

# **NSA Chapter Leader Manual**

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# **NSA Chapter Leader Contacts**

Adult Chapters Contact the Regional Chapter Coordinator for your region – <u>RCC/Region</u>

Family Chapters (Families/Teen/Kids) Contact Stephanie Coppen at <u>stephanie@westutter.org</u>

# Why Local Chapters?

Every month, adults and kids who stutter from all over the country participate in adult and family Local Chapters of the National Stuttering Association (NSA). At these self-help support groups, conversation flows freely without fear or embarrassment, and no one feels alone. It's also where people who stutter can gain higher self-esteem, greater self-acceptance, and more overall life satisfaction.

As a non-profit organization, the NSA provides community and empowerment to people who stutter and those who support them through outreach, advocacy, education, and research. Local support groups are the foundation of the NSA and provide an irreplaceable source of community, support, and advocacy to the stuttering community throughout the year.

## The objectives of our local chapters are:

- Provide a safe, empowering, supportive environment for a person who stutters (PWS)
- Help PWS establish connections and friendships with other PWS
- Serve as a resource for information about stuttering for PWS, families, and SLPs
- Be inclusive and open to anyone with interest in stuttering.

# **Types of Chapters**

Adult Chapter – Attendees are 18 years of age or older.

**Family Chapter** – Attendees are kids and teens (7-17 years) who stutter and their parents.

Teen Chapter – Attendees are 13-17 years old.

Kids Chapter – Attendees are 7-12 years old.

# Starting a Chapter or Becoming a Chapter Leader

Each NSA Chapter must have authorization from the national office to be recognized as an official "NSA Chapter." Each aspiring NSA Chapter Leader must go through an application process and background checks to be considered an approved NSA Chapter Leader. Our policy is to ensure that all our chapters and chapter leaders meet our standards. Here are the steps to becoming a chartered NSA chapter and/or chapter leader.

- Contact the RCC for the appropriate region or the NSA National Office
   (info@westutter.org) with a new chapter and/or chapter leader request. You will receive a welcome message with further instructions.
- 2. Interview with an RCC. Your Regional Chapter Coordinator (RCC) will contact you to set up an interview to discuss your motivations and your area's needs.
- 3. Volunteer Screening. You will not be a sanctioned chapter leader until you have completed the Chapter Leader Agreement form, 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.
- 4. **Anti-Harassment Training.** All potential Chapter Leaders must complete NSA Anit-Harassment Training and confirm it has been completed by submitting an Anti-Harassment Attestation.
- 5. **Chapter Leader Agreement.** All potential Chapter Leaders must complete the NSA Chapter Leader Agreement.

Once these 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!

Note: 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 start a chapter from the ground or suddenly need to find a new location for an existing chapter, we have some suggestions. There are options for free or low-cost accommodation for chapter meetings in most cities and towns across our country. 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 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 Coordinator(s), 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 for 1-2 hours each meeting. It is essential to be consistent with your meeting 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, mostly Mondays, Tuesdays, and Thursdays, seem to be the 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 a 'safe space' to meet with other PWS, we are a non-discriminatory organization and strictly forbid anyone excluding an individual from attendance based solely 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.

Keep in mind the NSA is the *only* national network of local support chapters serving and supporting people who stutter, their loved ones, and professionals in the field. We can expect our strategies and insights to carry over and benefits 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, 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 interested in stuttering. The only individuals we deny access to are those with a fact pattern of causing trouble in meetings or those with financial gain intentions. These instances are based 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 event's description.

# **Anti-Harassment Policy**

The NSA provides a safe, supportive, and harassment-free space for our members. We have a zerotolerance 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 with malicious intent, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Chapter leaders, members, or guests violating these rules may be sanctioned or expelled from the chapter/event at the discretion of the Executive Director, Events and Outreach Coordinator, or the NSA Board of Directors.

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 or Events and Outreach Coordinator immediately for assistance. You can also send an email directly to <u>info@westutter.org</u> 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, or a group member are uncomfortable because of someone else's behavior. We will assist you in moving forward so 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 in determining when and how to follow up on reported incidents. We may decline to take any further action and/or may direct the participant to other resources for resolution.

# **Privacy Policy**

The National Stuttering Association (NSA) is committed to protecting the privacy and accuracy of your confidential information to the extent possible, subject to provisions of state and federal law. We do not re-distribute or sell personal information collected on through our website to third parties that have no right to that information.

At the start of any NSA event or gathering, including chapter meetings and events, you are considered to be 'opted in' (allowing) the NSA's use of you and/or your child(ren)'s photos/images/likenesses on printed NSA materials, in video(s), or on the web and internet (e.g.: social media) unless you 'opt out' by completing and submitting our <u>Photo/Video Opt Out Form</u>. We will never tag individuals in photos used. Participants may opt out at any time.

# **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 challenging, especially at first, to get people to your meeting. Rest assured that persistence is the key, and you are doing people who stutter a great service by creating this space for them. Here are some tips.

## NSA Chapter Website Listing

Once your Chapter is approved, it will be listed on the <u>NSA's Find a Chapter page</u>. This is a state-bystate 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/Handouts**

Download our <u>editable flier template</u>, 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! There are other resources in the Chapter Leaders Tools section of the NSA's website to help you grow your Chapter.

# **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.

#### **Disciplinary Issues**

Chapter Leaders are expected to adhere to NSA policies outlined herein and conduct themselves in a manner that is representative of the NSA and its mission. If a Chapter Leader is reported or observed to have violated NSA policies or behaved in a way that is unbecoming of an NSA representative, NSA leadership will investigate violations and/or noncompliance. If an investigation substantiates reported allegations, disciplinary actions may include, but are not limited to, suspension as chapter leader, suspension from NSA events such as chapter meetings, Annual Conference, and Amplify 1 Day Conferences for a period determined by NSA leadership. Depending on the severity of non-compliance, permanent removal may be necessary.

# **Communicating with Chapter Members**

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 unique community that cares about their presence. Here are a few ways to do it.

# **Up-to-Date Information**

Make sure that your chapter information on the NSA website is up to date. If you have a chapter website, make sure that it is up to date, too! There is nothing worse than showing up to your first NSA meeting to find it isn't there. People who see an outdated website or social media account are unlikely to attend a meeting for the first time. Utilize the <u>Chapter Listing Update Form</u> in the Chapter Leader Tools to let us know of any changes to your meetings.

## **Chapter Email Lists**

Collect names and email addresses on your chapter's custom digital 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 new and smarter ways to stay in touch with your members.

# 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 questions 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 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 that the public can learn about stuttering and your Chapter.

### Instagram

Much like Facebook, Instagram is a great tool to promote your Chapter and engage your members. In fact, you can set your Instagram account to automatically share any posts directly to the Chapter FB page.

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 our Projects Director, Mandy at <u>Mandy@westutter.org</u>. One RCC and NSA staff member must be included as a member of 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, Amplify 1 Day Conferences, etc.). 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.

# **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 remain aware of regional and national events that you may benefit from. Here's how we ask CLs to keep us filled in.

# **Chapter Trimester Reports**

Three times a year (January 15<sup>th</sup>, May 15<sup>th</sup>, and Sept 15<sup>th</sup>), we ask that one CL from each Chapter fill out a brief Chapter Trimester Report online. It includes questions about the average number of attendees, how you feel the 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.

# **Meeting Sign-In Sheets**

We ask that each NSA Chapter <u>submit a sign-in sheet</u> 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 use the custom digital sign-in sheet link provided to you and complete the information each month, then email <u>Mandy@westutter.org</u> to let her know that that month's sheet has been completed.

# **Adult Regional Chapter Coordinators**

We operate chapters in various regions across the country (please visit our <u>Chapters</u> page on the website for regions and RCC's), each one staffed by volunteer Regional Chapter Coordinators (RCC). This person is your greatest resource and the 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!

#### **Family Chapter Regional Coordinator**

Family Chapters have one Regional Coordinator. Please visit our <u>Chapters</u> page for more information.

# **Running a Chapter Meeting**

# **Meeting Facilitation**

- Adult Large Meetings (12+ attendees) require more structure and perhaps division into smaller groups.
- Adult Small Meetings (<12 attendees) can be unstructured and more of an informal conversation with a heavy emphasis on support.
- Family (kids, teens, parents) it is important to have 2 or more Chapter Leaders to facilitate a Family Chapter meeting since the larger group will be broken into smaller groups based on age.
- **Teen** (13-17 years) can be structured or informal depending on the needs of the attendees.
- Kids Chapter (6-11 years) fun and engaging activities should be planned for each meeting.

# **Step-by-Step Meeting Facilitation**

Some chapters have very structured meetings with planned activities, while other chapters are easier going and conversational, and some are a hybrid of those formats. Every meeting may be different! Experiment with different formats and respond to the needs of your members.

- **Preparation.** Depending on your chapter type (Adult or Families), be sure to review the <u>Adult</u> <u>Chapter Meeting Guide</u>, <u>60+ Things to Do at Your Chapter Meetings</u>, or the <u>Family Chapter</u> <u>Activity Guide</u> prior to the meeting and plan your discussion topic and/or activity.
- **Opening.** Ask a volunteer from the group to read the <u>Welcoming Words</u>, which explains the values and goals of the NSA and set the tone.

• **Introductions.** Welcome the group and ask 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 on, circulate the <u>sign-in sheet</u>.

• 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 <u>Closing Words</u> and thank everyone for a fantastic evening. Many chapters hit a local restaurant or bar for some casual connection after their meetings!

## **Important Tips**

• 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." The 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.

• 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.

• **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.

• 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 must, remind members that this is not a therapy office, but a safe space for PWS to share feelings and experiences.

# Troubleshooting

#### **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 unacceptable, 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 to 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. Check the NSA Website for the research listing, or email info@westutter.org to check in. Tell the researcher to do the same. All research opportunities must be approved by the NSA Research Committee before presentation to members.

# **Disbanding a Chapter (Chapter Leader)**

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 the disbanding of the Chapter. Again, we would never want someone to show up to their first meeting, only to find it's not there.

## **Disbanding a Chapter (Organization)**

Organizational Leadership (Program Chairs/NCC/RCC) may notice a Chapter is struggling or has lost contact with the Chapter Leaders. Leadership will make every effort to get in touch with Chapter Leader(s). Communications will come in the form of an email to the official email listed for that Chapter as well as a phone call. It is the responsibility of the Chapter Leader(s) to ensure the National Office records your current contact information. The website will not include phone numbers without the chapter leader(s) consent.

Leadership will work with struggling Chapters to assist with outreach, promotion, and attendance. After a time, if efforts have not resulted in positive results, leadership may make the decision to disband the Chapter.

If Organizational Leadership is unable to reach a Chapter Leader after multiple attempts, the Chapter may be disbanded. As an organization, we must ensure the people we are committed to supporting are able to reach us. If leadership is unable to contact or receive responses from chapter leaders, we must assume PWS inquiring about chapter information are not having their inquiries answered as well; therefore, the Chapter may be disbanded. If, later, there is renewed interest in a disbanded chapter, NSA leadership will assist in reactivating the Chapter.

# **Growing your Chapter**

## **Social Events**

Social events are 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 your 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
  - Team axe throwing
  - Trivia night at a restaurant or pub
  - Escape Room
  - Go karting, mini golf
  - Catch a movie (especially if it touches on disability or stuttering!)
  - Bowling, ice skating, 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 nonprofit 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.

## **Raising Public 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!

# **Guest Speakers**

- Long-time chapter attendee ask a long-time attendee to facilitate a meeting.
- **Disability advocate** there are many organizations that work towards making their communities a better place for those with special needs or disabilities. They can assist people in breaking down barriers related to employment, support efforts to bridge the gap from school to adulthood and so much more.
- Special Guests Invite someone (or a panel of PWS) from the stuttering community that has
  made a great impact on the community at large to attend a meeting in-person or virtually to
  share their inspiring and impactful story. Different voices and experiences are important in
  shaping our outlook and perspective. With technology, inviting a guest speaker who does not
  live locally is easy. They can attend using Google Hangouts, Teams, or Zoom.

### **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 22<sup>nd</sup>) 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 particular interest story about stuttering is an excellent way to raise public awareness via the media. The NSA employs a media relations firm that can help you with getting the word out.

## 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!

## **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, or even have them lead a special event to encourage proactivity and breaking out of their comfort zones.

# Workshop

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 are 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). 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 support you to ensure you succeed!

For more inspiration or advice on pulling off a special event, head over to the <u>NSA Chapter Leaders</u> <u>Facebook Page</u> 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 ChangeMaker through an automatic payment. An investment of \$10-20 per month might not seem like much, but, if we all do it, it will have a HUGE impact.

## **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.

# The NSA is here to help you!

Being an NSA Chapter Leader is rewarding, but it can present challenges. We don't ever want our Chapter Leaders to feel discouraged or overwhelmed. We endeavor to ensure that our Chapters are thriving, and our Chapter Leaders are well equipped to fulfill their responsibilities, however if a Chapter is struggling, we want our Chapter Leaders to reach out to us for assistance. Remember, you are not alone!