

# Hoop of Steel Society

## Chapter Representative Best Practices

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The following is a collection of best practices and responsibilities for the Chapter Representative role.

### **Make a Presentation at a Chapter Meeting**

- Inform your chapter of the Hoop of Steel Society and how they can benefit from it
  - a. More information is available in the document titled *Presentation Outline*
- Have laptops available at chapter meetings to allow members to make gifts

### **Utilize the Internet**

- Chapter Members will be emailed the presentation but to ensure that everyone sees it send an email to all the brothers in your chapter
- Utilize the chapter list serve

### **Log In to Update your Chapters Progress**

- You will receive an email that will provide you with a username and password that will allow you to update your chapter section on the Hoop of Steel Society website

### **Fulfillment of Gifts and Pledges**

- Chapter members can give a gift online at the Hoop of Steel website; <http://www.sigephoopofsteel.org> or can mail a check to the SigEp Educational Foundation
- A chapter can also send a check for its membership
  - In this instance please send a list of chapter members with the gift
- Some brothers will give a pledge, a verbal or written notice of intent to give, a pledge is not a donation and it will be your responsibility to help ensure that all pledges are fulfilled

### **Give a Gift Yourself**

In order to demonstrate that you are committed to the cause it is encouraged that you make a gift yourself. The success of the campaign will depend largely on your ability to promote the Society and encourage your brothers to participate.

### **Help and Support**

Please contact Laurie Ursiny at the SigEp Educational Foundation at (804) 612-1416 or [Laurie.Ursiny@sigep.net](mailto:Laurie.Ursiny@sigep.net) if you have any questions.