

ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS

CHAPTER MANUAL



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- ✓ Request a chapter manual from the AVIR Office.
- _____ Review the AVIR bylaws pertaining to chapters. If you do not have a copy of the bylaws, you can request one from the AVIR office
- _____ Contact other hospitals for technologists interested in helping with the organization of the chapter and educational meetings. Decide how your chapter will be set up (officers vs. committee).
- _____ Submit Request for Local Chapter Status.
- _____ Submit for permission to use the AVIR logo.
- _____ Consider obtaining a post office box address for correspondence purposes and a bank account to hold chapter moneys. It is a good policy to put more than one person's signature on the bank account.
- _____ Contact local vendors for their assistance with sponsoring your meeting. They can help by sponsoring your speaker, refreshments, mailings or educational credit application fee. In some cases, the vendors may even be interested in helping plan the meeting
- _____ Set a date and time. Keep in mind dates you know will conflict with your meeting such as holidays, sports events nearby, other meetings nearby. Reserve a room at a local hospital or maybe even a hotel with audiovisual equipment.
- _____ Obtain speaker(s) for meeting, get CV (or biographical data sheet); outline of topic (abstract); objectives for the educational session; and financial disclosure. Contact your speaker about their audiovisual requirements (Power point vs. slide projectors, laser pointer, microphones).
- _____ Send speaker information (CV, outline) along with application for ECE approval to ASRT, ACR or approved RCEEM. ASRT needs this information at least 30 days prior to your meeting, ACR is 90 days. A copy of the application should also be forwarded to the AVIR office.
- _____ Send brochures or flyers out to members. You may obtain a list of members in any given area through the AVIR office. Labels with members names and addresses can be purchased through the AVIR office.
- _____ At your meeting, have a sign-in sheet, evaluation forms and certificates of attendance available for your attendees.
- _____ After your educational meeting, send in evaluations and sign-in sheets to provider (ASRT, ACR, etc.) within 30 days.
- _____ Send a brief summary to AVIR reporting your meeting, time and location, attendees, speaker, topic, number of credits offered, etc. Pertinent information will be published in the AVIR newsletter.
- _____ Build mailing lists (National Board of Directors, national membership, local board, local mailing, statewide hospital mailing).

INTRODUCTION TO LOCAL CHAPTERS

Local chapters are essential to the growth and strength of our organization. The success of the local chapters is up to each of us! We hope this Chapter Packet will provide guidance and support for forming a new chapter as well as develop new ideas to help existing chapters share information and continued growth. Being a part of a local chapter provides an opportunity to present a unified voice to the National Organization.

You have taken the first step by receiving and reviewing these materials.

Next, you will want to review the AVIR bylaws as they pertain to chapters. The following text is an excerpt from Article XIII of the AVIR bylaws:

Section 1: Establishment

Local, state and regional chapters of the Association may be formed to address the needs and interest in CIR at the community, state, and regional levels.

Representatives of the prospective chapters must submit notice for formation approval. Chapter approval is granted by the Board of Directors by a majority vote of the Board members present at a meeting where such business is discussed.

Section 2: Relationship with the Association

The national Association functions as a resource and counsel to chapters and does not interfere with government of local, state, or regional chapters. Each local, state, or regional chapter will incorporate "AVIR " into the chapter name. Dues paid to the national Association entitles a member to membership in the applicable local, state, or regional chapter.

Each Chapter must submit a written report on activities and educational events thirty (30) days prior to scheduled Board of Directors Meetings.

HOW TO BEGIN

Chapters usually begin with one or more technologists interested in forming a local professional interest group.

- you can start in your own institution by talking with colleagues in your department to determine an interest level in a local group.
- identify local hospitals; contact your local vendor to secure a list of contact people at the local hospitals.

HOW TO BEGIN (continued)

- contact by phone or by letter (see samples on the following pages) to present the idea of forming a chapter.
- contact the national office for a list of names and addresses of current AVIR members in your area.
- organize an initial planning meeting for all interested technologists. Ask one of your local vendor representatives to help sponsor the meeting.
- if time allows, publicize your first initial planning meeting in the AVIR quarterly newsletter. Use the newsletter to publicize your educational meetings, too. To do this, contact the Director at Large or the AVIR office.
- develop a brief agenda for your initial planning meeting.
- designate a local president or committee coordinator.
- discuss goals of the chapter.
- submit chapter request status form to national office.

YOUR INITIAL PLANNING MEETING

Develop a brief agenda to keep your initial planning meeting going and give yourself direction. Plan on 12 hours. The first 45 minutes can be used for the "business" portion of the meeting, the rest of the time can be for networking and socializing. Ask a friend or colleague to take notes on what people are interested in, or use a chalk board or easel and pad to include the group in planning. Contact local vendor representatives about sponsoring light refreshments for the meeting.

SUGGESTED AGENDA FOR INITIAL PLANNING MEETING

- **Introductions.**
- **Purpose(s).** Professional alliances, networking, education.
- **Determine level of interest.** What do techs want from this professional group.
- **Volunteers.** Don't take on too much yourself. Recruit some volunteers for planning and brainstorming purposes.
- **Next meeting.** Discuss meeting intervals (monthly, every other week), set next date.
- **Educational Meeting.** Set tentative plans for first educational meeting. Ask for suggestions on topics, speakers.
- **Close.** Enthusiastically recap discussions and decisions made. Invite everyone to stay and visit. You can use this opportunity to solicit support and ask people individually for their commitment to help in some capacity.

This letter may be used as a guide or may be changed to your liking.

Dear Colleague,

As we all are aware, in 1995 the American Registry of Radiologic Technologists (ARRT) has established mandatory continuing education credits. In an effort to assist fellow technologists to achieve these continuing education credits, I would like to start a local chapter of AVIR. I am a member of AVIR, and my goal in writing is to bring the Vascular & Interventional Technologists in this area together as a group, but I/we cannot do this alone.

What is the AVIR? The Association of Vascular and/or Interventional Radiographers (AVIR) is the National Organization of health care professionals working within Vascular/Interventional Radiology and involved in standard of care issues, continuing education and related concerns. I would like to start a local chapter of the AVIR with the intention of promoting professional growth, and education of both self and community, by setting up a network of peers in our field. Our local vendors have expressed a genuine interest in supporting this concept of a chapter.

If you are interested, please fill out the form below and send it back to me.

Thanks for your time. I look forward to meeting you.

Sincerely,

PLEASE RESPOND BY _____.

_____ Yes, I am interested in forming an AVIR Local Chapter.

Name: _____

Title: _____

Institution: _____

Address: _____

Phone _____

Email _____

Preferred day: _____ Preferred location: _____

Would you be interested in hosting a meeting? _____

What level of involvement would you consider? _____

Comments:

Return to: Your Name
 Address

Phone and Fax (if appropriate)

This letter may be used as a guide or may be changed to your liking.

Chapter Name

Dear

I want to thank all of you who have taken the time to respond to my letter and who have shown the interest in forming and participating in this local AVIR chapter. I will put together a meeting and will notify you of the date and time. I will also apply for CEU=s for attendance.

I'm enclosing a list of the RTs who have replied in order to start networking among ourselves. Since this will be our chapter it will be up to us to make it successful.

We look forward to seeing you. If you have any ideas for a topic for our first educational meeting, let me know.

Please feel free to call me at _____.

Sincerely,

(Attach list of RTs who want to be in the chapter.)

You've had your first meeting. Now what?

CHAPTER STRUCTURE

It will be necessary to have a local board or planning committee to oversee the Chapter. You can use technologists who responded to the introductory letter. There should be at least five techs, allowing an opportunity for a good exchange of ideas, but there is no set number required. Also the planning and running of a meeting becomes easier when shared. A great place to begin networking is to include technologists from several area hospitals, clinics, or offices interested in being involved with the Board or Planning Committee.

A **Local Board** would be similar to the national organization (i.e., President, Vice President, Secretary/Treasurer, etc.). The officers can be appointed, or if the Chapter becomes large enough, elected. With the forming of a new Chapter the positions will probably be appointed.

A **Planning Committee** can work just as well. It will be important to assign one committee member as the coordinator. The coordinator can change from each meeting if you want. The reason for this may be location. One committee member may be better positioned to coordinate than another depending on the location of the meeting. They would be responsible for submitting all reports to the AVIR Director at Large.

Physician Liaison - It may be helpful, but not necessary, to have an interested physician sitting in on some of the meetings. Their input on topics and speakers can be helpful. Also if you are planning on an all-day meeting they can help with correspondence to the speakers.

It is important to keep the local chapter members informed of all plans and changes with the board or committee. (see sample letters)

REQUESTING AVIR CHAPTER STATUS

Once your group has met and determined that you would like to be an AVIR chapter, send in the request for chapter status found in the **DOCUMENTATION** section of this manual. The AVIR Director-at-Large will contact you once your status as an AVIR chapter is approved.

AVIR LOGO USAGE

The AVIR Board believes that use of the AVIR logo on the chapter level communicates unity with the national organization and enhances a new chapter's visibility. The AVIR logo was awarded copyright protection in 1995. To preserve the copyright protection, there are some requirements chapters will need to agree to in order to use the AVIR logo:

- Each chapter must write the national office to obtain permission to use the logo;
- the AVIR logo must always be used in conjunction with the Chapter name on any correspondence or printed announcements (to avoid confusion between national events and chapter events);
- and finally, a sample of the chapter materials carrying the AVIR logo should be sent to the national office prior to printing or distribution.

If you have a computer available, you may be contact the AVIR to request the logo on disk. The logo

is also available in clip art form. Banners and posters are also available for a small fee. Please contact the AVIR office for more details.

SITUATIONS, ISSUES AND PROBLEM REPORTING

The AVIR National Office needs to keep accurate records of any situations encountered by our Local Chapters. It will make it easier for the AVIR to seek workable solutions. So please provide us with a report of any problems such as putting a meeting together, finding a place to host meeting, or securing vendor support. It is especially important to list all problems that are encountered with acquiring CEU credits. With the mandatory requirements for CEU and the increased requests for approval, the national office needs to know if requests were met in a timely manner and with appropriate documentation.

DOCUMENTATION

It will be necessary to submit documentation from each chapter. The documentation will allow the national organization to maintain accurate records of the chapters' activities. It will allow us to know the contact person, the problems you may encounter, and share with other chapters information or ideas. We have tried to keep documentation as simple as possible:

- **Request for Chapter Status.** This only needs to be submitted once and will be included in the Chapter name and goals.
- **Data File.** This needs to be submitted with the chapter status request. It also must be resubmitted on an annual basis.
- **Bi-monthly Chapter Activity Report.** To be submitted after every planning meeting, and should include a meeting summary and any ideas or suggestions that can be shared among chapters.
- **Chapter Educational Meeting Report.** To be submitted after each educational meeting, and should include: date, speaker(s), topic, and attendance.
- **Regional Meeting Status Request Form.** You may wish to plan a regional meeting which will encompass several states and must meet a minimum of 6 CEUs.

AVIR NATIONAL AS YOUR RESOURCE

We are here to help you! If you have any questions about any aspect of planning your chapter, please do not hesitate to contact your Chapter Liaison, the National Office/Director at Large, Board members, or other chapter contacts.

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Board list and chapters list are located in the **RESOURCE** section of this manual.

ESTABLISHING VENDOR SUPPORT

Vendors have been very generous with their help in supporting local chapter meetings. Most vendors are eager to contribute to continuing education efforts. How can they help **your** chapter? They can:

- Solicit other technologists in the area to help organize your chapter and plan upcoming meetings and in general get the word out to others that would not have known of your meeting.
- Sponsor a meeting by providing the food and beverages.
- Sponsor the CEU credits by providing the \$50.00 ASRT (or other RCEEM) application fee.
- Sponsor a speaker for the meeting.
- Sponsor social events
- Distribute letters and meeting flyers to hospitals across city and state.
- Set up booths. While helping themselves, it serves to help you also.

The following suggestions will require that you establish a bank account in the Chapter's name. It will also be necessary to apply for non-profit status and request a tax exempt ID number. It is definitely worth it to take advantage of this type of support.

- Request a yearly contribution from vendor(s) to help cover the cost of stationery, mailings, etc. (see sample letter)
- Request an unencumbered grant-in-aid (\$250-\$500) from vendor(s) to help fund all-day seminars. (see sample letter)

ACKNOWLEDGE YOUR VENDORS

It is very important to acknowledge the support of the vendor(s) contributing to your program.

- Send thank-you letters to all vendors for their sponsorship or contribution. (see sample letter)
- Whenever possible, put up a sign at the meeting to recognize the vendor(s) for their sponsorship.
- If you are distributing hand-outs (abstracts or outlines), include a vendor Thank You flyer. (see sample flyer)
- Make arrangements for vendor booths at your meeting if possible.

ALL of these things help your vendor to recognize that you value their involvement, and they can see the exposure they are gaining as your meetings grow.

Finally, encourage your vendor representatives to become members of the national organization!

APPLYING FOR A TAX ID NUMBER

Contact your state IRS office to request a **Form SS-4: Application for Employer Identification Number**. The IRS regards your chapter organization as a business.

Suggestions for submitting the **Form SS-4**:

- 1-7. Complete appropriately.
- 8a. Check: Other nonprofit organization. Enter: Educational Organization in the blank area. GEN number is not necessary.
9. Check: Banking purposes. Enter: Depositing sponsorships.
10. Enter the starting date of your fiscal year.
11. Enter the closing date of your fiscal year.
12. n/a
13. n/a
14. Enter: Professional education.
15. Enter: No
16. n/a
- 17a.)
- 17b.) Complete appropriately.
- 17c.)

A sample **1996 Form SS-4** is included for your reference.

NOTE: An explanation of the criteria for filing income tax forms for your chapter activities is also included.

Here are some of the criteria you will want to consider in planning your educational meeting(s). A preparations checklist is also included. If you have any questions at any time, you are always welcome to consult with the AVIR program director, director at large, or chapter liaison.

TOPIC. Some suggested topics include: IVC Filters; Pulmonary Embolus; Arterial Stents; Biliary Stents; Interventional procedures; Central Venous Access; Radio Frequency Ablations; to name a few. Any topic relating to the profession or to the advancement of those in the profession can be considered. Do not limit yourself. If you have an idea, don't assume it will not be approved.

DATE. It may be beneficial to set up several tentative dates, so you can let everyone know how often you plan to meet. (Monthly, quarterly, etc.)

LOCATION. To save costs, consider local hospitals with conference rooms or an auditorium. The meetings can be consistently held in one place or rotated between hospitals that have appropriate facilities. If you are planning all day meetings, and/or your attendees are coming from a long distance away, you may consider having your meeting at a local hotel. This way, those attendees driving from out of town can have a place to stay overnight.

MEETING DURATION. The length should depend on what is planned, but two hours is a good estimate. The lecture should be at least 50 minutes in order to submit for one CEU. Add another hour for refreshments and socializing. It is also possible to plan half-day or full-day sessions.

VENDOR(S) SUPPORT. Ask vendor(s) to sponsor the refreshments for the meeting. Also the vendors can help by covering the \$50.00 ASRT application fee needed to submit for credits.

CHOOSING A SPEAKER. Potential speakers are all around you every day. Consider the following: Interventional Radiologists or Cardiologists; RTs; RNs; Administrators; Sales product/applications specialists.

PREPARATIONS CHECK LIST. See next page.

PREPARATIONS CHECK LIST

- Prepare or mail flyers or brochures announcing meetings, usually at least two to four weeks out. They can be done simply (computer-generated, then photocopied), or you can have them professionally typeset and printed. Vendor support can help defray these costs.
- Obtain a Biographical Data Sheet or CV (professional resume) from your speaker.
- Obtain an Abstract or outline of his/her topic.
- Obtain a Financial Disclosure form from your speaker.
- Submit for CEU credits.
- Check with area vendors. Many of our vendors have pre-approved CEUs videos & speakers that they can provide for the asking.
- Send out notices informing the area Technologists of an upcoming meeting providing the pertinent information such as topic, speaker, date, time & place. (see examples)
- Maintain attendance of each meeting (see example).
- Provide abstract or outline to attendees (see example).
- Obtain completed evaluations (which need to be kept on file).
- Be sure to provide a Certificate of Attendance (see example).
- File all data to the credentialing body (ASRT, ACR or approved RCEEM) within 30 days of meeting.
- After the meeting send a copy of the documentation along with an educational meeting report to the AVIR board. Be sure to include the following information, speaker, topic, people attending.
- Start planning your next meeting!

Chapters must follow state guidelines wherever applicable. In addition to state accreditation, you will want to consider contacting the following for ECE accreditation:

ASRT (American Society of Radiologic Technologists). Complete application requirements are included in this manual. Your completed application must reach ASRT at least 30 days prior to your meeting date. For additional copies you can call ASRT at 505-298-4500, or write to ASRT, 1500 Central Ave SE, Albuquerque, NM 87123-3909 or visit the web-site <http://www.asrt.org>

ACR (American College of Radiology). An application form is included in this manual. Your completed application must reach ACR at least 90 days prior to your meeting date. Contact the Director of Education, at 800-227-5463; or write ACR, 1891 Preston White Drive, Reston, VA 22091 or visit our web-site <http://www.acr.org>

AHRA (American Healthcare Radiology Administrators). Call AHRA for more information at 508-443-7591 or visit the web-site <http://www.ahraonline.org>

If you know that nurses will be attending your programming, you may also want to consider submitting your program for approval by the nursing association in your state.

SUBMITTING AN APPLICATION FOR ECE APPROVAL

Your completed application generally requires the additional information:

Abstracts for each topic or topics (to include references if available).

Biographical Data Sheets for all speakers can be used instead of CVs since most physicians' CVs are so large and detailed. Keep in mind that if requested, the CV would then need to be obtained.

Financial Disclosure Forms for all speakers. Financial disclosure is intended to openly identify a speaker's financial relationships or affiliations. Such disclosure allows listeners to form their own judgments about opinions or conclusions stated as part of a speaker's presentation.

Evaluations should reflect:

1. Ability to meet course objectives.
2. Accuracy of subject matter.
3. Effectiveness of teaching methods.
4. Appropriateness of educational level of the program.
5. Appropriateness of the speaker to present the material in an understandable manner.
6. The degree to which the program met their professional educational needs.
7. Any additional topics of interest to the registrant.

The ASRT evaluation sheet can be used. (see sample)

Certificate: It will be necessary to provide every meeting attendee with a record of their participation. The certificate should have approval number for each lecture; course

number; and the number of awarded credits. The sample certificate provided by the credentialing body can be used, or you can develop your own.

Certificate stock can be purchased from most office supply stores, or computer paper specialty catalogs. Personalized certificates can be typed, or run from a software package.

Sign-in Sheets: The sheet must be filled out with date and provider number for presentation. If your meeting has more than one presentation (such as an all-day seminar) you may want to provide a place on the evaluation sheet for signature and social security number and date. This would avoid having to sign in after every lecture. (see sample)

These sign-in sheets must be mailed to the appropriate RCEEM (Recognized Continuing Education Evaluation Mechanism) provider within 30 days of completion of program. Copies must also be kept on file.

Once your chapter is established, your board or committee in place and your educational meetings running smoothly..... **WHAT'S NEXT?**

MEMBERSHIP

Remember...the National AVIR will only be as strong as our Local Chapters. Membership is everyone's responsibility. Here are some suggestions about membership:

- Do you need to be a member of the national organization to attend the local meetings? *Not necessarily, but what an opportunity to encourage membership!!!*
- The Board of Directors suggests that no local dues be collected from AVIR members.
- Always have AVIR membership applications available at your meetings
- For half-day or full-day seminars...consider charging registration fees for non-members; AVIR members attend free. Updated membership lists can be provided by the national office. (see sample registration brochure)
- Send letters to hospitals across the state telling them about the national AVIR organization, your Local Chapter and upcoming chapter activities. Encourage them to join and start a local chapter in their area. Offer to lend your assistance. Vendors again can help distribute the letters with membership applications as well as meeting flyers. (see sample letters)
- Encourage Associate Membership (this includes nurses, cardiovascular technologists, and vendors).
- Encourage Student Membership.
- Encourage your chapter members to contribute to the newsletter.

NETWORKING

One of the benefits of being a member of the AVIR and your Local Chapter is the networking opportunities that will be established. There will be technologists in your city, state, or across the country that you will meet and can contact to seek advice, or simply brainstorm with.

MAILING LISTS

Networking and mailing lists work hand in hand to build your chapter. At every opportunity, compile mailing lists that can help with your networking efforts. You can start by receiving a list of AVIR members in your geographic region. Next, locate address lists of local, state and regional hospitals, and mail your next meeting announcement to the appropriate department (Radiology, Interventional, Special Procedures, etc.) to circulate your chapter meeting announcements. Don't forget adding nurses, physicians, administrators and vendors to your networking lists.

PERSONAL GROWTH=CONTRIBUTION TO THE NATIONAL ORGANIZATION=PERSONAL GROWTH

With all this newly gained and hard-earned knowledge, it's time to share, time to contribute on a national level. Consider the following:

- developing a topic for the national meeting.
- volunteer for a national committee.
- write an article for the AVIR newsletter.
- run for an elected position on the Board.
- set a goal to work toward becoming an AVIR fellow.

**REMEMBER, WE ARE WITH YOU EVERY STEP OF THE WAY.
GOOD LUCK TO YOU IN YOUR CHAPTER FORMATION ENDEAVORS.**

The following resources are suggestions only. There are likely to be many quality vendors in your area for printing, signs, banners, ribbons, etc. If you've had success with a product or company, let us know. We can add it to our list and share the information with other chapters that might just be getting started.

COMPUTER PROGRAMS (to create flyers, brochures, signs, mailing lists, certificates, etc.)

Print Shop Deluxe and Print Shop Companion. Available for PC and MAC on disc or CD ROM. Best buy is both together on CD. Much more powerful and you have the capability to produce many different projects. Also has a mailing list. It is not the best available but you can selectively print names from the mailing list onto the certificates you create with this program. (Information provided by Kathy King.)

My Brochures Mailers and More Advanced Version. Available for PC on disc only. This program will allow you to create brochures with 2, 3 or 4 folds; letterhead; newsletters, cards, certificates, and more. With the advanced version you have the capability of a 4-fold brochure which is perfect for a full-day conference. Very simple to use. Available through mail order from My Software Company (1-800-325-3508). (Information provided by Kathy King.)

PaperTemplates Software. Software for many Windows, MAC or DOS applications. Available through PaperDirect (1-800-A-PAPERS).

AwardMaker 600 Software. Available through PC/NAMETAG (1-800-233-9767).

PRE-PRINTED, SPECIALTY PAPERS, CERTIFICATES, ETC.

Paper Direct. Coordinated newsletters, brochures, paper frames, envelopes, labels, business cards, postcards, etc. Call for a complete catalog. (1-800-A-PAPERS).

Image Street. To request a catalog, call 1-800-IMAGE-ST.

Beaver Prints. To request a catalog, call 1-800-9BEAVER.

The Drawing Board. To request a catalog, call 1-800-527-9530.

You may wish to check your local office supply stores for small quantities of computer papers and labels. **AVERY** makes a complete line of computer labels and name badges.

If you don't have a computer, you can work with a local quick print company. National chains that should have locations in your area include **Kinko's** or **AlphaGraphics**.

SIGNS AND BANNERS.

Some additional ideas for promoting your chapter would include using signs and banners with your chapter name. Sizes and prices vary. A sample banner and sign quote is provided for your information.

RIBBONS.

Some chapters may want to use ribbons to identify chapter officers, faculty, members, non-members.

PC/NAMETAG. Supplies ribbons, certificates, name tags, badges, badge holders, table tents. To request a catalog, call 1-800-233-9767.

THE WRIGHT GROUP. This is AVIR's vendor. In addition to printing ribbons, they also make banners.

There is usually a one-time logo artwork fee, and there is usually a set-up fee for type of ribbon. For example, if the set-up charge is \$7.00, and member, non-member and faculty ribbons were ordered, a charge of \$21 would be added above and beyond the ribbon printing costs.

ANY QUESTIONS??

We hope the above information is helpful. Let us know if there are other items you are interested. We may already have a source.