



*International*

*Start Up Kit*

*Peace through Understanding*

[www.ptpi.org](http://www.ptpi.org)

**College/University Chapter**



## QUESTION

*Want to make a difference in the world  
and don't know where to start?*

## ANSWER

*PTPI offers you many opportunities to get involved. You  
can start by joining a PTPI college or university chapter.*

### *Message from PTPI's President and CEO, Mary Jean Eisenhower*

I encourage you to explore the world of People to People International (PTPI) by joining or forming a college/university chapter on your campus. When my grandfather, former U.S. President Dwight Eisenhower, founded PTPI on September 11, 1956, he firmly believed that ordinary people could make an extraordinary difference in creating a world where we can all exist in peace. Members of our global PTPI family believe that together we can make a difference.

Through educational, cultural and humanitarian activities, students around the world are teaming together to make a positive impact today and tomorrow. **You too could be a part of this effort!** This easy to use booklet will help you learn more about getting involved with PTPI on your campus.

Join us for global lifetime friendships as we create peace through understanding!

Your partner in peace,

Mary Jean Eisenhower  
President/CEO



*Peace through Understanding*



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## How to Form a PTPI College/University Chapter

### ***What is People to People International?***

People to People International (PTPI), with World Headquarters in Kansas City, Missouri USA, was established by President Dwight D. Eisenhower on September 11, 1956 to advance international understanding and friendship, tolerance and world peace between people of all nations through direct people-to-people contacts. Today, as a not-for-profit, [501 (c)(3)] organization, PTPI continues to enhance the foundation of our organization with educational, cultural and humanitarian programs for youth and adults worldwide. PTPI has a presence in 125 countries with more than 80,000 families and individuals actively participating in People to People International programs.

### ***What is a Chapter?***

Chapters are the backbone of our organization since they actualize the People to People International ideal of increasing international understanding and education at the local level. As a member of a People to People International Chapter you are part of the PTPI international network.

### ***Where do I begin? Starting a Chapter on your Campus is as easy as:***

1. Contact friends, sorority sisters/fraternity brothers, people in your dorm, classmates or whoever else on campus you believe would be interested in forming a chapter. Seek out a core group of at least ten. Hold a planning or organizational meeting of your core group.
2. Elect officers and decide on a name for the chapter. Think of a professor, instructor or faculty member that can serve as Campus Advisor.
3. Develop the chapter's bylaws, set programs and membership goals for the first year.
4. Send the complete charter application to People to People International World Headquarters--bylaws, program of activities, a request for a charter and the membership dues, including the list of your members, and letter from your college or university.
5. People to People International University Chapters are expected to meet the requirements of their campus' student governing body (Office of Student Affairs, University President, Director of Student Organizations and Activities, etc.) for establishing a new student organization. Proof of registration with the appropriate campus authority is required in a complete charter application. It is the responsibility of the chapter officers to contact the appropriate campus authority and learn what is required to form a People to People International Chapter on your campus.

## **What are the Benefits of Belonging to a PTPI College/University Chapter?**

### ***Educational***

- University chapters strive to work in conjunction with university curriculum to provide members with a “global education.” A “global education” is the set of knowledge, skills, and attitudes that prepares individuals to live and compete in an increasingly multicultural, interconnected, and fast changing global society.
- “Global education” is not just for those planning to pursue international careers post-graduation; all careers have been affected by the globalization of our society.
- International awareness, cultural understanding and a global perspective are skills essential to succeed in multiple fields including humanitarian work, healthcare, business, and sciences.

### ***Career Enhancing***

- Be a more global candidate for any position you apply for—as our world becomes more and more of a global community your international experience and understanding will make you more attractive to potential employers.
- Resume builder—your involvement in People to People International activities is impressive as you enter the professional world. Letters of recommendation and references are available through your contacts.
- Networking – In today’s employment scenario, where job openings are less than the number of people aspiring for them, networking is an effective tool to achieve your goals. PTPI has many networking opportunities especially if you plan to enter the international job market.

### ***Personal Growth***

- An opportunity for college/university students to participate in the advancement of world peace.
- A fun way for students to learn about various nations, cultures and world affairs through personal interaction.
- Student members receive unique international opportunities through PTPI programs and programs developed by the chapter.

## **What Can a College/University Chapter Do?**

- Invite international businesses to speak at chapter functions and arrange tours or “shadowing” days at their place of business.
- Offer day hosting or home hosting to international visitors who belong to our chapter network.
- Organize chapter events to promote cultural understanding and the exchange of ideas between people of diverse cultures.

- Participate in an existing international event on your campus and if one does not exist suggest the idea to your student body: introduce foods, music and cultures from around the world.
- Partner with other international organizations on your campus—Model United Nations, American Field Service, International Relations Council, ethnic groups, etc. Network with other organizations with similar purposes and goals.
- Invite members from international communities in your area to speak.
- Develop joint projects with other PTPI chapters in your area.
- Develop a mentoring program between local international businesses and chapter members or between chapter members and younger students.
- Ask international chapter members to speak about their culture.
- Plan activities or parties each with an international or cultural theme. This can serve as a chapter fundraiser.
- Introduce international students at local colleges and universities to local culture and way of life.
- Explore environmental and humanitarian projects: Neighborhood clean up; Serving meals at a soup kitchen or homeless shelter; volunteering time at local civic organization; adopting an international project (PTPI Landmine Initiative for example). Volunteering in your community or internationally through programs such as Volunteers for Peace.
- Sponsor or co-sponsor local community events whose purpose is to increase international understanding.
- Participate in the Artistic Ambassador Program. Have a student art exhibition focusing on international themes on your campus.
- Participate in the Meet the Diplomats Program.
- International classroom partnerships with schools in your community or international classrooms.

There are many possibilities and each chapter will emphasize those best suited within the community and university.

## How does a Chapter Finance Itself?

Mainly through dues and local fundraising events. In the United States this is done in accordance with the IRS 501 (c)(3) regulations. Dues and contributions to PTPI chapters are tax deductible. Other countries also have similar possibilities for volunteer organizations.

Chapters that participate in the International Visitor's Program will receive \$30.00 per visitor for each homestay. In Europe the homestay fee is 35 euro for European members and 60 USD for overseas. All goes to the chapter – unless it has been organized from PTPI's World Headquarters.

Matching Grants are available from PTPI Headquarters for special programs and events.

Monetary awards are also available for chapter innovative programming. Awards include Best Chapter Website, Best Chapter Newsletter, Chapter Membership, Programming, and Leadership Awards.

## What is required of a PTPI College/University Chapter?

### ***Checklist to apply for chapter charter***

Please see below and in appendices for details and examples.

	<b>Requirement</b>	<b>Comment</b>
A.	Application*	See appendices
B.	Programming	Outline your ideas about the programs for your chapter. See appendices and PTPI Web sites for ideas.
C.	Officers	Election or appointment of at least four chapter officers. .
D.	Dues	Transfer the chapter dues to PTPI.
E.	Membership list	Send via e-mail. Indicate the chapter officers and their function.
F.	Campus advisor	Find a member of the University staff to serve on the chapter board. See appendices.
G.	Endorsement from the university	A letter of confirmation from the College or University President endorsing that the student chapter is within the approved list of campus extra curricular activities.
H.	Bylaws*	Chapter Bylaws which are consistent with the by-laws of PTPI. Signed by the chapter president and sent to PTPI in original. See appendices.

\* The application and chapter bylaws need to be signed and sent in original to PTPI. All other documents can be sent via e-mail.

When the complete application is submitted and if approved, Headquarters will issue a charter to the chapter.

### ***Annual requirements***

Once the chapter has been chartered the programs and activities can start. On an annual basis the following reports should be made and membership dues paid.

	<b>Requirement</b>	<b>Comment</b>
I.	Meetings	The chapter should have at least six meetings over the academic year
J.	Dues	Annually the dues
K.	Reports	
L.	Membership lists	

### ***Chapter Officers***

The three basic ingredients to a successful chapter are (a) leadership; (b) programs; and (c) membership. Of these, nothing effective will happen without officers who lead and provide the membership with programs and activities through which they can realize their own goals and aspirations.

Each chapter shall have at a minimum a President, Vice President, Secretary and Treasurer and Campus Advisor. These officers should oversee the appropriate chapter committees.

### ***Campus advisor***

We require selecting a faculty or university staff member to fill this position. Campus Advisors are very important to the development and success of the University Chapter. Advisors act as mentor and provide guidance for the Chapter Board of Directors as well as all chapter members.

## Meetings

A chapter shall have regular meetings with an agenda or order of business. There should be six chapter meetings or events held over the academic year. Each meeting should have a program in addition to its business agenda. Failure to hold regular meetings is cause for revocation of a chapter's charter by International Headquarters. At the conclusion of the Spring Semester plans should be in place for the first meeting of the following year to insure continuity of the chapter.

## Membership Dues

Annual payment of membership dues will be paid to PTPI via PTPI European Council (PTPE). The membership fee for a University chapter member is two euro/year.

After a chapter has been chartered, the dues should be paid in the beginning of each academic year.

Payments can be done preferably via bank transfer or credit card. For questions or other ways of payment, please contact PTPI.

Bank Transfer	Credit card (AMEX or VISA)
Account holder: People to People Europe Account: 235 FJ-122138.1 IBAN: CH51 0023 5235 FJ12 2138 1 BIC: UBSWCHZH80A Bank: UBS, Switzerland Reference: Chapter name and year	Please send by fax (preferably) +49 (0)30-88916434: Name on card (card holder) Type of card: VISA or AMEX Card number Exp date Reference: Chapter name and year

## Address and membership lists

Please use a separate document (Word/Excel/etc) to list the chapter officers and members including their address during the academic year. If your chapter has an office or central location on campus please indicate this as well.

• Name	• Phone	• Date of birth
• Address	• E-mail	• (Chapter Officer)

## Who should I contact?

For more information regarding starting a People to People International University Chapter in Europe, please contact PTPI's European office.

People to People International European Office	People to People International World Headquarters
Lars Poignant Schillerstr. 59 10627 Berlin Germany europe@ptpi.org www.ptpe.org +49 (0)30 88916433 <i>phone</i> +49 (0)30 88916434 <i>fax</i>	Sarah Houston 911 Main Street, Suite 2110 Kansas City, Missouri 64105-2009 USA youthdirector@ptpi.org www.ptpi.org +1 816.531.4701 <i>phone</i> + 816-561-7502 <i>fax</i>



## People to People International World Headquarters

### APPLICATION FOR COLLEGE/UNIVERSITY CHARTER

As the Chapter Officers of the People to People International (Chapter Name):

Chapter, we do hereby submit our By-laws for approval by People to People International Headquarters (attach copy) and hereby apply for a Chapter Charter to begin People to People International activities in our community, and agree to send to PTPI the chapter dues charter dues of \$15.00 for individual membership (two euro in Europe). These dues will remain in effect for one year, at which time members will be encouraged to renew. In accordance with the concept of People to People International to advance international understanding and friendship through educational, cultural and humanitarian exchanges involving peoples of different countries and diverse cultures.

This agreement is made and entered into this \_\_\_\_\_ day of, 2\_\_\_\_ by and between People to People International, a not-for-profit corporation organized and incorporated under the laws of Missouri, U.S.A., and People to People International \_\_\_\_\_ Chapter.

The Parties hereto agree to follow and adhere to all rules and regulations as stated in the Chapter Manual, and understand that People to People International may withdraw the use of the name "People to People International" if for any reason this chapter misuses or detracts from the good name of the founder, Dwight D. Eisenhower or People to People International.

Name:

Signature:

\_\_\_\_\_  
(Chapter President)

\_\_\_\_\_  
(Campus Advisor)

\_\_\_\_\_  
(University Representative)

\_\_\_\_\_  
(Chapter Vice President)

\_\_\_\_\_  
(Chapter Secretary)

\_\_\_\_\_  
(Chapter Treasurer)

\_\_\_\_\_  
(PTPI Chief Executive Officer)

\*A copy of this agreement will be sent to the Chapter President upon approval of chapter application.

\*A letter of support from your University or College must accompany the charter application for the application to be considered complete.

## **PTPI Chapter Programs**

PTPI encourages chapters to undertake programs of different types during the year. You may also add own ideas of programs to the list – as long as they fall within the mission of PTPI. Please outline your ideas of chapter programs along with your charter application. PTPI chapters must hold at least six programs or event annually.

### ***International & Cultural Program Ideas***

- Participate in or plan an International Fair in your school or community. Discuss international career opportunities; introduce foods, music, art, dance and cultures from around the world.
- Host guests participating in the International Visitors Program (Homestay Program)
- Cultural Exchanges—a delegation from your chapter visits another chapter and they visit you in return
- Artistic Program—work with a local artist who shares the PTPI mission or recommend an artist to participate in the Worldwide Conference or Global Youth Forum
- Chapter presentations on international affairs, cultures and travel
- Host a participant in the Meet the Diplomats Program
- Promote the School and Classroom Program in local schools

### ***Membership Program Ideas***

- Create a Chapter Newsletter or Webpage
- Hold chapter meetings or dinners featuring a PTPI activity and planning future events
- Sponsor or co-sponsor local community events that increase international understanding
- Provide assistance and support to projects organized by other chapters
- Network with chapters worldwide (sister chapters) and with local organizations of similar purpose
- Send a delegation to the Worldwide Conference
- Sponsor a student participating in the Global Youth Forum or Student/Sports Ambassador Program
- Hold a membership drive to increase the number of chapter members
- Invite friends to a specific event, for example a carnival or other social gathering.
- Create a contest: person who brings in the most new members will receive a prize. The local chapter can establish recruitment awards.

### ***Fund raising (possibly combined with Membership Program)***

- Organize a bake sale, neighborhood yard sale, etc.
- Plan a chapter fundraising breakfast or dinner
- (There are numerous fundraising possibilities for chapter activities. Contact local businesses, restaurants, stores, sporting venues (work concession stand), explore local options.)

### ***Humanitarian and Community Service Program Ideas***

- Host an Operation Iraqi Children Event or fundraiser
- Raise awareness of the PTPI Global Landmine Initiative
- Participate in a Sister Chapter Project with a humanitarian theme
- Neighborhood clean up.
- Serving meals at a soup kitchen or homeless shelter.
- Volunteering time at local civic organization.
- Adopting an international project. PTPI can provide opportunities for international, humanitarian or community service projects.



## **College/University Chapter By-Laws**

### ***ARTICLE I - Definition and Purpose***

Section 1 - This organization shall be known as People to People International's:

\_\_\_\_\_ Chapter, a non-governmental, non-political and not-for-profit corporation, organized and incorporated under the statutes of the State of Missouri in November, 1961, whose International Headquarters is located at 911 Main Street, Suite 2110, Kansas City, Missouri 64105-2009, USA

Section 2 - People to People International is dedicated to enhancing cross-cultural communication within each community, and across communities and nations. Tolerance and mutual understanding are central themes. While not a partisan or political institution, PTPI supports the basic values and goals of its founder, President Dwight D. Eisenhower

Section 3 - To achieve the goal of international understanding, People to People International will promote contact between peoples of all nations, through all channels of communication. People of all ages are invited to participate in this program.

### ***ARTICLE II - Organizational Structure of People to People International***

Section 1 - The strength of People to People International lies in the efforts and activities of individuals working through local chapters to promote greater interest and understanding. To achieve this goal, People to People International operates on these levels: World Headquarters, Regional Councils (Africa, Asia, Europe, Mid-East, USA) the local chapters, and members-at-large.

Section 2 - The International Headquarters shall serve the local chapters as outlined in Article IX of these by-laws.

Section 3 - The chapter shall carry out the People to People International program at the community level.

### ***ARTICLE III - The Chapter***

Section 1 - The function of the chapter, as stated in Article II, Section 3, shall be to carry out the People to People International program at the university level as a self-sustaining, but affiliated unit. The chapter shall be chartered by International Headquarters in the manner prescribed in Article VIII.

Section 2 - The officers of this chapter shall be a President, Vice-President, Secretary, Treasurer, Homestay Coordinator, Campus Advisor, and such other officers as may be necessary. College or university faculty and staff may not be officers. The President shall hold no other office within the chapter. The officers shall constitute the Executive Committee (or Board).

Section 3 - The officers of the chapter shall be elected by the membership, and shall hold office for one or two years. Vacancies may be filled or new offices created and filled, at any meeting of the chapter. Each officer shall hold office until his successor has been elected and qualified. The President and Vice President(s) may not serve in the same office for more than two successive terms. Any change of officers shall be reported to People to People International Headquarters as soon as possible following election or appointment.

Section 4 - At least two months prior to the chapter election, the Nomination Committee shall submit the names of candidates to the chapter members. All nominees, officers, and committee chairpersons must be members in good standing of People to People International.

Section 5 - The President is the principal officer of the chapter. S/he shall preside at all meetings and shall have general supervision of the affairs of the chapter, and shall perform such other duties as may be properly required of him/her. S/He shall also be an ex-officio member of all committees. S/He shall submit an Annual Report to International Headquarters.

Section 6 - The Vice-President shall exercise the functions of the President during his/her absence or disability. The Vice-President shall have such powers and discharge such duties as may be assigned to him/her by the President, such as acting as overseer of various chairpersons and their committees.

Section 7 - The Secretary shall be responsible for keeping minutes of each meeting and forwarding copies of them to International Headquarters, acting as overseer of the Historian, the Newsletter editor, and the chairpersons of People to People Programs within the chapter.

Section 8 - The Treasurer shall be responsible for the collection of membership dues and payment of dues to International Headquarters. S/He shall collect, administer and expend such other funds as may be received from time to time. S/He shall make regular financial reports to the membership and at other times as may be requested. The Treasurer shall be responsible in conjunction with the University advisor, for all fiscal matters of the student organization.

- a. The Treasurer, in conjunction with the Campus Advisor, will have final approval of all student expenditures. The Treasurer will co-sign all checks with the Campus Advisor in payment of bills.
- b. The Treasurer will abide by all Policies and Guidelines set down by the College or University regarding finances.
- c. The Treasurer is responsible for the education his/her successor on the obligations of this position.
- d. The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the Office of Student Affairs, University President, Director of Student Organizations and Activities, or any authorized auditor.
- e. Failure to abide by campus financial policies resulting in probation or other reprimand will result in the revoking of the Chapter Charter.

Section 9 – The Homestay Coordinator shall be chairperson of the Hosting Committee and be responsible for finding host families for international groups and/or individuals coming to visit the chapter. S/He shall direct all activities planned for the visitors.

Section 10 – The Campus Advisor shall consult with the University Chapter and ensure that the activities of the organization are consistent with the stated purposes of the organization. The Campus Advisor is required to fulfill any requirements for student organizations as designed by the campus governing body according to the timeframe defined by the governing body. The Campus Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks. The role of an advisor including making educational contributions to the group, as well as representing the University when legal questions arise.

#### **ARTICLE IV - Committees**

Section 1 – As many committees as are necessary to successfully promote People to People International programs may be established. They shall remain as effective committees until they have discharged their obligations.

Section 2 – The committees shall be under the immediate direction of a chairperson, appointed by, and responsible to, the President or Vice-President.

Section 3 – The following standing committees shall be appointed:

A – A Publicity Committee responsible for such publicity as may be necessary to promote the activities of the chapter, to inform the community of People to People International and provide stories to the local media. The committee should be led by a PR Chair. Also the committee should send news and pictures of the chapter's activities to International Headquarters for inclusion in the *People* Magazine and Newsletters.

B – This committee shall be responsible for finding host families for international visitors and/or People to People International groups sent to the chapter. The chairperson of this committee shall be the Homestay Coordinator.

C – A Special Projects Committee to plan and execute special community projects and events designed to promote international understanding.

D – Other committees may be appointed by the President to carry out the activities of the chapter.

### **ARTICLE V - Meetings**

Section 1 – The chapter shall hold one meeting annually or biannually to elect officers, and members shall be notified well in advance of the time and place of this meeting.

Section 2 – Regular meetings of the chapter shall be held at such places as shall be determined by the officers. There should be six chapter meetings or events held over the academic year. The place, date, and time of these regular meetings shall be stated in notices mailed to, or telephoned to, the general membership, well in advance of the meeting.

Section 3 – Special meetings may be called by the President, or, on written petition, by one-fifth of the total membership.

Section 4 – At all meetings of the chapter, one-third of the total membership shall constitute a quorum for the transaction of business, and the act of a majority of the members present at which there is a quorum shall be the act of the membership.

Section 5 – The Executive Board shall meet no less than four times per calendar year to plan and execute the business of the chapter.

### **ARTICLE VI - Fiscal Year**

Section 1 – The fiscal year of each chapter shall begin on the date of installation of officers, and shall end on the preceding date in the following year.

Section 2 – Upon completion of the fiscal year, a financial statement and year-end report shall be made to the membership.

### **ARTICLE VII - Membership**

Section 1 – Anyone enrolled in the college or university may become a member of this People to People International University Chapter upon payment of established dues to the Treasurer, and may continue such membership by the annual payment of dues.

Section 2 – Special dues, assessments or contributions received by the chapter for the purpose of supporting the chapter activities shall be the property of the chapter.

Section 3 – To continue as a chapter, membership must be maintained at a minimum of ten active members.

### **ARTICLE VIII - Charter**

Section 1 – The official Charter of People to People International shall be issued to a chapter by International Headquarters and subject to the following conditions:

- A – Upon request of ten (10) persons.
- B – Prior election or appointment of pro-tem or first term officers.
- C – Written acceptance of the by-laws herein contained as corrected and/or amended to meet the chapter needs.
- D – Approval of the chapter by International Headquarters.
- E – Proposed activities to be undertaken by the chapter.
- F – Basic set of officers (President, Vice President, Secretary, and Treasurer).
- G – Proof or registration with the appropriate campus authority.

Section 2 – The Charter may be revoked by International Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objectives and purposes of People to People International, or comply with any of the terms, conditions and limitations imposed upon it by the Articles of Incorporation, By-laws and Constitution of People to People International. The Charter will be automatically revoked if the chapter membership falls below the required ten currently paid memberships. Failure to abide by campus financial, behavioral or academic policies established for campus organizations that result in probation or other reprimand will result in the revoking of the Chapter Charter.

### ***ARTICLE IX - International Headquarters***

Section 1 - The International Headquarters of People to People International shall perform the following services for the community chapters:

- A – Conduct national and international publicity programs.
- B – Publish a newsletter for all members containing information of national interest, and such community chapter news. Also, special organizational hints and chapter announcements shall be listed when new materials are published.
- C – Maintain the high standards of approved People to People International exchanges to assure travellers of opportunities to meet the people of countries they visit; conduct liaison with governments and their agencies, and with such national and international organizations, companies and institutions as may be required by such exchanges. Delegates shall be encouraged to start chapters or join existing chapters.
- D – Provide leadership training and organizational help to all chapters.
- E – Provide speakers or representatives from International Headquarters for special programs, when available.
- F – Involve the chapters in hosting international People to People International visiting groups and individuals whenever possible.

Section 2 – Issuance of People to People Charters is solely the prerogative of International Headquarters.

### ***ARTICLE X - Amendments***

Section 1 – These by-laws are subject to such future amendments as may be later enacted by the Board of Directors of People to People International and shall be binding upon each chapter.

Section 2 – All other matters relating to the operation of local chapters not specifically covered in Articles I through Article X, inclusive, shall be governed by Robert's Rules of Order Newly Revised.

Annual requirements of People to People International Chapter:

- Submit Annual President's report
- A minimum of 10 members
- Program and Activities
- Membership list and contact information
- Membership dues

I, \_\_\_\_\_, president of People to People

International's \_\_\_\_\_ Chapter, do hereby accept these bylaws.

\_\_\_\_\_  
*President's Name (printed)*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*Date*

(A copy of these bylaws will be returned to the chapter with the chapter charter.)



## How to Register a PTPI Chapter on Your Campus

People to People International College/University Chapters are expected to meet the requirements of their campus' student governing body (Office of Student Affairs, University President, Director of Student Organizations and Activities, etc.) for establishing a new student organization. The Chapter must abide by the College or University application process for new campus organizations. Proof of registration with the appropriate campus authority is required with your charter application. It is the responsibility of the chapter officers to contact the appropriate campus authority and learn what is required to form a People to People International Chapter on your campus. Each Campus will have its own criteria for approval, but here are some general guidelines:

- All student organizations are required to have an on-campus mailing address. If you do not currently have an on-campus address, once your organization has been approved, you will need to establish one through the appropriate campus office.
- Your chapter cannot duplicate the name or mission of an existing registered student organization or a College/University department.
- You may not be able to use the College/University name as part of the title of your chapter. This could imply an endorsement by the College/University and generally a campus cannot be financially responsible for student organizations. Inquire about this before naming your chapter.
- Your campus authority will want to know the following information:

1. What is the purpose of your chapter? (*sample answer*)

University chapters strive to work in conjunction with university curriculum to provide members with a "global education." A "global education" is the set of knowledge, skills, and attitudes that prepare individuals to live and compete in an increasingly multicultural, interconnected, and fast changing global society. PTPI Chapters promote international awareness, cultural understanding and a global perspective.

2. What will be the goals of your chapter?
3. How do you plan to accomplish these goals?
4. What is unique about your organization? (*sample answer*)

People to People International (PTPI) was established by President Dwight D. Eisenhower on September 11, 1956 to advance international understanding and friendship, tolerance and world peace between people of all nations through direct people-to-people contacts. President Eisenhower believed that true understanding began on the level of the individual not the government. Face-to-face or people-to-people interactions are what make People to People International different from similar organizations

5. Are there other students you know who would like to join?
6. What type of commitment will members need to make to the organization? (*sample answer*)

A program or project from each category must be completed annually in addition to your own programming as it fits into the PTPI Mission and is approved by PTPI Headquarters: project with educational/international focus; community service at the local or international level; fundraising; social event/membership recruitment drive.

7. How will you identify and recruit members for the organization?
  8. Do you know of a faculty or staff member who would be interested in serving as an advisor for your group?
  9. Will you be affiliated with a department/office on campus?
- Be prepared before approaching your Campus Office to seek approval for the chapter.
  - Your campus may require the Chapter Officers attend an orientation session in becoming a registered student organization.
  - If any additional information is needed about People to People International contact PTPI at :

People to People International European Office	People to People International World Headquarters
Lars Poignant Schillerstr. 59 10627 Berlin Germany europe@ptpi.org www.ptpe.org +49 (0)30 88916433 <i>phone</i> +49 (0)30 88916434 <i>fax</i>	Sarah Houston 911 Main Street, Suite 2110 Kansas City, Missouri 64105-2009 USA chapters@ptpi.org www.ptpi.org +1 816.531.4701 <i>phone</i> + 816-561-7502 <i>fax</i>

## **Responsibilities of PTPI Chapter Campus Advisor**

The role of the campus advisor is crucial to the success of the People to People International University Chapter. The Advisor's role is to assist the Chapter in achieving their goals and objectives by providing a liaison between the University and the Chapter. The Campus Advisor advises Chapter members and officers of relevant University policies and enforces them when necessary. Therefore, the Campus Advisor should be knowledgeable of University policies and procedures.

The Campus Advisor also guarantees the continuity of the Chapter. As students graduate the membership of the Chapter will change, but a dedicated Campus Advisor will assist with the recruitment of new members and the Chapter will become a permanent fixture on the Campus.

### ***Responsibilities of the Campus Advisor***

- Believe in People to People International, its mission, purpose and goals.
- Be informed of University policies and procedures governing student activities and organizations.
- See that the officers of the Chapter are aware of these policies and procedures.
- Report any violations of policies to appropriate campus officials.
- Tactfully provide suggestions, feedback and evaluations.
- Share enthusiasm, motivation; communicate openly.
- Be an active resource to the organization.
- Be creative.
- Stay aware of the Chapter's successes and failures.
- Know the limits of "rescuing" the Chapter.
- Understand group process and leadership theory.
- Maintain commitment to the Chapter.
- Be aware of the activities of the organization through attendance at meetings or through frequent consultation with leaders.
- Assist student leaders in preserving the records of the organization which provide continuity (i.e. minutes, membership lists, evaluations of activities, current constitution, etc.).
- Encourage members to assume responsibility for the organization and for the effectiveness of its programs.
- Provide advice regarding proper procedures to avoid conduct which would bring discredit to the Chapter and to the University.
- Assist in the administration of financial affairs and events of the organization when appropriate.
- Encourage on-campus programs and to be aware of contractual and/or legal obligations arising out of programs and activities held both on or off campus.
- Encourage a diverse membership and interaction with other organizations.
- Provide continuity during periods of transition and from year-to-year.

### ***Responsibilities to the Advisor***

Members of a PTPI University Chapter have a responsibility to:

- Keep the Advisor informed regarding the operation and needs of the Chapter;

- Provide the Advisor with copies of minutes of meetings;
  - Consult with the Advisor about programs, events and activities;
  - Update the Advisor on the financial condition of the organization;
  - Inform the Advisor immediately if situations arise that may cause problems for the Chapter or any member;
  - Provide opportunities for interaction between the Advisor and the members of the organization;
  - Give the Advisor an opportunity to express an opinion on issues which affect the welfare of the Chapter and the University; and
  - Recognize that an Advisor should not be committed to any type of obligation unless he/ she agrees to the commitment.
- If any additional information is needed about People to People International contact PTPI at :

<b>People to People International European Office</b>	<b>People to People International World Headquarters</b>
Lars Poignant Schillerstr. 59 10627 Berlin Germany europe@ptpi.org www.ptpe.org +49 (0)30 88916433 <i>phone</i> +49 (0)30 88916434 <i>fax</i>	Sarah Houston 911 Main Street, Suite 2110 Kansas City, Missouri 64105-2009 USA chapters@ptpi.org www.ptpi.org +1 816.531.4701 <i>phone</i> + 816-561-7502 <i>fax</i>