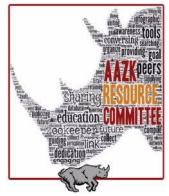




# AAZK Chapter Handbook

## Appendix



The AAZK Chapter Handbook is comprised of resources that completely and systematically answer common chapter operation questions with the understanding that all chapters are run differently. The AAZK Chapter Handbook is a complementary resource to the National AAZK Operations Manual. This handbook is a living resource, subject to modification as needed. The version information is listed in the footer of each section.

### 1. Chapter Function Available on AAZK.org ▾

- Elections
- Executive Officer Responsibilities
  - Officer Duties
  - President
  - Vice President
  - Secretary
  - Treasurer
- Meetings
- Equipment, Storage, Purchased or Gifted Inventory
- Electronic Media

### 2. Chapter Membership Available on AAZK.org ▾

- Voting Rights
- Leadership Opportunities
- Internal and External Networking
- Participate in or Organize Conservation Based Events
- Participate in Local Conservation Field Work
- Professional Development for Chapter Members
- Chapter Member Recognition
- Chapter Member Only Activities and Social Events

### 3. Finances Available on AAZK.org ▾

- Who is responsible for the Chapter Finances?
- Financial Responsibilities, Liabilities & Penalties
- How long does the Chapter have to retain financial records?
- Treasurer Timeline
- What is the EIN and how is it received?
- Banking (and all the questions that go with it)
- Taxes: Federal, State & Local
- AAZK Chapters in Canada
- Gaming/Gambling
- What is tax deductible and what is not?
- What are the regulations for accepting Chapter donations?
- What are the regulations for donating to other organizations?

- Creating a Chapter Budget
- How do Chapters keep track of finances?
- Chapter Merchandise
- Protecting Chapter Assets
- Miscellaneous
  - Can an AAZK Chapter change their name?
  - Can a Chapter purchase a tangible asset?
  - What happens to Chapter funds if the Chapter dissolves?

#### **4. Chapter Funded Grants and Scholarships** Coming Soon ▾

- What is the difference between a grant and a scholarship?
- Creating an application form
- Budgeting for grants and scholarships
- Awarding Grants and Scholarships

#### **5. Donations of Goods & Services** Coming Soon ▾

- How to for soliciting for Goods & Services
- Example: Letter
- Example: Receipt
- Example: Thank You

#### **6. Chapter FUNdraising** Available on AAZK.org ▾

- Purpose of Event
- Monetary Goal
- Target Audience
- What Type of Event Will It Be?
- Event Logistics
  - Scheduling
  - Staffing
  - Location/Venue
  - Food/Beverage Service
  - Entertainment
  - Sales/Auctions/Raffles
  - Donations/Prizes
  - Expenses
  - Promotion
- Helpful Guidelines

#### **7. Communication** Available on AAZK.org ▾

- Contacting AAZK office, Board of Directors & Committees
- Chapter Leadership Communication
- Communication with Membership
- Communicating Historical Chapter Knowledge
- Communicating with Host Facilities
- Communication within the Community

*The American Association of Zoo Keepers & The AAZK Resource Committee 2022*

*For questions, clarifications, or suggestions, contact [arc@azk.org](mailto:arc@azk.org)*

## 8. Working with your Host Institution **Coming Soon** ▾

- Communication
- Supporting your Institution
- Institutional Support for Chapters
- Memorandum of Understanding (MOU's)

## 9. Multi-Institutional Chapters **Coming Soon** ▾

- Reaching out to other facilities
- Meetings
- Facility Liaisons

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