



*International
Delaware Chapter*

People to People International Delaware Chapter

Board of Directors Handbook

Last Update
6/13/2013

Table of Contents

- About Us & Mission Statement..... 3
- People to People International-Delaware Chapter By-Laws - 2007 4
- Supplemental Bylaws - PTPDE..... 11
- Executive Board Position Overview..... 15
 - President..... 17
 - Secretary 19
 - Treasurer..... 20
 - Hosting Committee..... 21
 - Membership Committee..... 22
 - Program Committee 23
 - People Helping People Award 23
 - Public Relations Committee 24
 - Student Ambassador Committee 24
 - SA Chapter Scholarship Award(s) 25
 - Website Committee..... 26
 - Special Projects Committee 26
- Strategic Plan 2009..... 26
- Chapter Sponsored Activities..... 30
- Appendix A - Forms 32
 - PTPDE Expense Form 32
 - PTPDE Proxy Procedures and Policies 33
 - PTPDE Proxy Form 34
 - Photo Release Form..... 35
 - People Helping People Award Form..... 35
 - Event Checklist 34
 - Website Update Forms 34
- Appendix B - Board of Directors Listing 35

About Us & Mission Statement

People to People International

People to People International (PTPI), with World Headquarters in Kansas City, Missouri USA, was established by President Dwight D. Eisenhower on September 11, 1956 to advance international understanding and friendship, tolerance, and world peace between people of all nations through direct people-to-people contacts. Today, as a not-for-profit, [501 (c)(3)] organization, PTPI continues to enhance the foundation of our organization with educational, cultural and humanitarian programs for youth and adults worldwide. PTPI has a presence in 125 countries with more than 80,000 families and individuals actively participating in People to People International programs.

"I have long believed, as many before me, that peaceful relations between nations requires understanding and mutual respect between individuals." President Dwight D. Eisenhower. Eisenhower believed if contact could be made directly among the world's people, citizen diplomacy and global friendship would endure. Granddaughter Mary Jean Eisenhower, President and Chief Executive Officer, has made PTPI her life's work.

Delaware Chapter

Within this broad framework, the Delaware Chapter shall be committed to the principle of cooperation with groups and organizations of similar orientation whenever possible, and shall initiate chapter programs and projects which will contribute to the respect for the dignity of man and world peace. The Delaware Chapter was founded in 1984. The Delaware chapter is an active broad-based organization which reaches out to our community and partners with nonprofit, corporate, governmental, and academic sectors in our state.

People to People International Delaware Chapter is a not-for-profit 501(c)(3) organization.

Mission Statement

The purpose of People to People International is to enhance international understanding and friendship through educational, cultural and humanitarian activities involving the exchange of ideas and experiences directly among people of different countries and diverse cultures. We seek to cooperate with any and all other organizations, which are of similar nature and purpose.

People to People International-Delaware Chapter By-Laws - 2007

ARTICLE I – Definition and Purpose

Section 1 – This organization shall be known as People to People International, Delaware Chapter, and is referred to in this document as the “Delaware Chapter”. People to People International (“PTPI”) is a non governmental, non political and not-for-profit corporation, organized and incorporated under the statutes of the State of Missouri in November, 1961, whose World Headquarters is located at 501 East Armour Boulevard, Kansas City, Missouri 64109-2200 USA.

Section 2 – The purpose of People to People International is to enhance international understanding and friendship through educational, cultural and humanitarian activities involving the exchange of ideas and experiences directly among people of different countries and diverse cultures. It will cooperate with any and all other organizations, which are of similar nature and purpose.

Section 3 – To achieve the goal of international understanding, People to People International will promote contact between peoples of all nations, through all channels of communication. People of all ages and professions are invited to participate in this program.

ARTICLE II – Organizational Structure of People to People International

Section 1 – The strength of People to People International lies in the efforts and activities of members working to promote greater interest and understanding. To achieve this goal, People to People International operates on these levels: International Headquarters, Regional Headquarters, National Headquarters (where applicable), local chapters, and members-at-large.

Section 2 – The chapter shall carry out the People to People International programs at the community level in cooperation and consultation with PTPI World Headquarters.

ARTICLE III – International Headquarters

Section 1 – The World Headquarters of People to People International shall perform the following services for the community chapters:

A – Assisting chapters with local publicity. Press Release Template, Public Relations Manual and webpage exposure available.

B – Publish a newsletter. *On Track*, available monthly to chapter presidents and members containing information of national interest, and community chapter news. Special

organizational hints and chapter announcements are listed when new materials are available. PEOPLE magazine is published annually.

C – Provide leadership training and organizational help to all chapters at Worldwide Conferences and Trustees Meetings. Chapter visits and workshops also available.

D – Provide speakers or representatives from World Headquarters for special programs when available.

E – Involve the chapters in hosting People to People International visiting groups and individuals whenever possible through the International Visitors Program.

Section 2 – Issuance of People to People International Charters is solely the prerogative of World Headquarters. A Chapter Charter may be revoked by PTPI International World Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objects and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation and By-laws of PTPI.

Section 3 – PTPI offers a variety of programs for chapters to participate in, refer to chapter manual, Section III Chapter Projects, or website www.ptpi.org.

ARTICLE IV – National Headquarters/Regional Council

Section 1 – When four or more chapters are formed in a country (or a specific region of a geographically large country), those chapters may apply to PTPI World Headquarters to create a National Headquarters Office or Regional Council Office. The purpose of the National Headquarters/Regional Council is to facilitate communication and programming among the constituent chapters.

Section 2 – The National Headquarters/Regional Council must create bylaws and submit them for charter approval by PTPI World Headquarters. Once the bylaws are approved, then the National Headquarters/Regional Council begins operation.

Section 3 – The National Headquarters/Regional Council must have at least one annual meeting a year for all of membership to attend. The National Headquarters/Regional Council Executive Board shall meet at least four times a year.

Section 4 – The National Headquarters/Regional Council charter may be revoked by PTPI World Headquarters at any time it determines that the National Headquarters/Regional Council has failed to perform its function or promote its objective.

ARTICLE V – The Chapter

Section 1 – The function of the chapter, as stated in Article II Section 2, shall be to carry out the People to People International program at the community level as a self-sustaining, but affiliated unit. The chapter shall be chartered by World Headquarters in the manner prescribed in these bylaws.

Section 2 – The officers of this chapter shall be a president or co-presidents, one or more vice presidents, secretary, treasurer, home-stay coordinator (required only if chapter participates in this program), and other officers as needed. The President shall hold to no other office within the chapter. The officers shall constitute the Executive Committee or Executive Board. The officers and any additional Directors shall constitute the Delaware Chapter’s Board of Directors.

Section 3 – The officers of the chapter shall be elected by the membership, and shall hold office for one or two years. The chapter may decide the length of the term, but each office must have the same term limit. Vacancies may be filled or new offices created and filled, at any meeting of the chapter. Each officer shall hold office until his successor has been elected and qualified. The president(s) and vice president(s) may not serve in the same office for more than two successive terms. Any change of officers shall be reported to People to People International World Headquarters as soon as possible following election or appointment.

Section 4 – At least two months prior to the chapter election members shall submit nominations to the chapter presidents or nomination committee for consideration. All nominees, officers, and committee chairpersons must be members in good standing and active dues paying members of People to People International.

Section 5 – The president is the principal officer of the chapter. S/he shall preside at all meetings and shall have general supervision of the affairs of the chapter, and shall perform such other duties as may be properly required of him/her. S/he shall also be an ex-officio member of all committees. S/he shall submit the Chapter President’s Annual Report to PTPI World Headquarters.

Section 6 – The vice-presidents shall be designated by the Board of Directors and shall exercise the functions of the president during his/her absence or disability. Each vice president shall have such powers and discharge such duties as may be assigned to him/her by the president, such as acting as overseer of various chairpersons and their committees. The 1st vice president is designated “president elect”. The “president elect” is the president in training. This office ensures a succession plan within the chapter.

Section 7 – The secretary shall be responsible for keeping minutes of each meeting and forwarding copies of the annual meeting to International Headquarters.

Section 8 – The treasurer shall be responsible for membership dues and payment of dues to World Headquarters. S/he shall collect, administer and expend such other funds as may be received from time to time. S/he shall make regular financial reports to the membership and to PTPI World Headquarters as requested. S/he shall make regular financial reports to the membership and to PTPI World Headquarters as requested. S/he shall act as overseer of the financial activities of all committees established by the chapter. Possible committees include: Membership Committee, the Ways and

Means and any Fund raising Committees, Travel Committee, Budget Committee, and Youth Activities Committee. President and Treasurer are accountable for all financial matters.

ARTICLE VI – Committees

Section 1 – As many committees as are necessary to successfully promote People to People International programs may be established. They shall remain as effective committees until the Board of Directors has discharged their obligations.

Section 2 – The committees shall be under the immediate direction of a chairperson, appointed by, and responsible to, the president or a specified vice president.

Section 3 – The Chapter shall have at least the following standing committees:

A – A Public Relations Committee is responsible for such publicity necessary to promote the activities of the chapter, to inform the community of People to People International and provide information to the local media. Also the committee should send news and pictures of the chapter's activities to World Headquarters for inclusion in the publications.

B – A Hosting Committee shall be responsible for finding host families for international visitors and/or People to People International groups sent to the chapter. The chairperson of this committee shall be the Home stay Coordinator and work closely with PTPI World Headquarters Home stay Coordinator.

C – A Program Committee to plan and execute special community projects and other events designed to promote the mission of People to People International.

D – Other committees may be appointed by the president to carry out the activities of the chapter as necessary.

ARTICLE VII – Meetings

Section 1 – The chapter shall hold one meeting annually or biennially to elect officers and the Board of Directors. Members shall be notified well in advance of the time and place of this meeting. Democratic voting procedures and elections are required of the chapter: each member has one vote, the majority vote wins the elections.

Section 2 – The Board of Directors shall determine where regular meetings will be held. At least six meetings or events should be held each year. The place, date, and time of these regular meetings shall be stated in notices emailed, mailed, on the Chapter's web site, or telephoned to the general membership well in advance of the meeting.

Section 3 – Special meetings may be called by the president, or, on written petition, by one-fifth of the total membership.

Section 4 – At all meetings of the chapter, total membership present shall constitute a quorum for the transaction of business.

Section 5 – The Board of Directors shall meet no less than four times per calendar year to plan and execute the business of the chapter.

ARTICLE VIII – Fiscal Year

Section 1 – The fiscal year of each chapter shall begin on June 1.

Section 2 – Upon completion of the fiscal year, a financial statement and Chapter President’s Annual Report shall be made to the membership and PTPI World Headquarters.

ARTICLE IX – Membership

Section 1 – Anyone may become a member of this People to People International Chapter upon payment of established dues to the treasurer, and may continue such membership by the annual payment of dues.

Section 2 – Special dues, assessments or contributions received by the chapter for the purpose of supporting the chapter activities shall be deposited in the chapter treasury.

Section 3 – People to People International Ambassador Program participants receive a one year membership to PTPI, which may include Chapter membership. Some will transfer this membership to a local chapter. If the member chooses to join the local chapter, the chapter will not receive membership dues on their behalf. If the chapter should add them to their roster the next calendar year they may charge them the appropriate membership fee.

Section 4 – People to People International Chapter membership entitles the individual to participate in People to People International programs, attend meetings, vote at annual meetings, and be elected to chapter office. The Board may establish dues to the Chapter.

Section 5 – People to People International Chapter membership may be revoked by the chapter or People to People International World Headquarters for failure to pay membership dues or actions against the mission and goals of People to People International.

ARTICLE X – Chartering a Chapter

Section 1 – The official charter of People to People International shall be issued to a chapter by World Headquarters and subject to the following conditions.

- A – Upon request of ten (10) members and their contact information.
- B – Appointment of first term officers: president, vice president, secretary, and treasurer with contact information.
- C – Membership dues paid for initial member.
- D – Written acceptance of the by-laws herein.
- E – Proposed activities to be undertaken by the chapter.
- F – Approval of the chapter by PTPI World Headquarters.

Section 2 – The Chapter Charter may be revoked by International Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objectives and purposes of People to People International, or comply with any of the terms, conditions and limitations imposed upon it by the Articles of Incorporations and the By-laws of People to People International. The Chapter will be automatically revoked if the chapter membership falls below the required ten currently paid memberships or fails to accomplish required annual programming.

ARTICLE XI – Revoking a Chapter Charter

Section 1 – In the event of a chapter closing the following procedure will be followed:

- A - Chapter must notify PTPI Headquarters. Files on the chapter will be closed and contact information will be removed from mailing lists and the PTPI International Directory. Chapter will be considered defunct. In the case of United States chapters, the IRS will be notified and 501(c)3 status will be revoked.
- B – Chapter Charter and pertinent documents must be returned to PTPI Headquarters.
- C - Chapter bank account must be closed. Chapter Funds accumulated during the lifetime of the Chapter and used for membership, administration, meeting and mailing expenses, insurance, etc., are the property of the Chapter. When the Chapter ceases to function there is no longer a need for such funds. The Chapter will work with PTPI World Headquarters to decide how funds in the chapter treasury will be distributed. The funds, at the discretion of the Director of Chapters and the Chief Executive Officer, are generally placed in the Chapter Development Fund of the PTPI Endowment and marked as a contribution from the chapter.

Section 2 – As stated in Article III section 2 of the Chapter Bylaws, a Chapter Charter may be revoked by PTPI International World Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objects and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation, By-Laws and the Constitution of PTPI. The Charter will be automatically revoked if the chapter membership falls below the required ten currently paid memberships.

ARTICLE XII – Amendments

Section 1 – These bylaws are exempt from such future amendments as may be enacted by People to People International World Headquarters. Chapters that have been chartered ten years before said amendment will be exempt from the amendment. Chapters that have been chartered less than ten years will have one year to accept the change to the by-laws. If national law prevents the chapter from adopting new amendments, People to People International World Headquarters will work with the chapter on a case by case basis.

Section 2 – All other matters relating to the operation of local chapters not specifically covered in Articles I through Article X, inclusive, shall be governed by Robert’s Rules of Order Newly Revised or a similar parliamentary voting procedure agreed upon by the chapter at the time of its charter.

Annual requirements of People to People International Chapter

- Submit Annual President’s report
- A minimum of 10 members
- Program and Activities
- Membership list and contact information
- Membership dues

I, Edward L. Tucker, president of People to People International’s Delaware Chapter, do hereby accept these bylaws.

President’s Name (printed)

President’s Signature

Date

(A copy of these bylaws will be returned to the chapter with the chapter charter.)

Supplemental Bylaws - PTPDE

Article I: Definition

Section 1 – This organization shall be known as People to People International, Delaware Chapter, and is referred to in this document as the “Delaware Chapter”. People to People International (“PTPI”) is a non governmental, non political and not-for-profit corporation, organized and incorporated under the statutes of the State of Missouri in November, 1961, whose World Headquarters is located at 501 East Armour Boulevard, Kansas City, Missouri 64109-2200 USA.

Article II: Purpose

The purpose of People to People International (PTPI) is to enhance international understanding and friendship through educational, cultural and humanitarian activities involving the exchange of ideas and experiences directly among people of different countries and diverse cultures. It will cooperate with any and all other organizations, which are of similar nature and purpose.

To achieve the goal of international understanding, People to People International will promote contact between peoples of all nations, through all channels of communication. People of all ages and professions are invited to participate in this program.

Article III: Membership

A. **Qualifications:** Anyone may become a member of the Delaware Chapter of People to People upon payment of established dues to the Chapter and may continue such membership by the annual payment of dues.

B. **Dues:** Membership dues will be established by the board of directors (BOD) of the Chapter. Subject dues entitle one to membership in both the Delaware Chapter and its parent organization, People to People International. Dues are payable annually upon receipt of a renewal notice from the Chapter. The Chapter shall forward a pre-established percentage of each member's dues to PTPI.

C. **Fees:** At the direction of the BOD, fees may be established and charged to members of the Chapter and their guests at meetings or events.

D. **Meetings:** Meetings of the membership shall be held at times and places selected by the BOD.

E. **Notice:** Members shall receive notice of membership meetings and of issues to be voted upon at least twenty (20) days prior to the meeting.

F. **Voting:** Voting of the members shall be in person or by proxy.

G. Annual Meeting: An annual meeting shall be held in June for purposes of electing officers and directors and summarizing the past year's accomplishments, and for such other matters as are presented by the BOD for membership consideration.

Article IV: Board of Directors

A. Composition: The BOD shall be elected at the Chapter's annual meeting from its membership.

The BOD shall present at the annual meeting a slate of officers and director nominees, provided the number of directors so nominated, plus the number of directors remaining in office who were not elected at the annual meeting, do not exceed 28 Chapter members.

Advisory board: An advisory board for Chapter affairs may be appointed by the president and approved by the BOD. Advisory board members are non-voting.

Committees: The number and makeup of committees shall be determined by the BOD.

B. Elections: Elections shall be held at the annual meeting to fill officer and board positions. The president shall appoint a chair of the nominations and election committee (NEC). The NEC chair shall be a non-candidate. The NEC chair may appoint committee members of his/her choice. The NEC shall develop a list of candidates no later than May 15 of each year. Candidates shall have agreed to have their names placed in nomination and be willing to fulfill the responsibilities of being a member of the BOD. The BOD shall review the list of candidates, and by ballot vote no later than June 1, select a slate to be presented to membership for approval at the annual meeting in June. The results of the election shall be sent to all chapter members.

C. Powers and Responsibilities: The administration of the Chapter shall be vested in the BOD. The BOD shall have all those powers and responsibilities given it by PTPI, the Chapter's bylaws, the membership, and by law.

D. Terms of Office: The term of office for both officers and directors is two (2) years. A president may not serve more than two consecutive terms.

E. Meetings: The BOD shall meet at least once in each calendar quarter at such times and places as the BOD shall decide. Any member may have an item placed on the agenda.

F. Quorum: A majority of the total number of directors on the BOD constitutes a quorum. To conduct business, directors may vote personally, by proxy or by electronic means.

G. Voting: A meeting at which a quorum is not present may be held for discussion purposes, but no decisions affecting Chapter policy may be made. However, other issues may be resolved by voting electronically in lieu of a meeting of the BOD.

H. **Vacancies:** Vacancies due to death, resignation, or removal shall be filled for the remainder of the term by vote of the remaining members of the BOD. Procedures for special elections shall be developed as needed by the BOD.

I. **Removal:** Directors may be removed for cause by action of the BOD. A two-thirds vote is required to remove a director from office. The director being removed shall have the opportunity for a hearing by the BOD prior to the vote.

J. **Annual Report:** The BOD shall prepare an annual report on the past year's activities, including a financial statement, which shall be presented to the members at the annual meeting. Copies of the report shall be filed with the minutes.

Article V: Duties of Certain Officers

A. **Duties:**

1. President

The president or co-presidents shall preside at all business and BOD meetings and the annual meeting of the Chapter, and shall exercise general supervision over the affairs of the Chapter. The president(s) shall serve as chair of the executive committee. The president(s) shall also serve as the chief spokesperson of the Chapter, but may delegate this responsibility as deemed necessary or desirable. The president(s) shall be ex-officio, without vote, of all committees except the audit and nominating committees.

2. President Elect

The president elect shall fulfill the duties of president in the president's absence and take on substantive duties assigned by the president. The president may assign duties normally carried out by a president elect to another officer(s).

3. Vice President(s)

Vice presidents shall be appointed to exercise direct supervision over committees.

4. Secretary

The secretary shall take and maintain minutes of meetings; keep the Chapter records; notify the directors of future BOD meetings; send reports of the annual meeting to PTPI and keep archival records.

5. Immediate Past-President

The immediate past-president may serve as a voting member of the BOD; serve the president as a consultant; act as a resource person for the BOD; and serve as chair of a committee(s) as requested.

6. Treasurer

The treasurer shall maintain the books of account; deposit funds; issue checks; prepare financial statements as reflected in the bylaws; prepare annual tax forms, assist in the preparation of the annual budget and any other responsibilities requested by the BOD.

Article VI: Committees

Committees shall be established or dissolved as needed by the BOD.

Article VII: Services

The BOD shall have the authority to hire paid services as needed.

Article VIII: Fiscal year

The fiscal year of the Chapter shall be June 1 through May 31.

Article IX: Audit

The Chapter shall have an audit committee. The president shall appoint a chair of an audit committee. The audit committee will audit the Chapter's books and records annually.

Article X: Amendments: Conformity

Amendments to bylaws may be proposed by the BOD in writing to the membership at the time of the annual meeting, or at other times during the year, as necessary. Amendments to the bylaws must be approved by a two-third vote of the members voting.

The Chapter's bylaws are intended to be and to remain in conformity with PTPI standards. In the event of conflict, PTPI standards shall control over like provisions in Chapter bylaws, including these Supplemental Bylaws, or future amendments hereto.

All other matters relating to the operation of the Chapter, not specifically covered in Articles I through X inclusive, shall be governed by Robert's Rules of Order Newly Revised.

Executive Board Position Overview

President: Has the primary responsibility for the overall conduct of the Chapter working together with the Board of Directors in compliance with Chapter By-Laws

President-Elect and Past President: The positions of President-Elect and Past Present are intended to provide a learning experience and a sharing of past experiences respectively and to assist the Board of Directors in committee activities and special assignments as necessary.

These positions will work very closely with the President during their respective terms of office and may be considered as an advisory council to the President in addition to full and active participation in the Board. The President-elect shall fulfill the duties of the President in his/her absence and take on substantive duties as assigned by the President.

Treasurer: Has the primary responsibility of maintaining all Chapter funds according to the Chapter By-Laws and in accordance with Board of Director oversight.

Secretary: Has the primary responsibility for the official records of the Chapter, such as scribing and distributing Board of Director meeting minutes and maintaining the directory of Board members.

VP of Membership: Has the primary responsibility for overseeing the membership process (including new memberships and renewals) and the recruitment of members.

VP of Public Relations: Has the primary responsibility for overseeing the public relations release and dissemination of information for the promotion of events and the Chapter as a whole.

VP of Hosting: Has the primary responsibility for overseeing the processes of University Hosting and Homestay hosting.

VP of Programs: Has the primary responsibility of overseeing the development, scheduling, and implementation of programs and special events for the membership and the community at large and to monitor the success of programs for further selection of content and venues.

VP of Student Ambassadors: Has the primary responsibility for overseeing the publicity for and the solicitation of students to participate in the PTPI national program, to help in the selection of

appropriate candidate(s) to receive a Chapter-based scholarship, and to communicate with all those involved in the Student Ambassador Delaware program.

VP of Special Projects: Has the primary responsibility to develop the concept, organize around the objective, inform the Board as to the status, and petition for resources needed for the special project that was established to meet specific international humanitarian needs.

VP of Website: Has the primary responsibility to oversee the overall function of the website committee, to develop the website into a primary means of regular communication with the membership and the community at large, to promote PTPDE events, and to provide information for members.

President

Term of Position: 2 years

Elected: Approved by Board, Elected by Membership at Annual Meeting

Chapter Communications:

1. Communicates with the Board of Directors and all other positions, and with People to People International

Position function: Has the primary responsibility for the overall conduct of the Chapter working together with the Board of Directors in compliance with Chapter By-Laws.

Position description:

1. The President presides at the periodic Board meetings, is an ad hoc member, without vote, of all committees except Audit and Nominating and serves as chief spokesperson for the Chapter unless otherwise delegated.
2. The President shall prepare an Annual Report to the membership.
3. The President is responsible for authorizing Requests for Payment and has co-signature authority on Chapter accounts subject to Board approval.
4. The President monitors, along with Committee Chairs, the Chapter strategic goals and reports to the Board on accomplishments and areas for improvement.
5. The President shall provide the opening and closing remarks at events.
6. The President shall review the insurance policy and ensure its accuracy and appropriate coverage is provided/
7. The President shall create an Annual Report to include reports from individual committees.
8. The President shall create and maintain relationships with other organizations.

Time sensitive events specific to the position:

*Membership year – January-December (same as PTPI)

*Financial year – June through May

January

- January 1 – Annual Report to PTPI so they can file taxes

April

- April – multicultural event. Global youth murals planned around the same time
- Late April – warn committees you need their annual reports in mid-May (this is per of fiscal year annual report and helps bud the presentation for the annual program)

June

- Early June – Annual program
- Mid June – update the board listing (secretary), send welcome to the new board along with contact listing and Board Handbook. Let them know the summer is free and we'll talk in August
- President picks committee heads for upcoming year. Approach them over the late summer to see if they will accept the position.

August

- August – submit to board the list of the year's board meeting dates. Send out a board contact list (Secretary)
- Mid-August – student ambassador welcome picnic

September

- Early September – board picnic
- Late-September – Chapter Audit

October

- **October 1** – Membership Letters go out
- **PHP award** – email for nominations in late October. Ask for submissions by first week in December. Nominations committee presents their choice for approval at the January board meeting. Must submit the info ahead of time to be circulated to the board. PHP award nominee should be contacted to see when they are available for annual meeting. Plan the annual meeting speaker around the awardee.

November

- Mid November – membership reminder emails go out
- Grant application submitted to the State of Delaware

December

- Mid December – board holiday luncheon
- Late December – membership list to PTPI and payment of dues

****Summer** – time for website updates and overhaul. New pictures, clean up the front page

****Board nominations committee is picked at January meeting or approached beforehand**

Secretary

Term of Position: 2 years

Elected: Approved by Board, Elected by Membership at Annual Meeting

The Secretary is primarily responsible for the official records of the Chapter, such as scribing and distributing Board of Director meeting minutes and maintaining the directory of Board members.

- The Secretary will alert Board members to meeting schedules and will distribute meeting agendas on a timely basis
- The Secretary is responsible for the Chapter letterhead, after Board approval of Chapter officers.
- The Secretary will coordinate with the President to determine venues for Board meetings.
- The Secretary will post all minutes on the website in a timely manner.
- The Secretary will arrange for the collection of Chapter mail at the PO Box and distribute it to relevant Chapter people.

Treasurer

Term of Position: 2 years

Elected: Approved by Board, Elected by Membership at Annual Meeting

The Treasurer is primarily responsible for maintaining all Chapter funds according to the chapter By-Laws and in accordance with Board of Director oversight.

- The Treasurer shares signature authority for the payment of Chapter obligations, after Board authorization.
- The Treasurer conducts all day-to-day banking activities.
- The Treasurer shall keep clear and accurate financial records.
- The Treasurer shall make the records available for auditing in accordance with the Board's direction. Bank signature cards should be kept up to date and be in accordance with Board authorizations.
- The Treasurer shall work closely with the President to see that monies are available in the most effective way for the Chapter's benefit.
- The Treasurer shall prepare a regular monthly report for the Board of Directors, an annual report for the Membership at the Annual Meeting and other reports as necessary to support requests for the Delaware State Grant or other needs as required.
- The Treasurer shall post all financial reports on the website prior to each meeting.

Hosting Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The Hosting Committee has two main focus areas, University Hosting and Homestays.

A. University Hosting

The objective of the University Hosting section is to encourage collaboration with local colleges and universities and develop communications with visiting groups of foreign students, for example on fellowship or English language training programs who wish to meet with our members and exchange ideas on an informal basis.

- Coordinates receptions with visiting groups, arrange for Board, Pacesetter and membership involvement and set the venue for holding the session.
- Coordinates with the University of Delaware or other appropriate organizations to keep them aware of the Chapter's interest in such programs and arrange events.
- Regularly reports to the board on membership status and issues, if any
- Maintains good communications with all those involved in the events in a timely manner.

B. Homestays The objective of the Homestays section is to organize visitors from abroad who have interest in educational, professional, and business opportunities and wish to meet Chapter members and exchange views and ideas in an informal setting for an evening or longer periods, if appropriate.

- Coordinates events for visiting groups, arranges for Board of Directors, Pacesetters and membership involvement and sets the venues for holding sessions.
- Regularly reports to the Board of Directors to vote on approval of visitors, on status of plans and events and other issues, if any.
- Coordinates with PTPI or specific Chapters about hosting opportunities both to Delaware and for PTPDE members to go overseas and other chapters in the USA.
- Determines interest from Chapter members in participation and coordinates schedules. Involvement of others outside the membership may be encouraged.
- Coordinates promotion with the PR Committee for postal and e-flyers, for radio, TV and print media to announce possible hosting exchanges and events.
- Consider Meet the Diplomat opportunities when they arise from PTPI for a reception, a presentation or an extended hosting session.
- Partners with Sister Cities Wilmington to develop a relationship that fosters business, travel, and historical, ethnic and other interests.
- Monitors the expectations from Chapter members about the possibility for group travel to other PTPI locations and assists in coordinating subject to Board approval.

Membership Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The Membership Committee function is to gain and maintain active members for the chapter by conducting an annual membership campaign to encourage membership and Pacesetter contributions, being aware of community leaders who have shown an interest in being Chapter members, helping to maintain communications with relevant committees by an accurate and up-to-date database and coordinating membership lists with PTPI Kansas City to ensure international registration.

- Helps to design and to stock an up to date membership application/brochure for use in postal mailings, postings on the website and handing out to prospective members at Chapter events
- In October-November period conducts an annual membership campaign through mailings, newsletter entries, e-blasts, postings on the website, etc
- Provides updated membership campaign letter and send it too all contacts in PTPDE database
- Sends renewal notices and reminders to members
- Sends thank you letters to new members and Pacesetters
- Receives membership applications and forwards the names of people interested in various activities to relevant committees.
- Sends membership information/application to interested parties
- Shares Pacesetter list with appropriate officers and committees to assure benefits
- At least once a year sends PTPI (membership@ptpi.org) a list of current members with names, postal and e-mail addresses, and coordinates with the treasurer to ensure proper remittance. Request their new form for updates
- Reports to the president and presents information and issues to the BOD on request
- At least once a year contacts Kansas City to get current list of Delaware based PTPI members and contacts those not already Chapter members
- Keeps a running tally of members, periodically compares with Treasurers and reports on status to Board in BOD meeting
- Inserts and updates membership notice in the newsletter and website
- Coordinates with the Treasurer for the timely submission of names, contact information etc. for current members to ensure PTPI membership inclusion and the proper remittance of relevant PTPI dues.

For database maintenance:

- Save and manage information on members and interested individuals, their due status, contact information and interests as become available from membership applications, sign up lists, website contacts, and referrals
- Maintain the Constant Contact e-mail database and update current member list and add new e-mails provided via sign up lists, website contacts and referrals
- Provides current membership lists and members activity/interest breakdowns to committees and officers as requested

Program Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The Program Committee function is to develop, schedule and implement programs and special events for the membership and the community at large and to monitor the success of programs for further selection of content and venues.

- Identifies and schedules speakers, panelists, cultural participants and others to be featured in periodic presentations for the membership and the community at large.
- Determines the schedule appropriately spaced throughout the active season with due regard for other events that present opportunities for partnership or possible conflicts.
- Maintains a list of venues and their characteristics for consideration in selecting the location of each program.
- Provides content information to guide in the publicity to members and the community at large to the Public Relations and Website Committees for developing postal, e-flyers, e-invitations, as well as Save the Date announcements.
- Provides notice to the person who sends out all Constant Contact information to those in the database.
- Provides content information for use in the On Track newsletter.
- Provide a brief recap of presentations for use on the program section of the website and events list for the year.
- Regularly reports to the Board of Directors on program status and issues.
- Collect survey information from attendees at presentations to guide development of future programs as to content and venue.
- Maintains a Master Calendar of Events and gives information to the Webmaster.

People Helping People Award

Purpose: This award recognizes *exceptional service in the cause of peacemaking and in improving people's lives while building ties between the Delaware Chapter region and communities abroad.* The award reflects the highest level of achievement in attaining the goals of People to People as defined by the Mission of the People to People Delaware Chapter:

“People to People International was originally founded by President Dwight D. Eisenhower in 1956 to foster contact, communication, and the exchange of ideas between citizens of the United States and other lands; to improve individual understanding, to bridge international barriers; and to establish a force for friendship to assist mankind in his quest for peace.

Within this broad framework, the Delaware Chapter shall be committed to the principle of cooperation with groups and organizations of similar orientation whenever possible, and shall initiate chapter programs and projects which will contribute to the respect for the dignity of man and world peace”.

Selection Criteria:

The honoree must be an individual or group of individuals residing in the region served by the

Delaware Chapter of People to People International, a non-governmental organization with 501 c(3) status with significant ties to the region served by the Delaware Chapter of People to People International, or a governmental agency with significant ties to the region served by the Delaware Chapter of People to People International. Elected public officials (federal, state or local) are not eligible to receive this award.

- a. The Delaware Chapter member making the nomination must have personal knowledge of the individual or group of individuals of the works of service. If an organization or government agency, the Delaware Chapter member making the nomination must have personal knowledge of that agency or organization's works of service.
- b. This award will be given for service of at least 5 years within the last 10 years. While commendable, service that has taken place prior to within the last ten years, will not be considered for this award.

Public Relations Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The primary function of the Public Relations Committee is to promote the PTPDE and its events and programs to the public primarily through print and electronic media and timely radio/television interviews and appearances. The Public Relations Committee also informs PTPI of our functions and of awards to special people.

The Chair of the PR Committee is to work closely with the Webmaster, Program Chair, Hosting Chair and the person who sends out the messages on Constant Contact.

- Develops and distributes event press releases in a timely manner to encourage attendance to Chapter events and public awareness of PTPDE
- Maintains an active and current list of media contacts.
- Uses preliminary copy received from the various Committee Chairs and puts into final form copy and photos conducive to easy use by the media in a timely manner
- Maintains good communication with all involved in various events.
- Develops news stories before and after an event, along with photos, to assist the media in framing articles about the Chapter and PTPI in general.
- Maintains a close relationship with PR from PTPI and keep them informed of Chapter activities.
- Encourages various media coverage: radio, TV, the internet, print, etc.

Student Ambassador Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The function of the Student Ambassador Committee is to assist in the publicity for and the solicitation of students to participate in this PTPI national program, to help select an appropriate

candidate(s) to receive a Chapter-based scholarship, and to communicate with all those involved in the SA Delaware program.

- Maintains close contact with PTPI as to schedules and content of Student Ambassador programs, dates of awareness programs, interviews, etc.
- Maintains close contact with local SA leaders as to assistance needs from the chapter relative to interviews, extra orientation etc.
- Distributes information about SA to schools, school districts and other organizations to assist in the spreading of awareness.
- Maintains close contact with PTPI as to the number of interviewed students that finally attend each year's SA program and ensure that the Chapter Treasurer properly receives credit for such.
- Obtains current rosters for each student delegation from the various local leaders for submission to the National office in Spokane, who will check against their reports and confirm the actual number of students that traveled. The Chapter receives credit for each student who attended, not for each student who was interviewed -- provided we assisted with this process.
- Regularly reports to the Board of Directors the status of SA program in Delaware.
- Arranges for a Send Off program with the Governor or another high ranking State Official to set the tone for the Student Ambassador's trip and wish them good luck and good experiences, if possible.
- Arranges for a Chapter sponsored Welcome Home Picnic at a well-located venue to encourage as many students and families and teacher leaders to attend to share their experiences and photos while aboard.
- Prepares appropriate copy and photos for use to promote the SA program and communicates with the Webmaster, Public Relations Chair and the person who sends out messages on Constant Contact.

SA Chapter Scholarship Award(s)

- Obtains confirmation of the chapter's desire and financial ability to award a scholarship to an eligible and deserving youth each year.
- Publicizes the availability of the Chapter scholarship to schools, teacher leaders press, etc.
- Distributes and collects completed scholarship application forms, reviews and analyzes completed forms and recommends a candidate for Chapter approval using criteria as agreed upon.
- Alerts the chosen candidate as to the award, the conditions of the award and our Chapter's best effort to get a matching grant from PTPI.
- Arranges for the scholarship awardee to participate in appropriate programs during the year, to attend a Board of Directors meeting or Annual Meeting for introductions and congratulations and to write an article based on the trip experience for use in the newsletter or on the website, as appropriate.
- Coordinates with the Chapter Treasurer to ensure that the Student's account is properly credited with the Chapter award from PTPI.
- Generate necessary promotional flyers for postal and electronic distribution.

Website Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

The overall function of the website Committee is to maintain the Chapter website, to develop it into a primary means of regular communication with the membership and the community at large, to promote PTPDE events and to provide information for membership.

Website usage and functionality

- Receives information from the President and Committee Chairs and timely posts on appropriate pages on the website
- Webmaster coordinates with the President as needed.
- Regularly reports to the Board of Direction on status and issues, if any
- Communicates with Secretary and Treasurer to have monthly postings
- Maintains payments to keep domain and website on the Internet subject to Board approval.
- Sets up and distributes necessary passwords and codes for entry to Board restricted portions of the website.
- Arranges for receipt and redistribution of e-mails directed to the website usually for action by other committees such as Membership and Program.
- Periodically purges old material from the site to prevent its getting stale.

Special Projects Committee

Term of Position for Chair: 1 year (may be appointed continuously), Appointed by (co)President

From time to time, special projects may be established to meet specific international humanitarian needs. Each is subject to authorization by the Board and is subject to available resources both financial and human. The committee so designated is responsible to develop the concept, organize around the objective inform the Board as to the status and petition for resources as needed. The committee will work closely with the President to ensure the initial adoption and sustainability of the project. Normally the project will have a defined life for several months or two years, subject to renewal.

Strategic Plan 2009

	Status	Accountable
A. TO INCREASE MEMBERSHIP		
1. Develop membership standardized brochure literature	Completed	Membership
2. Develop new standardized written communications	Ongoing	PR
3. Encourage BOD Members to "bring a friend" to events	Ongoing	Co-Presidents
4. BOD members shall encourage volunteers and interns to assist	Ongoing	Co-Presidents
5. Help create PTP chapters: adult, high school, university	Pending	Executive Officers

6. Increase collaboration with governmental officials and agencies	Ongoing	Secretary/program
B. TO DIVERSIFY MEMBERSHIP		
1. Vary venues for the public to maximize participant diversity	Ongoing	Program
2. Vary costs for University Hosting to maximize participant diversity	Pending	University Hosting
3. Conduct a PR workshop to increase targeted communication skills	Ongoing	PR/Co-Presidents
2. Explore opportunities to welcome new citizens	Pending	Membership
C. TO INCREASE EVENT ATTENDANCE		
1. Identify and publicize annual "People Helping People" awardees	Ongoing	Program/PR
2. Contact colleges/universities to host and co-sponsor events	Ongoing	University Hosting
3. Implement interactive programs and small/large group events	Ongoing	Program
4. Create an annual events calendar and post on website	Ongoing	Program and Website
5. Utilize up-to-date technology to reach stakeholders	Ongoing	PR and Website
6. Find more PR venues and keep information current	Ongoing	PR and Website
7. Develop hosting opportunities	Ongoing	Hosting
D. TO PARTNER WITH OTHER ORGANIZATIONS		
1. Create a list of possible partnering organizations	Ongoing	PR Volunteer needed.
2. Partner with organizations that share our mission	Ongoing	Program/Hosting
3. Invite other organizations to link their website to ours	Ongoing	Website
4. Maintain reciprocal relationship with these organizations	Ongoing	Executive Officers
E. TO INCREASE OUR HOSTING OPPORTUNITIES		
1. Develop an overall hosting plan	Completed	Hosting/U. Hosting
2. Outreach to all DE colleges/universities to host and co-sponsor events	UD/DTCC/	U. Hosting/Program
3. Put hosting opportunities on the Master Calendar and website	Ongoing	Hosting/U. Hosting
4. Contact venues and members for these hosting opportunities	Ongoing	Hosting/U. Hosting
5. Plan on participation and funding limits	Ongoing	Hosting/U. Hosting
6. Create an invitation/event template to send electronically	Completed	Hosting/U. Hosting
7. Explore collaboration with governmental official/other partners	Pending	Hosting
8. Develop hosting exchanges with American and International chapters	Ongoing	Hosting
9. Publicize our hosting events	Pending	PR/Website
F. TO IMPROVE VISIBILITY BY AN ANNUAL BIG EVENT		
1. Plan possibility of fund raising event for Student Ambassador Program	In progress	Student Ambassadors
2. Conduct fund raising event for humanitarian purpose	Pending	Program
3. Implement BOD budget decisions for any big event	Pending	Program
GREEN AND HUMANITARIAN EFFORTS		
1. Decrease paper use by 50%	Completed	Executive Officers
2. Recycle	Completed	Executive Officers
3. Increase number of books to be given or sent to foreign youth	In progress	Co-Presidents

PTPDE Strategic Plan Progress Status (as per 2010)

Strategic Objectives and Key Action Steps	Measure	Target	YTD Status
A. TO INCREASE MEMBERSHIP			
1. Develop new, exciting membership standardized brochure			Completed
2. Develop new standardized written communications			Ongoing
3. Encourage BOD Members to "bring a friend" to events	10%	2	
4. BOD members shall encourage getting volunteers/interns to	10%	2 vol/interns	
5. Help create another PTP chapters: adult, high school, university		One new	Pending
6. Increase collaboration with governmental officials and agencies	Make list		Pending
B. TO DIVERSIFY MEMBERSHIP			
1. Vary venues for the public to maximize participant diversity	Make list	3 different	Ongoing
2. Vary costs for University Hosting to maximize participant	Get bids	Less than \$20	Pending
3. Conduct a PR workshop to increase targeted communication			Pending
2. Explore opportunities to welcome new citizens			Pending
C. TO INCREASE EVENT ATTENDANCE			
1. Identify and publicize annual "People Helping People" awardees			Completed
2. Contact colleges/universities to host and cosponsor events	Make list	Contact 3	Ongoing
3. Sponsor interactive programs and small/large group events			Ongoing
4. Create an annual events calendar and post on website			Ongoing
5. Utilize up-to-date technology to reach stakeholders			Ongoing
6. Find more PR venues and keep information current	Make list		Ongoing
7. Develop hosting opportunities	3 groups		Ongoing
D. TO PARTNER WITH OTHER ORGANIZATIONS			
1. Create a list of possible partnering organizations	Being made		Ongoing
2. Partner with organizations that share our mission	Make list	10	Ongoing
3. Invite other organizations to link their website to ours	On website	10	Ongoing
4. Maintain reciprocal relationship with these organizations			Ongoing
E. TO INCREASE OUR HOSTING OPPORTUNITIES			
1. Develop an overall hosting plan			Completed
2. Outreach to all colleges/universities to host and co-sponsor			Ongoing
3. Put hosting opportunities on the Master Calendar and website			Ongoing
4. Contact venues for these hosting programs			Ongoing
5. Plan on participation and funding limits	Making plan		Pending
6. Create an invitation/event template to send electronically			Completed
7. Explore collaboration with governmental officials/other partners	IDC/WTCDE	Sister Cities	Ongoing
8. Develop hosting exchanges with American and International		Danes/Italy	Ongoing
9. Publicize our hosting programs			Pending
F. TO IMPROVE VISIBILITY BY AN ANNUAL BIG EVENT			
1. Plan possibility of fund raising event for Student Ambassador			Completed
2. Conduct fund raising event for humanitarian purpose			Pending
3. Implement BOD budget decision for any big event			n/a
G. HUMANITARIAN and GREEN EFFORTS			
1. Decrease paper use by 50%			Ongoing
2. Recycle all containers			Ongoing
3. Increase number of books to be given or sent for foreign youth	1 box sent	Many given	Ongoing

Chapter Sponsored Activities

Circles of Understanding

Circles of Understanding is a country specific, limited-seating event, for a small group of people (under 20). It is conversational in nature and centers around a leader who is presenting or discussing culture, people, politics, current events, food, etc. from a particular country and providing insight on the local level.

Families of the World

Co-Chairs: Jean Raleigh & Georgi Marquissee

Families of the World is a PTPDE program designed to contribute to the continued enrichment of our youth and are offered exclusively to the Girls Scouts of Chesapeake Bay. Girl Scouts will experience culture through food, crafts, dance, language and more. Occasionally a movie is featured that has been created and produced (documentary) by Arden Media (Georgi & Mark Marquissee, former PTPDE Board).

Multicultural Event

The Multicultural Event is an annual event in which the Chapter will present music and dance from around the world as they continue to enhance international understanding and friendship through educational and cultural activities. There is no speaker for this event, instead there are cultural performances.

Global Youth Murals

The Global Youth Murals, an annual project of PTPI's School and Classroom Program, invites children ages 4-19 around the globe to create artwork that illustrates our world's unique cultures, hope for friendship and Peace through Understanding. PTPI believes art is a universal language. In 2002, PTPI organized its first Global Youth Murals project, inviting youth worldwide to create artwork that illustrates their cultures, communities, ideas about friendship and "peace through understanding." Each year, we receive numerous outstanding murals. This traveling exhibit features a sampling of artwork created by students of all ages, from all around the world. Murals can be created at the event for submission to PTPI and may be selected to be sent to chapters around the world to be displayed throughout the year.

Annual Meeting

The Chapter's Annual Meeting is for members to elect board members and the members are provided

with a year end review. This meeting is held in conjunction with an annual program from PTPI. Sometimes there is a People Helping People (PHP) award presented, which creates the focus for the program.

Town Hall / Foreign Policy

The objective of the Foreign Policy Town Meetings is to provide an opportunity for the exchange of views between the U.S. Department of State and the American public. This is an opportunity for participants to be heard by Senior U.S. policy-makers and have their views carried back to Washington. The format of the Forum will consist of a 30-minute interview session followed by a question and answer period. There will be an opportunity for mingling in a reception format at the conclusion of the Q&A.

On the Scene

Allows for a speaker or presenter to come in and give a visual power point presentation on their travels in another country and speak about it and answer questions.

Student Ambassador Picnic

This is for students coming back from overseas so they can connect with each other and share their experiences and we can connect with them too.

Hosting Dinners

PTP hosts a dinner with the purpose of connecting teachers or professionals who have come to the U.S. through the ELI program and want to meet with locals. ELI pays for their guests and PTP members pay individual checks. The dinner is set up in a venue by the hosting chairs and they try to keep the cost within budget for ELI (usually \$20-25 or under), while providing two choices for dinner, plus a vegetable choice.

Appendix A - Forms

PTPDE Expense Form

This form is to be filled out when a board member needs to be reimbursed for Chapter Expenses. All new expenses must be approved prior to spending money so you are sure you will be reimbursed.

- Certain programs have per-program budgets.
- Certain Admin functions such as postage for mailers are pre-approved.
- Books for Overseas Youth is an ongoing chapter-supported project

PTPDE Proxy Procedures and Policies

Approved with revisions June 20, 2009

As revised

In the event that a director is unable to personally vote at a BOD meeting, or when an issue requires action before a regular meeting can be held, the member may vote electronically. Alternatively, the member may authorize another board member to cast his/her vote by discretionary or directed proxy as described below. The intent of electronic or proxy voting is to ensure that the intentions of the member not at the meeting in person are made effective and not lost because of absence.

Proxy Voting

When proxy voting is used, a BOD member sends the PTPDE proxy by email or other approved means, with a copy to the secretary, a statement specifying how that member wishes his or her vote to be recorded on a particular agenda item.

Discretionary proxy

In a discretionary proxy the BOD member does not direct the proxy's vote, but rather authorizes a BOD member to hear discussion on a specific issue or at a particular meeting, make a judgment and vote on his or her behalf at a meeting on a specified date(s).

In this case a BOD member sends the proxy and secretary, by email or other approved means with a return receipt requested, a statement naming a BOD member or officer as their proxy. A BOD member may hold up to three proxy votes per meeting.

Directed proxy

A directed proxy authorizes a proxy to vote on a specific issue exactly as the BOD member directs.

In this case a BOD member sends the PTPDE proxy and the secretary, by email or other approved means with a return receipt requested, a statement specifying how that member wishes his or her vote to be recorded on a particular agenda item.

Electronic Voting

The president may request an electronic vote when in his or her judgment, an issue requires action by the BOD before a meeting can be held.

The president must send the request by email or other approved means to all BOD members with a return receipt requested, describe the issue, provide balanced background information if necessary (and/or direct BOD members to other sources that could provide viewpoints on both sides of the issue); set a date for all votes to be returned with a copy to the secretary AND president after which date any votes received will be void; keep an accurate record of votes cast; and report the tally to the BOD within a reasonable length of time.

Use of electronic voting may be initiated by any PTPDE member, but must be approved and directed through the president. A response of more than 50% of the BOD members will be considered a valid vote of the BOD.

PTPDE Proxy Form

06/2013

Discretionary Proxy In a discretionary proxy a BOD member does not direct a proxy's vote, but rather authorizes the proxy to hear discussion on issues raised at a particular meeting, make a judgment and vote on his or her behalf.

This is to inform you that I _____ am naming _____ to vote as my proxy on any and all issues that arise at the PTPDE BOD meeting on _____ (date).

Signature _____ Date _____

Directed Proxy A directed proxy authorizes a proxy to vote on a specific issue exactly as the BOD member directs.

This is to inform you that I _____ name _____ to vote
in favor of _____
against _____
or abstain _____

regarding the matter of _____
_____ to be taken up at the PTPDE BOD
meeting on _____ (date).

This form can either be printed and taken to the BOD meeting by your proxy, who must deliver the signed statement to the presiding officer, to be verified by the secretary.

OR

The form can be sent from your email address to your proxy as named above as well with a copy to the Co-Presidents ptpde@ptpde.org

A BOD member (including officers) may act as discretionary proxy for up to three other members.

Photo Release Form

Delaware Chapter of
People To People International
P.O. Box 25064
Wilmington, DE 19899
ptpde@ptpde.org

Photo Release Form

I, _____, give permission to People to People Delaware Chapter to photograph myself and my children (names listed below). I understand that the photographs taken may be used for the newsletters, publications, proposals, website albums and other events relating to advertising the mission of the agency.

I understand that I have no obligation to consent to being photographed and that my choosing not to do so will not affect my ability to attend events and be involved with People to People Delaware.

Please initial one column

Name	Age of Child	I Consent	I do not consent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Signature

Date

Printed Name

Contact Phone #

Contact Email

People Helping People Award Form

People to People Delaware Chapter PEOPLE HELPING PEOPLE AWARD 2012

Purpose: This award recognizes *exceptional service in the cause of peacemaking and in improving people's lives while building ties between the Delaware Chapter region and communities abroad*. The award reflects the highest level of achievement in attaining the goals of People to People as defined by the Mission of the People to People Delaware Chapter:

“People to People International was originally founded by President Dwight D. Eisenhower in 1956 to foster contact, communication, and the exchange of ideas between citizens of the United States and other lands; to improve individual understanding, to bridge international barriers; and to establish a force for friendship to assist mankind in his quest for peace.

Within this broad framework, the Delaware Chapter shall be committed to the principle of cooperation with groups and organizations of similar orientation whenever possible, and shall initiate chapter programs and projects which will contribute to the respect for the dignity of man and world peace”.

Selection

Criteria:

The honoree must be an individual or group of individuals residing in the region served by the Delaware Chapter of People to People International, a non-governmental organization with 501 c(3) status with significant ties to the region served by the Delaware Chapter of People to People International, or a governmental agency with significant ties to the region served by the Delaware Chapter of People to People International. Elected public officials (federal, state or local) are not eligible to receive this award.

- c. The Delaware Chapter member making the nomination must have personal knowledge of the individual or group of individuals of the works of service. If an organization or government agency, the Delaware Chapter member making the nomination must have personal knowledge of that agency or organization's works of service.
- d. This award will be given for service of at least 5 years within the last 10 years. While commendable, service that has taken place prior to within the last ten years, will not be considered for this award.

People to People Delaware Chapter

People Helping People Award 2012

Member Name: _____

Address: _____

Telephone Number (s) _____

Email: _____

Name(s) of Nominee(s) _____

Category:

Individual (s) ___ **Non-governmental organization** ___ **Government Agency** ___

Nominee Address: _____

City, State, Zip Code _____

Telephone Number _____

Email: _____

Required Documentation

1. Please attach a **Letter of Nomination** describing why this Nominee should receive this award. In this letter, include your personal knowledge of this nominee and the service that this nominee has performed.

2. Supporting Material

If your nominee is an **individual or individuals**, please attach a biography (ies) of the nominee(s) as well as supporting documentation about the service under consideration as the basis for this award. Materials may include: publications in print or electronic media, letters of reference, citations, speeches, etc.

If your nominee is a **non-governmental organization**, supporting materials must include a listing of the Board of Directors with a biography of the current president, non-profit status documentation, as well as supporting documentation about the service under consideration as the basis for this award. Materials may include: publications in print or electronic media, letters of reference, citations, speeches, etc.

If your nominee is a **government agency**, supporting materials must include a biography of the agency leadership as well as supporting documentation about the service under consideration as the basis for this award. Materials may include: publications in print or electronic media, letter of reference, citations, speeches, etc.

3. **Nomination Due Date**

Please submit this nomination form, your letter of nomination and supporting materials by **January 11, 2012**.

4. **Mail all materials to:**

PO BOX or CHAIR

OR

Email all materials to:

CHAIR

Event Checklist

Event: _____

Event

Contact Person: _____

Event Co-sponsor: _____

Speaker: _____

Speaker's Title: _____

Speaker's Comp./Org. _____

Date: _____

Time: _____

Location: _____

Location

Contact Person: _____

Flyer URL:

<http://www.ptpde.org/events/> _____

Event Brite Registration Link:

<http://eventbrite.com/register/event> _____

Prior to Event

- Speaker Confirmed
 - Location Confirmed
 - Add Event to Google Calendar
 - Projected I&E added to event folder
 - Flyer made
 - Create Tweet Line
 - Get Speaker Bio/Contact Information
 - Request Speaker Headshot & Logo
 - Add flyer & event info to all social networking services
 - Flyer sent to speaker for approval
 - Press Release written
 - Add info to Website
 - Pre-event survey on website
 - Event creation on Facebook
 - Create link on EventBrite for Tickets
 - Add event folder to database
 - Send out Press Release
- Date: _____

- Send Agenda to Speaker
- Email Blast
- Date: _____
- Post event in Wilmington newsletters
- Post event in Wilmington Calendars
- Arrange press interviews
- Videographer scheduled
- Arrange for Photographer for event
- Confirm Menu
- Sponsor?

Day Before Event

- Confirm room arrangements w/ Venue (Reserved table, podium, A/V needs, reserved table to be served first)
- Confirm menu/dietary issues w/ venue day before event
- Nametags made
- Attendee lists printed
- Help for registration table
- Materials for display table gathered
- Print any handouts necessary
- Put Presentation on computer
- Pack Water/Coffee tub
- Write remarks for opening, closing, etc.
- Veggie meal count to venue
- Meal Tags

Day of Event

- Packets
- Business cards
- Membership brochures
- Programs
- Save the Dates for upcoming programs (if not in the program)

Day After Event

- List: To Be Invoiced
- Make up/Send out Invoices
- Income/Expense Report
- Thank you note to speaker/s
- Survey
- Upload pictures to Facebook
- Event Summary & Pictures for the website

Website Update Forms

PTPDE Event Marketing Request Form

Use this online form to request marketing for an event you are running. It asks for all the pertinent information and is disbursed to the appropriate parties. It also gives you lots of space for uploading relevant files and pictures.

Please fill out the following form completely; do not send information piecemeal. If you need the flyer right away and there is missing event information, indicate that it is TBD (To Be Determined). All information entered into this form should be ready for publication (meaning that no edits will be made to the text; it will be directly applied to the marketing item).

Request forms should be filled out at least one week prior to when the flyer and website page are needed.

<http://ptpde.wufoo.com/forms/ptpde-event-marketing-request-form/>

PTPDE Website Update Request Form

This online form is for website updates specific to your committee, or a summary of an event that you ran.

Please fill out the form below as a request for the website to be updated following an event or for general website content updates. All information entered into this form should be ready for publication (meaning that no edits will be made to the text; it will be directly applied to the website). Be sure to review your text carefully for accuracy before submitting.

<http://ptpde.wufoo.com/forms/ptpde-website-update-request-form/>

Evernote

Our webmaster has requested that the President the majority of website updates in the Evernote PTPDE Notebook online. Please specify which pages are being updated or where you want new content. Make sure you are submitting word content exactly as you want it to appear. Website manager will not edit your content for you. Username can be found on the accounts sheet.

Appendix B - Board of Directors Listing