



Chapters Helping APA-chapters Make Payroll Shine

APA Voluntary Chapter Mentor Program

The APA Chapter Relations Department is proud to announce a new volunteer mentor program for chapters! CHAMPS, which stands for Chapters Helping APA-chapters Make Payroll Shine, was created to provide a "chapter-to-chapter" referral and networking service for chapter members across the nation to turn to when confronting challenges within their chapters. Chapters faced with unique issues often seek guidance from other more experienced chapters. This is a perfect opportunity to network with other chapters!

If your chapter has had positive results and success in a specific area and you would be willing to volunteer to share your ideas, suggestions, or advice to help out other APA chapter members, we invite you to sign up to be a CHAMPS volunteer today!

The CHAMPS Mentor Program is a voluntary and free service available only to APA chapter members. By participating, you will not only benefit on a personal and professional level, but your chapter will be recognized as a national leader, paving the way for new or less experienced chapters to make their mark in the payroll profession.

To sign up, please fill out the information below so we may include your name in the special CHAMPS database. On behalf of all APA's local chapters, thank you for your participation!

YOUR NAME: _____

YOUR CHAPTER: _____

WORK PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

HOW DO YOU PREFER TO BE CONTACTED? Work Phone Cell Phone E-Mail

Attached is a list of more than 80 "Chapter Mentor Categories" for you to choose from. To volunteer by phone, please call Susan Garcia at (210) 226-4600 or complete this form and mail or fax to:

APA Chapter Relations Dept. • 660 North Main Ave., Suite 100 • San Antonio, TX 78205
Phone: 210-226-4600 • Fax: 210-224-2028



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CHAPTER MENTOR CATEGORIES

✓ Please check all categories you wish to volunteer for as a chapter mentor.

- Awards Programs
- Best Chapter Web Site Contest
- Case Studies & Benchmarks
- Certification Recognition Programs
- Chapter Budgeting
- Chapter Bylaws & Amendments
- Chapter Code of Ethics
- Chapter Communications
- Chapter E-mail Announcements
- Chapter Management & Operations
- Chapter Marketing Plans
- Chapter Meeting Notices
- Chapter Meeting Topics
- Chapter Mission Statement
- Chapter Newsletter (Paper & Electronic)
- Chapter of the Year Contest
- Chapter Pictorial Contest
- Community Awareness Campaigns
- Community Service
- Complying with Applicable Laws & Regulations
- Conflict Resolution
- Creating a Calendar of Events
- Creating a Chapter Brochure
- Creating a Chapter Logo
- Creating Chapter Letterhead
- Developing a Budget
- DWS Grant Nominations
- Election Process & Voting
- Establishing Committees
- Exhibiting
- Fundraising
- Government Relations & Outreach
- Hiring Speakers
- Hotline (Creating Peer Assistance Program)
- Incorporating
- Increasing Attendance at Chapter Meetings
- Increasing Attendance at Chapter Statewide Conferences
- Introduction Letters to National Members
- Job Line
- Keeping Chapter Financial Records
- Leadership Development (including Chapter Leadership Seminar)

- Mailing Guidelines & Postage
- Maintaining Communications with APA National
- Maintaining Mailing Lists & Privacy Issues
- Media Relations
- Meeting Planning & Contract Negotiations
- Member Needs Assessment Surveys
- Membership Benefits
- Membership Recruitment & Campaigns
- Membership Retention
- Membership Services & Development
- Motivating Volunteers & Committees
- Networking Luncheons and Dinners
- New Member Recognition
- New Member Welcome Packets
- NPW Contests
- Officer Job Descriptions
- Officer Recruitment
- Partnering with other Local Chapters
- Payroll Education
- Payroll Professional of the Year Award
- Planning Meeting to Establish Goals/Objectives
- Preparing Reports for Chapter Board of Directors
- Public Relations
- Raffles & Door Prizes
- Registering Statewides with APA National
- Registering Study Groups with APA National
- Reporting Chapter News & Events to APA National
- Requesting Speakers from APA National Speakers Bureau
- Safeguarding Financial Assets
- Selecting Speakers
- Setting Membership Categories
- Setting Membership Dues
- Setting Up a Chapter Study Group
- Sponsorship & Vendor Relations
- Statewide Planning
- Succession Planning
- Tax Issues & Filing Requirements
- Technology
(Using Technology to Promote Chapter)
- Volunteer Recognition
- Volunteer Recruitment
- Web Site Development
- Working with Regional Board of Advisors
- Working with Speakers (Dos and Don'ts)
- Other: _____
- Other: _____