

Quota International's "BRANCHing Out" Information Guide For Non-South Pacific Area Clubs

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What does the title of the program--"BRANCHing Out"--mean?

It refers to an initiative to expand the world of Quota by *branching out* with a new and different outreach program spearheaded by individual clubs in Quota.

What is the vision of this program?

To expand Quota International's membership presence in existing Quota communities worldwide.

What are the goals of the program?

To form a BRANCH of a mentoring club whose members will be members of the mentoring club, but who will operate as a BRANCH of the club, meeting separately and having separate service programs, etc. The group may or may not become a club. If the BRANCH reaches the 15-member mark, they can charter as a separate club if they wish. If the BRANCH does not reach the 15-member mark, members will be permitted to operate indefinitely as a Branch.

Why was this program instituted?

- Quota has been experiencing a net membership loss for several years. This trend needs to be reversed.
- Traditional new club organization methods have not produced the hoped for results.
- Board members recognized that taking the same development and growth approach again in the future, would produce the same results as in the past and this was not acceptable.
- Board members wished to resolve the problem of many newly organizing clubs that 'stall' at the 8 – 12 member point and never become a new club because they lose momentum. This program will enable the members who wish to form a club to become members of Quota International immediately so that they can begin getting the satisfaction of helping others in need as they continue to recruit more members for their new club.
- Because BRANCHES can be formed with a minimum of five members, it is an ideal alternative for areas that can't support the minimum 15 members necessary to charter a traditional Quota club. BRANCHES can flourish where chartered clubs cannot be established: small towns, remote rural areas, ethnic neighborhoods, business parks, and medical complexes.
- "BRANCHing out" to new groups of people to invite them into membership can provide a multitude of benefits never before achieved in Quota. It opens a whole new world of possibilities.

What is a BRANCH?

A BRANCH is a small group of individuals who become members of an existing (mentoring) club. The BRANCH holds its meetings and service activities at a location that is separate from the parent club.

How do you form a BRANCH?

BRANCHES may be formed anywhere within the district of a mentoring club.

What groups might be interested in becoming a BRANCH of a club?

- Groups who were once a Quota club, whose members still want to retain a Quota membership and affiliation with a club close by.
- New club groups that have been formed and not reached the 15-member threshold, but who have a desire to start operating now and start their own programs and fun.
- Groups who are currently “friends” of a local club, who do not desire to become a member of a traditional club at this time.
- Targeted groups who may have already formed into a “group” of sorts or who have a special interest that would connect them easily. All potential groups would share in the desire to use their time, talent and resources to help others.

Examples of common locations of potential BRANCHES:

- employees at a large company/hospital
- residents of an apartment house
- employees of a business park
- “friends” of a local club
- ethnic neighborhoods/populations
- local groups of different professions
- stay at home Mom’s
- young professionals
- rural areas
- small towns
- suburbs of a city
- common interest groups (sports clubs, etc.)
- alternative meeting time
- recipients of Quota services
- partners with Quota in service initiatives
- residents of a retirement home
- college students
- etc.

What is the formal affiliation of BRANCH members to the mentoring club?

- Members of each BRANCH will join Quota International through membership in the mentoring club. The mentoring club will list the members as BRANCH members and will use a special BRANCH membership form to report them to Quota International. The

mentoring club will report the members as losses if they leave the BRANCH and are no longer a member.

- The BRANCH will not have official “club” status or voting rights. The BRANCH will not pay an advance convention fee but each member will pay international dues and the per person cost of club liability insurance. When a person joins a BRANCH she or he will also pay an initiation fee. If the mentoring club and/or district does not pay the district dues for the branch members, the branch members will pay district dues.
- The mentoring club would keep financial accounts of the BRANCH. The BRANCH **may not** open its own bank account.
- Quota International will receive and request official information from the Mentoring Club regarding the BRANCH.

What will the BRANCH be called?

____Branch of Quota International of ____ (city of club)

The “blank” is the identifier that the group selects in consultation with the mentoring club.

Examples of groups are: Montgomery County Retired Teachers Branch; Yorktown Medical Center Branch; Norristown Stay-at-Home Moms Branch; Quakertown Lunch Time Branch; Maryville Young Professionals Branch; Rehoboth City Silver Q Branch; Sonoma Valley Sign-Language Interpreters Branch; Asbury Retirement Home Branch; Phoenix Hearing and Speech Professionals Branch; etc.

What are the procedures/requirements for starting a BRANCH?

- The BRANCH must have a minimum of 5 members who have paid dues and initiation fees and who are reported to Quota International as new BRANCH members by the mentoring club.
- The mentoring club must submit a Club BRANCH Notification form to Quota International with at least 5 new BRANCH member forms, international dues and initiation fees.

What are the steps that need to be taken to get a BRANCH underway?

1. Decide to do it! This is the most important one of all.
2. Brainstorm with a BRANCH organizational committee about which group to focus on.
3. Determine whether the organizer will be a single individual who is taking the lead in the effort or a committee. If the BRANCH is formed with a minimum of five **new** members, and the dues are paid, the organizer (either an individual or a group) will receive a \$150 stipend; the mentoring club will receive an administrative stipend of \$150; and, the new branch will receive a \$150 service grant from Quota International. If the branch charters within 2 years of forming with at least 5 *additional new* members it will receive an additional \$300 service grant when it charters.
4. Host an informational meeting. Invite all who you think would be interested in joining. (In the meantime, invite a club member to be the BRANCH Liaison and make sure she/he attends this meeting.) At the meeting you will:
 - Describe the mission and goals of your club (the mentoring club).
 - Briefly tell the history of Quota International and its scope of work.

- Introduce Quota service programs and discuss possible local projects.
 - Describe, too, the work of the We Share Foundation and its Club to Club Program.
 - Club and BRANCH structure.
 - Invite them to attend an organizational meeting.
5. Conduct an organizational meeting. Include as subjects to discuss:
- Details of Quota membership.
 - Club and BRANCH structure (continued).
 - Dues and any other relevant issues.
 - Invite them into membership and officially establish the club BRANCH.
 - Elect officers within the BRANCH. BRANCH members should elect their own coordinator and vice coordinator.
 - Branch Coordinator (the leader and spokesperson of the group).
 - Branch Vice Coordinator (the administrator/scribe of the group).
 - Start talking service!
 - Set up and time and place for the next meeting.
6. Conduct the BRANCH'S first meeting:
- Determine time and location for future meetings.
 - Plan the BRANCH'S mission and goals.
 - Continue talking service and start planning your first activity!
 - You're on your way! Congratulations, the fun has just begun!

What are some of the coordinating relationships that the mentoring club will need to establish with the BRANCH? (The goal is to KEEP IT SIMPLE!)

- The mentoring club will select one person to be the BRANCH Liaison. This person may or may not be designated as the Branch organizer. That person will attend the BRANCH'S meetings, report on the BRANCH'S progress to the mentoring club's board, and provide leadership assistance to the BRANCH. (This person's role will be an encouraging, mentoring, nurturing role.)
- Reporting responsibilities: The mentoring club and the BRANCH will want to determine a reasonable reporting relationship that serves both groups' needs.
- All BRANCH members will pay international initiation fees (currently U.S.\$10) and pro-rated quarterly international dues (maximum U.S.\$75) upon joining a BRANCH, as well as the per-person costs of club liability insurance which provides coverage of their activities and fundraisers (Note: new branch members only pay this fee if they are a branch member at the time the premium is collected in October. If they become a branch member after October, they do not pay this fee until the following October). District dues will need to be paid for or by branch members.
- The BRANCH members are **not required** to pay mentoring club dues. They do pay a pro rata share of the liability insurance cost of the mentoring club, though. The goal is to keep costs as low as possible.
- The mentoring club and the club BRANCH **may**, however, determine what, if any, club dues, fees, etc. need to be paid by BRANCH members **if** both parties deem it advisable.

- The BRANCH may decide on "BRANCH" dues/fees that they wish to pay to operate, but that will be up to them.
- Financial management: The mentoring club will keep the finances of the BRANCH in their bank account, but will keep it separate so that it is clearly distinguishable as the BRANCH'S financial resources. Within this bank account, each BRANCH will have an administrative account and a service account. BRANCHES will NOT have their own bank accounts.
- Mutual participation and admiration! Both groups will want to support each other's activities in a mutually agreeable fashion.
- Record keeping – membership records may be maintained by the BRANCH or may be maintained in concert with the mentoring club as agreed upon by both groups.
- Reporting responsibilities – The mentoring club shall be responsible for reporting new members and losses to Quota International in a timely fashion as well as forwarding the annual dues and initiation fees of the BRANCH members. Should the BRANCH "dissolve," the mentoring club will report this action to Quota International.

Do BRANCH members pay district dues?

District dues must be paid for or by branch members. The mentoring club may choose to pay the dues for them or the district may choose to pay the dues from development and growth funds or any other appropriate funds. However, if this is not the case, then branch members must pay district dues themselves. And, certainly, when the BRANCH becomes an official club, each member would be expected to pay their share of district dues as all other members do.

Who's Who in Club BRANCHES:

Mentoring Club – The existing Quota club that recruits BRANCH members and provides support and guidance as needed. All BRANCH members are considered members of the mentoring club.

BRANCH Coordinator – The person elected from the BRANCH membership to serve as the leader of the club BRANCH.

BRANCH Vice Coordinator – The person elected from the BRANCH membership to serve as the administrator providing the reports mutually agreed upon by the mentoring club as well as the BRANCH membership.

BRANCH Organizer – the person or committee responsible for organizing the BRANCH. This person may or may not be the BRANCH Liaison. This person or committee should be designated on the Notification form sent to Quota headquarters upon the formation of the BRANCH.

BRANCH Liaison – A member of the mentoring club who acts as the go-between for the mentoring club and the BRANCH.

BRANCH Member -- As members of a BRANCH, they are members of the mentoring club and Quota International. They are committed to using their time, talent and resources to help others.

What are the key characteristics of a local club BRANCH?

- A core group of active, dedicated volunteers – 10 assures you will have enough available hands to get a job done.
- A service mission and vision statement. The group should have a passion for service and should be able to state it.
- A service project – this is key! One big one can be more effective and compelling than several small ones, but it is up to the BRANCH.
- A leadership team – Every group needs a leader and an administrator.
- A mentor – a liaison between the mentoring club and the BRANCH will insure that communications are free flowing and will support the efforts of the club's new BRANCH.

What are the chartering requirements when a BRANCH decides to be a club “on their own?”

The requirements are the same as any other club with a few modifications. When a BRANCH reaches chartering size of 15 it will become an official club. The day it charts will be the first day of its club status. From this point on, the sponsoring club will list the members of the “group” as transferring to the new club. They will not pay new initiation fees, nor will they need to complete new member forms. Other chartering requirements will need to be fulfilled – officers named, club bylaws written, meeting date and place determined, etc. and if district dues have been paid *for* them rather than *by* them, in the future the members will be responsible for their own district dues.