

2025 CONVENTION TRAINING AGENDA

*** Membership**

- Online – Instructions on how to**
- Dues Report – Instructions on how to**
- Mailing**
- Transfers – Instructions on how to**

*** Welcoming New Members**

- Timeline**
- Sample welcome letters and packets**
- Input from Chapters**

*** Building Membership and Retention**

- Marketing**
- Community Presence and Outreach**
- Social Media**
- Events**
- Handout Tips for Chapters**

- Group Discussion

***Officer Rosters and Affiliation Agreements**

- Training Document

- Submit every time there is a change

***Convention Registration**

-Delegate Forms

-Confirmation

-Validate at Convention

CHAPTER DUES RENEWAL INSTRUCTIONS

Log into the website under your Chapter profile

Click on Chapter and Department Resources (located on the right in the red box)

Look for Chapter Dues Submission (located under the green highlights)

Select your form of payment (E-check or Credit/Debit Card)

It will open a new page and ask you to log in again (that is for security reasons)

Complete the form, make sure you mark the box with how many you are paying for and if it is a new member, renewal transfer

Associates are located further down; again, mark if this is a new member or transfer (they do not pay dues)

Hit submit

NOTE: New members, including new Associate members, will need the application uploaded before you hit the submit button

Please let me know if you have additional questions or if I can be of further assistance.

Officer Roster:

This report MUST be submitted to National online each year once your elections are final and your new officers are installed. Keep in mind that you must wait until they have signed a new affiliation agreement to submit, **even if your officers have not changed.**

Log into your **chapter's profile**, click on the '**Compliance Forms**' in the menu on the right, select this form, and fill in the information. Please check the spelling of each officer's name and their email before you hit submit. Remember, the **membership chair** must be the 1VP or one of your financial officers. **Include the current date of installation on this form.** This report is not complete until the officers have been verified and approved by the National 1VP.

Before your elections and definitely before you file this roster, please check that all of your officers are in good standing (have paid their dues) and double check those emails before you hit submit.

Affiliation Agreement:

This needs to be attached as an electronic file to your Officer Roster Report. This must be signed each year, even if your officers have not changed. Please wait until National has had elections and has signed the new Affiliation Agreement. This will be available on the website shortly after Convention.

There is a button to upload the affiliation agreement in JPG or PDF format at the bottom of the Chapter Officer Report, you must remove the old form before you attach the new one.

Each of the officers should read the full Affiliation Agreement before signing. Once they have read the entire Agreement, they need to sign the signature page, making sure it is the **current form**. Only the signature page is attached to the officer roster. Please be sure to fill in your Chapter State and number at the top of the page and **date the form the date of the elections**.

Thank you for your continued cooperation. All of your information is vital to us so we can continue supporting each of you.

Respectfully Yours in Service,

Karen Stillwell

Blue Star Mothers of America, Inc.

National 1st Vice President 2023-2025

1vp@bluestarmothers.us

Duties of the 1VP/Membership

1. Process Memberships (3 options listed in most preferred order for new members and renewals)

-Provide members the online link and information to join or renew
<https://bluestarmothers.org/> / (bluestarmothers.org)

-Process a dues report - be sure to upload and attach the application (must be complete- name, address, phone and email) as well as legible; most importantly, these must be done in a timely manner- beyond 30 days of receiving is not acceptable.

The renewals, transfers (must have a completed application) and associates (must have a completed application) must be marked as such.

-Last option - mail to the NFS, see address on the application; application must be complete and legible.

2. Contact new members within 10 days of notice from the National 1VP.

- Provide a welcome letter, new member packet and Chapter information including location and time of meeting as well as a membership card; samples of welcome letter and new member packets available upon request from the National 1VP.

3. Submit an updated officer and affiliation agreement immediately after elections or after a change in officers - Do not submit until all officers are current with their dues.

4. Encourage member participation through communication and assigning committees.
5. Send out reminders for members to renew online, providing instruction to contact National 1VP if having difficulty signing on.
6. Use your @bluestarmothers.us email assigned to your Chapter and your position; helps your members, your organization and those supporting you to easily make contact with you as well as providing branding and professionalism for our organization and your Chapter.
7. Keep an updated Chapter roster of all members and associates with complete contact information for all.
8. Assist the President whenever needed and must be available to step up in her absence.
9. Display professionalism and support for your fellow Board officers, as well as Chapter members.
10. Make yourself familiar with the current Governing documents of Blue Star Mothers of America, Inc.
(By-Laws, Constitution, Code of Conduct, and Financial Policies)
11. Notify the National 1VP, 2VP and Chaplain when a member passes into a Blue Daisy status



TIPS FOR CHAPTERS

- *Chapter President with the help of the Board develop of Plan of Action; for the Chapter Goals (New members, Events, Speaking engagements, social events, etc.
- *Purchase business cards that all can use – leave back blank to leave information.
- *Welcome packets for new members-letter, meeting information and a blank application to give someone.
- *Initiate New members; use formal process; possibly provide a membership pin.
- *Reach out to VSO's and encourage collaboration.
- *Handout flag pin or a small item (even candy) at your donation tables.
- *Stand in front of or beside your event table – greet those approaching.
- *Monitor and keep your social media presence updated.
- *Appoint committee chairs other than Board members (the chairs must be members but associate make great committee members).
- *Personally contact members who have not renewed or attended a meeting recently.
- *Wear clothing showing you are a Blue Star Mother. Look for others who are wearing military themed items, shirts, hats, bumper stickers, etc.
- *Always send member communication via email or snail mail for those not using email.
- *Good Communication is Key to alleviating many issues.
- *In advance of your meetings, email to all, the minutes of the previous meeting, the agenda for the upcoming meeting and the financial report (bank statement and a P&L with a balance statement).

- *Include upcoming events on your meeting agenda to keep your members informed so they are able to mark their calendars and plan ahead.
- *Provide instructions for your members on how to view governing documents on the website as well as have a copy available at your meeting.
- *Plan social events for your members – Social events grow stronger bonds; make cards, crafts, ice cream social, etc.
- *Provide instructions for joining – encouraging online and Chapter level first (have applications available at your meetings and events; consider using the app).
- *Plan fundraisers regularly – keep the name out there.
- *Encourage participation from all members during a meeting, one person should not be doing all the talking.
- *Be kind to each other – make all feel welcome.
- *Appoint a corresponding secretary to send thank you cards to your supporters and possibly Birthday cards to your members (or just send Birthday wishes in Chapter email- can do a monthly group).
- *Ask your Chaplain to handle funerals, get well and sympathy cards.
- *Keep in mind, the President is the team leader, not the dictator. The membership decides what the Chapter participates in and how the money is spent.
- *Leadership is about lighting The Path not controlling The Journey!
- *Hand out Veteran thank you cards. These are available for a small donation from the website, www.dearamericanhero.com

ABOVE ALL - BE KIND AND SISTERLY, YOU DON'T HAVE TO LIKE ALL YOUR MEMBERS BUT YOU MUST WORK WITH THEM. IT IS NOT ABOUT ANY ONE INDIVIDUAL MEMBER, IT IS, ABOUT THE MISSION - SUPPORTING OUR MILITARY, OUR

VETERANS AND THE FAMILIES OF OUR FALLEN. NOT ONE INDIVIDUAL IS MORE IMPORTANT THAN ANOTHER.

TEAMWORK – A successful team displays:

Tolerance of one another's weaknesses.

Encouragement of each other's efforts.

Acknowledgement that every person has something to offer.

Mindfulness of how each person depends on the others for success.

Together

Everyone

Accomplishes

More

SISTERHOOD – Celebrating other women makes you more successful

-If you admire something about another, let them know.

-Give others a hand up.

-Recognize if someone has done an amazing job, tell them and be sure to celebrate them in front of others.

-Get everyone involved; build on the strengths of those around you.

-Celebrating others success encourages collaboration and teamwork.

-Build a TEAM with all your members.

