



Best Practices for Starting and Running a Service Year Alums Chapter



Service Year Alliance is an organization relentlessly pursuing a bold vision - making a year of paid, full-time service – a service year – a common expectation and opportunity for all young Americans. Service year alums from a variety of programs (AmeriCorps, Peace Corps, YouthBuild, and more), have been working together across the country through continued community service, networking, and mobilization while inspiring the next generation to serve.

This guide is a product of Service Year Alliance and the Alumni Chapter Steering Committee, which represents service year alums and chapters from around the country. Whether you are already engaged with a chapter or are thinking of starting one, we hope this guide provides you with ideas and best practices for an effective and engaging chapter.

While Service Year Alliance does not actively manage or directly support chapters, we hope you will keep us informed about chapter activities, such as local events, trainings, service projects, and new chapters [via social media](#), or by emailing alums@serviceyear.org. We'd love to feature the work you're doing in our newsletters, with partners, on webinars, and more!

If you have questions about the toolkit or require additional help in establishing or running your chapter, please reach out to the Alumni Chapter Steering Committee at ACSC@serviceyear.org.

This toolkit has been adapted from previous AmeriCorps Alums and Service Year Alliance resources – many thanks to all of the hard work and great minds that helped us get to this point!

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Service Year Alliance + AmeriCorps Alums

In early 2016, three national service-focused organizations – ServiceNation, The Franklin Project, and the Service Year Exchange – united to become Service Year Alliance. By merging together, the mission of advancing service years could be significantly enhanced through greater capacity, more resources, and a comprehensive overall strategy.

In 2018, this mission was further strengthened by the acquisition of AmeriCorps Alums, the national network that connects alumni of all AmeriCorps programs to resources that support their lifetime of service. AmeriCorps Alums, which started in 1994 and had been an enterprise of Points of Light since 2005, was a close partner of all three of the legacy organizations prior to the merger that created Service Year Alliance. That partnership deepened when Service Year Alliance was launched. The name and brand associated with AmeriCorps Alums was maintained to highlight AmeriCorps Alums as a distinct community within Service Year Alliance’s larger community of service year alums.

In the fall of 2020, Service Year Alliance launched a new initiative to help alums coordinate and seek guidance on a national scale. Service Year Alliance established the [Alumni Chapter Steering Committee](#), a council of alums who help establish and advise new and existing AmeriCorps Alums chapters and Service Year Alliance community teams, organize professional development opportunities, and coordinate alumni advocacy efforts with the support and guidance of Service Year Alliance. This Steering Committee provides greater opportunities for alums to get involved and offers the service year alums community the opportunity to convene and continue to make an impact after service.

If you have questions about this toolkit or require additional guidance to establish your local chapter, contact the Alumni Chapter Steering Committee at ACSC@serviceyear.org.

Why Join or Start a Service Year Alums Chapter?

- **CONNECT WITH YOUR COMMUNITY:** Whether you’re new in town or grew up there, you’ll find your team – a community of people who share your values, experiences, and beliefs that national service can transform the country.
- **TELL YOUR STORY:** You can use your voice to invite all those touched by the impact of a service year to be powerful storytellers alongside you and inspire others to serve.
- **GROW PERSONALLY AND PROFESSIONALLY:** Service doesn’t end after your service year. As a member of a chapter, you’ll have formal and informal opportunities to network professionally, learn new skills, and build new relationships and connections that will benefit your career and last a lifetime.
- **ADVOCATE FOR SERVICE YEARS:** You can work with other alums to advocate for the expansion of national service opportunities for all Americans.

Chapter Objectives

Here are some ideas for objectives to help frame your chapter work and activities:

- **Build a transformative community** of service year alums to connect with and support each other, and inspire the next generation to serve.
- **Volunteer at local service events**, network and participate in professional development opportunities, and elevate stories of service that demonstrate the impact a service year can have on an individual, a community, and the country.
- **Work with local or state government emergency management staff** to offer a skilled volunteer force in times of local crisis.
- **Connect with local service year programs** and currently serving corps members to support corps members during their service year and help recruit new corps members to join.

These are just examples – you should create objectives that are meaningful to your individual chapter to make clear the group’s purpose. An important activity when you are starting or revamping your chapter is to make sure your leadership and chapter members understand the overall mission of your group. Spend some time discussing these objectives, or edit and create your own!

EXAMPLE Objectives: AmeriCorps Alums DC Chapter

COMMUNITY

AmeriCorps Alums DC connects alums with a shared experience of service through various social events in the Washington, DC region. This is accomplished through:

- An online presence including social media, website, or email
- Building relationships with organizations that host AmeriCorps members
- Sharing events related to their mission held by like-minded partners

SERVICE

To continue the spirit of service and connect AmeriCorps Alums to their community, AmeriCorps Alums DC mobilizes alums for service projects around the Washington, DC region in partnerships with local nonprofits. This is done through:

- Participating in national service events, such as Martin Luther King Jr. Day of Service, Earth Day, 9/11 Day of Service, and Veterans Day
- Responding to community needs with an experienced volunteer force
- Providing skilled support to address community needs at local nonprofits and community organizations

PROFESSIONAL DEVELOPMENT

AmeriCorps Alums DC provides ongoing professional development opportunities to support alums in their career or education after service. This is achieved by:

- Hosting professional development events such as networking events, webinars, panels, and workshops that help to develop and foster leadership skills
- Connecting people at various stages of their careers by creating opportunities for mentorship

In spring 2020, when COVID-19 hit New York City -- hard -- the **New York City Impact Community** housed in the Mayor’s office, NYCService, was part of a task force that led volunteer coordination. Because of their relationship with the local NYC Chapter, they were able to call upon alums as volunteer leads. Almost one hundred alums signed up to help, offering their experience and skills in a time of crisis.

While the **North Carolina Chapter** has held a number of professional development events on topics like resume writing and networking, they have also offered a unique session on talking about your service experience. Not only does this help an alum ace an interview -- it can also be invaluable for convincing others to serve, too! Alums from this Chapter were invited to do just that by the NC Chapel Hill Honors College, speaking about their time in service to soon-to-be graduates.

Naming Your Chapter

Service Year Alums chapters are open to alums from all programs, including AmeriCorps, Peace Corps, YouthBuild, as well as smaller programs such as faith- or sector-based service year programs. Here are some suggestions for ways to name your chapter:

- Service Year Alums Chapter of X (city/location)
- Service Year Community of X (city/location)
- X (city/location) Service Year Alums

Try to keep “Service Year” and add your city, so all alums can find your chapter through a search online and feel included! Ultimately, the choice of name is up to your group. If your mission does not include representation from all service years, adjust your naming to the scope of your chapter. Here are some suggestions:

- AmeriCorps Alumni Chapter of X (city/location)
- [Returned Peace Corps Volunteers of X](#) (city/location)
- YouthBuild Alumni Chapter of X (city/location)

While we recommend being general to encompass all service years and be inclusive of all service year alums, we understand that depending on your organizing group this may not always be possible.

Roles, Structures, and Transitions

Roles

Your group can decide what roles work best for you. Create positions based on the needs of your alumni community. However, we recommend having at least three people on the board to start, and one leading the chapter as the Chair, President, or Chapter Leader.

- The Chair, President, or Chapter Leader(s): super volunteer(s) that takes on the central leadership role of their team.
 - Co-leadership in this role is a great way to share responsibilities, for knowledge sharing, and/or for coverage if one leader is no longer able to continue in this role.
- Chair/Co-Chair Positions make up the rest of the board. Here are some suggested roles:
 - Treasurer Chair: Makes sure the finances for the chapter are tracked and reported on in a legal way.
 - Secretary Chair: Makes sure someone is in charge of minutes of board meetings and documenting processes for the chapter.
 - Membership Chair: Recruits new members to your chapter.
 - Communications Chair: Regularly updates chapter social media pages (Facebook, Twitter, Instagram, Snapchat, etc.), emails updates to chapter members, creates monthly newsletter.
 - Social Chair: Organizes social happy hours, professional development opportunities, etc.
 - Community Service Chair: Works with community partners and organizes local service projects, such as on National Day of Service.
 - Advocacy Chair: Mobilizes the chapter in support of national service programs.
 - And more! You can determine the roles that make sense for your group.
- Members are alums that regularly participate in your chapter, but don't have a specific role for the year. Members support where they can, attend events, and make your chapter into a true community!
 - You can also organize all or some of your members into committees to support the work that your Chairs lead. See our Appendix for an outline of ideas.

Establish a Structure

[Here are sample by-laws](#) from Minnesota Nonprofits to help guide you in the type of structure you will want to build towards. You may not start off with this formal structure, but over time, your goal should be to have your general operating procedures, role responsibilities, event planning guides, and yearly calendar established so that new members know what your chapter is all about and chapter leadership can easily keep the chapter activities going.

Find Great People

There are probably lots of great alums in your area who want to get involved in leadership! A good way to find them is through an application process (see the Sample Council Leadership Application in the Appendix). Consider sharing the application over social media and with networks in your area. See our section on Recruiting Members for ideas on where you might recruit leaders.

Create a relationship with entities in your region that can be a good connection point for new alums. For AmeriCorps, with your [State Service Commission](#) to ensure your chapter is a part of service year programs' off-boarding process (and maybe you can be part of any finale events for programs). For AmeriCorps VISTA and other service year programs, build a relationship with the programs in your area. Service Year Alliance has [several Impact Communities](#) that can also be great partners in building your network.

Vote On Your Leadership

At the beginning, your selection process may be more informal – and that's okay! As time progresses, however, it's helpful to have a more formal process in order to ensure that the transfer of positions remains as efficient as possible while also offering a greater opportunity for diversity and inclusion. Some possible electoral structures are application processes that use: a.) simple majority vote by chapter membership, or b.) vote of the board to select chairs.

Establish Chapter Leader Term Limits

Establishing clear term limits helps build a pipeline of leaders and makes sure that chapters are not built around one dedicated person that is always in the same role. A healthy chapter has the ability for leaders to step up and step back. We strongly encourage chapter leadership to fulfill their terms, but we understand that sometimes circumstances require a transition (e.g. going to school, moving for a new job, illness, etc.). By establishing clear term limits, individuals can plan for their commitment accordingly, and there is a steady talent pipeline to keep the chapter afloat if there is an unplanned transition.

Encourage Co-Chairs

If you have enough members, we encourage chapters to have co-chairs for each position so that duties are shared and transitions are seamless. We recommend a Chair/ Vice-Chair model with the Chair taking lead and the Vice-Chair supporting and learning about the duties of the position. During transition, the Vice-Chair would become Chair, and a new Vice-Chair would be selected from the chapter membership.

Effective Meetings 101

Part of running an effective leadership council for your chapters is leading good meetings. We all have been at work meetings that seem like a waste of time – don't fall into the same trap for your chapter! Below are some tips to make sure your leadership meetings are the most efficient:

- Have a regular schedule for your meetings that is frequent enough to plan your activities, but not so much that your leaders are overwhelmed. This could bi-weekly, monthly, quarterly, etc. Have a clear start and end time as well.
- Create and share meeting agendas ahead of time so that people know what you will be discussing and can propose additional topics if needed.
- Start your meetings on time, stay on your agenda, and wrap up at the end of the scheduled time. It's great to have personal catch-up time with your fellow leaders, but don't let discussing weekend plans take up time needed for chapter business!
- Focus your meetings on updates, strategy, and issues that the entire board should be aware of or give input on. Let planning details be handled by your chairs (choosing the place for happy hour does not need to be a half hour debate with your full board!), unless there is something they need help with or full input on.
- Figure out how to stay connected between meetings – Google group, email chain, Slack, or a private Facebook group are some ways that you can stay connected.

Plan for Leadership Transitions

Whether you have co-chairs or not, it's important to plan time for transitions between leaders. Schedule introductory meetings among current leadership, new leadership, and key chapter stakeholders in order to make sure that your objectives are aligned and that knowledge is passed on to the next leaders. Set goals for the first 30-90 days of new chapter leadership in order to help new leadership stay on track and so that previous leaders can lend a hand when needed. Also, keep a list of key files, materials, contacts, account names, and passwords to be turned over to new chapter leaders – having things named clearly is a big help (we recommend something like Google Shared Drives or Dropbox).

Feedback, Feedback, Feedback

We encourage chapters to give feedback surveys to anyone involved in the chapter leadership process. Whether someone is transitioning out of a leadership position or even applying to be a chapter leader, their feedback is extremely valuable and they may be able to tell you things about the entire process that will help you make your chapter leadership structure as strong as possible.

Recruiting Members

When you enter the room for your first official chapter meeting ever – or your first of the year – who do you want to be there? An initial task as a chapter leader is to recruit your first members. Below are ideas for going from a lone chapter leader or group of leaders to inspiring a regular group alums to be part of your chapter.

Go Public

Make sure you are shouting the news about your chapter far and wide! Alums can't join your chapter if they never hear about it. Below are some ways to spread the news about your chapter:

- Connect with your [AmeriCorps State Commission](#), CNCS Regional Office, or a city-wide service coalition if you can find one (such as a Service Year Impact Community). Introduce yourself and your chapter leadership and propose connecting with alums in their network for service, networking, advocacy, social, and other initiatives. Ask if they can share your chapter contact info with their listserv.
- Connect with local nonprofits that have service year programs to see if they have alums in the area that they can tell about your chapter. You can even invite currently serving corps members to participate! Find local service year programs on [ServiceYear.org](#) or through outreach on [AmeriCorps.gov](#).
- Create a social media presence on Facebook and/or Twitter, and make sure that it is publicly searchable. If you can, make a website – the first place alums will go to to see if there is a chapter in their area is the internet!
- Find other groups in your area (in person or online) where alums might be – such as volunteer groups or young professionals groups for nonprofits or policy. Alums are everywhere, but it's helpful to start with the jobs and activities in which alums tend to be interested.

Start Simple

Make your first request of alums to attend a low-key event. Keep the event small, affordable, and something that's easy for everyone to join, like a coffee meetup, happy hour, potluck picnic, or pizza at a chapter leader's house. Chapters just starting out will need other alums to help lead events and committees, but resist the temptation to ask for more help in your first outreach to prospective members. However, do include this request in your follow-up, if you need it!

Welcome Your First Members

Keep track of who comes to your first chapter meeting. Make sure they are on your invite list to your next event. People who feel appreciated will keep showing up, and will step up to help out.

Keep Momentum

Be sure to follow-up within 48 hours with a thank-you for attending. Feel free to include an invite to your next event if it's scheduled, or a recommendation of how else they can connect with your chapter. Again, keeping it simple at the beginning with is key!

Ask For More

For those who attend multiple events and seem engaged and enthusiastic, ask them to get more involved with chapter leadership. Make it clear if there are positions open or when elections happen for your chapter. Whether or not they become an official leader, find out what other people's talents and interests are and explore how they could use that to support the chapter. Many times, all it takes for someone to step up is a direct ask!

Set Up Your Structure

It's great to have small social events to recruit new alums and get to know your members. Once you have some alums that have stepped up as leaders, make sure to establish a regular planning meeting outside of open gatherings so that you can continue to build structure for your chapter. The governance process for chapter leadership will take some time and talent to make it work, but it's worth the effort to have a smoothly running, active chapter!

Ideas for Events

After your chapter structure has been established, hosting events will be the bread-and-butter of what you will do as a chapter. These events can range from service events, to networking events, to social events, to advocacy events to virtual conversations. Regardless, remember that it is important to set realistic and achievable goals and have a plan to achieve them.

Don't worry about starting off slow. Ultimately, though, regular events are what will keep your chapter going! See the Appendix for a sample calendar of events.

Here are ideas of events your chapter can host:

SOCIAL EVENTS:

- Welcome potluck – welcome new members to your chapter once or twice a year with a big potluck!
- Host a happy hour
- Postcard/letter writing night to corps members or your Member of Congress*
- Go on an outing to a museum, movie, workout class, etc.

IN-PERSON OR DIGITAL PROFESSIONAL DEVELOPMENT:

- Resume 101: for the young, freshly graduated corps members in your group
- Interview Practice
- Networking Happy Hour with alums that are further into their professional careers or with a local employer
- Sponsor a member to attend a conference
- Practice your story of service to tell to your friends, in job interviews, at networking events, and to Members of Congress*

SERVICE PROJECTS

- Organize a chapter service project on a National Day of Service
- Have monthly volunteer days with a local nonprofit
- Partner with another service year alum chapter and organize a volunteer day

SUPPORT SERVICE YEAR CORPS MEMBERS

- Invite currently serving corps members to join a potluck hosted by your chapter – we all remember how great it was to get a good (free!) meal while serving!
- Connect with local service year programs to act as mentors to currently serving corps members

SERVICE YEAR AWARENESS

- Connect with service year programs and offer to answer questions about serving to potential new members.

ADVOCACY ACTIONS*

- Write "Letters to the Editor" to your local newspapers
- Invite local leaders to your volunteer events
- Share actions to call your Members of Congress on social media

A simple way to get the word out is to join the #ServeLikeMe social media campaign! Encourage alums in your chapter to share their service stories and photos on Twitter, Facebook and Instagram - be sure to use the hashtag #ServeLikeMe and tag @ServiceYear or your service year organization so we can share your story too! Connect with local programs as well to coordinate your Chapter's #ServeLikeMe efforts with their recruitment!

You can learn more about the #ServeLikeMe campaign at serviceyear.org/servelikeme

Governance/Planning Meetings

Remember, once you have an active chapter, you should be planning times for your leaders to get together to prepare for all the events listed above, plan for transitions, approve communications, etc. Figure out the right timing for your group (bi-weekly, monthly, quarterly, etc) and how to stay connected in between.

or not they become an official leader, find out what other people's talents and interests are and explore how they could use that to support the chapter. Many times, all it takes for someone to step up is a direct ask!

** Check out the Advocacy section in this toolkit for more details on how to organize advocacy actions or incorporate easy advocacy strategies to events you're already planning.*

Chapter Communications

Part of running your chapter is making sure your members and the service year community in your area know what you're doing. Here are some ideas to make sure your communications are running smoothly.

- **Email Listservs:** Make sure you have a way to keep track of your current members. Make a Google Group or something similar so you and your chapter have easy access to your chapter roster and contact information.
- **Newsletter:** We encourage you to create your own newsletter to share with us and your community! They're easy to set up and a great way to keep people connected. Send it out monthly or quarterly.
- **Facebook Group:** This is a great way to promote your chapter and events, and often the first place someone will look when they want to get involved with an alums community in their area. Consider keeping your group public or having a public page and a separate members-only page.
- **Other social media:** Feel free to show off your chapter with an Instagram, Twitter, or other communications that highlight what great things you are up to!

Accounts and Passwords

Make sure that for all of these accounts, you have the account names and passwords stored somewhere safe and transferable. We recommend that they are attached to a chapter email and not the personal email of a member, so that they can stay active no matter who is in leadership. A service like [LastPass.com](https://lastpass.com) can help you keep all of your accounts and passwords safe and organized.

Advocacy

Local service year alums chapters and groups have been an essential part of the service year movement's efforts to make a year of service a common expectation and opportunity for all. We highly encourage all chapters to engage in advocacy efforts, whether locally or nationally, to promote service years. As an alum, your story is the most powerful tool to bring national service to all Americans.

Service Year Alliance will coordinate with the Alumni Chapter Steering Committee to share monthly updates on federal legislation and action opportunities. If you are interested in advocating at the local level or if a new issue comes up, please reach out to us to ensure it aligns with the priorities of the movement.

We know that as an AmeriCorps member advocacy was not permitted during your service hours. However, as an alum, writing Letters to the Editor, meeting with your Members of Congress, and sharing advocacy actions are a critical part in continuing to support national service. It can be confusing and nerve-wracking to participate in advocacy work, but rest assured, you are allowed to engage as an alum. Here are some brief guidelines about advocacy:

- Alums can participate in advocacy actions like Letters to the Editor, online petitions, congressional phone calls, congressional meetings, mobilizations, and more! Some alums may need to check with their current employer about special rules, such as the Hatch Act for federal employees. However, just like currently serving corps members, most can participate in advocacy activities in their personal time.
- Currently-serving corps members can, on their own time and not on behalf of their specific program or while wearing any AmeriCorps gear, participate in advocacy as well. This is important to remember if you have corps members in your chapter. Members can check with their service year program if they are concerned.

See our [Advocacy Toolkit](#) for more detailed information.

Chapter Finances

Whether your chapter is established as an independent nonprofit – a 501(c)3 – or has developed programming that is integrated and/or aligned with an existing local organization as your fiscal agent, you may need to financially support the efforts and activities of your chapter and create processes to track cash in and out. Please note that engaging in fundraising and/or appointing a fiscal sponsor is not a requirement of a chapter. This section is only provided as guidance should you choose to do so.

A fiscal agent is a local nonprofit entity that agrees to serve a supporting fiscal role for the chapter such as receiving grants and donations, or allowing the use of their 501(c)3 tax ID to get a tax exemption on some purchases. It will likely need the support of other chapter members to retain oversight on the funds. The same would be true if you were to establish your own 501(c)3 for your chapter; you would create a way to take in funds, track, and then be able to process out funds and track. Here are three resources/articles for you to consider as you stand up how finances could work with your chapter: [A Guide to Nonprofit Accounting \(for Non-Accountants\)](#), [All About Financial Management in Nonprofits](#), and [Financial Literacy for Nonprofit Boards](#).

Before fully creating a system for chapter finances, an incremental strategy could be to crowdfund or pool resources to fund the activities of your chapter. For example, this could be an option if your chapter needs to place a minimum order at a bar or restaurant or if there's interest in buying supplies for a project that can't be secured through partnership or donation. We suggest these to be project specific (for example, everyone Venmo's the social chair \$10 for the happy hour appetizer minimum) versus annual dues.

Finally, Service Year Alliance is offering stipends to support the activities of chapters who meet the below criteria. Stipends can be used by chapters on activities such as professional development and networking events, service year advocacy events, digital systems or tools, or other activities as approved by Service Year Alliance.

Stipend process:

Chapters should send Service Year Alliance an anticipated needs list for the year by January 31, 2021. Stipend approvals will be communicated no later than the end of February. Smaller items can be purchased by a member of the chapter and reimbursed by Service Year Alliance. Bigger, one-time, expenses can be purchased by Service Year Alliance for the chapter. Contact alums@serviceyear.org to submit a stipend request or if you have questions.

Criteria for applying:

- Stipend requests cannot exceed \$5,000 (the total amount requested is not guaranteed)
- Must submit a line-item budget and explanation of the use of funds
- Must be issued to a member/members of a chapter recognized by the Alumni Chapter Steering Committee for approved chapter activities

APPENDIX

Chapter Roles: Committee Deep Dive

The most effective chapters have many members that run chapter functions. A simple way to accomplish this is to have committees for each goal that the chapter has set. Each committee should have a well-defined set of tasks to accomplish and a Chair to lead. Here are some of the most common committees that have developed in chapters along with some sample responsibilities of each.

MEMBER RECRUITMENT COMMITTEE

- Build chapter membership and community relationships
- Plan/coordinate events to encourage the above
- Summarize/photograph any outreach events
- Distribute event recaps to activity participants
- Send follow up thank you messages to activity participants

COMMUNITY SERVICE COMMITTEE

- Plan, coordinate, and participate in monthly service projects
- Coordinate projects along with national AmeriCorps Alums service initiatives and State Commission days of service (such as MLK, 9/11, AmeriCorps Week, etc.)
- Partner with local organizations and HandsOn Action Centers as well as create independent projects

PROFESSIONAL DEVELOPMENT COMMITTEE

- Provide the chapter with free or low-cost workshops, panels, presentations or resources to help build marketable skills and complement the interests of the members
- Summarize and photograph professional development events
- Coordinate with the communications leader to distribute event recaps, thank yous, and feedback surveys to attendees within 72 hours of professional development events

COMMUNICATIONS COMMITTEE

- Oversee the social media and all other chapter and community communication
- Promote local chapter events and opportunities through a variety of creative methods like event registration through mass email, social media (Facebook, Twitter, Instagram, blog site, Flickr), and event follow-up
- Work closely with other councils to distribute information and promote events on a regular basis

SOCIAL COMMITTEE

- Oversee the social and networking events of the chapter and serve as the point of contact for planning social events
- Not only oversee, but participate in all activities
- Plan social and networking events that allow alums to connect with each other and the larger community that supports them

ADVOCACY COMMITTEE

- Ensures the chapter is up-to-date on the national service movement's priorities
- Coordinates advocacy actions the chapter chooses to take
- Responsible for reporting actions to Service Year Alliance

Sample Chapter Year Plan

Below are some examples of activities your chapter can do each month. Aim to host something every month or every other month, and alternate the types of events you have. Following a school year calendar can be helpful for your chair terms and kickoff events. Not all chapters will follow the school year or the same structure, so create what will be best for your community. Once your chapter is bigger or upon feedback, add more or different events!

JANUARY MLK Day (Service)	FEBRUARY Month off/Board Retreat	MARCH Social
APRIL Service	MAY Professional Development	JUNE Social
JULY Month Off	AUGUST Service Promote 9/11 Day of Service projects	SEPTEMBER 9/11 Day of Service Board Retreat Day
OCTOBER Indigenous People's Day Professional Development	NOVEMBER Veterans' Day Social	DECEMBER Service

Sample Chapter Leadership Application

To apply to be part of the Service Year Alums (INSERT CHAPTER NAME) Chapter Leadership for the (INSERT YEAR) term (INSERT STARTING & END MONTHS), please fill out the short application below. Email (INSERT NAME) with any questions by (INSERT DATE).

LEADERSHIP COMMITMENT

The Chapter Council team meets once per month year-round, in addition to participating in other chapter-led events. Leaders are expected to attend and actively participate in 75% of meetings and chapter events. Chapter Council members are expected to commit to a one year term from (INSERT DATE) to (INSERT DATE) and to voluntarily step down if unable to meet this commitment. Applicants will be contacted after the deadline of (INSERT DATE).

First and Last Name:

Email Address:

Phone Number:

Why do you want to volunteer for a chapter leadership role?

Please list three skills/areas of expertise/personal experiences that would help you to contribute as part of the chapter's leadership:

Please list three skills/areas of expertise that you would like gain in a chapter leadership role:

What is your current involvement with AmeriCorps Alums?

What other commitments currently fill your time?

What position are you applying for?

(If you are interested in more than one position, please rank based on interest).

- ☐ President
- ☐ Service Chair
- ☐ Advocacy Chair
- ☐ Social Chair
- ☐ Professional Development Chair
- ☐ Communications
- ☐ Social Chair
- ☐ Professional Development Chair

Please share any additional information about your interest in the positions you have selected: