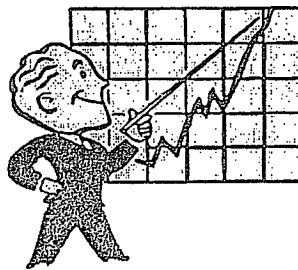


AFE Association for
FACILITIES
ENGINEERING®

Tips On How to
Reactivate Your AFE
Chapter



Revised July 2003

Dear AFE Member:

I am pleased to hear you are interested in reactivating a local AFE chapter in your area. Please read all the enclosed information carefully so that you are comfortable with the level of commitment it will take to reactivate this chapter.

What Makes A Chapter Successful?

An effective chapter will have the following characteristics:

- Publicly accessible meeting place for members
- Setting goals and regularly measuring their progress
- Established systems for administrative and financial functions
- An active membership recruitment and retention program
- Ongoing programs that serve identified interests of the chapter members
- A broad-based fundraising plan
- Enough capable leaders to carry out the daily work of the chapter

Remember, no matter what stage of chapter development you may be in, chapters are part of a larger association. AFE chapters work hand-in-hand with the national organization to ensure that their individual and joint efforts support the work of the association as a whole.

AFE's Mission Statement

AFE provides education, certification, technical information and other relevant resources for plant and facility engineering, operations and maintenance professionals worldwide.

Where do I find members and sponsors?

Everyone who comes in contact with the chapter is a prospective member or sponsor. Callers, walk-ins, program attendees, trade show participants, meeting sponsors - all these people (and others who contact AFE Headquarters directly) are potential members, contributors and volunteers. These names should be included in your prospect list and should also be forwarded to AFE Headquarters. An easy way to develop a prospect list is to enter the names, addresses, phone, fax, and e-mail addresses into an Excel file. Don't let them get away!

What do I do first?

Here is a summary of the steps to complete as you begin exploring the possibility of reactivating this chapter.

1. Make contact with individuals on member lists provided by AFE Headquarters to inform them about the possibility of reactivating this chapter
2. Hold an exploratory meeting to determine interest and resources available
3. Recruit 10-15 people who will help redevelop the chapter
4. Identify the area to be served by this chapter
5. Set up meetings and/or tours, chapter members may initially suggest their place of business
6. Review and/or re-write outdated chapter bylaws
7. If the chapter does not already have an Employee Identification Number (EIN) you can use the instructions and application enclosed to apply for one.
8. Establish a chapter leadership structure, elect or appoint officers, notify AFE Headquarters
9. Establish the chapter budget and set up a chapter checking account (must have an EIN number to do this). Contact AFE Headquarters for additional chapter financial information.

Reactivating an AFE chapter is an ongoing process that will not be accomplished overnight and does require a commitment of energy and dedication. By calling and inquiring how to bring the benefits of AFE to your local area, you have completed the initial step. The AFE Headquarters staff and region volunteers will guide you every step of the way.

The Headquarters staff works with existing and emerging chapters to provide technical assistance in all areas of chapter management and development. In addition, we are available to assist with chapter functions, including public relations, finance and administration, and program services. We are looking forward to working with you as you begin to lay a new foundation for this chapter.

Sincerely yours,



Dottie Mangold
Chapter Services
(513) 489-2473, ext. 12

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Announcing first meeting date, time and place

Date

Dear Chapter Member,

AFE provides education, certification, technical information and other relevant resources for plant and facility engineering, operations and maintenance professionals word wide. This is our mission statement. We exist to provide our members the best possible resources to help them learn innovative ways to do business, become an active leader in their field, and above all, influence industries to recognize the important role facilities professionals hold in their company.

Preserving this core mission is critical to our success, both for an organization and you as an individual shareholder. Chapter activities support this mission through their activities, local relationships among members, and consistent communications about AFE initiatives. When the process of providing quality service through active chapters is hampered, we run the risk of not meeting the standards we have set forth for ourselves.

Chapter activities for (name of chapter) for which you are a current member have been dormant for some time. There has been little or no communication to the individual members, educational offerings or other networking functions are non-existent. Remember, a portion of your national dues goes to support the local chapter. Since AFE promotes chapter activities as a member benefit, we want to help you take advantage of this through whatever means available.

There are several of us who have expressed an interest in reviving the (name of chapter). We would be willing to lead the chapter on its road to recovery. However, we cannot do this on our own. What is required for this to happen is for the general membership to be willing to support our efforts through a process of communication, meetings and volunteering.

As with any volunteer organization, the more you put into the endeavor the more you get out of it. In order for us to know how you feel about a fully functional AFE Chapter, we would appreciate your returning the enclosed Organizational Chapter Survey as soon as possible.

Please return the survey to:

Name: _____

Address: _____

Sincerely yours,

Date _____

ASSOCIATION FOR FACILITIES ENGINEERING
Organizational Chapter Survey

_____ Yes, I am interested in attending the organizational meeting to hear more about how the chapter will benefit me as a facilities engineer

_____ Yes, I am interested in attending the meeting and would be interested in serving on the planning committee

_____ I am interested in actively participating in the chapter but cannot attend the meeting. Please continue to send me chapter information.

_____ No, I am not interested in participating in a local AFE chapter at this time

Please list below the benefits/educational programs/activities you would expect to find from an AFE chapter.

Are you a current member of AFE?

_____ Yes _____ No

Have you ever been a member of any other AFE chapter?

_____ Yes _____ No

If not a member, would you like to receive information?

_____ Yes _____ No

Please fill out the information below:

Name _____

Company _____

Address _____

_____ Zip _____

Phone _____ E-mail _____

Please return via fax to _____

At fax number _____

Reactivating Chapter Program Survey

What do You Want Your Chapter to Be?

Please complete the following survey. Remember this is YOUR chapter! YOUR response to this survey will be very helpful in planning interesting events for the coming year. Thanks for your support!

Description: Please number in order of importance to you:

Programs	_____	Social Outings	_____
Speakers	_____	Member Directory	_____
Newsletter	_____	Technical Information	_____
Networking	_____	Conferences/Seminars	_____
Tours	_____	Certification	_____

Other: _____

Meeting Program Logistics: Please check your preference:

Day: _____M _____T _____W _____TH _____F

Time: _____Lunch, 11am-1pm _____Dinner 6pm-8pm Other: _____
Location: _____Same Location _____Different locations Other: _____
Cost: _____

Format: _____Social, Meal, Speaker _____Social, Speaker _____Meal, and Speaker
_____Speaker Only Other: _____

Program Topics:

Speaker: _____Technical _____Managerial _____Personal Growth
Other: _____

Activities: _____Plant Tours _____I would like to host a tour at my company
_____Joint Meetings with other local AFE chapters
_____Family Activities
_____Panel/Roundtable Discussions
_____Hands-on Workshops
Other: _____

Notification: I would prefer to be notified by: _____Phone _____Fax _____Postcard
_____Newsletter _____E-mail address: _____

Comments:

TENTATIVE MEETING AGENDA

Date: _____ Time: _____ Place: _____

Welcome & Introductions

Purpose of the meeting: Reactivating Chapter (Name and Number)

- Review role of professional associations, how AFE helps its members through industry standards, professional development
- How AFE is structured, explain role of regional vice president, group director, chapter officers
- Benefits of membership: PowerPoint Presentation

Purpose of Local Chapters as a member benefit

- Review history of Chapter _____
 - Networking with other professionals in the facilities engineering field
 - Ask participants what activities they would like to see the chapter offer

Determine goals for the chapter

- Discussion by group members to solicit feedback about what they want out of the chapter
- What are their immediate priorities
- What and Who are their chapter's resources

Identify primary goals and timeline to accomplish

- Focus on recruiting new members and introducing them to AFE - build a strong base
- Kick-off event: Special Event / Program, invite members and potential members to attend (This event must be well thought out and very well organized!)

Date: _____ Time: _____ Place: _____

- Establish monthly meetings & tours. Plan at least six months ahead with dynamite programs
- Include spouse, family & guest events

Identify committees and / or officers to meet these goals. Get a 90-day commitment from volunteers.

Avoid overwhelming volunteers; give 3-5 people the responsibility for planning all of the year's programs.

Set date and time for next meeting. At the end of the meeting thank everyone for participating, collect survey forms, and make sure everyone has signed the attendance sheet.

Dear Chapter Member,

The chapter is back!! After a long hiatus of chapter programming, AFE is proud to announce that (name of chapter) has been re-activated and is anxious to begin organizing educational programs, social gatherings and other activities for local facility engineers in the your area. We are excited about the plans beginning to take shape, and look forward to seeing everyone in person next month at our kick-off event.

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Preserving this core mission is critical to our success, both for an organization and you as an individual shareholder. Chapter activities support this mission through their activities, local relationships among members, and consistent communications about AFE initiatives. When the process of providing quality service through active chapters is hampered, we run the risk of not meeting the standards we have set for ourselves.

That is why we are excited to bring life back into the chapter and begin developing all the programs and services our members have come to enjoy over the past several years. Of course, we are not in this alone, and welcome the support, encouragement, and active involvement of anyone interested in getting more involved in the chapter activities.

With the goal in mind of providing you the best "bang for your membership buck", we would invite you to attend our first chapter meeting at (date and time). The location of the meeting is to be determined, depending upon the number of response that we receive. Please respond to _____ (name) _____ by (date). The e-mail address is _____.

Additional mailings and chapter communications will be forthcoming as more details develop about chapter activities. While serving you is our business, it is also our pleasure. If you have any questions about how AFE and/or the chapter can better meet your needs, please do not hesitate to call _____ at _____.

Sincerely yours,

Chapter Officer Report

Please complete immediately after the election of new officers

To ensure that your chapter's officers are receiving the AFE VIP, please return the completed form to: AFE, 8180 Corporate Park Drive, Suite 305, Cincinnati, OH 452 or fax the information to 513/247-7422. If a change of address has occurred, please indicate on the back of this form or attach additional sheets. If you have any questions, please contact us at (513) 489-2473. (Please Print)

CHAPTER NAME: _____ REGION _____ GROUP _____ CHAPTER _____

Start date of new term _____ / _____ / _____

Length of term _____ year (s)

<u>OFFICER TITLE</u>	<u>NAME</u>	<u>BUSINESS PHONE</u>	<u>E-MAIL</u>
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Member # _____

NEW PRESIDENT _____ / _____ / _____

Previous President _____ / _____ / _____

Member # _____

NEW VICE PRESIDENT _____ / _____ / _____

Previous Vice President _____ / _____ / _____

Member # _____

NEW SECRETARY _____ / _____ / _____

Previous Secretary _____ / _____ / _____

Member # _____

NEW TREASURER _____ / _____ / _____

Previous Treasurer _____ / _____ / _____

Member # _____

NEW MEMBERSHIP CHAIR _____ / _____ / _____

Previous Membership Chair _____ / _____ / _____

Scholarship Information: Does your Chapter award scholarships? Yes _____ No _____

If yes, please list the Scholarship Chairperson. Attach additional forms if necessary.

Name _____ / _____ / _____

Newsletter Editor

Name _____ / _____ / _____

Website Address _____

Contact Name _____ / _____ / _____

Please do not write below this line, office use only. DMG: _____ / _____ / _____ Map: _____ / _____ / _____ ID #: _____ / _____ / _____
Letter: _____ OneList: _____ DMG Contact: _____ Initials: _____ Initials: _____ Initials: _____

Comments: _____