

FAMILY ASSOCIATION

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 frva.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 Area 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). In addition, there is no charge to the chapters for the FRVA attorney to review the rally contracts. We encourage you to send them to chapters@frva.com. The national office can link chapter Web sites to FRVA.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 up 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 be used 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 Family RV Association 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 to send their own recruitment material or brochure to the FRVA 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 FRVA will reimburse the chapter up to \$100.

Chapter Recruitment Program

The Chapter Recruitment Program is available as a way for your chapter to earn money when recruiting new members. Your chapter can sign up for a special link that will earn your chapter money for each member recruited when signing up using this special link.

New Member Report/Past Due Report

The Chapter Services Department can provide chapters with a list of new members who have joined FRVA 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 FRVA dues. This gives chapters a chance to remind them that their Family RV Association dues have not been paid and they must keep their FRVA 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 can advertise their chapter's rally schedule in the Association Calendar. Two months of rallies appear in each issue of *Family RVing* 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 is a listing of only the chapters from a specified area. Members can contact the FRVA office and we will give them the information over the phone, or they can go online and view the information under chapter listings. It is vital that the person assigned as the chapter contact will respond in a timely manner. New members 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 Area 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

Personal Contact

The Chapter Services Team is here to help. Feel free to contact us for any questions you may have.