

GUIDEBOOK

Chapter Leadership Training

Community Services



NMA...THE Leadership Development Organization

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CHAPTER LEADERSHIP TRAINING

COMMUNITY SERVICES GUIDE

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Updated November 2008



TO: Chapter Presidents and Community Service Chairs

SUBJECT: Changes to 2009 Speech Contest Format and Prizes

DATE: November 12, 2008

At its November 2008 meeting, the NMA Board of Directors addressed the shrinking dollars available to fund our popular national speech contest program. After extensive analysis and full discussion, they unanimously approved continuing to fund the program, with changes to the format and prizes at both the Area and National Levels of the contest. There were no changes made to the Chapter or Council Levels of the contest. The changes were necessary due to a sharp decrease in Speech Contest Fund income over the past two years.

Effective immediately, contestants from the Northeast, Southeast, and Central areas will now compete in a single speech contest at the East Leadership Development Conference (LDC). There will no longer be three separate area contests at the conference nor will there be three first place contestants advancing to the National Level. Now, only the first and second place contestants will advance to the next level. The first place LDC prize will be \$1,000 cash and the second place prize becomes \$500 cash. No other cash prizes will be awarded.

Likewise, the contestants from the Southwest, Pacific North, and Pacific South will compete in a single speech contest at the West Leadership Development Conference. Again, there will no longer be three separate area contests at the conference nor will the three first place contestants advance to the National Level. Just the first and second place contestants will advance to the next level. As in the East, the first place LDC prize is \$1,000 cash and the second place prize is \$500 cash. There will be no further cash prizes.

At the National Level, there will be four contestants competing for a first place prize of \$4,000 cash, a \$1,000 cash second place prize, and two \$500 cash third place prizes. NMA will continue to provide the contestants' transportation, room and limited meal costs.

Besides this announcement to chapter leaders, these changes will be incorporated into The NMA Leadership Speech Contest Planning Guide, the Community Services Guide and the NMA Web site. The revised guides will be available for download from the NMA Web Site as of December 1, 2008. Any questions can be directed to Robin Furlong at robin@nma1.org or by calling (937) 294-0421.

Steve Bailey, CM
NMA President

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Purpose

Chapters are encouraged to support worthwhile community projects that allow the chapter, organization, or company to become a "good" citizen. There are a variety of community activities that chapters of all sizes can become active participants in. Establishing a committee is essential and is very simple to organize. Recruit chapter members who enjoy working with young people and who are interested in becoming involved in the Community Services area. Questions, comments or suggestions concerning this guide should be directed to NMA Headquarters, Attn: Community Services Planning at nma@nma1.org.

Participation

1. DETERMINE THE SCOPE OF YOUR CHAPTERS PARTICIPATION —

Ask yourself the following:

- **What Do You Want to Do?**

Find out which community activities your members are currently involved with and see if they are willing to perform them as an NMA activity.

- **Who Do You Want to Reach?**

Consult with other groups in your organization to be sure you are not duplicating efforts or "stepping on toes." You may want to share sponsorship of several activities.

- **How Do You Want to Reach them?**

Examine the public relations benefits of your activities and work with your PR committee to obtain publicity that benefits the chapter, the organization, and the community.

- **What Are the Needs within Your own Chapter?**

Look at your organization's goals to tie some of your projects to them. Document these and inform your upper management of the effort. Be careful to watch that fine line between an activity and a political action. Check your constitution and bylaws for political activity clarity.

- **Do Become an Award Winning Community Services Chapter!**

Chapters need to participate in NMA's Award Program to be automatically entered to earn the designation of an Award Winning Community Services Chapter.

2. SET GOALS, ESTABLISH A PLAN OF ACTION, AND A TIMETABLE FOR THE YEAR'S COMMUNITY SERVICES ACTIVITIES.

Projects and Activities

Introduction

This section provides information on selected Community Service projects and activities. It provides guidance to Chapters on putting these into effect.

The first part covers suggested “Projects” such as the NMA Leadership Speech Contest. The second part, “Other Community Service Activities” provides a list of activities that Chapters may want to pursue and adapt to their chapter’s needs. Both parts are designed to stimulate interest but are by no means the only ones acceptable. Chapters may pursue activities or projects that are not listed in this guide.

Contact NMA headquarters for clarification and guidance to insure that proposed activities meet award requirements.

Projects

1. THE NMA LEADERSHIP SPEECH CONTEST

Purpose

- To promote a better understanding of Leadership in the world today among high school students grades 9 – 12 (includes home schooled students).
- To involve youth in researching, writing and delivering a speech on Leadership. See the Speech Contest Planning Guide for examples of speech topics.
- To provide an incentive for the development of communication skills that is vital to those entering the work force.
- To provide winning students financial rewards that will help them further their formal education or assist them in their careers.

Guidance

- The organization of the contest is based upon four levels of competition and is aligned with the six geographic regions of NMA.
- Recognition for winners at each level will be given in the form of certificates, plaques or cash prizes. Every contestant, nationwide will receive a Participation Certificate from NMA.
- The NMA Leadership Speech Contest Planning Guide and DVD (\$25 each) are available to chapter leaders to assist in conducting and promoting the speech contest. Contact your director or NMA headquarters for further information. www.nma1.org

COMPETITION LEVEL		PRIZES					
CHAPTER	Competition within a school sponsored by an individual NMA Chapter (includes home schooled students)	To be determined by Chapters (not to exceed \$300 cash)					
COUNCIL	NMA Council sponsored competition between chapter winners	To be determined by Councils (not to exceed \$500 cash)					
	Chapters that do not belong to a Council need to follow the Contest Rules found in the Speech Contest Planning Guide	To be determined by Chapters (not to exceed \$300 cash)					
East/West Leadership Development Conferences	Competition between the Council and Chapter winners within the East/West regions of NMA:	1st Place – \$1,000 Cash 2nd Place – \$500 Cash					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Northeast</td> <td style="width: 50%; text-align: center;">Pacific South</td> </tr> <tr> <td style="text-align: center;">East LDC - Central</td> <td style="text-align: center;">West LDC - Southwest</td> </tr> <tr> <td style="text-align: center;">Southeast</td> <td style="text-align: center;">Pacific North</td> </tr> </table>	Northeast	Pacific South	East LDC - Central	West LDC - Southwest	Southeast	Pacific North
Northeast	Pacific South						
East LDC - Central	West LDC - Southwest						
Southeast	Pacific North						
NATIONAL at Annual Conference	Competition between the two top contestants from the East LDC and the two top contestants from the West LDC.	1st Place – \$4,000 Cash 2nd Place – \$1,000 Cash 3rd – 4 th Place – \$500 Cash					

2. ADOPT-A-SCHOOL PROGRAM

Purpose

- To create a climate of involvement and interaction between businesses and schools.
- To strengthen and improve school programs and curriculum, via business involvement.

Benefits of the Program to Business

- Supports and enhances community involvement in education.
- Creates greater consumer awareness of the product, business, profession, or organization.
- Increases understanding of the business person.

Benefits of the Program to Schools

- Increases understanding and appreciation of the educational system by the business community.
- Provides new resources and personnel.
- Increases youths understanding of business -- its organization and operation.
- Enriches curriculum through professional interface.

Activities for the Chapter

- Present a class or a mini-course on computers, science, electronics, or in other special work fields.
- Establish courses at your place of business in special skills areas.

- Tutor students.
- Assist with programs to motivate students.
- Serve on an advisory committee or a curriculum committee.
- Establish an extracurricular club for activities like photography or electronics.
- Conduct tours at your place of business.
- Participate in a scholarship fund.
- Speak at a school assembly.
- Provide internships or job placement assistance.
- Donate surplus material and equipment to schools.
- Display student work at your place of business.
- Invite students to "shadow" you at work.
- Present awards to outstanding students for both academic and athletic achievement.

Guidance

Meet with the principal of the school or schools you would like to adopt and explain your program. This meeting should be at the end of one school year for implementation the following year, as most schools plan ahead for a year's activities. If you have a NMA council in your area, you may want to present the idea and involve as many chapters as possible. This will give awards credit to all chapters and the council involved. If you use the council approach, it is advisable to go through the local school district(s) for implementation.

3. JUNIOR ACHIEVEMENT

Purpose

- To teach students about business and economics.
- To help students become better informed citizens, consumers, and strong believers in the private enterprise system.

Activities for the Chapter

- The JA program has a four "stairstep" approach to educating students. The following covers two of the steps that can be implemented by your chapter.

Project Business is an educational program in which the chapter may participate. It serves to increase our youth's awareness on how the free enterprise system operates. The program is designed to supplement the existing curriculum in the classroom and help students to understand the fundamentals of economics. It is aimed at teaching eighth and ninth graders about business and career opportunities and how economic principles work in the real world.

The representative from the sponsoring chapter is referred to as a business consultant and works closely with the teacher during the 10 to 12 week program. The sponsoring chapter, which furnishes the business consultant, pays all costs associated with the program. These

costs cover materials developed by JA and, for this program, include a 16 chapter economic text used to structure the course.

Applied Economics is a social study elective course offered to high school juniors and seniors. Students learn economic theory from a JA text, and run their own company. With a computer and management simulation software borrowed from JA, they make economic decisions, see the impact of their decisions on the market place, and analyze the results. A business consultant visits the classroom weekly to offer an even closer view of business and economics.

Guidance

- For more information on any of the projects covered contact Junior Achievement, Inc., One Education Way, Colorado Springs, CO 80906, (719) 540-8000 or www.ja.org.

4. MINI-COMPANY PROGRAM

At the start of the program year the student members, under the guidance of adult volunteers, form into groups of approximately 25. Each group subsequently functions as a small business that meets one night a week for two hours. Their activities could include:

- Selling stock to capitalize
- Electing officers
- Choosing a product to manufacture
- Keeping books and mapping out marketing plans
- Paying salaries, rent, and taxes, as appropriate
- Producing, promoting, and selling their company's product

At the end of the school year, they:

- Liquidate their company
- Publish an annual report
- Return dividends to the stockholders

The program year roughly parallels the school year and is open to all eleventh and twelfth grade students.

There are several basic elements needed to start a Mini-Company; a Coordinator, a Sponsor, Advisers, Students, and a Business Center.

- Coordinator - A volunteer who organizes and supervises the program. His/her primary responsibility is the initial opening of the program and the supervision of the company's operations.
- Sponsor or Sponsoring Firm - Chapter, individual, or business which agrees to finance the organization.
- Advisers - Adults or chapter members who act as consultants to the mini-company. Two or three people are needed and they should be knowledgeable in the areas of management, sales, and production.
- Students - The teenagers who will comprise the company acting as board of directors, officers, workers, and salespeople. They are recruited in their high schools.

How do you find students?

The traditional way of recruiting students is through an assembly program in the high

schools. Other methods include presentations to individual classrooms or presentations over the school's PA system.

- Business Center – The place to meet is the final ingredient for a company. Important factors affecting the choice of allocation include accessibility, good lighting, storage space, and the availability of any equipment necessary to manufacture or assemble the company's product.

5. PROMOTING MATH AND SCIENCE IN SCHOOLS

Examples of chapter initiatives:

- Girls Exploring Math and Science
- Odyssey of the Mind
- Sponsoring Science Fairs
- Design Challenges
- Remotely Operated Vehicle Program
- Outdoor Education Programs

Contact NMA headquarters for further information about starting a program.

6. TOASTMASTERS INTERNATIONAL — GAVEL CLUBS

Purpose

- Provides Toastmasters International communications and leadership program, through sponsorship by NMA chapter, for speech development of youth.

Membership

- High School students grades 9-12 who cannot qualify for membership in a Toastmasters Club due to age (must be under 18) or other circumstances.

Sponsorship by the Chapter

- Application for Certification will include a one-time Certification Fee of \$50.00.
- Certificate of Affiliation and kit of materials will be received by the sponsoring chapter on behalf of the Gavel Club.
- Annual dues of \$48.00 for each Gavel Club are billed in November. Clubs applying for certification in mid-year pay pro-rated annual fees.
- Provide educational materials similar to the items used in Toastmaster Clubs.
- Programs for Gavel Clubs shall be administered by World Headquarters under procedures and regulations established by Toastmasters International Board of Directors.
- It is recommended a coordinator be appointed from a local Toastmasters unit who will work closely with the Gavel Club. Ideal situation would be Toastmasters who are members of the NMA sponsoring chapter.

Guidance

- Toastmasters International, P O Box 9052, Mission Viejo, CA 92690
(949) 858-8255 www.toastmasters.org

7. TOASTMASTERS INTERNATIONAL — YOUTH LEADERSHIP PROGRAM

Purpose

- Principles of Toastmaster's communication and leadership program are taught in an eight session speech course by members of existing local Toastmaster's clubs.

Membership

- High school students grades 9-12 who may or may not be members of Gavel clubs.

Sponsorship by the Chapter

- Toastmasters Clubs receive points for presenting these sessions and tend to constantly look for groups to teach. Contact local Toastmaster Clubs for participation.
- Costs to participants are minimal and will be paid by the sponsoring chapter.

Guidance

- World Headquarters will provide the name and telephone number of the local Youth Leadership Chairman. www.toastmasters.org

8. TOASTMASTERS INTERNATIONAL — COMMUNICATIONS VIDEO SERIES

- **Be prepared to SPEAK** - A step by step simple illustrative video guide for preparation and delivery of a speech.
- **Be prepared to LEAD** - Applied Leadership Skills for Business Managers. Learn how to develop your own skills and how to build the trust of your team members.
- **Be prepared to SELL** - How to sell an Idea, Proposal or Product to a Group. Learn to design your presentation for success and deliver it with enthusiasm and assurance.
- **Be prepared for MEETINGS** - How to Lead Productive Meetings. Learn how a facilitator leads their team through a tough problem-solving meeting.

Purpose

- Video seminars to help develop verbal communications and leadership skills.

Attendance

- Speech contest contestants, chapter members and all company employees.

Sponsorship by Chapter

- 25 minute lunch-time video seminars sponsored by the Chapter as a Free Enterprise audio/visual program.

Guidance

- Toastmasters International Communications Series (Video), Telephone: (800) 989-8273

9. MAKING THE GRADE

The “Making the Grade” program provides school supplies to children in need.

Purpose

- The purpose of the program is similar to “Toys for Tots.” “Making the Grade” program supports children by providing school supplies (paper, pencils, pens, crayons, notebooks, ruler, erasers, etc.) they need (but can’t afford) before school commences.
- This program, starting at a local level, offers tangible benefits for the student, the chapter, and the community. By supporting the education of our youth, by showing we care and by equipping them to succeed in class.

Benefits

Who benefits from this program?

THE CHILDREN

- Contact Child Protective Services, church programs, foster homes, or the principals at various schools to find children in need of school supplies.
- Critical rule: protect & maintain the child’s anonymity.

THE CHAPTER

- A new and exciting community service activity that the chapter can receive credit for on the R1 Monthly Activity Report.

THE COMMUNITY

- Mobilize other community organizations (Optimist, Big Brothers/Sisters, businesses, churches, etc.) to help donate or participate in this beneficial program.

Chapter Participation

The Sequence of the Activities:

- **MAY** — Chapters contact organizations (school districts, agencies, volunteer support groups, etc.) to identify children in need.
- **JUNE** — Ask local businesses to donate school supplies or funds to purchase supplies for the program; ask them to become a partner in this program.
- **JULY** — Select date in August and reserve a suitably large meeting area (auditorium, ballroom, etc.); ask a hotel, business, to volunteer such facilities; begin assembly of school supplies into separate packages; arrange for donated refreshments and snacks; launch public relations news releases and notices (remember - children’s names are not published nor broadcast)
- **AUGUST** — Chapter gathers children together to distribute school packages. Or the agencies, that expressed a need for these packages, may distribute them.

School years vary across the country but the goal of the program remains the same: distribute the needed supplies prior to the start of the school year.

10. HIGH SCHOOL FINANCIAL PLANNING PROGRAM

What is the High School Financial Planning Program?

- A six unit course
- Acquaints students with basic financial planning concepts
- Illustrates how these concepts apply to every day life

Purpose

- Teach students what financial planning is
- Teach what it can do for students
- Provide opportunity to apply the process
- Teach effective use of all financial resources

How Program Fits Into Secondary Education

- Easy Classroom integration
- Taught in a variety of established classes
- Taught in as few as 10 classroom hours

Method Of Instruction

- School instructor
- Team concept
- School instructor
- Financial Services professional

All Necessary Materials Provided

- Comprehensive instructor's manual
- Extensive student workbook

Benefits

- Identify and prioritize personal money management goals
- Develop personal spending and savings plans
- Track income and spending to stay within budget
- Comprehend the effect of time on the value of money
- Understand the cost of using credit
- Protect their assets as they begin to accumulate money

Make A Difference In The Way Young People Look At Their Finances

- Money management is a disciplined behavior
- Difficult concept to master, however easier mastered when learned young in life

Information

Visit the National Endowment for Financial Education's Website at www.nefe.org or call (303) 224-3511.

11. OTHER COMMUNITY SERVICE ACTIVITIES

- Ask local high school or college students to attend monthly meetings. Introduce students and have them make a short presentation on their career goals, etc.
- Assist a local Girl Scout or Boy Scout troop. Conduct a tour of your facility, escort them to other activities, or make a presentation.
- Sponsor student essay contests. Prize could be savings bond or tickets to sporting or cultural event (if not restricted to employees' children only), etc.
- Make presentations to schools. Remember adult education as well as student education.
- Sponsor a traveling exhibit.
- Assist with community projects.
- Sponsor a book fair at a school, or within the company. Invite an author to sign books at a meeting. Promote local authors.
- Work as a school advisor.
- Work with students with poor motivation. Show by example what an education, or lack thereof, can do.
- Assist the local boys and girls club or organization.
- Sponsor a medical function, i.e., blood analysis, blood pressure checks in facility for several days, or have a medical specialist or doctor as a speaker.
- Sponsor films for schools or the general public. These can be rented or borrowed from NMA or other places.
- Auction off a company executive for hours of an executive's time.
- Utilize NMA retirees to assist with community activities. Sometimes they have more time and would like to stay involved.
- Present Science Fair Awards such as savings bonds, books, or plaques, etc.
- Be a resource for new career opportunities. Make presentations or invite students to your facility.
- Make presentations early in the year to students to coordinate summer employment opportunities.
- Conduct field trips or plant tours.
- Sponsor a health fair in your community or company.
- Sponsor a "cleanup" project for roads in your community, or help build/repair community structures.
- Sponsor museum trips.
- Do "stay-in-school" counseling.

- Sponsor 5/10k runs or sports tournaments.
- Assist with summer camp activities or sponsor a child.
- Contact your local Chamber of Commerce and offer assistance with community activities.
- Assist with "Special Olympics."
- Sponsor a time and service auction -- auction babysitting services, skateboard lessons. Utilize chapter members' expertise.
- Sponsor a family night or activity.
- Sponsor a drug rehabilitation speaker. Have kids who are involved or have been involved in a rehab program as speakers.
- Become involved in Business Week in America.
- Become involved in Management Week in America.
- Sponsor school trips.
- Put on a fashion show. Utilize men, women, and children from your company as models and charge a fee.
- Provide advice on "real world" industry and work problems to business schools.
- Provide job interview training for local schools.
- Provide Free Enterprise materials to the community. Become a resource for procuring information and pamphlets.
- Sponsor a Business Experience Week at your company. Invite students to follow an executive or employee around for several days. Let them role-play.
- Sponsor senior citizen speakers.
- Sponsor a blood donation drive at your facility.
- Provide finances for a local teen group to make a radio or TV commercial on drug abuse or drunk driving, etc.
- Provide career counseling.
- Promote City Government Awareness. Have a speaker at the meeting.
- Assist with adult retraining.
- Sponsor a "white elephant" auction within your company or chapter.
- Coordinate the sponsorship of activities with other company organizations. (This should help with expenses).
- Prepare a "Free Enterprise Kit" consisting of resource material to stimulate interest and further education of the Free Enterprise System.
- Sponsor "Project Linus." (Blankets, gloves, etc.)

- Sponsor "Habitat for Humanity" activities.
- Junior Achievement Shadow Program.
- Sponsor Holiday Food Drive.
- Students for Free Enterprise.
- Junior Achievement "Bowl-A-Thon."
- Odyssey of the Mind.
- Girls Exploring Math and Science.
- Remotely Operated Vehicle Program.

Chapter Community Services Award

Chapters that participate in the NMA's Award Program are automatically entered to earn the designation of an Award Winning Community Services Chapter. Chapters can earn points by completing a variety of Community Services activities during their current administrative year. The minimum points are a level that can be exceeded. Chapters shouldn't stop their Community Services activities once the minimum level is reached.

Description - This award is presented to Chapters, in each size group, which have demonstrated creativity and innovation in promoting Community Services activities within the Chapter, company, organization, and community during their administrative year. Chapters becoming "award winning" will be recognized at the NMA's Annual Conference.

Qualifications - To be considered for this award, a Chapter must participate in the NMA's Chapter Recognition Program by submitting a monthly Chapter Activity Report (**R1 Form**) to NMA Headquarters. Community Service award activities are listed under the "Community Service Area" Section D on the R1 form.

Nomination Submittal - The **R-1 Form** will be used by the NMA staff to document and score Chapter participation. No other documentation is required.

Final Selection – This award will be presented to Chapters that have met the award requirements, and obtained the minimum points as determined by the formula listed below. The NMA staff will tabulate the points earned by Chapters during their administrative year.

Points Required

Minimum Points (Min) = $.2 \times \# \text{ Chapter *Members} + 35$

*Membership figure is the number of paid members that have been reported to NMA as of the last day of the chapter's administrative year.

Example

A chapter with 100 members would need 55 points to qualify for this award:

Min Points = $.2 \times 100 + 35 = 55 \text{ Points}$

Examples of Award Winning Programs

Following are sample activities from Community Services Award winning chapters. The numbers of committee members listed for each size group are estimates that will vary depending upon the needs and projects of your chapter.

1. LARGE SIZE CHAPTERS

Free Enterprise

- Committee of nine members
- Complete activities in categories under Community Services Area on R-1 Form.

Options

- Sponsor Participation in National Youth Programs – Hugh O' Brian (HOBY)
- Spotlight Speaker
- Featured Speaker
- Other: Promote Math and Science in Schools.

Community Activities

- JA Bowl-A-Thon
- Children's Hospital Toy Drive
- Odyssey of the Mind
- Christmas Food Drive

Management Week in America

- Proclamations from - City, County and State
- Speaker
- Article in Chapter Newsletter
- Select Local Manager of the Year

3. MEDIUM SIZE CHAPTERS

Free Enterprise

- Committee of 5 members
- Complete activities in categories under Community Services Area on R-1 Form.

Options

- Sponsor Participation in National Youth Programs – Hugh O'Brian (HOBY)
- Spotlight Speaker
- Featured Speaker
- Other: Promote Math and Science in Schools

Community Activities:

- Food Drive
- Odyssey of the Mind
- 3 Wishes Program (Christmas toys for underprivileged children)
- Book Fair

Management Week in America

- Speaker Proclamations from -- City, County and State
- Select Local Manager of the Year

5. SMALL SIZE/COMMUNITY CHAPTERS

Free Enterprise

- Committee of three members
- Complete activities in categories under Community Services Area on R-1 form.

Options

- Sponsor Participation in National Youth Program: Hugh O'Brien (HOBY)
- Spotlight Speaker
- Featured Speaker
- Other: Promote Math and Science in Schools

Community Activities:

- Special Olympics
- Miniature Golf Tournament (proceed benefit homeless shelter)
- March of Dimes Walk-A-Thon
- Odyssey of the Mind

Management Week in America

- Proclamations From – City, County and State
- Speaker
- Select Local Manager of the Year

Resources Available

The following is a list of resources for Free Enterprise activities. You need to contact the source identified for ordering instructions and costs. This is just a start; you may find additional programs through other sources.

THE FREEDOM LIBRARY

The Free Enterprise Resource Catalogue is available from The Freedom Library located at Hillsdale College in Hillsdale, Michigan. It includes audio/visual aids, printed materials, organizations, and corporate programs and resources available to the public.

CONTACTS

Free Enterprise Economic Education Materials

Hillsdale College – Public Affairs
33 E. College Street
Hillsdale, MI 49242
PH: 517-437-7341 and ask for Hillsdale Press
Fax: 517-437-0160 or 800-437-2268
<http://www.hillsdale.edu/FreedomLibrary>

Students in Free Enterprise

1959 East Kerr Street
Springfield, MO 65803-4725
(417) 831-9505
<http://www.sife.org>

The United States Chamber of Commerce

1615 H St., N.W.
Washington, D.C. 20062
(202) 659-6000
<http://www.uschamber.com>

Toastmasters International Communications

PO Box 9052
Mission Viejo, CA 92690
(949) 858-8255
<http://www.toastmasters.org>

Junior Achievement, Inc.

One Education Way
Colorado Springs, CO 80906
(719) 540-8000
<http://www.ja.org>

Future Business Leaders of America

1912 Association Way
Reston, VA 22091
(703) 860-3334
<http://www.fbla.org>

National Association of Manufacturers

1331 Pennsylvania Ave., N.W.
Washington, D.C. 20004-1790
(202) 637-3000
<http://www.nam.org>