



School Social Work Association of America

Tips for Organizing a School Social Work Association in your State

TIPS	RATIONALE OR EXPLANATION
Solicit as many interested School Social Workers in your state as possible and plan a meeting.	Obtain a list from the state department of education, if applicable. Network with other School Social Workers.
Once a meeting of interested School Social Workers has occurred, determine the following:	Start with low cost settings, such as colleges, public libraries, living rooms, or restaurants, and go from there.
1. Agree upon a name for the organization and determine Mailing Address or a P.O. Box.	Research names and consider what the acronym will spell or how it might be pronounced!
2. Register with Secretary of State's Office or whatever office handles non-profit registration in your state.	Register as a Non-Profit Corporation in your state.
3. File for Tax Exempt Status with the IRS as a 501(c)(3) or 501(c)(6).	501(c)(3) – Non-Profit-tax exemption, (education focus, with more limited lobbying). 501(c)(6) – Non-Profit- (includes lobbying). See http://www.irs.gov/pub/irs-pdf/p557.pdf for more info.
4. Obtain an Employer ID Number (EIN) from the IRS.	This will be needed to set up a checking account.
5. Create by-laws.	Bylaws guide the organization. Examples will be offered.
6. Elect Officers.	As outlined in the bylaws.
7. Set a Budget.	This budget should be for a fiscal year.
8. Decide on Dues.	State dues are determined by the budget. Remember, states that partner with SSWAA and have 15 or more state members pay \$95 national dues instead of \$120.
9. Open a Checking Account	Use the EIN number
10. Establish SSWAA State Affiliation.	There are many benefits if the state organization partners with SSWAA.
11. Set a Meeting Time and Place.	For regular and annual business meetings.
12. Establish Committees.	Based on your goals, determine needed committees
13. Solicit Committee Members.	Personally invite members to serve on Committees.
14. <i>Future Considerations – (a) Conference/Workshops; (b) Consider purchase of Directors and Officers Insurance (D & O Insurance).</i>	<i>(a) Provide members an opportunity to earn CEUs, gain knowledge on specific topics, etc.; (b) Provides legal protection to board members and staff.</i>