



**Chapter Development Blueprint
2020-2021**

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SAA Welcome and Overview

Message From Melissa Schenley, Chapter Relations Committee Chair

Hello,

Welcome to the Student Academy of Audiology's (SAA) Chapter Development Blueprint! I am glad you and your colleagues are considering joining our organization. If you choose to become an official chartered SAA chapter, you will have access to the abundant opportunities and activities within the national SAA. Some of these include eligibility for [chapter funding opportunities](#) administered by the SAA and its philanthropic partner, the [American Academy of Audiology Foundation](#), participating in the annual [Chapter Challenge](#), and access to the [Program Ideas Bank](#). Additionally, there are a great number of [leadership resources](#). Your chapter will attend national [Town Hall](#) meetings and be connected with a [State Ambassador](#) to foster inter-chapter collaboration.

Creating an SAA chapter will empower you to become a confident and respected audiologist. Further, starting an SAA chapter at your university will help mold future audiologists within your community. I encourage you to utilize all the resources the national SAA has to offer to help develop and grow your chapter.

This document serves as the framework to help you create your own local SAA chapter. In this Chapter Development Blueprint, you will find recommendations for structuring your SAA Board of Directors, how to encourage members to participate, and how to fund your activities. Please feel free to reach out to [Melissa Schenley](#), Chapter Relations Committee Chair, or your [State Ambassador](#), whenever you're in need of direction or have questions!

I look forward to working with you,
Melissa Schenley, Chapter Relations Committee Chair

Student Academy of Audiology Overview

Overview and Mission

The Student Academy of Audiology (SAA) is the national student division of the American Academy of Audiology (“the Academy”) that serves as a collective voice for students and advances the rights, interests, and welfare of students pursuing careers in audiology. The SAA introduces students to lifelong involvement in activities that promote and advance the profession of audiology and provides services, information, education, representation, and advocacy for both the profession and consumers of audiology services. The SAA has over 2,000 members, consisting of students enrolled in AuD, PhD, post-baccalaureate, undergraduate, or other accredited audiology doctoral programs for a professional degree in audiology.

Vision

To be essential in the lives of audiology students by equipping them with the knowledge to begin a patient-centered career that promotes the profession and advances research in audiology.

History

The SAA was founded in 2009 after NAFDA (National Association of Future Doctors of Audiology) approached the Academy for support. Various professional healthcare organizations have affiliated student institutions, such as the American Medical Association-Medical Student Section (AMA-MSS), the American Psychological Association (APA), the American Dental Association (ADA), the American Nurses Association (ANA), and the American Veterinary Association (AVA). All have student sections that work together with the parent organization to achieve common goals. In October 2008, Dr. Brian Vesely, the former NAFDA President, and Dr. Patrick Feeney, the former Academy President, signed an agreement that merged NAFDA into the Academy’s student organization, the Student Academy of Audiology (SAA). The ultimate goal of the merger was to maintain an independent student voice while maximizing the opportunities that come with joining the Academy.



Starting an SAA Chapter

What is needed to start an SAA Chapter?

Starting a new SAA chapter will require participation from university students and faculty members including student members, a local SAA Board of Directors, and a faculty advisor. Also, a new SAA chapter will need to create [Chapter Bylaws](#) following the provided template. It's recommended to start a chapter email (Gmail account). Additionally, consider using Google Drive for keeping chapter resources and information organized.

How to become recognized as an SAA Chapter by national SAA?

Please refer to the [New Chapters and Governance](#) page on the national SAA website. To become a recognized SAA chapter, submit an application and a copy of bylaws to [Rachael Sifuentes](#), Senior Director of Membership and SAA. After the application is approved, a welcome email will be sent by the SAA Membership Director introducing your chapter to the current national SAA President, President-Elect, and Chapter Relations Committee Chair. The chapter will also receive communication from the Chapter Relations Committee Chair with a welcome letter, chapter resource packet, and link to the Program Ideas Bank.

Chapter Affiliation with the national SAA

There are many benefits to chapter affiliation with national SAA. These include eligibility for chapter funding opportunities, access to the Program Ideas Bank, participating in the annual Chapter Challenge, leadership resources, Town Halls, and being a part of the State Ambassadors Program. Once your chapter is affiliated with the national SAA, there are a few processes your chapter should be aware of.

Chapter Affiliation Renewals

To maintain affiliation with the national SAA, renewal documents must be submitted annually via email to saa@audiology.org.

- **In odd years (January 2021)**, renewal documentation consists of:
 - [Chapter Contact Information Form](#) with your current chapter leadership
 - [SAA Chapter Agreement](#) signed by the chapter president, advisor, and the Academy or national SAA representative
 - Current list of local SAA members with Academy ID numbers (if applicable)

- Current chapter bylaws signed by both the chapter president and advisor
- **In even years (January 2022)**, renewal documentation consists of:
 - [Chapter Contact Information Form](#) with your current chapter leadership
 - Current list of local SAA members with Academy ID numbers

Chapter Governance

It's recommended that SAA chapters have a Board of Directors elected by the chapter membership consisting of a President, Vice-President, Secretary, and Treasurer. Chapters may also include other board members in addition to the aforementioned officer positions and are encouraged to include a national SAA liaison among their elected officers.

What does the SAA Board of Directors look like for a local chapter?

According to SAA chapters surveyed in 2020, the most popular leadership positions for local chapters include:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Outreach Chair

Other leadership positions created by SAA chapters include:

1. Fundraising chair
2. Advocacy/public relations/education chair
3. Volunteer/humanitarian chair
4. State-level audiology association chair
5. Class representatives (i.e., first year, second year, third year)
6. Social/public relations chair
7. National SAA liaison
8. Event coordinator

How many leadership positions should the chapter have?

Based on the size of the chapter and the level of involvement, the number of leadership positions may vary. On average there are between five and ten leadership positions per local chapter.

- Note: if members are willing to be involved in a leadership position, you can create mini-positions to include all who are willing to volunteer their time

Bylaws and Logos

Information regarding chapter governance (e.g., membership composition, officers, finances, meetings) are to be detailed in the chapter's bylaws. For new SAA chapters, bylaws must be completed and submitted with the application for recognition as a national SAA chapter. Existing SAA chapters should review their chapter's bylaws regularly and update as needed. A [template for the bylaws](#) is available on the SAA website.

Any changes to a chapter's bylaws must be submitted to [Rachael Sifuentes](#), Senior Director of Membership and SAA, for approval.

The SAA logo is a registered trademark owned by the Academy. The logo, letterhead design, and format may not be altered in any way. Any usage of the logo or letterhead must have prior approval by [Rachael Sifuentes](#), Senior Director of Membership and SAA, to ensure appropriateness and professionalism.

The SAA has developed personalized logos for local SAA chapter use (see example below). The logo consists of the national SAA logo with the affiliated chapter's name included. Email the [SAA](#) to request your SAA chapter's logo.



Chapter Tax-Exempt Status

It is recommended that chapters review their university's financial policies. Student-run organizations may qualify for tax-exempt status through their university.

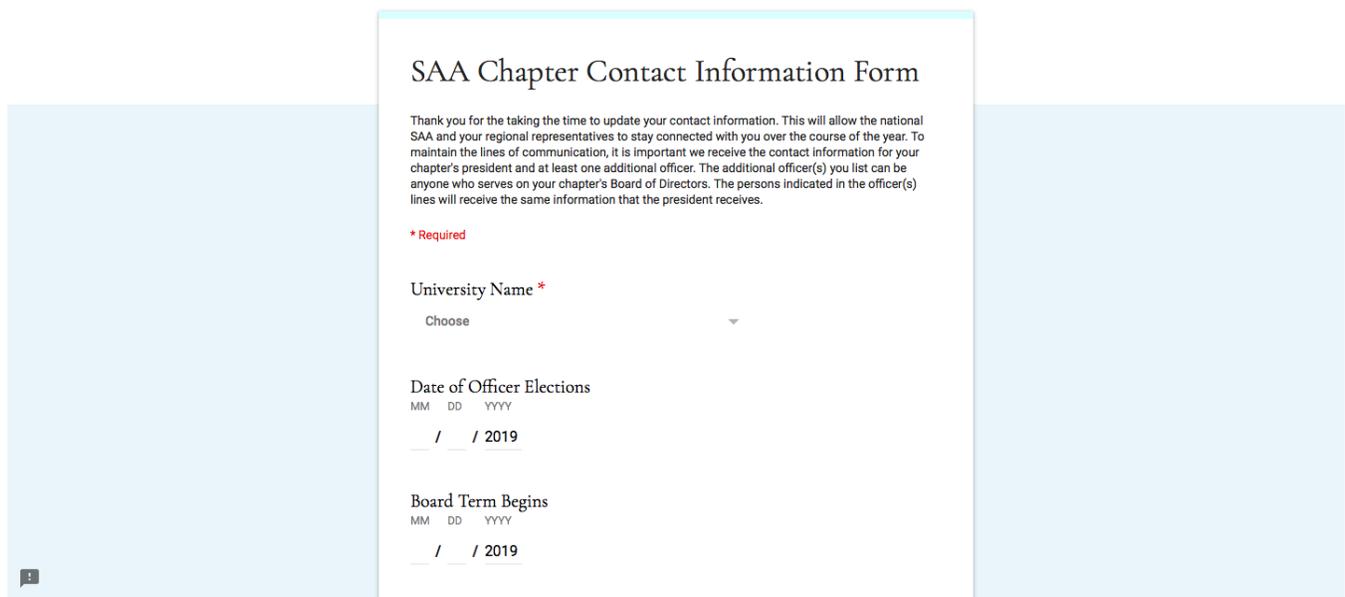
Chapters interested in obtaining tax-exempt status on their own must make an individual request to the Internal Revenue Service (IRS) for a separate review of their particular operations. There may also be state and local requirements that must be taken into consideration by the applicant and coordinated with the IRS application when seeking tax-exempt status.

The tax-exempt 501(c)(6) status of the Academy/SAA is specific to the Academy/SAA and may not be used as any type of "umbrella" under which chapters conduct tax-exempt activities. In the event there are any questions about this issue contact [Rachael Sifuentes](#), Senior Director of Membership and SAA, for further information regarding financial items.

Chapter Contact/Information Form

The [Chapter Contact Information Form](#) provides the national SAA with your chapter's main points of contact. This information must be kept as up to date as possible. Anytime your chapter holds an election or has changes in officers/leadership, we ask your chapter to submit a new Chapter Contact Information Form.

Student Academy of Audiology



The screenshot shows a web form titled "SAA Chapter Contact Information Form". It includes a thank-you message and instructions. The form has three main sections: "University Name" with a dropdown menu, "Date of Officer Elections" with a date picker set to 2019, and "Board Term Begins" with a date picker set to 2019. A red asterisk indicates required fields.

SAA Chapter Contact Information Form

Thank you for the taking the time to update your contact information. This will allow the national SAA and your regional representatives to stay connected with you over the course of the year. To maintain the lines of communication, it is important we receive the contact information for your chapter's president and at least one additional officer. The additional officer(s) you list can be anyone who serves on your chapter's Board of Directors. The persons indicated in the officer(s) lines will receive the same information that the president receives.

*** Required**

University Name *

Choose

Date of Officer Elections

MM DD YYYY

/ / 2019

Board Term Begins

MM DD YYYY

/ / 2019

Funding for an SAA Chapter

Should an SAA Chapter charge local membership dues? If so, how much?

In 2020, 82% of local SAA chapters charged annual membership dues. Fifty-six percent of these chapters charged between \$10-\$25 for dues.

How to fund various events?

Funding for chapter events usually comes from a variety of sources. Fundraising will generate profit to fund chapter events. Membership dues and donations can also be used to fund events. Other ways to fund chapter events is through the national SAA [Chapter Challenge](#). The [Program Ideas Bank](#) offers inspiration for additional fundraising activities.

Requirements for Members

Tracking member involvement/participation

Using a point system to keep track of how many chapter meetings and events members attend and/or which members participate in chapter events is a great way to promote member involvement! Making a spreadsheet with all the members' names, categories of events, and names of specific events will make point-tracking easy! Be sure to update the spreadsheet weekly to avoid falling behind or forgetting to track points.

Some examples of points include:

- Have members sign into each meeting:
 - 1 meeting=1 point
- Take attendance at each event:
 - 1 event=1 point
- Fundraiser participation
 - Contributes to/participates in fundraiser=1 point
- Clothing/food drive
 - Contributes to drive=1 point

Once all the points are tallied, consider assigning a ranking to the number of points earned per semester or academic year. For example:

1. Gold Membership: 12+ points throughout the academic year or semester
2. Silver Membership: 9-11 points throughout the academic year or semester
3. Bronze Membership: 6-8 points throughout the academic year or semester
4. Active Membership: 5 points throughout the academic year or semester
5. Inactive member.: < 5 points throughout the academic year or semester

To promote SAA chapter events engagement, consider using positive reinforcement such as providing prizes to members with the most participation points or recognize points by class (e.g., first years, second years, third years). Some examples include:

- Have a monthly drawing for a \$5 coffee shop gift card by putting the names of all members who participated in events (one ticket per event) in a bucket and draw out a winning name. This can encourage members to participate in multiple events.
- The class with the most points receives a pizza party at the end of the year.

Should chapter members be required to be a member of national SAA?

It is strongly recommended for SAA chapters members to also be national SAA members.. Based on the data collected in 2020, approximately 29% of the local SAA chapters require members to maintain

national SAA membership. To promote national membership, consider devoting a meeting to outlining the resources available to national SAA members.

Benefits of becoming a national SAA member

There are many [benefits of national SAA membership](#). These benefits include student to student networking, access to the [Audiology Community](#), employment resources, [Resume Review Service](#), [discounted professional liability insurance](#), regularly updated [SAA Blog posts](#), and scholarship opportunities. Below is a list of some resources available to national SAA members.

- I. **Membership**
 - [Recently Graduated? Find Out How to Fellow Up!](#)
- II. **Student-to-Student Networking**
 - [Facebook](#) and [Twitter](#)
 - [SAA Community](#) and online membership directory
- III. **Community Involvement**
 - [University chapters](#)
 - [Volunteer opportunities](#) such as the [Special Olympics Healthy Hearing](#)
- III. **Resources**
 - The [Academy](#) and [SAA](#) websites
 - Employee resources such as [HearCareers](#), [Compensation and Benefits Survey](#), [Resume Review Service](#), and [Health/Life/Disability/Long-Term Care Insurance](#)
 - Discounted rates on [eAudiology](#), [Academy store](#) purchase, and [professional liability insurance](#)
- IV. **Information**
 - [SAAy Anything](#) bi-monthly e-newsletter
 - [Audiology Today](#)
 - [Journal of the American Academy of Audiology Online](#)
- V. **Education and Research**
 - Opportunities funded by the [AAA Foundation](#)
 - Survey Distribution Requests for SAA and AAA members

SAA Chapter Communication

What communication outlets are appropriate?

Digital communications are a large part of our culture and are a convenient communication method. Examples of digital communications outlets include Facebook, Snapchat, Instagram, Twitter, chapter email, and chapter newsletters. Any outlet is appropriate as long as the messages are professional and a chapter representative monitors the page.

If your chapter does not already have a Facebook or Twitter page, consider creating one; it helps keep members in the loop regarding meetings, local events, national news, etc. When creating a Facebook or Twitter account for your SAA chapter, it's recommended to use your SAA chapter's email address and a generic password that can be shared with board members/representatives. Be sure to also check your university's policies regarding digital communications.

Ideas for information to post on your digital communications accounts:

- Introduce your newest members
- Photos of chapter events or audiology related events at your university
- Reminders for upcoming events
- Common misconceptions about audiology
- Answer audiology-related questions
 - “What can cause hearing loss?”
 - “How loud is too loud?”
 - “How do hearing aids work?”
- Post a fill-in-the-blank question
 - “The three smallest bones in the human body are the ____, ____, and ____.”
- Share how your board members became interested in audiology
- Attention-grabbing statistics about audiology, hearing health, or hearing loss
- Share something interesting you learned in class that week

Be sure to follow and share posts from the Student Academy of Audiology's [Facebook](#) and [Twitter](#) in addition to the Academy's [Instagram](#) page! It is a great way to keep your local chapter informed of upcoming events, current news, fun audiology facts, legislative initiatives, and education.

How often should chapter related communication occur?

Email your chapter's membership one-two times per month and include information regarding meeting times/locations, topics for meetings, and events/news.

Post on social media one-two times per week and consider posting on the same day each week with a catch-phrase (e.g., Happy Friday!). The posts can be a repost from the national SAA or Academy social media pages, or create your own post.

When/ how often should we hold chapter meetings?

Holding SAA meets one-two times per month allows all pertinent information to be shared. If there is a month that is busy or your chapter does not hold an in-person meeting, an email update can be sent to

chapter members. The email should include updates, upcoming events, calls for action, and any other information that may be necessary

Chapter Events

What type of events do SAA Chapters participate in / host?

NOTE: COVID-19 has presented the audiology student community with many obstacles. The national SAA encourages all members and chapters to participate in events while following local and state guidelines (e.g., social distancing, face masks). Be creative and try your best to engage members whenever possible. The national SAA is here to support your chapter however we can.

- I. SAA Chapter meetings (with/without virtual guest speakers)
- II. SAA Chapters can participate in local and national SAA events, for additional ideas check out the [“Get Involved”](#) page on the national SAA website
- III. Social events
 - Local SAA:
 - Socially distanced picnic
 - Faculty/staff virtual involvement
 - Dog park days
 - Virtual socials with other programs/chapters
 - “Netflix Party” extension movie nights
 - Virtual yoga class
 - Virtual events with other SAA chapters
 - National SAA:
 - Interact with AuD students from across the country at AAA 2021 Virtual
- IV. Fundraising
 - Local SAA:
 - Take-out percentage nights
 - Selling t-shirts/jackets
 - Bake sales
- V. Public Outreach
 - Local SAA:
 - Get involved in community outreach
 - Deaf action centers involvement
 - Supporting international audiology (hearing aid/ hearing aid battery drives)
 - Special Olympics Healthy Hearing (SOHH)
 - Cerumen management clinics
 - Community hearing screenings

- Food drive
- Winter clothing drive
- Walks for hearing
- National SAA:
 - [Get Involved in Community Outreach](#)
 - [Special Olympics Healthy Hearing \(SOHH\)](#)
 - [National Day At Your State Capitol \(NDAYSC\)](#)
 - [SAA Humanitarian Month/World Hearing Day](#)

VI. Education events

- Local SAA:
 - Letter Writing Campaign
 - Advocacy presentations
- National SAA:
 - [Ask Me About Audiology Campaign \(AMAA\)](#)
 - [National Audiology Awareness Month \(NAAM\)](#)
 - [World Hearing Day](#)

VII. General resources:

- [Program Ideas Bank](#)
- [Chapter Activities](#)
- [Chapter Monthly Updates](#)
- [Chapter Chatter](#)

Final Thoughts

Again, thank you for your interest in starting a local SAA chapter. We hope this blueprint provides a general framework to guide your process. If you have more specific questions, comments, or feedback, feel free to reach out to [Melissa Schenley](#), Chapter Relations Committee Chair, or [Cecilia Lacey](#), Chapter Relations Committee Member.