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# What is the Fulbright Association?

## History & Purpose

The Fulbright Association supports and promotes the Fulbright Program of international educational and cultural exchange. A private, nonprofit organization started by Fulbright alumni in February 1977, the Association facilitates relationships among, and the public service of, former Fulbright grantees. It also provides hospitality and enrichment programs for foreign Fulbright students, scholars, and teachers during their stay in the United States.

## Membership

More than 6,600 alumni and friends of the Fulbright program; membership is open to former Fulbright grantees and to those who support the ideals of the Fulbright program but were not themselves grantees. Membership is also available to institutions and organizations. More than 160 colleges, universities, and international organizations support the Fulbright Association as institutional members.

## Chapter System

The Fulbright Association has 44 chapters throughout the United States, organized and operated by volunteers; chapters receive funds and support from the national office to conduct local activities, including educational and cultural programs for visiting Fulbrighters and for alumni.

## Programs

**J. William Fulbright Prize for International Understanding** – The Fulbright Prize, a \$50,000 award made possible by The Coca-Cola Foundation, recognizes extraordinary contributions to increasing mutual understanding and cooperation among peoples. The Association awarded the inaugural Fulbright Prize to Nelson Mandela in 1993. Succeeding Fulbright Prize laureates have been Jimmy Carter (1994), Franz Vranitzky (1995), Corazon Aquino (1996), Václav Havel (1997), Patricio Aylwin Azócar (1998), Mary Robinson (1999), Martti Ahtisaari (2000), Kofi Annan (2001), and Sadako Ogata (2002).

**Advocacy** – Advocacy updates and alerts are published regularly on the Association's website at [www.fulbright.org](http://www.fulbright.org) and are distributed via the Association's e-mail listserv. The Association actively participates in coalitions supporting international exchanges and foreign affairs programs and provides timely legislative information to members.

**Annual Conference** – The annual conference is held annually in the fall. The conference features prominent speakers, panel discussions, and local chapter development sessions. The *J. William Fulbright Prize for International Understanding* is also awarded at the annual conference (see above).

**Other Programs** – The Fulbright Association also coordinates hospitality with alumni for visiting Fulbright teachers, scholars and students; produces a newsletter on alumni and chapter activities and Fulbright alumni organizations abroad; and gives support and information to U.S. chapters and foreign Fulbright organizations.

## Fulbright Alumni Organizations Worldwide

For a roster of independent, sister organizations in more than 65 other countries, please see the Fulbright Association's website at [www.fulbright.org/associations.htm](http://www.fulbright.org/associations.htm).

# What Should Chapters Know about the Fulbright Program?

## Fulbright Program in Brief

The Fulbright Program, the flagship international educational and cultural exchange program sponsored by the United States Government, is designed to “increase mutual understanding between the people of the United States and the people of other countries...” With this goal as a starting point, the Fulbright Program has brought potential leaders of other countries to the United States to deepen their understanding of America and sent Americans abroad to enrich their own understanding of peoples of many cultures.

The Fulbright Program was established in 1946 under legislation introduced by the late Senator J. William Fulbright of Arkansas. Since its inception, approximately 234,000 Fulbright grants have been awarded, 88,000 to “Fulbrighters” from the United States and 146,000 to “Fulbrighters” from more than 140 countries. The Fulbright Program awards approximately 4,500 new grants annually.

Fulbright alumni include Nobel and Pulitzer Prize winners, governors and senators, ambassadors and artists, prime ministers and heads of state, professors and scientists, Supreme Court Justices, and CEOs.

## Funding and Program Administration

The primary source of funding for the Fulbright Program is an annual appropriation by the United States Congress. Foreign governments and private organizations contribute through cost-sharing and indirect support, such as salary supplements, tuition waivers, university housing, etc.

The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State under policy guidelines established by the J. William Fulbright Foreign Scholarship Board (FSB). The Board is a presidentially-appointed, independent body that sets the policies and procedures for administration of the program, has final responsibility for approving selection of all grantees, and supervises the conduct of the program both in the United States and abroad. The Board is composed of twelve members drawn from academic, cultural, and public life.

Currently, the Program operates in approximately 140 countries. There are 51 active binational Commissions in countries that have entered into executive agreements with the United States. Commissions administer the Fulbright Program on an impartial and binational basis, assure that grantees and educational institutions participating in the program are qualified to do so, and plan and propose educational exchanges that are in keeping with the needs and educational resources of each country. In countries where there is no Commission, the Fulbright Program is administered by the U.S. Embassy.

The U.S. Department of Education administers the Fulbright-Hays training grants and seminars abroad programs designed to promote and improve foreign language and area studies throughout the educational structure of the United States.

A number of private, cooperating organizations also assist with the administration of the Program. The Fulbright Association does not administer the Fulbright Program nor is it involved in the selection of grantees. Contact information on Fulbright Program administration follows.

<p><b>General information on the Fulbright Program, geographically-specific Fulbright grants, study of the United States, University Affiliations, Humphrey Program, and Overseas Educational Advising:</b></p> <p style="text-align: center;">Office of Academic Exchange Programs Bureau of Educational and Cultural Affairs (ECA) U.S. Department of State, SA-44 301 4<sup>th</sup> Street, SW, Room 234 Washington, D.C. 20547 Telephone: 202-619-4360 Website: <a href="http://exchanges.state.gov">exchanges.state.gov</a></p>	
<p><b>Senior Scholar Program (Faculty &amp; professionals):</b></p> <p>Council for International Exchange of Scholars (CIES) 3007 Tilden Street, NW, Suite 5L Washington, D.C. 20008-3009 Telephone: 202-686-8664 Website: <a href="http://www.iie.org/cies/">www.iie.org/cies/</a></p>	<p><b>Foreign language &amp; area studies programs:</b></p> <p>United States Department of Education International Education and Graduate Programs 1990 K Street, NW 6<sup>th</sup> Floor Washington, D.C. 20006-8521 Telephone: 202-502-7700 Website: <a href="http://www.ed.gov/offices/OPE/HEP/iegps">www.ed.gov/offices/OPE/HEP/iegps</a></p>
<p><b>Graduate Student Program:</b></p> <p>Institute of International Education (IIE) 809 United Nations Plaza New York, NY 10017 Telephone: 212-984-5330 Website: <a href="http://www.iie.org">www.iie.org</a></p>	<p><b>Teacher Exchange Program:</b></p> <p>Graduate School, USDA 600 Maryland Avenue, SW, Suite 320 Washington, D.C. 20024-2520 Telephone: 1-800-726-0479 Website: <a href="http://www.grad.usda.gov/international/">www.grad.usda.gov/international/</a></p>
<p><b>J. William Fulbright Foreign Scholarship Board:</b></p> <p>U. S. Department of State State Annex 44 301 4<sup>th</sup> Street, SW Washington, D.C. 20547 Telephone: 202-619-4290 Website: <a href="http://exchanges.state.gov/education/bfs.htm">exchanges.state.gov/education/bfs.htm</a></p>	<p><b>Binational Commissions:</b></p> <p>Please visit the Fulbright Association website at: <a href="http://www.fulbright.org/commissions.htm">www.fulbright.org/commissions.htm</a> or the ECA website at: <a href="http://exchanges.state.gov">exchanges.state.gov</a>.</p>

# What is the Membership Structure of the Fulbright Association?

## Membership

Eligible for membership in the Association are persons who were participants, grantees, administrators, or other types of beneficiaries of the Fulbright Program of international educational and cultural exchanges who express a desire to further the purposes of the Association by becoming members and assuming the duties of membership. Fulbright alumni status does not automatically confer Association membership. Individuals must submit a completed membership application to the Association and pay annual or life dues to maintain membership in good standing. There are reduced membership fees for retirees, full-time students, and couples. Membership entitles the individual to belong to a chapter and to vote and hold office. Individuals who have not received Fulbright grants may join as associate members.

Chapters are comprised of members of the Fulbright Association. No person may be a member, vote, or hold office in any local chapter unless that person is a member in good standing of the Association.

Chapters may discover alumni who were previously unknown to the Association. We encourage chapters to interest them in joining the Association and in becoming active in chapter and national programs. Please see Attachment A for a membership application. Please feel free to copy and distribute it. The membership application form is also posted on the Association's website at [www.fulbright.org](http://www.fulbright.org).

## Membership Database

The national office is responsible for the maintenance of the membership database. Since annual membership in the Association is based on an anniversary date, on any given day the membership roster changes. The national office updates the database on a daily basis, entering a variety of membership information, including renewals, changes of address and employment, deaths, and other pertinent information. The national office also oversees communications with nonmembers.

For member communications, chapters do not need to create their own database of Fulbright Association members in their areas. The national office will do event mailings to chapter members. If a chapter is processing its own mailing, the national office will provide a set of the most up-to-date labels for members. The labels will be put in the mail the same day or, if necessary, will be sent by overnight mail. This procedure is the only way to ensure that all Association members in good standing receive information on chapter activities.

Chapters may also request a telephone/address list of members, which includes home addresses, home and work telephone numbers, and e-mail addresses. Also available is a Fulbright grant list which includes the same information as the telephone/address list as well as specific membership type and the year, country, and field of study of each member. These lists are proprietary information which should only be used for chapter business.

# Chapter Overview

## Background

Several years after the Fulbright Association's establishment in 1977, Association members in different parts of the country started to meet in their regions and began the chapter movement. Chapters are organized locally by Fulbright Association members to provide opportunities, through volunteer service, for continued support of, and involvement with, the Fulbright Program and with other alumni and visiting Fulbright students, teachers, and scholars currently in the United States. National and chapter projects also provide Fulbrighters with an opportunity to build on their Fulbright experience through public service and to support the Fulbright Program so it will be available for future generations of students, teachers, and scholars.

## Legal Structure

The Fulbright Association is tax-exempt under section 501(c)(3) of the Internal Revenue Code and chapters are tax exempt under a group tax exemption ruling. The Association is incorporated under the laws of the District of Columbia. Chapters apply for and receive charters, approve Bylaws, and enter into Affiliation Agreements to maintain their affiliation with the national organization and to receive services and benefits from the national office. Chapter governing documents can be found in Attachment B.

## Policy Setting

The Fulbright Association is a federated membership organization whose affiliates are called chapters. In this organizational structure, the national organization is the group within the federation to which all members belong. The national organization has the duty of setting policy, enrolling members, providing a focus for programming, and collecting dues for distribution to affiliates. The national organization is responsible for maintaining the group tax exemption that covers chapters and the membership and alumni roster databases, and for providing chapter event mailings and technical assistance on program development and communications.

## Chapter Responsibilities

Chapter responsibilities include developing and implementing educational, cultural, and informational programs related to international educational and cultural exchange and to other areas of international relations. Chapter programs and the opportunity to interact with other Fulbright alumni in the local area are often the main reason members join and remain interested in the Association. Chapter programs should give participants the opportunity to learn, to participate, and to be recognized for their contributions. Each chapter must hold at least two events a year. Chapters are required to submit periodic program and financial reports and to follow policies and guidelines of the Association. Chapters in compliance are eligible to receive a rebate of \$5 per member in their geographic area as of December 31.

For a summary of the roles and responsibilities of the national office and of chapters, please see page 15.

# How do Chapters Communicate with Members and Visiting Fulbrighters?

## Chapter Communications

Communication is essential to a chapter's efforts to attract and sustain participation. Fulbright alumni in the chapter's area need to be aware of its existence and of its programs. To retain interest, the chapter must communicate with members in its area and listen to their desires and concerns. Chapters are encouraged to publicize events and activities to reach the broadest possible audience. Increased visibility in your community will attract not only Fulbright alumni, but also the public at large, and will help to educate fellow citizens on the importance of the Fulbright Program and of international education.

Chapters must send draft invitations, newsletters, press releases, and other communications to the national office so that the staff can help you by “fact checking” and proofing your materials. Even seemingly minor errors (misspelled names, inaccurate dates, incorrect titles) damage our credibility, so please let us help you maintain the highest standard in your communications. This policy reflects the fact that the Fulbright Program has a long history and a number of complexities. Since there are numerous institutions and organizations that are part of the Fulbright network, the Fulbright Association's identity and its relation to the scholarships or grants the public identifies as “Fulbright” must be represented accurately and clearly to avoid any possible confusion.

## Invitations and Event Announcements

The national office will assist chapters by processing invitations to events. When a chapter wants to invite members to a planned activity, the national office will absorb the postage, printing, and processing costs and will mail the invitations if the invitation can be printed on an 8½" by 11" sheet of paper and if the weight of the mailing does not exceed one ounce. **The chapter should send camera-ready art or e-mail copy to the national office at least four weeks prior to the event.** The national office will take care of copying the material, printing, and processing the mailing.

If the invitation is not on 8 ½" by 11" sheet or weighs more than one ounce, the chapter should do the mailing and the national office will reimburse the chapter for the cost of the mailing up to one ounce per piece. Chapters must submit receipts and a sample of the mailing for reimbursement.

### **Please note:**

Chapters are responsible for processing and paying for all mailings to visiting Fulbrighters.

## Nonmember Mailings

Newly formed chapters may also use the national office service to send a mailing to nonmembers in the chapter area. Invitations mailed to nonmembers to participate in a program or an event must be accompanied by a cover letter on Association letterhead inviting nonmembers to join and a membership application form. In order to keep the postage less than one ounce per letter, the mailing may have no more than three sheets of paper and a return envelope. Therefore, the chapter's invitation or flyer cannot exceed one page, but may have information on both sides of one sheet of paper. The national office will process these mailings. This service is also available to existing chapters on a periodic basis.

## *The Fulbrighters' Newsletter*

Chapters are invited to send photos (**do not write on the backs**) and articles for inclusion in the national newsletter, which highlights chapter news and activities in a special section. The newsletter is sent to all members of the Association as well as to approximately 150 staff members at the U.S. Department of State, to binational Fulbright Commissions abroad and State Department Public Affairs offices abroad, and to the international education office at the U.S. Department of Education.

### Chapter Newsletters

A chapter newsletter is an excellent way to promote the chapter and to inform members of upcoming activities. A periodic publication should inform members about chapter activities without taxing the resources of volunteer editors and publishers. Encourage members with writing and photography skills to help out. The national office is happy to offer suggestions on developing a chapter newsletter. The draft newsletter should be submitted to the national office three weeks before the scheduled mailing date, if possible, to allow adequate time for proofing. The chapter is responsible for producing, duplicating, and mailing its newsletter. The national office will provide the most up-to-date mailing labels for members in the chapter area. Please specify the date you will mail the newsletter in your request for labels, and the national office will send you current mailing labels.

### E-mail

E-mail addresses of members are available from the national office. Please notify the national office if you discover any changes in members' e-mail addresses.

### Websites

The World Wide Web can be a useful communications tool for chapters. The Association hosts a website for each chapter. Please contact the national office for information.

### Questionnaires

Some chapters use questionnaires to learn what area Fulbrighters think about forming a chapter and what kind of programs they want. Chapters may also send questionnaires to resident visiting Fulbright scholars, students, and teachers to help shape or evaluate chapter activities. The Association will copy, stamp, and mail such questionnaires.

### Publicity/Press Releases

Regional and local newspapers; community television broadcasts; educational, religious, civic, social, and business group bulletins; and the Internet are excellent publicity media. For the reasons discussed above, the Association requires that all chapters submit for timely review by the national office a pre-publication draft of all releases it plans to make to the press or to broadcasters. Chapters will note that "lost" Fulbrighters and prospective individual and institutional Association members are often discovered when announcements of chapter programs are sent to internationally-oriented universities, businesses, and other local groups. If you identify any previously unknown alumni, please send your "finds" to the national office. A media guide is available from the national office.

### Advocacy

Please also invite your U.S. Senators, Representatives, and their staff members to your functions.

**Please note:**

For more detailed information on advocacy, consult *A Guide to Advocacy for Fulbright Association Chapters and Members*. Please contact the national office if you need a copy.

# How do Chapters Get Information on Visiting Fulbrighters?

## Visiting Fulbright Scholars, Students, and Teachers

Each chapter communicates directly with the visiting Fulbrighters in its area and is asked to create and maintain a database and/or mailing list of visiting Fulbrighters. Please note that there are three categories of visiting Fulbrighters – scholars, students, and teachers. Students and teachers are generally in the United States for an academic year. The scholars come and go all year long and may move frequently, which is why chapters maintain the visiting Fulbrighters' mailing lists. The following organizations, responsible for administering the Fulbright Program for foreign Fulbrighters, provide names and addresses of visiting Fulbrighters.

- The **Council for International Exchange of Scholars (CIES)** assists in the administration of the exchange program for research scholars and lecturers from abroad.
- The **Institute of International Education (IIE)** supervises foreign Fulbright student grantees and administers the Hubert H. Humphrey Fellowship Program.
- **America-Mideast Educational and Training Services (AMIDEAST)** arranges for study programs for Fulbright graduate students from selected Middle Eastern countries.
- The **Latin American Scholarship Program of American Universities (LASPAU)** affiliated with Harvard University, administers exchanges with Latin American and Caribbean countries for training university faculty members.
- The **Graduate School at the United States Department of Agriculture (USDA)** administers the Fulbright Teacher Exchange Program.

Names and addresses for teachers and scholars are typically available on an annual basis by September 1. The national office provides paper and electronic copies of mailing lists for visiting Fulbrighters in each chapter area. The scholar addresses are usually in care of a faculty member on the host campus, and the teacher addresses are in care of the local school.

Mailing addresses for students are not available until the beginning or middle of October. These addresses are available later because students have to find a place to live and then report back their addresses to their administrative agency. The national office provides chapters with student lists as they become available from AMIDEAST, LASPAU, and the Mid-Atlantic Division of IIE.

**For lists of visiting students not in the Mid-Atlantic region, which covers Virginia to New England, chapters should contact directly the appropriate regional office of the Institute of International Education. Contact information follows.**

## IIE Regional Offices:

### **IIE/Midwest Regional Office**

401 North Wabash Avenue

Suite 722

**Chicago, IL 60611-3580**

Tel: (312) 644-1400

Fax: (312) 644-3759

<http://www.iie.org/midwest/>

### **IIE/Rocky Mountain Regional Office**

700 Broadway

Suite 112

**Denver, CO 80203**

Tel: (303) 837-0788

Fax: (303) 837-1409

<http://www.iie.org/rockymtn/>

### **IIE/Southern Regional Office**

515 Post Oak Boulevard

Suite 150

**Houston, TX 77027**

Tel: (713) 621-6300

Fax: (713) 621-7958

<http://www.iie.org/southern/>

### **IIE/West Coast Regional Office**

41 Sutter Street

Suite 510

**San Francisco, CA 94104**

Tel: (415) 362-6520

Fax: (415) 392-4667

<http://www.iie.org/wcoast/>

# What Kind of Activities do Chapters Organize?

Program ideas for alumni, visiting Fulbright scholars, students, and teachers:

- Welcome receptions, potlucks, or picnics
  
- Presentation by your U.S. senators and/or representative on international exchange or other related topic
  
- “Behind the scenes” tours of, or day trips to,
  - museums
  - historical sites
  - sports venues
  - geographical landmarks
  - other places unique to your community or area
  
- Participation in a local festival or holiday event at different houses of worship
  
- Architectural and/or historical tours by foot, bus, boat, or train
  
- Performances of dance, music, or theatre
  
- Presentations and/or lectures by visiting Fulbrighters or newly returned alumni
  
- Information panels on Fulbright grant opportunities for students and faculty on local campuses

Please see Attachment C for sample chapter programs.

# How do Chapters Plan and Manage an Event?

## Event Management Tool

### Please note:

This outline was adapted from a planning tool developed by Caroline Vaughan (Yugoslavia 1979, Poland 1980) of the Greater New York Chapter to enumerate and clarify the responsibilities entailed in planning a successful chapter event.

1. Define the event:
  - Name and purpose
  - Main facilitator(s)
  - Target audience
  - Approximate date
  - Draft timetable of tasks
  - Cost
  - Sources of revenue
  - Numbers of volunteers needed
  
2. Review the event at a chapter Board meeting or discuss with Board members so that the event is:
  - Consistent with Fulbright Association goals
  - A valuable idea
  - Manageable as a volunteer effort
  - Feasible given the commitment of individuals, funds, time, and schedule
  - Mapped out in terms of an acceptable draft timetable of tasks
  - On an acceptable date
  - Cost-acceptable
  
3. Finalize timetable of tasks with assignments
  - What needs to be accomplished (See next page for detailed descriptions of the following):
    1. Agenda for the event day
    2. Materials needed for the event day
    3. Pre-event advertising/notification, with dates
    4. Volunteers for the day, with their assignments
    5. Venue, with any payments needed
    6. Catering, if applicable
    7. Audio-visual and speaker systems, if needed
    8. Site review, if needed
    9. \_\_\_\_\_
    10. \_\_\_\_\_
    11. \_\_\_\_\_
  - Who will be in charge of each task?
  - When will each task be completed?

## **1. Agenda for the event day**

Main planners should be on site two hours beforehand to check the site, put up directional signs, set up materials on tables, check that all is unlocked, meet early birds, double check with caterers.

## **2. Materials needed for event day**

Folders with information about this event, with the Fulbright Association membership information form, the local chapter initiatives, and volunteering. Registration forms for this event, with any pre-registered names. Evaluation forms. Brochures of relevance to the event, the Fulbright Program, or other Fulbright initiatives.

## **3. Pre-event advertising/notification, with dates**

To the national office for clearance. To local membership in the chapter area. To any media contacts. To schools, universities, other institutions, as applicable. Flyers.

## **4. Volunteer recruitment/support**

E-mails or phone numbers of volunteers. Send volunteers their assignments as far in advance as possible. Gain written commitment, if needed. Be sure volunteers are spelled so that they do not miss out on the day. Post volunteer assignments on site.

## **5. Outside venues**

Obtain space on pro-bono or reduced fee basis, if possible. Gain board approval for any payments. Obtain space suitable to the event. Request written confirmation. Ask about locks, restrooms, space for food/drink, tables, seating, agreement to post signs on walls, and insurance.

## **6. Catering, if applicable**

Gain board approval for any payments. Check several caterers for best prices. Request written confirmation of items, time of arrival, back-up phone number, caterer presence (or not), clean-up, payment method (e.g., check).

## **7. Audio-visual and speaker systems, if needed**

On site availability? Obtain written confirmation. If rented, obtain board approval. Ensure transportation to and from. Arrange for technician to operate.

## **8. Site review, if needed**

Check size, lighting system, entrances and exits, break-out facilities, if needed, restrooms, locks, comfort, heating on weekend or evening, security, personnel availability on site on day of event.

# What Must Chapters Know about Banking, Tax, and Financial Issues?

## Employee Identification Numbers (EIN)

Every Fulbright Association chapter must have an Employee Identification Number (EIN) from the IRS. This is also known as a Federal I.D. number. This number is required by the IRS to maintain the Group Tax Exemption and may also be required to open a bank account. To apply for an EIN, you must fill out an SS-4 form which is available from the national office or from the IRS.

## Group Tax Exemption

The Internal Revenue Service has granted a Group Tax Exemption to the Fulbright Association that covers all affiliated chapters. Please see Attachment D for a copy of the letter of ruling. Chapters are exempted from federal income taxes and fall under the national organization's 501(c)(3) status. The national office maintains the Group Tax Exemption for chapters whose annual revenues are less than \$25,000. If the chapter expects to have revenues in excess of \$25,000 in one calendar year, it will need to complete a tax form 990. Please notify the national office if this is a possibility. The Group Exemption Number (GEN) is 3460.

## Taxes

- The Chapter is exempt from federal income taxes.
- The Chapter may be subject to local taxes on goods and services, unless it applies for and receives sales tax exemption at the state and local levels.
- If annual revenues exceed \$25,000, the Chapter is required to fill out a Form 990.
- The Fulbright Association national office maintains the Group Tax Exemption.

## Bank Accounts

Each chapter opens and maintains its own bank account. The chapter may need an EIN to open an account. It is requested that chapters authorize two people to sign checks and authorize other transactions. The president and the treasurer are suggested.

### **Please note:**

If a chapter receives correspondence directly from the Internal Revenue Service (IRS), please contact the national office immediately.

# How do Chapters Fund Programs?

## Rebates

A chapter may apply for and receive for its activities an annual rebate of \$5.00 for each Association member located in the chapter's geographical area regardless of membership type and whether or not the member actively participates in chapter programs. To collect rebates, chapters are required to:

- Elect officers and directors on a regular basis
- Show evidence that chapter has conducted at least two activities or programs a year
- Submit:
  - local chapter financial report (forms available from the national office)
  - bank statement as of December 31
  - minutes and reports of Board meetings
  - list of current chapter officers and directors
  - chapter mailing list and a list of participants from past events
  - brief description of chapter activities during calendar year

## Fees

To cover related expenses, chapters may charge an annual activity fee and/or event fees for specific programs. However, to avoid possible confusion about the membership structure of the Association, these fees should not be called dues. If a specific chapter program involves fees, the costs for nonmembers must be higher. It is recommended the charge be at least 30 percent higher than the fee for members. It is requested that, whenever possible, visiting Fulbrighters and their immediate families not be charged event fees.

## Fulbright Enrichment Grant Program

Funded by the State Department's Bureau of Educational and Cultural Affairs (ECA), the Fulbright Enrichment Grant Program supports Fulbright Association chapter programs that enhance the exchange experience of visiting Fulbrighters by creatively utilizing unique local resources. Traditionally, grants of up to \$4,000 have been awarded on a competitive basis exclusively to Association chapters and to groups in the process of becoming affiliated as chapters. The proposals are due in the late spring or early summer to support activities that will take place during the following academic year.

## CIES Occasional Lecturer Program

The Council for International Exchange of Scholars (CIES), with funds from the State Department, makes available limited support for round-trip transportation for international scholars who accept lecturing invitations. Although used primarily by colleges and universities, assistance through the Occasional Lecturer Program may be available to Fulbright Association chapters with thoughtful plans for a program including visiting Fulbright scholars. Please contact the national office to discuss your ideas.

## Fundraising by Individual Chapters

Association chapters are encouraged to develop grant proposals for funding sources in their areas. The national office can help chapters learn how to research, cultivate, and contact prospective funding sources. Assistance may include consultation on program ideas, grant proposal development, and formulation of project budgets as well as assistance in identifying prospective grant-makers. To ensure coordination of all Association efforts, chapters must check with the national office before approaching a local funding source.

# What are the Roles and Responsibilities of the National Office and of the Chapters?

## National Office:

- Conduct activities in ways that facilitate the development and growth of chapters
- Train and recognize chapter volunteers
- Publicize chapter activities in the national newsletter
- Issue annual dues rebates to chapters
- Monitor and maintain group tax exemption
- Answer financial and procedural questions
- Maintain and distribute rosters of established chapters and forming chapters
- Generate mailing lists and labels for chapters
- Execute chapter event and membership recruitment mailings
- Develop and conduct membership recruitment and retention programs
- Maintain computer database with current membership and financial data
- Conduct membership renewal mailings and record keeping
- Assist with program ideas
- Assist with proposal writing for Fulbright Enrichment Program and other grant opportunities
- Provide information and assistance in identifying grant-makers in the chapter's area
- Host and maintain website
- Disseminate publications and other information on the Fulbright Program and Association activities and in the field of international educational and cultural exchange
- Offer moral support and encouragement to chapters

## Local Chapter:

- Apply for chapter status through a signed chapter charter
- Maintain a signed charter and affiliation agreement and adopt standard bylaws
- Conduct activities according to overall policies of the Association and the affiliation agreement and standard chapter bylaws
- Hold periodic board meetings and record and submit all minutes to the national office
- Conduct periodic election of officers
- Keep detailed and accurate financial records and submit required reports to the national office for rebates
- Obtain Employer Identification Number (EIN) and report number to the national office
- Update the national office on changes in officers, addresses and any other pertinent information needed to maintain group tax exemption
- Hold at least two events a year which further the purposes of the Association and support the Fulbright Program
- Help the Association attract and retain members
- Forward to the national office any questions or requests about membership
- Send press releases and newsletters to the national office for assistance and review
- Submit articles and photos (do not write on back) for national newsletter
- Contact the national office with any questions or concerns

