disability, gender identity, age, race, religion, the use or display of sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.
Anti-Harassment Policy (continued)

Chapter leaders, members or guests violating these rules may be sanctioned or expelled from the chapter/event at the discretion of the Adult Program Chair, Family Program Chair, and/or the Executive Director.

If you feel that a group member or anyone else is acting inappropriately towards you or any member of your chapter, please contact the Executive Director, Adult Programs Chair, or Family Programs Chair, immediately for assistance. You can also send an email directly to Info@WeStutter.org if you aren’t sure how to escalate up the chain of command. Even if you are not 100% sure if our anti-harassment policy is being violated, please let us know if you are feeling uncomfortable because of someone else’s behavior. We can help you figure out how to move forward to ensure that your chapter remains a safe and supportive space. Please know that you are not alone and that we are here to support you.

Please note, while we take all concerns seriously, we will use our discretion as to in determining when and how to follow up on reported incidents and may decline to take any further action and/or may direct the participant to other resources for resolution.
Chapter Leader Responsibilities

Promoting Your Chapter

Getting the word out about your chapter is a critical step towards building a thriving chapter. It can be hard, especially at first, to get people to your meeting. Rest assured that persistence is the key, and that you are doing people who stutter a great service by creating this space for them. Here are some tips.

- **NSA Chapter Directory.** Once your chapter is approved, it will be listed on our state-by-state directory of local chapters, along with meeting information and the Chapter Leader’s contact information. Most chapter members find their local chapter using this resource. You will likely receive emails from prospective members, SLPs, or parents inquiring about the chapter. Be sure to respond in a timely and polite manner.

- **Fliers.** Check out our editable flier template and other resources in the Growing Your Chapter section of WeStutter.org. Plug in your local chapter information, then hang them in local coffee shops, schools, libraries, and community centers. You never know who you will reach!

- **Chapter Websites.** Many chapters create their own websites, complete with details about meetings, short bios of chapter leaders and pictures or testimonials. If you want to create a website and need access to official logos and contact information, contact the National Office (info@westutter.org).

- **SLP Outreach** Many people who find the NSA find it through a referral from a speech therapist. It is worth your while to reach out and get to know local speech therapists, especially those that specialize in stuttering. You can call or email their office and let them know that you lead a support group for people who stutter, and that it can work hand in hand with stuttering therapy to support and empower people who stutter. Refer them to the WeStutter.org website to learn more, and send a flier that they can hang in their lobby.
Communicating With the NSA

Staying in touch with the national NSA organization helps us stay aware of your needs and allows you and your members to stay aware of regional and national events that you may benefit from. Here’s how we ask CLs to keep us filled in.

- **Chapter Reports.** Three times a year (January 15th, May 15th and Sept 15th), we ask that one CL from each chapter fill out a brief Chapter Trimester Report online. It includes questions about average number of attendees, how you feel chapter is doing overall, special events your chapter has planned and other items that help us understand the impact of our organization and what we can do to help you. Your RCC will remind you when this is due.

- **Sign-In Sheets.** We ask that each NSA Chapter submit a sign-in sheet after each of their meetings. This allows each new chapter member to be looped into the national organization and lets us know how many people we are reaching. Please print the sign-in sheet before each meeting, and take a clear photo of it afterwards to email to the national office. You may also fax or mail it in. If certain members do not want to be added to the NSA listserve, they may simply write their name on the sheet.

- **RCCs.** We operate chapters in seven regions across the country, each one staffed by a volunteer Regional Chapter Coordinator (RCC). This person is your greatest resource and first line of contact with NSA leadership. They will help with new chapter development, analyzing chapter data in the region, and with any challenges you may come up against. Feel free to reach out to them with challenges or ideas. They are here to support you!

- **APC and FPC.** Adult and Family Program Chairperson(s) serve on the NSA Board of Directors and manage chapters at a national level, working closely with RCCs. They are easily accessible by email for you and your RCC if you need assistance or have an idea to share!
Communicating with Members (Part 1)

The best way to build and maintain a thriving chapter is to have consistent communication with your members. This reminds members that they are part of a special community who cares about their presence. Here a few ways to do it.

• **Up-to-Date Information.** Make sure that your chapter information on the NSA website and your chapter website is up to date! There is nothing worse than showing up to your first NSA meeting to find it isn’t there. People who find an outdated website or social media account are unlikely to attend a meeting for the first time. Email info@westutter.org to let the national office know of schedule changes or if you are taking any months off.

• **Member Listserve.** Collect names and email addresses on our sign-in sheet at each meeting. Use an old-fashioned email list, MailChimp, Google Groups, Yahoo! Groups, or any other app to send out reminders before meetings, recaps after meetings and announcements about special events like social gatherings or the Annual NSA Conference.

• **Personal Follow-Ups.** Take it upon yourself or ask members to follow up with attendees before and after a meeting. Send a reminder text about an upcoming meeting, shoot an email to a first-timer to ask how their experience was, or call an old-timer who you haven’t seen in a few months. Let it be known that they have joined a community of friends who care about their presence and experience. Many CLs find that this old-fashioned way of engaging members is the most effective!

Use these ideas, but be creative! With ever evolving technology, there are always a new and smarter ways to stay in touch with your members.
Communicating with Members (continued)

Facebook. This is a fantastic tool to promote your chapter and engage your members. Not sure how FB could help your chapter? Learn more here...

- **Facebook Group** - a great way idea to keep the discussion going outside of meetings. Think of it like a chat forum, where members can pose question or post relevant articles, films or podcasts to the group. Groups can be “open” to anyone or “closed” where members request to join. A closed group allows for member privacy. If requested, the NSA Staff, APC, and RCC must be approved as members.

- **Facebook Page** - less conducive to discussion, but will help you get the word out to prospective members. Think of this as a public relations page, from which you can make announcements. You can even “boost” posts or events, so the public can learn about stuttering and your chapter.

Please adhere to standards of conduct online as you would in any chapter meeting or other NSA event, and use the appropriate logos and language (mission statement, etc.). If you need any assistance creating social media accounts for your chapter, please contact the National Office ([info@westutter.org](mailto:info@westutter.org)) and our Projects Director will be happy to help. One RCC and NSA staff member must be included as member for any FB page/group affiliated with our NSA.

We ask that CLs refrain from creating Facebook event pages for any national NSA event (e.g.: Annual Conference, Fall Regional Conference). The best way to promote those events is to “share” the events that the national office creates on your local pages. For local, chapter-only events, you are strongly encouraged to create your own FB events to get the word out, but for national events, it is imperative that we have one centralized event with the most current and correct content and that is consistently moderated by one of our NSA administrators.
Running a Meeting

Meeting Facilitation

There are fundamentally two types of meetings:

- **Large Meetings** (12+ attendees) require more structure and perhaps division into smaller groups.
- **Small Meetings** (<12 attendees) can be unstructured and more of an informal conversation with a heavy emphasis on support.

Step-by-Step Meeting Facilitation

- Some chapters have very structured meetings with planned activities, while other chapters are more free flowing and conversational. Every meeting may be different! Experiment with both, and respond to the needs of your members.

- **Preparation.** Come with copies of a Chapter Meeting Topic Guides and distribute to attendees. Have members take turns as Meeting Facilitators, creating leadership opportunities within your Chapter.

- **Opening.** Ask a volunteer from the group to read the **Welcoming Words**, which explains the values and goals of the NSA and set the tone.

- **Introductions.** Welcome the group and asks attendees to “go around the circle” and introduce themselves. Be clear that attendees have the right to pass. Warm up the room by adding a short question to the introduction, such as “*What brought you here tonight?*” or “*How long have you been involved in the stuttering community?*” As this goes one, circulate the **sign-in sheet** with a pen.

- Unless you have a specific activity planned, it is always good to start by opening the floor to the group. “*Does anyone have anything to share with the group? Does anyone have something they want to talk about tonight?*”

- If the group doesn’t take off, pull out those activities or topics you prepared. Close the meeting by making announcements for any local or national events upcoming. Then ask a member to read the **Closing Words** and thank everyone for a fantastic evening. Many chapters hit a local restaurant or bar for some casual connecting after their meetings!
Important Tips

1. **Set a friendly tone:** One NSA member described it best: “I love the NSA, because when I walked into my first meeting, it felt like everyone was happy that I had arrived.” Discussion doesn’t need to be artificially positive to set a tone of friendliness and optimism so people feel as though this is a community they want to return to.

2. **Allow for silence.** This is not easy, and many of us will want to jump in and talk. Resist that urge. Allow 20, 30, 45 seconds of silence. People who stutter often have a lot to say but wait until the time is right for them to speak. Respect this, and trust that someone will come up with something.

3. **Make room for your members.** Don’t fall into the trap of talking too much. You are there to facilitate connection, not to preach. Relieve yourself of the feeling that you have the answers for every question, and let members pipe up for one another.

4. **If necessary, step in.** If someone is dominating the conversation, try saying, “Thank you for your thoughts, Sam. Is there anyone who hasn’t spoken much tonight that wants to share something?” Gently remind your members that this is a support group. Advice is helpful and natural, but if one member is dishing out too much advice, feel free to say to the group “Well, we know that everyone is different and will find their own way. One approach will not work for everyone. If you have to, remind members that this is not a therapy office, but a safe space for PWS to share feelings and experiences.
Troubleshooting Challenges

Challenging members.
Every Chapter Leader could likely fill a small book with stories of group members who say the wrong thing at the wrong time. Usually, this is harmless, but, sometimes it crosses over to inappropriate. If a group member is offering unsolicited advice that is offensive to other group members, making mean-spirited jokes, or being downright rude, speak to them privately and remind them of our opening words. Let them know exactly what you found inappropriate, explain why it is inappropriate, and ask them to refrain from that behavior next time. If one person frequently makes other members feel uncomfortable or offended, escalate the concern to your RCC for assistance.

Inappropriate Behavior or Harassment.
If the behavior of an attendee goes beyond the normal bounds of “saying the wrong thing at the wrong time” and any Chapter Leader or chapter member is made uncomfortable due to comments on their gender, sexuality, ethnicity, race or disability, know that we have a zero-tolerance policy for such harassment. Convey your concern the Adult or Family Program Chairs, or Executive Director. We will ensure that the situation is handled with minimal stress on you and your chapter. Chapter leaders should never feel that they need to just “put up with” inappropriate or abusive behavior.

Research requests.
You may be contacted by stuttering researchers to ask if your members would like to participate as subjects. You must ensure that the study has been approved by the NSA Research Committee before inviting any members. Please email info@westutter.org to check in and tell the researcher to do the same. All research opportunities must be approved by NSA Research Committee before presentation to members.

Disbanding Your Chapter.
There may come a time when you need to disband your chapter or put your meeting on ‘pause’ for a time. This can happen for a variety of reasons, most often relocation of Chapter Leaders, lack of community interest, or loss of meeting space. This is not uncommon, and most importantly, not your fault! However, it is crucial to let the national office and your RCC know immediately of any changes to your meetings, including disbanding of the chapter. Again, we would never want someone to show up to their first meeting, only to find it’s not there.
Building a Thriving Community

Social events are a great to strengthen the bonds of your chapter. They expand the “circle of acceptance” of stuttering outside of a traditional support group and allow members to get to know each other in a less formal space. Here are some tips.

1. Pick a date and promote the event at least one month in advance. Or have an annual event! If the event is open to the larger public, consider asking the NSA national office to add the event to their calendar.

2. Consider the needs of your members. Is the event wheelchair accessible? Are you members old enough to enter a bar or movie? Don’t be afraid to ask and communicate these things clearly with members.

3. You won’t always be able to make everyone happy. Poll your members to see what people would most like to do, and consider doing something different each month. Here are some ideas.

   • “Chat ‘n Chew” dinner or drinks at a restaurant or local bar
   • Tour a museum
   • Catch a movie (especially if it touches on disability or stuttering!)
   • Bowling, ice skating or a picnic
   • Sign up for a 5K/Obstacle Course Race or take a yoga class
   • Catch a local sporting event. Contact the ticket office and let them know you are a non-profit group to see if you can get a discount.
   • Holiday parties are a great annual tradition. Consider having a party in a private home, restaurant, or bar.

No matter what you event you choose, we guarantee that your members will embrace the opportunity to connect in a laid-back environment!
Advocacy (Part 1): Raising Awareness

Awareness raising events are a great way to strengthen your chapter and make an impact in your local community. Remember that most people who stutter in the world don’t attend support groups or belong to the NSA, so those of us who are lucky enough to find the NSA can work on making the world a little better for all!

Information Tables. Contact your local Parks & Recreation Departments and ask for a permit to set up a table in a local park, farmer’s market, or community fair. Feel free to reach out to the NSA National Office to see what types of handouts and materials we can offer. Survey chapter members and compile your own “Stuttering 101” or “Stuttering FAQ” sheets. Consider hosting this type of event around International Stuttering Awareness Day (October 22nd) or National Stuttering Awareness Week (second full week of May). This lets the public know that stuttering is nothing to be ashamed of or quiet about, and is a safe and fun way for your members to practice discussing stuttering openly. Having members bring baked goods and smiles will be sure to draw the crowds!

Media Coverage. Placing an ad for your chapter in the local paper, reaching out to local new media, or writing a special interest story about stuttering are great ways raise public awareness via the media. The NSA employs a media relations firm that can help you with getting the word out. Contact us at the National Office for more information, or check out our tip sheet for generating media coverage.

Working with local schools. Many CLs and their members have given fun presentations at local schools to educate kids and educators about the experience of stuttering. Every school is different, but try reaching out to the administration, special education office or working with a local school SLP to get your foot in the door. Consider presenting a “Stuttering 101” talk to the kids or teachers!

Advocacy (Part 2): Special Events & Conferences

Organizing a special event for your chapter is a wonderful way to get members involved while offering an opportunity to dig deeper into topics. Ask engaged members to help out, or even have them lead a special event to encourage proactivity and breaking out of their comfort zones.
**Workshops.** Are there any topics that your group seems hungry to dig deeper into? Consider substituting one of your support groups with a special workshop. You could host a panel discussion of couples to discuss relationships while stuttering. Or perhaps craft a presentation on the history of disability rights. Or invite members in different professional fields to discuss stuttering in the workplace with Q&A. Brainstorm some thought provoking or fun topics and give it a try!

**Visiting Local Graduate Schools.** Many NSA members regularly appear on panels at their local SLP graduate schools to share their experience as people who stutter with SLP students. What better way for therapists in training to learn about helping people who stutter than by hearing your stories! Contact your local SLP program and offer to gather a small group of PWS to appear on a panel one night.

**Local conferences.** Planning and hosting a local conference is a fantastic way to strengthen your chapter and give your members leadership opportunities. Start by brainstorming with a group of active members. Have everyone share what they would like to see in a day-long stuttering conference. Think about how much time you need to plan and pull it off (we suggest at least 5-6 months). See the fundraising section below for ideas to help finance the day. Once you have an idea of what you and your members want to do and where and when you can do it, contact the national office to fill us in. We will do whatever we can to help you succeed!

For more inspiration or advice on pulling off a special event, head over to the NSA Chapter Leaders Facebook Page and pose a question to the group. Many chapters across the country have organized amazing events, and we couldn’t possibly contain all their wisdom into this one document. Use them as a resource!
Fundraising Policy

We strongly encourage our local chapters to raise money throughout the year to support their chapter functions (rental space, special events, and holiday parties) and contribute to the national organization as well. Below are a few different ways to raise funding.

**Monthly Support.** NSA Chapters are free and open to all, though attendees may wish to consider becoming a monthly supporter through an account or card. An investment of $10-20 per month might not seem like much, but, if we all do it, it will make a HUGE impact.

**CrowdRise.** The NSA has an official page at CrowdRise, where you can “Fundraise for this charity” online and provide your donors with tax-exempt status. Make an account and start a fundraiser on our CrowdRise page. The money will head to the national office, who will work with you to direct the funds to your chapter. Be sure to share far and wide on social media with a compelling caption to let others know exactly what this money will accomplish!

**Facebook Gift Drives** Facebook fundraising and donation tools are available for charitable 501(c)3 organizations based in the United States. In addition to the ‘Donate’ button you may see on our main National Stuttering Association Facebook page; individuals now have the option to raise funds for these organizations. This is a quick and easy way to commemorate a special occasion or just get the word out about an origination about which you are passionate. Give it a try today! Simply click ‘Create’ > ‘Fundraiser’ on your left-hand sidebar, and follow the simple steps.

**NSA Fundraiser/Event Form.** Prior to hosting an NSA sanctioned fund-raising event, the Event Accounting Worksheet (appendix) must be submitted and approved by the national NSA office.

*It is of the utmost importance that your chapter has the resources it needs to self-sustain, without you paying too much out of pocket. So, we understand that most of the money you raise will need to be directed back to your chapter! That said, many chapters organize one fundraising event throughout the year to donate directly to the NSA national office for a specific or general purpose. We depend on small donors and appreciate any help your local chapter can send our way so we can continue to serve you.*
Appendix

Event Accounting Worksheet (page 1 of 2)

**NSA Fundraiser** (e.g.: 5K Walk/Run, Regional Workshop) Event approved by NSA Review Committee, contains our NSA branding for advertising, and may be promoted on the NSA website. The goal is to generate funds that surpass event expenses, with the intention of donating all remaining profit to the NSA.

**Criteria**

1. Pre-approval by the Executive Director and Event Coordinator
2. All pre-registration fees paid directly to the NSA office
3. Any requests for space/location fees must be discussed and approved by Executive Director and Event Coordinator prior to the location being confirmed
4. Any requests for reimbursement for event promotional expense is subject to the discretion of the NSA office
5. Complete fundraising accounting worksheet within 30 days of event completion

**NSA Chapter Social Event** (e.g.: Picnic, Sporting Event)

1. Pre-approval by the Executive Director and Event Coordinator
2. Will be listed on the NSA website once details are finalized
3. All expenses paid through self-funding of hosting Chapter members or Chapter
4. This is a "break even" activity, with no profit generation
5. Chapter Leader to complete an Event Accounting Worksheet (page 2) within 30 days of event completion, and forward to National Office.

**NOTE:** Any funds from activity/event utilizing NSA nonprofit tax-ID number must be coordinated through the NSA office.
## Event Accounting Worksheet (page 2 of 2)

<table>
<thead>
<tr>
<th>Date of Proposed Event</th>
<th>Is this a:</th>
<th>Fundraiser</th>
<th>Social Event</th>
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Is there a registration/reservation fee associated with this event?:  ___ Y/N  How much? $ _____

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<th>Fundraiser/Social Event Name</th>
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<th>Location (complete address)</th>
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<th>Contact person (if other than Chapter Leader)</th>
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$______ Promotional Expenses (list by item)  $______ "Day of" Expenses (list by item)

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________

$ _________ Total Funds Raised

$ _________ (less expenses)

$ _________ Total Proceeds
Chapter Leader Agreement

As a chapter leader of a local chapter of the National Stuttering Association, I agree to abide by the following tenets:

- Provide a safe and supportive environment for all persons who stutter (PWS)
- Help people who stutter establish connections with other people who stutter
- Provide a safe place to gain information about stuttering
- Follow the established policies and procedures of the National Stuttering Association as set forth by the Board of Directors and the Chapter Leader’s manual
- Understand that names/personal information of NSA members cannot be sold, rented or distributed without prior written approval from the NSA National Office

All Chapter Leaders acknowledge this by signing below. Please note that the contact information listed below will be what is used for your chapter listing on our website and in any other chapter advertising.

Name(s) of all Chapter Leaders & Co-Leaders:

________________________________________________________________________

Type of Chapter (circle one):
NSAKids (ages 7-12); Teens (ages 13-17); Family (ages 7-17); Adult (ages 18+); Military Personnel

Signature of Chapter Leader & Co-Leaders:

________________________________________________________________________

Chapter Leader Contact Email(s):

________________________________________________________________________

Chapter Leader Contact Phone Number(s):

________________________________________________________________________

Chapter Location
Chapters must meet in a public location (library, office building, classroom, etc), and may not be held in a private home. Incomplete addresses will not be approved.

________________________________________________________________________

Business/Building Name

________________________________________________________________________

Street Address Suite/Room # City/State Zip

Meeting Days & Time (eg: 3rd Saturday of each month, 1st Wednesday of each month, etc)

________________________________________________________________________ _______ AM/PM Date of First Meeting: ______________________________