



A *Reading League Chapter* is recognized as an entity with a similar mission to The Reading League (TRL) and that aligns with the purposes, activities, policies and procedures established by TRL.

## Rationale

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Affiliation with a national organization provides many benefits; a Chapter gains:

- Expertise through consultation and technical assistance;
- Visibility and clout as part of a larger, more powerful group;
- Exposure and marketing on the TRL website;
- Coordination of its programs and activities with those of TRL;
- Access to information and materials such as presentations, handouts, videos;
- Increased advocacy and traction for its mission.

## General Criteria

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Chapters will:

- Incorporate as a separate organization
- Become a tax-exempt organization under Section 501 (c) (3) of the IRS code or have a fiscal sponsor that is tax-exempt under Section 501 (c) (3)
- Obtain and maintain appropriate insurance
- Establish bylaws that are consistent with those of TRL
- File an annual report to TRL on July 1 of each year
- Appoint a President and Treasurer
- File audited financial reports with TRL
- File IRS form 990 (or 990-EZ or 990-N) each year
- Secure a membership base of at least 35 members
- Seek funding or sponsorship for local activities and events
- Pay a yearly fee to TRL (with the exception of Year One)
- Offer events and engage in activities in alignment with the purpose and mission of TRL
- Secure approval in advance from TRL for presentations, materials, sponsors/vendors
- Maintain full transparency of activities and events
- Abide by all the terms of the Chapter Agreement

## Applying for Chapter Status

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Before becoming a Chapter, interested parties will submit to TRL:

- Statement of goals and objectives of the group, to demonstrate alignment and consistency with those of TRL's mission "to advance the awareness, understanding and use of evidence-aligned reading instruction."
  - List of officers and description of duties
  - Interested member list
  - Method or plan for funding or revenue-generation
  - Initial plan for events and activities in which the Chapter wishes to engage
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