

I²SL Chapter Resources



Chapter Event Best Practices Make Perfect Chapter Events

Dear I²SL Chapter Officers,

You know the old saying: “Practice makes perfect.” When planning your chapter events, take advantage of the wealth of resources provided by I²SL HQ and your fellow chapter officers on the [Chapter Resources page](#) to refresh your memory on ways to promote, plan, and execute your event. Below are a few good practices to remember before planning your next chapter event:

Promotion

- Add info@i2sl.org to your chapter’s mailing lists to ensure I²SL HQ can receive any chapter news or updates and help promote them on the website.

Chapter Anniversary

Congratulations to the Arizona Chapter on their three-year anniversary!

- Check in with I²SL HQ for an updated chapter mailing list to ensure you are sending promotion to the most up-to-date list. I²SL recommends sending two promotional emails, one a month in advance if possible and another closer to the event’s date, to prevent overwhelming contacts with emails.
- Post information about your chapter’s event to I²SL HQ’s [Facebook](#), [Twitter](#), or [LinkedIn page](#) to spread the word to the I²SL community.

Reporting

- Track any sponsorships or event registrations using the [chapter payment form template](#). Alternately, if you use a direct deposit system (e.g., Square or EventBrite), you are required to send I²SL HQ the system’s payment reports in order to properly allocate funds and reconcile the chapter’s account.
- After the event, complete the [chapter event report form](#) to provide I²SL HQ with an attendee list, any continuing education credit report requests, outstanding payments to be paid from the chapter’s account, reimbursements, or other wrap-up items. Please feel free to provide the requested information in alternative ways such as:
 - Scanning and submitting a [hardcopy attendance sheet](#)
 - Scanning and submitting copies of receipts and invoices, noting if any need to be paid or reimbursed

For more information and resources to successfully complete your chapter's events throughout the year, please visit the [Chapter Resources page](#). As always, please feel free to let us know if you have any questions, concerns, or ideas – especially any lessons learned from your own events!

Thank you for your continued support of I²SL!

[Crystal Jones-Arnold](#) and [Erin Pittorino](#)

I²SL Chapter Coordinators

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