

## New Chapters: How to get Started

### WHY?

The purpose of the FHU Associates is three-fold: to support Christian education at Freed-Hardeman University, to foster friendships among the Associates, to encourage and recruit students to FHU. The FHU Associates love FHU and work together on projects and events to raise funds for student scholarships. We work hard, we laugh a lot, and we support a great work!

### HOW?

1. Gather some of your friends who are also FHU supporters. Our congregations are a great place to start; if you live in a metropolitan area with several congregations, you might involve all of them. It will be helpful if this first group of friends includes several who are willing to be leaders and officers of your soon-to-be-formed chapter of the FHU Associates. When you have a small group of people willing to work together to begin a chapter, contact us at [associates@fhu.edu](mailto:associates@fhu.edu) and let us know. You can also contact our President directly and chat with her: Debbie McLaughlin, 731-435-9315, [dmclaughlin@fhu.edu](mailto:dmclaughlin@fhu.edu) or our Membership Chairperson: Laurel Sewell, 731-989-3310, [lsewell@fhu.edu](mailto:lsewell@fhu.edu).
2. We will either send some experienced Associates to meet with your group and answer questions or we will set up a Skype session with you if we cannot come in person. We'll chat about fundraising ideas and give you some suggestions. We'll explain the overall Associates' organization, how the chapters are organized, and the different membership levels. We'll talk about what kinds of officers you might have locally and how often your chapter might consider meeting together.
3. Once you have a core group, advertise in your local area for a first meeting of the FHU Associates. You should send information to all local congregations, especially those with a connection to FHU. We'll try to send a group of experienced Associates to you for this meeting or set up a Skype session.
  - a. At this first meeting, you might have a speaker to talk about FHU and the importance of Christian education. We'll work with you and help you find someone with ties to FHU.
  - b. Give out informational brochures and have membership forms (we can supply you with these).
  - c. Explain the different levels of membership and invite attendees to join with you in creating a chapter of the Associates.
  - d. Nominate and vote on officers. You might have some nominations from the floor as well as those who volunteer from your core group. As well as officers, you might choose some committee chairs to work with membership and event/project planning.
  - e. After officers are chosen and elected, we'll consider you "official." Congratulations! And best of luck with your planning and fundraising.

## **New Chapters: Raising Funds for Christian Education**

The FHU Associates organization raises and donates at least \$70,000 a year to Freed-Hardeman University for student scholarships. Each Associates' chapter is expected to do whatever they can to raise funds and allow us to combine our chapters' contributions and meet this goal each year. Perhaps we'll even exceed it! Here's how:

### **DUES**

Dues are our "seed money." We use these basic donations to help fund projects all year. The annual dues are \$20 per person. Other lifetime membership levels are: Silver Life Member, \$250; Patron Life Member, \$500; Diamond Life Member, \$1,000; Gold Life Member, \$5000, and Platinum Life Member, \$10,000. The different levels of membership are suited to those of varying financial ability who would like to help in this way. The advanced levels of membership are cumulative – for example, if you have given \$100 each year for five years, you will become a "Patron Life Member." This could happen much quicker, of course, with additional donations.

### **LOCAL PROJECTS**

Each chapter chooses its own fundraising projects, tailored to the interests and abilities of its own members and chosen to fit the area in which the chapter is located. These can be as simple or as extensive as you have the energy and volunteers to do. Some chapters have traditional fundraisers like rummage sales and bake sales. Some chapters have benefit dinners with entertainment; some chapters have salad lunches or spaghetti suppers. One of our chapters hosts a large Victorian tea party at a historic home. One of our chapters created its own blend of coffees to sell. Sell pie and coffee at a booth at your county fair; host an "artists' fair" with local artists renting tables to showcase their works. If your local members donate most of the supplies for your event, your overhead will be low and more funds can be raised for scholarships. Use your imagination!

### **NATIONAL PROJECTS**

Occasionally, all of our chapters come together to participate in a project or event together such as the Associates' Kitchen during FHU Lectureship week. Different chapters provide workers and food items and we work together to serve lunches to the many visitors on campus. We also have joint activities at FHU's Homecoming in November. The FHU Associates have produced several cookbooks, ladies' Bible study books, afghans, and prints that you may want to help sell.

### **DONATIONS AND MEMORIALS**

Monetary donations are always welcome. Straight donations should be sent directly to FHU, marked "FHU Associates" in the memo field. This also applies to any Memorials and Honorariums. Mark "FHU Associates" in the memo field and the donated amount will be applied to our scholarship account and you will receive a receipt from FHU.

## New Chapters: Frequently Asked Questions

### How do we handle money we receive?

You should open a local checking account under your chapter's name. All proceeds from your local projects can be deposited into this account. If someone makes a memorial or donation to the FHU Associates, that check should be sent directly to our national office at FHU Associates, FHU Box 114, Henderson, TN 38340. Any dues, memorials or donations not tied to an event or service or product should be sent to us immediately and separately. Several times a year, your local chapter can send in money you've collected from your local projects to our national office. Just write a check to FHU Associates, mark it "local projects" and send it to the address previously listed.

Our fiscal year ends May 31 and all funds raised by our chapters for the current school year must be received a few days before that.

### Do representatives from each of the Associates' chapters ever meet together?

Certainly! We have three national meetings a year and all members from all chapters are always invited and welcome. The first meeting is a Saturday brunch held near the end of August each year. The second meeting is held during Lectureship week at FHU the first week in February, and the third meeting is held at the end of the fiscal year, either in late April or early May. During these meetings, we encourage each other, give chapter reports on what we are doing locally to raise scholarship funds, and vote on our officers to lead our overall national organization.

### Is attendance at meetings required?

While attendance at meetings is beneficial in the fellowship it fosters, the exchange of ideas, and the planning of events, there are some who may not be able to attend at the time reserved. They, too, can be valuable members by helping to provide food for bake sales or fundraisers, by contributing financially, or by being available to work with special events.

### What is the contact information for the FHU Associates' National Office?

The Associates' administrative office is located in the Hardeman House at FHU. We have a part-time executive secretary who usually works from 10 am-12 pm Monday through Friday. Contact information is:

**FHU Associates**

FHU Box 114  
Henderson, TN 38340

731.435.1091

Email: [associates@fhu.edu](mailto:associates@fhu.edu)

Website: [www.fhu.edu/associates](http://www.fhu.edu/associates)

### How do we contact our national officers?

For the 2013-2014 school year, our national officers are as follows:

President:	Debbie McLaughlin	731.435.9315	<a href="mailto:dmclaughlin@fhu.edu">dmclaughlin@fhu.edu</a>
Vice-President:	Sylvia Scott	901.237.3411	<a href="mailto:sylvia.c.scott@gmail.com">sylvia.c.scott@gmail.com</a>
Secretary:	Martha Alls	270.753.7222	<a href="mailto:wama404m@murray-ky.net">wama404m@murray-ky.net</a>
Treasurer:	Lana Pirtle	731.608.7954	<a href="mailto:lpirtle@fhu.edu">lpirtle@fhu.edu</a>
Executive Secretary:	Doris Maness	731-989-2792	<a href="mailto:dmaness@fhu.edu">dmaness@fhu.edu</a>