



THE UNITED STATES JUNIOR CHAMBER®

# GREEN CHIP PROGRAM

## Tips and Suggestions

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Revised 9/01

The following tips and suggestions have been written to facilitate the Green Chip process. The Green Chip Program is a 90-day activation tool for newly chartered chapters. Projects and programs listed here are suggestions that can be utilized to fulfill the different Green Chip requirements. **A chapter that is assisting a newly affiliated chapter is recommended to participate in the training program “30 Checks, What’s Next” prior to starting the Green Chip program.** This program can be obtained from the National Service Center by calling 800.JAYCEES or [customerservice@usjaycees.org](mailto:customerservice@usjaycees.org).

### GREEN CHIP - FIRST-MONTH REQUIREMENTS

#### 1. **Submit a chapter roster**

Once the charter has been submitted, it is a good idea to consolidate into one document a listing of all chapter members with their addresses, phone numbers, e-mail addresses, and so on. This roster should be distributed to the entire membership of the new chapter.

#### 2. **Set a meeting date/set date, time, and location of next meeting**

Once a minimum of 20 members have been secured and the charter has been submitted, a meeting of the new chapter should be held to organize the chapter. At this meeting, a brief overview of the Junior Chamber should be done and a meeting date for the next membership meeting should be selected. A New Member Orientation should be scheduled for the first month as well.

#### 3. **Conduct a New Member Orientation/conduct a membership survey/collect a list of prospective members**

At the New Member Orientation, a number of things should be done. Orientation programs are available through the National Service Center. These programs can be run to orient the new members to the Junior Chamber and its role in the community. Additionally at this meeting, a membership survey should be done to identify member interests and ideas and a list of prospective members collected in order to bring new ideas and new members into the chapter.

#### 4. **Recruit a minimum of 1 (one) new member.**

To increase the chances of the new chapter’s success, new members should be added to the chapter roster from the beginning of its existence. This helps to spread the membership of the chapter over time and when the charter renewal date comes up in a year, even if members are lost for one reason or another, there is still sufficient membership to maintain the chapter charter.

#### 5. **Establish Community Area of Opportunity, Individual Area of Opportunity, and Management Area of Opportunity committees with chairpeople utilizing all chapter members and set dates for meetings of each committee**

At the first meeting of the chapter members, committees should be formed to begin planning projects in the Community, Individual, and Management Areas of Opportunity. These committees can serve as project committees for the first few projects the chapter runs. Once committees have been determined, set dates for committee meetings in the second month.

### GREEN CHIP — SECOND-MONTH REQUIREMENTS

#### 1. **Conduct a general membership meeting/develop a chapter call list for committee chairpersons**

At the first membership meeting of the new chapter, discussion of project ideas should take place and committee chairpersons should take responsibility to call a portion of the chapter roster regularly to keep members informed of activity in the new chapter.

#### 2. **Conduct Community, Individual, and Management Area of Opportunity committee meetings**

Each programming committee should begin to meet as often as necessary to begin planning chapter projects in each area.

#### 3. **Complete chapter Bylaws/begin chapter incorporation process**

At the membership meeting, committees should be appointed to develop chapter Bylaws and begin the Incorporation process. Sample Bylaws and constitution are available on the U.S. Junior Chamber web site located at [www.usjaycees.org](http://www.usjaycees.org) for review. An attorney should be contacted to give guidance in incorporating the chapter. It is a simple process and very important in that it limits member liability in case of legal action against a chapter. For more information on incorporation, refer to *The Book*.

#### 4. **Conduct a Community, Individual, or Ways and Means project**

Refer to the following chart for ideas for Community and Individual projects. Do not limit the chapter to these programs; each community’s needs are different and the wishes of the membership will determine the best programming for a chapter. Ways and Means projects refer to projects that raise money for a chapter. Simple programs such as raffles, bake sales, or car washes can quickly raise operating funds for the new chapter while more sophisticated programs are developed.

Program Name	Program Name	Description
Shooting Education	Community Area of Opportunity	Gun safety education program for youth.
Junior Chamber Family AIDS Network	Community Area of Opportunity	Fundraising efforts for children and families affected by HIV/AIDS.
National Outstanding Young Farmers	Community Area of Opportunity	Recognizing Jaycee-aged farmers for outstanding contributions to agriculture.
Ten Outstanding Young Americans	Community Area of Opportunity	Recognizing Jaycee-aged individuals in 13 areas of endeavor.
Jaycees Against Youth Smoking	Community Area of Opportunity	Educating 6th-grade students about the consequences of smoking and tobacco use.
Family Talk	Community Area of Opportunity	Alcohol awareness education program for youth and parents.
Entrepreneurs Program	Individual Area of Opportunity - Business Area of Opportunity	Seven-part training program for individuals interested in starting a small business.
National Business Network	Individual Area of Opportunity - Business Area of Opportunity	Internet web site designed to promote business networking and opportunities among Junior Chamber members.
Value Investing	Individual Area of Opportunity - Business Area of Opportunity	Video seminar to give participants a basic investment philosophy to ensure a secure financial future.
Career Advancement	Individual Area of Opportunity - Business Area of Opportunity	Training program designed to assist members in becoming a more well-rounded and aggressive employee.
John H. Armbruster Competition	Individual Area of Opportunity	Interview competition that recognizes members for their Jaycee knowledge following their first year of membership.
C. William Brownfield Competition	Individual Area of Opportunity	Interview competition that recognizes members for their Jaycee knowledge during their first year of membership.
Write-Up Competition	Individual Area of Opportunity	This competition recognizes excellence in writing abilities by individual members.
Durward Howes Speak-Up Competition	Individual Area of Opportunity	This speech program recognizes excellence in speaking skills.
Andrew and Charlotte Mungenast Family of the Year Competition	Individual Area of Opportunity	This interview program recognizes families who have promoted and exemplified the objectives and beliefs of the Jaycee Creed.
Jaycee Jeopardy Competition	Individual Area of Opportunity	This competition recognizes members for their knowledge of the Junior Chamber organization, history, officers, goals, and activities.
Debate	Individual Area of Opportunity	This team competition recognizes members for expertise in debate.
Town Hall Meetings/Debate	Community Area of Opportunity/ Government Involvement	Gathering of community members to discuss a common interest or listen to candidates for elected positions debate the issues of the day.

**5. Recruit a minimum of 1 (one) new member**

See first-month requirements for explanation.

**6. Conduct a New Member Orientation**

See first-month requirements for explanation.

**7. Visit another Junior Chamber chapter in the state**

A chapter cannot succeed only on their own resources. Other Junior Chamber chapters can help a chapter in trouble by giving advice, assisting with projects, or serving in a mentoring role. Additionally, networking with other Jaycee members across the state will help build chapter resources. To find out about activities in other chapters, contact the District or Region Director for dates and contact names.

## GREEN CHIP — THIRD-MONTH REQUIREMENTS

### **1. Conduct an Individual Area of Opportunity project**

See second-month requirements for suggestions.

### **2. Conduct a Charter Night (have each member bring a prospective member)**

During the third month of a new chapter's existence, a Charter Night should be held. This event can take the place of the monthly membership meeting. All members of the chapter should be invited as well as chapters from surrounding districts and regions. The purpose of this meeting is to present the Charter of the chapter to the new chapter. In many instances, new chapters hold banquets for their Charter Night.

### **3. Conduct a Community Area of Opportunity or Ways and Means project**

See second-month requirements for suggestions.

### **4. Submit an article to the local newspaper**

Now that the new chapter is becoming organized and beginning to run projects, it is a good idea to inform the community of chapter activities through an article in the local newspaper. Contact the local newspaper to determine who the best individual to send this article to is. Often, the city editor or community calendar editor is a good place to start. For more ideas on Public Relations for the chapter, please refer to *The Book*.

### **5. Publish a newsletter**

The best internal communication tool a chapter has is a regularly-published (usually monthly) newsletter. The newsletter should contain information about ongoing and upcoming projects, and membership information as well as a listing of chapter officers and other members. Please refer to the Public Relations section of *The Book* for a further discussion on effective newsletters.

### **6. Begin a Springboard program**

The Springboard program is a new member activation program for an individual's first 12 months of membership. Upon completing this program, a person has attained his or her third degree in the Degrees of Jaycees program.

### **7. Submit a Green Chip application**

As items for the Green Chip program are completed, the Certification Form should be filled in. Once the program has been completed, all paperwork should be submitted to the state office.

### **8. Complete a Plan of Action**

Now that the chapter is becoming more organized, a formalized plan of action should be developed. This plan, based on the needs and desires of the members and the community, will outline chapter activities over the span of a year.

### **9. Recruit a minimum of 1 (one) new member**

See first-month requirements for explanation.

### **10. Conduct a New Member Orientation**

See first-month requirements for explanation.

### **11. Conduct elections/set date, time, and location of first Board meeting**

At the monthly membership meeting, elections should be conducted to elect officers for the new chapter. Once elections are completed, set a date, time, and location for the first Board meeting.

### **12. Complete an officer's roster**

Once elections have been completed, compile an officer's roster with names, addresses, phone numbers, e-mail addresses, etc. Distribute this list to all members of the chapter and to the state office as well.

## GREEN CHIP — REQUIREMENTS TO BE COMPLETED BY END OF 90-DAY PERIOD

### **13. Conduct a total of three chapter projects (one Community, one Individual, and one Ways and Means) by the end of the third full month after submission for affiliation**

By conducting a project in each of these three areas, a new chapter will be on its way toward providing well-rounded programming for its members.

### **14. Obtain a total of 10 additional members by the end of the third full month after submission for affiliation verified by The U.S. Junior Chamber (please note: transfers-in do not count toward Green Chip membership requirements)**

In order for a chapter to Green Chip, once the 10 new members have been added, the chapter must have a minimum of 30 members or more.