

I²SL Chapter Resources



Chapter Kit Updates

Dear I²SL Chapter Officers,

The [I²SL Chapter Kit](#) provides general background on I²SL and its capabilities as well as procedures for new and existing chapters. Recently, I²SL HQ revised the Chapter Kit to reflect I²SL's updated capabilities and some new standards for chapters to follow. We ask that you read through the entire Chapter Kit, however, below are highlights of the changes:

Chapter Educational Events

Chapters are encouraged to raise chapter operating revenues by conducting regional educational events and activities that are consistent with the mission of I²SL. Chapters have access to a [variety of training opportunities](#) through I²SL HQ and can conduct these with an I²SL-approved chapter instructor (i.e., a local chapter member that is trained to teach a specific training course). Additionally, chapters are encouraged to develop their own training courses, especially for local chapter contacts who may be unable to attend the [I²SL Annual Conference](#), but these must be approved by I²SL HQ prior to promotion.

Direct Deposit Systems and Expenses

Moving forward, chapters that utilize a direct deposit system (e.g., Event Brite or Square) are required to report any funds collected through those systems within 90 days. Any unallocated funds that have not been reported within 90 days will be released for use by I²SL HQ.

Chapters must report direct deposits by completing the [event report form](#) or downloading the transaction report from the direct deposit system and sending it to [Crystal Jones-Arnold](#). Also, as a reminder, please submit receipts for any chapter expenses that should be deducted from the chapter's account.

Let us know if you have any questions after you have reviewed the updated Chapter Kit. We invite you to share this with anyone who would like to start an I²SL Chapter in their area, as the Chapter Kit is a great way to give them an overview of how chapters function within I²SL HQ and next steps to finalize their chapter.

As always, thank you for all you do for your chapters!

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I²SL Chapter Coordinator

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