

**Report Title:** Resolution 306-2025 Report

## **RESOLUTION**

Resolved, that the 2025-26 Council on Membership be tasked with investigating a comprehensive resource for chapter leaders to use including but not limited to the following:

- Strategic planning chapter template
  - Mission
  - Vision
  - Goals
- Quarter at a glance and yearly events timeline
- How to prepare your chapter for a national conference
- Acknowledging awareness months with a list and event ideas
- List of current ASDA certification(s) programs available to members
- Scholarship opportunities throughout the year and how to apply
- Excel template for managing chapter finances and tax filing; and be it further

Resolved, that the 2025-26 Council on Membership investigate communication resources that could assist chapter leaders, implement these changes and give a report to the 2026 House of Delegates.

## **REPORT BACKGROUND**

The council agreed with the benefits of producing the comprehensive guide. Citing the convenience of having this information all in one place as a benefit for chapter leaders.

The council on membership reviewed the resolution and brainstormed content at spring council. The council reviewed an initial draft of the comprehensive guide during their July meeting. The council provided feedback on the draft. These updates were made, and the council reviewed the updated draft during their September meeting.

## **REPORT FINDINGS**

The council reviewed the final PDF guide and distribution plan during their November meeting. The PDF guide was distributed to chapter leaders via email, included in New Leader, posted on social media and posted to the ASDA website in January 2026. Guide link:

[https://www.asdanet.org/docs/publications/how-to-guides/comprehensive-guide.pdf?sfvrsn=4d8e71dd\\_2](https://www.asdanet.org/docs/publications/how-to-guides/comprehensive-guide.pdf?sfvrsn=4d8e71dd_2)

Guide Table of Contents:

About ASDA	3
Mission Statement	3
Vision Statement	3
Governance Structure	3
Role of the Chapter	4
Chapter Success	4
National ASDA Chapter Requirements	4
ASDA's predoctoral chapter policies include:	5
Recommended Annual Chapter Operations	5
Participation	5
SMART Goals	5

50	Example	6	
51	Timeline of Events	7	
52	Member Benefits	7	
53	Advocacy	8	
54	National Programs and Events	8	
55	Publications	8	
56	Deals and Offers	8	
57	Podcast: Life in Loupes	8	
58	Membership with the American Dental Association (ADA)	8	
59	Chapter Finances	9	
60	Chapter Constitution and Bylaws	9	
61	Affiliation Agreements	9	
62	IRS Exempt Status	9	
63	Important IRS filing information	9	
64	Chapter Bank Account	10	
65	Direct Deposit	10	
66	Sample Budget Spreadsheets	10	
67	How to Guides	10	
68	Promoting ASDA at Events	11	
69	National Leadership Positions	11	
70	Determining Who Should Attend National Meetings	12	
71	NLC Meeting Timeline	13	
72	The Value of National ASDA Meetings	14	
73	How To Write a Resolution	15	
74	Advocacy Certificate Program	17	
75	Membership Processing	17	
76	Fever Week	17	
77	Contact Information	18	
78	Appendix A.	19	