



HEALTHY BRAINS FOR CHILDREN

“PREVENTING PRENATAL EXPOSURE TO ALCOHOL”

Healthy Brains for Children Chapters Start-up Manual

This manual is designed to give guidance to the start-up chapter board through the first several meetings. The manual has sample agendas and action plans that can be used to complete all chapter application requirements. The action plans can be used to start conversations about the mission and focus of the chapter in the first year of development.

Membership in your organization is vital to your health and the health of the parent organization. Special focus must be maintained on retaining and increasing membership.

Remember to have an official record of every board meeting. Start a three ring binder with hardcopies of all official papers and records. After the initial start-up organizational meetings you may want to separate board meetings from membership meetings. Membership meetings are designed to increase the knowledge of members and plan future activities.

Due diligence of financial responsibilities is required for continued use of the tax exempt status provided by Healthy Brains for Children, Inc.

A Healthy Brains for Children representative can be invited to the start-up meetings either in person or via web-cam, depending on the feasibility/cost of travel.

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Introduction

The goal of the chapter initiative is to provide a mechanism to establish community-based groups across the world with a singular focus on preventing prenatal exposure to alcohol. This community led, prevention initiative will multiply the prevention message exponentially. Research is clear on the effectiveness of community led prevention efforts for lowering the levels of teen drinking. Healthy Brains for Children is confident the community based prevention of prenatal exposure to alcohol will be equally, if not more, effective.

Becoming a Chapter of Healthy Brains for Children (HBC)

Healthy Brains for Children strives to multiply the message of prevention of prenatal exposure to alcohol in a way that will have the greatest impact in your community. In order to do this, HBC relies on the leadership and participation of volunteers. Volunteers, organized as chapters of HBC, raise awareness and financial support from individuals, service clubs, foundations and corporations in the communities in which they live and work. Chapters are spearheaded by volunteer steering committees. Membership in Healthy Brains for Children, Inc. provides needed funding to the organization to facilitate continued operation and growth.

- Healthy Brains for Children, Inc. is one organization with a single mission.
- Within this mission, Chapter boards have the authority to use their resources and implement programs and activities within centrally approved policies and standards of Healthy Brains for Children, Inc.
- Healthy Brains for Children, Inc. is one incorporated non-profit entity with chartered chapters authorized to use the name, logo, etc., and to represent Healthy Brains for Children, Inc. within their community.
- Chapters carry out the work of Healthy Brains for Children, Inc., within their community.
- All chapter members involved in the business decision of the chapter must be members of Healthy Brains for Children, Inc.
- All funds received by chapter will be the responsibility of the chapter up to disseminate under the authority of their individual boards, to include the annual chapter dues.
- The portion of funds paid in dues will be used to support Healthy Brains for Children, Inc. educational programs as well as the investment in chapter infrastructure.
- Where financially viable, Healthy Brains for Children, Inc. will deploy staff to accelerate the growth of chapters.
- Chapters will choose a name that reflects their community and recognizes the relationship to Healthy Brains for Children, Inc. Ex. My City Chapter of Healthy Brains for Children.

Healthy Brains for Children Chapter Requirements

- Plan and implement a "Beginning the Journey" event as the first big public event introducing the chapter to the community and finding the prevention gaps the chapter needs to fill in the community.
- Recognize and encourage current best practices in the prevention of prenatal exposure to alcohol within the community.
- Solicit and procure service club sponsors and local funding.
- Fund HBC approved training for adults and students in the chapter and community.
- Conduct an awareness event on or around Sept. 9 each year in conjunction with FAS day (9th day, 9th month to recognize 9 months of sobriety when pregnant), as well as other awareness events throughout the year.
- Implement an awareness booth at community-wide events such as county fairs.
- By collaborating with area agencies and leveraging local funding, implement a continuing awareness campaign using radio, billboards, posters, events, etc.,
- Establish fundraising events.
- Advocate, and whenever possible, fund training for professionals in the community.
- Provide regular training at meetings for members to develop community experts.
- Provide community awareness talks using the community experts developed by the chapter.
- Reach out to all demographics in your community to ensure total community awareness.
- Whenever possible, apply for grants to fund awareness and prevention.
- Adhere to all Healthy Brains for Children by-laws, policies, guidelines, procedures and practices and all applicable federal state and local requirements.
- Use the Healthy Brains for Children mission statement, logos, and slogans only in appropriate manner and in accordance with HBC policies.
- Procure, allocate and disseminate all funds and property received in accordance with the policies of HBC, including yearly dues to the organization.
- Collaborate with every agency that is focused on healthy pregnancies.
- Utilize Healthy Brains for Children Speakers Bureau, Healthy Brains for Children recommended speakers, or certified community speakers as the first option for any contracted public presentations.

Steps for Starting a Local Healthy Brains for Children Chapter

Organize a Steering Committee

An initial target of 10 active Steering Committee members is recommended for the development and success of a local chapter. To apply for a nonprofit status with the state, four members are the minimum required. HBC will recognize chapters of less than ten members when requested. Steering Committee members must embrace and commit to raising awareness, participation and fundraising revenue locally on behalf of their local chapter of Healthy Brains for Children. Leadership, direction, and growth are developed initially through the steering committee, and subsequently through the Executive Board. Various professional skills should be sought for membership on the steering committee, including people from the medical field, human services field, psychology field, education field, business and government. Also include parents of FASD children and foster parents. The greatest attribute that can be brought by a committee member to the chapter is a passion for prevention.

What you should consider when recruiting a steering committee:

- Clear understanding of prenatal exposure to alcohol and the mission of HBC.
- Willingness to reach out to personal and/or business contacts
- Willing to contribute time and financial resources
- Ability to work as a team member for a cause.

Develop Steering Committee Goals

The steering committee will have an initial target of applying for a chapter charter and raising the funds to pay the charter chapter dues that are required to start a chapter of Healthy Brains for Children. The Steering Committee will be responsible to ensure every member has paid membership dues to Healthy Brains for Children, Inc. Once the club is chartered, the board will be responsible for meeting the required goals of HBC.

The Steering Committee will adopt the Healthy Brains for Children chapter mission statement that reflects a positive attitude and singular focus on what can be done to stop prenatal exposure to alcohol. Upon recognition of the nonprofit status by the state, the Steering Committee can convert to the Board of Directors of the recognized nonprofit chapter.

The Steering Committee will petition Healthy Brains for Children, Inc. for charter recognition. The petition should include a tentative plan consisting of a mission statement, the fundraising plan, the plan to meet the required goals of the chapter, planned frequency of meetings, expected meeting places, an estimate of the potential membership and the geographic area it will serve.

The Chapter will consist of a Chairperson, Vice Chair, Treasurer, Secretary, Membership Chairperson, Public and Professional Education Chairperson, Fundraising Chairperson, Events Chairperson,

committees, and members. All members should be assigned to a committee. It is important to identify people who have the professional skills and experience that will allow them to be successful in each of these areas (i.e. a treasurer with accounting skills). Most importantly, these folks need to make a commitment of their time and energy to getting the chapter off the ground.

Organize Your Chapter Finances

Membership in Healthy Brains for Children – every member involved in the business of the chapter must be a member of Healthy Brains for Children. Everyone participating in the chapter is encouraged to be a member of Healthy Brains for Children. The membership fee is \$30 per year. Sixty percent of the membership fee goes to the central organization and forty percent stays locally. The local chapter is responsible for collecting membership fees and sending the balance due to the central organization yearly.

Chapter Member Dues – Each chapter can assess dues that are used to offset chapter expenses. Example: postage and printing or refreshments for chapter meetings. Dues should be priced to meet your chapter's necessary expenses, but so high that they will not discourage anyone from joining. Chapter dues may not exceed 75% of Healthy Brains for Children, Inc. central organization dues.

Once you begin collecting dues, open a bank account under the chapter's name (preferably interest bearing or, at least, without a maintenance fee). Many banks waive account fees for non-profit organizations. Healthy Brains for Children and its chapters are a non-profit organization, under Section **501(c) 3**.

Accurate records are essential. Develop a simple financial sheet to track the flow of funds to and from the treasury. Healthy Brains for Children, Inc. recommends the use of financial management software (examples: *Quicken* or *QuickBooks*), to maintain chapter financial records.

Apply for Your Chapter Charter

All chapters must be chartered by Healthy Brains for Children, Inc. You need to apply for your Charter. The Charter Agreement, along with the Healthy Brains for Children Bylaws, are the governing documents for the chapter. The purpose of the Chapter Charter Agreement is to clearly identify the expectations and obligations of both the chapter and of Healthy Brains for Children, Inc. The Charter is designed to protect the interests and non-profit tax status of both parties.

All officers should review the Charter Agreement and the President and Treasurer need to sign it. (Additionally anytime you have new officers, the charter should be reviewed with them as part of their orientation to their new role.)

Charter Fee - \$500.00 for the first year term. \$100 per year renewal

Develop Policies to Manage Finances

You will be officially recognized as a chapter when your chartered chapter status is approved by the board of directors of Healthy Brains for Children, Inc. Healthy Brains for Children, Inc. organizational 501

(c) 3 number does not apply to non-chartered chapters that have no official standing with the Central Organization. Chapters are welcome to utilize Healthy Brains for Children as their fiscal agent for any grant requests. When the central organization obtains the Group Exemption allowance, each chapter will be recognized individually as a 501 (c) 3 organization under the umbrella of Healthy Brains for Children.

Beginning the Journey Event

Hold a "Beginning the Journey" event in your community. This requirement is designed to bring all the constituents to the table. The chapter raises the money to contract with the central office to bring the event to the community. The chapter members invite significant people to the event, with a round table discussion on the current prevention practices in the community and the roadblocks to prevention. The event culminates with action plans designed by the participants that will provide the chapter with a wealth of actionable prevention strategies for the community.

College Campus Chapters

Start-up of college campus charters will require an additional step of procuring a sponsoring community chapter and two college employees as advisors for the chapter. If the college is located in a geographic area that does not have a community chapter, the central organization will sponsor the college chapter.

State Business Registration and Federal Tax ID Information Websites

Startup registration for Minnesota - <http://www.sos.state.mn.us/index.aspx?page=1089>

EIN application - <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Check the website of your Secretary of State for your state's non-profit corporation application process. All chapters need to register as a non-profit in their respective states and apply for an Employee Identification Number from the IRS.

Chapters from locations outside of the United States are welcome as affiliates of Healthy Brains for Children until such time as the international corporate registrations have been made.

First Meeting: Chapter Start-up Steering Committee

Agenda

1. Introductions (Connect with Jody Allen Crowe on webcam if travel is not feasible)
2. Identify recorder for first meeting
3. Mission of steering committee – Jody Allen Crowe (webcam if travel is not feasible)
4. Complete all the steps of the chapter application
5. Next steps – Action Plans (see Charter Action Plan and Financial Requirements Action Plan)
6. Identify potential future members of Healthy Brains for Children to recruit for next meeting. Set goal of ___ additional potential members for each person attending.
7. Next meeting date

Chapter Action Plan

GOAL: Be chartered by Healthy Brains for Children, Inc.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Establish founding board Elect founding board officers Establish meeting times and place Establish name of organization Establish organization as corporation that meets requirements of central board				

Chapter Action Plan

GOAL: Meet financial requirements of Healthy Brains for Children, Inc.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Establish non-profit business name Non-profit corporation Articles of Incorporation Apply for Employer Identification Number (EIN) Raise \$80 cost of registration Board action to identify the official bank of the organization Establish bank account (Need EIN#) Raise \$500 chapter membership fee Find service club sponsorship Raise funds for "Beginning the Journey" event	See sample			

Sample
ARTICLES OF INCORPORATION
OF
(Name), INCORPORATED

ARTICLE I – NAME OF CORPORATION

The name of this corporation shall be
(Name), INCORPORATED.

ARTICLE II – REGISTERED OFFICE ADDRESS

The place in Minnesota where the principal office of the
corporation is to be located at
(Address)

ARTICLE III - PURPOSE

This corporation is organized exclusively for charitable purposes as specified in Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The purpose of **Name**, Inc. is to promote the healthy practice of refraining from drinking alcohol during and immediately after each pregnancy in order to provide the optimum fetal development of the brain.

Our goals are to:

1. Educate our communities about the brain damage from prenatal exposure to alcohol and how that impacts our classrooms, communities and nation.
2. Educate all students of the dangers of drinking during pregnancies.
3. Educate the medical profession, the education profession, and all service professions of the impact prenatal exposure to alcohol is having on our society.
4. Lower the number of children coming to early education and kindergarten with learning and behavioral difficulties brought on by brain damage from prenatal exposure to alcohol.
5. Contribute to the body of research regarding the impact of prenatal exposure to alcohol on our society.

ARTICLE IV — EXEMPTION REQUIREMENTS

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.
2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
3. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE V — MEMBERSHIP/BOARD OF DIRECTORS

This corporation shall have members. The eligibility, rights and obligations of the members will be determined by the organization's bylaws. The management of the affairs of the corporation shall be vested in a board of directors, as defined by the corporation's bylaws. No director shall have any right, title, or interest in or to any property of the corporation. The number of directors constituting the initial board of directors is **four (4)**; their names and addresses are as follows:

Members of the initial board of directors shall serve until the first annual meeting, at which their successors will be duly elected and qualified, or removed as provided in the bylaws.

ARTICLE VI — PERSONAL LIABILITY

No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE VII — CIVIL RIGHTS

The Corporation shall comply with Title I of the Civil Rights Act of 1964, whereby no person, on the grounds of race, color, sex, religion, age, national origin, marital status or sexual preference, be excluded from participation in, be denied the due benefit of equal opportunity, or be subjected to discrimination under any program or activity conducted by the Corporation.

ARTICLE VIII — DURATION/DISILLUSION

In the event of disillusionment of the Corporation, any monies held by the Corporation shall be given to a charitable non-profit corporation or organization that has as its purpose education and/or scientific research. Funds will be distributed to any non-profit corporation organization that meets these criteria and may be selected by a democratic vote of the Board of Directors, provided such corporation or organization qualifies for Federal Income Tax Section 501c(3) status.

ARTICLE IX — INCORPORATORS

In witness whereof, we, the undersigned, have hereunto subscribed our names for the purpose of forming the corporation under the laws of the State of Minnesota and certify we executed these Articles of Incorporation this ____ day of _____, 20__.

(Typed name can be used instead of signature if submitted via email.)

Name: _____
Name and Address: _____

Name: _____
Name and Address: _____

Name: _____
Name and Address: _____

Name: _____
Name and Address: _____

Sample By-Laws for Healthy Brains for Children, Inc. Chapters

ARTICLE I MEMBERSHIP

Membership will be conferred on any person who applies for membership and pays the yearly dues as determined by the Board of Directors. Chapters will be considered members upon receipt of chapter membership start-up and yearly dues as determined by the Board of Directors following the official authorization of a charter in the name of the chapter. Individual members will be considered voting members at the chapter level.

ARTICLE II FISCAL YEAR

The fiscal year of the Corporation shall begin on the 1st day of January and end on the 31st day of December of every year, except that the 1st year shall begin on the date of Incorporation.

ARTICLE III MEETINGS

Section 1 - Annual Meeting

An annual meeting of the membership shall be held each year. An annual report and election of directors will take place at the Annual Meeting.

Section 2 - Special Meetings

Special meetings shall be called by the Board President, Executive Committee, or one fourth of the voting members. Written notice of such meetings of the members shall be given at least 15 days prior to the meeting. Such notice shall specify the place, day, and hours and, in the case of a Special meeting, the purpose of the meeting.

ARTICLE IV BOARD OF DIRECTORS

Section 1 - Number

The Board of Directors shall consist of not more than five (5) members of the corporation and the non-voting Executive Director.

Section 2 - Term of Office

At the organizational meeting, four members shall become the Board of Directors. At the first Annual meeting the membership shall elect two (2) Directors for a term of one (1) year, three (3) Directors for a term of two (2) years. Thereafter, Directors are elected for a term of two (2) years. All Directors must be members of the corporation.

Section 3 - Vacancies

Vacancies on the Board of Directors shall be filled through appointment by the President of the Board of Directors, subject to the approval by a majority of the Board of Directors. Any appointee must be a member of the corporation.

Section 4 - Removal

Any Board Director may be removed from the Board, with or without cause, by a majority vote of the members of the Corporation. In the event of death, resignation or removal of a Board Director, the position shall be filled through appointment by the President of the Board of Directors, subject to the approval by a majority of the Board of Directors and shall serve for the un-expired term of their predecessor. Any Board Director may resign from the Board at any time by giving a written notice to the Secretary.

Section 5 - Compensation

No Board Director shall receive compensation for any services they may render to the Corporation in performance of Board duties. However, any Board Director may receive a per diem and be reimbursed for their actual expenses incurred in the performance of their duties. A board member may accept an honorarium for speaking engagements that pertain to the functions of the organization.

Section 6 - Absences

Any Board Director properly notified and not properly excused from attending a meeting shall after three (3) consecutive absences be replaced by appointment by the Board.

ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1 - Nomination

A nominating committee shall make nomination for election to the Board of Directors. The nominating committee shall consist of two (2) members of the Board of Directors appointed by the President of the Board, and approved by the board. Any nominee must be a member of the corporation.

Section 2 - Election of Directors

Election of nominated Board Directors shall take place by the Board of Directors by ballot at the Annual Meeting of the Corporation. Public announcement of election results and seating of the elected Board Directors will occur at the Annual Meeting of the Corporation. Election of Board members at the chapter level will be accomplished by a vote of the chapter members.

ARTICLE VI MEETING OF THE BOARD OF DIRECTORS

Section 1 - Regular Meetings

Regular meetings of the Board of Directors and Executive Director shall be held, at such place and hour as may be fixed from time to time by resolution of the Board. Notice need not be given to the Directors. A Board Director will be considered present at a meeting if the Board Director is communicating through the use of any communication device or system that allows real time conversation and transfer of data.

Section 2 - Special Meetings

Special meetings of the Board of Directors and Executive Director shall be held when called by the President, or by any two Board Directors, after not less than three (3) days notice to each Board Director.

Section 3 - Quorum

A quorum of the Board of Directors and Executive Director shall be in attendance through the use of any communication device or system that allows real time conversation and transfer of data to transact business of the Corporation. A quorum shall consist of a simple majority of said Board of which the President is a member. Every act or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board. The President may declare a quorum upon unanimous vote of the Board of Directors present providing the Executive Director is present or has provided a proxy.

ARTICLE VII DUTIES OF THE BOARD OF DIRECTORS

It shall be the duty of the Board of Directors to:

1. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting or upon written request by a majority of the members of the Corporation,
2. Supervise all officers agents, contracted entities of the Corporation and to see that their duties are properly performed,

3. Procure and maintain adequate liability and hazard insurance,
4. Cause all officers or contracted entities have fiscal responsibilities to be bonded as deemed appropriate.

ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1 - Officers

The officers of this Corporation shall be a President, Vice President, who shall at all times be members of the Board of Directors, a Secretary and a Treasurer, which may be combined, and such other officers as the Board may from time to time create by resolution.

Section 2 - Election of Officers

The Board shall elect officers immediately upon the seating of the newly formed board.

Section 3 - Term

The board shall elect the officers of the Board annually and each shall hold office for two years unless they shall sooner resign or shall be removed or otherwise be disqualified to serve.

Section 4 - Resignation and Removal

The Board may remove an officer from office with or without cause. Any officer may resign at any time giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified and acceptance shall not be necessary to make it effective.

Section 5 - Vacancies

A vacancy in any office may be filled by elected process by the Board. The officer elected to such vacancy shall serve for the remainder of the term of the officer they replace.

Section 6 - Duties of Board Officers

The duties of the officers are as follows:

President shall:

1. Preside at all meetings of the Corporation, the Board of Directors, and Executive Committee.
2. Appoint the Board members as liaisons to each committee

3. Serve as Ex-Officio to those committees and delegate assignments not otherwise provided for.
4. Shall report at the annual meeting of the membership on the activities of the Corporation.
5. See that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments.
6. Serve as a member of Executive Committee

Vice President shall:

1. Assume the duties of the President in the event of absence, incapacity or resignation of the President, shall become the Interim President until elected process as noted in Section 5.
2. Serve as a member of Executive Committee

Secretary shall:

1. Record the proceedings of all meetings of the Corporation, the Board of Directors and the Executive Committees.
2. Serve as a member of Executive Committee
3. Be custodian of all these records in a book provided for this purpose.
4. Give notice of meetings, both regular and special.
5. Sign all corporate documents when requested to do so by the Board.
6. Shall keep the Seal of the Corporation if said corporation adopts a Seal.
7. Maintain a current list of all members and their current mailing addresses and e-mail addresses.
8. Have a copy of the By-Laws available at all meetings for reference.

Treasurer shall:

1. Receive all grants, pledges, contributions, proceeds of fund-raising activities, and monies from any and all other sources whatsoever.
2. Be custodian of all funds of the Corporation
3. Maintain adequate financial records.
4. Deposit all monies received for the Corporation in an account or accounts opened at the direction of the Board.
5. Make financial reports at each meeting of the Board and Annual membership meeting.

6. Make all financial reports as required to governmental bodies and agencies;
7. The treasurer, with the Finance committee, shall also develop an annual operating budget. Such budget shall be approved by the Board prior to December 31st of each year.
8. Serve as a member of Executive Committee.

ARTICLE IX COMMITTEES

The Board of Directors shall appoint Membership, Public and Professional Education, Fundraising, and Events committees. All committee members must be members of the corporation and all members of the corporation must be assigned to a committee.

ARTICLE X BOOKS AND RECORDS

The books, records and papers of the Corporation shall at all times, during reasonable business hours, be subject to inspection by any member.

ARTICLE XI AMENDMENTS

These By-Laws may be amended, at a regular or Special Board meeting by a vote of a majority of a quorum of Board

In the case of any conflict between the Article of Incorporation and these By-Laws, the Articles of Incorporation shall supersede.

ARTICLE XII CHAPTERS

Healthy Brains for Children, Inc. is incorporated in the state of Minnesota as a non-profit charity. Chapters of Healthy Brains for Children are authorized by an action of the Healthy Brains for Children Board of Directors, upon which a charter is issued to the chapter. Upon receipt of the charter, the chapter is authorized to use the non-profit status determined by the Internal Revenue Service for Healthy Brains for Children. The chapter must use the words Healthy Brains for Children, along with their community identification, in their organizational name as long as the chapter remains in good standing with the parent organization. The chapter must use the parent organizational by-laws as a guide for organizing their local organization. Failure to follow the by-laws of the parent organization, guidelines and policies of the parent organization, or non-payment of dues will result in the closure of the chapter. Closure of a chapter will be result in removal of the chapter from the group exemption list submitted to the Internal Revenue Service.

By-Laws revisions approved at the meeting of the Board of Directors held on this ____ day of _____, 20__.

By-Laws revisions approved by the parent organization of Healthy Brains for Children on the ____ of _____, 20++

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

_____ Director

Healthy Brains for Children Chapter Application

CONTACT INFORMATION

DATE OF APPLICATION: _____

Name: _____
 Last First Middle

Profession: _____

Address: _____
 Street Apt. City and State Zip

Contact Information: _____
 Home Phone Mobile Email

Please tell us why you are interested in starting a chapter of Healthy Brains for Children and how you were made aware of this opportunity.

2. Fundraising Plan

3. Plan and timeline to meet chapter requirements

4. Frequency of meetings and meeting place

5. Expected number of members within one year

6. Geographic location served

7. School districts within the geographic area served

8. Members of chapter

(Healthy Brains for Children requires 10 paid memberships to charter a chapter unless a waiver is obtained. The chapter retains the membership information and forwards the individual membership dues to Healthy Brains for Children once a year. Central individual membership dues are \$30. The chapter can charge additional dues to provide for chapter expenses.)

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2.

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10.

Send completed application to jodyallencrowe@healthybrainsforchildren.org

Sample Action Plans

Chapter Action Plan: Educate Students

GOAL: Every High School student within our geographical area knows the danger of prenatal exposure to alcohol.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation

Chapter Action Plan: Community Awareness

GOAL: Community-wide awareness of Healthy Brains for Children Chapter, Inc.

(Vital component of membership drive)

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
<p>Schedule speaking events</p> <p>Identify community events for booth exposure</p> <p>Plan booth display</p>	<p>Schools</p> <p>Colleges</p> <p>Service organizations</p> <p>Churches</p>			

Chapter Action Plan: Train Community

GOAL: Advocate and provide training for professionals in the community

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Schedule ongoing trainings Mental Health Medical field Social Service Probation Officers/Law Enforcement Education				

Sample - Ongoing Meeting Agenda

1. Call Meeting to order
2. Introductions-welcome guests
3. Upcoming events/plans/committee reports
4. Member led training - one member assigned per meeting to bring
 - a. current research or significant research abstracts
 - b. book on prenatal exposure to alcohol
 - c. blogs
 - d. news story
 - e. local awareness story
 - I. Members should use Google Alert or other such program to continually access new information
 - II. Websites linked to www.healthybrainsforchildren.org provide a wealth of training material.
5. Local invited professional asked to speak for 30 minutes with time provided for questions
 - a. Press release inviting community

Goal: Developing experts in within your membership to serve your community.

Make sure the invited professional has significant knowledge on prenatal exposure to alcohol or has knowledge of prevention strategies that can be applied or is being applied. Ex: social services explaining state laws that address drinking when pregnant. This component of the meeting is designed to continually train the membership so the initiatives undertaken are fully informed. Remember, many professionals only have a cursory knowledge base on prenatal exposure to alcohol and this time with them might be as informative for them as for the members. Encouraging each visiting professional to become a member of the chapter should be a goal of the chapter.

Examples of visiting professional fields are:

- a. Medical field
- b. Social services
- c. Find out what is happening at the local government level

- d. Psychological field
- e. Chemical Dependency field
- f. Educational field
- g. Law Enforcement

What types of interventions are occurring in the county?

How often are interventions being utilized?

What can lawfully be done when a pregnant woman is found drinking?

6. Next meeting

7. Adjourn

