



## **Chapter Building FAQ**

### **Who can start a Free for Life Chapter?**

Anyone young, old, and anywhere in between can start an FFL Chapter. Anyone who has a desire to work alongside FFL to make a difference in the lives of girls victimized by sexual slavery throughout the world is welcome! We are looking for leaders who will actively seek opportunities to raise awareness and funds for FFL through community and/or church relationships and fundraisers.

### **What are the requirements?**

The most important requirement is understanding the vision of Free for Life International and the work we are doing to fight sexual slavery around the world. Free for Life strives to hold itself to the highest standards and will expect this same commitment of its Free for Life Chapter Members. Chapter Members must uphold the values of excellence and moral integrity in all they do for the organization.

More specific requirements are as follows:

- Free for Life Chapter Officers are required to notify the Free for Life office if there is a change in their provided information. This includes your name, email address, and mailing address. This is to ensure that all Free for Life Chapters are receiving the latest FFL updates and resources for their chapters.
- Fundraising activities (and any other chapter activities) must honor and respect Free for Life's values of professionalism and integrity, as well as respect and honor those we are serving.
- All money raised in the name of Free for Life International must benefit Free for Life International
- Any communication piece (t-shirt, brochure, poster, etc.) bearing Free for Life's name, picture, logo, etc. must be approved by the Free for Life office.

### **What are the steps to becoming a Free for Life Chapter?**

1. *Consider the following questions:*

- What is the atmosphere in my community/neighborhood/church and could it support a Free for Life chapter?
- Will there be others interested in joining this effort?

- Do I have a heart to make a difference in the lives of girls victimized by sex slavery?

2. *Identify your core leadership team*

Your leadership team can be as little as two people or grow to several more depending on the vision you have for your Chapter. Your leadership team will direct and guide your members through clear communication that conveys the vision, goals, strategies and purpose of your Chapter. Try to choose people who are dependable and are as committed to making a difference in the lives of these girls as you are.

3. *Talk to your church, chamber of commerce, school or other community organization about becoming a recognized Free for Life Chapter and if they can assist in making this effort a reality.*

Becoming a recognized Free for Life Chapter in your community will strengthen your Chapter's local network and help in raising both awareness and funding to assist in Free for Life's mission of seeing an end to human trafficking.

4. *Complete and submit Free for Life Chapter application.*

If you have completed the previous steps and have decided that you would like to fight alongside Free for Life International by starting a Chapter, go to [www.freeforlifeintl.org](http://www.freeforlifeintl.org) and complete the online application. Someone will contact you by phone to speak with you further.

## **What should I consider when organizing and holding my first Chapter meeting?**

1. Decide on a time and place to have regular Free for Life Chapter meetings and Leadership meetings.
2. Set goals for what you want to accomplish with your Free for Life Chapter.
  - Examples of Chapter goals include: host two fundraisers per year for FFL, raise \$2,000 per year, etc.
  - Set tentative dates for these goals by making a Free for Life Chapter calendar.
3. Organize a Free for Life Chapter Informational Meeting.
  - As interest grows, you can form your leadership team and set your Chapter goals. These informational meetings will be a time to tell people about Free for Life and what your chapter will be doing to partner with us. This will also be a time to inform potential chapter members how they can best be involved. Be sure to collect contact information so you can follow up with all meeting participants.
  - Consider putting together a New Member Packet that includes a copy of the meeting agenda, a tentative Chapter calendar, and information about the work of Free for Life International. At the conclusion of your meeting, inform your

members on the time and place of future, regularly scheduled meetings. Continuing to hold regular informational meetings is crucial for bringing in new members and welcoming them to be a part of the team.

4. Organize and advertise your first Free for Life Chapter Meeting.
  - Make flyers, put it in your church bulletin, announce it at your small group or other class, or send out an email to everyone in your address book.
  - Don't forget: always follow up with your members and thank them for attending each meeting

### **What is the financial policy for Free for Life Chapters?**

We are so thankful for your partnership with Free for Life. We commit to doing our best to offer guidance, resources, support, and prayers as you move forward in your work as a Free for Life Chapter. If you are planning on an upcoming event please let us know by emailing us at [info@freeforlifeintl.org](mailto:info@freeforlifeintl.org) with the details of your event. We want to assist you in promoting your Free for Life Chapter event.

By committing to raise funds for Free for Life International, your Free for Life Chapter agrees to the following:

1. Notify Free for Life of all events to be held in the FFL name.
2. Make it clear that you are raising funds for Free for Life International by including this in writing on your publicity pieces such as posters and flyers.
3. Indicate on the memo line of each check the event by which funds were raised.
4. You cannot hold a bank account with "Free for Life international" or "Free for Life" as the name.
5. Do not send cash through the mail - only checks or money orders. All checks made payable to: Free for Life International
6. If contributors need a tax-deductible receipt, include the following information with the donation: Name of individual, address, and gift amount.