



**Intern & Resident
Advocates Association**
Advocates for the American
Osteopathic Association

RESOURCE GUIDE

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Greetings!

The Intern & Resident Advocates Association (IRAA) is a subgroup of the Advocates for the American Osteopathic Association (AAOA). IRAA got its start back in 2009 thanks to a vote by AAOA members at the House of Delegates meeting in New Orleans, approving an appointed position of the Intern/Resident Liaison. With this appointment, then came the beginnings of this much needed organization that continues to grow today.

The mission behind the IRAA is simple ... to support and promote the osteopathic profession. The largest form of support comes from advocating for our very own intern, resident, or fellow. However, we can all do so much more as an organization for each other and the profession in general.

In the following pages, you will find ways to fulfill this mission of support and promotion. A resource of information will be shared, including tips on starting your own chapter, ideas for raising funds and supporting philanthropy projects, and suggestions for increasing your members. In the appendix, you will also find a variety of samples that you may copy and edit to use for your specific chapter's purpose.

Welcome to the growing family of the IRAA!

Sincerely,

Tiffany Sweeney

Intern/Resident Advocate Liaison (2009-Present)

Advocates for the American Osteopathic Association

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ADVOCATES FOR THE AMERICAN
OSTEOPATHIC ASSOCIATION

BYLAWS

Amended

- 1985
- 1986
- 1987
- 1988
- 1989
- 1990
- 1994
- 1995
- 1996
- 1998
- 1999
- 2001
- 2002
- 2003
- 2004
- 2006
- 2007
- 2010

*****Please note that this is the copy of the most up-to-date bylaws as of November 2010 . All those items pertaining to the IRAA have been highlighted in yellow for quick reference.***

ARTICLE I. NAME

The name of this organization shall be the **ADVOCATES FOR THE AMERICAN OSTEOPATHIC ASSOCIATION**, hereinafter referred to as **AAOA**.

ARTICLE II. OBJECT

The Advocates for the American Osteopathic Association is a 501 3(C) non-profit corporation. The object of the AAOA shall be:

1. To create, promote and support the public health and educational activities of the osteopathic profession.
2. To promote service and community health endeavors.
3. To correlate the activities of AAOA and its affiliate components.
4. To assist and work with the American Osteopathic Association in achieving their objectives.

ARTICLE III. MEMBERS

Section 1. **AAOA shall have the following classes of members:**

- A. Regular Membership shall be granted to any person interested in supporting AAOA and willing to promote the objectives of AAOA as stated in ARTICLE II.
- B. Honorary Life Membership shall be conferred on each AAOA President upon conclusion of term of office.
- C. Life Membership shall be conferred on a person who has been a regular member for 25 consecutive years and who has attained the age of 70 years.
- D. Student Advocate Association Membership shall be granted to the spouses or significant other of students in a provisionally or fully accredited osteopathic educational institution.
- E. Intern & Resident Advocates Association Membership shall be granted to the spouse or significant other of an intern or resident who has graduated from a provisionally or fully accredited osteopathic educational institution.
- F. Retired or Widowed Membership shall be granted to the spouses or significant other of a retired osteopathic physician or is a widow of an osteopathic physician.

Section 2. **Membership shall be confirmed** upon payment of prescribed dues and shall remain in effect as long as all membership requirements are met.

Section 3. **Dues and Assessments.** The Board of Directors shall determine and set all classes of dues and assessments annually.

Section 4. **Dues of Regular Members** shall be due and payable on June 1.

- A. Dues not received by September 1 shall be considered delinquent.
- B. Dues not received by January 1 shall result in forfeiture of membership.

Section 5. **Dues of Student Advocates Association Members** shall be paid through the Student Advocate Association and forwarded to AAOA by January 1.

- Section 6. **Dues of Intern and Resident Advocates Association Members shall be forwarded to the AAOA by January 1.**
- Section 7. **Hardship Cases/Request for Reduction of Dues.** Any member in good standing may apply to the Membership Committee for a reduction or waiver of dues provided the AOA dues amount of the osteopathic physician has been reduced or waived. Such requests shall be approved by the AAOA Board of Directors.
- Section 8. **Rights of Membership.**
- A. Regular, Honorary Life and Life Members shall have full rights and privileges of membership in AAOA.
 - B. Student Advocates Association members shall be eligible to serve on a committee and as a delegate to the AAOA Annual Meeting as provided in Article VII, Section 3, of these Bylaws, but shall not be eligible to hold an executive office.
 - C. **Intern & Resident Advocates Association members shall be eligible to serve on a committee and as a delegate to the AAOA Annual Meeting as provided in Article VII, Section 3, of these Bylaws, but shall not be eligible to hold an executive office.**
 - D. An official publication shall be sent to all members via mail, email or by other electronic means.
- Section 9. **Termination of Membership.**
- A. Membership may be terminated for nonpayment of dues and a member is no longer in good standing once the dues are delinquent.
 - B. Life and Honorary Life Memberships cannot be terminated.
 - C. Student Advocates Association Membership shall be terminated when the student ends the relationship with the osteopathic educational institution.
 - D. **Intern & Resident Advocates Association Membership shall be terminated when the intern or resident completes his/her internship, residency or fellowship program.**

ARTICLE IV. AAOA COMPONENT AUXILIARIES and ADVOCATES

- Section 1. **The Component Auxiliaries and Advocates** of AAOA shall be state, uniformed services, Student Advocates Associations, Intern and Resident Advocates Associations, and district auxiliaries, hereinafter referred to as Affiliate Components.
- Section 2. **Affiliate Components** shall:
- A. Conform to the Object of the AAOA put forth in Article II of the AAOA bylaws
- Section 3. **Bylaws.**
- A. Affiliate Components shall:
 - 1. Conform to the requirements put forth in the AAOA Administrative Guide

ARTICLE V. OFFICERS

Section 1. **The elected officers of AAOA** shall be a President-Elect, a First Vice President, a Second Vice President, a Recording Secretary/Treasurer and four Directors.

Section 2. **There shall be the following appointed officers:**

A. Student Liaison

B. Intern/Resident Liaison

Section 3. **Qualifications.**

A. A candidate for elective office shall meet the following qualifications:

1. A member in good standing for at least two years,
2. A delegate for at least one AAOA Annual Meeting prior to nomination or a member of an AAOA Committee within the past five years.

B. In addition to the above, a candidate for the office of President-Elect, First Vice President or Second Vice President shall have served on the AAOA Board of Directors for at least two years.

Section 4: **Term of Office**

A. The President-Elect shall assume the duties of office at the close of the Annual Meeting at which elected and shall serve for a term of one year; and shall assume the duties of the office of the President at the close of the next Annual Meeting and serve for a term of one year or until a successor is elected.

B. The First Vice President, Second Vice President, Recording Secretary/Treasurer shall assume their duties at the close of the annual convention at which elected and shall serve for a term of one year or until their successors are elected.

C. The term of Director shall assume their duties at the close of the Annual Meeting at which elected and shall serve for a term of two years or until their successors are elected.

D. No elected officer shall serve more than two consecutive terms in the same office, with the exception of the Recording Secretary/Treasurer who may serve no more than three consecutive terms, and the President-Elect may not serve a successive term in that office.

E. No person shall hold more than one elected office at the same time.

F. No person shall serve consecutively in various offices for a period exceeding ten years with the exception of the President-Elect who shall serve the inherent and intended term as President.

Section 5. **Vacancy in Office.**

A. A vacancy in the office of President shall be filled by the President-Elect who shall also serve an additional full term as President. In the event of concurrent vacancies in the offices of President and President-Elect, the First Vice President shall fill the office of President for the remainder of the term.

B. A vacancy in the office of President-Elect or Director shall remain vacant until it can be filled by the next AAOA Annual Meeting.

C. A vacancy in the office of First Vice President shall be filled for the remainder of the term by the Second Vice President.

- D. A vacancy in the office of Second Vice President, or Recording Secretary/Treasurer shall be filled by ballot vote of the Board of Directors.
- Section 6. **Duties of Officers.** The officers shall work for the accomplishment of the objectives of AAOA; shall perform duties as usually pertaining to their office and as prescribed in the Bylaws, and the Administrative Guide and parliamentary authority.
- A. The President shall:
1. Be the chief executive officer and official representative of AAOA.
 2. Preside at all meetings of the AAOA Annual Meeting, Board of Directors and Executive Committee.
 3. Appoint the Parliamentarian, any fee required to be approved by the Board of Directors.
 4. Appoint the following, subject to approval of the Elected Officers:
 1. The SAA Liaison
 2. The IRAA Liaison
 3. Standing Committees
 5. Appoint special committees subject to approval of the Board of Directors.
 6. Be responsible with the AOA Executive Director or his appointee for the employment of AAOA Office executive personnel, subject to the approval of the Board of Directors.
 7. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- B. The President-Elect shall:
1. Preside in the absence of the President.
 2. Plan and direct the annual Installation Luncheon.
 3. Serve as a member of the Finance Committee.
 4. Serve as a member of the Nominating Committee.
 5. Serve as SAA Committee Chairman.
 6. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- C. The First Vice President shall:
1. Preside in the absence of the President and President-Elect.
 2. Sign request for reimbursement forms for disbursements in the absence or inability of the Recording Secretary/Treasurer to do so.
 3. Serve as Golf Committee Chairman.
 4. Serve as a member of the Finance Committee.
 5. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- D. The Second Vice President shall:
1. Preside in the absence of the President, President-Elect and First Vice President.

2. Record the proceedings of the AAOA Annual Meeting, Board of Directors, and Executive Committee meetings in the absence of the Recording Secretary/Treasurer.
 3. Serve as Membership Committee Chairman.
 4. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- E. The Recording Secretary/Treasurer shall:
1. Record the proceedings of the AAOA Annual Meeting, Board of Directors, and Executive Committee meetings.
 2. Supervise the maintenance of the financial records of the AAOA.
 3. Serve as chairman of the Finance Committee.
 4. Sign checks in the absence or inability of the Executive Director to do so.
 5. Review the financial report prior to presentation to the Board of Directors at all meetings.
 6. Review all requests for reimbursement forms prior to distribution.
 7. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. Nomination and Election of the Nominating Committee.

- A. Composition. The nominating committee shall be composed of five members:
1. The Immediate AAOA Past President shall serve as Chairman.
 2. The President-Elect of AAOA shall serve as a member.
 3. Three members nominated and elected from the floor at the AAOA Annual Meeting by the delegates. Members nominated from the floor shall not be members of the Board of Directors.
 4. To be eligible to be nominated, a member must be registered as a voting delegate and written approval must be given.
 5. No two elected members may reside in the same state. If more than one member from a state receives sufficient votes to be elected, the one receiving the highest number of votes shall be elected.
 6. No member may serve two consecutive terms on the nominating committee.
 7. Election shall be by ballot at the Annual Meeting, except in the case where only three members are nominated, and then election may be by voice vote/acclamation. If a ballot vote is needed than a plurality vote shall elect.
 8. Vacancies on the nominating committee shall be filled by the Executive Committee from the remaining nominees in the order of the number of votes received. If the Executive Committee is unable to fill the vacancy then the Board of Directors shall nominate and elect by ballot.

Section 2. **Duties of the Nominating Committee.**

- A. The Nominating Committee shall:
 - 1. Solicit and receive from the membership the names of possible candidates, accompanied by their qualifications and written consent.
 - 2. Meet in person or by conference call to review, discuss or consider the qualifications of candidates proposed by the membership and the nominating committee.
 - 3. Determine qualified candidates for each position.
- B. The report of the Nominating Committee, including the qualification of the nominees, shall be printed in the Official Publication together with the Call of the Convention.
- C. The report of the Nominating Committee shall be read to the AAOA Annual Meeting on the first day of convention when additional nominations may be made from the floor; any nomination from the floor shall include the qualifications of the nominee given in two minutes or less. Qualifications of nominees submitted in the Official Publication shall not be read.
- D. No name shall be placed in nomination without the consent of the nominee in writing.

Section 3. **Election of Officers.**

- A. Election of Officers shall be by ballot before the AAOA Annual Meeting reconvenes for the second business meeting, except in the case that there is only one nominee for a position, the election maybe by acclamation/voice vote.
- B. A report of the Convention Credentials Committee shall be submitted to the House of Delegates before elections take place. Before any business can be conducted a quorum must be established and the report of the credentials committee at the beginning of the Annual Meeting establishes the quorum.
- C. Officers shall be elected by a majority vote.
- D. The election shall be under the direction of an Election Committee.

ARTICLE VII. MEETINGS

Section 1. **Annual Meeting.** The Annual Meeting shall be held at the same time and place as the Annual Osteopathic Medical Conference and Exposition.

- A. The AAOA Annual Meeting is for the expressed purpose of electing officers, receiving reports, amending Bylaws and other business as properly noticed in the call for the Annual Meeting, or that may come before an Annual Meeting.
- B. The official call of the Annual Meeting shall give the time and place of the business sessions and the other activities of the AAOA, and shall be given via written notice by mail, email, or other electronic means at least forty-five (45) days prior to convention.

Section 2. **The House of Delegates** shall be the legislative policy-making body of the AAOA.

- Section 3. **The voting body** of the AAOA Annual Meeting shall be composed of:
- A. Elected Officers,
 - B. Appointed SAA Liaison,
 - C. Appointed IRAA Liaison,
 - D. Chairmen of Standing Committees,
 - E. Honorary Life Members,
 - F. Delegate Representation as follows:
 1. Delegate representation from state and advocate organizations shall be five delegates for the first 50 regular and life members or fraction thereof, and two additional delegates for each additional 50 such members or fraction thereof, based on the membership as of May 31.
 2. A Student Advocates Association may be represented in the AAOA Annual Meeting by its President (or the President's alternate as elected by the Student Advocates Association) and one additional representative as additional members of the delegation representing the state in which the Student Advocates Association organization is located.
 3. An Intern and Resident Advocates Association may be represented in the AAOA Annual Meeting by two representatives as additional members of the delegation representing the state in which the Intern and Resident Advocate Association organization is located.
 4. Delegate representation from an unaffiliated state, province, or specialty college affiliate component shall be five delegates.
 5. A state or uniformed services affiliate component established by May 31 shall be full delegate representative; those affiliated after May 31 shall be entitled to two delegates in that year.
- Section 4. **AAOA Dues for the current year must be paid** in order to be seated as a delegate, with the exception of the Student Advocates Association and Intern and Resident Advocates Association delegates' deferred dues receipts.
- Section 5. **Each registered delegate** shall be entitled to one vote, and there shall be no proxy or absentee voting.
- Section 6. **All AAOA Members** and guests shall be entitled to attend the AAOA Annual Meeting as observers.
- Section 7. **Only voting members**, as prescribed in Section 3, of this Article, shall be entitled to offer motions, debate and vote.
- Section 8. **A special meeting** of the AAOA to be held in the city of the AAOA office shall be called when ordered by a 3/4 vote of the entire membership of Board of Directors. The vote may be taken in a meeting, by mail or by electronic means if available. A notice of ten business days notice shall be given.
- Section 9. **A quorum** for the transaction of business at any meeting shall be a majority of the voting members registered with the Credentials Committee, provided that representatives from at least 1/4 of the Affiliated State Advocates and/or Auxiliaries are present.

ARTICLE VIII. FINANCE

- Section 1. **Fiscal Year.** The fiscal year of the AAOA shall be from June 1 to May 31 inclusive.
- Section 2. **Audit.** All AAOA financial records shall be reviewed annually by an independent Certified Public Account at the close of the fiscal year. The Certified Public Accountant shall be approved by the Board of Directors.
- Section 3. **Banking.** All AAOA funds shall be deposited in financial institutions approved by the Board of Directors.
- Section 4. **Budget.**
- A. A General Fund Budget for the fiscal year to begin June 1 shall be prepared by the Finance Committee and submitted by the Recording Secretary/Treasurer to the Board of Directors for consideration at the pre-convention board meeting.
 - B. The resulting proposed budget shall be presented to the AAOA Annual Meeting for adoption.
 - C. Budgets for any other purposes, such as seminars, shall be prepared with the advice of the Finance Committee prior to presentation to the Board of Directors for adoption.
- Section 5. **Annual Meeting.**
- A. The Annual Meeting/Convention Chairman with the advice of the Finance Committee shall prepare a statement of all estimated convention expenses for approval of the Board of Directors.
 - B. The Convention Delegate Registration Fee shall be determined by the Board of Directors based on the total estimated convention expenses.
- Section 6. **AAOA Educational Endowment Fund.**
- A. The purpose of the AAOA Educational Endowment Fund shall be to provide income for scholarship and other educational programs of AAOA.
 - B. The AAOA Educational Endowment Fund shall be kept separate from other AAOA funds.
 - C. The AAOA Educational Endowment Fund shall be under the general supervision of the Board of Directors, with its administration and management being vested in the AAOA Educational Endowment Fund Committee.
 - D. In the event of the dissolution of the AAOA Educational Endowment Fund, any remaining assets shall be distributed to other AAOA educational purposes. The purpose or purposes shall be determined by a 3/4 vote of the AAOA Annual Meeting.
- Section 7. **Insurance.** Members of the Board of Directors, Parliamentarian, Executive Director and all personnel performing official business shall be insured annually by AAOA for accidental death at the coverage determined by the Board of Directors.

- Section 8. **Official Travel.** Reimbursable official travel expenses shall be those costs of transportation and accommodation of AAOA Officers, Board of Directors, Committees, Parliamentarian and Executive Director when engaged in performing their assigned and/or official duties and, less any portion which is to be reimbursed by another source, shall be included in "Official Travel" in the General Fund Budget.
- Section 9. **Treasurer's Bond.** The Recording Secretary/Treasurer shall be bonded in the amount determined by the Board of Directors.

ARTICLE IX. BOARD OF DIRECTORS

- Section 1. **The members of the Board of Directors** shall be:
- A. Executive Committee
 - B. Directors
 - C. Appointed Student Liaison
 - D. **Appointed Intern/Resident Liaison**
 - E. Ex-Officio members of Standing Committees
- Section 2. **The Board of Directors** shall:
- A. Conduct the business of the AAOA between AAOA Annual Meetings, and implement the policies and programs mandated by the Delegates at the Annual Meeting.
 - B. Adopt, review and amend standing rules and a detailed Administrative Guide of procedures necessary for implementing the policies and programs of AAOA. The general purpose of the Guide shall be to provide a reference book of special rules of order and standing rules, and concise statements of instruction for affiliates, and of the specific duties of AAOA Officers, Board of Directors, Committees and employees, to the end that there shall be no conflict or jurisdiction or duplication of effort.
 - C. Copies of the Administration Guide shall be provided to officers, committee chairmen of AAOA; and as directed by the Board of Directors copies may be provided to other individuals or groups.
 - D. Have the general supervision of all finances of AAOA.
 - E. Take no action which is in conflict with the duties prescribed in these Bylaws, the Administrative Guide, parliamentary authority, and as mandated by the delegates at the Annual Meeting.
 - F. Delegate to the Executive Committee such authority as is deemed advisable.
- Section 3. **Meetings.**
- A. Regular meetings of the Board of Directors shall be held:
 - a. Immediately following the last meeting of the AAOA Annual Meeting;
 - b. Preceding the AAOA Annual Meeting.
 - c. During the AAOA Annual Meeting
 - B. Special meetings of the Board of Directors may be called by the President, and shall be called upon written request of a majority of the Board of Directors.

- C. Meetings of Board of Directors shall be open to any AAOA member, except during Executive Session.
- Section 4. **A quorum** for the transaction of business shall be seven members including at least two elected officers.
- Section 5. **A vote by** mail, email, or other electronic means is authorized when necessary. A report of any action taken by mail, email or other electronic means shall be verified and made a part of the minutes of the Board of Directors.

ARTICLE X. EXECUTIVE COMMITTEE

- Section 1. **The members of the Executive Board** shall be:
 - A. President
 - B. President-Elect
 - C. First Vice President
 - D. Second Vice President
 - E. Recording Secretary/Treasurer
 - F. Immediate Past President
 - G. Second Past President
- Section 2. **The Executive Director and Parliamentarian** shall serve as advisors to the Executive Committee.
- Section 3. **The Executive Committee** shall:
 - A. Conduct the business demanding immediate action between meetings of the Board of Directors and such business as has been referred to it by the Board of Directors.
 - B. Supervise the AAOA office in accordance with the directives from the Delegates at the Annual Meeting, from the Board of Directors, and as provided in these Bylaws and the Administrative Guide.
 - C. Present a written report and be subject to the orders of the Board of Directors, and none of its acts shall conflict with action taken by the Board of Directors.
- Section 4. **Meetings of the Executive Committee** may be called by the President, and shall be called upon the written request of four members of the Executive Committee.
- Section 5. **A quorum** for the transaction of business shall be four members.
- Section 6. **The Executive Committee** may conduct business by mail, email, or other electronic means when necessary, and a report of any action taken shall be verified and made a part of the minutes at the next meeting of the Executive Committee.

ARTICLE XI. COMMITTEES

- Section 1. **Standing Committees** shall be:
 - A. Educational Endowment
 - B. Special Projects
 - C. Bylaws
 - D. Convention

- E. Finance
- F. Golf
- G. Legislative
- H. Membership
- I. Student Advocates Association
- J. Nomination Committee
- K. Publicity and Marketing Committee
- L. Intern and Resident Advocates Association

- Section 2. **Standing and Special Committees** may be authorized by the AAOA Annual Meeting or the Board of Directors as necessary.
- Section 3. **The President shall be a member ex-officio** of all committees except the Nominating Committee.
- Section 4. **Directors shall serve as Ex-Officio members of standing committees.**
- Section 5. **Committees shall perform duties** as directed by the AAOA Annual Meeting or the Board of Directors and as prescribed in the Bylaws and Administrative Guide.
- Section 6. **Standing Committees** and, when requested, special committees shall report at all meetings of the Board of Directors.
- Section 7. **The President, The Director, and The Committee Chair of a standing committee shall be an ex-officio member of all subcommittees within the committee.** The Chairman of the committee with the approval of the President shall be authorized to appoint members to serve on subcommittees.
- Section 8. **The AAOA Educational Endowment Committee** shall be composed of three members who have served or are serving on the Board of Directors. Members are appointed for staggering three year terms with one member being appointed each year to serve three years, or until a successor is appointed. The Chairman shall have served as member of the Endowment Committee.
- A. The committee shall:
 1. Meet annually at the call of the chairman, and as needed to handle the affairs of the Fund. Additional Meetings must be approved by the Executive Board.
 2. Establish and carry out a program for seeking gifts and bequests for AAOA's educational purposes including its scholarship program.
 3. Work with professional counsel, as needed in investing principal sums.
 4. Require all Fund requests to be in writing, allowing no less than three months for the investigation of the disposition of funds.
 5. Require EEF committee approval/disapproval by the Committee for any disbursements by the committee.
 - B. The Committee may conduct business by mail, email or other electronic means as necessary.

Section 9. **The Planning Committee** shall be composed of a least three members including a Past President. The Executive Director may serve as a Consultant.

A. The Committee shall:

1. Recommend goals, programs and projects to the Board of Directors to further the purposes of AAOA.
2. Evaluate the organizational structure of AAOA, recommending changes to the Board of Directors where necessary.
3. Perform specific studies as assigned by the Board of Directors.

Section 10. **The Special Projects** was created to provide funds to the AAOA and its affiliates to aid in the development of projects which support the AAOA Mission.

A. Policy Statement:

1. The AAOA, its committees, affiliate components and other members of the osteopathic profession may participate.
2. The Delegates at the Annual Meeting will be the deciding body on dollar amounts and projects to be funded each year.
3. A grant or matching funds with a ceiling of \$3,000 on all but national AAOA projects.
4. Available dollars will be based upon donations to the fund annually.
5. The fund will maintain a minimum of \$500 for cost of operation.
6. Proposals and requests for funds shall be submitted to the AAOA by June 1. Applications will be screened by the committee and completed by July 1. Information will appear in the official publication 45 days prior to the first day of the Annual Meeting.

B. Funding: Contributions to the Special Projects are vital and may be made as a restricted or unrestricted gift. Unrestricted funds will be given to projects selected by the Delegates at the Annual Meeting. Restricted funds are those earmarked by the contributor.

C. The Special Projects Committee shall be composed of five members; an AAOA Board member as chairman, a member of the Finance Committee, and three AAOA members elected at the AAOA Annual Meeting

1. A member shall be elected for a three year term during the Annual Meeting

D. The Committee Shall:

1. Have general supervision over the Fund and act as a screening committee on applications.
2. Prepare applications and immediately send them to those who make a request.
3. Screen all applications received by June 1.
4. Solicit contributions.
5. Report to the AAOA Board. Submit final project report and review by September 1 of the following year.
6. The Chairman will assist and provide council to project applicants.
7. Submit proposals relative to procedure, with Board approval and update Administrative Guide.

8. Screening to be completed by July 1 and submitted to the general membership in the pre-convention publication 45 days prior to the first day of the AAOA Annual Meeting.
 - E. Additional duties of this committee will be included in the AAOA Administrative Guide.
- Section 11. **The Bylaws Committee** shall be composed of at least three members and shall:
- A. AAOA Bylaws
 1. Consider, edit and/or correlate amendments submitted by the Board of Directors, the Executive Committee, standing and special committees, Affiliate Components and individual members of unaffiliated states received no later than 45 days prior to the opening of the AAOA Annual Meeting. The proposer of the amendments shall be identified in the notice.
 2. Originate amendments, as deemed necessary.
 3. Submit proposed amendments to the Bylaws as provided in Article XVII, together with the Committee's recommendations for action.
 4. A copy of the final wording of the Bylaws changes shall be given to the Board of Directors for approval before being submitted to the official publication.
 - B. Administrative Guide: Maintain the Administrative Guide, making recommendations to the Board of Directors for approval.
- Section 12. **The Convention Committee** shall be responsible for the coordination and implementation of the AAOA Annual Meeting.
- A. Shall be composed of at least three members.
- Section 13. **The Finance Committee** shall be composed of the Recording Secretary/Treasurer as Chairman, the President-elect, First Vice President, and one member appointed from the AAOA Annual Meeting, with the Executive Director ex-officio a member of the Committee and the Parliamentarian as advisor.
- A. The Committee shall:
 1. Meet at least annually at the call of the chairman.
 2. Prepare the annual General Fund Budget for approval of the Board of Directors prior to adoption by the AAOA Annual Meeting.
- Section 14. **The Golf Tournament Committee** shall be responsible for the coordination and implementation of the golf tournament including location, cost, and soliciting sponsorship.
- A. Shall be composed of at least three members including the First Vice President who shall serve as chairperson.
- Section 15. **The Membership Committee** shall be composed of at least three members.
- A. The AAOA Second Vice President shall serve as Membership Committee chair.
 - B. The Committee shall:
 1. Work to increase membership.
 2. Review applications for affiliation and notify the Board of Directors of those conforming to the requirement as prescribed in these Bylaws and the Administrative Guide.

3. Be responsible for keeping the membership informed of AAOA programs which involve the membership.
- C. There may be subcommittees to carry out the work of Committee, as follows:
1. Member recruitment and affiliate organizations.
 2. Member education.
- Section 16. **The Student Advocates Association Committee** shall be composed of at least three members:
- A. The AAOA President-Elect shall be known as the AAOA Student Advocates Association Advisor
 - B. The Student Advocates Association liaison.
 - C. A Student Advocates Association member.
 - D. Additional members may be appointed to assist the Advisor when necessary.
- Section 17. **The Intern and Resident Advocates Association Committee** shall be composed of at least three members:
- A. A member of the board of Directors shall be known as the AAOA Intern and Resident Advocates Association Advisor.
 - B. The Intern and Resident Advocates Association liaison.
 - C. An Intern and Resident Advocates Association member.
 - D. Additional members may be appointed to assist the Advisor when necessary.
- Section 18. **The Legislative Committee** shall be composed of a minimum of two members.
- A. The committee shall:
 1. Follow legislative matters affecting the practice of osteopathic medicine throughout the federal as well as local agencies.
 2. Assist AOA in legislative matters with regards to distributing information to members as well as the public with regards to legislation governing health care.
- Section 19. **The Publicity and Marketing Committee** shall be composed of at least three members and shall:
- A. Oversee the AAOA website and keep it current.
 - B. Submit AAOA ideas to the AOA Committee on Communications
 - C. Help the AAOA Executive Director write for and post the official publication or newsletter on the website.

ARTICLE XIII. OFFICIAL PUBLICATIONS

- Section 1. **The official publication** shall be published as authorized by the AAOA Board of Directors, based on budget consideration and need.
- A. The purpose of the publication shall be:
 1. To promote the objectives of AAOA.
 2. To encourage support of the osteopathic profession.
 3. Sent to all members of record via mail, email, or other electronic means to keep them informed.

Section 2. **Other communication from AAOA** shall be governed by the same purposes.

ARTICLE XIV. PARLIAMENTARIAN

Section 1. **The Parliamentarian** shall:

- A. Serve as advisor to the President, Board of Directors, Executive Committee and membership at the Annual Meeting.
- B. Serve as convention parliamentarian and advisor to the convention committees.
- C. Serve as advisor to the officers, standing committees and special committees upon request.
- D. Serve as advisor to the affiliate components that request assistance.
- E. Attend meetings of the AAOA Annual Meeting and Board of Directors and be available to attend committee meetings when requested.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1. **The rules contained in the current edition** of Robert's Rules of Order Newly Revised shall govern AAOA in all to which they are not inconsistent with these Bylaws and any special rules of order AAOA may adopt.

ARTICLE XVI. METHOD OF AMENDMENT

Section 1. **These Bylaws may be amended**

- A. By a 2/3 vote of the Delegates at the Annual Meeting, provided the proposed amendments have been submitted in the official publication prior to the AAOA Annual Meeting or sent to the membership via written notice by mail, email, or other electronic means at least 45 days prior to the opening of the AAOA Annual Meeting.
- B. By 3/4 vote of the registered voting members of the AAOA Annual Meeting, provided notice shall have been given at an earlier meeting of the same session.

Section 2. **These Bylaws shall be revised** only upon authorization by the Annual Meeting.

- A. The Delegates at an Annual Meeting shall authorize the appointment of a special committee for the revision of these Bylaws.
- B. The proposed revision may be adopted by a 2/3 vote, provided the proposed revision has been submitted in the official publication prior to the convention or sent to the membership via written notice by mail, email, or other electronic means at least 60 days prior to the opening of the AAOA Annual Meeting.

Section 3. **These Bylaws shall only become effective upon final approval by the Board of Trustees of the American Osteopathic Association.**

10 Things to Consider When Starting Your Own Chapter

Whether starting your organization from scratch or are already an established organization, here are a few things to consider for your own Advocate Chapter!

1. **Find An Advisor.** Advisors can be a variety of individuals. One example is someone associated with your medical school. Just as any student organization has a faculty/staff advisor, so should your advocate association. If you are an intern/resident advocate, consider connecting with an advisor associated with the Medical Education department. Support from your school or program can be greatly beneficial! Another example is a spouse advisor; an individual married to a current practicing physician. S/he can provide a lot of wisdom from experience itself! Spouse advisors can be found from someone associated with the affiliated hospital or even your state association!
2. **Establish Your Board.** Find your core group or have them voted in to get the organization up and running. Keeping it simple to begin with will create a foundation for future years, but establish the initial leadership you need. Three individuals can do it . . . President, Vice President, and Secretary/Treasurer.
3. **Write Your Bylaws.** Bylaws are guidelines that you will run your organization by. Sample bylaws and tips for writing your chapter bylaws are attached.
4. **Submit Your Bylaws to the AAOA.** Share your bylaws with the national organization. They approve all registered chapter bylaws, keep copies on file, and may provide feedback if applicable.
5. **Apply for an Employer Identification Number (EIN).** This is an optional step, but can provide some benefits, particularly in saving money. For more information, refer to the IRS website for options on the application process: <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>
6. **Apply for Tax Exempt Status.** If you qualify as 501(c)(3), commonly known as a charitable organization, you can be eligible for tax exempt purchases. For more information, including a step-by-step application process: <http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>
7. **Open A Bank Account.** Once you have a EIN, you can qualify to open a non-profit bank account for checking and savings to have a central place for all your cash and expenses. Compare your choices between banks and credit unions to determine which would be most financially beneficial for your organization.
8. **Promote Your Organization.** This tip can actually be broken down into two different topics that go hand in hand: increasing membership and determining the activities. Membership tips are attached. To determine what activities are fitting to your group, do a formal or informal needs assessment. Do you intend to do monthly meetings? What topics would your current members interested in covering during these meetings? Are (potential) members parents? Maybe a playgroup will be a good idea. Are (potential) members interested in specialty groups? Examples may include a book club, cooking club, project night, or even a bowling league. Find out member interests and be creative!
9. **Find A Cause.** Philanthropy is what a non-profit organization is known for! Find a cause that is close to you and your members and find out how you can help! Philanthropy ideas are also attached.
10. **Raise Funds.** When your organization has funds, it opens up possibilities for you to increase membership, support your membership, and simply have access to fun without extra-added costs for your budget-strapped members. Membership dues can be one form of fundraising, but there are already a multitude of other ideas floating around out there. Ideas based on size, purpose, goals, and more are attached.

Increasing Your Membership

Brochures: Create a brochure to mail out to new/current residents and to graduating SAA members.

Letters: Collect all new/current residents mailing addresses from the state association and send a letter about IRAA, what it can do for them, how to join, etc.

Incentives: Use free gifts (e.g., flowers, logo merchandise, free membership fee, membership drive dinner, etc.) to draw in potential members.

SAA: Send a packet to all SAA's containing start-up and membership information for the graduating members. Get them to join whatever state they match at before graduating. Put them in touch with the state advocates or national IRAA Liaison.

State Advocates: Contact your state level and work with them on contacting potential members and starting a group. Ask them to appoint an IRAA Advisor and gather all the states information to send out to each spouse or significant other so they can contact someone when they get to that state.

Hospitals: Contact hospital internship/residency program directors to assist in spreading the word. Ask them if they would be interested in co-hosting a getting-to-know you event where students and families are invited. The Intern/Resident Advocate Liaison will have a list of program directors for all internship and residency programs in the country.

State IRAA: Each state should make a packet about their state and major cities where residents/interns would live, like a survival guide for their city.

Schools: Contact schools to determine if they would be willing to work with you in spreading the word. Compile this information into the survival guide so that they can contact someone wherever they move.

****SPECIAL NOTE:** *The Family Educational Rights and Privacy Act (FERPA) may limit schools and hospitals in the amount of information that they can share with an outside party or organization. For more information on this Act, you can refer to the [U.S. Department of Education website](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (copy/paste option: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).*

Philanthropy Projects

Angel Tree: An Angel Tree is a project that is typically run during the Christmas holiday and focuses on the children and/or families that may be in financial need. You can work with a local school district, crisis center, women's shelter, etc. to receive a list of individuals in need. Compile a list of Christmas wishes (gifts) from those in need and make "angels" with these wishes to hang on a tree in a well-trafficked area. Please note that identifying names should not be shared of the "angels." Set up collection boxes to collect the donations (with the angel attached that they bought for), then have a wrapping party so that your "angels" can have the full holiday experience. Schedule a pick up or delivery time with the organization that you received the names. For more information, contact your national IRAA Liaison to put you in contact with those advocate organizations that have participated in such an event.

Charity Walks/Run: Organize a 1 mile, 5K, and/or 10K walk/run with proceeds going to a local charity of your choice. Obtain sponsorships from local businesses for the event and/or partner with your hospital/local recreation center. For more information, contact your national IRAA Liaison to put you in contact with those advocate organizations that have done this before and individuals with experience in organizing this event (if you do not have one locally). Or, to get some basic instructions, you can visit the [eHow website](http://www.ehow.com/how_135566_organize-charity-walk.html) (copy/paste option: http://www.ehow.com/how_135566_organize-charity-walk.html).

Community Clean-up: Contact your local city/county office to determine if they need help with a community clean-up, including picking up litter and trash, cleaning up vandalism and graffiti, etc.

Habitat for Humanity: For more information and for volunteer opportunities near you, visit the [Habitat for Humanity website](http://www.habitat.org/default.aspx?tgs=Ny8xNS8yMDExIDI6NDQ6NDMgUE0%3d) (copy/paste option: <http://www.habitat.org/default.aspx?tgs=Ny8xNS8yMDExIDI6NDQ6NDMgUE0%3d>).

Homeless Shelter: If your community has a homeless shelter, they are always in need of help. Activities could include help with serving meals, collecting supply, and clean-up.

Hospital Volunteer: Contact your local hospital to find out about any volunteer needs.

Meals to Expectant or Sick Families: Obtain volunteers within your organization that would be willing to make meals for those families that may be expecting a new baby or have experienced an illness. Set up a schedule for those in need, possibly alternating days to allow for leftover nights, and assign days for those volunteering to prepare and deliver meals.

Reach Out and Read: Reach Out and Read is a non-profit organization designed to promote the importance of reading through doctors and the well child check-ups they perform. Opportunities may include a book drive for the doctors to distribute to their young patients or working with establishing a program in your area. For more information about these opportunities and/or to determine if a program currently exists in your area, visit the [Reach Out and Read website](http://www.reachoutandread.org/) (copy/paste option: <http://www.reachoutandread.org/>).

Supply Drive: Crisis centers, women’s shelters, locals schools, etc. all have populations that may need a little extra assistance. Contact the facility to determine if they have a list of needs, from basic toiletries to school supplies, and collect the items for those in need.

United Way: United Way is a national organization with local affiliates located across the country. They offer a wide variety of volunteer options for individuals and organizations. For more information or to find local options, visit the [United Way Website](http://liveunited.org/) (copy/paste option: <http://liveunited.org/>).

Fundraising Ideas

50/50 Raffle: Sell raffle tickets for \$1-\$5 per ticket. When a winner is selected, that person will get half of the total dollar amount collected, and the group will keep the other half. A 50/50 raffle is an exciting, small investment fundraiser that is always exciting to participants. You could include this type of raffle at several events throughout the year as they require no planning and are a quick and easy way to raise money. **Important note:** Most municipalities consider raffles a form of gambling if tickets are sold, so be sure to check with local authorities for legal requirements.

Art Show: For maximum exposure, open your art show fundraiser exhibit with a paid preview and dinner, and kick it off to the general public with a meet-the-artists gala and auction, for which you can also sell tickets. The artists can assist your fundraising by paying for their booths. Once you know which charity the proceeds of your art show will be donated to, write up a standard press release and/or media advisory and send it out to newspapers, news stations and local radio stations.

Auctions: Concentrate on smaller items like gift baskets, picnic baskets, gift cards, jewelry, kid stuff, art, services, etc. Contact local businesses for donations to fill your gift baskets. It never hurts to ask, and the less you spend, the more money your fundraiser will make. Have a silent bid auction at a dinner.

Bake Sale: Get volunteers to bake cookies, pies, cakes and other desserts and setup booths and tables to sell the goodies. These are usually good money makers because everyone it seems has a sweet tooth. Set up at your local teaching hospitals, conventions, or med school events. For add-ons to your bake sale fundraiser, you can provide beverages such as pop, bottled water, hot coffee, hot chocolate, cider or other drinks, depending on the season. Another source of goodies is donut shops. Many donut shops will sell their donuts at half price to worthy causes. Some bakeries and supermarkets will even donate some of their baked goodies for free. Also, don't forget about the cups, plates, plastic forks and napkins. Paper bags would be helpful for people who want to take their goodies home.

Bachelor Auction: Help raise funds for your group and meet some new people while doing so. Host a Bachelor/Bachelorette Auction. This fundraiser is appropriate for adult groups. Everyone knows someone looking for love, so volunteer yourself and your friends to be auctioned off to the highest bidder for a night on the town. Find some local celebrities willing to participate to generate interest in the auction. Contact local restaurants, coffee shops, bars, and activity places (i.e. miniature golf, bowling alleys, etc.) to see if they will donate gift certificates for the dates. Package the bachelor/bachelorette with the gift certificates based on their interests. This will let potential bidders know something about the people up for auction and help the date go more smoothly if it is planned. Find a location to host the auction and an auctioneer to run the show. Hand out lists of the available bachelors/bachelorettes with a bio and date planned

before the auction starts. It should be the responsibility of the bachelor/bachelorette and winner to decide on what date and time works for them.

Bargain Basement Evening Gowns: This is a wonderful way to clean out your closets and make some money during Prom and Homecoming Season. People always have old Prom dresses and Bridesmaids dresses that they don't know what to do with. Post flyers around your school, church and neighborhood asking for donations of old evening gowns and specify a drop off place & contact phone number. Make sure to call around to Bridal Shops and Fashion Boutiques to see if they have any dresses that they would be willing to donate. Saturday morning would probably be the best day for a sale like this. Set up the sale in a large room, such as a gym or cafeteria. Don't forget to set up dressing rooms with full length mirrors. It might be fun to bring in some hairstylists or make-up artists to give makeovers for a donation too. Set prices as low at \$20 and up to \$50 and expect to make a huge profit. Or do it on a consignment basis, let people know they can drop off a dress for \$5 each and they keep the money from the sell. Shopping always works up a thirst and appetite, so have coffee, bagels, donuts and bottled water available for sale.

BBQ: A barbecue is traditionally a popular fundraiser, especially if it features giveaways and attractive door prizes. Get sponsors to donate a bicycle, pricey bottles of wine, Spanish classes, gift certificates, etc. For sizeable cash donations, let sponsors display company banners and provide an ad for inclusion in the event program. Sponsors can also provide the food and beverages, grills and fuel, tables and chairs, tents, etc.

You can add value and charge a little more for your barbecue fundraiser if you include attractions such as an outdoor concert featuring local musicians, silent and live auctions, and have games for the kids. A fundraiser like this could be a massive undertaking, but it has the potential to bring in a lot of money too.

Bottled Water: Bottled water for fundraisers is an excellent choice for event-driven or steady, year-long fundraising. The product, bottled water with your custom label, is popular and the bottle with your logo becomes a walking billboard for your organization. The suggested retail price is generally \$1.00 per bottle although some markets will bear more. The profitability is usually in the 55% - 65% range, but depends on the minimum order. There are some issues to consider though. The water is easy to store, but can take a lot of space if you have purchased in any kind of volume. And since water bottle fundraising does not follow the "pre-sales" or "order taker" scenario, an up-front investment is required. Sample vendors can be found on [Fundraiser Finder](http://fundraiser-finder.com/fundraising-cat/bottled-water-2.php) (copy/paste option: <http://fundraiser-finder.com/fundraising-cat/bottled-water-2.php>).

Bracelets: Bracelet fundraising is one such way where people from different walks of life can donate through buying fundraising bracelets (also called wristbands). Besides raising funds, these stylish promotional bracelets create awareness about a worthy cause. Be it at sporting events, conventions or rallies, they work to act as a common bonding factor among the members of the group wearing them. Typically made from silicone or rubber, these bracelets are associated with fundraising goals for numerous causes like aids, cancer, diabetes, leukemia,

Alzheimer's, blood donor, organ donor, substance abuse, holiday celebrations, support troops, etc. Sample vendors include TheAwritstocrat.com (<http://www.theawritocrat.com/>), Fundraising Bands (<http://fundraisingbands.com/>), and Fundraising Wristbands (<http://fundraising-wristbands.com/>).

Calendars: There are two main types of calendars, those made or designed by yourself, and those made by a company. The best way to get a good price is simply to buy in bulk; however there is a balance between the number of calendars you can sell and their price. Don't buy a thousand cheaply if you can only sell six hundred.

If, on the other hand, you decide to make your own calendar, you will have to have a small amount of money as an investment. The key to making a best seller calendar and raising money for your school is to get pictures of local areas, monuments and people. You can ask members to take pictures or even make them out of art created by kids. An excellent way to promote the calendar is to hold a competition, this gets you both great art and great publicity and this means more money.

Don't forget timing is important ... no one buys a calendar in June, and they make great Christmas presents. Vista Print (<http://www.vistaprint.com>) and Café Press (<http://www.cafepress.com>) give you the flexibility of offering calendars to your supporters one by one. That is, they'll print as many calendars as your supporters order – no over- or under-ordering, and no waste.

Catalog: Arguably one of the biggest money makers of them all, the fundraiser catalog can be very lucrative, as long as you have good merchandise at reasonable prices. The secret is to have the right catalog for the right time of year. This is another type of fundraiser that can be done on-line or in the traditional "pre-sales" or "order taker" methods. The internet method is the simplest and has the advantage of letting you contact people outside of your community. Once you've selected your catalog, contact everyone you know nationwide and ask them to shop the catalog online at the provider's web site. They will either need to order from a special web page or enter a special code to make sure that your group gets credit for the sale. At the end of the fundraiser, a check for the pre-negotiated profits is sent to you. One reason why fundraising catalogs are so popular is that they require no up-front investment and very little work – the money is collected by the web site and the goods are shipped directly to the customer.

The brochure version of this fundraiser works just like any other "pre-sales" or "order taker" fundraiser. Your sales team is given a specific catalog with many different products to choose from and they collect money up front. At the end of the fundraiser, they deliver the goods to your customers. This requires a little more work, but the face-to-face contact does a lot to enhance the good feeling for the customers.

You can also contact independent consultants for Tupperware, Cookie Lee Jewelry, Pampered Chef, Discovery Toys, Usborne Books, etc. Many of these companies offer a percentage of the

sales for having a book show or home party. There might be someone within your group who sells these types of things.

Cater Meals for Meetings: Talk to your local state advocates or osteopathic association about their meeting times. They might meet during lunch or dinner and could be using a catering service. In place of the catering service, have your organization bring some home-cooking to the meetings instead. If your group is affiliated with a school or hospital, you can also inquire about the possibility of catering staff meetings, organizational meetings, etc.

Cheesecake: Highly palatable and highly profitable, a cheesecake fundraiser could be perfect for your fall or winter fundraising event. Cheesecake has mass appeal, so the potential customer base is quite large. A big selling point of cheesecake fundraising is that it's a premium product worthy of a premium price - this means higher profits for your organization. The downside, and one reason this is a popular cool weather fundraiser, is the perishable nature of cheesecake. Delivery from the manufacturer has to be well-coordinated, it has to be fast, and most importantly, it has to be refrigerated! This can increase your costs, although some producers will throw in free shipping if certain minimum order amounts are met. Delivery to your customer has to be coordinated too. It's a valuable item and it's perishable in the highest sense of the word. Under ideal circumstances, you'll be able to hand deliver it to the person who bought it. This takes a little time and effort but leaves your customer with an excellent impression of you and your organization.

Citrus Sales: The “order taker” method is low-risk and fresh fruit in the fall is always a good seller. Fruit is a commodity, so the selling price changes from year to year, but as a rule of thumb, expect to make \$4 to \$7 per box. This allows to you stay competitive with grocery store pricing but still turn a nice profit.

When planning a fruit fundraiser keep in mind that you are dealing with a seasonal, perishable item. It's only possible to stage your event during certain times of the year and quick turnaround to your customer is vital. Unloading the truck and then delivering to your customer takes concentrated effort and your people need to be committed to making this happen.

Coffee Fundraiser: Hosting a coffee fundraiser lets people help your organization by buying a product they use every single day. The mass appeal extends to businesses too – many employers are only too happy to help your organization and treat their employees at the same time. Although the idea of coffee fundraising is not new, it's still “fresh”. The program involves selling premium coffee at a premium price. Premium coffee is a relatively easy sell and you can expect to make around 40% profit.

There are a fair number of coffee companies with fundraising programs and their offerings are remarkably similar. Examples include The Original Coffee Fundraiser (<http://coffeefundraiser.com/>) and We Care Coffee (<http://wecarecoffee.com/>), but you can always google “coffee fundraisers for a larger selection.” The coffee itself is of premium quality and is available in a number of flavors, varieties and grinds. Decaffeinated blends are available.

For those who don't drink coffee at all, a selection of gourmet teas and/or hot chocolates is usually available.

Most organizations opt for “pre sales” via the “order taker” brochure, although coffee is a good candidate for direct sales too. It is incredibly easy to store—it's dense and doesn't require much space, plus it's non-perishable.

Convention Booths: Contact your state osteopathic association to find out if your organization can have a booth during their convention. Most states might give you one at no charge or at a discounted rate. Contact your states Advocates as well to see what they do at the conventions. Gather prizes and gifts such as themed baskets, gift cards, jewelry, wine, services, etc. to silent auction. Set up your items with a bid sheet where attendees can write down the price they are willing to pay. You can also sell raffle tickets for big ticket items. Or have a wine pull where they draw a number and they get the bottle of wine that has that number on it.

Cookbook Sales: A cookbook fundraiser can be set up in two ways, by buying pre-made books to sell or by gathering your own recipes and then printing and selling them. Some schools and colleges opt for the former as it involves minimal effort and can maximize profits, but many prefer the latter for its sense of community spirit and pride.

Selling books door to door is a tactic that has been adopted by schools for decades, but there are some techniques that are often over looked. An excellent way to sell cookbooks is to go to local markets or trade fairs and set up a small stand. By doing this you maximize the amount of people who will see and buy your book.

Another way is to set up a simple website and showcase the book there so people —especially those outside your community like out-of-state relatives and friends- can see the book and order it easily.

To create a book you will need recipes. Who better to ask than your membership, school or hospital staff, etc., many of whom will be more than happy to donate a unique recipe or two, then simply edit the book and either take it to your local printer or find an online cookbook specialist. Make sure to get recipes in several different categories (such as soups, desserts, seafood, chicken, salads, etc.) to make your book more appealing. For extra appeal, add photos and stories from contributors.

For the best results, look for a company that specializes in assembling cookbooks for fundraisers like yours. This cookbook will be professional and appealing to a lot of people and be more relevant to your local community since it will reflect the general tastes and flavors of the area. Example vendors include Morris Press Cookbooks (<http://www.morriscookbooks.com/indexB.cfm>) and Heritage Cookbooks (<http://heritagecookbook.com/>).

Cooking Class: If your organization has a kitchen, if you can rent a space with one, or hold it at a house you can have a class. The class can cover the basics of cooking, a specific type of ethnic food, or how to put together a holiday meal. Your class can also focus on just one type of food, such as vegetable dishes or party appetizers, or one cooking method, like baking. Limit the number of students based on the amount of cooking space available to you, and charge a fee to participate. Afterward, everyone can sample the goodies prepared during class. By varying the topic and cooking method, you'll never run out of possibilities for future classes.

Coupon Cards: What better way to raise funds than by supporting your local community! Solicit deals from your local businesses, both independent as well as franchise, and create a coupon card filled with great money-saving deals. Examples may include restaurants, bookstores, clothing stores, auto mechanics, and even Walmart! The cost of printing is inexpensive, particularly if you create them a size that can easily fit in a wallet. Sell them at a profit and both the community and your organization will win!

Dinner for Dollars: A traditional fundraising event for many charitable groups is a large scale fundraising dinner. Often it is an annual event, and it is a time for speech making, recognizing outstanding volunteer work and giving awards. The annual dinner may be a formal fundraiser, maybe even a black tie affair, depending on the group. An alternative that has been used with great success is a western evening, with cowboy attire, and this would be hosted at a typical steak and beans cowboy restaurant/resort. The location should be chosen well in advance, and invitations sent out early to maximize the attendance. There is a great deal of organizing required to make sure that the fundraising dinner runs smoothly, and typically a committee is needed so that different tasks can be delegated. The assembly of so many supporters at one time is a great opportunity to fundraise in several ways, such as described in other sections (e.g., raffle table, 50/50 raffle, silent auction, etc.), and these tasks must be spread out amongst the organizing committee.

A less complicated version of the restaurant fundraiser involves selling discounted restaurant certificates to your supporters. The certificates (cards) are available for thousands of restaurants around the country. Your supporters can then enjoy dining at a discount at a restaurant of their choosing whenever they want. The cards also make great gifts.

Dog Wash: The idea is that dog owners come and get their dogs washed by volunteers in exchange for a set charge or donation. This fundraiser requires several hoses with sprays and/or buckets, pet shampoo, and a plentiful supply of towels to dry the animals. For success, it's essential that a good group of volunteers is assembled. They have to be confident when handling unknown dogs, and alert to any signs that the dogs are becoming unhappy, so that they do not become vulnerable to a dog turning on them and biting. To make this event a success requires good publicity, with local newspapers and radio stations involved, and perhaps signs on the street or advertisement through local pet shops.

First-Aid Kits: Basic first aid kits, especially the small purse-size ones, are in demand by anyone who has children, while the more deluxe models are attractive to automobile and boat owners.

Plus, there is a “feel-good” factor involved – customers feel good about the decision to be responsible.

There is a lot of diversity both in the type of kit available and in the selling prices. The small “Ouch Pack,” which consists of antiseptic wipes and adhesive bandages sells for a mere \$2.00 while more deluxe models which include heavy-duty items like road flares and/or emergency blankets sell in the \$25.00 range. In-between versions including a variety of basic items like band-aids, cold compresses and antibiotic creams sell for around \$8.00 – \$10.00. Regardless of the selling price though, the gross profit tends to be in the 50% arena.

Some companies offer to print your logo on their hard-sided kit for a fee and this may be a worthwhile investment. The kit not only has the potential to “save the day,” with a shelf life of up to five years, it becomes a lasting advertisement for your group. Example vendors include First-Aid Product.com (<http://www.first-aid-product.com/first-aid-kit-fund-raising-raiser.htm>) and Homeland Fundraising (http://homelandfundraising.com/first_aid_only_line.htm).

Other than ranking a little low on the “sizzle” scale, there really is no downside to first aid kit fundraising. The product is useful, in demand and works well with either the “order taker” or direct sale approach.

Garage Sale/Yard Sale: Ask your organization's members, and the community, to get involved and donate their unwanted items to a group garage sale. Find a venue such as a school sports field or a church yard large enough for several tables while leaving room for browsing. Get volunteers and item donors to help mark everything with price tags before the sale begins. You can even offer simple concessions like hot dogs and sodas for hungry shoppers, and earn a little extra cash. Have a backup location ready in case bad weather puts a damper on the outdoor event.

Holiday Shopping in One Night/Craft Show: Find vendors willing to set up a booth, either for a set fee or a percentage of their sales for the evening. Contact representatives from popular companies such as Avon, Mary Kay, Tupperware or crafters. Most companies have online directories to find representatives in your area, or ask around to find them. Send home flyers, advertise with posters, and contact your local newspapers. Offer a free grab bag or raffle ticket to the first fifty shoppers. See if the vendors will donate gift baskets or product samples to give away. Have a bake sale and concession stand to feed your hungry shoppers and make extra money.

Jail and Bail: One of the best fundraisers of all time is the jail and bail, where willing participants are cuffed and booked. Housed in a makeshift cell where they make phone calls, pleading for donations to passersby for enough money to make bail as they watch the hot dog sales, cokes or other goodies and other students, family, neighbors and friends watch the jail bird!

Ask prominent doctors or the state's presidents of various osteopathic organizations to participate. Get some advocates and med students involved as well, particularly the group leaders.

You will also need a Judge, that can be a real judge or someone dressed in a robe. It adds to the fun if you can have a bench or other real looking courtroom set up to summon your participants. Be sure and have the gavel because your judge will certainly need to call order in the court! As for the jailbirds, this could take place in an office, hospital or other business where employees have agreed to raise money for a good cause. Try and get as many decorations donated as possible. You can use paper props or cardboard cutouts for the cells or judges quarters. Some costume designers or party supply stores will donate costumes, decorations and paper goods for your event. Supply phones and phone books for the jailbirds, to make their phone calls!

Krispy Kreme: Krispy Kreme has a fundraising tradition of more than 50 years which has brought success to a lot of schools, clubs and other non-profit organizations. Americans are crazy about doughnuts and that makes the Krispy Kreme fundraiser a perfect way to raise some money for charity or other goals. Moreover, with Krispy Kreme you can get profit by selling the doughnuts, but also cards and partnership certificates. You could even do all three fundraisers at the same time. For more information, visit the [Krispy Kreme Fundraising Website](http://www.krispykreme.com/fundraising/featured) (copy/paste option: <http://www.krispykreme.com/fundraising/featured>).

Overnight Zoo or Garden: Imagine waking up to a front yard full of plastic pink flamingos, or spinning daisies for your next birthday or anniversary. You want to find a good source of plastic lawn ornaments. Look at local garden centers during their fall clearance or dollar stores. If you have a not-for-profit tax ID, you can go the wholesale route. Have an assortment of animals and flowers to choose from. Advertise in your local area about your overnight zoo and garden business. People love to surprise their families and friends. They will also like helping your group raise money for a good cause. Practice setting up the zoo in the dark. Have flashlights to keep from tripping over things. Learn how to keep the noise to a minimum so you don't wake up the "targets" or their neighbors. Leave a note for them to find the next morning offering "flower or animal cleanup service" for a fee. For instance: Flamingo "Flocking". Stick a pink flamingo in someone's yard. They can choose to pay "X" amount to have it taken off of their yard, or "Y" amount to stick it in another person's yard.

Pancake Breakfast: All participants pay an entrance fee for an all-you-can-eat pancake breakfast. This usually includes other breakfast items as well, such as eggs and sausage, coffee and juice, etc. First you'll need a facility that your local health department will find acceptable for food preparation and you'll need some people on your crew who have food handling experience and/or permits. Be sure to check with your local health department for all rules before embarking on this fundraiser. Depending on how many people you anticipate, you'll also need several volunteers for cooking, serving, cleaning and collecting money.

The whole point of the event is to raise money, so make sure you factor in the cost of equipment, supplies, rental fees and food before setting the price for tickets. To allay some of the costs, seek donations from local businesses. A grocery store may be willing to supply some of the cooking ingredients, such as pancake mix, eggs, syrup and milk. Other donations, such as the cost of table and chair rentals, table cloths and other equipment can also be supplied by local businesses, perhaps in exchange for an ad in the event program.

Breakfast is one of the easiest and cheapest meals to prepare and serve to a large group. It does help, however, to have some people readily available who have handled pancake fundraisers before, since there are lots of issues to work out, such as how much food to buy, how and when to start each task, and even how to promote your event to get a big response.

Photo Scanning: All it takes is a flatbed scanner, image scanning software, and a computer. It's best to set a per photo price, but you can offer volume discounts for those with a lot of photos. Allow participants to bring their own CDs or flash drives to store the scanned photos, or add them to the service for an extra fee. You may want to place a limit on the age of the photos to prevent damage to very old photographs, and have photo owners remove their own photos from albums before bringing them to be scanned. You can even follow it up with a class on how to upload photos to the Internet, for an additional fee, of course.

Potato Bar: Try having an all-you-can-eat potato bar for your group's next dinner fundraiser. You will want to have baked potatoes with all the fixin's (e.g., chili, sour cream, shredded cheese, butter, steamed broccoli, melted cheese, chives, bacon bits, sautéed onions, sautéed mushrooms, hot peppers, ham, and spices). The possibilities are endless. Consider setting up a craft station for the younger diners, with carved potato stamps, ink and paper. Put your own potato kits up for sale. These can be easily made with recycled glass jars, tooth picks, potatoes, and growing instructions. This would be a great time to have a 50/50 raffle. Advertise in your local area with flyers, signs, and by contacting the local newspapers. Sell tickets in advance as well as at the door. You may want to offer a small discount to those buying in advance to encourage early sales.

Take Home Dinners: Contact your local hospital and see if you could do a fundraiser for your group. Try purchasing pre-packaged meals at a lower cost from restaurants or grocery stores. Sell to the doctors and staff of the hospital as they leave for the night. It saves them from having to go to the store or making food for their families. This could become a weekly event. Ask to send out an email to all the staff about the fundraiser and let them know it will be every Tuesday night at 6pm and what the food options are.

Waiting for Dollars: Find a local restaurant that is willing to host your waiting for dollars event. They will appreciate the extra business it will bring them and you will have a good time raising money. Your group will take over waiting tables and bussing dirty dishes, in exchange for tips for your group. You will probably want some experienced wait staff on hand to help guide your group. Most patrons, hearing their tip money will be going for a good cause will probably be generous giving more than the customary fifteen to twenty percent. Pick a restaurant that is

popular so that you can ensure a large turnout. Advertise locally what your group will be doing and when. Work with the restaurant owner to create a special menu for the evening that is themed to your group. The restaurant may want to donate \$1 for every meal ordered from this menu. Remember to be polite, fast, and accurate. Try not to break any plates!

Wo'man' Fashion Show: Turn a normal dinner fundraiser into an evening of fun and entertainment. Find some brave men that are willing to embarrass themselves and have a "wo"man fashion show. Get donated dresses or look in local resale shops. You will need wigs too, so keep an eye out for these. Find jewelry, shoes and other accessories as well. Set up a dressing room with mirrors for applying make-up. Have someone willing to pull up zippers, make sure wigs are on straight, and help apply makeup. Have the fashion show after everyone has been seated for dinner, or during dessert. An emcee should introduce each model. Create a bio for each of them such as, "and next we have Denise, she is six foot five inches tall, and in her spare time she likes to shop for camping gear." Maybe combine this with the bachelor/butler auction.

Worker Auction: Ask doctors or students to auction themselves off to be a worker for a day. Get volunteers willing to auction themselves off for the day to the highest bidder. Set rules in advance of what the worker will do. Such as flower planting, cooking dinner, yard work, house cleaning, personal training, cake making, etc. Ask the workers what they are good at or if they have a hobby and auction that off. Identify what time the helper day starts and stops. Have a special pizza dinner that evening for butlers and employers to thank them for their participation.

Appendix A: Sample Announcement Letter

Announcing a new osteopathic advocate organization in <Hospital/City/State>: ***Intern & Resident Advocates Association***! The Intern and Resident Advocate Association (IRAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA).

IRAA will act as a stepping stone for the members in the Student Advocate Association to join the Advocates to the American Osteopathic Association. It is our goal to support the significant others, families, interns and residents of our community osteopathic programs by coordinating a membership drive, planning activities for the families, and working within the communities to promote osteopathic medicine. IRAA will provide support and encouragement to the families on the intern/resident journey by building lasting friendships. We feel it is in the interest of our <Hospital/City/State> to have this support organization available for new doctors and their families to encourage them to stay connected once their residency is over.

We look forward to working with the osteopathic organizations in <Hospital/City/State> to promote medicine and support the osteopathic family. Also, we have an open membership and invite you to take part in this group. If you would like to learn more about IRAA, please do not hesitate to contact <contact name>.

Thank you,

<Name>

<Position>

<Phone>

<Email>

Please forward this on to those who would be interested in this exciting news!

Appendix B: Sample Membership Form

The Intern and Resident Advocate Association (IRAA) is a non-profit organization, with the objectives of promoting and supporting the osteopathic profession and the interns, residents and families of the osteopathic community.

Please fill out the form below and return to:

Name

Mailing Address

City, State, Zip

Membership Dues: \$25.00 (or other designated amount)

Make Checks payable to: Intern and Resident Advocate Association (or your chapter name)

Thank you for your support. We look forward to sharing this adventure with you!

Your Name

Intern/Resident's Name

Circle any that apply to you and student:

Married Married w/Children Engaged Dating Friend Parent Other_____

Email

I/R's Email

Home Phone

Cell Phone

Address

City

State

Zip

Birthday

Circle any committees you would be interested in:

Fundraising Hospitality Public Relations Nominations

Signature

Date

Appendix C: Sample Chapter Bylaws

<Chapter/State> Intern and Resident Advocate Association Bylaws

Article I: Name

The name of the organization shall be *<designated name>*, abbreviated *<designated abbreviation>*.

Article II: Object

The objective of this organization shall be to support the significant others, spouses, friends and family members of those <Chapter/State> in post-graduate training (i.e., interns, residents, and fellows) and prepare them for their future as companions of Osteopathic Physicians, to work as a unified group, and to create a spirit of loyalty to Osteopathic medicine and provide social activities for the interns, residents, fellows, and their families. These objectives shall be achieved through activities related to the Osteopathic profession and its educational institutions by participation in public health endeavors within the community.

Article III: Membership

Section 1: **Membership:** Shall consist of any friend, spouse, significant other, relative or other interested party of <Chapter/State> Doctors of Osteopathic Medicine in their post-graduate years (i.e., internship, residency, or fellowship) years that have paid their current dues.

Section 2: **Membership Rights:** Any member may serve on the Executive Board, as a committee chair and may hold any office.

Article IV: Dues

Section 1: Dues for members shall be \$20.00 *<or other designated amount>* per capita, with the fiscal year beginning October 1 and ending September 30. This amount is to be paid to the IRAA treasurer before November 1 of the fiscal year. This amount includes \$5.00 for AAOA associate membership and \$1.00 to the <State> associate membership to be paid by the IRAA treasurer. *<Your organization may decide on a different amount. This is simply an example.>*

Section 2: Dues shall be payable after October 1; any member who has not paid by November 1, shall be considered delinquent and shall not be entitled to hold office noted in Article V for that year.

Article V: Officers and Their Duties

Section 1: The elected officers shall be President, Vice President and Secretary/Treasurer. The board receives no compensation other than reasonable reimbursement of expenses.

Section 2: It shall be the duty of the President to:

- a. Preside at all meetings of the organization and Executive Board or arrange for other members of the Executive Committee to preside.
- b. Appoint all chairmen of standing committees with the approval of the Executive Committee.
- c. Be ex-officio member of all committees except the Nominating Committee.
- d. Have one year's experience on the Executive Board.
- e. Prepare a written report at the end of each year; one copy to AAOA, one copy to <State Association>, one copy to advisors, and retain one copy for permanent file.
- f. Not succeed the office more than two years.
- g. Appoint a Nominating Committee as listed in Article IX: Section 3.
- h. Oversee aspects of the organization.

Section 3: It shall be the duty of the Vice President to:

- a. Preside in the absence of the President.
- b. Be of assistance to the President.
- c. Assume the office of the Presidency in the event of a vacancy.
- d. Chair committees on special subjects as designated by the Board.

Section 4: It shall be the duty of the Secretary/Treasurer to:

- a. Keep an accurate record of all minutes of regular bi-annual meetings and maintain permanent file of such records.
- b. Keep an accurate record of all minutes of the Executive Board Meeting and maintain a permanent file of such records.
- c. Keep a list of all committees and a directory of members.

- d. Keep and attendance record of all meetings.
- e. Conduct correspondence of the organization, sending out meeting announcements.
- f. Chair the Finance Committee.
- g. Assist with the preparation of the budget and make financial information available to the Board.
- h. Help develop fundraising plans.
- i. Receive and record all funds to the organization.
- j. Disburse funds upon proper authorization.
- k. Forward AAOA dues to the Treasurer of the *<State Association>* before delinquency date. *<Or, straight to the AAOA for those not affiliated with a State Association.>*
- l. File an annual tax form number 990A with the International Revenue Service, one copy to AAOA National office and retain one copy.
- m. Notify members of any delinquency of dues.

Article VII: Executive Board

Section 1: The officers, chairmen of the standing committees, and *<State Association>* Advisor shall constitute the Executive Board.

Section 2: Meetings. The Executive Board shall meet 4 times, at an agreed upon time and place per year. An official Board meeting requires that each Board member have written notice two weeks in advance.

Section 3: It shall be the duty of the Executive Board to:

- a. Conduct the business of the organization between regular monthly meetings as necessary.
- b. Make necessary recommendations to the membership.
- c. Appoint special committees as deemed necessary.
- d. Decide on special cases where dues have not been paid by the deadline.

Section 4: A quorum must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed.

Section 5: Special meetings shall be called upon the request of the president or three members. Members must be notified of the meeting two weeks in advance.

Article VIII: Standing Committees

- Section 1:** Standing committees shall be Finance, Correspondence, Historical, Public Relations, Hospitality, Social, Newsletter, District, Nominations and By-Laws. The Board may create committees as needed and the Board Vice-President appoints all committee chairs. Committees are to conduct under approval and supervision of the Executive Committees.
- Section 2:** The chairmen of such committees shall be responsible for the duties of that committee and shall select the number of members to the committee deemed necessary.
- Section 3:** It shall be the duty of the Finance Committee to conduct all activities for fund-raising, developing and reviewing fiscal procedures, and an annual budget for the association. The Treasurer is the chair of the Finance Committee. The Board must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the Board. The Fiscal year shall be the calendar year and annual reports are required to be submitted to the Board showing income, expenditures and pending income.
- Section 4:** It shall be the duty of the Correspondence Committee to notify members of meetings and contact members for any special purposes.
- Section 5:** It shall be the duty of the Historical Committee to prepare a scrapbook for the organization. The scrapbook will be given to the Past President when completed.
- Section 6:** It shall be the duty of the Public Relations Committee to serve the community and members and to promote public awareness of the Osteopathic profession.
- Section 7:** It shall be the duty of the Hospitality Committee to organize meals for new parents and to provide other services as needed by the members of the association.
- Section 8:** It shall be the duty of the Social Committee to plan monthly events for members and their families to participate in and to arrange childcare for the event as needed. One member from each district will be on the Social Committee.
- Section 9:** It shall be the duty of the Newsletter Committee to prepare a monthly newsletter to be distributed to all paid members and Advisors.
- Section 10:** It shall be the duty of the District Committee to appoint a District Representative for each district and provide reports of district meetings to the Board.

Section 11: It shall be the duty of the Nominations Committee to accept and review all nominations for the upcoming election. They will also compile a list of recommendations, either a full endorsed board or a list of all those interested and eligible, to membership at large for voting. See Article IX for more information on Nominations and Elections.

Section 12: It shall be the duty of the Bylaws Committee to review and make recommendations as necessary to the *<state or chapter>* bylaws as well as propose all changes to the membership at large for vote. See Article XII for Methods of Amendment.

Article IX: Nominations and Elections

Section 1: Election of new officers or nomination of current officers to a second term will occur as the first item of business at the annual April meeting. Nominations will be collected prior to the meeting or can be accepted from the floor at the April meeting. All nominees must meet eligibility requirements, including paid dues by October 1 and have actively participated throughout the year.

Section 2: The election of non-appointive officers shall be by written ballots at the meeting in October. All votes cast will be by secret ballot and counted by the *<State or Chapter>* Advisor. Officers will be elected by a majority vote of the current members. All officers shall serve one year terms, but are eligible for re-election. Officers may not serve more than two consecutive years. The majority of the ballots cast shall constitute an election. Ballots will be distributed at the door to regular members after signing the roll sheet.

Section 3: The nominating committee of at least four members shall be selected by the organization. The chairman of the nominating committee shall be appointed by the President. It shall be the duty of the committee to:

- a. Meet to study and consider the requirements of each office and the qualifications of members recommended for nomination.
- b. Prepare a report for members two weeks prior to election about the nominees' qualifications.
- c. Prepare the ballots for the election.

Section 4: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present members by the Secretary two weeks in advance of a Board

meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 5: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the President and Secretary. A Board member shall be dropped for excess absences from the Board if s/he has two unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining Board members.

Article X: Meetings

Section 1: State Meetings. The bi-annual state meetings shall be set by the Executive Board who shall also set the time and place. The first annual meeting shall be in October and the second annual meeting shall coincide with the <State> convention in April unless otherwise notified by the Correspondence Committee.

Section 2: District Meetings: District meetings will be called by the District Representative and shall take place every other month. Each district representative will be responsible for reporting any meeting minutes to District Committee Chair.

Section 3: Special Meetings may be called by the Chair or Executive Board.

Section 4: One half of the membership plus one member in good standing will constitute a quorum. Notice of each meeting shall be given to each voting member, by mail or email, not less than two weeks before the meeting.

Article XI: Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern all proceedings of the organization not provided by these bylaws.

Article XII: Method of Amendment

Section 1: These bylaws may be amended by a two-thirds majority vote of the <state or chapter> membership.

Section 2: All bylaw amendments shall be submitted to the AAOA Bylaw Committee Chair for approval before becoming effective. They become effective automatically upon receipt of the AAOA approval. After approval is granted and the bylaws are amended

and updated, a copy shall be forwarded to the AAOA Bylaw Committee Chair. This procedure shall be followed each time the bylaws are amended.

Article XIII: Standing Rules

Section 1: Each member shall have an up-to-date copy of the bylaws of the <State or Chapter Name>.

Section 2: Bylaws shall be reviewed annually at a regular meeting of the Executive Board.

These Bylaws were approved at a meeting of the Executive Board of the <State or Chapter Name> on (date) _____.

President Name: _____
President Signature: _____
Witness Printed Name: _____
Witness Signature: _____

Appendix D: Sample State Donation Letter

State or Chapter Name
Contact Name (President)
Contact Mailing Address
Contact City, State, Zip

Date

State or Hospital Name
c/o President or Director Name
Mailing Address
City, State, Zip

Dear Ms./Mr. President/Director Name,

The Intern and Resident Advocate Association (IRAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA). <Our state> does not currently have a state IRAA, but a group of us would like to change this, creating a connection between the Student Advocate Associations (SAAs) and the state association, and ultimately, increasing your overall membership.

<State or Chapter Name> will act as a stepping stone for the members in the Student Advocate Association to join the <State Advocate Association>. It is our goal to support the significant others, families, interns and residents of <state or hospital> osteopathic programs by coordinating a membership drive, planning activities for the families and working within the communities of <state or hospital> to promote osteopathic medicine. We will have social events monthly, state meetings twice a year and district meetings every other month. IRAA will provide support and encouragement to the families on the post-graduate journey by building lasting friendships.

<State or Chapter Name> is in need of \$200.00 <or other designated amount> in order to send letters to potential members about the new group. The money will be used to purchase stamps, print letters and buy envelopes. The letters will be sent to a list of current <state or hospital> interns, residents, and fellows. All the programs within <state or hospital> will be contacted and will receive a packet of letters so they can distribute to any new interns or residents. The organization is asking the <state association or hospital> to please donate to help us start this group. If granted, <State or Chapter Name> would greatly appreciate your generous contribution and the donation would be used solely for membership purposes.

Once again, thank you for all your support. If you have any questions about <State or Chapter Name>, please contact <Name> at <Phone and/or Email>. Thank you for your time and attention.

Sincerely,

Signature

Enclosure <An estimated budget attached would be a good idea!>