

Chapter**

Basic Requirements
Chapter Charter Agreement Form (annual)
Chapter Officer Listing with 4 required officers (annual)
Chapter Financial Report (annual) for local bank account with unique EIN
Up-to-date bylaws submitted (with 10 member signatures)
Expectations
Use ESA for communication through email
At least 20 emails on file for alumni in chapter area (domestic only)
At least 200 alumns in geographic area
Local sponsorships must be reported to ESA
Use sign-in information sheets periodically at social events and send to ESA
Any design created outside of ESA staff must have prior approval before use
Active, Up-to-Date Web Presence (i.e., Facebook, Twitter, Chapter Website)
At least 1 Social Alumni Engagement Event (not including Game Watch)
Accomplish 1 Key Priority Event
Submit post event reports on Key Priority Events (email or mail completed form to Chapters Dept)
Report on at least 1 board meeting annually (send meeting notes/agenda to Chapters Dept)
If Scholarships are awarded, minimum total contributed per student \$500
Membership promotion with the intent to increase membership in local area (i.e., special member-only price at event, member-only door prizes, membership talks, etc.)
Benefits
20 Emails annually (no more than 1 per week)
Receives 1 leadership training opportunity by staff or CAB
1 mailing to members only per year, expense covered by ESA (must be used for Key Priority Event, template self-mailer, domestic only)
Up to 2 additional mailings at cost to chapter
All Basic Resources
Outstanding Chapter **
Send at least 1 person to Chapter Leadership Conference bi-annually
Contribute \$1000 + in Scholarships
Participate with ESA on Social Media/Web (Facebook, Twitter, etc.)
Participate in Project Worldwide
<i>Receives: nonmembers added to mailing, expense covered by ESA annually</i>

Basic Resources

Listed as official group on TexasExes.org
Registered Trademark Chapter/Network logo
Event Listing on Texasexas.org
Event Liability insurance (updated on annual basis, subject to change) (domestic only)
40% discount at University COOP when items are purchased for fundraising reasons
Speakers bureau list for chapters/networks to use
Free website Hosting
Online event registration and rsvp
Credit Card Processing
Online Credit Card donations to chapter's/network's scholarship endowment
Scholarship Endowment administration
Chapter leader resources offered online including training collateral, how-to manuals etc.
Chapter Advisory Board member assigned to groups for additional volunteer resource (domestic only)
Access to Chapter Leadership Group in LinkedIN
Survey assistance
Resources Restricted
\$500 matching funds to chapters that contributed to scholarship funds less than 5 years