

Alumni Chapter Franchising

To be officially recognized as an alumni chapter, chapters must complete the following requirements before **June 30**. If you have questions about submitting any of these requirements, please contact alumni@dsp.org.

Step 1: Update Dues Paying Members

National Bylaws require a minimum of 10 alumni members in good standing living in the same general locale to franchise an alumni chapter. A "member" of an alumni chapter refers only to those who have paid their alumni chapter dues and completed the [alumni chapter membership form](#) for the current fiscal year. Please complete the following steps to update your roster.

First, update your "Dues Settings" under Chapter Management:



1. Go to the **Chapter Management** Module of the Hub.
2. Under the "Dues Settings" tab, be sure the "Current Dues Year Ending" is set to 2021.
3. Update the descriptions of your chapter's dues level(s), if necessary.
4. Click "Save Dues Settings."

Alumni Chapter Finance Setting		Change Chapter		
Dues Settings		List Management	Events Setup	Survey Settings
Use these fields to specify up to 10 dues amounts for your members. To enter dues payments for members of your chapter you must specify at least one dues level description and amount.				
Begin defining dues levels and amount starting with "Dues Level 1". Only one dues level is necessary to begin processing dues payments.				
<input type="button" value="Save Dues Settings"/>				
Current Dues Year Ending: <input type="text" value="2015"/>				
	Description	Dues Amount		
Dues Level 1:	<input type="text" value="Level 1"/>	<input type="text" value="10.00"/>		
Dues Level 2:	<input type="text" value="Level 2"/>	<input type="text" value="20.00"/>		
Dues Level 3:	<input type="text" value="Level 3"/>	<input type="text" value="30.00"/>		
Dues Level 4:	<input type="text" value="Lifetime"/>	<input type="text" value="50.00"/>		
Dues Level 5:	<input type="text"/>	<input type="text"/>		
Dues Level 6:	<input type="text"/>	<input type="text"/>		
Dues Level 7:	<input type="text"/>	<input type="text"/>		
Dues Level 8:	<input type="text"/>	<input type="text"/>		
Dues Level 9:	<input type="text"/>	<input type="text"/>		
Dues Level 10:	<input type="text"/>	<input type="text"/>		

Second, mark your Alumni Chapter Members as "Paid" under Area Alumni:



1. Go to the **Area Alumni** Module of the Hub. This is a listing of all alumni members living within 50 miles of the chapter's city center.
2. Click the arrow to the left of "Filter this list" at the top of the page.
3. Search for one of your dues paying members using the search fields that opened up when you selected "Filter this list."
4. When you have found your first member, select them from the list by clicking the "Select" button to the right of their name.

Filter this list

General Information	Dues Payment Information	Other Information	
Local Dues: <input type="text"/>	Payment Date: <input type="text"/>	Areas of Interest: <input type="text"/>	
Last Name: <input type="text" value="Brown"/>	Payment Amount: <input type="text"/>	List: <input type="text"/>	
First Name: <input type="text" value="Joseph"/>	Membership Information		
Birth Date: <input type="text"/>	Initiation Date: <input type="text"/>	OK to Contact?: <input type="text"/>	
Telephone: <input type="text"/>	Graduation Date: <input type="text"/>	Event Registrations	
Email Address: <input type="text"/>	Undergraduate Chapter: <input type="text"/>	Event: <input type="text"/>	
Residence City: <input type="text"/>	Text Notes		
Residence Zip: <input type="text"/>	Text Note Category: <input type="text"/>	Registration Status: <input type="text"/>	
Address Status: <input type="text" value="Deliverable"/>	Committee Assignments		
		Committee: <input type="text"/>	

[Download these results to Excel](#)
[Batch Email this List of People and Members](#)

Member Name	Telephone	Email Address	Local Dues	Paid Through	Recent Address Update	Select
Brown, Joseph			Never Paid			

5. In the brother's file, click on the "Dues Payment" tab at the top.

Joseph E Brown

Member Dues Payment History

No Dues Payments Found

- Click on "Add Dues Payment" and add the appropriate dues payment (see further instructions below).

Joseph E Brown
Save
Return to Member Profile

Add a Dues Payment for this Member

Dues Level:

Payment Date:

Payment Type:

Payment Amount:

Payment Reference Number:

Paid Through Date:

- Choose the appropriate "Dues Level" from the dropdown menu—these are the dues levels set up in the "Dues Settings" section of the Chapter Management Module.
- Enter the date the dues were collected. The system defaults to today's date.
- Choose the appropriate "Payment Type" from the dropdown menu.
- Verify the "Payment Amount" based on the "Dues Level" chosen.
- Enter the "Paid Through Date" (mm/dd/yyyy). This is usually the end of your membership year and/or fiscal year (June 30).
- Click "Save" at the top of the page.

This will mark that member as a member of the alumni chapter. You will need to do this for each of your dues paying members.

Filter this list

General Information	Dues Payment Information	Other Information	
Local Dues: <input type="text"/>	Payment Date: <input type="text"/>	Areas of Interest: <input type="text"/>	
Last Name: <input type="text" value="Brown"/>	Payment Amount: <input type="text"/>	List: <input type="text"/>	
First Name: <input type="text" value="Joseph"/>	Membership Information		
Birth Date: <input type="text"/>	Initiation Date: <input type="text"/>	OK to Contact?: <input type="text"/>	
Telephone: <input type="text"/>	Graduation Date: <input type="text"/>	Event Registrations	
Email Address: <input type="text"/>	Undergraduate Chapter: <input type="text"/>	Event: <input type="text"/>	
Residence City: <input type="text"/>	Text Notes		
Residence Zip: <input type="text"/>	Text Note Category: <input type="text"/>	Registration Status: <input type="text"/>	
Address Status: <input type="text" value="Deliverable"/>	Committee Assignments		
		Balance Due: <input type="text"/>	
		Committee: <input type="text"/>	

[Download these results to Excel](#) [Batch Email this List of People and Members](#)

Member Name	Telephone	Email Address	Local Dues	Paid Through	Recent Address Update	Select
Brown, Joseph			Paid	04/02/2014		<input type="button" value="E"/>

- To go back to the Area Alumni List/Filter, click on "Return to Member File" then click on "Return to List."
- Repeat #3-7 for each of your dues paying members.

If an alumni member in your chapter is not listed (because they live outside of the area and have never been affiliated with the chapter), please contact alumni@dsp.org.

Step 2: Update Officers

Go to the **Officers Module** of the Hub to update or verify your officers. To edit an officer, you will click the "Edit" button next to the office name. Only the officers listed will be able to edit officer information. Please note that once you are removed from office, you will lose access to the Hub once you log out.



When editing an officer, you have the option to:

- Replace the officer with a new officer, or
- Remove the officer and leave the office vacant.

If you are replacing the officer, you will need to enter the officer transition date, and the person's first name, last name and city of residence. You can then select the person and click "Complete Officer Replacement" at the bottom of the page. You will then verify the phone number and email address and click "Save Officer Information."

If you are unable to find a new officer, please contact alumni@dsp.org.

Step 3: Complete Franchising Form

Go to the **Forms Module** of the Hub.



In the Forms menu, select the "Alumni Chapter Franchising" Form. On this form, you will need to:

- Verify chapters officers updated through the Officers Module.
- Verify or update the chapter's website address.
- Enter the alumni chapter contact's email address.
- Verify the number of alumni chapter members entered through the Area Alumni Module.
- Upload the most current version of the chapter bylaws. The [alumni chapter bylaws template](#) can be used to create chapter bylaws.
- Upload the most current version of the chapter policies (if applicable). The [alumni chapter policies sample](#) can be used to create chapter policies.

Click "Save and Submit."

Step 4: Pay Franchising Fees Invoice

Once the "Alumni Chapter Franchising" Form has been submitted, the system will automatically invoice the chapter \$25 for franchising fees and \$50 for liability insurance fee.

Go to the **Dashboard Module** of the Hub.



You may choose to pay the fees with a credit card,

[Click here to make a payment for this chapter](#)

Or download the invoice and send a check directly to the Central Office.

[Click here to download the chapter's open invoices](#)

Payment must be received or postmarked before June 30 to avoid paying an additional \$25 re-chartering fee.