

SHERECOVERS[®]
FOUNDATION

CHAPTER OVERVIEW & APPLICATION

CONTENTS

- SHE RECOVERS Foundation.....3
 - Vision, Mission, Guiding Principles, Core Values.....3
- Chapter Network.....4
 - Purpose and Objectives.....4
 - Non-Chapter Locations and Activities.....5
- Local Chapters.....6
 - Minimum Requirements.....6
 - Program Activities and Responsibilities.....6
 - Administrative Activities and Responsibilities.....9
 - Roles and Organizational Chart.....9
 - SRF Chapter Benefits..... 11
- Chapter Application..... 12
 - Content and Format..... 12
 - Submission Guidelines.....12
 - Evaluation and Selection..... 13
 - Geography and Number of Chapter..... 13
 - Process and Evaluation Criteria..... 13
 - Timeline and Key Dates..... 15
- Approved Chapters..... 15
 - Chapter Agreement..... 15
 - Orientation and Training..... 15
 - Chapter Support..... 16
 - Chapter Member Portal..... 16
 - Monitoring and Reporting..... 16
- Application Documents..... 17
 - Cover Sheet..... 17
 - Application Questions..... 19
- Appendix A..... 20
 - Job Descriptions..... 20
- Appendix B..... 23
 - Chapter Policies..... 33

SHE RECOVERS FOUNDATION

SHE RECOVERS Foundation® is a global grassroots movement of women in or seeking recovery from substance use disorders, other behavioral health issues and/or life challenges. This lifeline organization connects women through its virtual platforms and in-person community networks, provides resources and supports for women to develop their own holistic recovery patchworks, and empowers them to thrive and share their successes. All efforts are designed to end the stigma and shame of “being in recovery” so that more women can heal and grow. A focus on research enables the organization to establish a robust evidence base related to the efficacy of non-traditional recovery pathways.

SHE RECOVERS Foundation provides a lifeline of support to women at a time when few resources are dedicated to behavioral health. Social support in particular is positively linked to health and well-being across the general population and improved overall wellness leads to decreased relapses related to behavioral health issues. As a public charity, SHE RECOVERS is positioned to provide innovative and critically-needed social support.

Vision

A world where all women in or seeking recovery are celebrated, supported, and deemed essential to healthy communities.

Mission

To inspire hope, reduce stigma, and empower women in or seeking recovery for substance use and/or mental health challenges to increase their recovery capital, heal themselves, and help other women to do the same.

Intentions and Guiding Principles

By keeping with the SHE RECOVERS Foundation (SRF) Intentions and Guiding Principles, our work contributes to a growing evidence base that shows the efficacy of nontraditional recovery practices for women globally.

- We are all recovering from something.
- We don't have to hit rock bottom to pursue recovery in any area of our lives. We believe in early intervention.
- We must be supported to find & follow individualized pathways & patchworks of recovery.

- Recovery is a journey to wholeness. We learn to take care of our body, mind, emotions, and spirit.
- We answer the call to heal our past wounds and intergenerational traumas so we can live fully in the present.
- We focus on our strengths, not our defects. This is how we change.
- We do our individual work in order to create & hold healing spaces for everyone. All women deserve recovery.
- We understand that the practice of radical self-love is paramount to our well-being.
- When we're ready, we recover out loud so that women who are struggling can find and join our movement.
- Connection is our sole (soul) purpose. We're stronger together.

Core Values

- Commitment to Mission. All SRF programs, activities, and efforts should support the mission.
- Integrity. SRF acts with uncompromising honesty, integrity, and openness. Public trust and confidence in SRF's stewardship of resources is critical to the achievement of our mission. SRF manages, expends, and accounts for all funds responsibly and in accordance with the law.
- Accessibility. SRF believes we are all recovering from something and that ALL women must be supported to find their individual pathways and patchworks of recovery. We create and hold healing spaces to serve women from all walks of life.
- Diversity. SRF recognizes that diversity is a strength and all women and non-binary individuals who identify with women's communities are welcomed and respected in our movement. We honor, celebrate, and make space for difference in our healing communities.
- Collaboration. SRF works collaboratively with individuals, organizations, and institutions whose missions align with SRF. Collaboration maximizes impact and enhances outcomes for individuals who engage with our organization.
- Trauma-Responsiveness. SRF is committed to being trauma-responsive. We examine every aspect of our language, programming, environments, and values to ensure trauma-sensitivity, trust, and inclusion.
- Impact-Focused. SRF believes that success is measured by outcomes. We strive to deliver results that benefit our constituents and society at large.

CHAPTER NETWORK

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

Purpose and Objectives

The Chapter Network purpose is to expand the reach of the SHE RECOVERS Foundation within local communities in order to connect, support, and empower more women in or seeking recovery. This will be achieved by providing no or low-cost inclusive local support, resources, and connection to ALL women in or seeking a life of recovery for substance-use disorders, behavioral health issues and other life challenges.

Each Chapter is an integral part of achieving the SHE RECOVERS Foundation Mission and will fulfill the Chapter purpose through their focus on the following objectives:

- Provide women from diverse backgrounds and underserved communities increased access to online and in-person recovery support.
- Help women build recovery capital by supporting and providing individualized and holistic recovery practices and resources.
- Reduce the stigma related to women and recovery through public education and awareness programs that empower communities to embrace and support women in recovery.
- Serve as a trusted resource of information for recovery seekers, and a referral point for professional service providers and advocates looking for recovery support.

SHE RECOVERS Foundation has been working to strengthen offerings that are tailored to some of the specific interests of identify-based groups. It is our aim that communities interested in beginning a Chapter will begin to bring focus to developing programming for:

- Black, Indigenous & Women of Color
- Indigenous Women
- LGBTQ+ Individuals
- Veterans & First Responders
- Healthcare & Allied Professionals
- Legal Professionals
- Mothers of High Needs Children
- Spanish Speaking Women
- Younger Women
- Differently-abled Women

- Economically Disadvantaged Women
- Incarcerated Women

Non-Chapter Locations and Activities

Communities that choose not to apply for Chapter status or are not selected for Chapter status at this time may continue to conduct certain SHE RECOVERS Foundation activities such as Sharing Circles, Community Facebook Groups, Meet Ups, etc.

The benefit of becoming a Chapter is increased access to additional benefits including but not limited to annual HQ supported signature fundraising events, access to Chapter Network gatherings and shared learnings, expanded community impact due to local awareness of Chapter presence and standing in the community, a SRF HQ hosted web portal, limited financial support for approved activities, and a package of tools to support program administration. More information can be found in the “SHE RECOVERS Foundation Chapter Benefits” section.

We encourage non-Chapter communities to maintain their offerings and consider applying to be a Chapter in the future. Periodic information and support sessions will be offered to non-Chapter communities to support this growth. Communities can also use this application packet as a general guide for targeting their activities and growth with the goal of becoming a Chapter.

LOCAL CHAPTERS

Minimum Requirements to be Considered for Chapter Designation

Demonstrated passion for and alignment with the SHE RECOVERS Vision, Mission, Intentions and Guiding Principles, and Core Values.

Currently have a Facebook Community Group with two administrators OR have a Facebook Community Group but need to add formal Administrators OR willingness to launch a Facebook Community Group with two administrators at time of Chapter launch.

Ability to fill all five required Chapter Lead Volunteer roles by individuals who can meet the requirements of their role and complete all required training within an agreed upon timeline following signing of the Chapter Agreement.

Active involvement in your local SRF community including some combination of the following: connection to SRF Facebook community, history of attendance at SRF organized activities, an understanding of the extent of individual interest in the community,

existing relationships with organizations that are or could be collaborative program partners or referral sources for the SRF Chapter.

Ability to perform the minimum required Program and Administrative responsibilities of a Chapter.

Commitment to using only SHE RECOVERS trained facilitators for those activities that require them (currently Yoga, Dance, and Sharing Circles).

Willingness and ability to recruit, support, track, and manage qualified local volunteers to conduct program activities on behalf of the Chapter.

Program Activities & Responsibilities (minimums apply)

The SHE RECOVERS Foundation and its Chapter Network are world leaders in women's recovery and the trusted source of information. This is accomplished by providing online and in-person chapter activities, educational programming, and community outreach.

Approved Chapters must agree to undertake the following minimum program activities.

- Actively moderate a local online private Community Facebook Group with two Administrators.
- Use and provide content for the Chapter Portal which will be hosted on the SRF Website.
- Conduct a SHE RECOVERS Sharing Circle facilitated by SHE RECOVERS trained facilitators on at least a monthly basis.
- Conduct Community Outreach and Collaboration activities on at least a monthly basis.
- Participate in the SRF Annual Signature Fundraising Event with support from the Headquarters Team.

While each Chapter must commit to meeting minimum activity requirements, other Chapter activities should be determined based on community need, volunteer availability, partnerships, other recovery programming available in the community, and other factors. Local Chapter offerings must be communicated to and approved by SHE RECOVERS Headquarters.

Online Connection Groups

- SHE RECOVERS Online Community Groups (*required*) | Local Connections Private Facebook Groups are a trauma-informed, welcoming, supportive, and inclusive online platform to connect, support, and empower women in or seeking recovery in your local community.

- SHE RECOVERS Foundation Chapter Web Portal (*required*) | Upload reports and access tools, submit events for approval, and keep contacts up-to-date so women in and seeking recovery can find our movement and your local Chapter.

In Real Life (IRL) Connection Groups and Service Groups

- SHE RECOVERS Foundation Sharing Circles (*required at least monthly*) | Trauma-informed support group meetings voluntarily facilitated by Professional SHE RECOVERS Coaches, SHE RECOVERS Trauma-Informed Yoga Teachers, and associated SHE RECOVERS Professional Designees.
- SHE RECOVERS Foundation Yoga | facilitated by trained SHE RECOVERS instructors.
- SHE RECOVERS Foundation Dance (in development) | Facilitated by trained SHE RECOVERS instructors.
- Informal Meetups | Recovery-focused activities and networking designed to encourage positive and supported relationships with other women in recovery.

Educational Programs and Community Outreach

The SHE RECOVERS Foundation strongly believes that recovery becomes more accessible and acceptable in a community when there is a direct personal connection. Volunteers will serve as local advocates to help combat negative public attitudes, educate policymakers, and improve support for recovery in the community. Local volunteers can raise public awareness and advocate for increased recovery services much more effectively than a national campaign by serving as a local face for recovery, with real stories and examples of recovery successes and challenges.

Local Chapter volunteers (in partnership with SRF Headquarters) will work to increase public awareness in the community-at-large about the issues and challenges facing women in recovery. These awareness activities will serve not only to increase the amount and accuracy of recovery information available to the public but will also personalize the issue for the general public by putting a face and an individual story to the larger issue of recovery, thus humanizing the issue and decreasing the stigma associated with recovery.

- Educational Programs | Including speaker presentations, panel discussion and community forums related to behavioral health recovery, self-care, healthy communication, boundaries, mental health and wellness, working through trauma and crisis, and family recovery.
- Community Outreach & Collaborations (*required at least monthly*) | Connect with and provide information to clinicians, physicians, institutions, and organizations about the SHE RECOVERS Foundation as the leading recovery resource for

women. May including sharing of SRF informational materials as a starting point, up to and including creating new collaborations with organizations for bi-directional referrals, joint presentations, outreach and activities.

- Educate and Inform | In year one conduct research only to identify local policy makers - elected, appointed, and career employees – at organizations whose work impacts women in or seeking recovery in their geographic area, and who make or influence policies affecting women in or seeking recovery.
- SHE RECOVERS Foundation Gives Back/Community Service | Organized group volunteer service activities for local nonprofits or community organizations in the recovery space, e.g., volunteering at local women’s recovery facilities, hospitals and institutions, shelters, etc.
- SHE RECOVERS Sanctioned & Branded Events | HQ will be rolling out workshops and programs with implementation kits that will allow Chapters to deploy these events in their community when deemed appropriate.
 - SHE Reads book clubs.
 - SHE Creates (arts, hand crafts, etc.)
 - SHE Moves physical activity groups (walking, hiking, etc).

SHE RECOVERS Foundation Fundraising Events

- SHE RECOVERS “Movement = Medicine” (*required*) | In September 2022, SRF will launch its signature fundraising campaign culminating on October 8 in celebration of Mental Health Awareness Month. SHE RECOVERS Movement=Medicine is a public awareness and peer-to-peer fundraising campaign where participants will create individual or team fundraising campaigns to perform 108 minutes of trauma-informed mindful movement, virtually and/or in-real-life. Participants and teams will seek donations to support their fundraiser and challenge others to conduct 108 minutes of trauma-informed movement.
- Local SHE RECOVERS Fundraising Events | From time to time, SHE RECOVERS Foundation HQ will roll out fundraising events with toolkits that will allow chapters to deploy these events in their local community. We ask chapter leadership to help strategize, recruit members, and implement these events in your communities.

Administrative Activities & Responsibilities (all required)

In addition to coordinating and providing a package of program activities the Chapter Volunteers will be required to perform the Chapter’s administrative functions with equal care and attention. A Toolkit is being developed to assist Chapters with startup and ongoing administration.

- Chapter Agreement and other documentation signed and used to guide Chapter activities.
- Comply with fundraising management and distribution agreements established in the Chapter Agreement and SRF Policies.
- Appropriately and timely track and manage finances.
- Provide periodic financial, program, and other reports to HQ at specified times and in form and format required.
- Encourage local Chapter members to participate in surveys and evaluation activities in order to demonstrate impact.
- Utilize the SHE RECOVERS Foundation Chapter web portal to access and upload information and keep program information and contacts current.
- Participate in periodic (frequency TBD) meetings with the SHE RECOVERS Foundation HQ team and the Chapter Network members.
- Conduct monthly local Chapter Lead meetings and maintain notes.
- Hold annual elections for the Lead positions.
- Track interest, attendance, and participation in all Chapter activities.
- Ensure all Lead Volunteer roles remain continuously filled.
- Recruit, support, manage, provide training to and assess performance of volunteers at least annually.

Roles & Organizational Chart

The SHE RECOVERS Foundation depends on the work of its volunteers and local chapters to carry out its mission. As such, each Chapter must be supported by a team of committed volunteers who can carry out the mission at the local level with both passion for the programming and administrative acumen.

When formally applying to start a local Chapter, a group of dedicated volunteers will need to be named to fulfill the following roles of managing and supporting the Chapter. All roles are required to be filled but one person may perform the role of two leads (maximum) if they are able to meet the job requirements of both and demonstrate the capacity to meet the total time commitment.

Roles: Job Descriptions can be found in Appendix A. Each volunteer filling these roles will be required to undergo a background check prior to acceptance as an SRF Chapter Lead Volunteer.

- Chapter Chair | Responsible for the overall direction of the Chapter and all of its operations.
- Communications & Outreach Lead | Manage Chapter communications, Facebook Administrators, Chapter Portal, and Chapter meeting notes.

Conduct outreach to local providers and organizations as well as recruit women to join the movement. Recruit, support, manage, and evaluate local community volunteers as needed for this functional area.

- Development & Fundraising Lead | Manage and seek local sponsors and donors; coordinate fundraising activities (including those in collaboration with SRF HQ). Recruit, support, manage, and evaluate local community volunteers as needed for this functional.
- Events & Community Engagement Lead | Coordinate and manage local events, meetings, gatherings, and community service events. Recruit, support, manage, and evaluate local community volunteers as needed for this functional area.
- Finance/Accounting Lead | Manage all financial transactions, tracking, and reporting for the Chapter. Recruit, support, manage, and evaluate local community volunteers as needed for this functional area.

These roles will work collaboratively with each other to perform the Chapter duties. Note that additional volunteers will be needed and must be recruited by the Chapter to support the Leads and all Chapter activities.

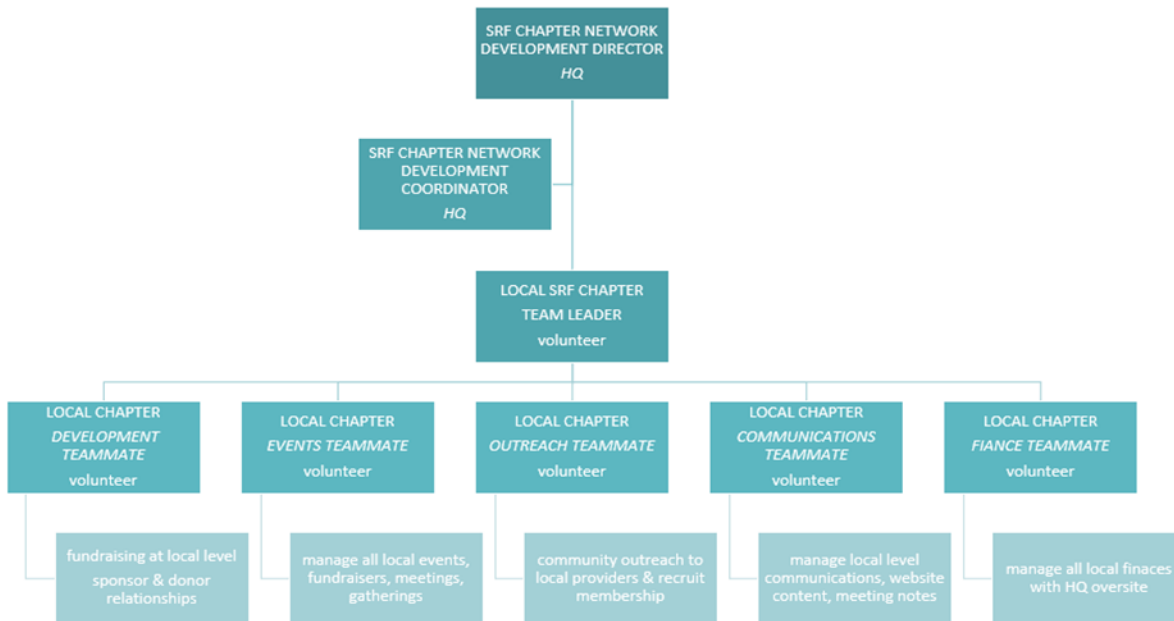
Chapter Chair Minimum Eligibility Requirements: Must self-identify as a woman or non-binary individual who identifies with women's communities, is a current or former consumer of recovery support services and has at least two years of sustained recovery, a working knowledge and personal practice of the SRF Intentions and Guiding Principles, and two or more years of demonstrated leadership experience. Full job description in Appendix A.

All Other Chapter Leads Minimum Eligibility Requirements: Must self-identify as a woman or non-binary individual who identifies with women's communities, is a current or former consumer of recovery support services and has at least one year of sustained recovery, a working knowledge and personal practice of the SRF Intentions and Guiding Principles, and 2 or more years of experience in the content area for your volunteer role. Full job description in Appendix A.

Time Commitment: Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections: Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

CHAPTER NETWORK DEVELOPMENT STRUCTURE



SHE RECOVERS Foundation Chapter Benefits

In addition to being part of the SHE RECOVERS Foundation global, grassroots movement to reach more women in and seeking recovery, Chapter benefits include the following support from SRF Headquarters.

- Tax filing and other financial and legal activities to meet requirements and maintain of 501(c)3 status.
- Collaborating with Local Chapters in SHE RECOVERS annual Signature Fundraising Event and other SRF Signature Programs and Events.
- Branding templates and style guides for online platforms and written materials.
- Limited financial support for approved activities.
- Initial and periodic training for Chapter Leads and a Train-the-Trainer approach for Leads to train the volunteers they recruit.

- A Toolkit with materials to support Chapters in startup and ongoing administration.
- Remote assistance with startup, ongoing administration, and problem-solving and to ensure adequate systems, policies, and procedures.
- A Chapter Portal for easy exchange of information with HQ and program and contact info for women in and seeking recovery so they can find the Chapter.
- Maintain Insurance covering the Chapter and its volunteers.
- Apply for State required fundraising designation on behalf of each Chapter.
- Opportunity to host future Chapter Network meetings in your local community, showcasing your efforts, sharing your learnings and impact.

CHAPTER APPLICATION

Content & Format

The following documents must be submitted through the web-based form @ <https://sherecovers.org/chapter-application-2/> or in written/print PDF format no later than 4:00 pm Eastern Time on Friday September 16th. If you wish to submit a print version please include:

- Cover sheet (required)
- Narrative response to questions (required)
 - Use size 12 font.
 - Limit of 12 total pages of narrative.

Supporting documents (optional)

- Letters of Support, existing referral agreements, Memorandum of Understanding, etc.

Submission

Please submit one (1) copy of the application that includes the cover sheet, narrative, and any optional supplemental materials.

Completed applications should be sent to SHE RECOVERS Foundation:

- Via web-based form @ <https://sherecovers.org/chapter-application-2/>

OR

- Via email: SRFChapters@sherecovers.org

Please note the following when submitting an application:

- All submissions must be received by 4:00 pm Eastern Time on Friday September 16th to be considered.
- Applications that do not arrive via the [we-based form](#) or [email](#) at the specified email address by the submission deadline will not be accepted.
- All electronic documents should be in PDF format.

Evaluation and Selection

Geography and Number of Chapters

SHE RECOVERS Foundation believes in the power of our volunteers and the emerging Chapter Network to reach more women in or seeking recovery. Communities in the United States are invited to apply at this time. Chapter applicants may propose their own specific geographic coverage area.

In the interest of ensuring the ability of SRF HQ to provide robust support and help ensure the success of our Chapters and the launch of the network we will select up to a maximum of five communities to launch local Chapters at this time. In the coming months we will provide updates on how we expect the Chapter network to grow, when we will be accepting more applications, and what support SRF HQ will offer to other interested communities who are not yet Chapters.

It is strongly recommended that Chapter applicants discuss and collaborate with any current Facebook, online, and Sharing Circle activity groups and propose to roll these into the Chapter if selected. After reviewing all applications SRF HQ may reach out to applicants in close proximity to each other to suggest they consider joining their efforts or adjusting their proposed boundaries.

Process and Evaluation Criteria

Once applications are submitted, SRF staff will review to determine if they were received by the deadline and to make sure they contain all required information.

Proposals will be reviewed by a Selection Committee comprised of SRF staff, board members, and community volunteers.

Applications will be evaluated using the following criteria (percentages indicate the weight each category will have in the review process).

1. Volunteer Lead Team (20%)

- a. Applicant community has identified committed Volunteers for all roles that can meet the minimum requirements and fulfill the job description.
 - b. Each Volunteer Lead has been involved in some SHE RECOVERS activities and there is an existing working relationship between at least two of the Volunteer Leads.
 - c. Each Volunteer Lead can state a personal connection to or alignment with the SHE RECOVERS Mission, Vision, and Intentions and Guiding Principles.
2. Community Need and Chapter Boundaries (10%)
- a. Proposed boundary is reasonable in local context and does not overlap or infringe upon another known SRF Chapter applicant community.
 - b. Demonstrates thorough knowledge of SRF activities in the area including volume of need, type of need, and level of interest in proposed Chapter area.
 - c. Proposes to roll all current SRF activity into the Chapter.
3. Existing Resources and Connections (10%)
- a. Provides a picture of other local resources and how they would connect to help fulfill the mission of SRF through the Chapter. The SRF Chapter services would add, extend, and/or enhance existing non-SRF community offerings.
 - b. Demonstrates an established connection to the non-SRF local resources to a degree that supports partnership and has named organizations and contacts. If no current connection, there is a specific plan for outreach to named organizations. Ideally there is a letter of support or MOU included with the application.
4. Meet SRF Chapter Network Purpose and Objectives (20%)
- a. Activities will contribute to all four SRF objectives.
 - b. Has begun to consider how current or future activities are tailored to reach one or more of the following identity-based groups: Black, Indigenous & Women of Color, LGBTQ+ Individuals, Veterans & First Responders, Healthcare & Allied Professionals, Legal Professionals, Mothers of High Needs Children, Spanish Speaking Women, Younger Women, Differently-abled Women, Incarcerated Women.
5. Program Activities and Responsibilities (25%)
- a. The application meets or exceeds required program activity goals and includes specifics of current and planned activities.
 - b. Proposed activities address the community need identified in question 2.b. and 4.b.

6. Administrative Activities and Responsibilities (15%)
 - a. Answer demonstrates analysis of Chapter success factors.
 - b. Answer demonstrates understanding of growth areas and support needed.

Timeline and key dates summary

Friday July 22, 2022 4:00 pm Eastern	Application materials made available
Thursday July 28, 2022 3:00 pm Eastern	Pre-launch + Q&A Virtual Meeting
Thursday August, 4, 2022	Q&A Posted to SRF Webpage
Friday September 16, 2022 4:00 pm Eastern	Applications due
Week of October 17, 2022	Discussion with finalists
Week of October 31, 2022	Notify Communities
November 30, 2022	Agreements in place with Chapters
January, 2023	Training with Lead Volunteers

Chapter Network Pre-Launch Celebration + Q&A Virtual Meeting Details

Thursday July 28, 2021 | 3:00 pm Eastern Time

Register here > <https://sherecovers.org/chapter-network-pre-launch/>

Watch the replay > <https://sherecovers.org/chapter-network/>

Questions can be submitted via email to: SRFChapters@sherecovers.org in advance of the virtual meeting.

APPROVED CHAPTERS

Chapter Agreement

Each approved Chapter will be required to enter into a Chapter Agreement with SHE RECOVERS Foundation. This Agreement formally authorizes the Chapter and will be signed by SRF HQ and the Lead Volunteers to acknowledge the duties and obligations of each.

Orientation and Training

Approved Chapters will receive an initial Orientation to the SHE RECOVERS Foundation that will provide key information about the organization including but not limited to its history, Guiding Principles, and policies. Additionally, the Chapter Volunteer Lead Team will receive more specific training about each of their roles and the program and administrative activities they will need to carry out. The orientation and training must be completed by all members of the Chapter Volunteer Lead Team within an agreed upon timeframe. Chapters training and formal launch will take place the first half of January 2023. Refresher training will be provided periodically for Chapter Leads on certain mandatory topics.

Chapter Support

The SHE RECOVERS Foundation is committed to supporting the success of the Chapter Network. To meet this commitment a Toolkit will be available to guide both start-up and ongoing activities and HQ staff will be available to assist Chapters with program or administrative questions that arise.

Chapter Network meetings will be held regularly so Chapter members can learn from and with each other, share ideas and tools, and maintain a connection with National and the broader Network.

Chapter Member Portal

SHE RECOVERS Foundation will host a multi-functional Chapter Portal on its webpage. The password-protected portion will be used for internal activities and resources such as: uploading reports, accessing electronic versions of the Toolkit, and SRF printable outreach materials. The public-facing portion will be maintained by each Chapter and is a place to: submit a new regular activity or event under a Chapter for approval i.e. SHE RECOVERS Sharing Circle, Chapter Lead contact information, and geographical location so women in or seeking recovery can find and join our movement.

Reporting and Monitoring

Public trust and confidence in SRF's stewardship of resources is critical to the achievement of our mission and we strive to have processes in place that demonstrate this commitment. We also believe that success is measured by outcomes and we strive to deliver results that benefit our constituents and society at large. We want to hear about the outcomes of SHE RECOVERS Chapters so we can amplify the message, reach even more women in or seeking recovery, and effectively fundraise for long-term sustainability.

Required, regular Program and Financial Reports will help us gather this information, understand your local impact, and the broader impact of the entire Network.

On an annual basis we will conduct, at minimum, a desk-review of each Chapter's programs and finances to ensure it continues to meet the highest standards of integrity in program operation. Additional monitoring and Chapter support will be tailored to the unique needs and success factors of each Chapter.

APPLICATION DOCUMENTS

Cover Sheet

Name of person submitting application:	Date of submission:
Email:	Phone:
Proposed location of Chapter:	
Can your Chapter meet the minimum requirements as specified in the application packet? <input type="checkbox"/> Yes <input type="checkbox"/> Unsure <input type="checkbox"/> No	
If there are other applicants in the same or close geographic proximity, do you authorize SRF to share your name, email, and phone number to discuss joining efforts under a single Chapter?	
<input type="checkbox"/> Yes, I agree to have my contract information shared. <input type="checkbox"/> No, I do not agree to have my contact information shared. I <i>may</i> be amenable to some other way of making this connection with other Chapter applicants.	
Signature of person submitting application (hand signed or electronic in Adobe Acrobat DC):	

Chapter Chair Volunteer Name:	Email:
Phone:	18 years of age or older? Yes No
Can meet minimum monthly time commitment? Yes No	Can meet 12 consecutive month term commitment? Yes No
Currently has at least year TWO years of sustained recovery? Yes No	Meets minimum requirement of TWO or more years of demonstrated <i>leadership</i> experience? Yes No

Development & Fundraising Lead Volunteer Name:	Email:
Phone:	18 years of age or older? Yes No
Can meet minimum monthly time commitment? Yes No	Can meet 12 consecutive month term commitment? Yes No
Currently has at least year ONE year of sustained recovery? Yes No	Meets minimum requirement of TWO or more years of demonstrated development experience? Yes No

Events & Community Engagement Lead Volunteer Name:	Email:
Phone:	18 years of age or older? Yes No
Can meet minimum monthly time commitment? Yes No	Can meet 12 consecutive month term commitment? Yes No
Currently has at least year ONE year of sustained recovery? Yes No	Meets minimum requirement of TWO or more years of demonstrated events experience? Yes No

Communications & Outreach Lead Volunteer Name:	Email:
Phone:	18 years of age or older? Yes No
Can meet minimum monthly time commitment? Yes No	Can meet 12 consecutive month term commitment? Yes No
Currently has at least year ONE year of sustained recovery? Yes No	Meets minimum requirement of TWO or more years of demonstrated outreach experience? Yes No

Finance/Accounting Lead Volunteer Name:	Email:
Phone:	18 years of age or older? Yes No
Can meet minimum monthly time commitment? Yes No	Can meet 12 consecutive month term commitment? Yes No
Currently has at least year ONE year of sustained recovery? Yes No	Meets minimum requirement of TWO or more years of demonstrated events experience? Yes No

Local Connections Community Facebook Administrator Volunteers

Please provide the names of your current or newly recruited Local Connections Community Facebook Administrator Volunteers:

Name:	Email:	Phone:
Name:	Email:	Phone:

Chapter Application Narrative Questions

1. Volunteer Lead Team (20%)
 - a. Describe the experience each Volunteer Lead brings to their role and their ability to fulfill the job description.

5. Program Activities and Responsibilities (30%)
 - a. Describe how you will meet or exceed the minimum Program Activity requirements while meeting the needs identified in question 2.b. and 4.b.

6. Administrative Activities and Responsibilities (20%)
 - a. What systems or process currently exist or need to be established for your Chapter to successfully manage these requirements?

- b. In what Program and/or Administrative areas would your Chapter need most support and what would that support look like?

APPENDIX A

Job Descriptions

Chapter Chair

Communications & Outreach Lead

Development & Fundraising Lead

Events & Community Service Lead

Finance/Accounting Lead

Facebook Administrator

APPENDIX B

Chapter Policies

SHERECOVERS[®]

FOUNDATION

SRF CHAPTER CHAIR

SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

SHE RECOVERS Chapter Chair

The SRF Chapter Chair is the primary advocate to support the mission, vision, and values of SHE RECOVERS Foundation on a local level. The Chapter Chair is responsible for leading and managing chapter activities and working in partnership with SRF Headquarters, community partners, and other key constituents and donors.

Duties Include:

The Chapter Chair is responsible for leading the development of an annual program plan in collaboration with other Chapter Leads as well as the following:

- Oversee all chapter programs, services, and activities to ensure that all requirements are met.
- Develop annual program activity goals and objectives for the Chapter based on the annual program plan.
- Recruit, train, support, provide direction and oversight of work, and evaluate Chapter Lead Volunteers.
- Support Leads to recruit, train, support, manage, and evaluate local community volunteers as needed for their functional area.
- Collaborate with Chapter Lead Volunteers in the performance of their roles.
- Onboard and train new Chapter volunteers, utilizing SRF Training resources
- Increase the visibility, network, and programmatic contributions of the chapter
- Work collaboratively with other SRF chapters as opportunities arise and in conjunction with SRF HQ.
- Utilize the SHE RECOVERS Foundation Chapter web portal to access and upload information and keep program information and contacts current.
- Participate in periodic meetings with the SHE RECOVERS Foundation HQ team and the Chapter Network members.
- Hold annual elections for the Lead positions

- Ensure process are in place to track interest, attendance, and participation in all Chapter activities
- Ensure all Lead Volunteer roles remain continuously filled.

Chapter Chair Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities
- Current or former consumer of recovery support services
- At least one year of sustained recovery
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles
- 2 or more years of experience in the content area for your volunteer role
- Experience managing a team
- Experience using project management systems for tracking and reporting

Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

SHERECOVERS® FOUNDATION

SRF CHAPTER FINANCE & ACCOUNTING LEAD

SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

SHE RECOVERS Finance/Accounting Lead

Manage all financial transactions, tracking, and reporting for the Chapter.

Recruit, train, support, manage, and evaluate local community volunteers as needed for this functional area.

Duties Include:

- Prepare and oversee an annual budget in collaboration with the Chapter Chair.
- Appropriately and timely track and manage Chapter finances.
- Make purchases and expenditures in alignment with policy and procedure.
- Engage with SRF HQ Finance about periodic financial reports provided to the Chapters.
- Keep the Chapter Chair fully informed of pertinent issues and/or changes in the financial status of the Chapter.

Finance and Accounting Lead Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities.
- Current or former consumer of recovery support services.
- At least one year of sustained recovery.
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles.
- 2 or more years of experience in finance/accounting.
- Ability to prepare, interpret, track, manage, and clearly communicate about all aspects of budgeting and related reporting.
- Experience managing a team.
- Experience using project management systems for tracking and reporting.

Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

SHERECOVERS® FOUNDATION

SRF CHAPTER DEVELOPMENT & FUNDRAISING LEAD

SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

SHE RECOVERS Development/Fundraising Lead

Manage and seek local sponsors and donors; coordinate fundraising activities (including those in collaboration with SRF HQ).

Recruit, train, support, manage, and evaluate local community volunteers as needed for this functional area.

Duties Include:

- Develop short-term, intermediate, and long-range development and fundraising goals and strategies for achieving these goals. Such strategies may include fostering relationships with local businesses for events and marketing, and working with HQ to identify and cultivate individuals and organizations that have capacity to give.
- Create, implement, amplify, and manage a Chapter fundraising strategy that includes national fundraising campaigns in the local community such as SRF Movement=Medicine annual event.
- Collaborate closely with other SRF Chapter Volunteer Leads to implement Fundraising activities.
- Provide periodic program reports to Chapter Chair and/or SRF HQ at specified times and in form and format required.

Development/Fundraising Lead Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities.
- Current or former consumer of recovery support services.
- At least one year of sustained recovery.
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles.

- 2 or more years of experience in the content area for your volunteer role.
- Experience managing a team.
- Experience using a database or spreadsheet for donor and fund management.

Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

SHERECOVERS[®]

FOUNDATION

SRF CHAPTER COMMUNICATIONS & OUTREACH LEAD

SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create connections in local communities.

SHE RECOVERS CHAPTER Communications & Outreach Lead

Manage Chapter communications, Facebook Administrators, Chapter Portal, and Chapter meeting notes. Conduct outreach to local providers and organizations as well as recruit women to join the movement.

Recruit, train, support, manage, and evaluate local community volunteers as needed for this functional area.

Duties Include:

- Build and maintain Chapter Network website portal listings and create engagement within private Facebook Community Group.
- Share SRF Chapter information with local community groups and recovery affinity groups.
- Create an outreach plan to ensure service providers and other organizations focused on behavioral health know of, and support, the Foundation and its offerings. (Clinicians, treatment providers community centers, etc.)
- Build and/or supports coalitions, as appropriate, among state and local organizations to fulfill the mission and goals of the organization.
- Foster and maintain relationships with related advocacy organizations, community, government, and educational organizations, and other recovery-oriented providers.
- Plan media and marketing strategies that will increase the visibility of SRF and the local SRF Chapter.
- Collaborate closely with other SRF Chapter Volunteer Leads to implement Chapter activities.
- Promote good public relations in all communities across the SRF Chapter area.
- Provide periodic program reports to Chapter Chair and/or SRF HQ at specified times and in form and format required.

Communications & Outreach Lead Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities.
- Current or former consumer of recovery support services.
- At least one year of sustained recovery.
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles.
- 2 or more years of experience in the content area for your volunteer role.
- Experience managing a team.
- Experience using project management systems for tracking and reporting.

Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

SHERECOVERS® FOUNDATION

SRF CHAPTER EVENTS & COMMUNITY SERVICE LEAD

SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

SHE RECOVERS Events & Community Service Lead

Coordinate and manage local events, SHE RECOVERS sanctioned events and workshops, Sharing Circles, SHE RECOVERS Dance, SHE RECOVERS Yoga, and community service events.

Recruit, train, support, manage, and evaluate local community volunteers as needed for their functional area.

Duties Include:

- Provide leadership, implementation and management of the Chapter's events including SRF sanctioned events, educational presentations, community service activities and others.
- Develop local opportunities for Chapter members to connect and be of service in the community.
- Collaborate closely with other SRF Chapter Volunteer Leads to implement Events and Community Service engagements.
- Promote good public relations in all communities across the SRF Chapter area.
- Provide periodic program reports to Chapter Chair and/or SRF HQ at specified times and in form and format required.

Events & Community Service Lead Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities
- Current or former consumer of recovery support services
- At least one year of sustained recovery
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles
- 2 or more years of experience in the content area for your volunteer role

- Experience managing a team
- Experience using project management systems for tracking and reporting

Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

Term & Elections

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.

SHE RECOVERS FOUNDATION CHAPTER POLICIES

I. **Definitions**

As used in this document, the following terms have the meanings set forth below:

“Chapter” means a group of volunteers that have formally filed an application and been approved by Headquarters to carry out the Mission locally in a specific geographic area under the auspices of Headquarters and in accordance with these Chapter Policies. Chapters are not separate legal entities, rather they are a mechanism for in person connections, support and empowerment within a local SRF community.

“Direct Recovery Services” means, but is not limited to, the provision of health care services, patient counseling and other services which are normally provided by a licensed/credentialed professional, other types of medical or psychosocial counseling beyond “recovery coaching”, and other types of similar direct recovery services provided to individuals with substance use or other disorders. Educating the public about substance use or other disorders or challenges is not considered a Direct Recovery Service.

“Headquarters” means She Recovers Foundation, Inc. a Texas nonprofit corporation that is duly qualified as an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. Headquarters is sometimes referred to herein as “HQ”.

“Key Volunteer” means a volunteer who fills one (or more) of the following five required Chapter roles: Chapter Chair, Communication & Outreach Lead, Community Service & Events Lead, Development & Fundraising Lead, Finance/Accounting Lead.

“Mission” means to inspire hope, reduce stigma, and empower women in or seeking recovery from substance use disorder, mental health issues, and other life challenges to increase their recovery capital, heal themselves, and help other women to do the same.

“SRF” means Headquarters and all Chapters collectively.

“SRF Branding Guidelines” means the quality control, branding and standard guidelines and terms of use for **SRF Marks** and **SRF Copyrighted Material** promulgated by Headquarters, as amended from time to time.

“SRF Marks” means the Headquarters corporate name, trade names, internet domain names, service marks, trademarks, logo types, slogans, symbols and other indicia of source, whether registered or not, owned or licensed by Headquarters, including without limitation any trademark or service mark containing the words “She Recovers”.

“SRF Copyrighted Material” means all copyright in and associated with, all materials, including without limitation, information text, photographs, illustrations, artwork, software, music, sound, graphics, audio/visual works, video, books, promotional or advertising copy, brochures, articles, documents or other materials, whether registered or not, owned or licensed by Headquarters and all translations, adaptations, editions, excerpts or derivative works thereof.

“Recovery Coaching” means services rendered by a qualified individual that promote long-term recovery by removing barriers and obstacles to recovery. The relationship of a recovery coach is highly personal and is akin to a personal guide and mentor for individuals seeking recovery.

“Service Area” means the specific geographic region, as defined for each Chapter in Attachment 1 to these Chapter Policies, within which a Chapter will pursue the Mission and Chapter Purpose and Objectives and conduct all its programs, activities, fundraising, and operations.

I. **Purpose of Policies**

These Chapter Policies have been established and are necessary to promote the effective and consistent furtherance of the Mission. These Chapter Policies set forth the respective roles, duties and responsibilities of Headquarters and each Chapter. It is the intent of these Chapter Policies is to provide a clear and concise summary of the major policies regarding Chapter operations and activities in an easily referenced resource and to promote operational excellence and consistency among all Chapters.

III. **General**

[A] **Mission**

Each Chapter agrees to further the Mission within its Service Area and to support and promote the objectives of Headquarters.

[B] Core Values

Each Chapter shall, at all times, uphold and maintain the SRF Core Values, a statement of which is set forth below:

- **Commitment to Mission.** SRF is committed to its mission to inspire hope, reduce stigma, and empower women in or seeking recovery to heal themselves and help other women to do the same. All SRF programs, activities and efforts should support this mission.
- **Integrity.** SRF acts with uncompromising honesty, integrity, and openness. Public trust and confidence in SRF's stewardship of resources is critical to the achievement of our mission. SRF manages, expends, and accounts for all funds responsibly and in accordance with the law.
- **Accessibility.** SRF believes we are all recovering from something and that ALL women must be supported to find their individual pathways and patchworks of recovery. We create and hold healing spaces to serve women from all walks of life.
- **Diversity.** SRF recognizes that diversity is a strength and all women and non-binary individuals who identify with women's communities are welcomed and respected in our movement. We honor, celebrate, and make space for difference in our healing communities.
- **Collaboration.** SRF works collaboratively with individuals, organizations, and institutions whose missions align with SRF. Collaboration maximizes impact and enhances outcomes for individuals who engage with our organization.
- **Trauma-Responsiveness.** SRF is committed to being trauma-responsive. We examine every aspect of our language, programming, environments, and values to ensure trauma-sensitivity, trust, and inclusion.
- **Impact-Focused.** SRF believes that success is measured by outcomes. We strive to deliver results that benefit our constituents and society at large.

[C] Headquarters Support

Headquarters will provide the Chapter, to the extent reasonably practical (as determined in Headquarters' sole discretion,) support, assistance, guidance, and training to facilitate and strengthen the Chapter's pursuit of the Mission and its compliance with its responsibilities and obligations set forth herein.

[D] Website and Social Media Presence

Headquarters has created and will maintain a website, Sherecovers.org (the “SRF Website”) which will, among other features, house a Chapter Portal. This will promote consistency in branding and messaging for Headquarters and all Chapters. It is important that each Chapter maintains a presence on the SRF Website. Chapters are expected to provide content for their individual web pages on the SRF Website. Examples of expected content to be provided by the Chapter are a current list of available local Chapter activities and contact information for the Chapter. All elements of the SRF Website, including the Chapter web pages, are the exclusive property of Headquarters and all content is subject to the approval of Headquarters, in its sole discretion.

Chapters must also maintain a private Chapter Local Connections Facebook group and have two named Administrators.

Chapters are welcomed and encouraged to reshare content from SRF social platforms to their personal platforms but are not permitted to maintain a SRF website, SRF internet presence, or SRF social media presence separate and apart from their Chapter web page on the SRF Website and their Chapter’s Local Connections Facebook Group. On occasion, Chapters may be provided with SRF-approved promotional assets relating to their Chapter activities to share across their personal social media platforms.

IV. Chapter Intention and Activities

[A] Objectives The driving purpose of the Chapter is to zealously pursue the Mission through connecting, supporting, and empowering women in its local community. In all its activities, the Chapter should be guided by the following Objectives:

- Provide women from diverse backgrounds and underserved communities increased access to online and in person recovery support.
- Help women build recovery capital by supporting and providing individualized and holistic recovery practices and resources.
- Reduce the stigma related to women and recovery through public education and awareness programs that empower communities to embrace and support women in recovery.
- Serve as a trusted resource of information for recovery seekers, and a referral point for professionals, service providers and advocates looking for support within a recovery-oriented system of care.

[B] Specific Activities. The Chapter is expected to constantly strive to serve its constituents by being innovative and conducting activities, programs, and offerings to fit the needs of their local community. While some activities are required in each Chapter by HQ to enhance consistency among Chapters, each Chapter is encouraged to adapt its other programs and activities to serve the unique needs of its local community, always acting in accordance with the Chapter Policies.

Examples of activities that a Chapter could pursue include the following: Note those that are required vs. optional:

Online Connection Groups

- **SHE RECOVERS® Online Community Groups (required)** | Local Connections Private Facebook Groups are a trauma-informed inclusive online platform to connect, support, and empower women in or seeking recovery in your local community.
- **SHE RECOVERS Foundation Chapter Web Portal (required)** | Upload reports, access tools, and keep contacts up-to-date so women in or seeking recovery can find our movement and your local Chapter.

In Real Life (IRL) Connection Groups and Service Groups

- **SHE RECOVERS Foundation Sharing Circles (required at least monthly)** | Peer-supported group meetings facilitated by trained SHE RECOVERS Coach Designees, SHE RECOVERS Trauma-Informed Yoga Teachers, and associated SHE RECOVERS Professional Designees.
- **SHE RECOVERS Foundation Yoga** | Facilitated by SHE RECOVERS Trauma-Informed Yoga Teachers.
- **SHE RECOVERS Foundation Dance** | Facilitated by trained SHE RECOVERS instructors (in development).
- **Informal Meetups** | Recovery-focused activities and networking opportunities designed to encourage positive and supportive relationships with other women in recovery.

Educational Programs and Community Outreach

- **Educational Programs** | Including speaker presentations, panel discussion and community forums related to behavioral health recovery, self-care, healthy communication, boundaries, mental health and wellness, working through trauma and crisis, and family recovery.

- **Community Outreach & Collaborations (*contacts required monthly*)** | Educate and inform clinicians, physicians, institutions, and organizations about SRF as the leading recovery resource for women. May including sharing of SRF informational materials as a starting point, up to and including creating new collaborations with organizations for bi-directional referrals, joint presentations, outreach and activities.
- **Educate and Inform** | Provide information to educate local policy makers on issues impacting women in or seeking recovery in their geographic area.
- **SHE RECOVERS Foundation Gives Back/Community Service** | Organize group volunteer service activities for local nonprofits or community organizations in the recovery space, e.g., volunteering at local women’s recovery facilities, hospitals and institutions, shelters, etc.
- **SHE RECOVERS Sanctioned Events** | HQ will be rolling out workshops and programs with implementation kits that will allow Chapters to deploy these events in their community when deemed appropriate.
 - **SHE Reads** book clubs.
 - **SHE Creates** (art, writing, music, hand crafts, etc.)
 - **SHE Moves** physical activity groups (walking, hiking, etc.).

SHE RECOVERS Foundation Fundraising Events

- **SHE RECOVERS “Movement = Medicine” (*required*)** | In September 2022, SRF will launch its signature fundraising campaign culminating on October 8 in celebration of Mental Health Awareness Month. SHE RECOVERS Movement=Medicine is a public awareness and peer-to-peer fundraising campaign where participants will create individual or team fundraising campaigns to perform 108 minutes of trauma-informed mindful movement, virtually and/or in-real-life. Participants and teams will seek donations to support their fundraising efforts and challenge others to conduct 108 minutes of trauma-informed movement.
- **Local SHE RECOVERS Fundraising Events** | From time to time, HQ will roll out fundraising events with toolkits that will allow chapters to deploy these events in their local community. We ask chapter leadership to help strategize, recruit members, and implement these events in your communities.

[C] Direct Recovery Services Prohibited

The provision of Direct Recovery Services is inconsistent with the Mission. The Chapter shall not engage in the provision of Direct Recovery Services without the express prior approval of Headquarters.

[D] Alcohol and Cannabis Prohibited

Given the nature and importance of the Mission, alcohol and cannabis are strictly prohibited at all Chapter events, programs and activities.

V. Chapter Responsibilities and Obligations

[A] Service Area

Each Chapter shall assume responsibility for furthering the Mission within its Service Area, and shall conduct its programs, activities, fundraising/financial development (as approved by Headquarters in advance) and operations exclusively within the boundaries of the Service Area. A Chapter may not conduct business or raise funds/engage in financial development in areas outside of its Service Area or amend or expand its Service Area, unless it has first (1) submitted an application to Headquarters setting forth, in detail, the reasons for such amendment or expansion and the proposed new boundaries and (2) obtained prior written approval from Headquarters, which approval shall not be unreasonably withheld.

[B] No Authority to Bind Headquarters

No Chapter has the authority to bind, and shall not bind, the Chapter, Headquarters or SRF to any contract, agreement or obligation at any time without the prior express written consent of Headquarters. No Chapter may enter into any type of contract, agreement or obligation binding or purporting to bind the Chapter, Headquarters or SRF without the express written consent of Headquarters. No Chapter has the authority to incur any liability, obligation or expense on behalf of the Chapter, Headquarters or SRF. This prohibition includes, but is not limited to, any loan, guarantee or other similar agreement.

[C] Compliance with Applicable Law

The Chapter and each volunteer, agent and representative of the Chapter shall comply with all applicable local, state, and federal laws and shall also strive to avoid the appearance of impropriety or personal, professional or criminal misconduct.

The Chapter shall maintain all permits, licenses and other governmental approvals that may be necessary or appropriate in connection with its performance under these Chapter Policies.

[D] Tax Exemption

The Chapter shall conduct all of its activities and operations in a manner compliant with Headquarters' status as an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. The Chapter shall provide Headquarters with any requested information, including financial and operational activity, in order to ensure Headquarters' and SRF compliance with Internal Revenue Service laws and regulations re: tax exempt entities. The Chapter will notify Headquarters immediately in the event of any actual or threatened challenge, investigation or inquiry by any federal or state authority into Chapter or SRF tax-exempt status.

[E] List of Key Volunteers

Each Chapter shall provide Headquarters with a list of its Key Volunteers (including their qualifications) at the time of application for Chapter status and shall provide an updated list annually and as any Key Volunteer is added or removed.

[F] Financial, Accounting, and Internal Controls

A Chapter is not a separate legal entity but a division of SHE RECOVERS Foundation, thus each Chapter is required to follow all financial, accounting and internal control policies and procedures of Headquarters.

Each Chapter shall create and submit a budget proposal annually, in the timeframe, form and format requested by Headquarters. Chapter budgets must be approved by Headquarters and no funds can be expended against the budget until the budget is approved in writing by Headquarters.

The Chapter Chair, Finance/Accounting Lead, and Headquarters' designee will have access to a bank account created and funded by Headquarters. Only the Chapter Finance/Accounting Lead will have an associated debit card. Set account maximums will be established for ordinary and necessary expenses of the Chapter. Chapters shall follow all processes for accounts payable and accounts receivable as required by Headquarters which have built-in internal controls for cash. The approval by two persons is required to pay an invoice. The Finance/Accounting Lead shall be the initial approval for invoices to be paid. The second approver is appointed by Headquarters.

Headquarters will handle the bank reconciliations, bookkeeping, monthly accounting, and financial reporting activities for each Chapter. Monthly or quarterly Profit/Loss Statements will be provided to each Chapter. The frequency of such reports is dependent upon the volume of transactions incurred by the Chapter and as deemed appropriate by HQ.

Chapter expenses paid on a Chapter volunteer's personal credit card require the prior written approval of Headquarters. Such approved expenditures will be reimbursed according to Headquarter's policies and procedures.

Each Chapter shall be subject to the Conflict of Interest Policy regarding financial transactions with third parties and must follow the procedures of enforcement of Headquarters and the Headquarters Board of Directors.

Chapter funds are restricted to the following types of expenses:

- Facility rental (in-kind, no-cost, and low-cost options should be pursued first).
- Recovery Coaches and/or other service professionals to facilitate Chapter initiated activities (other than Sharing Circles which are voluntarily facilitated by professional SHE RECOVERS Designees).
- Light refreshments for Chapter hosted events and activities.
- Printing, copying, mailing, postage.

The following expenses are NOT allowable Chapter expenses:

- Any and all travel and travel related expenses (unless prior written approval is obtained from designated Headquarters' staff).
- Alcoholic beverages.
- Memberships and dues.
- Long-term or recurring facility/space rental typically associated with a lease, unless prior written approval is obtained from designated Headquarters' staff.

Chapters may have expenses beyond those incurred in the performance of day-to-day programming and activities. These may be associated with periodic events such as the SRF Signature Event or similar, larger activities that should be anticipated well in advance. For these anticipated events it is the responsibility of the Chapter Finance/Accounting Lead to follow the approval procedures outlined by HQ in applicable Chapter guidelines or Toolkits.

[G] Collection of Data and Sharing of Chapter Practices

Each Chapter shall collect and periodically report to Headquarters statistical information, including volume and outcome data, relating to recovery support services, referrals, programming, and other metrics which measure the impact that its activities are having in the Service Area. Data should be collected in the manner and reported on the timeframe, form, and format determined by Headquarters.

Chapters are encouraged to promote the development of effective practices relating to their programs and services and to share same with Headquarters for dissemination to SRF.

[H] Communications/Public Relations

Neither the Chapter or any of its volunteers shall have authority to speak or take any position on behalf of Headquarters or SRF with respect to any medical, scientific, or educational issues or to take any position or make any public statements that are inconsistent with or contrary to a Headquarters promulgated position statement, without express prior written approval from Headquarters.

[I] Conflict Disclosure Statement and Confidentiality

Every Chapter volunteer shall perform their duties in an honest and ethical manner and shall avoid any conflict, or the appearance of any conflict, between personal, professional, or business interests and the interests of the Chapter or SRF.

If any Chapter volunteer has any direct or indirect interest in, or relationship to, or will derive any personal benefit or advantage from, any individual or organization that has entered or proposes to enter into a transaction or dealings with the Chapter, such volunteer shall provide prompt written notice of such interest or relationship to the Chapter and Headquarters and abstain from formally or informally participating in or influencing the Chapter decision-making process, except to provide factual information upon request.

Each Key Volunteer shall sign a Conflict Disclosure Statement provided by Headquarters (i) upon approval of the Chapter application, (ii) at the beginning of each fiscal year and (iii) whenever merited by changed factual circumstances (e.g., a potential conflict arises). Executed disclosure statements shall be forwarded to Headquarters.

Each Chapter volunteer shall hold in strict confidence all confidential information regarding SRF, the Chapter and Chapter constituents.

Each Chapter shall maintain complete and accurate records of the actions and deliberations of the Chapter and all committees thereof, including copies of all materials provided to Key Volunteers and committee members. Chapters shall provide Headquarters with copies of same immediately following each Chapter or committee meeting and after any action taken by the Chapter or committee thereof.

[J] Fundraising/Financial Development

SRF recognizes the critical importance of accountability, transparency and integrity to its ability to attract support and, ultimately, to achieve its Mission. Accordingly, it is essential that each Chapter employ the highest ethical standards and practices in connection with its fundraising/financial development activities and, at a minimum, each Chapter shall:

- Be prohibited from the selling, exchanging or providing volunteer lists, donor lists, event participant lists, or any list of persons who have received services from the Chapter to any person or entity outside SRF or for any purpose other than for the exclusive benefit of SRF, without the prior written approval of Headquarters.
- Respect the right of a prospective donor or business partner to give or not to give, and to participate or not.
- Use solicitations that include a clear description of the programs and activities for which funds are requested.
- Comply with the guidelines and standards of the Association of Fundraising Professionals and the Better Business Bureau Wise Giving Alliance and any applicable federal, state or local charitable fundraising laws or regulations.
- Comply with all fundraising guidelines and policies issued by Headquarters.

No Chapter shall agree to pay finder fees, commissions, percentage compensation based on contributions or any other form of incentive-based compensation to any person or organization. No Chapter shall use telemarketing for fund raising purposes.

All agreements relating to fundraising, sponsorships or programs conducted by a third party on behalf of a Chapter shall be between Headquarters and such third party.

Chapters shall not enter into a sponsorship or cause-related marketing arrangement without the prior approval of Headquarters.

A Chapter should not be the beneficiary of an event or program in which the proceeds are generated through alcohol sales unless the Chapter has first received the written approval of Headquarters. This includes any direct sales of alcohol, as well as indirect sales of alcohol (e.g., through the sale of “alcoholic drink tickets”). This provision shall also apply to cannabis in jurisdictions where recreational use is legal.

[K] Risk Management/Oversight and Insurance

Each Chapter shall provide Headquarters with sufficient information to facilitate Headquarters' performance of background checks of all Key Volunteers, and any other volunteer supporting finance or fundraising efforts.

Headquarters will maintain adequate insurance policies covering the Chapter and its volunteers, as deemed appropriate in Headquarters sole discretion. This may include, but is not limited to, Directors and Officers Liability Insurance, Comprehensive General Liability Insurance, Crime Policy, Auto Liability Policy, and/or event insurance. The Chapter shall comply with the terms and conditions of all such insurance policies, as directed by Headquarters.

Each Chapter must receive Headquarters' approval prior to conducting or being the sponsor or beneficiary of an athletic or sporting event. The Chapter shall ensure that any such approved event maintains general and participant liability insurance covering such event and its participants in a minimum amount specified by Headquarters and shall require Headquarters and the Chapter to be named as an Additional Insured on such policy of insurance. The Chapter shall provide a certificate of insurance to Headquarters evidencing this coverage no later than thirty (30) days prior to the event.

Each Chapter that is approved to conduct, sponsor or be the beneficiary of an athletic or sporting event, or other event as specified by Headquarters, shall obtain a signed Waiver and Release (substantially in the form specified by Headquarters) from all participants in such event, provide copies of same to HQ and shall retain same in its files for at least five (5) years.

[L] Legislative, Lobbying and Political Activities

A Chapter is strictly prohibited from engaging in any activity that may reasonably be perceived as a political campaign activity. Prohibited political campaign activity is defined for Federal income tax purposes as intervening directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office. A Chapter may not accept donations in any form (including, but not limited to, sponsorships, regular donations or via a third-party event) from a political campaign.

A Chapter shall not establish, or otherwise be involved with, a Political Action Committee (PAC) or any other similar group involved in raising or receiving funds for distribution to, for or on behalf of any candidate for political office.

Each Chapter volunteer shall scrupulously distinguish between personal political activity and activity conducted on behalf of the Chapter and shall use all reasonable efforts to ensure that such distinction is readily apparent to the public.

Except as expressly authorized in writing by Headquarters, a Chapter shall not carry on propaganda or otherwise attempt to influence legislation. A Chapter shall not engage a third party to conduct lobbying efforts on behalf of the Chapter or SRF without the prior written consent of Headquarters.

No volunteer of a Chapter may offer testimony on any legislative or public policy issue at the federal, state or local level, on behalf, as a representative of or in any capacity directly connected with the Chapter or SRF or hold herself out as a representative of the Chapter or SRF, without the express prior approval of Headquarters. This policy does not deny any person the right to testify as an individual.

[M] Endorsements

No Chapter shall enter into any agreement or take any action that may imply support or endorsement of a specific commercial or non-commercial product, process, service, or enterprise undertaken or sponsored by a person or entity other than Headquarters, without the express written approval of Headquarters.

[N] Staffing- Volunteers Only

Chapters shall be staffed exclusively by unpaid volunteers. The Chapter shall abide by HQ directives regarding the appropriate oversight, evaluation, and risk management policies to govern the effective and productive use of Chapter volunteers.

[O] Trademarks, Copyrights

Each Chapter in good standing shall be granted a royalty free, non-exclusive limited license to use (but not modify) SRF Marks and SRF Copyrighted Material exclusively in connection with Chapter activities provided, however, that certain of the SRF Marks or SRF Copyrighted Material, as determined by Headquarters in its sole discretion, may be reserved solely for use by Headquarters. All uses of the SRF Marks or SRF Copyrighted Material must be in accordance with the SRF Branding Guidelines. A Chapter's right to use SRF Marks or SRF Copyrighted Material may be suspended or terminated at any time by Headquarters in its sole discretion.

Each Chapter shall use its best efforts to safeguard the SRF Marks and SRF Copyrighted Material from unethical or unauthorized usage and shall immediately notify Headquarters if it learns of any such unethical or unauthorized uses.

No SRF Mark or SRF Copyrighted Material may be licensed or sublicensed to any person or organization, including any local sponsors or vendors, without the prior express written permission of Headquarters. In all instances where Headquarters has approved a license or sublicense of an SRF Mark or SRF Copyrighted Material to another entity, Headquarters must review and approve all uses of such SRF Marks or SRF Copyrighted Material to ensure compliance with the SRF Branding Guidelines.

No SRF Mark or SRF Copyrighted Material may be altered or modified in any way without the express written permission of Headquarters.

Headquarters shall provide the Chapters with SRF Branding Guidelines containing guidelines and samples of how the SRF Marks and SRF Copyrighted Material are to be appropriately used. Chapters shall strictly follow the SRF Branding Guidelines. Any usage of the SRF Marks and SRF Copyrighted Material shall be of a high quality consistent with SRF's outstanding public image. Chapters shall refrain from using or agreeing to the use of any SRF Marks or SRF Copyrighted Material in any manner that would be reasonably likely to bring disrepute to SRF or would be inconsistent with the Mission. If Headquarters reasonably believes that any such usage would be reasonably likely to bring disrepute to SRF or would be inconsistent with the Mission, then upon notice from Headquarters, the Chapter shall immediately discontinue such usage.

V. Administering the Chapter Policies

[A] Policy Amendment

It is expected that as SRF grows and evolves, these Chapters Policies will be amended from time to time by Headquarters, in its sole discretion, and that various additional policies and guidelines for Chapters will be added as attachments to these Chapter Policies. All such amendments and attachments shall be incorporated herein by reference and shall be considered a part of these Chapter Policies for all purposes.

[B] Agreement to abide by Chapter Policies and Code of Conduct

Each Key Volunteer shall sign statement provided by Headquarters (i) upon approval of the Chapter Application (ii) at the beginning of each fiscal year and (iii) whenever merited by changed factual circumstances, agreeing that the Chapter and each Key Volunteer individually will comply with the Chapter Policies and Code of Conduct. Executed statements shall be forwarded to Headquarters.

[C] Enforcement of Chapter Policies

It is essential to the pursuit of the Mission that Headquarters, Chapters and Key Volunteers comply with their respective obligations and responsibilities set forth in the Chapter Policies. Accordingly, Headquarters shall have the following specific remedies, in addition to any other remedies available to it at law or in equity, which it may use to address any breaches of or non-compliance with a provision of the Chapter Policies:

- Warning. A written notice to a Chapter and/or Key Volunteer setting forth in detail the existence of the breach.
- Work Plan. A reasonable written plan created by Headquarters whereby the Chapter and/or Key Volunteer is required to rectify the breach or event of non-compliance.
- Suspension. Formal suspension of Chapter and/or Key Volunteer status.
- Revocation. Formal revocation of the Chapter and/or Key Volunteer status.

The listed remedies need not be utilized in sequential order and Headquarters may utilize any of these remedies, at any time in its sole discretion.

Where practical, in Headquarters' sole discretion, prior to suspension or revocation of the Chapter status, Chapters shall be given due notice of Headquarters' intent to suspend or revoke Chapter status and the Chapter shall be afforded a fair and reasonable opportunity, as determined in the sole discretion of Headquarters, to cure the breach or event of non-compliance, provided that such breach or event of non-compliance is curable.

Headquarters has the right to revoke Chapter status at any time if, in its sole discretion, HQ determines that the Chapter is not operationally or economically feasible or practical.

If Chapter status is suspended or revoked, the Chapter and shall immediately (i) cease operating in the name of the Chapter, (ii) cease using all SRF Marks and SRF Copyright Material and any and all confidential information (iii) cease soliciting contributions in the name of the Chapter and SRF and (iii) all events, activities and programs of the Chapters shall be immediately suspended or cancelled. In the event Chapter status is suspended or revoked Chapter shall provide Headquarters with immediate access to all Chapter books and records.

Upon revocation of Chapter status, any and all Chapter and SRF funds, assets, property and records in the possession or control of the Chapter or Key Volunteers shall be immediately delivered to Headquarters.

Chapter agrees to comply with this Section V.[C] regardless of whether there is a dispute as to the propriety of the suspension or revocation.