



The National Office provides support for our many chapters in the areas of Formation, Guidance, Assistance, Promotion, Education, and Celebrations.

Formation

A chapter formation kit includes everything you need to start a chapter. A formation mailing is offered to assist the areas in promoting chapter membership to non-chapter members and to organize new chapters attempting to encourage members to join a chapter. The chapter formation kit is also available online at fmca.com.

Upon approval of new chapters, the Chapter President receives an Officer's Handbook containing the chapter officer duties, and other information the chapter will need. We also send the official chapter charter, and a National Director attachment plate which is to be passed on to each succeeding National Director. A banner and the appropriate flag (USA or Canadian) are presented to new chapters. The Chapter Services Department will coordinate the presentation with the National Area Vice President.

Guidance

The Chapter Officer's Handbook and the Secretary's Newsletter are among the several printed materials we provide to chapters and areas to help them with their day-to-day operation. The Chapter Officer's Handbook includes information and forms for all chapter officers pertaining to taxes, and rally information. *Keeping In Touch* is the quarterly newsletter produced, prepared, emailed, and/or mailed by the National Office to Chapter and Area Secretaries.

We strive to keep the chapter records updated so we can certify chapters annually to keep them in active status; we offer proof of insurance certificates needed for chapter rallies (at no charge to the chapters); and link chapter Web sites to FMCA.com. We also work with the Constitution and Bylaws Committee in maintaining the chapter bylaws, which helps provide a foundation for the association.

Recruitment

Each chapter is entitled to \$100 in recruitment funds per year. They have three different options that will allow them to customize how they utilize their \$100 in recruiting funds to their specific recruiting needs. Each option is explained below.

Option A provides a fill in the blank document that chapters can use for recruitment purposes. Sometimes chapters have a hard time finding someone with great writing skills or someone with time to sit down and type out a letter, so we've made the process as easy as possible. We've created a standard brochure, so all the chapter has to do is fill in the information and mail it to the FMCA office. They can also e-mail the information. Once received, we will mail or e-mail the brochure to the non-chapter members in the targeted area chosen by the chapter.

Option B allows Chapters send their own recruitment material or brochure to the FMCA National Office for mailing. The mailing can contain from one to three pieces front and back, which should arrive ready to copy. Once received, we will mail or e-mail the material to the non-chapter members in the targeted area chosen by the chapter.

Option C is Recruitment Advertising – A chapter can place an ad in the local newspaper to invite interested RV owners to attend their rally or event and FMCA will reimburse the chapter up to \$100.

New Member Report/Past Due Report

The Chapter Services Department can provide chapters with a list of new members who have joined FMCA during the past month (if they meet the eligibility requirements for the chapter) for the purpose of recruiting members to their chapter. The list can be sorted by state, province, and/or RV brand. This list includes contact information so that the Chapters can reach out to the new members by phone, mail or email.

The past due member report provides chapters with a list of the members in their chapter who have not paid their FMCA dues. This gives chapters a chance to remind them that their FMCA dues have not been paid and they must keep their FMCA national dues current in order to maintain their chapter membership.

Chapters can advertise their rallies for free and online, using the following methods:

Association Calendar

Chapters have the opportunity to advertise their chapter's rally schedule in the Association Calendar. Two months of rallies appear in each issue of *Family Motor Coaching* magazine; however, the online listing can be expanded beyond the limits of the magazine. Some chapters show their entire year at a time online.

Chapter Directory and Web Search

Members wishing to get contact information for a chapter can do so in a couple of different ways. We have a Chapter directory, which is a listing of all chapters, an Area directory which is a listing of only the chapters from a specified area, they can contact the FMCA office and we will give them the information over the phone, or they can go online and view the information under chapter listings. While searching online they can create a list of chapters that they would like more information about and then submit their contact information and each chapter will be notified of the request either by email or regular mail. It is vital that the person assigned this task will respond in a timely manner. They won't ask twice!

Educational Opportunities

We also provide educational opportunities to chapter members at Area Rally and International Conventions. Several educational seminars are available to chapter members on various subjects. National Director Briefings, Chapter officer seminars, etc. Chapters can also schedule a room to hold their own chapter meetings and functions at the International Conventions.

Chapter Celebrations

Every five years chapters are recognized for their anniversary and the Chapter Services Department will coordinate this recognition with the National Vice President that is responsible for presentation of anniversary materials.

5, 10, 15, and 20 Year - Certificate

25 Year - Certificate and \$100 Award

30 Year - Certificate and \$150 Award

35 Year - Certificate and \$200 Award

40 Year - Certificate and \$250 Award

45 Year - Certificate and \$300 Award

50 Year - Certificate and \$350 Award

55 Year - Certificate and \$400 Award