

Resources for Chapters

SfN

Best Practices for Chapters

- Keep chapter members informed of, and encourage active participation in, chapter and SfN activities
- Hold a professional development activity at least once a year
- Hold a public outreach and education event at least once a year
- Conduct at least two business meetings every year
- Support and participate in the Society's special programs
- Engage in public advocacy efforts that benefit the field of neuroscience (in accordance with applicable governmental regulations)

Chapter Financial and Funding Administration

- U.S. chapters must have their own federal EIN and are eligible for tax exempt status as an SfN subordinate.
- Prior to soliciting funds, a chapter must contact the [SfN Membership and Chapters Department](#) to determine whether the supporter made an earlier commitment to SfN.
- Seek matching funds for support from various foundations and local companies.
- Include all foundations, companies, and noninstitutional contributors that support SfN chapter activities in the Annual Report.
- Soliciting chapter donations:
 - Share with potential donors a list of activities needing sponsorship, such as travel awards, receptions, meetings, poster sessions, Brain Awareness Week activities, etc. Include details on sponsorship pricing.
 - Develop a list of benefits organizations would receive in return for their donation, such as acknowledgment in event marketing materials, name recognition, etc.
 - After an institution has agreed to make a donation, prepare a legal contract binding the institution to the commitment. Include:
 - Sponsorship amount, including the duration of sponsorship
 - Date sponsorship amount is due
 - Details on sponsorship benefits
 - Permission for chapter to use company logo for any advertisement related to sponsored activity
 - Rights of both the institution and chapter in regard to said activity
 - Liability if activity is cancelled or postponed
 - Options in renewing sponsorship from institution
 - Overall, make the case that donations contribute to the education and development of neuroscience and the community.

Chapter Representative Responsibilities

- Submit a chapter annual report online through the [submission portal](#) annually. Chapters may set their own reporting cycle, however, please note that in order to be eligible to apply for a Chapter Grant, chapters must first submit their annual report.
- Submit, in a timely manner, reports for any chapter events held with funding from the SfN [Grants and Awards Program](#)
- Report any change in the stated purposes, character, or method of operation relative to SfN's statement of purpose, as described in bylaws
- Maintain a roster of membership
- Communicate regularly with chapter members and keep them informed of chapter activities and SfN chapter award programs
- Assist with new member sponsorship requests
- Ensure a successor is found before the end of your term to allow for a smooth transition for the incoming chapter representative
- Provide leadership transition updates to the SfN Chapters Coordinator by filling out the [Chapter Representative Form](#)

Submit Annual Report

Why do we need to submit an annual report?

To remain active, SfN chapters are required to submit yearly reports that include information about chapter governance, membership, finances, and activities. In the United States, this ensures eligibility for nonprofit status for tax purposes. Chapters also are required to submit an up-to-date report in order to be eligible for any chapter awards or grants. Read the [Chapter Grants and Awards](#) page for more information.

What do I need to include?

Governance: Names of all chapter officers and 10 members who are also current members of SfN.

Statistics: Numbers of current chapter members, institutions involved in chapter activities, business meeting dates, and communications information.

Finances: Cash balance, total reportable income as well as a breakdown of income (i.e., grants, dues) and expenses (i.e., meetings, Brain Awareness Week activities, website).

Taxes: Tax information (i.e., IRS form [990N/990EZ], employee identification number, national, state, and local tax forms).

Events: Chapter annual meeting information (i.e., activities, institutions involved, number of attendees) and information about additional events.

Chapter-of-the-Year Award: This award recognizes chapters for their efforts and accomplishments across a range of activities that support the SfN mission. For consideration, you must upload a short essay that addresses the [award's criteria](#).

You must fill in the required fields on each page of the report in order to save that page and continue. **Please assemble this information before beginning the online submission of the report.**

How do I submit my report?

You must be a chapter representative to log in and submit.

For security reasons, the server will time out after 30 minutes of inactivity.

Please assemble the requested information BEFORE beginning the online submission.

The annual report submission site is under construction and will be available again in Summer 2016. Please contact chapters@sfn.org with questions.

Chapter-of-the-Year Award

The Chapter-of-the-Year Award recognizes outstanding chapters for their efforts and accomplishments across a broad range of activities that are in line with the mission and strategic initiatives of SfN.

Recipients receive a \$1,000 grant to support chapter goals/programs. Awards are presented during the Chapters Workshop at the SfN annual meeting.

Eligibility

For award consideration, chapters must:

- Submit an annual chapter report.
- Meet reporting requirements for all other programs through which funding from SfN was received (e.g., chapter grants).

Additionally, a representative from the chapter leadership must be present at the Chapter's Workshop to accept the award. If requested, the chapter will give a presentation on a topic selected by SfN at the Chapter's Workshop.

Selection Criteria

Awards are judged based on a two-step review and evaluation process using chapter annual reports. Annual reports must meet basic reporting requirements to be considered. Annual reports that qualify are screened by SfN staff using the established criteria. Qualifying reports are then sent to the Global Membership Committee for final judging.

- Evidence the chapter has implemented an innovative idea that includes the public, media, or political representatives in its outreach programs
- Extent to which chapter outreach includes providing neuroscience resources for K-12 education
- Extent and effectiveness of the chapter's methods for communicating with its members and to the general public (use of websites, Facebook, chapter newsletters, etc.)
- Degree to which the chapter promotes involvement with the local community outside of SfN members
- Demonstration of commitment to engagement in neuroscience advocacy issues
- Evidence of effective partnering across multiple institutions in implementing chapter activities
- Diversity of chapter members and of participants in chapter activities
- Demonstration of innovative programs and activities that can serve as models for other SfN chapters

Past Recipients

2015: Galveston

2014: Ohio Miami Valley

2013: Greater New York City

2012: Lethbridge, Canada

2011: Lehigh Valley

2010: Chicago

2009: Western North Carolina

Chapter Representative Form

Please complete the form below if you are reactivating your chapter or your chapter representative has changed.

* Indicates a required field

*Chapter Name:

Outgoing Chapter Representative

*Name:

E-mail:

End Date:

[Open](#)
[the](#)
[calendar](#)
[popup.](#)

Incoming Chapter Representative

*Name:

E-mail:

Secondary Contact E-mail:

Start Date:

[Open](#)
[the](#)
[calendar](#)
[popup.](#)

End Date:

[Open](#)
[the](#)
[calendar](#)
[popup.](#)

Street Address:

City:

State:

Zip:

Phone:

Fax:

Comments:

Please send us your comments and suggestions on how we can improve chapter activities.