



Date: December 15, 2009

To: Chapter Presidents and Treasurers

From: Sharon Richmond, Director RCDC
John Lord, Executive Director

RE: Annual Chapter Renewal Due February 1, 2010

We hope this note finds your chapter thriving, and preparing for an active, successful year in 2010. It is time to renew your APTi (APT International) Chapter Affiliation Agreement for the coming year. This year, the APTi Chapter Affiliation Agreement is **due on February 1, 2010**. All supporting documents must be submitted by February 28, 2010, at the latest. Please inform your Chapter Board members of these deadlines at once, so they can ensure your chapter meets them.

A MESSAGE TO YOU

APTi has gone through a difficult year in 2009, along with many other organizations. We appreciate the mutual support and partnership that we have with you, our affiliated chapters, and we want to say a special "Thank You!" to all the Chapter Leaders who attended our Leadership meeting at the August APTi Conference, and helped us sort through some challenging issues in preparing our organization to operating more sustainably in 2010. We also want to say "Welcome!" to all the new Chapter Leaders. We hope your leadership tenure will advance your skills and career success while you help build your chapter's success.

If you've received this packet but are no longer the leader of your chapter, it means APTi has the wrong contact information for your chapters' Officers. Please reply at once and let us know with whom we should be corresponding.

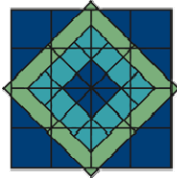
IMPORTANT CHANGES

For your convenience, we've attached a copy of the **2010 Chapter Formation and Operations Guide** (CFOG). Please review this document in full. **One VERY IMPORTANT CHANGE to note is that all Chapter members must now belong to APTi, at least at the new Chapter Affiliate Membership level.** You will also find some new supporting documents in this packet (repeats of those emailed to you last week), including:

- **A HOW-TO GUIDE for implementing these new dues requirements**
- **A FAQ (Frequently Asked Questions list) regarding this change**

ACTIONS REQUIRED

After reviewing the CFOG guidelines, and completing all the necessary documents, please sign and date the attached Affiliate Chapter Agreement and return it along with your other reporting documents. This year, your chapter should also submit a check covering the \$15 per member fee for each of your chapter members who are NOT APTi professional members as of December 31, 2009.



APT_i
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The check list of items you must include in your 2010 Chapter Renewal follows. If your chapter is no longer active or does not wish to maintain its APTi affiliation, please contact RCDC Chair, Sharon Richmond, at sharonrichmond1@gmail.com and APTi Executive Director, John Lord, at info@aptinternational.org as soon as possible. We do not want to lose you, but if you must go, we'd like to make sure you are fully aware of the legal, operating, and tax implications for your chapter..

NOTE: If your 2010 Chapter Renewal packet is not complete by February 28, 2010, your Chapter's affiliation with APTi will be ended.

2010 Annual Chapter Renewal Checklist:

- _____ 1. Signed *APTi Affiliate Chapter Agreement* as mentioned
- _____ 2. **Attachment A:** Lists of your Chapter Officers, Board Members or Steering Committee members for both 2009 and 2010, with current contact information (telephone # and email address), and an estimate of the monthly hours each person spends on Chapter business (required by IRS). *NOTE: your President and Treasurer must both be current APTi members.* Please provide in **Excel format.**
- _____ 3. **Attachment B:** Annual APTi Chapter Financial Report, all fields completed. Any outstanding debits as of the end of 2009 must be listed on a separate document detailing the amount, the party involved and what the payment is for. **Excel format.**
- _____ 4. **Attachment C:** APTi Chapter Membership Structure Form
- _____ 5. **Attachment D:** Roster of chapter members (incl. email and phone#) paid-in-full as of December 31, 2009. Please indicate whether each is an APTi Professional member (on 12/31) or whether they will become a Chapter Affiliate member on 1/1/10. *Note: As in the past, your chapter will still need at least five full APTi members to qualify as an Affiliated Chapter.* Please provide in **Excel format.**
- _____ 6. **Attachment E:** List of all 2009 programs offered and meetings held, including dates, program titles, meeting descriptions, and speaker names.
- _____ 7. **Attachment F:** 2009 Board Meeting agendas and official minutes.
- _____ 8. **Attachment G:** Copies of Chapter Bylaws, or if full copies were provided last year, copies of any revisions approved during 2009.
- _____ 9. **Attachment H:** Copies of all bank statements and account statements for each account owned by your Chapter. These are required by the IRS, as all Chapters' financial transactions are included in our tax filings as a 501(c)3 organization.
- _____ 10. **Attachment I (Optional):** Any additional information about your chapter you'd like to include, especially any best practices to share with other chapters.



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HERE TO HELP, WE ARE!

Please submit your *APTi Affiliate Chapter Agreement*, signed by both President and Treasurer of record, along with all attachments by February 1, 2010, via email to jlord@aptinternational.org, with a cc: to sharonrichmond1@gmail.com. The final deadline for receipt of all Attachments is February 28, 2010. After this date, we will assume that your chapter wishes to end its APTi affiliation. *Please contact your Regional Chair, the RCDC Change Team members, or the APTi office if you have any challenges in completing these forms.*

We truly value our relationship with your chapter and want to keep you as part of our international type community. Together we are better at fulfilling our mission statement! As always, if you have any questions or comments, we are here to support you (APTi executive office: 301-634-7451).

Thank you!

P. S. As a good business practice, please also remind your whole leadership team to review the CPP, Inc., Trademark Guidelines, attached. As an APTi affiliated chapter, we want you to be both aware of and in compliance with CPP's trademark use requirements. This applies to both printed chapter material, and web-based use of CPP's marks.