

Nivasa Foundation Local Chapter Guide

Starting your own local chapter of the Nivasa Foundation is one of the best ways to contribute to our organization and help us break the cycle of slavery. You can create a Nivasa chapter at your elementary school, high school, or university; church, synagogue, or mosque; or for your community, be it at a civic center, an online community like MySpace or Facebook, or amongst your friends and family. Here are some steps you should take to start a chapter.

GETTING STARTED

✓ **Gather a group of volunteers**

Assemble people from your school, neighborhood, religious group, and/or community, and set up a preliminary meeting to discuss creating a Nivasa chapter. If you're working through a school, make sure to get the administration's approval and work with a teacher advisor.

*Creating a **Facebook "cause"** for the Nivasa Foundation is a great way to manage an online chapter and the same general guidelines listed here apply.*

✓ **Contact us**

Call or e-mail us (781-888-9880; info@nivasafoundation.org) to discuss your plans for creating a chapter. You will receive a chapter invitation letter in the mail, officially registering your group as a Nivasa chapter.

✓ **Appoint chapter positions**

Create a short-term meeting schedule and assign positions, delineating responsibilities for core members. Some suggested roles, depending on the size of your group, are president, vice president, secretary, and treasurer.

CHAPTER RESPONSIBILITIES

The goal of each chapter is to promote awareness of modern day slavery and help Nivasa grow in membership and financially. This will help Nivasa support more children and create additional programming to aid victims of human trafficking. Chapters are expected to:

- Hold at least one fundraising event a year. You can also hold a collection of school supplies, clothing drive, and similar goods to be sent to Nivasa's sponsored children.
- Organize at least one awareness activity annually. This could include inviting a speaker to your community, coordinating a book signing (*In Contempt of Fate; Enslaved: True Stories of Modern Day Slavery*), conducting an online or e-mail awareness campaign, writing an op-ed for a local paper, and the like.
- Collect signatures and contact information at events for Nivasa's membership list
- Help publicize Nivasa campaigns in your area

Some of these events can be combined. For example, you may choose to invite Beatrice to speak to your community and have her sign copies of one or both of her books at the event, as well as hold a collection to raise funds for Nivasa at the same time.

MEETING AGENDAS

After the initial roles are assigned, create a regular meeting schedule and set your long term goals. Meetings should focus on fundraising, awareness, publicizing your work and the work of Nivasa, broadening your chapter's membership, and ways to utilize your core membership's talents and specific interests. Have fun with the chapter, be creative, and help break the cycle of slavery all at the same time.

1. *Planning Fundraising Events:* Be creative! Bake sales, performances, car washes, and pretty much any fundraising ideas you can think of to raise money and break the cycle of slavery.
2. *How to Publicize Your Work:* E-mails, fliers, newspaper event listings, and word of mouth are all great ways to spread the word and get others involved.
3. *Create Your Own Awareness and Activism Programs:* Holding speaking events, clothing collections, and the like are important events every chapter should hold. Be sure to keep membership lists and sign-up sheets so to keep track of who attends your events. When you see someone new sign up, contact them after the event to keep them involved and make them feel welcome. Always make sure to send your sign-up sheets to Nivasa so we can keep track of all of our participants around the country.
4. *Expansion Ideas:* It may be a good idea to contact local schools, civic groups, religious congregations, and other groups in your area to expand and create a joint chapter. The more people who want to get involved and join the cause, the better.

CONTACT US

To become an official chapter, your group must contact the Nivasa Foundation to discuss your interests and plans. You will receive confirmation and a welcome from us and will be entered into our database. A point person should keep in frequent contact with Nivasa as your chapter organizes events and grows. If you wish, you may include an "inspirational" story of how you raised money and made a difference, so we can share your story with others.