

Standard Operating Procedure (SOP)



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Local Chapter

(Updated Oct 2024)

Standard Operating Procedure (SOP)

Local Chapter

Purpose

This SOP outlines the steps required to establish and manage a local chapter of iGolf4VETS, Inc. to ensure consistency, proper representation, and alignment with the organization's mission of serving veterans and their families through golf-related activities and community support.

1. Initial Inquiry and Interest

1.1 Expression of Interest:

- Individuals or groups interested in starting a local chapter must express their interest by contacting iGolf4VETS, Inc. via email or the organization's website.
- Provide a brief proposal or explanation of why you want to establish a chapter and how you plan to promote the iGolf4VETS mission in your community.

1.2 Qualification Review:

- iGolf4VETS, Inc. will review the individual or group's qualifications, including prior experience with veterans, golf activities, and community involvement.
- The applicant(s) must demonstrate alignment with the organization's values and objectives.

1.3 Chapter Application Form:

- Complete the official iGolf4VETS Chapter Application Form, including information about leadership, proposed area of operation, and a preliminary plan for community engagement and fundraising.

2. Approval Process

2.1 Initial Review:

- The iGolf4VETS Board of Directors will conduct an initial review of the application to assess the feasibility and potential impact of establishing a chapter in the proposed location.

2.2 Interview and Discussion:

- If the application meets the initial requirements, a formal interview or discussion may be held with the prospective chapter leader(s) to discuss their vision and clarify expectations.

2.3 Official Approval:

- Upon successful review, iGolf4VETS will issue formal approval for the establishment of the local chapter, along with an official charter document.
- A welcome packet will be provided, which includes branding guidelines, event planning templates, and other resources.

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3. Establishment of Local Chapter

3.1 Formation of Leadership Team:

- Form a core leadership team that consists of at least three individuals (President, Vice President, Secretary, Treasurer, etc.).
- Clearly define each leader's roles and responsibilities.

3.2 Legal Setup (if required):

- If necessary, register the chapter with local or state authorities as a nonprofit organization or affiliate of iGolf4VETS, Inc.
- Open a chapter-specific bank account for managing funds and donations.

3.3 Establish Communication Channels:

- Create official communication channels, such as a dedicated email address and social media profiles for the chapter, adhering to iGolf4VETS branding guidelines.
- Develop a chapter website or page on the iGolf4VETS national site (if applicable).

4. Strategic Planning and Goal Setting

4.1 Chapter Goals:

- Work with iGolf4VETS, Inc. to set strategic goals for your chapter (e.g., number of events, target number of veterans served, community engagement).
- Outline short-term and long-term objectives aligned with the mission of iGolf4VETS, Inc.

4.2 Development of Local Programs:

- Create a plan for golf-related programs and events, such as social outings, fundraising tournaments, and veteran support activities.
- Consider collaborating with local veteran organizations, golf courses, and sponsors (e.g., Veterans Affairs, VET Center, PGA Hope programs).

4.3 Fundraising and Budgeting:

- Develop a fundraising plan to support chapter activities, such as member drives, sponsorships, and community fundraisers.
- Establish a clear budget to cover operational costs, event expenses, and charitable initiatives.

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5. Chapter Operations

5.1 Monthly Meetings:

- Hold regular leadership meetings (at least monthly) to discuss the chapter's progress, upcoming events, and any challenges or opportunities.
- Record meeting minutes to ensure transparency and track decisions.

5.2 Volunteer Recruitment:

- Recruit volunteers from the local community to assist with events, outreach, and daily operations.
- Develop a volunteer training program to ensure that all volunteers understand the mission of iGolf4VETS and can serve veterans effectively.

5.3 Event Planning:

- Plan and execute regular golf outings, clinics, and social events for veterans, their families, and the local community.
- Coordinate with local businesses, golf courses, and veteran organizations to co-host or sponsor events.

5.4 Reporting:

- Provide quarterly reports to the national iGolf4VETS office, detailing event participation, funds raised, and how the chapter is making an impact.
- Submit annual financial reports and budgets to maintain transparency and compliance with nonprofit regulations.

6. Marketing and Community Engagement

6.1 Local Outreach:

- Engage with local veterans' organizations, military bases, and community groups to spread awareness of the chapter's programs.
- Participate in local events and expos to recruit members and build partnerships.

6.2 Marketing Materials:

- Use iGolf4VETS-approved logos, colors, and marketing materials to ensure consistency across all chapters.
- Develop flyers, social media posts, and newsletters to promote your events and activities.

6.3 Media Relations:

- Work with local media outlets to cover chapter events and highlight success stories.
- Share articles, press releases, and event recaps with the national office to help promote chapter activities on a larger scale.

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7. Compliance and Ethical Standards

7.1 Legal and Financial Compliance:

- Ensure compliance with all local, state, and federal laws, including those pertaining to fundraising, nonprofit registration, and tax reporting.
- Keep accurate financial records and provide receipts for donations and expenses.

7.2 Code of Conduct:

- All chapter members and volunteers must adhere to the iGolf4VETS code of conduct, ensuring professionalism, integrity, and respect in all interactions.

7.3 Confidentiality and Data Protection:

- Respect the privacy of veterans and community members, ensuring that all personal information is kept confidential and is handled according to applicable data protection laws.

8. Chapter Evaluation and Growth

8.1 Performance Review:

- At the end of each year, the chapter's performance will be evaluated by the leadership team and iGolf4VETS, Inc.
- Evaluate the chapter's success based on participation, event execution, and the impact on veterans' lives.

8.2 Growth and Expansion:

- Based on performance, consider expanding programs, increasing membership, or developing new partnerships to better serve the community.
- If the chapter grows significantly, consider restructuring leadership roles or adding new positions to better manage operations.

9. Closing a Chapter

9.1 Formal Notification:

- If the chapter is no longer able to continue operations, the leadership team must notify iGolf4VETS, Inc. in writing at least 60 days prior to closure.

9.2 Financial Closure:

- Reconcile all accounts and ensure that all outstanding payments and obligations are settled.
- Submit a final report and return any remaining funds to the national organization, if required.

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9.3 Archiving Records:

- Archive all legal documents, meeting minutes, financial records, and event materials in accordance with legal and organizational guidelines.

Effective Date:

[Insert Date]

Approved By:

[Insert Name and Title]

Review Date:

[Insert Review Date]

This SOP provides a clear framework for the establishment, operation, and management of local iGolf4VETS, Inc. chapters, ensuring alignment with the organization's mission and consistency across all chapters nationwide.



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Standard Operating Procedure (SOP) Local Chapter Application Form

Thank you for your interest in establishing a local chapter of iGolf4VETS, Inc. This application form is designed to gather information about prospective chapters and their leadership. Please fill out this form completely and submit it to [Insert Email Address]. Upon review, the iGolf4VETS, Inc. team will contact you to discuss next steps.

Section 1: Applicant Information

1. Full Name:

2. Mailing Address:

3. Phone Number:

4. Email Address:

5. Preferred Method of Contact:

- Phone
- Email

6. Have you participated in any iGolf4VETS, Inc. events or programs before?

- Yes
- No

If yes, please describe your involvement:

Section 2: Proposed Chapter Details

1. Proposed Chapter Name:

(Example: iGolf4VETS [City Name] Chapter)

2. Proposed Service Area (City/County/Region):

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3. Estimated Number of Veterans in Service Area:

4. Why do you want to start a local chapter of iGolf4VETS, Inc.?

5. What are your initial goals for the chapter?

Section 3: Leadership Team Information

(Please provide details of your proposed leadership team. A minimum of 3 leadership positions is required: President, Vice President, and Treasurer.)

Chapter President

- Full Name: _____
- Phone: _____
- Email: _____
- Relevant Experience: _____

Chapter Vice President

- Full Name: _____
- Phone: _____
- Email: _____
- Relevant Experience: _____

Chapter Treasurer

- Full Name: _____
- Phone: _____
- Email: _____
- Relevant Experience: _____

(Add additional leadership positions as necessary.)

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Section 4: Community Engagement and Outreach

1. Describe any prior experience you or your team have in community service, fundraising, or working with veterans:

2. Describe your plan to engage with the veteran community in your area:

3. Do you have existing partnerships or connections with local veteran organizations, golf courses, or businesses?

- Yes
- No

If yes, please provide details:

Section 5: Financial Planning and Fundraising

1. How do you plan to raise funds to support the chapter's operations and activities?

2. Do you have experience managing budgets or fundraising for nonprofit organizations?

- Yes
- No

If yes, please describe:

3. Will you seek sponsorship or donations from local businesses or organizations?

- Yes
- No

If yes, please describe your strategy for approaching potential sponsors:

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Section 6: Additional Information

1. What support or resources would you need from iGolf4VETS, Inc. to successfully launch and operate your chapter?

2. Please provide any additional information you think is important for us to know about your proposed chapter:

Section 7: Declaration

By signing this application form, I/we acknowledge that the information provided is true and accurate to the best of my/our knowledge. I/we understand that establishing a local chapter requires commitment, adherence to iGolf4VETS, Inc. policies and procedures, and collaboration with the national organization to serve veterans and their families.

Applicant Signature:

Date:

Submit this form along with any supporting documents (e.g., resumes of leadership team members, proposed budget, letters of support from local organizations) to [Insert Email Address].

iGolf4VETS, Inc. will review your application and respond within 30 days. Thank you for your interest in expanding our mission to serve veterans through the game of golf!

For Internal Use Only:

- Date Received: _____

- Reviewed By: _____

- Approved: Yes No

- Follow-Up Actions: _____

- Date of Approval: _____



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THANKS