

Top Ten List Helper for  
New NANT Chapters

Made with Love & Support

By:

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# Top 10 List for New NANT Chapters



## 1. Tax ID Number

Let's be honest, no one likes to deal with the IRS, but as a new chapter this is a very important item for you to get completed as soon as you receive your charter from the NANT National office. Having a Tax ID number will allow your chapter to do such things as open a checking account and receive checks for Vendor Support. Completing the form for a Tax ID is a quick process and there is always someone willing to talk you through the online form if you have concerns. When you complete your online form, remember that though it may ask you for personal identification information, you will not personally be tied to the Tax ID # of your chapter. The Tax ID # is completely separate and only for the chapter regardless of who completes the application process.

Click [HERE](#) to go to the online form for your Tax ID or go to

<http://tinyurl.com/NTChapterIDapp>



## 2. Bank Account

After your Chapter has acquired your Tax ID #, and you have your initial funds, you are able to open a bank account. Before you go to the bank, please submit your chapter petition to the NANT National office. Once the board has approved your chapter, you will receive a letter with your Chapter information. NANT National Office can also prepare a special letter for your bank, once you give them the bank name and address.

Also take with you your IRS forms confirming your Tax ID #, your Charter form from the national office, and a State ID for anyone planning to sign on the account. When you open your account it may be a wise idea to have at least two persons sign on so that if one person is unavailable when funds are needed, your chapter is not left in a difficult position.

Before you open your bank account, determine what mailing address you will attach to the account. Your chapter can open a mail box, (discussed later), or you can chose to have materials sent to the home of a Chapter board member. There is no rule on where or whom the bank materials go to, remember however to update the bank if you later change the address.



### 3. Meeting Locations

Be creative when you begin your search for a meeting location. Many times when we inform our Facility Managers they are willing to allow us to use space within our facility but this should be carefully considered. If the meeting is a business meeting for the chapter board to plan and meet, a facility board or conference room will serve as a fine location. For a chapter/CE meeting you want to make sure that technicians from all local companies feel welcome to join your meetings and chapter though. Having meetings in a facility may unintentionally make it an uncomfortable situation for anyone coming from a competing facility. Locally there are often several free or low cost locations where you can hold your meetings. Local libraries and community centers are great places to start. A search can be done online to first locate the centers in your area that may have meeting space available, and a follow up phone call can answer any questions you may have about available hours and fees. If you live in a larger area, keep a list as you call different locations. If you are lucky enough to find more than one suitable location, your Chapter can rotate the locations for your meetings to better serve all of the technicians in your area.



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#### 4. Vendors

Vendors are AMAZING people! Vendors are a fabulous resource for education, organizational, and financial support. All facilities have vendors that come to them to teach about their equipment and their products, why not ask them to join a Chapter meeting! You would be amazed how eager they will be to support your cause. Often if you ask a vendor to support or sponsor a meeting, they may be willing to pay for lunch as well as provide an educational session for your agenda. This is a great way to have experts speak about equipment, products, upcoming developments, new ideas/concepts, and share their experiences with other facilities. This is also a great way to offset the most expensive item for your meeting, which will be your food. Working with vendors is also a great way to network since they have the opportunity to move between multiple facilities and share information about your growing new Chapter! Never fear! Amazing & Supportive Vendors are always near!



## 5. Email & Snail Mail

The easiest means for your chapter to open up a line of communication for all interested is to set up an email account. There are several free email servers you can choose from. Using your chapter name and following with @.....com will keep things simple and keep your chapter name in their mind. Keeping your chapter name in your email address will also keep things simple for your members by not creating multiple names to remember. Be sure that your officers know the password to check the email.

Your chapter also has the option to open a P.O. Box or have mail sent to the home address of a chapter board member. Either method is fine; choose which will work best for you. If you choose to use a board members home, make sure you update all flyers with any address for members to mail items to.

Whichever mail system you choose for chapter mail, it is highly recommended that you use your Chapter email for RSVP's for you chapter meetings. This makes it easy for any member of your chapter board to check daily for registrants. By creating a file in your email you can keep a list of all registrants too so that any board member has easy access at all times.



## 6. Fellow Chapter Support & Bulk Order Goodies

As a new chapter we want you to know that there is **ALWAYS** someone here to support you! All of our chapters start small and it is important to know that if we work together we can accomplish more! It can be a fun thing to order T-shirts, pens, and other items with the NANT logo on it to share with your chapter members. Reach out to a fellow chapter and see if there is another chapter that would also like to order similar items. If both chapters want similar items you can pool your resources and cut the cost by ordering in bulk. By doing this all chapters involved will benefit and so will your members!

Fellow chapters are also great resources for educational material. Often chapters will come up with some great ideas for their meetings. If you have a partner chapter, you can share with each other and present the materials in both areas. This is a great way to provide great education and share creative learning styles amongst our chapters.

Check with the NANT National Office for the current list of chapter officers – or touch base with the Chapter Affairs Directors. They can all help you with contacts.





## 7. Fundraising

Fundraising can be a challenge. When you decide how you want to raise funds, it may be a good idea to start with determining what you are raising funds for. Decide what your chapter would like to do with the funds and determine the amount you will need to raise. When you have determined your goal, share this with your chapter members when you begin your fundraising. If your chapter has decided to work toward a scholarship for the national symposium, tell your members this is what you are working toward. By sharing your ideas and letting the chapter members know that your goals are to support and benefit them, they will be happy to invest in the goals of the chapter as well. Remember too, every little bit will help. Things as simple as “50/50” raffles where the funds from all raffle tickets goes into a pot and one winner wins half the money and the other half goes to the chapter can be an easy way to raise small amounts of funds for your chapter. Be creative and make it fun!





## 8. Meeting Fun!!

When you plan your chapter meetings, make sure you plan FUN!! Chapter meetings should provide great education and networking opportunities, but they should also be FUN!! When your chapter starts to feel like a job, step back and re-implement the FUN ZONE!! Try to integrate at least one session in your agenda that your chapter can have some fun with. The material should be relevant to your everyday roles, but find a way to make things not so serious.

Having a “Theme” meeting is a great way to work in some fun. If it is March, have a St. Patrick or Mardi Gras meeting and ask members to come in full dress, and offer a prize for the winner! You can also pick up some cheap party supplies to have on hand to keep the mood going. You can also have a “Beach Party” theme and have everyone wear zinc oxide on their nose, or bring a beach towel to dress up their chairs. You can give members mini squirt guns and tell them to shoot their fellow members if they catch them sleeping during presentations.



## 9. Divide & Conquer

When you first set up your Chapter board, don't let the titles get in the way of your success. **EVERY** board member has something to contribute and if you all agree to divide the work load and share the chores, all involved will remain sane through this process. One great way to do this is to have each board member responsible for creating the outline for a Chapter meeting. Once the outline is complete, all board members can divide the chores and set deadlines. This will keep any one person from feeling overloaded, and keep things from building up.

Remember, when your Chapter starts to feel like work, it is time to reassess, and re-implement the fun!



## 10. Remember where & why you started

As your chapter grows and you get moving it is important to remember the reasons you first wanted to venture into becoming a chapter. Some of the driving goals for NANT are to Empower and Educate technicians, by starting a chapter you embody these traits and can share them with your fellow members. Being a part of a new, growing, or seasoned chapter can be life changing! You will find strength, Creativity, and & wisdom within yourself that you did not previously know you had! Embrace your technician awesomeness and share it with everyone, and when you are feeling overwhelmed....share it with yourself!