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Section 1: Introduction

   We all share a common flame in our hearts, ignited the first moment we saw a wild animal, forest or sea. We share a passion for working with those wild creatures and places, in the full knowledge that they are being destroyed at every level, at every location, all the time, all around us. This combination of passion, commitment and awareness of overwhelming challenges motivates many humanitarian organizations, but until SCGIS appeared 20 years ago, it was not as common in the science-centric conservation world. One of the most frequent comments by people attending their first SCGIS conference is how overwhelmed they are by the feeling that they are meeting their own kind for the first time in their lives.

   We share a second passion about technology, a familiarity with geographic software and spatial thinking. This is a hopeful and powerful technology, evolving faster than any one person's ability to keep up, so we tend to become specialists in certain areas. Many of us are leaders in our ability to understand and describe specific aspects of conservation geography, from wildlife movement to protecting marine environments. When we get together, when we share, and when we collaborate, therefore, that alliance represents many of the world's top abilities and practices for protecting nature. This combination of capability for hopeful action in front of the full knowledge of the loss, destruction and danger growing all around us is what gives SCGIS a culture and spirit unlike any other, defining our place in aglobal body work helping to defend natural places, species and people.

   The purpose of this guide is to describe how you can create and maintain your own local group of like-minded and like-spirited individuals, whether it be a quick and informal alliance for conservation and GIS users (Section3) , or a more formal chapter in support of the international Society for Conservation GIS (Section 4). The general goal of the guide is to get nature-minded GIS users together to share skills and methods for protecting our planet. Section 6 is a master reference guide containing SCGIS contact information, email addresses, the SCGIS.org website and other SCGIS help resources.

Social media is a useful supplement, but never a substitute, for direct human interaction with one another. This is why an ongoing emphasis of this guide will be to get people together in person by whatever means you can arrange, and whenever possible to arrange meetings in parks and nature areas.Personal gatherings in natural settings is also an emphasis of SCGIS itself and we have resources to help you arrange national and regional gatherings of conservation GIS professionals.We recognize it is not always possible for people who work together in a vast region to meet face to face. Given our affinity for technology, we also support ways to collaborate virtually.

The Society for Conservation GIS is a social and professional network that has been in existence under various names since 1989, and as SCGIS since 1997. This community of people, familiar with GIS and spatial analysis, are committed to the idea of using those skills to support conservation in the broadest sense, ranging from ecological sciences to sociological advocacy. The primary reason it thrives is because people who care about saving nature like to connect with one another.People who work closely with technology share a uniquely optimistic perspective on challenges, and enjoy the chance to interact with colleagues. These dual motivations give rise to substantial volunteer commitment and in-kind support that allows SCGISto function as a thriving international community without any overhead or paid staff.

What is an SCGIS Member?

An SCGIS member is person with skills in GIS and Conservation who is a willing part of a greater community of people who share a belief in the power of geography and technology to save humanity and nature. SCGIS Members agree with the SCGIS Motto "Do no harm". When it was originally founded, SCGIS adopted the following general bylaws to help define the mission of the society. Most of these are still actively fulfilled today:
   "We agree to serve as a professional organization for conservation Geographical Information System (GIS) users by:
- Providing for communication, collaboration, and data exchange between members;
- Creating and maintaining standards for performance and competency in conservation GIS work;
- Providing a network of peer reviewers;
- Assuring public access to public data; and
- Arranging for regular meetings and conferences for members;
- Assisting members in obtaining GIS equipment, software and services;
- Assisting members in attending meetings and conferences."

SCGIS also supports the following principles of professional practice and conduct
1. Results: Always try to produce good work that can help achieve change in the world, and make conservationists and their projects more effective and more successful.
2. Respect: The results of our efforts should also acknowledge those who helped us
3. Roots: The products we create should try to honor and respect the local communities of the places we work
4. Return: Our work should try to include ways of giving back to the people & communities of the places we work.
5. Relationships: Relationships with SCGIS members are based on support, sharing our skills, helping our colleagues with problems and questions, and doing our best to help other conservationists be more effective and more successful

What is an SCGIS International Chapter?

An SCGIS Chapter (see also section 4T-6) is a direct way supporting and giving back to the local community. It's also a great way to meet local colleagues who care about conservation and GIS but who may work in different organizations, businesses, agencies or university settings, or in different nearby towns, who you wouldn't normally have the chance to get to know. Chapters are also the starting point for local SCGIS events like training and conferences and workshops, and annual programs like the Int'l Scholarship and Train-the-Trainer, so being a member can certainly help build your scientific and technical skills and assist your professional development. International chapters are managed by the SCGIS International Committee. USA chapters are managed by the SCGIS Domestic Chapters Committee (see Appendix 1 for contact information)

<mark>Section 3. The easy option</mark>:
Starting a Conservation GIS Alliance.

Many great things have to start out as small great things, so SCGIS provides a very simplified group you can start up with no contracts, no agreements, almost no official requirements at all other than just wanting to hang out with your friends and talk about conservation GIS. It's called a "Conservation GIS Alliance" (CGA) and was in fact the name SCGIS itself went by for the 2 years prior to its official incorporation in 1997. The reason we liked the term at first was that it sounded a bit more official than "club" or "group" but still implied equality among all the members. *CGA groups can be named anything you want*, which means existing conservation or GIS clubs can apply for CGA status. CGA groups are open to all, you can have a leader, or not, governance and direction is up to you. If members of your group want to pursue forming an official SCGIS chapter then refer to Section 4, however CGA status is not a perquisite for forming an SCGIS Chapter.

There are only **two requirements** for becoming a new Conservation GIS Alliance:
>   1. You'll need to send an email to board@scgis.org letting us know the name you'd like to use for your new group, (ie "Patagonia GIS Alliance" or "Conservation GIS Consortium of greater Oslo"), a short description, and the official contact person and mailing address for your group. SCGIS will check to make sure that name is available and once approved, will post your new group on www.scgis.org and add you to our SCGIS email list.
>   2. At least one person, such as the contact person, will need to be an SCGIS member, this is because some of the resources we provide to support Alliances are in the members-only section of scgis.org.

>   Beyond these it's all optional. We'd love to hear from you about your meetings and events and we'll help you promote your group on our website. (If you do eventually decide to pursue formal chapter status this kind of sharing and communication, as well as designating some form of leadership will be essential!)

SCGIS supports new "Conservation GIS Alliance" groups with a basic resources. All offerings and resources are subject to change, below is the list as of 2016,

>   1. You'll have your email letter granting you official status as an alliance, you can have it as a hardcopy if you wish.
>   2. We'll list your new group, contact info, and whatever description you want to provide on the SCGIS website "Local Groups" section
>   3. You'll get an SCGIS blog page devoted to your new group
>   4. We'll provide a few complementary startup materials including Conservation GIS books, brochures, and an SCGIS shirt to help you get started.
>   5. You'll be added to the SCGIS internal mailing list for announcements of upcoming SCGIS meetings and conference calls open to Alliances.
>   6. We'll give you permission to use one of the "Alliance" logos in whatever materials you want to create about your group
>   7. Although you won't have blanket permission to publish the SCGIS name and logo, any alliance is eligible to get case-by-case permission to use the SCGIS name and logo for specific projects, publications, websites and events. You just need to email us to describe your intended use of the SCGIS name and logo, and upon review you can be granted permission for that specific use.
>   8. The following annual benefits are available by email requestthat includes a summary of alliance activities and news:
>   - One single-user ArcGIS 1-year Subscription with access to ArcGIS software, apps and online data
>   - One 30% discount on SCGIS Annual conference registration fees,
>   - One Waiver of registration fees on the ESRI International User conference

<p style="text-align: center;">==**Section 4: The formal option**==**:**
Becoming an official SCGIS Chapter</p>

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SCGIS Chapters are the backbone of how SCGIS exists as a professional society, organizing and sponsoring important conservation GIS events and workshops all over the world. They are a powerful expression of the fundamental ability of a GIS to bring together data, science and concepts from many diverse sources into a single compelling vision.Our chapters are significant worldwide as a way for conservationists in a country, who may be from many different nations, organizations or government agencies, to get to know one another, to improve their skills, and to share and collaborate on the conservation and GIS work they are doing. To become a formal chapter you must be willing to take a leadership role and coordinate formal chapter responsibilities and duties, such as creating a charter. SCGIS resources and support are available to assist with those duties as available. By Definition, a formal "**SCGIS Chapter**" is a group of people officially allowed to carry on a wide variety of activities under the "SCGIS" name, who meet a set of minimum requirements described below under the "Chapter Charter" heading, and in more detail in Section 4T "Timeline & Steps" that follows it.

One of the flagship programs of SCGIS is the annual scholarship program. This is a life-changing program whereby hardworking conservation GIS practitioners, including local villagers and farmers, scientists and students, and tribal and indigenous people from all over the world are brought to a special 4-5 week intensive training program in conservation GIS, where they are able to meet and befriend new colleagues from all over the world. They are also allowed to present their work at the international SCGIS conference. Many lifetime relationships are created in this program. Many scholars return home to start local chapters of their own in order to help select the scholars that will be trained in succeeding years. Scholars with advanced skills and special interests in training become candidates for the "Train the trainer" program which helps to get them certified as official SCGIS Trainers and provides minimal funding and equipment to support their ability to teach conservation GIS classes and workshops in their region, at the annual International Scholarship program and around the world. Our international chapters play a significant role each year in organizing and operating this program in their region, publicizing it, helping applicants, and collecting, reviewingand ranking applications.For this reason, participation in the annual scholarship program is one of the most important responsibilities for any chapter, and a rewarding way to fulfill the "Local Communities" parts of the new SCGIS Member Principles.

 Formal chapter status also opens up new levels of participation with SCGIS:
- dedicated section on the SCGIS website, where your work, achievements and news can be featured for all members.
- access to the expertise of SCGIS fundraising, to not only help you fund the work of your local chapter, but to also partner with the SCGIS fundraising Committee as it seeks funds for global projects.

<p style="text-align: center;">**LEADING A CHAPTER**</p>
Chapters start with one or more leaders, people willing to spend the time to begin organizing meetings and working on the guidelines and requirements for SCGIS chapter creation. Because of its small, all-volunteer, service-oriented nature, leading SCGIS chapters is not like leading other kinds of nonprofits, professional organizations, fraternal societies or even social movements. Rather it shares some of the characteristics of all of these. A more detailed essay about the challenges and experiences of chapter leadership, based on the first 10 years of the SCGIS International Program, can be found here: www.conservationgis.org/

<p style="text-align: center;">**THE CHAPTER CHARTER**</p>

  The first step toward being able to become a chapter is to write a *charter* (a defining document) for your proposed new chapter, and work with the board and different committees to get your charter document approved. Below is an itemized list of what goes into a charter document, with more details provided in Section

4T-6, and an example charter inAppendix3. In summary, a charter is the document defining your chapter and it needs to describe your mission statement, geography, governance, leaders, goals and plans

You'll need to select a form of governance and leadership, in whatever form you think will best help to build a community.At its origins, we felt that the SCGIS might have more impact and influence in saving nature if it was created along the model of a movement rather than a business or formal organization, and that spirit still thrives today. Whatever governance you select, you'll also need to define what your chapter will do, nominate people for mandatory SCGIS communication tasks, create the list of responsibilities you agree to undertake, and optionally list some of the activities and tasks you propose. At its core, the charter defines how you meet the following minimum mandatory SCGIS chapter requirements

1. Name and Definition: You must provide your new chapter's name and define a region or country that you'll be responsible for (see section 4T-6)

2. You must provide a mission statement describing your vision for the work you will do
3. Your members must decide upon and adopt some form of governance and leadership that you will describe in your charter (see Section 4T-5 for more details). At a minimum you need to designate people responsible for the following 2 mandatorychapter responsibilities:

- a primary SCGIS contact person to be responsible for communications with SCGIS and to respond in a timely manner to SCGIS requests for status, agreements, scholarship program work, and financial records and reports(in cases of SCGIS funding).

- a primary public contact person to communicate with prospective members in their area and scholarship applicants in your region (can be same as above),

IF you intend to do fiscal activities such as fundraising (see Section5) or collecting dues (see Section 4T-7), then you must also describe how and when you will obtain formal nonprofit status according to the laws of your country, and provide the name and contact information for your chapter's treasurer.

4. You must document the GIS experience and skills, and conservation experience and skills, of the people you have designated in your proposed leadership roles.

5. Your chapter must include at least 3 current active members of SCGIS, please provide their names.

6. Annual Meeting and Chapter Renewal. Your chapter is required to meet at least once a year by whatever technical means are available and appropriate, from a conference call to a webinar to a chat session (see Section 4T-10). You must also agree to submit an annual chapter renewal request by email, by a deadline date you provide, which at a minimum must contain your current contact information , the dates your renewal applies to, and the date you held your last annual meeting.

7.International chaptersMUSTparticipate in the annual scholarship program (see section 4T-4, there are many different tasks appropriate for int'l or domestic chapters)So your charter will need to describe how you'll support the following minimum mandatory tasks:
 - Help distribute the annual scholarship announcement in December
   - Answer questions from prospective applicants
   - Collect applications and conduct a chapter review where you work with your experts and members to provide a written evaluation of each application, based on your local knowledge of the applicant, their work, their community involvement, and their importance. If you wish you can score and rank your applications, but it's the written evaluations that carry the most weight.
   - Note that having your candidate scholar(s) selected for the program *every year* is NOT a requirement to maintain chapter status, but you do have to participate in the steps above *every year,* and

there are many other ways to support the internatioanl program and scgis conference outlined in section 4T-4.

8. In addition to the mandatory requirements you'll need to meet in your charter, a formal **SCGIS Chapter** may also undertake any additional optional activities they wish to describe and seek support for from SCGIS International

9. You must agree to accept the terms and conditions of the SCGIS Chapter Agreement (Appendix 4) SCGIS Bylaws, and the SCGIS Member's Pledge (Section 2)

SCGIS supports its official chapters with the following resources as of 2016, subject to change:

1. an email letter granting you official* status as a chapter, you can have it as a hardcopy if requested.
2. a dedicated chapter page for your chapter to use on the main SCGIS website.
3. an SCGIS blog page devoted to your new chapter
4. professional GIS resources including;
   - $500 worth of Esri-press GIS books each year, will need to be in a single order per chapter.
   - 5 SCGIS T-shirts to be given out to the first 5 due-paying members of your new chapter
   - Direct access to the esri Conservation Program for facilitated GIS software products, licensing, online subscriptions and training
   - - an associated ArcGIS online organizations account for up to 5 named users
- 1 named publisher or administrative subscription to ArcGIS online in your choice of the SCGIS International Organization or the ECP Online organization account (SCGIS is a newer account with fewer users and a more narrow focus on SCGIS. ECP is an older account with 300 conservation GIS users, 80 groups, and many hundreds of shared data items, but it is not focused specifically on SCGIS. You can choose to be a named publisher in whichever one you like)
   - facilitated access to Esri online instructor-led GIS training courses
5. Support to operate and expand your scholarship program, to help you be more successful in finding successful candidates
6. Support for fundraising from the SCGIS fundraising committee
7. An Annual stipend/budget of $50to help you cover phone calls and office expenses. If you accept this you'll need to submit an annual expenses report on how you used it.
8. The right to collect annual dues from your membership and use them to help fund chapter activities according to the financialandfunding plans you provided as part of your chapter charter. (See Step 8 in the timeline for more detailed information about chapter finances, and Section 5 for more discussion of chapter fundraising)
9. Three (3) SCGIS conference registration discounts good for 30% off the normal registration fee. (not applicable to lodging, food or travel))

*this letter or email will be on SCGIS letterhead with the text of this section and a statement that the unrestricted authority to the use of the name shown and the official SCGIS name/logo until and unless revoked by notice from the board

Section 4T:TIMELINE and STEPS for Formal Chapter Creation
("Required" steps are mandatory, "Recommended" steps are optional)

4T-1. Required: Organize meetings of conservation GIS users in your area.
   Organize meetings/gatherings of people interested in conservation and GIS. In-person meetings are preferred but where not possible, virtual meetings are allowed. Either waybe sure to document the meeting. It's ok to talk about SCGIS at your meetings, you just can't call your group an SCGIS chapter

yet! However, you can apply for acceptance as a "Conservation GIS Alliance"(Section 3) at this stage if you want a name, recognition andinformal status for your group, but it's not a perquisite for becoming a chapter.

4T-2. **Recommended: Get adopted by an existing SCGIS chapter**(*if none then SCGIS Int'l program*)
SCGIS International or a nearby cooperating chapter can provide you with local guidance, mentorship and support for your participation in the annual scholarship program.

4T-3. **Recommended: Write a report on what your group has been doing**
Prepare a report with photos and example map about your Conservation Alliance activities, meetings and members and their needs and plans. Send it to your adoptive chapter and the SCGIS International Program. This is a great way to practice being a chapter, because a report like this will be an important part of your chapter proposal. See Appendix 5 for an example report template.

4T-4.**Required: Participate in the annual SCGIS International Scholarship Program**
The primary way for chapters to participate is by coordinating the scholarship program in your region, making announcements, answering questions, and reviewing and ranking all of the applications from your area. The International program does the final global review to select the final scholars and we try hard to make sure every chapter has at least one scholar selected, but it's not guaranteed, nor is having a scholar selected each year a formal requirement to maintain chapter status. What's required is for you to participate in coordinating and reviewing to the best of your ability each year. In addition to this required commitment, Chapters who have a member attending the annual conference can also provide volunteers to help with the Scholars Training, Scholar Logistics and SCGIS Conference volunteer duties. Helper participants are more common in US Domestic andCanada chapters where a driver's license is a useful resource, but nothing prevents helpers coming from other countries

Specific steps include;
1. Distribute the SCGIS scholarship announcement to your Alliance, Chapter members, Colleagues and Friends

2. Answer questions about the program and SCGIS from prospective applicants. When asked, provide advice and mentorship to help applicants who may be struggling with language or other issues.

3. Select from the pool of applications submitted to you, those you believe merit formal consideration for a scholarship. You may select by any means your group wishes to adopt, consensusand discussion, or scoringand ranking.   Provide a narrative evaluation of eachfinalist selected per the reviewer's guidelines. You may also provide the ranks and scores, but it's your narrative evaluation with your chapter's personal knowledge of the applicant, their local work, their local community activities, and their reputation that carries the most weight in the global review.

3. Submit your selected finalists to SCGIS International per the guidelines.
AND/OR
3. If you are applying to be a conference helper or a training support person in the Train-the-Trainer program, submit your availability and funding needs to SCGIS International

4 To initiate a chapter, you must be able to send someone *in person* to meet with the SCGIS board of directors (See section 4T-8 below)

5. Even if none of your candidates receives a scholarship, any Chapter members can still attend the SCGIS annual meeting on their own in an official capacity as chapter representative, and take advantage of the discounted passes.

4T-5.Required: Choose a form of government or leadership, and assign essential communications responsibilities

Decide how you want to run your chapter: simple cooperation, consensus, formal elections with aboard. If you don't intend to seek funding then you can govern yourself however you want. If you do intend to apply for foundation grants or SCGIS funding you'll need to adopt a more formal legal structure with official nonprofit status and formal financial reporting duties according to the laws of your country.

However you set it up, elect or select someone from your group to be an official *chapter* contact person, whose primary duty will be communications with SCGISand responding to requests for information, status and scholarship program work.   Elect or select someone to be an official *public* contact person for your chapter, whose primary duties will be to respond to public requests for information about your chapter, and distribute information and respond to questions about the SCGIS annual scholarship program.These two roles can be done by the same person if you wish. Contact information for the person/people responsible for these dutieswill need to be included in your charter/proposal to SCGIS.

4T-6.Required: Write and Submit aCharter describing and defining your proposed new Chapter.

Prepare a written charter document about your chapter and its plans (see Appendix 3 for an example). At a minimum, the charter needs to include:

1. **Chapter Name**, Definition and Mission Statement:
   - What will your new chapter be named?
   Chapter Location, Area or Region:
   - What area will your new chapter cover? At a minimum chapters are national, but they can also be regional or continental, covering more than one country. They can also be more local, specific to a city or a university. For neighboring countries with close friendly ties, a chapter can be national but include in its geographic definition support to SCGIS members and Conservation GIS users in neighboring countries, or close partnership with other SCGIS chapters in their region. Because of these different levels and types of chapters it's possible for chapter areas to overlap, depending on the type. For some conservationists, then, there may be a couple of different chapters to choose from, such as a student chapter emphasizing student activities, or a national chapter emphasizing professional activities. Scgis does not at present have universal memberships, if someone wants to belong to multiple chapters they would join each one.

2. **Mission Statement**: What is the overall goal and mission of your chapter? You can start with the overall mission of SCGIS and go from there, adding and modifying to fit the vision of your new chapter.

3. **Governance** and Contact Persons:
You will also need to describe your chapter's form of governance and list the current chapter leadership. You must also provide contact information for the person/people responsible for the mandatory communications responsibilities outlined above.   In general, SCGIS does not require any specific legal or organizational structure for your chapter. The only requirement is to bring members together and support their common interests within the spirit and mission of SCGIS. SCGIS leaves the legal structure up to your chapter.
The exception to this rule is if you intend to do fundraising or collect membership dues under the SCGIS name, or apply to SCGIS itself for chapter support funding. In these cases, it's required that your chapter receive legal status in your country appropriate for a non-profit organization, and you'll need to sign additional agreements specifying additional financial reporting requirements for your chapter. A

good way to approach this is to start out as a simple chapter to get going as a chapter, and let the legal non-profit status wait for a later stage.

4. **Conservation GIS Experience and Skills**: You must document the GIS experience and skills, and Conservation experience and skills, of the people you have designated in your proposed leadership roles. You can attach CV's or resume's of the relevant leadership, but be sure to include specifics as to the GIS training and education of each, current GIS skills, GIS project experience, Conservation background and Conservation work and achievements.

5. **Names and roles**, if any, of the 3 currently-active SCGIS members who are part of your chapter.

6. **Annual Chapter Meeting**, Annual Report and Chapter Renewal
    You'll be required to hold an annual meeting and send an annual chapter report email describing the meeting and formally requesting renewal of your chapter's status (see Appendix 5 for an example template). Your deadline date is based on when you first got your chapter status, unless you request to change it. While you are *not* required to submit a lengthy annual report, you are required to report on your meetings, your work in the scholarship program, and provide financial summaries for any dues or fundraising activities. This annual report may also be used to provide additional plans and description of anything you are willing to commit to in the upcoming year, to help SCGIS review and approve your request. For more detail on plans and activities see the following section.

7. **Formal Responsibilities**
The Chapter Charter/Proposal must include the list of formal responsibilities you agree to undertake. You'll need to start with the two formal duties SCGIS requires of all chapters: Responding in a timely manner to requests for information and status, and Participating in the annual scholarship program. In this list you'll provide the basic information about how you'll meet those responsibilities, how you'll distribute the scholarship information and select and review candidates.   You are free to add to those basic two if, for example, you intend to participate in the Train-the-Trainer program or offer training as a fundamental missionof your chapter.This list doesn't need to be highly detailed, it only needs to describe the basic information about the responsibilities and commitments your chapter is accepting. and
8: **Example additional Tasks** and Activities:
Once you have listed the formal duties you agree to, you can then create a second list of the specific tasks and activities you intend to carry out, including the following examples:

 1. Meet together virtually or in person every month or every quarter
 2. Create and register an organizational and/or legal structure for your organization in your country or state,even if no fundraising is planned
3. Organize your own Conservation GIS events for your region
 4. Volunteer for the annual SCGIS conference or other SCGIS International Events
5. Develop and share ideas, applications and discussions with the global SCGIS community
6. Encourage chapter members to become full SCGIS members, to the best of their abilities and financial means.
 7. Support all chapter members to have a certain minimum level of GIS expertise
 8. Submit additional reports, details of specific events or members.
 9. Regularly update your chapter page on scgis.org

  The beauty of listing additional tasks and activities as a separate "example" list is that you are not bound to them the same way you are bound to your responsibilities. Tasks and Activities can vary widely from year to year depending on your members interests and resources, so you'll want to be free to figure that out as you go along, drop activities that aren't working, add new ones as you learn how to be more effective.   The "Example Tasks" list is also the kind of information perfect for using to update

your page on the SCGIS website, and a perfect location to describe what you might HOPE to include in an annual report, as opposed to the minimal status information you 've already agreed to provide in your annual Chapter Renewal Request (Section 7)

Other information useful to include in the Examples section is a list of the current or founding members of the Chapter, especially if you'd like us to honor them in any way.   You can also describe the origins of your chapter, and how you all came together to talk about and write the charter itself. These are often very useful narratives in the decision to grant formal chapter status.

9. **Accept and Sign** your portion of the formal SCGIS Chapter Agreement
There is a formal standard SCGIS Chapter agreement giving you the right to call yourself a chapter, agreeing to uphold the SCGIS Bylaws, waiving financial liability and detailing your other rights and responsibilities. You will need to sign your section of this agreement and submit it to the board along with your proposal.

<mark>4T-7</mark>.GUIDELINES for Chapter Financial Activities andMembership Revenue

It is the privilege of a formal chapter to collect SCGIS membership dues or pursue fundraising in order to fund their activities.You'll need to have formal non-profit legal status according to your country's laws in order to do this. SCIGS will also require an annual income/expense statement on your funding work in order to renew your chapter status.

Any dues collected by the chapter under its own name, and in direct support of chapter activities, belong to the chapter and are not owed to or the fiscal responsibility of SCGIS International program. Members in this category are members of the local chapter ONLY, and do not have personal membership in SCGIS International beyond the annual resources granted by SCGIS International to the chapter as a whole. You are also required to have at least 3 members of your chapter maintain their own direct personal membership in SCGIS International in order to maintain chapter status.

A special provision called "cocal SCGIS Membership" is available to chapters whereby you can buy limited SCGIS International Memberships for any chapter dues-paying local members at greatly reduced rates of $5 per member. These are a special category of international memberships with certain limitations, but they will fully count towards your requirement to have 3 SCGIS International Members in your chapter.

Your annual report (as part of your chapter renewal request) should include a summary of these local financial activities, especially any of these local financial activities.

If the "SCGIS Internationalname and international reputation is used for fundraising then a percentage of funds raised must be submitted to the SCGIS board to help fund international and scholarship programs and bookkeeping costs. The specific percentage is set by SCGIS according to the needs of the chapter and the nature of the fundraising activity. As of 2016 this percentage is expected to range between 10% and 25%. Any additional financial terms and agreements shall be negotiated and approved by the SCGIS International Committee and SCGIS board prior to the initiation of activities, and the board has the right to refuse to serve in this capacity. Chapters in this category are expected to submit more thorough annual financial reports including complete contact information on their donorsand complete income and expense statements

SCGIS Chapters are also welcome to raise funds to support any of the SCGIS International programs, such as the Scholarship or Train-the-Trainer programs.

4T-8.Required: Submittal, ReviewandIn-Person presentationof your Chapter Proposal
Other than addressing the 4 minimum mandatory charter requirements you are free to write your proposed charter in whatever way you think best describes and promotes your local community of conservation GIS users, and supports the spirit and mission of SCGIS. Once completed, this proposed charter shall then be submitted to the SCGIS International Committee.

SCGIS requires a direct personal meeting with the board in order to render final approval for a chapter. In-person board meetings only happen at the annual conference. Therefore, you must arrange for at least one of your members to attend the annual conference as your chapter's representative for this meeting. Final questions about your proposal will be addressed prior to the board's vote on your proposal. To help facilitate the occurrence of this meeting, International chapters can utilize candidates selected for scholarships to represent the chapter in this meeting. You need to make sure your written chapter proposal is submitted at least 2 months prior to the summer program, to allow time for preliminary review.

You have some options in order to provide an in-person representative. You can succeed in having at least one of your candidate scholars, Train-the-Trainer candidates or teachers, or scholar program and conference helpers selected for the final program, or you can decide to attend yourself in person. Whoever attends in this capacity will formally represent your chapter to the board of directors, and their ability to talk about the chapter and their personal experiences with the local chapter will weigh heavily in the decision, so please make sure they are involved in chapter activities and familiar with the chapter and its plans.

Following the submission and presentation of your proposal, your chapter charter will be reviewed by the board for final approval. If approved you will receive the completedSCGIS Chapter agreement with both the Chapter's and SCGIS' representative's signatures. This will grant you chapter status and allow you to begin using the SCGIS name and logo for your organization.

4T-9. Recommended: Have a kickoff meeting for the founding of your new SCGIS chapter
 If your chapter is approved, we suggest holding a formal SCGIS Chapter kickoff meeting. SCGIS will support you with the "Chapter Starter Kit" containing documents, books and membership items. Following the meeting, your chapter representative will send a short report and photos.

1. **4T-10. Required: Ongoing Required Dutiesfor maintaining official SCGIS chapter status**Respond in a timely manner to SCGIS requests for status, information and scholar program work.
2. Submit an Annual Chapter Report (see example in Appendix 5) and Renewal Request (see example in Appendix 6) by the date you have committed to in your charter. Include an annual financial report if you have engaged in any fundraising or dues collection.
3. Hold a chapter meeting by whatever technical means is appropriate, at least once a year. To maintain chapter status, you must organize regular meetings of the chapter membership to discuss the chapter activities, plans, visions, strategies – in other words, everything that defines your identity as a chapter. Meetings can be in any format that is practical for your chapter. Face to face meetings are always the best option, but in situations where this is not possible other scenarios such as forum discussions, webcasts etc. are also acceptable as long as they serve the purpose of being together, communicating and evolving as a community and as a chapter.
4. Coordinate and review the Internal Scholarship program's applications.

4T-11. Recommended: Ongoing Recommended Activites for Chapters
5. Describe additional optional chapter activities in your Annual Report and on the SCGIS website,
6. Hold in-person meetings or virtual meetings more than annually, whenever the opportunity arises.

7. Mentor alliances and other newer chapters in your region or neighboring regions.

4T-12. Required: What happens if your Chapter fails its annual renewal

1. A Chapter may lose its status and be transitioned to Alliance status if it fails to fulfill any of the following annual chapter obligations:
   - No communications with SCGIS International in the prior year
   - Has not sent an annual report or met any of thestandard annual obligations, such as annual scholars program participation.
   - Failure to adhere to any of the other terms of the chapter's charter document

2. A Chapter which has been transitioned to Alliance status will be notified by email to all of the relevant contacts of record listed the chapter charter and most recent emails.

3. The Chapter will have 30 days to reply. They may appeal the decision and request to keep chapter status by providing explanations as to the circumstances of the prior year, as well as a plan for the upcoming year for how they will catch up with the missing obligations.

4. A final decision as to chapter status will be provided to the chapter after 30 days

5. Chapters which have lost their chapter status and were transitioned to Alliances may re-apply at any time by submitting a revised charter and fulfilling the other steps of Timeline Section 7 above.

6. Transition to Alliance statusalso means the substitution of Alliance benefits, resources, and SCGIS.org website presence in exchange for Chapter benefits, resources and SCGIS.org website presence.

Chapter Voluntary Suspension:

6. A Chapter may also voluntarily request to have their chapter status suspended any time they feel they will be unable to meet the minimum requirements for remaining a chapter. While suspended they may operate as an Alliance.

7. Chapters which have voluntarily suspended their chapter status may re-apply any time by submitting an annual renewal report describing the past year's activities that allowed them to regain the ability to meet their normal chapter obligations and laying out their plans for the upcoming year.

Need to plug in guidance materials here from the SCGIS finance and fundraising experts on campaigns, funding ideas, building membership

(See Section 4 under "Leadership" for an introduction to working with Donors)

Understanding Donors: What is an SCGIS Donor

An "**SCGIS Donor**" is an individual who meets the following requirement
  1. Donated funds (beyond memberships) to SCGIS for general or earmarked support of SCGIS programs

A donor *may* also have done any or all of the following, in addition to providing funding support
  2. Assigned a permanent program officer to work with and support SCGIS
  3. Agreed to an exclusive long-term commitment to SCGIS
  4. Required substantial annual to quarterly performance and financial reporting
  5. Required a position on the board of directors

While volunteers and their passionate commitment are the heart that drives SCGIS forward, events, training, travel and software typically require cash. Funding is what allows SCGIS to achieve a more comprehensive and professional level of service in many of its programs.   Part of its funding comes from membership dues, part from events like the conference and auction, but historically the majority of SCGIS funding comes from donors. Therefore it's important for any chapter to pay some attention to finding and working with donors. The standard advice on how to be successful with donors is fairly easy to find on the web and so will only be summarized here: Find a donor whose interests correspond with yours and devote the time needed to understand their mission and their priorities. Get to know the staff and program officers of a foundation, they are often the front lines of that foundation. Study what grants a foundation has already made to other, similar groups, and talk to them, if they'll allow you to, about their experiences.

Cost of Ownership

  Less common advice relates to the real costs of working with a donor, with private donors and with donors from the business community. These costs can be referred to as the "Cost of Ownership"."Cost of Ownership" treats the overall grant amount you might obtain from a donor only in relation to the time and effort it will cost you to obtain and maintain that donation. Increasingly, donors are seeking to have their grants serve as a means to professionalize or improve the performance of their grantees. What this means is that they are increasingly requiring a large amount of planning, monitoring and reporting from their grantees, with specific plans, specific goals and metrics, that you are required to meet. In actual experience for SCGIS what this meant was that an annual donation of $100k to support our international program was effectively cut in half because about $50k in staff time was required to meet all of the reporting goals specific to that donor. That was time that was not available to spend running the program itself. Unfortunately this situation is becoming more common, such that the only NGO's who can afford to obtain grants from these kinds of donor are those who can afford to keep a full-time donor relations staff, whose job it is to fulfill the donor reporting requirements.   This concept is called "Cost of Ownership" of a grant, in that it accounts for all of the costs required to obtain and maintain a donation in relation to the revenue the donation provides. When coupled with your initial time and effort needed to research, identify and apply to a donor, the cost of ownership concept may tell you that a $100k donation may only yield $20k of useable funding.   The power of cost of ownership is that it may help you determine that a smaller-scale $20k grant with minimal reporting requirements may be a better option for you than going after a huge $100k grant with extensive reporting requirements.

Exclusivity

When working with donors in the business community, and to a lesser extent with donors in the foundation community, exclusivity is highly prized. That is, if you are able to obtain your funding exclusively from one donor, it opens the door to a deeper and longer relationship than may be possible if you are going after multiple donors.   It also lays the groundwork for a long term relationship where the demands of reporting can become minimal as a relationship of trust is built up. In some rare cases, you may be so successful in carrying out a conservation technology mission that the donor will come to care about having you as their only grantee supported in that field. This outcome is more likely with business donors than with professional foundations. Exclusivity is not as strict as you might think, however.Grant-making, from most businesses, is often influenced or driven by their marketing concerns. In that case,exclusivity would only apply to their competitors. To a lesser extent this can be said of foundations too.All foundations want for their name and programs to be well known, because they are also often dependent upon outside sources or even family boards for their annual revenue. What this suggests is a strategy for multiple vendors that can be very powerful, and that is to combine donors from different sectors into a support team, where each of them benefits from the partnership and from each other. An example is to combine a business donor with a university donor, a private foundation, and a federal agency.   Rather than being competitors, such donors are often looking for opportunities to create public-private partnerships, or business-academic partnerships, so your ability to structure a partnership like that in support of the shared goals of conservation, collaboration and technology represented by SCGIS can be very powerful.

Program Officers

One thing to look for in larger donors is the right program officer. These are staff people of the foundation whose job it is to work directly with you, the grantee, in order to ensure that you are successful in carrying out your mission using the funds that the donor has provided. The right program officer can be an extremely important source of in-kind support to your chapter, able to help you plan and operate with utmost effectiveness. Sometimes program officers are experienced NGO or conservation professionals in their own right, and they can provide a lot of useful advice for you, as well as make the entire experience of working with that donor simpler and easier. In some cases program officers may even become part of SCGIS leadership, as when the Money Arenz family foundation allowed Bob Arenz to participate in SCGIS Board Meetings and Strategic Planning efforts.

How to Fundraise for Conservation GIS

(Chapter fundraising instructions need to be developed and for now are linked with the definition of SCGIS donors. Following from recent email, needs polishing, verifying, internationalizing, May possibly be a section in the chapter guidebook??)

There are growing resources, such as NTEN in the US, fordonors and funders who work withtechnology. NTEN used to sponsor a "tech funders" conference that had good information about how donors dealt with the growing technology needs of the nonprofit community and you could see in one place a long list of foundations who funded technology and what their interests were. More and more however the direction is to not treat tech separately but make those needs a standard part of any support to a nonprofit, at the same level as office expenses. Here is a good blog about that: http://www.minnesotanonprofits.org/nonprofit-resources/management-hr/information-technology/tips-for-funding-technology

The last point in the blog is one which the Conservation GIS support group can help with, "Spend less on software and equipment", through expertise, advice, grants of ArcGIS online accounts and access to ArcGIS amazon server instances, the ECP can let you begin to explore the whole "Software as a service" world where capital acquisition and maintenance costs for server technology are transformed from a large upfront expense

to a low monthly subscription. It has its plusses and minuses, which is why the ECP offer different ways for people to explore it for free.

Often overlooked is approaching manufacturers and vendors directly, whether or not they have an established nonprofit support program.   Conservation and Environment are becoming so important these days that you'll sometimes find you can get a receptive ear where you didn't expect to.

Hewlett-Packard and Dell have both been approachable directly in the past for conservation donations. Another option to consider when working directly with manufacturers is a loan. Donations by most manufacturers are either run by, or heavily involve, their marketing departments. The chance to showcase their latest, greatest technology is what makes the loan approach work so well. The secret no one will tell you, however, is if you do a good job providing a steady stream of great stories about your work to them and how much of a difference they make for you, they'll let you hang onto the loan until it's too old to be worth returning. This happens with groups we know more often than not.

In the States, local computer vendors like Best Buy will make you complete an application to the corporate office but the support of the local store manager is important so it's good to meet with them if you can.   Stores you don't normally think of for computers are also worth a try like Office Depot, Walmart and Costco. Walmart in particular is trying to improve its green image. Again, the local connection for their store manager is important. Most stores have a policy that a store only grants to local events or groups, endorsed by their employees.The above principles can be applied to large companies elsewhere.

Another way to lower costs is to build it yourself, opening up a whole new sector of component manufacturers you can approach for grants. We built our own server using heavily discounted parts from Intel, who are also quite approachable for conservation causes. We saved about 65% from what it would have cost new. Like Microsoft, Intel supports their employees to request or make donations for a favorite charity.

Online Vendors are also a possibility but you don't get the local connection so you want to look for vendors anxious to improve their green image by making a grant. Amazon has a new "Amazon Smile" program where you can register which allows any user to select you as a charity which then gives you about 0.5% of each of their purchases. We've done it with SCGIS yet we can't say yet how much you can expect to raise or if it opens doors to equipment funding as it's a new program.

Fraternal and service societies with strong roots in the local community are almost always worth a look, Some heard of good luck with them sponsoring all kinds of requests but you want to be prepared to first try to find a member of that group interested in what you do, and help you make a short presentation at a meeting.

Finally, plain old businesses who have heavy IT requirements should also be approached if you are willing to accept a used machine. A top-of-the line server machine from a few years ago might be a candidate if that business is looking to upgrade, and it may still have enough capability to fill your needs for at least a few more years. This is the basis for the ECP hardware grant program to SCGIS each year and it's been highly successful. A good way to approach this is to get your minimum specs together and research what the popular makes and models were 5 years ago. If you get a good relationship going with that local firm, they are sometimes willing to help you by putting in an upgraded drive or ram as part of their gift especially if they can get a tax deduction for it.   Be forewarned however that many businesses depreciate their IT equipment through various means so by the time they are ready to donate it may have no deduction value, rather the value to them is the goodwill and publicity.

A good strategy, regardless of who you approach, is to look for groups or firms anxious to enhance their conservation reputation in your local community.

Contact for Conservation GIS Alliances:
SCGIS International Committee:
Mail: Sasha Yumakaev, esri, 380 New York St, Redlands, CA, 92373
email: international@scgis.org backup email: syumakaev@esri.com

Contact for Formal Chapters, International:
SCGIS International Committee:
Mail: Sasha Yumakaev, esri, 380 New York St, Redlands, CA, 92373
email: international@scgis.org backup email: syumakaev@esri.com

Contact for USA Domestic Chapters:

Contact for SCGIS Annual International Conference: conference@scgis.org

Contact for SCGIS Board of Directors: board@scgis.org

Navigating the SCGIS.org website www.scgis.org

  Scgis.org has includes both free/public pages such as our conferences and news, and members-only pages such as projects, profiles, and enhanced conference and listserver content. When you join Scgis at any level, including student and local memberships, you'll get your login information needed to access the site. Anyone with current valid membership can sign in on the main page and from there your landing page will let you access and manage your postings and blogs. There is a new file manager utility where you can manage at one location all of the project documents, photos and other files you have uploaded and shared. At present this is limited to 2gb of content since it is a very new capability.
  There are 6 major sections on scgis.org:
- Membership is where you can join for the first time, check your membership status, access info about other members, start and share in ongoing member projects, and find information about international scholars and the annual scholarship program
 - Conference is where you can read about and register for the upcoming international conference, generally starting each January. You can also find out about other SCGIS conferences in other locations. Finally, members can access prior conference photos, videos, and since 2013, proceedings with full conference presentations from authors who agreed to allow SCGIS access
  - Discussions is where you can initiate and share blog postings with screenshots and other enhanced content. You will also be able to see and respond to all of the postings from the free SCGIS listserver but remember that the free listserver does not support enhanced content so anything you post in response to listserver questions or discussions will not have attachments visible like they will be to other SCGIS members in the discussion area.
 - Chapters is the new section devoted to chapters and alliances, where they will directly post news, photos and information about their events and upcoming activities.
 - Jobs is the job posting area
 - News and Events is for past and upcoming SCGIS events.
TBD INSTRUCTIONS: - how to post info, photos and videos as a member,
 - how to post as a Chapter,
 - who to contact if problems
 - list of existing Chapter online resources, other websites, and facebook pages

Navigating the SCGIS section of www.conservationgis.org

   Conservationgis is the SCGIS companion site operated by the scgis international committee. This companion site exists because it provides important supplementary capabilities not currently available on scgis.org including video hosting, embedded GIS, webmap, and storymap hosting, rapid image and news posting from real time events, and prior conference archives. It's a good idea to always check this site since SCGIS International news often shows up here first. The main URL is www.conservationgis.org/aasocietyscg.html and from that main page you can go directly to any past or present SCGIS conference to see photos, videos, scholar program content, and proceedings. This page also includes group photos, many of them individually labeled, going back to the earliest years of SCGIS.

Navigating the SCGIS Committees (TBD)

An outline of the SCGIS Committee structure
  - List, mission statement, and contact for each committee
  - Where to find the committees on SCGIS.org
  - Expanded section on the SCGIS International Committee,
List and contacts for all of the committee members, including their areas of specialization re international such as scholarship program, train-the-trainer, fundraising, etc.

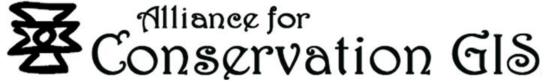*SCGIS Conference Committee: Conference@scgis.org*

Appendix 1 "SCGIS Template Alliance Agreement"

LOGO as FONT VERSION:

LOGO as IMAGE VERSION

Conservation GIS AllianceAGREEMENT
An agreement between the Society for Conservation GIS and:
__Bay Area Open Space Consortium_____ (name of the alliance)
At permanent mailing address: _____
permanent email address:_____

Description and Mission of the Alliance:
The "Bay Area Open Space Consortium" was formed to provide GIS knowledge and technology sharing to the environmental community of the San Francisco Bay Area, Calif. Our mission is to assist our members in learning about GIS methods and Conservation Methods via monthly meetings and an annual hack-a-thon.Membership in the alliance is open to anyone practicing Conservation and GIS.

Financial Relationships:
The "Bay Area Open Space Consortium" agrees to provide $2 per year to SCGIS International for every current dues-paying member of our alliance, to be paid as a check made out to "SCGIS" in January of each year, and mailed to XXXXXX, XXXXXXXXXX, XXXXXXXXXX

Permissions:
The Society is hereby permitted to use the above Alliance name and description, and news and photographs of Alliance events and work , as may be submitted, on SCGIS websites.

The Alliance is hereby permitted to use the names "Conservation GIS Alliance" "CGA" and the CGA logo shown above as part of the Alliances name and in connection with all of its activities, subject to the terms and conditions of this Agreement, SCGIS bylaws, and applicable state and federal law.

  You are permitted to use the "SCGIS" name and logo in one and only one setting, the following phrase which you may include in your alliance publications and web pages:

     (name of your alliance) is an independent organization   "affiliated with the Society for Conservation GIS". You may not alter the phrasing in quotes or provide any other descriptions of your relationship with SCGIS without prior written approval from SCGIS.

  If you have a website or other online presence, you are also permitted within that website to include links to the SCGIS website, www.scgis.org, and use the SCGIS weblink logo and the term "SCGIS Website".

   Other than the previous 2 uses of the SCGIS name, the Alliance may not use the names "SCGIS" or "Society for Conservation GIS" or the SCGIS main logo in your group's name or activities without specific writtenpermission from SCGIS for each specific proposed use.

This agreement shall remain in force until revoked in writing via email or surface mail to the contact address given above.
DATE SIGNED:_____

_____   _____
FOR SCGIS   FOR ALLIANCE
nameand title   name and title

SCGIS Chapter Compared to a Conservation GIS Alliance group

CGA Alliance Benefits (See Section 3)
  Able to use an SCGIS-owned "Conservation GIS Alliance" term and cga logo
  Able to use SCGIS weblink logos, names and links by petition
1 SCGIS conference 30% discount pass
  1 complimentary ArcGIS 1-year online subscription
Alliance Access to SCGIS Website
  No financial contracts, legal agreements or mandatory annual reporting
  No obligations for board or committee duties
  At least one person must be a member of SCGIS International
  Members pay dues directly to SCGIS International

Chapter Benefits (See Section 4)
 Blanket permission to use "SCGIS Chapter" term and scgistitle andlogo within the chapter guidelines
3conference 30% discount passes
  Free GIS resources for participants (Books, Desktop Software and Online Resources)
Dedicated section on SCGIS Website
  Access to annual scholarship program
  Members pay dues to the local chapter

Description and Mission: The Argentina Chapter of the Society for Conservation GIS (AR SCGIS) will be the official representative of SCGIS in Argentina, and will support SCGIS members in the neighboring countries of Uruguay, Paraguay and Bolivia, and the neighboring continent of Antarctica.

AR SCGIS works to build community, provide knowledge, and support individuals using Geographic Information Systems (GIS) and science for the conservation of endangered species, endangered agricultural resources, native forests and inidigenous people's lands and resources. The AR SCGIS assists conservationists in the Southern Latin American region in using GIS through communication, networking, scholarships, education, and training. Our members include two certified Scgis TTT Trainers. Our membership is open to any individual using GIS software tools to achieve conservation and indigenous rights goals.

Organization and Contacts: The AR SCGIS will be governed as a council of advisors under the leadership of Carlos Santayana, a certified SCGIS Trainer, who will serve as our first president. We will making decisions by discussion and consensus of the council, after soliciting feedback from all of our current members, assisted by a volunteer coordinator. It will not be a formally registered state organization. Our current membership coordinator is Silvia Rodriguez, Conservation International, 011-23-456789, srodriguez@ci.org.   Our SCGIS Chapter Contact Person is our President, Carlos Santayana, University de la Plata, 011-23-456789, csantayana@udlplata.edu.   Our Public Contact person is also Silvia Rodriguez.

Formal Responsibilities: As a chapter we agree to the following responsibilities
        Post at least one report per year on Chapter activities to the SCGIS.org website, and which shall include the annual Chapter Renewal request.
        Help to establish a student chapter at University de la Plata
        Participate in the Annual Scholars Selection under the leadership of the SCGIS Latin America Chapter.
        Provide formal SCGIS Training Support in California to the annual Scholarship Program
        Begin a Spanish translation of the existing SCGIS Scholars annual training curriculum.

Example Chapter Tasks and Activities to be undertaken:
        Provide networking opportunities for GIS professionals working on conservation projects or in conservation organizations throughout the southern Latin American region.
        Organize the first ever Southern Latin American Region Conservation GIS Conference
        Coordinate with the Latin American SCGIS Chapter to suggest and support continental conservation GIS initiatives
        Reach out to SCGIS members and Conservation users in Chile to help them start their own national chapter.
        Provide inexpensive or free GIS assistance to conservation organizations that have limited funding.
        Host short talks and workshops in Spanish on topics of practical use to local GIS folks.

Agreement:
   We, the undersigned, agree to the terms and responsibilities of this chapter charter, andaccept the terms and conditionsof the SCGIS Chapter Agreement, Bylaws and Members Pledge (attached)

_____   _____
nameand title   name and title

Descriptionand Mission: The Arizona Chapter of the Society for Conservation GIS (AZ SCGIS) will be the official representative of SCGIS in the State of Arizona, and will support SCGIS members in the neighboring states of New Mexico and Arizona.

AZ SCGIS works to build community, provide knowledge, and support individuals using Geographic Information Systems (GIS) and science for the conservation of natural resources and cultural heritage. The AZ SCGIS assists conservationists in the Arizona region in using GIS through communication, networking, scholarships, education, and training. Membership is open to any individual seeking assistance in the achievement of personal or organizational conservation goals.

Organization and Contacts: The AZ SCGIS will be governed as cooperating volunteers, making decisions by discussion and consensus, assisted by a volunteer coordinator. It will not be a formally registered state organization. Our current coordinator is Pat Begay, Navajo Roads Authority, 789-123-4589, pbegay@nte.org.   Our SCGIS Chapter Contact Person is Jill Roberts, University of Arizona, 789-123-4567, jroberts@uaz.edu.   Our Public Contact person is also Jill Roberts.

Formal Responsibilities: As a chapter we agree to the following responsibilities
Post at least one report per year on Chapter activities to the SCGIS.org website, and which shall include the annual Chapter Renewal request.
     Help to establish a student chapter at University of Arizona
   Provide volunteer support to any annual SCGIS conference that takes place in the western US.

Example Chapter Tasks and Activities to be undertaken:
     Provide networking opportunities for GIS professionals working on conservation projects or in conservation organizations.
     Bring expertise to conservation organizations from GIS professionals.
     Provide inexpensive or free GIS assistance to conservation organizations that have limited funding.
     Provide data verification support.
     Host short talks and workshops on topics of practical use.
     Provide mechanisms for data collection (citizen data collection).
     Have a presence at AGIC conferences (papers, posters, info table), SCGIS conference, ESRI conference, and conservation forums.
     Work on projects with conservation or government agencies.
     Assist conservation projects
     Recruit volunteers to do work on the ground for conservation orgs.
     Contribute GIS skills
     Provide time and programming experience

Agreement:
   We, the undersigned, agree to the terms and responsibilities of this chapter charter, andaccept the terms and conditionsof the SCGIS Chapter Agreement, Bylaws and Members Pledge (attached)

_____   _____
nameand title   name and title

CHAPTER CHARTER
An agreement between the Society for Conservation GIS and
_____ (name of chapter)

Permissions:
The Chapter is hereby approved to use the chapter name described above, and permitted to use the names "Society for Conservation GIS" "SCGIS" and the SCGIS logo as part of the Chapter's name and in connection with Chapter's activities outlined under this Agreement, subject to the terms and conditions of this Agreement, the attached Chapter Charter, and the SCGIS bylaws and mission.

SCGIS Mission: "We, the undersigned, agree To serve as a professional organization for conservation Geographical Information System (GIS) users, providing for communication, collaboration, and data exchange between members; creating and maintaining standards for performance and competency in conservation GIS work; providing a network of peer reviewers; assuring public access to public data; and arranging for regular meetings and conferences for members; assisting members in obtaining GIS equipment, software and services; assisting members in attending meetings and conferences."

ChapterContactsand Governance:
   The attached chapter charter must designate an "SCGIScontact" who will take responsibility for communication with SCGIS International including status reports and annual chapter renewals. The charter must also designate a "public contact" who will take responsibility for public and member questions and publicizing chapter activities, and agrees to have their contact information posted on the SCGIS.org website. Finally, the chapter charter must describe its form of governance and provide the names and contact information for the people involved in running the chapter. Said person(s) will be considered by SCGIS International to be responsible for the chapter and it's activities. If your chapter intends to undertake fiscal activities such as fundraising or collecting dues, then your charter must include a description and supporting details of your chapter's legal status as a non-profit organization according to local laws and regulations.

Dues:
You are allowed to collect dues as outlined above, but as a volunteer society, it is required that dues collected go directly to support scholarships and programs such as training workshops or office expenses. SCGIS dues collected are NOT permitted to be used to pay for members time, officers contributions or any other form of compensation. Any dues collected and expenses paid for with your dues will need to be documented in your annual report to SCGIS International.

Membership:
Membership in chapters is open to anyone practicing Conservation and GIS, willing to abide by the bylaws of SCGIS, the SCGIS Members Pledge, and the Chapter Charter.
DATE SIGNED:_____

_____   _____
FOR SCGIS   FOR CHAPTER
nameand title   name and title

1. Chapter name and current address,
Report Prepared by_____: Date Submitted_____

2. Key Contacts: current address of designated SCGIS contact person, designated Public contact person, designated leadership, and any other relevantchapter leaders or officers

3. CURRENT CHAPTER MEMBERSHIP:

Estimated number of Members: _____Estimated number of Volunteers: _____
Number of Chapter-duespaying members_____   Total amount of dues collected:_____
Number of "Scgis Local" Memberships purchased past year_____

4. Chapter Financial Report (If Financial Activities were undertaken)
   Summary of fundraising activitiesand names of donors approached.
Summary of revenue broken down by category ie.dues, donations, campaigns
Summary of expenses broken down by category ie.meetings, workshops, scholarships

5. CHAPTER ACTIVITY REPORT, for the prior year:

Events, TrainingsandMeeting(s): Date, summary description, who led it, how many attended.
Scholarship Program Participationand: Dates, names of who did the work, how many applicants were reviewed, what applicants were selected

Proposed activities and events for the coming year:

(Please email or attach any photos and any news articles from last 12 months with this report)

Please submit your report to the following:
if digital/online: Email to @@@   and upload to scgis.org per the following directions
if hardcopy, mail to @@@@

Society for Conservation GIS

Chapter name _____

Current Chapter address, _____

Current Chapter email address, _____

Request Prepared by: _____: Date Submitted_____

Date of Last Annual Meeting: _____

We, the undersigned leaders of the XXXXXXXXX SCGIS Chapter, herby formally request renewal of our chapters status for the term of XX/XX/20XX to XX/XX/20XX

We commit to provide our next annual report and renewal request on date: XX/XX/20XX

OPTIONAL: We ask you to consider the following information in reviewing our request for renewal:

CURRENT CHAPTER MEMBERSHIP:

Estimated number of Members: _____

Estimated number of Volunteers: _____

HIGHLIGHTS OF OUR LAST ANNUAL MEETING:

HIGHLIGHTS OF CURRENT CHAPTER and MEMBER ACTIVITIES

SIGNED

_____   _____   _____