

# *References for Building Chapter Success*

*(Revised 5-7-12)*



## MARSP Mission Statement

To preserve, protect and enhance benefits and provide societal support that creates a dignified retirement for current and future public school retirees.

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Dear MARSP local chapter leader,

In looking through this booklet, we hope you will find something new or different for your chapter to try. We have included many suggestions, guidelines, and ideas contributed by MARSP members and chapters from all parts of Michigan. You should be very proud of these contributions and we thank you for sharing them. Continue your hard work in building your chapters and growing your memberships.

Thank you,

MARSP Membership Committee and Chapter Specialists

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### **Important Contact Information**

MARSP Office	1-517-337-1757	<a href="http://www.marsp.org">www.marsp.org</a>
MPSERS	1-800-381-5111	<a href="http://www.michigan.gov/ORSchools">www.michigan.gov/ORSchools</a>
Blue Cross Blue Shield of Michigan	1-800-422-9146	<a href="http://www.bcbsm.com">www.bcbsm.com</a>
Medco	1-866-544-2916	<a href="http://www.medco.com">www.medco.com</a>
Delta Dental	1-800-345-8756	<a href="http://www.deltadentalmi.com">www.deltadentalmi.com</a>
EyeMed Vision Care	1-866-263-1815	

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### **MARSP Website**

Many of these resources and others are available on the MARSP website. Go to [www.marsp.org](http://www.marsp.org). Log in with your email address and password. Scroll down the page and click on Leadership Resources.

For assistance, please contact the MARSP Office at 517/337-1757 or [staff@marsp.org](mailto:staff@marsp.org).

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**NOTE:** Thank you, to the MARSP Membership and Chapter Consultants Committees: Donald Allison, David Babbage, Nick Colovos, Norma Goldner, Fran Green, Mark Guastella, Cheryl Harvey, Linda Hawley, Betty Malovey, Les Nixon, David Rowe, Kit Spring, Jon Tibor, Nikki Van Havel, Bob Wiles and Marie Wilkerson for compiling the data to assist in building chapter successes.

A special thank you to all the chapters who contributed to the success of this booklet. If your chapter has not been listed, we did not receive your input and would greatly appreciate any suggestions you may like to add for future publications.

## Calendar of Events

### Chapter Officer/Chairman Assignments

<b>Date: July 1 – June 30, the MARSP fiscal year</b>				
<b>Task to Complete</b>	<b>Deadline/Event Date</b>	<b>Person(s) Responsible</b>	<b>Special Notes</b>	<b>Completed</b>
<b>Summary of dates DUE IN OFFICE:</b>				
Leadership development seminar registration due in office	May - Mid to late	ALL LEAD-ERS		
Leadership Development seminars, 4 around the state	June - 3rd week	ALL LEAD-ERS		
Ambassador update and legislator reception registration due in office	May - 2nd week	Ambassador		
Ambassador Update and Legislator Reception; one day in Lansing	May - 3rd week	Ambassador		
THIRD dues renewal notice spooled and mailed ASAP to all members who have not paid by June 30, 2011; unpaid members will not receive a <i>VANGUARD</i> until dues are paid; invitation mailed to new retirees	July 1	Membership		
Membership rosters sent to chapters not using online service – one copy to membership chairman; if others are needed they may be requested, and must be specifically requested from Nikki	July - 2nd week	Membership		
MARSP Board Meeting	October	President		
Chapter dues information for 2012-13 year due in office	November 1	Membership		
Chapter <u>dues</u> information ( <u>amounts</u> and specials) <u>DUE IN OFFICE</u>	November 1	Membership		
Request form for membership drive supplies/materials <u>DUE IN OFFICE!</u>	December 15	Membership		
All memberships must be in the computer; used for awards	December 31	Membership		
Last date to submit memberships – <u>they must be in the office</u> this date	December 31	Membership		
Membership drive supplies/materials sent to chapter membership chairman or designee	January - 2nd week	Membership		
Begin accepting memberships	January	Membership		
FIRST membership dues form (renewal and recruitment) mailed to ALL retirees except those who have e-mail or selected auto renew. They will be due in the office by April 30, to be sure they are posted in the computer by June 30	February 1	Membership		
Membership form e-mailed to those who have e-mail in the database	February 1	Membership		
Postcard reminder to email members who haven't renewed	March 1	Membership		
Memberships <u>DUE IN THE OFFICE</u> to be sure they are posted in the computer by June 30!	April 30	Membership		
SECOND dues renewal notice spooled and mailed ASAP to all active and inactive members who have not paid by April 30	May 1	Membership		
2012-13 membership dues to count for voting delegates	June 30	Membership		
Cutoff date for members to continue receiving <i>VANGUARD</i> without renewing membership; reinstated as soon as dues are paid	June 30	Membership		

## Calendar of Events - continued

### Chapter Officer/Chairman Assignments

**Date: July 1 – June 30, the MARSP fiscal year**

<b>Task to Complete</b>	<b>Deadline/Event Date</b>	<b>Person(s) Responsible</b>	<b>Special Notes</b>	<b>Complete</b>
Chapter position descriptions mailed to chapter officers	July 1	President		
Begin scheduling MARSP PENSION 101s in all Michigan school districts	August	President		
Suggested Amendments to MARSP Bylaws due in office	September 1	President		
MPSERS PENSION 101 schedule mailed to area director, assistant director and chapter presidents	October	President		
Delegate packets mailed to presidents. DSA and Chapter Recognition forms mailed to presidents	October 7	President		
Nominations for State Distinguished Service Award and Chapter Service Award due in office	November 1	President		
Nomination form for Chapter Service Awards and State Distinguished Service Awards <b>DUE IN OFFICE!</b>	November 1	President		
Letter to even-numbered area chapter presidents soliciting area director nominations	December 1	President		
Local Chapter Recognition Award application due in office	December 15	President		
MARSP Foundation Scholarship applications accepted; form printed in January-February <i>VANGUARD</i>	<u>January 1 – April 1</u>	President		
Voting Delegates <u>AND</u> Alternates list <b>DUE IN OFFICE!</b> (See By-laws) <b>NO EXCEPTIONS!</b>	January 9,	President		
Delegate Confirmations mailed	January 13	President		
Nominations for even-numbered area directors due in office	January 15	President		
Chapter presidents notified of area director candidates	February 1	President		
Area Conference/Annual Business Meeting by DVD at chapter meetings	March - May	President		
MARSP Board Meeting	<b>April - To be announced</b>	President		
Membership dues, first deadline to expedite posting	April 30	President		
Chapter Officer Directory for July <i>VANGUARD</i> <b>DUE IN OFFICE!</b>	May 15	President		
Unified membership count as of this date used to determine the number of delegates to the 2010 annual business meeting. Also number of MARSP members this date used to determine the recipients of the membership awards.	June 30	President		
PENSION 101 presenter/scheduler training registration due in office	September 1	PENSION 101 Scheduler/Presenter		
Required PENSION 101 presenter training in Lansing	September 12	PENSION 101 Scheduler/Presenter		
End of fiscal year, chapter 990-E-postcard due by <u>November 15<sup>th</sup></u>	June 30	Treasurer		
Chapter 990-E-postcard due at IRS	November 15	Treasurer		

\* Note: If a date falls on a holiday the deadline will be the deadline will be the next business day

# Leadership

## **Tips for Chapter Leaders**

- ◆ Network with other chapters to share ideas/resources/activities
- ◆ Get to know your members and their potential leadership skills
- ◆ Invite members to chapter board meetings
- ◆ Sit at various tables to mingle with as many members—get to know those from outside your area
- ◆ Provide for Episodic jobs—one person do one thing– for those who do not want to be involved in leadership roles, but are willing to help– this may be a one time, one-day project, such as a phone directory, or assisting with a community project; encourage people to share the job
- ◆ Try to include officers from various school districts in your Chapter area
- ◆ When you ask a person to do something, make sure you are clear of the responsibilities of the task so there are no surprises
- ◆ When asking for assistance, a personal ask is usually more successful than a group (does anyone want to help with....? Much better to say, “Bill, you have great computer skills, will help with the publication of the newsletter twice a year?)

## **Potential Chapter Program/Meeting Resources**

Resource list accessible on MARSP website ([www.marsp.org](http://www.marsp.org) – under **Leadership Resources; Potential Chapter Program/See Appendix pg. 34**)

### **Community Service**

- ◆ Contributions to community agencies
- ◆ Special projects in schools and community
- ◆ Recognize deceased members with a contribution to a community agency with notification to the family (see Appendix pg. 40)
- ◆ Recognize deceased members with a contribution to MARSP Foundation
- ◆ Become aware of resource list accessible on MARSP website ([www.marsp.org](http://www.marsp.org) – under **Leadership Resources; Chapter Community Outreach Projects**)
- ◆ See Appendix pg. 39

### **Funds and Awards**

- ◆ Richard and Margaret Smith Fund
- ◆ Make MARSP Foundation memorials from chapter
- ◆ Promote Foundation scholarships at local schools, accepted January 1-April 1( See Appendix pg. 40)
- ◆ Earn Annual Conference awards available for chapters
  - State Distinguished Service Awards
  - Chapter Service Awards
  - Chapter Recognition
- ◆ Recognize chapter members locally for special service

## **Chapter Leadership Responsibilities**

- ◆ Publish a Chapter Newsletter (at least two per year)
- ◆ Utilize MARSP website [www.marsp.org](http://www.marsp.org) for Leadership Resources
- ◆ Evaluate your chapter successes, performances, meetings and needs annually
- ◆ Attend annual Leadership Development Seminars
- ◆ Make preparations and arrangements for MARSP annual conference and business meeting
- ◆ Ensure distribution of officer position descriptions sent from MARSP office each July 1st
- ◆ Notify MARSP Office of changes in leadership throughout year
- ◆ Create officer/chairman handbooks to provide consistency and support for new officers/chairmen (use MARSP office, previous officers, or other chapters as a resource for development/revision?)

## **Training Ideas for Chapter Leaders**

- ◆ Training in Membership, Health insurance, retirement planning
- ◆ Have a committee to take training to chapters.
- ◆ Train by being president-elect.
- ◆ Area conferences.
- ◆ Make use of interactive TV.
- ◆ Use web-site.
- ◆ On the job apprenticeship.
- ◆ Good, simplified guidance and brochures.
- ◆ Link major meetings.

**Appendix Resources for Leaders (pgs. 34 - 44)**  
**Position descriptions, responsibilities( pgs. 9 - 16)**  
**Officer and Chairmen Calendar for Assignments (pgs. 4 - 5)**  
**Big Picture Agreement (pg. 17)**  
**Roberts Rules of Order Guide (pg. 30)**



## Chapter President

### Position Description

The chapter president is responsible for calling and presiding over meetings of the chapter membership. The president will also communicate effectively with the MARSP staff.

#### Duties and Responsibilities

1. Prepare the chapter's calendar at the beginning of the year, involving the executive board in preparation.
2. Plan interesting and informative meetings each year. A theme for the year might make meetings more interesting. Solicit suggestions from members and the executive board. Conduct an evaluation of the previous year's meetings.
3. Prepare an agenda for each meeting.
4. Observe Robert's Rules of Order. **Follow both MARSP and chapter bylaws and standing rules; and register annual business meeting voting delegates and alternates before the deadline date.**
5. Start meetings on time; follow agenda; keep items moving; end on time.
6. Avoid having any participant dominate an issue or agenda item.
7. Keep a sense of humor at all times.
8. Prepare carefully.
9. Speak clearly and loudly for all to hear. As the presiding officer, you are the leader.
10. Announce names of maker and seconder of motions. Restate motions clearly; repeat and explain motion if necessary.
11. Control the meeting, allowing free discussion or debate.
12. Appoint chairmen and committees by May 1<sup>st</sup> or as soon as you know you will be the next president. A meeting of the executive committee to approve appointees prior to the first board meeting is desirable.
13. Inform chairmen and committee of their duties. They need handbooks, materials and other information which **must be received from previous officers.**
14. **Encourage elected officers, chairmen and members to broaden their MARSP experience by attending area and chapter meetings and conferences.**

The chapter, as it is financially able, should reimburse the attendee. Future leadership involvement can be developed through these experiences.

15. Arrive at meetings early and check public address system, flag etc.
16. **Respond to all requests from the MARSP Board/staff in a timely manner.**

17. When leaving office, each president should prepare and/or update a 3-ring binder with:
- a. chapter bylaws
  - b. standing rules
  - c. president's handbook
  - d. additional committee handbooks (if available)
  - e. minutes of past year
  - f. Newsletters
  - g. other pertinent materials

### **NEW PRESIDENTS SHOULD READ THIS MATERIAL**

18. **In accordance with MARSP Bylaws, chapter elected officers must be members of both the chapter and MARSP.** Suggested officers might be:

President	Recording Secretary
President-elect (optional)	Corresponding Secretary (optional)
Vice-president	Treasurer
Other officers as determined by chapter bylaws	

<u>Standing committees</u>	<u>Other suggested committees</u>
Bylaws	Nominating
Health Insurance	Audit
Legislative	Hospitality
Membership	Program
Others as determined by chapter bylaws	

Comment: *Under most bylaws, appointments are made by the president with approval of the executive committee.*

### **Sample Order of Business**

1. Call to order by presiding officer
2. Introduction of first-time members or visitors
3. Program
4. Minutes of previous meeting – preferably printed and not read
5. Treasurer's report – preferably printed and not read
6. Standing and special committee chairman – brief reports
7. Unfinished business
8. New business
9. Adjournment

Note: *Many chapters prefer to have the executive committee or board of directors handle the routine business of bills, correspondence, minutes and reports, with highlights presented at the general membership meeting. Many routine items are open to interested members at any time.*

### **Characteristics of a Chapter President**

1. Be an informed and respected leader.
2. Be personable, outgoing and proactive.
3. Possess good organizational skills.
4. Be a goal setter.
5. Be computer literate.
6. Possess good communication skills.
7. Be a TEAM member!

## Chapter Secretary

### Position Description

The secretary is the recording officer of the chapter and the custodian of the records. He/she is responsible for keeping a readily available file of the minutes and reports of preceding years.

#### Duties

1. Record the official proceedings of each meeting.
2. Maintain an up-to-date copy of the chapter bylaws. When bylaws are amended, the secretary records the amendments in the minutes as well as entering the amendments in the bylaws with a reference to the date and page of the minutes where it is recorded.
3. Call the meeting to order and preside until a chairman pro tem is elected if there is no other presiding officer available (president, vice-president, president-elect).
4. Send notices of all called meetings and conduct the correspondence of the chapter when the chapter does not elect a corresponding secretary. The word "secretary" usually refers to the recording secretary.
5. Work closely with the president in calling attention to unfinished business that should be placed on the next agenda.
6. Keep accurate minutes. They are the official and legal record of the chapter. According to Robert's Rules of Order, they should contain only what was done, not what was said.

#### Does and Don't of Writing Minutes

1. **DO** write the minutes as promptly as possible after a meeting and send a copy to the president. Call unfinished business items to the president's attention.
2. **DO** use a copy of the agenda as a guide in taking minutes and to help write them.
3. **DO** record the name of the mover but not the seconder of motions. (Some chapters and organizations prefer to record the seconder also.)
4. **DO** record the names of all officers and committees from whom reports are received in the meeting and only the most pertinent facts of these reports.
5. **DO** prepare a resume of executive board meetings, and be ready to report recommendations of the board to the membership meeting.
6. **DO** be willing to write a synopsis of board action for chapter newsletter
7. **DO** take the following to every meeting: the minute book, a copy of the bylaws and standing rules, a list of officers, chairmen and committee members, and any other records which may be needed in the meeting.
8. **DON'T** record discussion unless directed to do so, and **DON'T** record personal opinion whether favorable or unfavorable.

9. **DON'T** record an entire report in the minutes unless directed to do so. If report is long, and minutes are to be mailed, they might state, "Report attached to original of these minutes."
10. **DON'T** include "Respectfully submitted" at the close of the minutes.
11. **DON'T** forget to sign the minutes and to initial them after approval.

### Characteristics of a Chapter Secretary

1. Be a good listener.
2. Possess good writing skills.
3. Possess good communication skills.
4. Possess good organizational skills.
5. Be a good TEAM member.
6. Be computer literate.

## Notes

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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## Chapter Treasurer

The chapter treasurer is responsible for recording receipts and disbursements in a timely manner; and is the keeper of the chapter's financial records. *(See sample record sheet, over.)*

### Duties

1. Serve as a member of the membership recruitment **TEAM**.
2. Make disbursements by check and only with written authorization showing **payee, amount** and **purpose**, with the signature of the person making the request and approval by an officer.
  - a. Large disbursements over a dollar amount set by the chapter, should be pre-approved by the members in attendance.
  - b. When the check is written, record the date of the check and check number on the authorization and file.
4. Prepare a periodic written report of expenditures and income.
5. File the annual 990-N ePostcard. *(See attached instructions.)*
6. Serve on the committee which establishes an annual budget.
7. If the chapter insists on a business account, contact the MARSP bookkeeper.

### Characteristics of a Chapter Treasurer

1. Must be detail-oriented.
2. Preferably computer literate.
3. Maintain a good working relationship with the chapter membership chairman.

### **Notes**

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### Instructions: 990-N ePostcard

The Pension Protection Act (PPA) of 2006 mandates that ALL small tax-exempt organizations, such as MARSP and its chapters, are required to file an annual electronic notice to improve the transparency within the non-profit sector.

Chapters that have an annual gross income of over \$25,000 will continue to file IRS Forms 990 or 990-T. Chapters that have an annual gross income of \$25,000 or less will file IRS Form 990-N, also known as e-Postcard. **The PPA requires the IRS to revoke the tax-exempt status of any organization that fails to meet the annual filing requirement. If the tax-exempt status is revoked for this reason, it can only be reinstated if the organization proves that it had reasonable cause for not filing.**

The e-Postcard is available at <http://epostcard.form990.org> and is **due no later than November 15<sup>th</sup> EVERY YEAR.**

- Log In:
  - The User ID is the Chapter's EIN followed by a two digit number dependent on the number of users established under the EIN (i.e., 01, 02, and so on).
  - The password is the choice of the Treasurer. **The User ID and password need to be recorded and this information must be passed along to the next Treasurer.**
- Check the user profile to ensure your information is current
- Click on *Create the form 990-N*
- Verify the Fiscal Tax Year (July 1 – June 30)
- Enter Organization's (chapter's) name and address
- Enter the Organization's (chapter's) name as DBA
- Enter Organization's (chapter's) website address (if applicable)
- Enter the name and address of the organization's (chapter's) principal officer
- Answer YES or NO to a statement that the organization's (chapter's) annual gross receipts are still normally \$25,000 or less
- Submit, Save and Send to the IRS
- Print a copy for your records

**Note:** If you do not own a computer you can use a computer at the library or use a friend or family member's computer. If you do not have an email address, you can set up a free email account, such as Gmail or Yahoo. In addition, a family member or friend may assist you with this task.

## Chapter Membership Chairman

### Position Description

The chapter membership chairman is ultimately responsible for using all resources available, and delegating activities to other members of the membership **TEAM**, to:

**Recruit** new retirees.

**Retain** current members.

**Regain** former members who failed to renew.

### Duties

1. Keep a record of all members, preferably using the MARSP web data base system.
2. Report all changes and deaths to MARSP, preferably via email.
3. Collect dues from members who insist they must pay at the local level, and forward same to the MARSP office for recording. **Checks must be made payable to MARSP.**
4. Staff the membership table at the area conference.
5. Attend and actively participate in the **MARSP Recruitment TEAM** training seminars.
  - a. Understand the current policies/procedures set by the MARSP Board and staff.
  - b. Maintain a good working relationship with the MARSP Membership Secretary.
  - c. Work cooperatively with the state membership chairman/committee.
  - d. Solicit strategies, policies, philosophies, etc., from **successfully growing** MARSP chapters.
  - e. Become familiar with the MARSP Membership Handbook (latest updated version).

### Characteristics of a Chapter Membership Chairman

1. Be an informed leader and respected member of the “school community.”
2. Be personable, outgoing and proactive.
3. Be the “chairman” and organizer of the Membership **TEAM**, provide leadership and encouragement, and give direction to the **TEAM** members. Be willing to delegate responsibilities to other chapter members in recruitment of members.
4. Be willing to make personal contact with **new** retirees prior to the ending of the school year, to inform and recruit those retirees, and with the membership team assist in those contacts.
5. Be a leader in seeking new/improved strategies to enhance the recruitment, retention and regaining of all public school employees who are retired, locally and statewide.
6. Be a “goal setter” with a “vision” of how your local chapter can grow.
7. Be computer literate enough to learn and use MARSP web database.

## **Chapter Online Facilitator**

### **Position Description**

Two facilitators per chapter are allowed per the security guidelines. Each facilitator will sign an agreement (*over*) which provides security information to the user. The online facilitator is ultimately responsible for using the chapter database to assist the members of the membership **TEAM**, to:

**Recruit** new retirees

**Retain** current members

**Regain** former members who failed to renew

### **Duties**

1. Keep a record of all members.
2. Utilize the portal page to gain member information and make personal contacts.
3. Provide Monthly Rosters and Membership Reports to the membership chairman.
4. Update accessible fields (area codes, phone numbers, position at retirement, school district, year retired).
5. Provide Treasurer's Roster and reports to the treasurer.
6. Spool and print labels for mailings.

**Attend and actively participate in the annual online training sessions.**

### **Characteristics of an Online Facilitator**

1. Be computer literate to use MARSP web database.
2. Be part of the membership team by assisting with personal contact to recruit inactive and never-before members.
3. Be a "goal setter" with a "vision" of how the database can help your local chapter grow.
4. Be personable, outgoing and proactive.



**Big Picture Agreement**  
**between**  
**The Michigan Association of Retired School Personnel (MARSP) and**  
**MARSP Chapter Representative**

The Michigan Association of Retired School Personnel (MARSP) has worked with Dan Albertson Consulting to provide online services to MARSP chapter representatives. Access to the Big Picture program will be granted to only two members of each of MARSP's affiliated chapters at a time.

**Those participating in the project must sign the following agreement. Please return this signed form today or in the business reply envelope provided.**

As a member of MARSP and one of MARSP's local chapters, I have read and accept the following conditions (please initial): \_\_\_\_\_

I am a member of MARSP and one of MARSP's chapters.

I understand that my usage of this program will be monitored, and if any suspicious or unusual activity is suspected, my usage will be terminated by MARSP immediately and will not be reinstated.

I will not allow any other individuals to use my password to access this information, although it is acceptable if another chapter member works with me at my computer.

Chapter reports, nametags, forms or labels will be generated by me.

If another chapter member wants personal access, I will refer that individual directly to MARSP.

I will have access only to information that pertains to the chapter I represent.

I will use the information only for the activities of my chapter.

I will immediately communicate any problems with using this program to MARSP.

I understand that MARSP will not be sending any reports as they have in the past because I have complete access to the information I need.

I understand that any computer and material costs on my end will be paid by me or by my chapter.

I will comply with any changes implemented or suggested by MARSP, including, but not limited to, the changing of my password.

When my term of duty is complete, MARSP will terminate my access to the program. I will not pass my user name and password to the next facilitator.

I will receive a copy of this agreement which will be on file at the MARSP office.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
MARSP Chapter Member

Name of Chapter \_\_\_\_\_ Email \_\_\_\_\_

Chapter Position \_\_\_\_\_ Phone \_\_\_\_\_

User Name \_\_\_\_\_ Password \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
MARSP Representative

# Membership

## **The 3 Rs: Recruit, Retain and Regain**

### **Recruit**

- ◆ Invite all new MPSERS retirees
- ◆ Chapter should promote **MARSP PENSION 101 (Pre-Retirement Information Meetings)** in schools
- ◆ Face-to-face ask is best
- ◆ Invite a new person to come with you to the me
- ◆ Send cards (bright colors) or letters– include talking points
- ◆ Include follow up contact after meeting via email or phone
- ◆ Mention MARSP and its benefits when you see potential members

### **Retain**

- ◆ Conduct well organized meetings
- ◆ Provide interesting speakers
- ◆ Maintain personal caring relationships among membership
- ◆ Maintain communications between meetings– encourage ALL members in attendance to find one person to contact personally.
- ◆ Maintain a list of members that need to be contacted and bring the updated list to each meeting( Membership chairman/Online facilitator )
- ◆ Continually remind of benefits from MARSP Memberships
- ◆ Provide means for members to communicate with each other—encourage use of email, MARSP website, MARSP Facebook page
- ◆ Encourage members to talk about MARSP at school retiree social gatherings

### **Regain**

Contact all non- renewing members and find out reason for non-renewal; remind them of benefits included with MARSP membership– use MARSP Benefits Brochure as marketing tool

Emphasize MARSP's attention to legislation and protection of member benefits:

- ◆ Defined benefit pension plan; defeated indexing if spouse dies first
- ◆ Yearly mammograms, pap smears, prostate cancer screen
- ◆ Automatic annual 3% increase for pre-MIP retirees
- ◆ Dependent health insurance premium subsidy
- ◆ 75% survivor option
- ◆ Dental, vision, hearing aid benefits
- ◆ Defeated indexing of - spouse dies first

## **Contacting Potential and Current MARSP Members**

January and February – contact members when first MARSP mailing is sent for dues collection from MARSP Office. This is the ONLY mailing that is sent to all 186,000+ retirees who receive MPSERS checks.

### **MEMBERSHIP YEAR RENEWAL PROCESS**

**January mailing** – MARSP will mail to ALL inactive and never-before members, via US Postal Service, a “We Miss You” or “You Are Invited” invitation that encourages them to join MARSP now, so they can receive a special offer of up to 6 months free.

**February mailing** – MARSP will **email** to every active member, a link to the renewal page ([https://www.marsp.org/become\\_a\\_member.asp](https://www.marsp.org/become_a_member.asp)). Each person will need to enter a Member ID (which will be provided in the email); click on “Next” and the form will come up. S/he can either fill in the credit card information and click on “Process Renewal Online,” OR print and mail the form in with a check.

MARSP will **mail** a renewal form via US Postal Service to every active member who does not have an email address.

**March mailing** – MARSP will email a reminder postcard to active members with email addresses, encouraging them to go online and renew their membership.

**May mailing** – MARSP will mail a renewal or “We Miss You” form to every active and inactive member via US Postal Service,

**July mailing** - MARSP will mail a renewal form to every active member via US P

## **Membership Team**

- Refresh membership committee with newer retirees every three years.
- Form Teams for membership recruitment
- Empower each chapter to gain members—consider a membership contest
- Have a representative from each school district on the committee
- Establish a Member Mentoring Program
- Include Publicity person to promote local newspaper ads and other marketing strategies
- See Stages of Membership (Appendix pg. 42)

## **Membership Contact Information**

Encourage members (Snowbirds) who are away part of the year to include secondary addresses and contact information

Encourage Members (Snowbirds) to attend MARSP meetings if they are available in secondary winter community area

- Use phone/email fan outs to announce insurance and legislative updates and reminders of scheduled meetings
- Encourage emails for members—emails are necessary for website access
- Create a phone list/phone tree for one-to one– communication
- Give Welcome Packet for new members:
  - ◆ Phone directory – available for all members
  - ◆ Yearly meeting schedule with dates, places, and programs
  - ◆ Current officers and phone numbers
  - ◆ Bylaws
  - ◆ History of MARSP & local chapter
  - ◆ Directions for access to MARSP website

## **Three Leadership Rules in Retaining Membership**

A leader's responsibility is to help others see the value of belonging.

### **Communication:**

- ◆ Identify members' needs and respond to them
- ◆ Maintain contact with members and involve in association activities
- ◆ Keep members informed of products, events, and issues

### **Translation:**

- ◆ Ensure benefits offered are what the members want and need
- ◆ Constant monitoring of members' needs
- ◆ Recognize value of what the members bring to the chapter: dues, purchases, conference attendance, donated time, new members recruitment

### **Inspiration:**

- ◆ Work with entire membership, but connect with each individual
- ◆ Simple eye contact and visionary speech
- ◆ Make the members feel recognized and valued

## **Tips For Growing Membership**

- ◆ Year-round growth instead of periodic recruitment drives
- ◆ Target marketing: identify /individuals groups you want to reach; create a well-planned membership invitation process
- ◆ Appealing marketing strategies: does MARSP offer something no other group does?
- ◆ Add value to meetings and projects: good chapter and community fit
- ◆ Care for current members: interesting meetings, networking opportunities, renewing friendships, having fun
- ◆ Referrals: personal contacts, welcoming visitors and new members
- ◆ Impressive visibility in community: use all marketing avenues and **MAKE SURE THEY CAN FIND YOUR CONTACT INFORMATION**

## Commitment To MARSP Is A Stage By Stage Affair

### Stage 1: Pre-membership stage

Chapter marketing – through marketing, your chapter can communicate the purpose and benefits of membership to prospective members who may be interested in joining. Materials are available from MARSP to help you develop a recruitment plan.

Public relations – Public relations plays a critical role in the perception that non members have of MARSP. Through the news, media and other avenues, your chapter can inform them of MARSP activities and benefits.

Image development – first impressions are important. Take a close look at your promotional materials to see if they portray the image you want to convey. New materials are available from MARSP, including a new business-card-size piece to hand out at a moment's notice.

Local chapter information – explain how through membership individuals can accomplish more than they can alone.

Information – most importantly, prospective members want to know what MARSP has done or will do for them. **Show reports of the ways in which MARSP has provided service to them.** Prospective members should be aware of the printed materials available from MARSP.

Recruitment procedures – Once the prospective members understand the benefits of belonging to MARSP and believe in our mission, explain the process of becoming members.

Current members recognition – By showing prospective members the recognition that current members receive, they can see what they have to look forward to as members. Recognition can be in the form of meeting announcements or publicity in the media.

### Stage 2: New member stage

New member needs assessment – members join MARSP with specific expectations. To identify their needs, and ensure satisfaction, **meet individually with the new members to discuss their expectations and together, come up with a plan.** You need to uncover talents and identify ways in which they can employ their skills.

Introduction – **New members should be presented with a new member kit which should include a chapter history, a chapter membership roster, and committee listings.**

Orientation – The new member's orientation is a pivotal factor in gaining involvement. The more the members know about MARSP and the chapter, the greater the membership will be valued.

Committee involvement – The new member should be assigned to a committee. Find positions within a committee that the members find rewarding, but not overwhelm

## Commitment To MARSP Is A Stage By Stage Affair Continued

### Stage 3: First involvement stage (1-12 months)

Activity involvement - members learn through participation, and new members need to find the experience rewarding. If new members find their experience overwhelming, or if it does not meet their expectations, offer support or provide the avenue for them to switch to another volunteer opportunity within MARSP.

Recognition - recognize the efforts of new members and offer personal thanks. Include them with other participants in newsletters and awards.

Positive support - support the new members by providing assistance, continued training and encouragement. **Remind them that they are valued.**

Feedback - allow the new members to provide feedback. Look for other messages, such as missed meetings, that may indicate a problem.

Notes of appreciation - members appreciate quiet recognition: a sincere note of thanks from a leader or recipient of service will reinforce their feeling of progress.

Positive chapter atmosphere - **all members enjoy a positive atmosphere.** People who find camaraderie important will volunteer elsewhere if MARSP does not provide social interaction.

Steps to leadership - encourage your members to move up the ladder and provide the training they will need to be effective leaders.

Board meetings - encourage new members to attend local board meetings to learn the business operations of MARSP.

### Stage 4: Continued motivation stage (1-3 years)

Advanced involvement - members should move up through the ranks whenever possible. **Allow them to expand their involvement and practice the skills they have learned**

Productive meetings - members like to attend meetings for the same reasons you do. These reasons include interesting program content, fellowship, and a chance to be a part of an organization that makes a meaningful contribution to the community. **Work to make meetings productive and interesting.** Those who attend will continue to do so if they feel their time is well spent.

Recognition and appreciation - the importance of recognition in a volunteer organization cannot be overstated. Take time at meetings and other events to formally recognize the efforts of those members who have given of themselves for the good of MARSP. Recognition can be given in various forms. **The important elements are to let members know that their efforts are not going unnoticed, and that they are making a difference.** They also need to know that the chapter provides them with an effective way to serve the community. Continue to announce the chapter's accomplishments at each meeting.



## Commitment To MARSP Is A Stage By Stage Affair Continued

### Stage 4: Continued motivation stage (1-3 years)

Advanced involvement - members should move up through the ranks whenever possible. **Allow them to expand their involvement and practice the skills they have learned.**

Productive meetings - members like to attend meetings for the same reasons you do. These reasons include interesting program content, fellowship, and a chance to be a part of an organization that makes a meaningful contribution to the community. **Work to make meetings productive and interesting.** Those who attend will continue to do so if they feel their time is well spent.

Recognition and appreciation - the importance of recognition in a volunteer organization cannot be overstated. Take time at meetings and other events to formally recognize the efforts of those members who have given of themselves for the good of MARSP. Recognition can be given in various forms. **The important elements are to let members know that their efforts are not going unnoticed, and that they are making a difference.** They also need to know that the chapter provides them with an effective way to serve the community. Continue to announce the chapter's accomplishments at each meeting.

Leadership training - encourage your membership to attend other chapter meetings as well as area and regional meetings to expand their knowledge of MARSP management.

### Stage 5: Long-term commitment stage (more than 3 years)

Positive chapter atmosphere - maintaining a positive atmosphere allows members to discuss problems and provide solutions. Make sure ideas of long-term members are still valued and not overshadowed by the ideas of newer members.

New challenges - encourage members to continue to attend the meetings of other chapters thereby creating bonds of friendship and cooperation among neighboring chapters.

Recognition and long-term awards - appreciation and recognition are important at every stage. Create new ways to recognize members by including them in press releases, at meetings, and in the chapter newsletter. Publicize the awards through the media, newsletters, and special events. These service awards should be perceived as the highest and most prestigious accomplishments.

Program strategic planning - involve long-term members in the planning of future activities, as well as the continuation of current ones. **Their experience is important to avoiding problems of the past, and renewing their interest in chapter activities.**

Leadership opportunities outside the chapter - encourage your long-term members to move into advanced leadership positions at the area, regional, and state levels.

New chapter development - as your chapter grows, you may consider developing a new chapter that meets on a different day or time, or encompasses a community not already served by MARSP.

# MARSP Membership Supplies Order Form

Please complete the form below and return it to the MARSP office.

**Please allow for 1 week for processing.**

Qty	Product	Price	Total
	<b>Certificates of Appreciation</b> certificates created for your chapter use.	\$ .50 each	
	<b>Chapter Directories</b> (per side) Includes name, address, city, state, zip, phone, and 2nd add. Info - non-online chapters ONLY	\$ .05 per side for 2+ copies	
	<b>Chapter Membership Forms</b> - non-online chapters ONLY (Dues Renewal, We Miss You and You're Invited)	<b>Free</b>	
	<b>Compact Disk</b> For membership information	\$5.00 each	
	<b>Flashdrives</b> – To hold chapter information	\$12.00 each	
	<b>Floppy Disk</b> For membership information	\$2.00 each	
	<b>Information About MARSP Brochure - Membership</b>	<b>Free</b>	
	<b>Join MARSP Pocket Cards</b>	<b>Free</b>	
	<b>Magnet for Volunteer Badge</b>	\$1.00 each	
	<b>Mailing Labels</b> for mailing to chapter members, 30/sheet - for non-online chapters ONLY	\$ .30 sheet	
	<b>MARSP 60<sup>th</sup> Anniversary Stickers</b>	\$0.75/300stickers	
	<b>MARSP Ballpoint Pens with gift box</b>	\$1.25 each	
	<b>MARSP Directional Signs</b>	\$3.00 each	
	<b>MARSP Luggage Tag</b>	\$2.00 each	
	<b>MARSP Pin – MARSP Logo</b>	\$0.33 each	
	<b>MARSP Playing Cards</b>	\$3.50 each	
	<b>MARSP Sewing Kit</b>	\$1.50 each	
	<b>MARSP Volunteer Badges</b>	\$ .55 each	
	<b>Membership (Pre-retiree) Brochure with form</b>	<b>Free</b>	
	<b>Name Tags</b> with MARSP logo – 6 tags per sheet	\$ .50 sheet	
	<b>Post Cards – Please Join Us</b> chapter meetings invitations	\$ .10 each	
	<b>Post Cards – Blank with MARSP logo in corner</b>	\$ .10 each	
	<b>Return Envelope #9</b> – Green for dues renewals <b>only</b> .	<b>Free</b>	
	<b>Return Envelope #9</b> – White to correspond with MARSP office.	<b>Free</b>	
	<b>Return Envelope #11</b> - To correspond with MARSP office.	<b>Free</b>	
	<b>Roster</b> – List of retirees in your specified order -non-online chapters ONLY	<b>Free</b>	

Send above materials to (must be street address – not P.O. Box):

Name \_\_\_\_\_

Chapter \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Return order form with check (if applicable) to:

**MARSP  
PO Box 23214  
Lansing MI 48909**

# Successful Meetings

# **Guide to Successful Meetings**

## **Meeting Setting**

- ◆ Use Greeters at the Entrance
- ◆ Have Name tags (printed or make as members arrive)
- ◆ Ensure the room is large enough
- ◆ Encourage seating that provides good group interaction and is welcoming to newcomers
- ◆ Make sure the doors/windows are closed to avoid interruptions from outside noise
- ◆ Ensure that all attending have a clear view of speaker/presenter and are not seated behind pillars or other obstructions
- ◆ Ensure all equipment for meeting is working properly
- ◆ If a meal is included, set schedule so that orders are taken and serving does not interrupt the meeting flow (talk to the servers so they understand your expectations).

## **Meeting Planning**

- ◆ Pre-plan and publish meeting schedule yearly
- ◆ Have varied speakers/programs– distribute a year ahead (See Appendix pg. 34)
- ◆ Remind attendees of next meeting date/place, and speaker
- ◆ Print needed materials prior to meeting
- ◆ Phone or email contact /reminder prior to each meeting
- ◆ Encourage your area director's attendance

## **Meeting Procedures-(Start on time!)**

- ◆ Conduct short business meeting (no more than 30 minutes)
- ◆ Agenda (sample agenda in Appendix)
- ◆ Introductions and welcome: Have a current member introduce new members/attendee
- ◆ Encourage speaker to address the group as “school personnel”
- ◆ Minutes
- ◆ Treasurer's report
- ◆ Chapter chairmen reports limit to 2-3 minutes
- ◆ Legislative and insurance report at each meeting
- ◆ If Area Director is present, give 2-3 minutes on program

## Chapter Meeting Agenda

\_\_\_\_\_ County Chapter of MARSP

Location: \_\_\_\_\_

Date: \_\_\_\_\_

### AGENDA

1. Call to order – opening remarks & Introductions
  - a. Pledge of allegiance
  - b. Moment of Silence / Blessings (optional)
2. Secretary report – printed, if possible
3. Treasurer report – printed, if possible
4. Committee reports (limit time, if necessary)
  - a. Legislation – Name of chairman
  - b. Insurance – Name of chairman
  - c. Membership – Name of chairman
  - d. Retirement / PENSION 101 – Name
  - e. Calling – Name
  - f. Scholarship – Name
  - g. Nominating Committee (use on appropriate month)
  - h. Others to be listed
5. Old Business: List individually all unfinished items from previous meetings
6. New Business
  - a. List any new items individually that need to be discussed
  - b. Reference task chart for monthly new business

### 7. Adjournment

**\*\*\*Speaker or program is introduced at this time or PRIOR to business meeting**

## A Motion Chart for Robert's Rules

When you're using Robert's Rules to help your meeting run well, the following chart can come in very handy when you're in the thick of debate on a main motion. It's designed to help you choose the right motion for the right reason. (In the chart, the subsidiary and privileged motions are listed in descending order of precedence; that is, motions lower on the list can't be made if anything higher is

			Can Interrupt	Requires Second	Debatable	Amendable	Vote Required	Can Reconsider
<b>SECONDARY MOTIONS</b>	<b>PRIVILEGED</b>	<b>Fix the Time to Which to Adjourn</b>		S		A	M	R
		<b>Adjourn</b>		S			M	
		<b>Recess</b>		S		A	M	
		<b>Raise a Question of Privilege</b>	I				Chair decides	
		<b>Call for Orders of the Day</b>	I				Chair decides	
	<b>SUBSIDIARY</b>	<b>Lay on the Table</b>		S			M	Negative Only*
		<b>Previous Question</b>		S			2/3	R*
		<b>Limit or Extend Limits of Debate</b>		S		A	2/3	R*
		<b>Postpone Definitely</b>		S	D	A	M	R*
		<b>Commit (or Refer)</b>		S	D	A	M	R*
		<b>Amend</b>		S	D*	A*	M	R
		<b>Postpone Indefinitely</b>		S	D		M	Affirmative Only
	<b>Main Motion</b>			S	D	A	M	R
	* See text for exceptions <span style="float: right;">M = Majority vote</span>							

### Steps for Making a Motion

Following are the eight steps required to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

STEP	WHAT TO SAY
1. The member rises and addresses the chair	"Madam Chairman..."
2. The chair recognizes the member	"The chair recognizes Ms Smith."
3. The member makes a motion	"I move we purchase a copy of Roberts Rules of Order."
4. Another member seconds the motion	"Second."
5. The chair states the motion	"It is moved and seconded to Purchase a copy of Roberts Rules of Order." Are you ready for the question?
6. The members debate the motion	"The chair recognizes Ms Smith to speak to her motion..."
7. The chair puts the question to a vote	All those in favor of adopting a motion to purchase a copy of Roberts Rules of Order will say "aye", (pause) those opposed will Say 'no.'
8. The chair announces the result of the vote	"The ayes have it and the motion carries, and a copy of Roberts Rules of Order will be purchased."

## **SAMPLE INSTALLATION CEREMONY FOR NEW CHAPTER OFFICERS**

### ***TO MEMBERS:***

It is my happy privilege to install the newly elected officers of the \_\_\_\_\_ Chapter of MARSP. They will now accept the privileges and responsibilities of these offices.

Officers-elect, please come forward, President on my right, others on my left.

An installation is a solemn occasion, solemn with the acceptance of serious and important duties to be shouldered, but also a happy event – bright with anticipation of work to be done, of problems to be faced together, of friendships to be strengthened and of the joy of working with others.

May each of you strive to practice the philosophy, “to serve, not to be served,” “to recognize the personal dignity and usefulness of the individual,” and help our members attain “purpose, independence and dignity.”

- FIRST - Let me as your (state your position) pay tribute to the membership of this chapter. It is to be remembered that with your cooperation and counseling, success will come to your new officers.
- SECOND - Let me honor the outgoing officers by expressing our appreciation for the outstanding service and leadership all have given to this chapter. Each one now assumes the responsibility of passing on all official records to his/her successor at the close of this meeting (or at the end of the fiscal year).

### ***TO OFFICERS ON LEFT:***

Do you promise to perform faithfully all the duties of your respective offices as stated in the Bylaws? (WE DO.)

Do you pledge allegiance to the president in his/her efforts to carry out the objectives of MARSP? (WE DO.)

### ***TO THE PRESIDENT ON RIGHT:***

President \_\_\_\_\_, you have been elected to serve \_\_\_\_\_ Chapter of MARSP, as President.

The chapter is to be congratulated upon your election. You have been chosen because of your ability and trustworthiness.

It will be your responsibility to lead the organization in all its endeavors, President \_\_\_\_\_;

Do you pledge faithful performance of your duties as President as stated in the Bylaws? (I DO.)

**TO MEMBERS:**

Audience please rise.

Do you pledge loyal support to those officers whom you have chosen and will you cooperate in making this administration a successful one? (WE WILL.)

Your duties will prove a challenge. Yours is a responsibility of helping, planning, service and fellowship.

Your President and other officers come to you with high hopes, but they can do nothing without your loyal support and cooperation. You can go far and accomplish much if you all work together.

Please be seated.

**TO OFFICERS:**

Mr./Madam President and other officers, I now declare you duly installed.

Before turning the program over to the President, I would like to say, "May you have a rewarding experience in your leadership of the \_\_\_\_\_ Chapter of MARSP." (Shake hands with officers and President; turn meeting over to the President.)



## **Suggested Questions for Candidate Forums to be held at MARSP chapter meetings**

- ◆ To new candidates who have never served in the legislature and those running for re-election:
- ◆ Do you support or oppose defined benefit retirement plans for school employees? Why?
- ◆ Do you know how much school employee and retiree pension funds are re-invested into your community? If yes, how much?
- ◆ Do you support retirees returning to work full time in the school system, while active employees are being laid off and/or required to move to other states for employment? If yes, why?
- ◆ Do you support retired administrative staff returning to work in the same position under a third party contract while collecting their pension benefits? If yes, why?
- ◆ Do you know the cost of keeping retirees on the schools' payroll while allowing them to collect the full public pension and health insurance? If yes, how much?
- ◆ What are your priorities in your campaign?
- ◆ We have heard that education needs a "huge change." If that is true what do you see as some of the most important changes that should be made and how can "Lansing" help?
- ◆ What is your position on privatization of support staff and substitute teacher positions in the schools?
- ◆ What do you think we can do to convince more students to stay in school and graduate?
- ◆ To incumbent legislators running for re-election:
- ◆ What is the current status of House Bill 5913, which provides for the creation of a public employee retirement health care trust?
- ◆ If this legislation is supported on concept by the state legislature will they then begin the more complex task of funding the proposed concept? Do you foresee any possible compromise/agreement on the issue of funding?
- ◆ What is your position on this legislation, or other legislation that contains the same concept?
- ◆ Do you anticipate this legislation (or similar legislation) being voted on prior to the close of this legislative session?
- ◆ Would you review what has happened with important education and workforce laws in Lansing the last three years?

# APPENDIX

## CHAPTER PROGRAM & MEETING RESOURCES

## MARSP Chapter Self-Evaluation

MEETING	Always	Sometimes	Never
Advertise time / location?			
Start on time?			
Greet members on arrival?			
Have easy meal logistics?			
Read minutes?			
Read treasurer's report?			
Provide written committee reports?			
<b>PROGRAM</b>			
Provide variety of programs?			
Provide high-interest programs?			
Evaluate your programs?			
<b>MEMBERSHIP</b>			
Procure new retiree lists?			
Assign contacts to new retirees?			
Contact potential members with letter?			
Contact potential members by telephone?			
Follow up contacts of new retirees?			
Invite potential members to meetings?			
Introduce new or potential members at meeting?			
Provide meal for new or potential members?			
Provide new member kit and/or orientation?			
Inform new and potential members of MARSP benefits?			
Contact non-renewal members?			
Question reasons for non-renewal?			
<b>PUBLIC RELATIONS</b>			
Market your chapter (PR articles, etc.)?			
Publish a chapter newsletter?			
Provide recognition of member achievements?			
Participate in public service project(s)?			
Use MARSP logo?			
Use MARSP promotional materials?			
<b>CHAPTER STRENGTH/LEADERSHIP</b>			
Survey members for chapter strength/betterment ideas?			
Maintain executive board or leadership team?			
Recognize membership achievements at meetings?			
Have a nominating committee?			
Communicate electronically with members?			
Explain duties of chapter officers to potential officers & chairmen?			
Encourage members to move into area and/or state leadership?			
Fill delegate/alternate slots at area conferences?			

## ***Chapter Programs***

### ***ARTS and such***

2ba-4 (brass quartet)  
 Barbershop Quartet  
 Carol sing  
 Concert Violinist  
 Drama - Dramatic Presentation  
 Drama-Manatee Co. Theatre Riverfront Players  
 Elementary Chorale  
 First Graders  
 Flutist  
 High School Chorale  
 High School Music Presentation  
 History-Book-Silas Cully's Tavern Tales 1850  
 Instrumental and Sing-along  
 Jazz Combo  
 Literary Council  
 Literature - An Hour Before Daylight-Jimmy Carter  
 Literature - Children's Author  
 Literature-Michigan Hauntings  
 Living Dolls  
 Los Ninos de la Sol  
 Musical Experience Then and Now-violin and piano  
 Tuesday Musical - a Christmas Medley  
 Visual Arts - Quilts Tell a Story  
 Visual Arts - Scrapbooking as a hobby

### ***CHAPTER***

Shiawassee  
 North Oakland  
 Alpena  
 Jackson  
 Shiawassee  
 Sarasota. FL  
 Genesee  
 Newaygo  
 East Macomb  
 West Genesee  
 Washtenaw  
 NW Wayne  
 Charlevoix  
  
 Roscommon  
 Genesee  
 West Genesee  
 Jackson  
 Livingston  
 Newaygo  
 NW Wayne  
 Jackson  
 Delta  
 Clare

### ***COMMUNITY TOPICS***

Benkadi Project  
 Columnist-Flint Journal  
 Commission on the Aging  
 Computers for Seniors  
 Computers in the Classroom  
 County- Library  
 County-Kettenum Center  
 County-Parks and Recreation Program  
 County-Road Commission Building  
 Education in the Early 21st Century  
 Gambling and At-Risk Populations  
 Goodwill Industries  
 Gratiot Comm. Hospital Auxiliary  
 Habitat for Humanity  
 Habitat for Humanity  
 Interactive TV  
 Local Business -Yoplait Plant  
 Love Incorporated  
 Michigan Hauntings  
 Michigan- School for the Blind  
 Motivational Speaker  
 Museum Tours  
 Real Estate Changes

North Oakland  
 West Genesee  
 Marquette  
 Clare  
 Shiawassee  
 Heartland, FL  
 Osceola  
 West Genesee  
 Roscommon  
 Genesee  
 Genesee  
 Newaygo  
 Gratiot  
 Berrien  
 Osceola  
 Osceola  
 Osceola  
 Newaygo  
 Jackson  
 Jackson  
 Shiawassee  
 Osceola  
 Newaygo

## Chapter Programs Continued

### ***COMMUNITY TOPICS Continued***

Ronald McDonald House  
Salvation Army  
Visitors Welcome Center  
Volunteerism  
Worldwide Catastrophes

### ***EXERCISE***

Deep Water Physical Conditioning  
Exercise and Nutrition for Seniors  
Exercise for Seniors  
Health and Exercise program  
Tai Chi

### ***FINANCES***

Edward Jones Investments  
Financial Assistance  
Financial Consultant  
Income Tax Preparation  
Insurance  
Personal Investments  
Williams and Company 616.257.7221

### ***GOVERNMENT, LAW, POLITICS, ETC.***

Conflict Resolution Specialist  
County Commissioner  
County Health Department  
County Sheriff's Department  
Current Government and Politics  
District Court Duties  
Elder Issues in Arizona  
Forum-Area State Candidates  
Legal Issues for Seniors  
Mackinac Bridge Authority  
Michigan Department of Treasury  
Probate Court in Grayling  
State Representative  
U.S. Congressman  
U.S. National Guard

### ***HEALTH***

Aging Eye - Problems and Diseases  
Alzheimer's and Dementia  
BCBSM 248.448.4000  
Cholesterol Management/Heart Health  
Diabetes  
Diabetic Outreach - UPDON  
DNA-Where, How, Function, etc.  
Elder Care  
Emergency/First Aid/Heimlich Maneuver  
EMT

### ***CHAPTER***

Branch  
West Genesee  
Manistee  
NW Wayne  
Jackson

### ***CHAPTER***

St. Petersburg, FL  
Roscommon  
Gratiot  
Manistee  
Heartland, FL

Gratiot  
Osceola  
North Oakland

Gratiot  
Roscommon

Charlevoix  
West Genesee  
Chippewa/Mackinac  
Chippewa/Mackinac  
Washtenaw  
East Macomb  
Tucson/Green Valley  
Charlevoix  
Clare  
Chippewa/Mackinac  
Roscommon  
Roscommon  
Manistee  
Roscommon  
Chippewa/Mackinac

Lee, FL  
Gratiot

NW Wayne  
Branch  
Delta  
NW Wayne  
Delta  
Roscommon  
Gratiot

## Chapter Programs Continued

### ***HEALTH -Continued***

Geriatrics  
Hearing Aids -how to select  
Hospice  
Hospice - Local values of Sarasota, FL  
Health Care Concerns for School Retirees  
Healthy Living Tips  
International Tremor foundation  
Lifeline  
Macular Degeneration  
Medications-Brown Bag Prescriptions  
Meditation  
Nurse Practitioner-role and services  
Priority Health 800.446.5674  
Respite Care

### **CHAPTER**

Jackson  
Colorado  
Roscommon  
  
Berrien  
Shiawassee  
North Oakland  
Marquette  
  
Sanilac  
Delta  
  
Branch

### ***HISTORY***

Antique Information  
Coldwater Its Growth and Development  
Crocker House East Macomb  
East Kearsley, MI - A Street of Dreams  
Genealogy -Collecting Cousins  
Genealogy - Where to start  
Genealogy  
Gulf Beach Community  
Hohokom Settlements  
Koresan State Park  
Lake Superior Lighthouses  
Living History; story teller  
Michigan U.P. Life Legends and Landmarks  
Octagon Barn in Gagetown  
One Room Schoolhouse  
Ramsdell Theater  
Safe-A-Shore (film on Lake Michigan disaster)  
Vietnam, who really won the war

Osceola  
Branch  
  
Genesee  
Marquette  
Iosco  
Berrien  
St. Petersburg, FL  
Tucson/Green Valley, AZ  
Lee, FL  
Marquette  
  
Marquette  
Sanilac  
Clare  
Manistee  
  
NW Wayne

### ***HOSPITALS***

Gratiot Community Hospital Aux.  
Local additions, changes  
Local Health Facility

Gratiot  
Manistee  
Berrien

### ***INSURANCE***

Insurance  
Insurance-Blue Cross Blue Shield Updates  
Insurance-Long Term Care Insurance

Gratiot  
Van Buren  
Colorado

### ***MEDICARE***

Medicare Changes/Prescription Drug Changes  
Medicare - how to reduce the cost Manistee,  
Medicare Rights  
Medicare/Medicaid Assistance Program  
Medications and Alternatives

Colorado  
Jackson  
Manistee  
Manistee  
Delta

## Chapter Programs Continued

### ***MUSEUMS***

Changes in Greenfield Village/Ford Museum  
Jesse Besser Museum  
Museum Tours  
Russia/Baseball Memorabilia  
Silent Service Memorial  
Traveling Museum of Heroes Among Us

### **CHAPTER**

NW Wayne  
Alpena  
Osceola  
St. Petersburg, FL  
Marquette  
Jackson

### **PLANNING**

Estate Issues for Seniors  
Funerals  
Funerals-Preplanning  
Gift of Life-Organ Donation  
Living Wills  
Organ Donor Program  
Social Security  
When It is Time  
Wills, Trusts, etc.

Newaygo  
Roscommon  
Delta  
Van Buren  
Van Buren  
Branch  
Delta  
Gratiot  
Roscommon

### ***PLANT LIFE***

Cloning of Champion Trees  
Conservation - Testing etc.  
Blooming Desert  
Gardening - not a spectator sport  
Gardening Techniques  
Gardening Information - Netta's Perennials  
Growing Flowers  
Maple Syrup  
Master Gardener Program  
Native Plant Life and flowers  
Seven Ponds Nature Center  
Tree Ring Dating  
The Nature Conservancy

Manistee  
Charlevoix  
Tucson/Green Valley, AZ  
Marquette  
Osceola  
  
Genesee  
Delta  
Manistee  
Lee, FL  
Lapeer  
Tucson/Green Valley, AZ  
NW Wayne

### ***SAFETY AND PROTECTION***

AARP Driver Safety Program  
AARP- Safe Driving  
Civil Air Patrol of Bishop Airport  
Fraud  
Home and Personal Safety  
Home Safety and Protecting Ourselves  
Homeland Security  
Medicare/Blue Cross Fraud  
Michigan State Police - changes since 9-11  
Safety  
Safety - 911  
Safety for Seniors

Clare  
St. Petersburg, FL  
North Oakland  
Van Buren  
Lee, FL  
North Oakland  
Chippewa/Mackinac  
Roscommon  
Shiawassee  
Van Buren  
NW Wayne  
Berrien

### ***SCHOOLS AND CHILDREN***

Advocacy Center  
Family Literacy Center  
Home School, Vouchers, Charters

Heartland, FL  
Lapeer  
Van Buren

## Chapter Programs Continued

### **SCHOOLS & CHILDREN—CONTINUED**

HOSTS Program in Alma  
HOSTS Reading Program  
Junior Achievement  
No Child Left Behind  
Scholarship Program

### **CHAPTER**

Gratiot  
Roscommon  
Jackson  
Van Buren  
Branch

### ***SCIENCE AND CRITTERS***

Animals - Dogs used for therapy in hospitals, etc.  
Animals - Veterinary Medicine  
Animals - Paws with a Cause  
Animals - Search and Rescue Dogs  
Animals - Wolf Population and Cougars  
Astronomy-Smithsonian Whipple Observatory  
Birds- Madera Canyon  
Birds - Backyard Birding  
Birds-Care for Wounded Birds  
Digging Nearby Mound Areas  
Marine Life - Life Under the Sea  
Marine World - Safe-a-Shore, worst Lake MI Storm  
Volcanoes

Genesee  
Delta  
Newaygo  
Charlevoix  
Chippewa/Mackinac  
Tucson/Green Valley, AZ  
Tucson/Green Valley, AZ  
Iosco-Alcona  
  
Lee, FL  
Tucson/Green Valley, AZ  
  
Tucson/Green Valley, AZ

### ***TRAVEL***

China Odyssey  
English Teacher Exchange  
Foreign Travels  
Tour of a Mini-Brewery  
Tour of the Capitol  
The Cameroons  
The Appalachian Trail  
Travel Club  
Traveling Tips  
Travelogue  
Travelogue on Africa - very popular  
Travelogue on Scandinavian Countries  
Underground Railroad  
Vacations - sharing your favorites

North Oakland  
Tucson/Green Valley, AZ  
Branch  
Manistee  
West Genesee  
Alpena  
Newaygo  
Branch  
Manistee  
Livingston  
Tucson/Green Valley, AZ  
Jackson  
Jackson  
Shiawassee

### ***WOMEN***

The First Ladies  
Ordinary Women on an Extraordinary Journey+A116  
Role of Women in the Middle East

Marquette  
Tucson/Green Valley, AZ

### ***FIELD TRIPS***

Picnics  
Mackinaw City-color tour, shopping, theater, dinner  
Christmas Bingo  
Holiday Party-entertainment, fun, fellowship  
Picnic with Karaoke and prizes for all  
Kettunun Center for Lunch

Clare  
Colorado  
Oakland Farmington  
Oakland Farmington  
Osceola



## Community Service Projects

### CHAPTER

Booth at a business expo, county fair, women expo, etc.	
Contact local Chamber of Commerce	
Habitat for Humanity	Berrien
Gifts for Maple Lawn Patients	Branch
Scholarships	Branch
Letter writing campaign-Canadian Garbage in MI	Clare
Letter writing campaign-Medicare Benefits	Clare
Picnics in Clare and Harrison	Clare
Scholarship-silent auction	Clare
Seniors - Lunch at a Senior Center	Clare
Schools - Book Donations, also to disadvantaged homes	Colorado
Seniors - Insurance Premiums paid for needy	Colorado
Seniors - Driving elderly/disabled to medical appointments	Colorado
Seniors - Insurance Premiums paid for needy	Colorado
Volunteers-Abused Women's Facility	Colorado
Volunteers-Political Work	Colorado
Volunteers-tutors, teacher helpers	Colorado
Volunteers - Meals on Wheels	Colorado
Volunteers - Library	Colorado
Salvation Army - ringing bells at Christmas	Delta
Scholarship-Bay de Noc Community College	Delta
St. Vincent De Paul-canned goods	Delta
Blood Bank Drives	East Macomb
PENSION 101-MARSP Representatives	Genesee & Sanilac
Gifts for Meals on Wheels	Genesee
Schools – Hand knitted hats, mittens for children	Genesee
Schools - Underwear and Socks for children	Genesee
Computers at meeting, online, for members to pay dues	Genesee SE
Hospital Volunteers	Gratiot
Schools - Reading Buddies Program at local school	Gratiot
Schools -Judging at a local school	Gratiot
Blood Bank Drives	Heartland, FL
Scholarships for Books	Lee, FL
Volunteers-Hospital Volunteers	Lee, FL
Volunteers - School	Lee, FL
Relay for Life	Manistee
Scholarship-funded by community-wide yard sale	Manistee
Member through Richard and Margaret Smith Grant	Marquette
Food for Lighthouse of Oakland County	North Oakland
Food and Clothing Project	Oakland Farmington
Seniors - Picnic Potluck for New Retirees	Osceola
Habitat for Humanity-in planning stage	Osceola
HOST Reading Program at Elementary School	Osceola
Auction Sale-crafts, etc. for scholarship program	Osceola
Memorial Service	

## Community Service Projects Continued

### ***MONETARY DONATIONS***

### ***CHAPTER***

Habitat for Humanity	Clare
Whaley Children's Home	Genesee
Genesee County Free Medical Clinic	Genesee
Salem Housing	Genesee
Grace Emanuel Baptist Outreach	Genesee
Email Messages for meeting reminders, red alerts, etc.	Genesee
Shelter of Flint	Genesee
Crossover Downtown Ministries	Genesee & West Genesee
Good Fellows Drive	Lapeer
Scholarship for Books	Lee, FL
Traveling Exp. For Student Teachers going to New Zealand	Marquette
Richard Smith Fund for a needy member, matched by chapter	Marquette
Oakland Food Bank	North Oakland
Lighthouse of Oakland County	North Oakland
Benkady Project (School in Guinea, Africa	North Oakland
Donation to OTEC-VICA-our luncheon provider	North Oakland
Richard Smith Fund of MARSP	North Oakland
Email Fan-Out for Red Alerts	Oakland Farmington

### **CONTRIBUTIONS FROM CHAPTER OR PARTNERSHIP PROJECTS**

Hospice  
 Churches  
 Chamber of Commerce  
 Businesses: i.e., Wal-Mart, Meijer, Walgreen's  
 Boy/Girl Scouts  
 YMCA/YWCA  
 Community Yard Sales  
 Commission on Aging (COA)  
 Hospitals  
 Caring House  
 Mentoring Youngman's  
 COA  
 Library  
 Helping Hands/AZ  
 Sponsor "little League" team with t-shirts  
 Museum/ Historical Society  
 Service Clubs  
 Chamber of Commerce  
 Food Pantries  
 United Way  
 Love, Inc.  
 Red Cross – Blood Drives  
 Homeless Shelters  
 Credit Unions  
 Banks  
 Salvation Army (i.e. Bell Ringers during holidays)  
 Senior nutrition  
 Community Hearts  
 Hospital Citizen Groups Foster Care Review Board  
 Red Hats

## **Community Service Projects Continued**

### **CONTRIBUTIONS FROM CHAPTER OR PARTNERSHIP PROJECTS CONTINUED**

Women's Clubs  
Literacy Programs  
Clothing shops/churches  
Project Blessing T-shirts  
Meals on Wheels  
Schools (Volunteer readers, tutoring, assisting with school website)  
“After Hours” – Latch Key  
Human Development  
Township and/or County Fairs booths/parades/Community Business Expo's,  
Business “After Hours” Expos  
WISE – Woman's Shelters

### **SCHOLARSHIP / AWARDS**

Reward Senior members  
Scholarships for High School Seniors, College students, current school employees  
Special Appreciation Award to Chapter member (i.e., Sally Swanson Award)  
Grants/Scholarships for active employees  
Auction -- crafts, baked goods, white elephant, etc., for scholarship/grant fund  
Future Farmers of America Scholarship  
MARSP VBDF (Voluntary Benefit Defense Fund)  
MARSP Foundation  
Scholarships to High School Seniors for college  
Scholarships for staff to pursue college expenses  
Scholarships/donations/grants to classrooms to purchase supplies  
Schools for musical traveling groups, history  
Scholarship donation to Jackson Musical Choir  
Community Foundation-Student Scholarships

MARSP members enjoy member-only discounts: This is a great way to market MARSP

