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#### HUNGER-AID CHAPTERS

This is to be used as a guide to form a Hunger-Aid Chapter for your Community. We, at Hunger-Aid, believe that the people of the community best know what is needed in their community. Hunger-Aid helps non-profits/communities raise funds for their needs. All funds must be used according to Hunger-Aid By-Laws. A copy of these By-Laws will be provided in this package.

#### Officers

There must be but not limited to 3 officers:

**Director:** Acts as the legal representative of the chapter. All other officers will submit a monthly report to the Director. The Director will report to the Board every 3 months. \*This will be changed to the Executive Director as soon as one is appointed. This can be done by way of email.

**Secretary:** will take minutes of meetings and reports from the committees of all events. The committee reports must include plans as well as results. The Board will also need to know what committees are formed and who the members of said committees are.

**Treasurer:** Will be in charge of all funds and records thereof. No funds will be released to anyone without a majority vote of the 3 officers. Three signatures, one from each of the officers, must be used to release the funds. All Funds must be accounted for.

All Laws must be followed in your area. If an article in the by-laws of Hunger-Aid do not meet the mundane law requirements then the local law will be upheld. The board is to be notified at once if this happens.

The Board must receive the Legal Name, Address, Phone Number, Email Address and website if you would like it linked to the Hunger-Aid website. This information must include the city/county/state/ country in which the Chapter is being formed. We can only approve Chapter once this information is in hand and we can vote on approving the Chapter.

The Hunger-Aid Chapter will also be a part of H.E.L.P. Healing Every Living Person. Please read the mission statements for Hunger-Aid as well as H.E.L.P. on the Hunger-Aid.org website. You will also find the By-Laws posted on the website. Use the information on the website to write your own guidelines for your Chapter and committees.

Thank you for your interest in helping your community through Hunger-Aid. Together We Can!!! Together We Are Hunger-Aid.

Please take the time to read the mission statement on the website in order to better understand Hunger-Aid and H.E.L.P.

Please let me know if you have any future questions. I will be more than happy to answer them.

Jason Des Moines

CEO, VP Hunger-Aid

