Student Advocates Association

RESOURCE GUIDE

Written & Compiled by
2014-2015 SAA Committee with credit to
Jammi Bailey & Tiffany Sweeney
Greetings!

The Student Advocates Association (SAA) is a subgroup of the Advocates for the American Osteopathic Association (AAOA). SAA as we know it now got its start back in 1960’s. Before that there is a history dating back to 1922 as one of the earliest groups in 1922. As we continue to expand and grow its important to remember our roots.

The mission behind the SAA is simple ... to support and promote the osteopathic profession. The largest form of support comes from advocating for our very own medical student. 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 SAA!

Sincerely,

SAA 2014-2015 Committee
AAOASAALIAISON@gmail.com
Table of Contents

Things to Do When Starting a Chapter ............................................. 4

Membership Ideas ........................................................................ 5

Philanthropy Projects .................................................................... 6-7

Fundraising Ideas ......................................................................... 8-17

Appendix A: Sample Announcement Letter .................................. 18

Appendix B: Sample Membership Form ........................................ 19

Appendix C: Sample Chapter Bylaws .......................................... 20-26

Appendix D: Sample State Donation Letter ................................. 27

Appendix E: NEW SAA APPLICATION ......................................... 28-29
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. **Fill out SAA FORM AND SEND TO SAA Liaison. See Appendix E pg. 44-45**

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](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](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.

9. **Membership dues** 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!

10. **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.

11. **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.

**Create an Online Presence:** Use social media to help get your name out to the medical students and spouses. Often each class will have a Facebook Page, join and add to the conversation. Use Twitter, Facebook Instagram are free ways to getting your message out.

**Letters:** Collect all new/current residents mailing addresses from the state association and send a letter about SAA, 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.

**State Advocates:** Contact your state level and work with them on contacting potential members and starting a group. Ask them to appoint an SAA 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.

**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).
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 nation SAA 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 SAA 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=Ny8xNS8yMDExlIDI6NDQ6NDMgUE0%3d) (copy/paste option: http://www.habitat.org/default.aspx?tgs=Ny8xNS8yMDExlIDI6NDQ6NDMgUE0%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/).

**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/).
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 TheAwristocrat.com (http://www.theawristocrat.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](http://www.morriscookbooks.com/indexB.cfm)) and Heritage Cookbooks ([http://heritagecookbook.com/](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 cuff ed 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](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/b 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 osteopathic advocate organization in <Hospital/City/State>: **Student Advocate Association**! The Student Advocate Association (SAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA).

SAA will act as a service organization to the medical students as a social group for significant others. 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. We feel it is in the interest of our <Medical School> to have this support organization available for medical students and their families to encourage them to stay connected and continue in the Intern and Residents Association and the Advocates to the American Osteopathic Association (AAOA).

We look forward to working with the osteopathic organizations at <Medical School> 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 SAA, 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 Student Advocate Association (SAA) 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: Student Advocates Association of (or your school)

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

________________________________________________________
Your Name

________________________________________________________
Student’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> Student 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 SAA 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 SAA 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 Student Association (SAA) is a new organization under the Advocates to the American Osteopathic Association (AAOA). <Our state> does not currently have a state AAOA, 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.

SAA will act as a service organization to the medical students as a social group for significant others at <medical school>. 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 <your school> to promote osteopathic medicine. We will have social events monthly, state meetings twice a year and district meetings every other month.

<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!>
# Appendix E: NEW SAA APPLICATION

NEW Student Advocates Association GROUP Application
Affiliated with AAOA

## Applicant Information

<table>
<thead>
<tr>
<th>School Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Name:</td>
<td>Advisor Email:</td>
</tr>
<tr>
<td>Advisor address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Approval from School? Y or N</td>
<td></td>
</tr>
</tbody>
</table>

## Membership Information

| Current President Information: |  |
| Address: |  |
| Phone: | E-mail: |
| City: | State: |
| Position: |  |

## Vice President Information

| Board Member: |  |
| Address: | Phone: |
| City: | State: |
| Position: | Email: |

## Board Member (Other)

| Board Member: |  |
|  |  |
NEW Student Advocates Association GROUP Application

Affiliated with AAOA

Address:  
City:  
Position:

<table>
<thead>
<tr>
<th>Board Member (Other)</th>
<th>Board Member (Other)</th>
<th>Board Member (Other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Member:</td>
<td>Board Member:</td>
<td>Board Member:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
<td>City:</td>
<td>City:</td>
</tr>
<tr>
<td>Position:</td>
<td>Position:</td>
<td>Position:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Board Member (Other)**

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.

Signature of Advisor:  
Date:  

Signature of President  
Date:  

Please send All Applications to AAOASAALIAISON@gmail.com or  

Please return this form with payment to:  

AAOA  
142 E. Ontario St., 4th Fl.  
Chicago, IL 60611  
Fax: 312-202-8224