

**PENNSYLVANIA
FEDERATION OF INJURED WORKERS**



CHAPTER STARTUP GUIDE

This guide will layout the way to startup a Chapter for the Pennsylvania Federation of Injured Workers. This is only a guide to get started and once a Chapter is up and running some changes may be necessary.

Starting up a Chapter of the Pennsylvania Federation of Injured Workers is a way to take an active role in helping injured workers. Chapters can raise funds for Chapter operations, open up a community office of P.F.I.W., organize campaigns for better worker's compensation and reach out to everyone about the importance of not forgetting injured workers.

P.F.I.W. will support and help with the Chapter startup process to ensure its success. Resources are available for whatever roll the new Chapter would like to take up as an affiliate member of the Pennsylvania Federation of Injured Workers Corporation/Organization.

All work done for P.F.I.W. is volunteered and no one gets paid. If you're ready to volunteer and help injured workers return to a better life after a workplace injury or disease then P.F.I.W. is a good place to start.

Pennsylvania Federation of Injured Workers, Inc. is a non-profit membership corporation or organization that is a 501 (c) (3) organization and all donations are tax deductible.

MEMBERSHIP

- All members of the Pennsylvania Federation of Injured Workers are required to pay yearly dues.
- Half the dues of each member will be sent to the P.F.I.W. Board of Directors.

REQUIREMENTS

- To startup a Chapter for the P.F.I.W. five (5) members that have paid dues is needed to satisfy the only requirement.

FINANCIAL

- A nonprofit account is necessary because two signatures are required to sign any checks when opening a checking account for a local Chapter.
- Checks that support two (2) signatures are required.
- When the account is first opened the two individuals that will be signing checks need to submit signature cards to the bank.
- Once a Chapter Treasurer is elected then a check card may be used for every day expenses of running the Chapter. How it is used and how transactions are recorded will be left up to the Chapter.
- P.F.I.W. financial forms must be used to submit reports for Chapter meetings and for the year-end financial report submitted to the P.F.I.W. Board of Directors at the end of every fiscal year.
- The fiscal year for the P.F.I.W. runs from January 1st to December 31st.

CHAPTER CHARTER

- Once the requirement to startup a Chapter has been met a request for a Chapter Charter can be submitted to the P.F.I.W. Board of Directors. At least one (1) of the new Chapter must attend the P.F.I.W. Board meeting when filing for a Chapter Charter. The B.O.D. will conduct an interview for the new Chapter.
- A check for half the dues paid by the members of the new Chapter is due upon requesting a Chapter Charter.
- The new Chapter must abide the P.F.I.W. Corporate Bylaws & the Chapter Charter.

RESOURCES

- Many resources are available for the everyday function of an Affiliate Chapter:
 - Membership Form
 - Bylaws
 - Chapter Charter
 - Asset Tracker Form
 - Project Funding Request
 - Expense Claim Form
 - Panel Attorney Agreement
 - Panel Physician Agreement
 - Meeting Agenda Sample
 - Meeting Minutes Sample
 - Monthly Financial Form
 - Year-end Financial Form
 - Nomination of Officers Form
 - Election of Officers Ballot
 - Meeting Attendance Sheet
- These resources can be found on the P.F.I.W. website or you can contact the main office and ask for them.
- Don't see what is needed? Just ask if there is something needed that is not available.

OFFICE SETUP

- If a space for an office for the new Chapter be available help to setup the office equipment and Internet connection can be requested from the P.F.I.W. Board of Directors.
- If funds are available the P.F.I.W. Board of Directors will help with the cost of an office setup.
- All assets of a Chapter must be registered with the P.F.I.W. Board of Directors. This will be submitted along with the year-end report to the Board of Directors.

MEETINGS

- A meeting location should be setup to serve the needs of the injured workers that live within the jurisdiction of the Chapter.
- Chapter meetings will be held at least three (3) a year. Most Chapters meet every month.
- Minutes for each meeting will be kept on file.

- A record of all members that attended the meeting will be kept on file with the minutes and financial report.
- Samples for a meeting agenda and meeting minutes can be found in the Chapter Startup Resources.

PANEL ATTORNEYS

- Many injured workers need help finding good legal representation. The panel attorneys for the P.F.I.W. have taken an oath stating they will support P.F.I.W. member clients and will do some services at less cost than an attorney that is not a panel attorney.
- When an attorney wants to become a panel attorney the cost to the attorney is \$300 a year. The attorney will get promoted by the P.F.I.W. on the website and at all events the P.F.I.W. attends.
- All fees collected for panel attorneys will stay with the Chapter.

PANEL PHYSICIANS

- Many injured workers need help finding good medical treatment. The panel physicians for the P.F.I.W. have taken an oath stating they will support P.F.I.W. member patients in ways that other physicians will not. This is extremely important when establishing a claim and if you will need long term medical treatments.
- When a physician wants to become a panel physician the cost to the physician is \$300 a year. The physician will get promoted by the P.F.I.W. on the website and at all events the P.F.I.W. attends.
- All fees collected for panel physicians will stay with the Chapter.

FUNDRAISING

- All fundraising projects involving payouts will be submitted to the P.F.I.W. Board of Directors for approval. This will eliminate any confusion as to who is responsible for any payouts for games of chance and give the Board an opportunity to make sure that no legal problems will arise from the fundraiser project.
- Fundraisers that do not involve any payouts can be initiated by a Chapter without P.F.I.W. Board of Directors approval.

BOARD OF DIRECTORS

- Each Affiliate Chapter should have at least one (1) member become a member of the P.F.I.W. Board of Directors.