

Chapters & Affiliates Style Sheet

Board Orientation – The official name of a training program ILA conducts. Board Orientation is what most nonprofits do annually to orient new board members.

branding tool kit – Documents and other resources to help newly formed chapters create a strong brand.

Chapter vs. Council – In documents that are going to chapter leaders as part of this transition, always use *chapter* instead of *council* even if the timing is such that the state affiliate was called a council at that time (“ILA had worked with state chapters for over 50 years.”). In general writing, such as for the blog, continue to use *council* until the transition is complete (“ILA council the Texas Association for Literacy Education (TALE) has adopted the following four schools.”). We are hoping to begin using *chapter* in all communications (unless otherwise indicated) by July 1, 2018.

Chapter/Affiliate – Cap when referring to a specific chapter or affiliate (e.g., “The Chapter/Affiliate is responsible for documenting...”).

chapter/affiliate – Lowercase when talking about chapters or affiliates generally (e.g., “ILA intends to be more connected to our chapters by providing stronger resources and support, and we will be sharing more information with all group affiliates in the coming months.”).

Chapter Development Program (CDP) – A three-year agreement under which a chapter works with ILA to bring their chapter to a fiscally successful state and improve overall capacity.

Chapter and Region Services team – ILA’s internal team. “The Chapter and Region Services team will notify....”

Chapter Leader(s) – Cap when addressing chapter leadership directly, not when referring to chapter leaders in text. (e.g., “Dear Chapter Leaders,” vs. “ILA will notify Chapter Leaders when the transition is complete.”).

councils@reading.org – Old email address. As of 6/28/2018, the correct email address is chapters@reading.org.

Employee Identification Number (EIN) – An official designation from the U.S. IRS.

general vs. specific language – To avoid confusion, it is better to phrase statements so that they refer directly to the chapter in question. For example, see the following quotes from chapter documents:

- “Chapters must meet most of the eligibility criteria below and request to participate.”
- “After requesting to join the program, ILA and the state Chapter will have a discussion.”

The first quote is speaking of chapters generally and the second is talking about the specific chapter that has signed the agreement. As these phrases were used together about a chapter that has signed on, it is better to be specific and change the first phrase to “The Chapter must meet....”

Governance Handbook – A document that explains how to govern and operate a chapter.

full group affiliation – The closest of affiliations to ILA, these chapters will operate under the ILA nonprofit EIN and must adhere to ILA branding guidelines.

full nongroup affiliation – The second closest affiliation level, these chapters will operate under their own nonprofit EIN, but will also need to adhere to ILA branding guidelines. They are not under the umbrella of ILA’s nonprofit status. They pay an annual flat fee for ILA services and support.

ILA Chapter Awards – Official name of the awards given to chapters. Awards were updated in 2018. As of July 1, 2018, they should no longer be called Council Awards.

ILA Network – The general name of ILA’s network of chapters and affiliates throughout the world. Capped when referring to it as a whole (“Chapters will become a part of the ILA Network...”).

Letter of Agreement – Official document declaring a chapter is signing on to be an affiliate of ILA.

limited nongroup affiliation – Same as full nongroup, but they pay a la carte for support and services, rather than having an annual flat fee.

Memorandum of Understanding (MOU) – Official document chapters sign to work with ILA to help get their chapter into a fiscally sound state. The MOU is typically tied to the CDP, but that is not necessary.

Officer Reports – An official document required by ILA of the chapters.

Principles of Affiliation – The guidelines that govern a chapter’s affiliation with ILA.

Provisional Chapter Application – The official document sent to begin a chapter’s affiliation agreement.

Provisional Chapter Membership Summary – An official document submitted by chapters.

Purpose and Principles of Affiliation – An official document given by ILA to chapters as guidelines of appropriate chapter behavior and representation.