I²SL Chapter Resources

Spring Clean Your Chapter Best Practices

Dear I²SL Chapter Officers,

We are glad so many of you joined us for the Chapter Officer call in January. You may see the attached summary if you were not able to make the call. We deeply appreciate the experience and enthusiasm you bring to the organization. With successful trainings and events, fresh ideas, and an engaged community, 2019 will surely be another great year for the I²SL community.

Below are a few reminders, so feel free to save this email so you can have this information readily at hand.

We're Getting Mystery Money…Please Use the Chapter Payment Form!

- Don't let your next sponsorship check turn into mystery money—send us a Chapter Payment Form so I²SL HQ can process your payment quickly and accurately.
- A Chapter Payment Form should accompany all payments to I²SL. You may submit the form with a payment you are sending to I²SL HQ or submit the form prior to I²SL HQ receiving a payment directly from a sponsor. Please remember to include your chapter's name at the top.
- This one-page form is as easy as 1-2-3! First provide the payee contact information, then the payment information, and finally the payment type.

Got Plans? The Event Report Form Is Now Easier Than Ever to Complete!

- Remember: I²SL needs notification of your recent events to determine chapter event income, expenses, and attendees to add to our network. We have shortened and simplified the Chapter Event Report Form to include just these three items.

- Within 30 days of an event, complete and submit the Chapter Event Report Form to provide I^{2}SL HQ with information on any monetary transactions and an attendee list.

You can find both these forms, templates, tools, and information on the Chapter Resources page.

O&M Lab Ventilation Management Training Receives Very Positive Reviews

3Flow offers a training program in conjunction with I²SL targeted to operations and maintenance personnel who work in critical environments. When the University of Illinois at Chicago held the training, participants noted how well-organized and helpful the information presented was. One participant wrote, "This has been the most beneficial training that I have received at UIC. If we continue to receive training like this we as engineers and supervisors can work more efficiently and effectively." The next training session is March 19-20 in Cary, North Carolina. Sign up or learn more about future workshops today!

Thank you for your continued support of I²SL! Feel free to reach out with questions.

Hannah Berman, ERG
I^{2}SL Chapter Coordinator