

*The National Association of
Hispanic Firefighters*



2012 Chapter Application

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Preamble

NAHF Preamble

We the NAHF, with unfaltering faith in the Divine Power of Almighty God and invoking His Gracious Blessings, do hereby ordain and establish this Constitution to guide the destinies of our Association, in accordance with the Philosophy and Aims and Purposes herein set.

Introduction

Introduction

The Executive Board may recognize any chapter organized and composed of Members of the Association for the purpose of encouraging communication among local members. Each Chapter shall be governed by the BYLAWS which shall not be at variance with the Certificate of Incorporation or the Constitution and Bylaws of the Association.

Each local Chapter has authority to set its own dues over and above the NAHF membership dues, and shall be self-supporting. Each chapter shall submit an annual report to the Executive Board when requested, and create a set of bylaws which must be non-contradicting to the NAHF.

"Public Safety Officers (fire Department) form their own professional (and nonprofessional) organizations for general purposes: 1) to work for the achievement of equal opportunities and rights in reaching their professional goals., 2) to promote, recognize, and act on NAHF perspectives in the professional fields, if there is agreement within the group that such special perspectives exist."

The local chapters of NAHF provide the personal contact between members that is impossible in a National organization situated in one location. We believe that forming local groups will provide opportunities to share information and experiences and to develop ideas for addressing concerns and problems of members in the professions. Members of these chapters will participate in activities determined to be the best methods for accomplishing these goals.

There are several benefits to local chapters. As an interdisciplinary organization, NAHF offers a rare opportunity for Hispanic Firefighters to meet professionals from other fields. Also, members are frequently isolated from each other in their working environments. By joining NAHF chapters, such members will experience the rapport and camaraderie born of shared activities and mutual respect.

A local chapter also provides a vehicle for developing strategies to address a variety of concerns. A host of issues that confront Hispanic Firefighters today and chapters may choose to follow NAHF's lead, or concentrate on particular issues of regional concern. The number of possible projects and activities is infinite.

Instructions

Instructions

Dear Friends:

We thank you for your interest in the National Association of Hispanic Firefighters. We are a 501 (c) 3 non-profit organization. We the NAHF believe in the democratic principle of individual, political and religious freedom, the right of equality, of social and economic opportunity and in the cooperative endeavor toward the development of the American Society wherein the cultural resources, integrity and dignity of every individual and group constitute basic assets of the American Way of Life.

We believe that as Firefighters we must assume our duties and responsibilities and assert our rights and privileges in pursuit of the highest possible quality of fire protection for our respective communities. We believe that education and training are the foundation for attaining the highest quality of fire protection in our community. We must secure the respect of our Departments for the cultural resources we bring to the fire service.

Attached are the instructions and forms necessary to apply for a chapter within the National Association of Hispanic Firefighters. Once the initial package is received by the national office, it is reviewed and approved by the Executive Director. If there are no objections, the application is approved and the new chapter is issued a charter. The application process takes approximately twenty days (20) to complete including approval of application, review of chapter bylaws and membership processing time.

Failure to complete any part of the application package will cause delays. Once completed, a letter of acknowledgement and the charter will be mailed to the chapter president from the national office. The membership cards will be mailed to the address provided by each individual member. If you have any questions concerning NAHF, the application process or if you need assistance with membership, obtaining materials, or any other need, please contact the national office at (877) 342-6243 Ext 300 or email chapters@nahf.org.

Thank you for your interest. I hope you will become part of the NAHF family in the near future.

Sincerely,



Daniel Valenzuela
President

Application Checklist

Application Checklist

Completed Chapter Application and Fees:

Internet Domain Information and Fee

List of Interim Officers:

Membership Applications and Dues:

Membership Roster:

Organizers Information:

Proposed Chapter By-Laws:

Getting Started

Getting Started

1. Assemble Fire Department personnel and others interested in forming a group, and we recommend that you find a minimum of 10 (Not Required) others who are also willing to work to get a group started. However, the initial impetus will come from a small group willing and able to donate time, energy, and, probably, some initial financial assistance.
2. If you need to find other interested persons, the NAHF Office can provide you with a list of National Members in your area to contact if available. There are probably a number of Hispanic Firefighters in your area who are not members of NAHF and may not even know that NAHF exists. To contact them advertise by posting notices, using public service announcement facilities, or by word-of-mouth, etc. Contact the NAHF office for help with Posters and brochures.
3. The person who originally contacts the NAHF Office for this list will be considered the main correspondent unless otherwise specified. The person will usually be referred to as the Chapter Coordinator.
4. Arrange a time and place for a planning session, and It is best to have a small organizing meeting first. Find a room to use (for free), meet at someone's home, or meet in a restaurant for a lunch or dinner meeting. You may also choose to have a socializing period before or after conducting the business meeting. Use your judgment about what will work best for the group that is likely to gather.
5. The coordinator or other organizer should draw up an agenda for the meeting, so that everyone knows what needs to be accomplished at this meeting. A larger event can be planned for the second meeting or if you were not able to locate enough people for the first organizing meeting. Plan a program that will attract Hispanic Firefighters, whether students, professionals, or both. [Note -- this group should be expanded to include lots of others.
6. Be careful how you advertise your event as most people will be expecting a group already formed; some will be happy to help get one started, others will want to wait until the group is actually organized before participating.
7. Ask some questions and make some decisions. This first meeting is usually the time to determine how feasible it would be to form a chapter. You will have to ask some of the following questions. If you cannot get good answers, they should be thought about and another meeting arranged so that answers can be presented and discussed at a later date.

8. We suggest going through the whole formation package before discussing the following as some of the answers are contained in this and other documents.

Is there enough of an interest in the idea of Hispanic Firefighters getting together on a regular basis?

Why should Hispanic Firefighters meet or work together regularly?

Is the momentum likely to be sustained, or will the group fall apart if some of the original organizers leave?

Are there shared concerns among the Hispanic Firefighters in your area?

What do you hope to accomplish by bringing Hispanic Firefighters together?

What are the purpose and goals of this group?

What community would this group serve and what would be its name? (Names are usually based on the geographical area.)

9. As much as we would like to see a chapter organized in your area our past experience has shown that if there is no sense and / or purpose most of the work falls on a few people, and problems arise in a short time. Which will leave Leader's burn out, and leaving them tired and with little or no sense of accomplishment. Others will have no idea of why the group exists and will not participate, and may even become distant with NAHF as a whole.
10. Therefore, if there are no positive answers to the above questions, we suggest that you reexamine the need for a chapter. It might be better to wait. Or it might take some extra effort to develop a genuine and lasting interest in forming a chapter. Usually there is a great deal of interest in forming a chapter, but asking these questions at the beginning provides a solid foundation for the development of an active and productive chapter.

Chapter Requirements & Guidelines

Requirements & Guidelines

Chapters are composed of members of the National organization. In compliance with IRS regulations, all chapter members must be members of the National organization.

Chapter dues are to be paid through the National Office. On or before January 30, 2012, of each year, you will receive a list of the people who paid dues to the chapter during the last month and if there is a reimbursement check due, and as long as all reports are submitted to National as required. The check will be for the dues and contributions that the chapter is entitled to. Rebates are determined by tabulating membership in each chapter either at the time of joining or during the renewal process.

Also, membership in NAHF is open to all, female, male and youth. We expect that your chapter will have the same policy. However, chapters have a tendency to become composed of a similar group of people usually because of the community where meetings are held.

For example: meetings held in a Fire Department setting will have mostly department as members, with few members from local industry. The group may even consist of faculty and staff only. This results in missed opportunities to mingle with people of different backgrounds and a limited group from which to draw members. It may also create feelings of rejection or isolation for those who feel that they do not fit in. This is a possibility that you should anticipate and try to prevent.

We do not have any formal minimum number of members for a chapter before it can be recognized, but normally we would expect that there should be at least 10-15 members before formal recognition is sought. Chapters seem to be most active when they have a membership of 70 or more members. This usually provides enough people to be responsible for chapter activities without suffering a lot of burnout.

Dues over and above the amount of the National dues are set by the chapter. The amount should be based on the probable ability of local members to pay and chapter income needs. The group will need to establish a bank account for the management of funds received. The account should be in the name of the chapter, not a person. Also, we suggest that you require the signature of two persons on checks. Any checks from NAHF will be made out to the chapter. Any payments from chapter members (e.g., for dinners or programs) should also be made out to the chapter.

A Treasurer is elected to handle funds and the chapter's executive board should review the chapter's financial situation regularly. Income need not be limited to membership dues; in fact, we encourage you to develop other resources.

Because of NAHF's not for profit status, there are some special considerations for us in money management, especially regarding our tax- exempt status.

The purpose of the Constitution and Bylaws is to have a written guide to the purpose and operation of your chapter. The chapter section on the website contains a sample gives you an idea of how they should look. It also indicates the minimum amount of information you're Constitution and Bylaws must contain. The Constitution and Bylaws should provide the procedures for operating the chapter and for solving problems. Do not produce too rigid or too fluid a document or you will run into problems later.

The chapter Constitution may not contradict NAHF's Constitution. The bylaws are different because they specify how the group is operated. The composition of your Executive Board may differ from NAHF's, and other duties may be added or deleted. Certain provisions should be included in your bylaws because they are specified in the National document.

When you have finished drafting your document a copy should be sent to the NAHF Office for approval. Any changes will be sent to you for correction, and the documents should be resubmitted. When they are approved and other required documents are received the chapter will be formally recognized. However, since the approval process may take a few weeks, chapters begin official operation as soon as the paperwork is in. We will contact you if there is a serious problem.

The NAHF is a not-for-profit organization as specified under IRS Code Section 501(c) (3). This makes us exempt from payment of federal income taxes. Chapters must follow certain procedures to obtain the same status. The required documents are as important as the Constitution and Bylaws. Please see the information on NAHF Chapters and the IRS for details.

A responsibility that will most likely fall to the secretary of the chapter is the maintenance of chapter records. Apart from the membership records, it is important that documents from National be kept in a known place and be passed on and reviewed by successive chapter officers. Included are the documents in the chapter formation package and any official communication from NAHF relating to chapter business.

Chapters are not to take positions on issues or join others organizations without the permission of the National organization. We encourage the active interest of chapters in local and national issues of concern to Hispanic Firefighters. The national organization will be glad to consider any matter raised by local chapters. Any legislative matters also need to be approved by the NAHF Executive Board. Chapters may not take any political stand not already sanctioned by the Executive Board.

Chapter Suggestions & Activities

Suggestions & Activities

The most common chapter activity is the regular meeting it may be monthly, bimonthly, quarterly, or whatever is most appropriate for your group. We recommend monthly or bimonthly. The format may also vary. Most chapters will present a program of some sort, such as a guest speaker or panel. Some will have social hours, with or without refreshments, or schedule dinner at a nearby restaurant before the meeting.

The meeting place may also vary. Some meet at the same place, same time, same day. Others will vary to accommodate differing member schedules and locations, and when choosing locations, consider member interests. Topics may cover issues important to the profession. The meetings may be open or closed to non-members. However, opening all or part of the meeting to others is advisable. People are reluctant to join a group they know nothing about.

People have to find out about your chapter before they can join. You can advertise or make direct contact by:

- **Requesting a mailing label set or Excel spreadsheet of NAHF members from the NAHF Office;**
- **Posting notices at Fire Departments, private industry employee bulletin boards, etc. (include a Contact name);**
- **Placing announcements in local newspapers, these are often provided free as a public service.**
- **Writing up a small brochure or flyer describing your chapter, including a chapter application, if space permits.**

Usually there are other groups and resource centers in your area and In addition to letting them know you exist, try planning events with them. This lets you sponsor larger, more attractive events. Other groups and institutions may be eager to work with a Firefighter group.

The chapter should foster and maintain good relations with the community. Offer the resources of your group; for example, set up a Speaker's Bureau, a Big Brother/Sister program, or be available to others. Chapters may even distribute their own awards, such as an outstanding member. Do not be shy about creating publicity for yourselves. Send notices to local newsletters. Make sure that your group is given credit when you participate in events. It will benefit your group and get Hispanic Firefighters in the public consciousness.

If you see that another chapter has a program similar to yours, or has one that you would like to initiate, contact them to discuss it. We all have the same basic goal. And sharing experiences helps us to reach that goal faster and more efficiently. A local chapter directory is available from the NAHF Office and is also available on the NAHF website under The Chapter Section.

Organizers Information

Organizers Information

<i>FIRST NAME:</i>	<i>LAST NAME:</i>	
<i>TITLE/RANK/POSITION:</i>		
<i>MAILING ADDRESS:</i>		
<i>CITY:</i>	<i>STATE:</i>	<i>ZIP CODE:</i>
<i>HOME PHONE:</i>	<i>WORK PHONE:</i>	
<i>FAX:</i>	<i>MOBILE:</i>	
<i>EMAIL:</i>	<i>WEBSITE:</i>	
<i>ARE YOU CURRENTLY A FIREFIGHTER?</i>		<i>IF YES, WHAT DEPARTMENT ARE YOU WITH?</i>
<i>YES NO OTHER:</i>		
<i>HOW LONG HAVE YOU BEEN A FIREFIGHTER?</i>	<i>OTHER ORGANIZATION:</i>	
<i>COMMENTS:</i>		

Chapter Application

Chapter Application

NAME OF CHAPTER

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE #:

FAX:

EMAIL ADDRESS FOR CHAPTER:

CHAPTER WEBSITE:

BILLING INFORMATION

WILL THE CHAPTER COLLECT DUES FROM MEMBERS? YES NO

PREFERRED METHOD OF PAYMENT? CREDIT CARD CHECK

HOW WOULD YOU LIKE US TO SEND YOUR STATEMENTS? EMAIL USPS

NOTE: DUES ARE DUE UPON APPLYING AND ANNUALLY ON CHAPTERS OR MEMBERS ANNIVERSARY

POINT OF CONTACT

BILLING ISSUES:

NAME:

PHONE #:

E-MAIL:

CHAPTER ISSUES:

NAME:

PHONE #:

E-MAIL:

Interim Officer's Information

Interim Officer's Information

President

<i>FIRST NAME:</i>		<i>LAST NAME:</i>	
<i>TITLE/RANK/POSITION:</i>			
<i>MAILING ADDRESS:</i>			
<i>CITY:</i>		<i>STATE:</i>	<i>ZIP CODE:</i>
<i>HOME PHONE:</i>		<i>WORK PHONE:</i>	
<i>EMAIL:</i>		<i>MOBILE:</i>	
<i>ARE YOU CURRENTLY A FIREFIGHTER?</i> YES NO OTHER:		<i>IF YES, WHAT DEPARTMENT ARE YOU WITH?</i>	
<i>HOW LONG HAVE YOU BEEN A FIREFIGHTER?</i>		<i>OTHER ORGANIZATION:</i>	
<i>COMMENTS:</i>			

Vice President

<i>FIRST NAME:</i>	<i>LAST NAME:</i>
<i>TITLE/RANK/POSITION:</i>	
<i>MAILING ADDRESS:</i>	
<i>CITY:</i>	<i>STATE:</i> <i>ZIP CODE:</i>
<i>HOME PHONE:</i>	<i>WORK PHONE:</i>
<i>EMAIL:</i>	<i>MOBILE:</i>
<i>ARE YOU CURRENTLY A FIREFIGHTER?</i> YES NO OTHER:	<i>IF YES, WHAT DEPARTMENT ARE YOU WITH?</i>
<i>HOW LONG HAVE YOU BEEN A FIREFIGHTER?</i>	<i>OTHER ORGANIZATION:</i>
<i>COMMENTS:</i>	

Treasurer

<i>FIRST NAME:</i>	<i>LAST NAME:</i>
<i>TITLE/RANK/POSITION:</i>	
<i>MAILING ADDRESS:</i>	
<i>CITY:</i>	<i>STATE:</i> <i>ZIP CODE:</i>
<i>HOME PHONE:</i>	<i>WORK PHONE:</i>
<i>EMAIL:</i>	<i>MOBILE:</i>
<i>ARE YOU CURRENTLY A FIREFIGHTER?</i> YES NO OTHER:	<i>IF YES, WHAT DEPARTMENT ARE YOU WITH?</i>
<i>HOW LONG HAVE YOU BEEN A FIREFIGHTER?</i>	<i>OTHER ORGANIZATION:</i>
<i>COMMENTS:</i>	

Secretary

<i>FIRST NAME:</i>	<i>LAST NAME:</i>
<i>TITLE/RANK/POSITION:</i>	
<i>MAILING ADDRESS:</i>	
<i>CITY:</i>	<i>STATE:</i> <i>ZIP CODE:</i>
<i>HOME PHONE:</i>	<i>WORK PHONE:</i>
<i>EMAIL:</i>	<i>MOBILE:</i>
<i>ARE YOU CURRENTLY A FIREFIGHTER?</i> <i>YES NO OTHER:</i>	<i>IF YES, WHAT DEPARTMENT ARE YOU WITH?</i>
<i>HOW LONG HAVE YOU BEEN A FIREFIGHTER?</i>	<i>OTHER ORGANIZATION:</i>
<i>COMMENTS:</i>	

Individual Membership Application

Individual Membership Application

First Name:				
Last Name:				
Title/Rank/Position:				
Organization:				
Address:				
City:	State:	Zip Code:		
Home Phone:		Work Phone:		
Fax:		Mobil:		
Email:				
Are you currently a firefighter?: Yes No Other:				
If yes, what Department are you With?:				
How long have you been a firefighter?:				
Please select your T-Shirt size:	Quantity:	Sizes:	Men's	Ladies
Additional Shirts	Quantity:	Sizes:	Men's	Ladies

I understand that the Annual Membership dues are \$50.00, and there is a onetime set up fee of \$35.00. The setup fee includes (1) one NAHF T-shirt, National Pin, NAHF Patch, and NAHF Decal, and additional T-shirts may be purchased for \$20.00 each.

I understand my credit card will be charged every year, on my anniversary date after my initial payment, unless cancelled by sending written notice to National Association of Hispanic Firefighters 12934 W. Cherry Hills Drive, El Mirage Arizona 85335 or email to members@nahf.org. Please be sure to include your name and membership number.

All requests must be received no later than 30 days prior to your anniversary date or your card will be charged.

Fee	Quantity	Each	Total
Annual Dues	1	\$ 50.00	\$ 50.00
One-Time Fee	1	\$ 35.00	\$35.00
Additional T-Shirts		\$20.00	
Total Dues and fees Included			

Payment Method: Credit Card Check

Credit Card Payment

Type of Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover
Credit Card #: _____ Credit Card Expiration Date: _____
Exact Name as it appears on the card (Please Print): _____
Billing Address for Credit Card: _____
City, State, Zip: _____
Amount to charge to Credit Card: \$ _____

I understand and agree to the terms and conditions, and agree to authorize National Association of Hispanic Firefighters to charge my credit card the amount listed in the "total Payment section" ,furthermore, I agree to authorize my card to be charged the annual dues on January 1, of each year as long as I am an active member, unless I cancel my membership according to the terms listed above.

NOTE: If your chapter does direct pay please note in the payment section and you will only be charged the one-time fee of \$35.00 unless your chapter has agreed to pay the onetime fee if you're a renewing member you will not be charged unless you elect to pay the one-time fee.

Signature:

Date:



Internet Domain Information

Internet Domain Information

The National Association of Hispanic Firefighters understands the importance of utilizing the internet. We have created a method that has been proven success time after time. Each Chapter is required to purchase a domain under the NAHF umbrella. For example all domains will start with Nahf, and then followed by your city. An example is www.nahfaustin.org. This method will help us help you to increase your membership, and sponsors to your local events.

You can choose your own webmaster to create your website, or we offer a service to not only create, but maintain your site as well for a monthly cost of \$29.95. If you already have your own website, the domain would be directed to your current site. You will own the domain; we only register the name for you, and then supply you with all the account information. The Nahf will seize the domain in the event of dissolution of the chapter.

NOTE: If you like to use our internet website service check the box and our webmaster will contact you.

<i>WE WANT THE NAHF TO TAKE CARE OF OUR WEBSITE FOR OUR CHAPTER:</i> <i>YES:</i> <i>NO:</i>	
<i>FIRST NAME:</i>	<i>LAST NAME:</i>
<i>MAILING ADDRESS:</i>	
<i>CITY:</i>	<i>STATE:</i> <i>ZIP CODE:</i>
<i>EMAIL:</i>	<i>PHONE #:</i>
<i>CHAPTER NAME:</i>	
<i>CURRENT WEB ADDRESS:</i>	
<i>CHOOSE A 4 DIGIT PIN # (MUST BE NUMBERS)</i>	
<i>TOTAL FEE FOR DOMAIN \$20.00 FOR 1 YEAR.</i>	
<i>WEB SERVICE ONETIME FEE OF \$60.00 AND \$29.99 PER MONTH. (ONETIME FEE IS ONLY IF WE BUILD YOUR SITE.) THERE IS A THREE MONTH MINIMUM FOR HOSTING OF YOUR SITE.</i>	

Fee Calculation Sheet

Fee Calculation Sheet

All dues and fees are due at the time of submitting your request for a local chapter. Please make all checks payable to National Association of Hispanic Firefighters. If you use a credit card please complete the form below and sign the authorization.

Description	Quantity	Each	Total
Chapter Start up Fees		\$75.00	
First ten members		\$50.00	
Plus 10 members		\$45.00	
Domain Registration		\$20.00	
Web Hosting Service (3 Months Minimum)		\$29.95	
Other Fee's			
Total Fees Due			
Credit Card Payment			
Type of Card:	Credit Card #:		
Expiration Date:	CW:		
Billing Address if different then the application address:			

I agree to authorize National Association of Hispanic Firefighters to charge my credit card the amount listed in the "total Payment section"

Signature:

Date: