

BRANCH

A chapter can elect to support a branch. A branch operates under the financial umbrella / budget of the chapter.

Purpose:

To provide outreach and resource information on AD/HD and to create and support informational, educational forums and support groups on a regular ongoing basis for the community.

A. Critical Elements (Required)

1. **A Branch Coordinator signs a Conflict of Interest Form** and is sent to the National Office to the Director of Membership & Chapter Services. This is to be updated each time there is a change in Coordinator. All Branch Board of Directors and Professional Advisory Board sign a conflict of interest form and it stays on file with the Branch Coordinator.
2. **Branch Coordinator signs a Branch Agreement**, and it is sent to the National Office to the Director of Membership & Chapter Services at the formation of the Branch and each time there is a change in Coordinator. The agreement will include a clause that the Coordinator has read and understands:
 - a. **The Corporate Gift Policy**
 - b. **Advertising policy**
 - c. **Media spokesperson policy**
3. Branch **shall use a sign-in sheet with disclaimer** at each chapter meeting or support group. (The meetings and support groups are not to be considered therapy or treatment of any kind). See 2-10 of the Coordinators Manual
4. **Branch must demonstrate a means of communicating. As follows:**
 - The Branch can use the phone / voice mail or answering machine of the chapter or have a separate line. If there is a separate line it should be published (requirement may be met by publishing on the Branch Information Page of the CHADD national website.)
 - **Branch shall have access to a computer and email.**
 - Set up a **Branch Information Page** on the CHADD National website.
5. **No financial reporting to National CHADD is done by the branch**, however, all receipts and request for reimbursements, donations and fundraising collections are submitted to the chapter.
6. **Branch shall maintain a database of its members.**
7. **Branch shall demonstrate programming meets CHADD's mission and lifespan issues.** This can be accomplished by posting program offerings on the Branch Information Page on the CHADD National website.
8. **Branch Coordinator shall be elected by its members annually** (6/30 of each fiscal year) by the membership and be a member in good standing. Results posted to the local membership by 7/31 and the National Office to the Director of Membership and Chapter Services by September 30th of each year. (This requirement can be met by posting results on the Branch Information Page of the CHADD National website)