



COLLEGIATE

College is Cool University NAFME Chapter

Recruiting: a year-round process

- Think outside the box! – Do something that has never been done before.
 - Buy in. “Why should I join” have a plan for the year. “What does future success look like”
- Pass out popsicles & meeting invitation at band camp.
- Attend a freshman class meeting and give invitations
- Student organizations fair
- Network with local high school music educators. Have an informational meeting. “A Day in the Life of a Music Ed. Major”
- Have a presence at prospective music major day/audition. Flyers, lounge for parents (collect student contact information from parents), half sheet “5 tips to have a better audition”
- Talk to your professor about making membership and meeting attendance mandatory for Music Ed classes
- Mixer with other music organizations on campus – PMA, SAI, ACDA, etc.
- Incentivize membership in some way. Top fundraiser gets free dues next year.

The first meeting: only 1/3 of the people you invite will come

- Introduction of officers
- Introduction of faculty advisor and chair of the music department
- Outline for the year
- BRIEF business meeting
- Fun activity – capture the flag on the quad, board games, dance party in the band room
 - Do something other than make music.
- Everyone goes out for dinner together after

Professional Development: Forming your personal PLC: “MUED Talks”

- Fall PD Day – invite local teachers and students from close universities to attend, faculty members from all attending universities to speak, invite local district arts supervisor or NAFME National President to be Keynote speaker, host a networking lunch, provide certificates of professional development recognition for all attendees.
- Spring Teacher Licensure Exam Prep Day – invite students from close universities to attend, everyone takes a practice Teacher Licensure Exam in the morning, after lunch once scores are tallied, attendees break off into groups with faculty members (choir/band directors, music ed. faculty, etc.) to work on content they missed.
- NAFME Academy – 20 minutes of each chapter meeting should be professional development.
- Music organization PD mixer – Invite super star teacher to talk about a topic that is relevant to all music educators: professionalism, classroom management, business tip for music educators, applying and interviewing for jobs, etc. invite PMA, SAI, ACDA, Etc.
- Attending MEA conference
- Sending president/president elect to NAFME’s Collegiate Advocacy Summit

Communication: Connections, Connections, Connections.

- ALWAYS collect contact information: name, email, cell number, major etc. and keep a running list.
- Use free platform for communications: ConstantContact, Remind, Social Media, etc.

- Communicate often, but don't be annoying.
- Communicate with alumni for fundraising purposes.

Fundraising:

- What is our goal? Why are we fundraising?
 - Donations
 - Professional Development
 - Banquet
- Know where the money is going.
 - 75% to the chapter
 - 10% to a local music teacher
 - 10% to a music department scholarship program
 - 5% to the Give A Note Foundation

Semester Budget: (based on 20 members)

Income	Income \$	Start up	Start up \$	Payment	Payment \$	Chapter \$
Fall Dues - \$20/member	\$400	NA	NA	NA	NA	\$400
Fall Online Fundraiser – \$100/member	\$2,000	10% to platform	\$200	Donations	\$450	\$1,350
Fall in-person fundraiser	\$1,500	Supplies	\$250	Donations	\$312.50	\$937.5
Concert fundraiser – cash donations	\$500	NA	NA	Donations	\$125	\$375
Fall PD Day - \$5/attendee	\$500	Supplies	\$250	Donations	\$62.50	\$187.50
Totals	\$4,900		\$700		\$950	\$3,250

Chapter Expenses:

\$6,500

Registrations at conference	\$1,000
Hotel Rooms	\$1,500
Gas money	\$250
NAfME CAS	\$1,500
End of year banquet	\$2,000
Remainder	\$250

Leadership structure: Elections occur at the end of spring semester.

- Freshman: Members only (observing the organization)
- Sophomores: Officer-Elect (observing and providing support for officers)
- Juniors: Officers (running the organization in conjunction with the chapter advisor)
- Seniors: Officer emeritus (provide support and institutional knowledge for officers)

Community Outreach:

- Volunteering at your local All-County, Regional, All-State, State Conference, etc.
- Volunteer to host sectionals at the local high school before concert assessment.

Calendar of Events:

Event	Timing
Band Camp Recruiting	Before Semester Starts
Freshman Class Recruiting	First week of class
Student Organization Fair	First week of class
First Chapter Meeting	Second week of class
Second Chapter Meeting	1st Tuesday of September
Online Fundraiser	Mid-September
Third Chapter Meeting	1 st Tuesday of October
In-Person Fundraiser	Late-October
Fourth Chapter Meeting	1 st Tuesday in November
Fall PD Day	Early November
Fifth Chapter Meeting	1 st Tuesday of December
Concert Fundraiser	Band/Choir/Orchestra Winter Concert
Winter Break	Winter Break
Sixth Chapter Meeting	Tuesday of the 2 nd week of school
Spring In-Person Fundraiser	Mid January
“A Day in the Lift of a Music Ed. Major”	Late January
Seventh Chapter Meeting	1 st Tuesday in February
Lead sectionals at local high school	Mid-February
Apply for NAFME’s Chapter of the Year Award	Late February
Spring Teacher Licensure Exam Prep Day	Late February
Eighth Chapter Meeting	1 st Tuesday of March
Music In Our Schools Month initiative	March
Music Organization PD Mixer	Mid-March
Ninth Chapter Meeting & Officer Nominations	1 st Tuesday of April
Online Fundraiser	Early April
Attend/Volunteer at MEA Conference	April
Tenth Chapter Meeting & Officer Elections	Early May
Chapter Banquet	Friday before Finals Week
Summer Break	Summer Break
NAfME Collegiate Advocacy Summit	Late June