

CHAPTER BENEFITS KIT



805 New Hampshire, Suite E

Lawrence, KS 66044

STMAinfo@STMA.org

www.STMA.org

Welcome to the STMA Family of Chapters

As a STMA affiliated chapter, your chapter receives benefits not afforded to our individual members. These benefits include:

- \$500 in Chapter Development Funds
- Event liability insurance
- Free Membership for Chapter Administrator
- Two Free Conference Registrations
- Access to the National Marketing Materials and Display Booth
- Access to the National Survey Software

In this packet you will find information on each of these individual topics, plus some additional information to help you keep your chapter running smoothly. By strengthening communication between chapters and STMA Headquarters, we can provide resources to help your chapter grow and thrive. The following checklist outlines the documents in this packet:

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SportsTurf Magazine

As a benefit, current STMA chapter members receive a subscription to *SportsTurf* magazine. Each Chapter administrator or designee is responsible for electronically sending the contact information for new chapter members to SportsTurf through the specialized link provided at STMA.org.

Also, this is the time of year when many chapters' leadership changes. For those chapters whose leadership is turning over, please make sure that you keep HQ informed when those changes occur. Keep all the necessary contact information for board members up-to-date at HQ.

Please forward all chapter updates or information to:

Nora Dunnaway - STMA
(800) 323-3875
ndunnaway@STMA.org

Media Relations

In addition, STMA needs information in order to help promote your chapter events in *SportsTurf* magazine. We are always looking for short articles about your chapter events along with pictures, quotes, and advice.

When contacted by other local or national media outlets, we want you to be proud of the job you do and your organization. Always know that you can refer any questions that you are uncomfortable answering or to which you do not know the answer to STMA headquarters. Part of our charge is to promote the STMA chapters and their members, and with the hard work and dedication that our chapters and their officers and members put in, we want STMA and your chapter to shine in the media spotlight!

Survey Software

STMA has purchased electronic survey software so that we can gather information from our members. We can offer this service to you when you need input from your chapter members. Several chapters have used this software to conduct their annual elections electronically. The software automatically compiles the results. Contact headquarters for more information.

Chapter Affiliation Fee Agreement

Yearly chapter affiliation fee

Each year your chapter is required to sign an affiliation agreement and pay an affiliation fee to the STMA national office by June 1.

Standard yearly fee:	\$550.00
New Chapter Initial (1st year of affiliation) fee:	\$300.00
New Chapter Transition (2nd year of affiliation) fee:	\$400.00

Your fee entitles your chapter to receive:

- Chapter development funds available, up to \$500.00, upon request and with appropriate documentation and qualification
- *SportsTurf* magazine for each chapter member (Chapter administrator or designee is responsible for providing new chapter member information directly to SportsTurf via a special electronic link found at STMA.org)
- Chapter event liability insurance (as requested)
- National marketing material for events
- One chapter information page on the national website
- Chapter Board training at the national conference and/or through other media
- One Free STMA membership per year for the chapter to designate
- Two Free Conference Registrations annually
- Use of survey software
- Chapter dues paid through STMA (STMA rebates those directly back to chapter)

Chapter Compliance Checklist

To remain in compliance with the STMA chapter procedures, a chapter must:

1. Maintain a minimum of 25 active members.
2. Fill out and return your Chapter Affiliation form each year with the annual fee.
3. Provide a year end chapter's financial statement for the previous year (simple, unaudited).
4. Provide a list of your chapter officers annually.
5. Send an updated membership roster to Headquarters annually.
6. Hold a minimum of two chapter meetings per year.
7. File necessary reports each year with your Secretary of State to maintain your incorporation status, as required in your state.
8. Provide a copy of your current bylaws. Once is sufficient, unless your chapter makes changes to your bylaws. At that time, you will need to submit an updated version.
9. Provide a copy of your Articles of Incorporation. Once is sufficient, unless your chapter makes changes to the Articles. At that time, you will need to submit an updated version.

National Marketing Materials and Display Booth

To aid chapters in enhancing the image of their members, STMA has a professional display booth dedicated for use at chapter events. Chapters can utilize it for their workshops, field days, and state or regional conferences. STMA will supply national marketing materials along with the booth. Booth reservations should be made through the national STMA office and are on a first-come, first-served basis.

Chapter cost for utilization: The cost of return shipping or shipping to another Chapter.

Chapter Sponsors

STMA would like to thank the following companies for their continued support of the association and its Chapters:

Hunter[®]



JOHN DEERE



Insurance FAQ

As one of our chapter benefits, the STMA provides insurance coverage for your chapters' events – provided your chapter is in good standing with STMA. On an individual chapter basis, this insurance could cost between \$2,000-3,000. The STMA has put together a FAQ page regarding this insurance coverage.

Is there coverage for special events that my chapter may hold?

Yes. The general liability policy would cover any special events that your chapter should hold (with the approval of the underwriters) including meetings, conventions, field days, and tradeshow.

Is there any special documentation that I may need for a special event?

Yes, but only if the facility or organization requires you to provide a Certificate of Insurance. Also, you will need to fill out the SPECIAL EVENTS QUESTIONNAIRE (SEQ) for the underwriters AT LEAST 30 DAYS PRIOR to the event for which you wish to receive coverage.

How can I get a certificate of insurance and the SEQ?

Go online to STMA.org

Return the documents to:

STMA Headquarters
805 New Hampshire, Suite E
Lawrence, KS 66044
FAX 785-843-2977
STMAinfo@STMA.org

If you have any questions, please contact STMA at (800) 323-3875.

STMA thanks its Chapter Sponsors:

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Special Event Questionnaire

CERTIFICATE REQUESTER NAME: _____
CERTIFICATE REQUESTER ADDRESS: _____

(*1-9 Mandatory for Sponsors or Non-Sponsors, 10-21 Mandatory for Sponsors)

- 1.* Are you the sponsor? If not, name of the main sponsor:
- 2.* Describe the Event (meeting, convention, seminar, reception, etc.):
- 3.* Is anyone requesting to be named as additional insured on your policy? If yes, provide their name, address, and relationship to you and/or the Event:
- 4.* Is a certificate of insurance required by another party?
- 5.* Date(s) of the Event (including move-in & move-out):
- 6.* Address of the event:
- 7.* Have you conducted similar events in the past?
- 8.* Expected gross receipts: \$
- 9.* Estimated attendance:
10. Will event be held indoors or outdoors?
11. Admission to be charged: \$
12. Have there been any claims/losses in the past? If yes, please describe:
13. Describe security to be provided:
14. Describe first aid to be provided:
15. Will there be amusement activities (i.e. Rides, petting zoo, saddle animals) or fireworks?
16. Are exhibitors required by contract to carry their own liability insurance? If so, will they be required to provide you with evidence of GL & Workers' comp insurance?
17. Describe refreshments planned:
Will they complimentary or purchased by guests?
How will they be provided? (Caterer, hired attendants, volunteers)
Describe cooking to be done:
18. If liquor is to be sold, list estimated receipts:
19. Have you agreed to hold harmless any third parties? If so, please describe:
20. Will you be promoting any seminars, meetings, conferences or special events during the convention/tradeshow? If so, please provide a brief description indicating the purpose and number of attendees:
21. Is this for information purposes only?

STMA Chapter Development Fund

Through the generous support of Chapter Sponsors Hunter Industries, John Deere, Pioneer Athletics and Turface Athletics, STMA maintains a “Chapter Relations Fund”. Included in that fund are monies earmarked for “Chapter Development”. Each Chapter has \$500 allocated from the Chapter Development Fund to use for a broad range of items and services. The Fund may be used for multiple items (up to \$500 total) or to offset the cost of a big-ticket item.

The Chapter Development Fund is used “for the enhancement of Chapter Membership through educational programs, improved administration and/or the betterment of the Chapter.”

Examples of Qualifying Expenses up to \$500 maximum include:

- Speaker(s) for a Chapter’s educational event, including STMA Board members or CEO. The fund can cover speaker fees, travel expenses, accommodations, meals and/or per diem.
- Procurement of office equipment, i.e. as personal computer, printer or copier, and software
- Website design, maintenance and hosting fees.
- Procurement of mailing lists.
- Procurement of a Chapter Banner and signage.
- Development of a Chapter Logo.
- Printing and mailing expenses for the Chapter newsletter or magazine.
- Travel expenses for a Chapter Representative to attend Chapter Officers Training (COTS) at the STMA Annual Conference.
- To support of a Chapter Student Turf Challenge Team(s) at the STMA Annual Conference with expenses such as travel, accommodations, and meals.

Examples of Unqualified Expenses:

- Salaries for Chapter Administrative Assistants.
- Procurement of resale items.
- Procurement of apparel for Board of Directors or other Chapter Members.
- Used in lieu of the Chapter Affiliation Fee.

PROCESS

The Chapter *must* be “in good standing” to qualify for the Chapter Development Fund.

- Chapter applies for funds with a Chapter Development Fund Application. Deadline for submission(s) is November 1. A separate form is required for each request.
- Form is submitted to STMA headquarters electronically, fax or mail with receipts.
- STMA reviews the application to be certain that the expense qualifies and issues a check to the chapter.

Chapter Request for Funds Form

Chapter Name: _____

Submittal Date: _____

Chapter President's contact information:

Presidents Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Amount of Funds Requested (itemize for more than one request): \$ _____

Briefly explain the reason for the request(s): _____

Chapter Relations Committee Use Only:

Date received: _____

Date approved: _____

Date declined: _____

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Hunter[®]



JOHN DEERE

Pioneer
ATHLETICS

TURFACE
ATHLETICS™

Fax to: 785-843-2977

Mail to: STMA, 805 New Hampshire, Ste. E, Lawrence, KS 66044

Chapter Officers' Training

The Chapter Officer Training Sessions (COTS) is typically held every year at the annual STMA Conference. It is requested that every chapter sends at least one of its chapter board members to the conference to attend COTS. Other training may take place throughout the year via educational bulletins and articles, webinars, conference calls and through other media.

The Chapter Relations Committee needs your help with determining what help and resources chapters need each year. Contact STMA HQ with ideas on training topics for your local chapter.