



## A NOTE TO STUDENT CHAPTERS

THANK YOU! For taking on the role of a leader while attending school! Your dedication to the WAI mission and eagerness to help your peers is commendable. Here are a few tips and tricks to help you as you manage your chapter!

- **Faculty/Staff Advisor:** Student Chapters must have an advisor who is a member of the school's faculty or staff.
  - The advisor helps maintain continuity as the Chapter's Board of Directors turns over through the school years and as membership changes.
  - Having an excited advisor is important to the success of your chapter.
  - Keep your advisor informed of what's going on with your chapter, how he or she can help you and your board hit your goals for the year, and any important information exchanged during the board meetings.
- **The IRS Group Ruling...**The WAI Group Ruling or the School's Group Ruling?
  - Many student chapters will also fall under their school's non-profit group ruling. If you do fall under the school's group ruling, you need to supply a letter from the school each year confirming that this is still the case. We have provided a sample letter for you to use in this instance.
  - If you do not fall under your school's group ruling, you are able to utilize WAI's non-profit group ruling. To fall under the WAI group ruling, you must complete the "Authorization for Inclusion in Group Tax Exemption" form when you apply for Official Chapter status.
- **Keeping Track Semester to Semester!** It is *highly suggested* student chapters utilize the continuity tool to store items such as passwords, log in information, banking information, tax information, and annual reports from previous years. The continuity tool is for your internal use...please DO NOT send it to WAI. We suggest you store it and related information on a shared Google Drive or Dropbox folder with documents and information that is passed leader to leader.
- **Succession Planning:** Remember that each year the entire board has the potential of changing over and all the great work that you've done for your chapter has the potential to disappear if you do not share it with the people coming behind you! It is your job to pass it to the next set of leaders and train them on how to run your organization! Don't make them recreate the wheel every year! The goal is to leave the chapter leaders coming behind you with the tools and resources they need to be successful in their position.



- Be sure to pass along activities that your membership enjoyed, information on contacts that have helped your chapter in the past, and words of encouragement as they take over leadership roles.
- Some student chapters choose to hold elections at the end of the Fall semester for the following spring and fall semesters. This allows the new leadership to come in and learn their roles while the previous leadership is still on campus and have not yet graduated.

There are some awesome resources inside this handbook that you should utilize just like any other chapter – fundraising, hosting a meeting, how to build your calendar, becoming a successful president. As always, if you need specific help that you cannot find in the handbook, the WAI staff is here to help! Please feel free to reach out to Molly Martin, Outreach Director, for any questions about WAI you might have...if she doesn't have the answer, she'll be sure to direct you to the WAI staff member who might! You can email Molly at [mmartin@wai.org](mailto:mmartin@wai.org).