



# Utah Association *for* Gifted Children

BRIGHT MINDS—BRIGHTER FUTURES

## Affiliate Handbook

Revised 2018

Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
[www.uagc.org](http://www.uagc.org)

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## Introduction to UAGC

The Utah Association for Gifted Children is a nonprofit organization organized in 1985 to improve the opportunities for gifted and talented students in the state of Utah. Local groups of parents, teachers, and administrators serve as public advocates for gifted children and also disseminate information concerning the gifted and talented to educators, parents, and other interested persons.

### **UAGC Mission Statement**

Utah Association for Gifted Children advocates for the diverse population of gifted children in the State of Utah. We advance the understanding of the academic and social/emotional needs of gifted children among community leaders, policy makers, educators and parents. We promote the development of quality services to provide educational opportunities for gifted students. We increase the capacity of educators and parents to be agents of change in their schools and communities and in the lives of gifted children.

### **Goals of UAGC**

- Raise public awareness of the needs of gifted children.
- Disseminate information to school personnel and public officials related to the nature and education of the gifted.
- Serve as a public advocate concerning the needs of the gifted.
- Promote research and development on the nature and education of the gifted at all ages and educational levels.
- Encourage and assist the development of state and local organizations that support gifted education.
- Organize an annual education convention and other conferences on current trends, research, and new programs in the field of gifted education.

Find more about UAGC by visiting <https://www.uagc.org/>

Find us on Facebook at: <https://www.facebook.com/groups/UAGCFamilies/>

# UAGC Affiliate Chapters Overview

The Utah Association for Gifted Children is most effective when it works through and with a local subchapter or affiliate of the state organization. This affiliate organization addresses the issues/concerns pertinent to the local district. UAGC supports local affiliates by offering grants that local affiliate can use to help advance UAGC's mission.

As a UAGC sponsored affiliate, you will not be your own non-profit, but rather you will be operating under the umbrella of UAGC's nonprofit status. UAGC will distribute grant as needed to each active affiliate. The grants can be used to support the work of the affiliate as long as it promotes the UAGC mission. UAGC will handle legal issues such as taxes and state permits, but local affiliates will be responsible to account yearly for the money spent. There are no fees to be a UAGC sponsored affiliate, however there are basic guidelines that must be followed. Below you will find some of the benefits of being a UAGC affiliate as well as some of the benefits of UAGC membership.

## Benefits your affiliate receives from UAGC

- Up to a 500.00 startup grant from UAGC (Must complete Application)
- Continued grants for your affiliate up to 500.00 from UAGC to help you provide opportunities for parents and students in your area to receive support and training.
- Because you are part of UAGC, we will file all tax information, and apply for all necessary permits and non-profit status.
- You do not need to create your own by-laws. Utilize UAGC By-laws
- UAGC has a board position to support affiliates by providing support and training to local affiliates.
- UAGC will offer 2 registrations for board members to attend a yearly conference.
- UAGC brochures and membership forms will be available from UAGC upon request.

## Benefits UAGC parent members receive

- Annual conference and seminar discounts
- Member rates to UAGC family events
- Network of information on gifted and talented children and youth

- Opportunity to participate on the UAGC board
- Access to member newsletters
- Opportunity to apply for UAGC grants and scholarships
- Being part of an organized group which advocates for gifted kids on a state and national level.

The future of our organization depends on parents just like you becoming members of UAGC! We highly encourage all affiliate board members to obtain a UAGC membership. Your membership helps pay for local affiliates just like yours to get started and stay active and funds our startup and ongoing affiliate grants. Always encourage Parents who attend affiliate events to join UAGC as well. Our goal is to continue to build our parent membership base.

Membership is just **\$25.00 for 1 year or 45.00 for 2 years** and covers your whole family. If your affiliate is interested in having paper copies of the UAGC membership form, please let us know and we will be happy to send you some. You can also register online at:

# Getting Started as a UAGC Affiliate

## Affiliate Requirements:

1. Maintain a minimum Board of at least 3 members.
2. Agree to have at least one membership meeting or parent activity per year.
3. Agree to return all assets to UAGC if the affiliate ever dissolves.
4. Apply for grants to operate your affiliate as needed.
5. Deposit all grant money into an affiliate-sponsored bank account.
6. Use all grant money to advance the mission of UAGC.
7. Send in yearly reports to UAGC on current affiliate status, as well as a yearly financial report. (see forms section)
8. Please call or email [president@uagc.org](mailto:president@uagc.org) with any questions or concerns.

## Steps to Starting and Running a Local Affiliate Chapter

**Step One:** Make the decision to work with others in your district/area that care about gifted/talented issues. Find out what programs are already available in your area and who is in charge of gifted/talented education in your district/area.

**Step Two:** Plan a meeting to begin the organization process for your chapter. Remember, there is strength in numbers so you want to advertise heavily to find all interested people in your area. This includes parents, teachers and administrators.

Plan an affiliate meeting. List possible topics of interest in your area for meeting discussions. Choose a topic that is general enough to include age levels of all children.

Try to find something that will draw parents in to your organization meeting. Consider having a guest speaker to come to this first meeting and talk about a gifted issue. Call your district G/T coordinator to see if he/she will be the guest speaker. You might also call UAGC to get other suggestions.

Once your topic, date and location is set, you will want to create a flyer to out to parents which invites them to your activity or meeting. Work with your district to see if they are willing to help you get the flyers out to parents in that school district. UAGC will post your event online at <http://www.uagc.org>

**Step Three:** Find volunteers to form your affiliate board. Explain to everyone that board members will be working together as a team. Explain that by forming an affiliate you can continue activities such as this one geared towards children and parents of gifted children. You can also explain that having a positive group of parents and educators to advocate on a local level will be beneficial to gifted students in your area.

Most affiliate chapters begin by setting up an Executive Board. The Board makes decisions and recommendations to the membership, sets long and short-term goals, and approves the budget – which may include speakers' fees, postage, newsletter costs or any large expenditure to support UAGC goals. We suggest that you initially look for a President, Vice President, Secretary and a Treasurer.

As your organization grows, you might want to establish a structure similar to the state UAGC organization. See [www.uagc.org](http://www.uagc.org)

**Step Four:** After you have your Board in place you will need to fill out the following forms to UAGC to become a local affiliate. (See forms section for application).

#### **New UAGC Affiliate Application**

This form gets filled out when you first start your affiliate. It lets UAGC know of your intentions to become an affiliate. It asks for important information such as board members, and conformation that you understand the requirements and a commitment to uphold the values of UAGC. You must have a MINIMUM of at least three active board members for your affiliate to be considered active.

#### **New Affiliate Grant Form**

This form allows your affiliate to receive up to \$500.00 of startup funds. Be sure to answer all the questions and submit the form to UAGC. You will need to have an affiliate bank account to receive your funds. Please work with the UAGC treasurer in order to set this account

Please submit both forms to UAGC at:  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

### **Bank Account**

In order to deposit your start-up funds your local affiliate will need to open a non-profit bank account. You will need to contact the UAGC treasurer to get our non-profit number and address in order to open your account. Your bank may also require a letter from UAGC. Future grants received from UAGC will need to be deposited into this account. Please be sure there are at least 2 board members that are co-signers on this account. **Always save your bank statements.** These are important in case you lose a receipt and to track your expenses.

### **Record Keeping**

The UAGC board cannot stress enough the importance of careful, accurate and consistent monitoring of money. As your officers change, it is important to leave a history of what has happened in the past so that your organization keeps a forward movement. Please be prepared to keep all receipts, bank statements or any other data that shows how your affiliate is spending its money. Any issues with miss-management of money should be immediately reported to UAGC. Each year, you will be asked to provide a short summary of how you used your money to UAGC. (See form at the end of this manual) Yearly Financial reports will be due by **January 20<sup>th</sup>** for the previous calendar year.

### **Taxes**

Your yearly financial report will be used by UAGC to file our taxes. Because you are receiving a grant from UAGC, your information will be included in these reports. You are not considered a separate non-profit, but rather you will be working under the umbrella of UAGC so you do not need to complete your own separate taxes!

### **Ongoing Affiliate Grant Form**

After you run out of your \$500.00 startup funds, you may apply yearly for another 500.00 of continuation money from UAGC. This money is to be used for the continuation of your affiliate and the activities it sponsors. Before applying, you must have used your previous money and be able to provide receipts to UAGC on how the money was spent. You also need to be current on your annual forms before your request is made. The grant form will be submitted to UAGC for board approval and if

accepted, you will receive a check for your requested amount up to \$500.00. You must deposit this money in your affiliate sponsored bank account once received.

## Donations

All donations made must be given to UAGC, however the donation will be given back directly to your affiliate. If you receive a donation that is not a monetary donation, please fill out a UAGC donation form (form found in the back of this manual). Please give 1 copy to the person making the donation, and submit 1 copy to UAGC. You may keep the items for your affiliates use. If cash is donated please once again fill out two donation forms. Give one to the person donating, and then send the second copy and the check or money to UAGC. Please be sure that any checks written are made to UAGC and not your individual affiliate. UAGC will then deposit the money, and credit back the donation amount back to your affiliate. You will receive the money back from UAGC within 30 days.

## Dissolving

If your affiliate is no longer able to be an active affiliate, all assets would need to be returned to UAGC. This would include any items acquired as an affiliate along with any money left in your affiliate account. We hope, however, that affiliates will not dissolve, so please contact UAGC with any concerns so we can work with you and explore all options.

**Step five:** Set-up your board meetings and events for your affiliate. Set up regular board meetings to discuss and plan for the needs of your affiliate. Board meeting should be structured so that members see goals accomplished and action plans made. You must meet a minimum of three times per year. You must plan at least one parent membership meeting or activity sponsored from your affiliate per year.

Activities could include, but are not limited to:

- Create a newsletter to let others know your concerns, issues, and accomplishments.
- Network with local principals to develop a positive relationship and advocate for gifted/talented programs.
- Plan and schedule guest speakers on some aspect of gifted education.
- Run a SENG-Model Parent Support Group [www.SENGifted.org](http://www.SENGifted.org)
- Write letters to the editor about gifted/talented issues.
- Attend school board meetings (wear some kind of identification so that they know who you are).

- Investigate the possibility of sponsoring some type of competition in your school community (Odyssey of the Mind, History Fair, Future Problem Solving, etc.).
- Plan and conduct an informational “Creativity Night” for parents.
- Send members to the annual UAGC Symposium held in the winter or summer Conference.
- Send members to the annual NAGC (National Association for Gifted Children) Conference in November.
- Read and report on current literature related to gifted education.
- Purchase books on gifted education for your local library.
- Volunteer to help teachers develop projects/activities for Gifted/Talented students in a local school.
- Work with the local PTA, Community Council and school Principal to advocate for Gifted/Talented students on the school level.
- Encourage and help establish small school-level committees consisting of parents, teachers and the Principal to review, assess, and assist gifted education at the local schools.
- Meet and discuss issues in gifted and talented education with elected officials. Let them know who you are and what your goals are. Encourage them to vote for legislation to meet the needs of gifted children. Show up at the legislature.
- Attend local Chamber of Commerce meetings to let business owners know of student needs.
- Schedule an awards night to honor exceptional gifted educators in your district.
- Host a family activity such as a BBQ at a park or a trip to a local museum.
- Bring in a guest speaker from the community to present on various topics applicable to gifted children.
- Invite a UAGC board member to present to parents on a gifted education topic.
- Plan an event for gifted children such as a chess night, summer camp, science night, art classes or other applicable activities.
- **AND ABOVE ALL ELSE**, be visible as an advocate.

When hosting an activity, you will want to think about how you will advertise for your event. There are many ways to advertise and your affiliate needs to think through which methods will work best for your event. To begin, it is helpful to create an event flyer which contains the pertinent event details. Be sure to save your flyer as a PDF document ensuring that everyone can open the flyer. From there you can use some of the following ideas to help get the word out about your event.

- Send information to UAGC to post on [www.uagc.org](http://www.uagc.org)
- Publish a news release in local paper

- Send fliers home with students (you will often need to obtain an access card through the district to do this so give yourself extra time to get that accomplished.)
- Display posters in local shopping centers, stores, libraries and schools
- Print a notice in local school newsletters and/or community fliers
- Make announcements at various school/district functions
- Approach TV/radio stations about running a public service announcement
- Post on your affiliate website if you have one
- Send event information to UAGC so we can advertise in our newsletters and website.
- Send out through e-mail to members in your area. You can work with the membership VP at UAGC to get a current membership list from your area.
- Ask your local school district to advertise on the district website.
- Start a Facebook Group and advertise there.
- Advertise on the UAGC Families Facebook page.
- Use other social media platforms such as Twitter, Pinterest or other sites to generate interest.



## Forms Section

The following contains forms needed to apply for and then maintain the status of your affiliate.

1. New UAGC Affiliate Application
2. New Affiliate Grant Form
3. Ongoing Affiliate Grant form
4. UAGC Affiliate renewal form
5. UAGC Financial Report
6. UAGC Donation form

### **UAGC Affiliate Renewal Form**

This form must be submitted yearly to UAGC by the end of January. This lets us know if you would like to continue to be an affiliate and lets us know who the current leadership is. This is also a good time to let UAGC know if any of your affiliate contact information we have is outdated.

### **UAGC Financial Report**

This form must also be submitted yearly to UAGC by Jan 20th. Please fill out the form as accurately as possible. You will also need to submit receipts for events and a description of expenses incurred throughout the year. Please save your bank statements so that if you lose a receipt, you will have a back-up record! Please contact the UAGC treasurer with any questions regarding financial reports.

### **UAGC Donation Form**

Anytime you receive a donation, you will need to fill out a donation form. Please fill out one form and give it to your donor for their records. You will also need to fill out a separate form for your own records. All donation forms need to be sent to UAGC.



**NEW UAGC AFFILIATE APPLICATION**

Submit application to:  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

Date: \_\_\_\_\_

Name of Local Affiliate: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**President:** \_\_\_\_\_

Contact Information: \_\_\_\_\_

(Email/Phone) \_\_\_\_\_

**President Elect:** \_\_\_\_\_

Contact Information: \_\_\_\_\_

(Email/Phone) \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

Contact Information: \_\_\_\_\_

(Email/Phone) \_\_\_\_\_

**Secretary:**

Contact Information:  
(Email/Phone)

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**Other Officers:**

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Please read and sign below that your affiliates understands the following requirements to become UAGC affiliate.

1. I agree to maintain a minimum board of at least 3 members.
2. I agree to have at least 1 membership meeting or parent activity per year.
3. I agree to return all assets to UAGC if you are to ever dissolve your affiliate.
4. I agree to encourage UAGC membership with affiliate members.
5. I agree to deposit all grant money to an affiliate sponsored bank account.
6. I agree to use all grant money to advance the mission of UAGC mission.
7. I agree to send in yearly reports to UAGC on your current affiliate status and a yearly financial report. (see forms section)

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Thank you so much for your interest in being a UAGC affiliate. Please feel free to contact UAGC affiliate board member with any questions or concerns you may have. A representative from UAGC will confirm that this form has been received.



**NEW AFFILIATE GRANT APPLICATION**

Submit application to the UAGC  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

Date: \_\_\_\_\_

Name of Local Affiliate: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested amount of money (Up to \$500.00) \$ \_\_\_\_\_

Please write a paragraph detailing how you plan to use your UAGC start up grant. What will this grant allow your affiliate to do?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**ONGOING GRANT**

Submit application to the UAGC

Utah Association for Gifted Children

869 E 4500 S Suite #403

Salt Lake City, Utah 84107

<http://www.uagc.org>

Date: \_\_\_\_\_

Name of Local Affiliate: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Requested amount of money (Up to \$500.00) \$ \_\_\_\_\_

Please write a paragraph detailing how you plan to use your UAGC grant.  
What will this grant allow your affiliate to do?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You will be notified by UAGC of the status of this request.



**AFFILIATE RENEWAL**

Submit application to the UAGC  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

Date: \_\_\_\_\_  
Name of Local Affiliate: \_\_\_\_\_  
Website: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**President:** \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
(Email/Phone) \_\_\_\_\_

**President Elect:** \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
(Email/Phone) \_\_\_\_\_

**Treasurer:** \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
(Email/Phone) \_\_\_\_\_

**Secretary:** \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
(Email/Phone) \_\_\_\_\_

**Other Officers:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to be considered an active affiliate, you must also have at **least 3 board meetings** annually. Please list the dates of at least 3 board meeting your board held this last year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In addition to the above requirements, you must also hold at **least 1 annual membership meeting**, parent activity or other activity open to all affiliate members. Please write the date and a short description of your activity below.

Date \_\_\_\_\_

Activity Description:

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Please read and sign below that your affiliates understands the following requirements to continue your status as a UAGC affiliate.

1. I agree to maintain a minimum board of at least 3 members.
2. I agree to have at least 1 membership meeting or parent activity per year.
3. I agree to return all assets to UAGC if you are to ever dissolve your affiliate.
4. I agree to encourage UAGC membership with affiliate members.
5. I agree to deposit all grant money to an affiliate sponsored bank account.
6. I agree to use all grant money to advance the mission of UAGC mission.
7. I agree to send in yearly reports to UAGC on your current affiliate status and a yearly financial report. (see forms section)

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Thank you so much for your continued interest in being a UAGC affiliate. We are happy to once again have you on board! Please feel free to contact UAGC affiliate board member with any questions or concerns you may have. A representative from UAGC will confirm that this form has been received.



**YEARLY FINANCIAL REPORT**

Submit application to the UAGC  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

This report is due yearly to show how the use of your UAGC grant money is being used to support the UAGC mission statement.

The mission statement is as follows: Utah Association for Gifted Children advocates for the diverse population of gifted children in the State of Utah. We advance the understanding of the academic and social/emotional needs of gifted children among community leaders, policy makers, educators and parents. We promote the development of quality services to provide educational opportunities for gifted students. We increase the capacity of educators and parents to be agents of change in their schools and communities and in the lives of gifted children. Please keep in mind that activities and affiliate sponsored activities should support this mission statement.

**Please also send in any receipts you have from the year which support the following expenses.**

Date: \_\_\_\_\_

Name of Local Affiliate: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

In the spaces below please enter the total amount used during the year in the appropriate column.

1) **General Operating Expenses** (This includes things that are necessary to run your board. Items such as paper, copies, ink and board meeting expenses are examples of operating costs.)

❖ Total general operating expenses \$ \_\_\_\_\_

2) **Membership Meeting Expenses** (This includes any money used towards hosting a membership meeting or activity. This may including things like food, handouts, speaker cost, building cost, prizes or other expenses related to the meeting) Remember you must have a minimum of membership meeting per year. If you have done more than 1, please enter them separately

❖ Total cost for membership meeting #1 \_\_\_\_\_

❖ Total cost for membership meeting #2 \_\_\_\_\_

❖ Total cost for membership meeting #3 \_\_\_\_\_

3) **Advertising Expenses** (This includes things like posters, mass mailings, brochures, website upkeep, agency fairs or other advertising materials used to promote you overall affiliate)

❖ Total advertising expenses \$ \_\_\_\_\_

4) **Training Expenses** (This includes any money used to send board or membership to training or conferences not sponsored by your affiliate).

❖ Total training expenses \$ \_\_\_\_\_

5) **Other Activities Expenses** (This section is for activities other than membership meeting your affiliates hosts or sponsors. Examples include things like family activities, special events, recognition programs, support groups, other parent groups that your affiliate has sponsored.) Please provide a short description for the activity and the total amount used to support that activity.

❖ Activity #1 description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total cost for activity \$ \_\_\_\_\_

❖ Activity #2 description:

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Total cost for activity\$ \_\_\_\_\_

❖ Activity #3 description:

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Total cost for activity\$ \_\_\_\_\_

❖ Activity #4 description:

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Total cost for activity\$ \_\_\_\_\_

6) **Grand Total:** Please list your grand total for the year that your affiliate spent

❖ \$ \_\_\_\_\_

Please sign below that to the best of your knowledge the information provided is correct and accurate

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Thank You for your efforts. If you have any questions or concerns please contact the UAGC treasurer for further assistance.



**DONATION FORM**

Submit application to the UAGC  
Utah Association for Gifted Children  
869 E 4500 S Suite #403  
Salt Lake City, Utah 84107  
<http://www.uagc.org>

Date: \_\_\_\_\_

Name of Local Affiliate: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Donation

Name of Donor: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Donation Received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_