ALTRUSA ASTRA ADVISORS MANUAL



Altrusa International ASTRA Committee

Revised September 2020

ASTRA ADVISORS MANUAL

Thank you for choosing to mentor and inspire ASTRA Club members! ASTRA Clubs provide a wonderful opportunity in a supportive environment for our youth members to build personal skills that will allow them to become effective leaders who understand the impact of service.

This Altrusa ASTRA Advisor Manual is part of your Altrusa resource library. The ASTRA Advisor's Manual is an easy-to-use guide which provides essential information to support your work as an ASTRA Advisor. More resources are available on the Altrusa and ASTRA International websites in the member area.

We hope your experience as an ASTRA Advisor will be rewarding and enjoyable as you work with our enthusiastic young ASTRA members. Your leadership will impact their lives. Thank you for your service.

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ASTRA FUNDAMENTALS

"Get the fundamentals down and the level of everything you do will rise."
-Michael Jordan

What is ASTRA?

ASTRA is an international community service organization for young women and men ages 11-25, and exists in middle schools, high schools, community colleges, colleges/universities and as community clubs around the U.S. and abroad. ASTRA is always actively sponsored and supported by a local Altrusa Club.

What are the Benefits of ASTRA?

ASTRA members become strong leader citizens and develop a real heart for service. ASTRA members are provided with opportunities:

- to make a positive impact in the world while developing leadership, communication, project management, problem-solving, teamwork and organizational skills
- to address the needs in communities through service
- to develop friendships with others who are passionate about service
- to learn about grant writing and access grants from the Altrusa International Foundation to fund ASTRA service projects
- to provide cultural, career and citizenship awareness
- to receive scholarship opportunities
- to improve confidence while having fun, and
- to partner with and be mentored by Altrusans and be part of the worldwide Altrusa network.

ASTRA is Different: It's Student-Run with Active Altrusa Mentorship

- ASTRA is run completely by its members. Many school clubs have an advisor who is responsible for overseeing how a club operates and actively planning what members will be doing. While ASTRA has Altrusan advisors, ASTRA operations are run by its members. Projects are planned and decisions made by the ASTRA members, who have fun being in charge of ideas and events.
- Altrusans actively work with ASTRA members to guide and suggest ideas and new ways of problem solving that members may not be aware of, but Altrusans do not take over the process or the meetings. Active learning happens all year. Of course, Altrusans act responsibly in their oversight, share their expertise, and inspire ASTRA members.
- ASTRA is all-inclusive, so members often develop lasting friendships with other members who they may not typically have the opportunity to interact with, as well as with their Altrusan mentors. Any members can take a leadership role as an officer, committee co-chair or project co-chair and use their passion to drive action.
- ASTRA members learn from their mistakes. Young people need to learn how to handle failure, fix problems and move on. Altrusans support and mentor ASTRA members, but they do not automatically jump in and "save" a situation. If a project falls apart, Altrusans facilitate a discussion at a meeting about what the failure was and how things could be done differently next time. A lot of adult skills can be developed this way, without true harm being allowed to occur.

ASTRA Motto

"Growing in Service"

ASTRA Colors

Blue and Gold

What does "ASTRA" stand for?

ASTRA is an acronym for:

A=Ability – to know that all of us have special talents to share with others.

S=Service – to improve the lives of those less fortunate in the community.

T=Training – to develop leadership ability and potential.

R=Responsibility – to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion while dealing with unexpected obstacles that arise.

A=Achievement – to experience success and to know that a group working together can accomplish so much more than any one individual.

History of ASTRA

In an effort to increase opportunities for young people to positively impact their communities, Altrusa International, Inc. appointed a special Youth Group Committee in July 1965 to identify and develop a suggested structure and name for youth groups sponsored by Altrusa Clubs. Recognizing the community service potential in sponsoring these youth groups, they decided that these new "ASTRA Clubs" would be based on the following principles, as adopted by the Altrusa International Board of Directors:

1) Altrusa's participation in the area of youth groups should not duplicate what is already being done by other organizations.

2) Altrusa's participation should be unique in purpose.

ASTRA has grown every decade and now has ASTRA Clubs located in communities all around the United States, Puerto Rico, New Zealand and India.

ASTRA Logo

ASTRA has had two logos. The original ASTRA logo was a star with the ASTRA name in the center.

Altrusa International, Inc. created its new trademark logo in 2011 with a tagline of "Leading to a Better Community". The parts of the wavy logo include:

- Flowing lines of different heights that rise and fall demonstrate FLEXIBILITY

- Lines start & finish together symbolizing INCLUSION
- The overall design represents the letter “A” for ALTRUSA
- Tallest line, in light blue, represents oceans linking the lands and WORLDWIDE ALTRUSA
- Dark blue ribbon is symbolic of Altrusa’s depth and foundation: OUR CLUBS & DISTRICTS
- **Gold banner represents ASTRA – our treasure and our future**
- Red banner shows the HEART & STRENGTH OF ALTRUSANS

Where to Find Supporting Materials

This manual will serve as your guide in planning and sponsoring an ASTRA Club for young adults in your community. Throughout this guide you will find references to supporting materials that can be found in this manual and also on the Altrusa International website after login.

The specific ASTRA website is located at https://astra.altrusa.org and the Altrusa website is located at www.altrusa.org. To login, select the Member Login link in the upper right hand corner of the display and enter the shared login information. If you need the login credentials please send an email to altrusa@altrusa.org. If you need additional assistance, call Altrusa International at 1-312-427-4410.

The specific documents referenced in this guide are available on the ASTRA website and can be downloaded and adapted as needed.

STARTING A NEW ASTRA CLUB

"Never underestimate the power of dreams and the influence of the human spirit. We are all the same in this notion: The potential for greatness lives within each of us."

-Wilma Rudolph

Starting a new ASTRA club is an exciting and rewarding undertaking! By bringing together Altrusans who enjoy working with young people and enthusiastic youth who are eager to learn, to lead and to use their unique skills to make a difference in their community, we create meaningful opportunities for community involvement and mentoring. Engaging young people now can inspire and equip them to be lifelong changemakers. There are so many young people who are excellent leaders-in-the-making and all that is needed is guidance to enhance their leadership skills. Having the youth take on different aspects of starting your new ASTRA Club helps them hone those skills and gives them a sense of ownership as well as loyalty.

Advantages to Sponsoring an ASTRA Club

There are tremendous advantages to having an ASTRA Club sponsored by your Altrusa Club.

- *ASTRA Clubs and their members bring youthful energy to an Altrusa Club.* The fun and laughter, supportive relationships, fresh perspectives, creative energy and knowledge shared between ASTRA members and Altrusans benefit all of us. ASTRA members have the energy and drive to plan their own events and to lend their services for the success of Altrusa events.

- *ASTRA fosters the concept of service through practical application in school and community*. Participating in an ASTRA service club helps members recognize their ability to make a difference and helps them develop empathy for those in need. When working side-by-side with Altrusans, ASTRA members benefit from the personal experience and connections offered by the sponsoring Altrusa Club members. In working together on projects, Altrusa members have the opportunity to shape the future of ASTRA members by helping them develop personally and making them a part of the Altrusa family.

- *ASTRA members are given various opportunities in a structured and safe setting* for personal development, problem-solving, career planning and preparation, leadership training and citizenship development. They make a tangible impact with service and create life-long memories.

- *The future of Altrusa and ASTRA are intertwined*. The two groups cannot work together without positively affecting each other. ASTRA members with their limitless energy, their approach to life and their creative thought processes bring new ideas and a sense of "youth" to Altrusa members. In turn, Altrusa members bring life and career experiences to ASTRA members, including the positive effects that are gained through serving one's community through Altrusa. Because ASTRA members often develop friendships with their Altrusan mentors and become passionate about service, many ASTRA Alumni eventually become Altrusans. Parents of ASTRA members may also make great Altrusans. ASTRA can be a transformative experience.

Preliminary Planning

- Determine if there is a local need for this type of service club for youth
- Discuss with your Altrusa club if members are willing to support this endeavor long-term and if at least 2-4 Altrusans will be on the new Altrusa ASTRA Committee and act as mentors/advisors throughout the school year. Get Altrusa Board approval to proceed with sponsorship.
- Confer with school officials or decide on a community group
- Plan to host an informational meeting for potential members and parents

The Time Commitment

Altrusa ASTRA advisors need to be prepared to put in extra time when initially chartering an ASTRA club to get it set up and established. After that, ASTRA Advisors need to plan on attending and mentoring during all ASTRA meetings (typically 1-2 times/month for about an hour), ASTRA Board meetings (once/month), and during service projects whenever possible. The Altrusa ASTRA Committee members also meet periodically to discuss and plan any necessary details during the year.

The Budget Commitment

Be prepared to set up an account for funds that the ASTRA Club will raise for internal use (dues, etc.) and community use (projects and donations). The account can be set up as a:

- Local bank account– you may open a local bank account with two Altrusans and two ASTRA members (the Club President and Treasurer) as signers on the account; this is often done as an ASTRA account but also listing the sponsoring Altrusa Club on the account.

- School account -sometimes schools require the account to be established at the school.

The sponsoring Altrusa club donates some amount of money when they charter the ASTRA club to help get it started (for example, $300) and typically has a line-item in their annual Altrusa budget to give to the ASTRA club at the Installation of Officers each year. The sponsoring Altrusa club decides what amount of money they want to allocate to support their ASTRA Club. Apart from that, ASTRA clubs do their own fundraising during the year. The sponsoring Altrusa club may also decide to purchase an ASTRA flag or banner for the ASTRA club, but this is an optional purchase.

Types of ASTRA Clubs

ASTRA Clubs can be sponsored in a:

- Middle School
- High School
- Home School
- Vocational School/Occupational Center
- Community College
- College / University
- or as a Community club on its own -- ASTRA Club of Any town

Partnering with Schools and Working within School Requirements (if applicable)

If an ASTRA Club is chartered by the sponsoring Altrusa in a school, whether a middle school, high school, community college or college/university, Altrusans must meet with the school to determine the

requirements for having a new club at that school. Most schools require a faculty or staff advisor—but Altrusans need to confirm that they still will be able to actively oversee and mentor the ASTRA club members throughout the year (along with the school advisor).

ASTRA clubs are not intended to be set up in a school with a school advisor but with no Altrusa mentoring or oversight of meetings. If this appears to be the case with a school, Altrusans need to discuss this issue with the school, find another school or consider creating a Community ASTRA club that will allow them to actively mentor the ASTRA members.

How to Recruit Members for a New ASTRA Club

Membership recruitment can occur in a variety of ways, and depends a little on what type of ASTRA club you will sponsor.

- For any type of ASTRA club, Altrusans and community members can suggest names of local youth who may be interested in leadership and service. Email friends about this new opportunity. Use your Altrusa club's newsletter and social media to spread the word.
- If your ASTRA club will be in a school, hang flyers and make announcements at the school and ask school counselors or teachers if they can suggest student names. Put an article about the new ASTRA club in the school newspaper and parent newsletter. If the school hosts a club fair, have an ASTRA booth at that event. If you're allowed to have a table during school registration or to add ASTRA flyers to the registration packets, do that to recruit members.
- Hold an informational recruiting event for potential members (and parents, if appropriate for the age group). This provides Altrusans the opportunity to share information about ASTRA, leadership development and service opportunities, mentoring by Altrusans and to answer questions. Also consider including food and a quick hands-on service project to engage new members, along with informational handouts and the membership applications.
- Use social media to recruit ASTRA members. Start an ASTRA Facebook group and invite youth members to join and to attend your recruiting event.
- Invite new ASTRA members to create a list of additional potential members
- After connecting with potential members, be sure to invite them to the first regular meeting.

How Many ASTRA Clubs can an Altrusa Club Sponsor?

Because of the active mentoring by Altrusans at every ASTRA meeting and at the ASTRA club activities, most Altrusa clubs only have the resources to sponsor one ASTRA club…. but if you have a large Altrusa club with enough Altrusans and resources to be actively involved in multiple ASTRA clubs, you may choose to sponsor more than one.

ASTRA clubs require *active Altrusan involvement* and are *not* to have a non-Altrusan school faculty advisor as their *only* involved adult. This is an Altrusa-sponsored club with Altrusa involvement at each meeting. Altrusa mentoring is the foundation of ASTRA.

10 Steps to Charter your new ASTRA Club

1. **INVESTIGATE:** Talk with local youth and Altrusans to identify need. Visit the ASTRA page of the Altrusa International website for members, where you will find start-up information, documents and forms to help you get started. The website is **https://astra.altrusa.org.** You may also request information from the International office by emailing altrusa@altrusa.org.

2. **CREATE your Altrusa ASTRA Committee and decide on your age group** to work with ASTRA clubs can be in middle schools, high schools, community colleges or college/universities, or they can be community clubs not associated with a school (ages 11-25)
    - Altrusa Clubs should be incorporated before sponsoring an ASTRA Club for liability concerns.
    - Identify 2-4 Altrusans who will serve on your "Altrusa ASTRA Committee" working with your ASTRA members. This is an independent committee in Altrusa.
    - Get your Altrusa Club Board's approval. Once complete approval of sponsoring an ASTRA Club is garnered by the local Altrusa Club, the International Office needs to be informed of the decision. Those at the International Office will then give guidance regarding needed information, contacts for questions, resources for more information, etc. Contact the International Office at altrusa@altrusa.org
    - If you are working with a school and the school requires it, identify an advisor from the school with whom you wish to work. Altrusa does *not* require a school advisor, only an "Altrusa ASTRA Committee" within your Altrusa club, but if the school requires it, we try to follow their school club charter practices.
    - Remember that Altrusans need to be present at ASTRA meetings and service projects, actively mentoring ASTRA members. School advisors may also be present and participating-- but ASTRA clubs are overseen by Altrusans.
    - ASTRA Clubs shall adapt and then adopt the model Bylaws approved for such clubs by Altrusa International, Inc.

3. **SEEK approval** from the school (if applicable) to begin a new ASTRA club and hold meetings.

4. **FIND Members. Hold an Informational Recruiting Meeting** to provide information to potential members about this new ASTRA club (parents and students may be invited) and announce the date of the first ASTRA meeting.

    - Provide refreshments and try to have your first service project scheduled. A simple hands-on activity at the interest meeting is a great way to garner interest in the club!
    - Talk about the purpose of ASTRA, that it is student-run but mentored by Altrusans, and have a Meeting Sign-in sheet, Membership Applications, Parent Permission & Photo Release forms, and a sign-up sheet for the service project available.
    - Show the 2-minute ASTRA Marketing Video to potential ASTRA members (available on the ASTRA website)
    - Be sure to keep a record of those who attend and their contact information so that you can invite them and their friends to future meetings.
    - ASTRA meetings can be as often as you want: 1-2 times per month is most popular. Meetings can be held before school, during school (with permission) or in the evenings. Whatever works for your Altrusans and your ASTRA members!

5. **EXPRESS INTENT.** Review the "**Charter Information Form**" on the ASTRA website and send a "**Letter of Intent to Sponsor an ASTRA Club**" to the Altrusa International office at altrusa@altrusa.org or ASTRA@altrusa.org. There is a sample letter on the ASTRA website referenced above.

6. **SERVE: To build interest, start with hands-on service!** Have the new ASTRA members plan and participate in service projects. Start small and make it fun! Check out the ASTRA Service Projects list on the ASTRA website for ideas.

7. **MEET: Schedule an ASTRA Club meeting.** With the new members, decide on the ASTRA club name ("ASTRA Club of ___"). Provide information about the responsibilities of ASTRA Officers and Committee Co-chairs, and have members officially elect ASTRA Officers and Committee Co-Chairs early on. Charter members will need to create and adopt club bylaws after reviewing sample ASTRA bylaws, and decide if the club will collect optional member dues. Have a Sign-in sheet and Membership Applications for new people. Help organize another service project for them to sign-up for or have the members brainstorm and choose other service projects they're interested in. Encourage members to bring friends to meetings and service projects.

8. **CHARTER YOUR ASTRA Club:** *Once you have at least 15 ASTRA members***,** submit a letter to the Altrusa International office, emailing it to altrusa@altrusa.org with information on the details for chartering your new ASTRA club along with a list of the name of your new ASTRA club, the names of ASTRA Club Officers and ASTRA Club charter members, and the name and contact information of your Altrusa ASTRA Advisor per the Club Charter Information list on the website. This information becomes part of the ASTRA club database maintained by Altrusa International.
    - The International office staff will prepare and send Charter documents and Charter Member Certificates to you.
    - The Altrusa International President and International ASTRA Chair will provide a letter of Congratulations
    - You must *allow 3 weeks* between the time you notify the Altrusa International office of your charter date and your actual charter ceremony date to allow time for the chartering process to occur and certificates and documents to reach you.
    - Also notify your District Governor and District ASTRA Chair of your ASTRA Charter Ceremony date and invite them to participate in the celebration.

9. **PLAN AND EMPOWER:** Work with the ASTRA members to set the regular meeting schedule, and plan service projects and membership activities throughout the year. Inspire them to set lofty but achievable goals to make a difference. You will also want to invite the ASTRA members to participate in some of your Altrusa club projects and events. Remember: Altrusans on the ASTRA committee attend meetings and actively *mentor* the ASTRA members, but do not run the club. They *facilitate* the process and empower ASTRA members to make good decisions and become responsible engaged citizen leaders.

10. **CELEBRATE: Hold a Charter Ceremony** event to welcome the new ASTRA Club to the Altrusa family. There is extensive information and sample documents available in this manual and on the ASTRA website to help with your Charter Ceremony and your ASTRA activities over time. Enjoy inspiring and helping these young people to grow in leadership and service.

Naming your new ASTRA Club

The name of all ASTRA clubs begins with "ASTRA Club of _____". The fill-in-the-blank is most often the name of the community or school.

A Few Extra Details

Altrusa ASTRA Advisors should plan with their sponsoring Altrusa club to order an ASTRA banner or flag, ASTRA pins for their Charter ASTRA officers and a gavel for the charter president. These items are available online from Doc Morgan. Altrusa International will send charter membership certificates.

Celebrate! Holding your Charter Ceremony

Chartering an ASTRA Club is a big deal, so plan for your ASTRA Club's Charter Ceremony to be a big celebration. This ceremony is an important milestone for a newly formed club as this ASTRA club is welcomed into the Altrusa family. This is a special event when the first club officers are installed and charter members are inducted. Allow at least 3 weeks between the time you notify the Altrusa International office of your readiness to charter to the date of your charter ceremony so that all the appropriate documentation, the club Charter and Charter Membership Certificates can be developed and mailed to you by the International Office staff.

Work with your ASTRA Club Officers to prepare for the charter ceremony. Invite your District Governor, District ASTRA Chair, International ASTRA Committee members if they live in your district, ASTRA charter members and their parents (if applicable), your Altrusa club members, and local guests if desired, as well as the local media. Send invitations and print a program for guests and new ASTRA members. Arrange for an emcee and guest speakers to talk about leadership and service, plan for the officer ASTRA Installation ceremony and for the new ASTRA Club President to speak, and get the charter membership certificates from International to be presented during the Induction of Charter Members. Consider refreshments afterward. Resources are on the ASTRA website.

During setup, include a table with 6 candles: 5 for the ASTRA acronym that officers can light, and 1 Altrusa candle that an Altrusan ASTRA Advisor can light. ASTRA colors are blue and gold. Consider ordering ASTRA t-shirts locally for the members and ASTRA pins for the club officers (from Doc Morgan). You can order an ASTRA banner from Doc Morgan online (typically paid for by the sponsoring Altrusa club). Items such as the ASTRA pins and ASTRA banner are optional, but are encouraged.

During the Charter Ceremony, the sponsoring Altrusa club presents the new ASTRA club with its charter and installs the charter Officers. Charter members are initiated into the new ASTRA club and receive their membership certificates. Members and guests listen to inspirational speakers who may talk about the importance of leadership and service and also hear congratulatory letters sent to them by the Altrusa International President and the Altrusa International ASTRA Chair.

What Resources are available for starting an ASTRA Club?

- This **ASTRA Advisor's Manual** contains examples of various scripts for charter meetings and ceremonies, initiation of new members, installation of officers, as well as bylaws, sample meeting agendas, officer and committee chair descriptions and much more.

- Check the ASTRA website for a wide variety of information, ideas and helpful documents at **https://astra.altrusa.org**

- Show the short (2 minute) **ASTRA Marketing Video** to your Altrusa club members, to school administrators and to potential ASTRA members.

- An **Altrusa International ASTRA newsletter** is sent out to all Altrusans 3-4 times each year with articles, reminders, photos and additional resources.

- Supplies: You can **print ASTRA-logo** items locally and can order an **ASTRA flag or banner** and other ASTRA supplies from Doc Morgan online. There is no fee to download and use the ASTRA logo.

- Remember that your **District ASTRA Chair** as well as the **Altrusa International ASTRA Committee** members are available to assist you as well.

Relevant Documents

- Sample Letter of Intent to Sponsor
- ASTRA Club Charter Information Form
- Sample Letter of Invitation to Informational Meeting about ASTRA
- Sample Charter Ceremony
- Sample Press Release for Club Charter
- Sample Informational Meeting materials
- ASTRA Fast Facts flyer
- Join the ASTRA Club of XYZ flyer

ASTRA MONTHLY CHECKLIST

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."
-Paul J. Meyer

The following list will help guide you on the tasks that need to be planned for and completed throughout the ASTRA year, by ASTRA members and by Altrusa ASTRA Advisors. The Altrusa year is June 1- May 31.

Adapt the checklist to meet the needs of your ASTRA Club, taking into account the local school year calendar, local culture and needs of your Altrusa and ASTRA clubs.

JULY:

- Have the Altrusa ASTRA Committee meet to evaluate last year and plan for this year
- Have Altrusa ASTRA Advisors become familiar with the ASTRA Advisors Manual and with your ASTRA club bylaws
- Schedule a joint planning meeting with new ASTRA Officers and Committee Chairs for August
- Make sure ASTRA Officers and the Service Committee Co-Chairs know about the Altrusa International Foundation Grant deadlines for service projects: September 15th and March 15th

AUGUST:

- Attend the ASTRA-Altrusa joint planning meeting with ASTRA officers and Committee Chairs; review roles and responsibilities for the year, review the ASTRA club bylaws, discuss upcoming service opportunities and membership recruitment activities to kick off the year with ASTRA officers and committee chairs
- Have ASTRA Officers participate in leadership training to maximize success for their year
- Mentor committees as they initiate their plans for the year
- Share information from the International ASTRA Committee newsletter with Altrusans and ASTRA members
- Encourage the planning of the initial service projects to have fun and help recruit new members
- Schedule a date for the ASTRA Officer Installation and new member Initiation ceremonies
- Keep data throughout the ASTRA year so that it's easier to complete the ASTRA Club Annual Report in the spring. A sample ASTRA Club Annual Report is included in the appendix.

SEPTEMBER:

- As school starts back, this is a great time to actively recruit new ASTRA members
- Keep ASTRA membership records updated
- Some ASTRA Clubs hold their Officer elections in the fall, or elect additional Committee Co-Chairs in the fall
- Some ASTRA Clubs have their Treasurer's collecting dues as club meetings resume in the fall
- Facilitate Committee Chairs in setting their committee goals and timelines for the year

- Have the Service Committee Co-Chairs discuss which service ideas they want to pursue during the upcoming year and create a calendar and timeline; assign project co-chairs to share leadership opportunities with various committee members
- Plan a Make a Difference Day project for October. ASTRA can create its own project or help with the planned Altrusa project
- Establish a membership goal for the upcoming year
- Encourage Membership Committee to plan a fun fall membership activity
- Assist Fundraising Committee in analyzing need for fundraisers to support club projects
- September 15th is the deadline for the first round of Altrusa International Foundation grants for ASTRA service projects
- Encourage the club to plan an ASTRA Service project that they can submit for the District ASTRA Service Award. The application typically is due in March but may vary by District.
- Encourage the Program Chair to schedule speakers for the year; help with a list and contact information of potential speakers as needed
- Invite Altrusans to attend ASTRA meetings during the year

OCTOBER:

- Conduct a Make a Difference Day Project on or close to the actual date
- Fundraisers are often successful at this time of year
- Follow up on service project planning to make sure things are on schedule
- Consider holiday service projects that can be planned in advance
- ASTRA Service Award guidelines and applications are available for clubs on the ASTRA website https://astra.altrusa.org
- ASTRA Scholarship Applications from Altrusa International are available on the ASTRA website https://astra.altrusa.org
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting

NOVEMBER:

- Plan a fun membership activity
- Hold Officer Installation and (another) new member Initiation ceremony, if it hasn't already been held
- Finalize holiday service projects
- Work with club officers and committee chairs to assess how the committees are doing in respect to their goals, timelines and plans. Identify ways with the ASTRA officers to strengthen any problem areas …make changes or provide additional support as needed
- Assess membership growth and consider a membership drive to recruit more members if necessary
- Discuss opportunity to attend District Conference in spring to help with service; share dates; encourage fundraising; check with Altrusa club about financial support for ASTRA attendance at conference
- Altrusans and Membership can plan a social event with the sponsoring Altrusa club members
- Consider having ASTRA members assist the sponsoring Altrusa club with some of their fall/winter projects

DECEMBER:

- Make sure Committee Co-Chairs and project co-chairs are evaluating activities as they conclude throughout the year, writing a brief report for the records with advice to make each activity more successful next time
- Discuss what plans need to be adapted or added for the next few months to meet community and member's needs
- Share information from the International ASTRA Committee newsletter with Altrusans and ASTRA members
- Make sure photos are being taken throughout the year

JANUARY:

- Ensure that officers and committee chairs announce to members upcoming spring timelines and share when officer elections will be held
- Continue planning and fundraising for ASTRA members to attend the District Conference and/or International Convention
- Plan a social event with the sponsoring Altrusa club members
- Ensure that some speakers are scheduled for remainder of year
- Invite Altrusans to an ASTRA meeting

FEBRUARY:

- ASTRA Officer elections held in February or March
- Order ASTRA Graduation cords from the Altrusa International office (form available on the ASTRA website). There is no cost for the graduation cords.
- Facilitate with Officers and Committee Chairs an evaluation of the status of club activities to date; what's working and what needs to improve, how are committees doing with their goals, … Make changes or provide additional support as needed
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting

MARCH:

- ASTRA Officer elections held in February or March; schedule a date for the Officer Installation
- Ensure that outgoing officers transfer their resources to the incoming officers before the end of the ASTRA year
- Officer training is held for newly elected officers
- March 15th is the deadline for the second round of Altrusa International Foundation grants for ASTRA service projects
- **ASTRA Service Award** guidelines and applications are available for clubs on the ASTRA website **https://astra.altrusa.org** – these applications are typically due by March to the District ASTRA Chair (but deadlines vary among districts)
- **ASTRA Scholarship deadlines** for the Altrusa International Scholarship for high school, college or technical school students are typically due in March; applications are available on the ASTRA website: https://astra.altrusa.org
- Make sure photos are being taken throughout the year
- Finalize details for ASTRA members attending District Conference

APRIL:

- ASTRA members encouraged to attend and volunteer at Altrusa District Conference (scheduled at various times depending on region)

- Loosely organize a plan for the upcoming year
- Recognize seniors and/or outstanding ASTRA members in special recognition event
- Evaluate past year with ASTRA members, identify any areas that could be improved and make loose plans for the upcoming year
- Have any key documents for ASTRA given back to Altrusans for safekeeping before meetings end

MAY:

- Altrusa ASTRA Advisor completes and submits the **ASTRA Club Annual Report** to International by the deadline, typically in May; ASTRA Club Officers may assist with that report
- Coordinate with sponsoring Altrusa club to invite any ASTRA Scholarship recipients to an Altrusa meeting
- Have new ASTRA officers sign the new signature card at the bank, if needed

JUNE:

- Use information from past year to start planning a successful new ASTRA year
- Orient any Altrusans new to the Altrusa ASTRA Advisor Committee

ASTRA MEMBERSHIP

"Alone, we can do so little; together we can do so much."
-Helen Keller

Who can join ASTRA?

Membership in ASTRA is all-inclusive and is open to youth/young adults, both males and females, between the ages of 11 to 25 years. This age spans allow for those in the community who may still be enrolled in school, from middle school through college ages, who are interested in leadership development and service opportunities but are not yet considered eligible for membership in Altrusa to be active in ASTRA.

Ways to recruit new members

Remember to build a sense of community with members and to have fun at meetings and during activities so that you retain current members and make it easy to recruit new members.

- Encourage ASTRA members to bring potential members to meetings.
- Altrusans and community members can suggest names of local youth who may be interested in leadership and service. Email friends about this new opportunity. Use your Altrusa club's newsletter and social media to spread the word.
- Use flyers and make announcements at the school and ask school counselors or teachers if they can suggest student names. Put an article about the new ASTRA club in the school newspaper and parent newsletter. If the school hosts a club fair, have an ASTRA booth at that event. If you're allowed to have a table during registration, set one up and recruit there.
- Hold a recruiting event for potential members (and parents, if appropriate for the age group) that includes food and a quick hands-on service project to engage new members along with informational handouts and membership applications.
- Use social media to recruit ASTRA members. Start an ASTRA Facebook group and invite youth members to join and to attend your recruiting event.

- There is also a wide variety of information on the ASTRA website: https://astra.altrusa.org, including a short 2-minute ASTRA marketing video that can be shown to potential ASTRA members.
- After connecting with potential members, be sure to invite them to the first regular meeting.

Membership Forms

All ASTRA members are required to complete an ASTRA Membership form and to have a Photo Release signed by themselves or, if a minor, by their parent/guardian every year. Altrusa International does not keep membership data on any members who are minors. ASTRA Clubs maintain their own membership database.

Initiation of new members

Initiation meetings can be held once per year or as often as the club deems necessary. It is at these meetings that new members are brought into/initiated into the ASTRA Club membership. A sample script of an ASTRA Initiation can be found in this appendix and on the ASTRA website: https://astra.altrusa.org. You will also find a sample membership certificate, membership application, Parent/Photo Permission Form, and ASTRA Club Roster information at this site. You can print ASTRA-logo items locally and can order an ASTRA flag or banner and other ASTRA supplies from Doc Morgan online.

Attendance at ASTRA meetings

Students are very busy and may not be able to attend all ASTRA meetings, but consistency is possible and important to help encourage commitment. Meeting as members once a month at a consistent date, time and place will help students build the meetings into their routine. Some clubs decide to meet twice a month. Having a project and/or program at each meeting will encourage participation. Activities that build relationships around service will help students make ASTRA a priority. For all meetings, as well as projects, it is good practice to have a sign-in sheet for members to use, and for Advisors to be able to refer for attendance, service hours, etc.

Plan Fun Membership Activities

Making club meetings both productive and fun takes a little creative planning but helps immensely with membership retention and recruitment. Have the Membership Committee change things up from time to time: have members sit in different places, decorate the meeting space, bring food, or consider meeting outside. Celebrate members' birthdays during every meeting. Consider recognizing an outstanding ASTRA Member of the Month or of the Quarter. Plan periodic fun seasonal membership activities during meeting times, such as Halloween pumpkin carving or a pot-luck, or plan some fun activities outside of meeting such as games night, bowling, going to a corn maze, or doing a scavenger hunt. Have your Program Co-Chairs organize motivational or informative speakers. Schedule some fun joint activities with your sponsoring Altrusa club members. Club meetings should not be stale and boring. Get creative and make them fun!

Relevant Documents & Resources:

- ASTRA Membership Application
- Sample New Member Initiation Ceremony script
- Sample Member Certificates
- ASTRA Marketing Video -link available online
- Doc Morgan link: **https://www.altrusastore.com**

ASTRA CLUB LEADERSHIP AND MEETINGS

"The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things."
-Ronald Reagan

Today's young people are tomorrow's citizen leaders. Leadership roles abound in ASTRA, not just as club officers but throughout each club activity. Leadership in ASTRA is actively encouraged for both personal development of the members and for the growth and strength of the ASTRA Club in its community.

ASTRA Develops Leadership Potential

Leadership is a learned skill. Every person has leadership potential and the ASTRA Club is a great place for young people to develop leadership skills, to work on their leadership style, and to oversee projects that require having a vision, managing details, inspiring people and delegating responsibilities to achieve a successful outcome. ASTRA provides opportunities for leadership not just for the elected club officers but also for the Committee Co-Chairs and members who step up to be project chairs or to be actively involved in ASTRA activities.

ASTRA Officers and Board

The ASTRA Club's Board of Directors consists of the following elected officers: President, Vice President, Secretary, Treasurer, Immediate Past President (if that ASTRA member is still a member of the ASTRA Club), and additional officers as deemed necessary and voted on by the board. Some clubs may have other officers such as an Assistant Treasurer or shared positions. These officers have their duties prescribed in their ASTRA Club Bylaws. The Board is the governing body for the club and typically meets once a month. Club members in good standing may attend board meetings as observers.

The ASTRA officers are elected by their fellow ASTRA members during elections each year. The term of office of each officer shall be one year. No officer shall hold the same office for more than two consecutive terms, but to maximize leadership opportunities for members, one year is encouraged for each office. Any part of a term equaling or exceeding one-half of the regular term shall be considered a term, in deciding eligibility for re-election. Elections of officers are commonly held at the end of the ASTRA/school year so that the club has its leadership team ready to go upon the starting of the new year. Some ASTRA clubs hold elections of officers or of committee co-chairs at the beginning of the new ASTRA/school year to allow for any changes in membership that may have occurred since the end of the previous year.

- The PRESIDENT is the leader of the ASTRA Club, is Chair of the ASTRA Board of Directors and is a non-voting ex-officio member of all standing and special committees, except the Nominations Committee. The President establishes enthusiasm and open communication with club members, includes and encourages all members of the ASTRA Club throughout the year, prepares an agenda for each ASTRA club and board meeting, leads and ensures that monthly club meetings and board meetings are well-planned and executed, oversees the functioning of all committees ensuring the successful planning and completion of club activities, facilitates discussions and decision-making by club members, actively promotes the ASTRA Club, may need to speak at public events occasionally, and needs to commit time each month to planning and coordinating ASTRA details outside of meeting times. The President works actively in conjunction with the Altrusa Advisors.
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- The VICE PRESIDENT assists and supports the President in all club operations, acts in the absence or inability of the President to perform the President's duties, accepts other duties as delegated by the President, and supports other officers and committee chairs with their duties. The Vice President attends club and board meetings and communicates regularly with the President. The Vice-President is also recommended to be Co-Chair of the Service Committee.
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- The SECRETARY is responsible for all club records and correspondence, including keeping a record of attendance at all meetings, keeping the minutes of each meeting and recording exact wording of motions, the name of the mover, and the decision voted on. The Secretary writes thank you notes and reads correspondence to members during meetings, attends club and board meetings, communicates regularly with the President, and performs other duties as may be delegated by the Board of Directors. The Secretary keeps a permanent file of important papers and official ASTRA Club records. Altrusan ASTRA Advisors keep the official ASTRA records over the long-term.
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- The TREASURER is responsible for receiving and disbursing all ASTRA Club funds, with the approval of the club Board of Directors, and keeps an accurate account of all transactions. The Treasurer collects membership dues (if applicable) and all money due the Club, counts any fundraising money or other funds with at least one other person present to verify the count, promptly deposits the money into the ASTRA bank account, writes checks to pay bills authorized by the Board of Directors, keeps receipts for proof of bills and reimbursements, and presents the treasurer's report of account balances and income and expenditures for the past month at each board meeting and club meeting. The Treasurer understands ASTRA club and school policies (if applicable) regarding club finances. The Treasurer does not take any club funds for personal use. The Treasurer shall submit for review the book in which the record of receipts and disbursements for the year has been kept and an annual summary. All ASTRA funds unused at the end of a year carry forward to the next ASTRA year to be managed by the incoming Treasurer.
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- The ASSISTANT TREASURER is an optional position. This person helps the Treasurer collect and record member dues during meetings, is the second "money counter" when a deposit is being made or funds were raised from a fundraiser, accompanies the treasurer and Altrusan to the bank for deposits when possible and may be a co-signer on the ASTRA Checking account.

Installation of the Board

An Installation Ceremony is held once a year to install the newly elected officers who will lead the club in the upcoming year. A sample script of an ASTRA Officer Installation Ceremony can be found in this manual's appendix and on the ASTRA website: https://astra.altrusa.org

ASTRA Board Meetings

Regular meetings of the ASTRA Board of Directors shall be held monthly or as described in club bylaws, at such time and place as the Board and the Altrusa Advisors may designate. Board meetings allow the officers of the club to discuss the club, set the upcoming meeting agenda, have bills paid by the treasurer, have the secretary report on and complete correspondence, discuss project ideas with the ASTRA Committee Co-Chairs and Altrusa Advisors, discuss any other club business, and determine what needs to be voted on during the club meeting by the general membership.

Board meetings are optional during months in which the Club does not meet. Special meetings of the Board of Directors may be called jointly by the President and the Altrusa advisors. A majority of the ASTRA Board of Directors shall constitute a quorum. ASTRA club members may attend board meetings.

ASTRA Club Committees and additional ASTRA Leadership Opportunities:

ASTRA Club activities are carried out effectively through the work of club committees. Committee Co-Chairs and additional Project Co-Chairs provide excellent opportunities for leadership development in ASTRA.

ASTRA Committees should include the following:

- Membership
- Service
- Publicity
- Finance and Fundraising
- Programs
- Bylaws
- Nominations and Elections
- Other committees as needed

ASTRA Committee Co-Chair Responsibilities

A list of responsibilities for each of the seven Committee Co-Chairs is included in this manual's appendix and is also available on the ASTRA website. ASTRA Advisors are encouraged to print each of those pages and share them with Committee Co-chairs after elections as a resource for their successful committee planning during the upcoming year.

Successful ASTRA Club meetings

Regular meetings are for the entire ASTRA membership and should include information about upcoming projects, a wrap-up of recent projects, a request of the membership for new project ideas, and when feasible should also include a program and/or service project for the members to complete during the meeting time. A sample ASTRA Meeting Agenda is available in the appendix and also on the ASTRA website: https://astra.altrusa.org. It is the responsibility of the ASTRA Club President to start meetings on time and end meetings on time.

It is important for officers to plan an agenda and the timing of agenda items, to establish who will facilitate the meeting, be prepared to introduce speakers, and allow time for committees to report on their work. Officers should try to utilize Robert's Rule of Order (a guide is in the appendix) as they run their meetings. Have your Service Committee plan a hand-on service project during meetings if possible, and have your Membership Committee plan some periodic fun activities together as members. Monthly ideas for ASTRA club activities and a sample year's calendar can also be found on the ASTRA website.

Basics of Parliamentary Procedure: Robert's Rule of Order

Participating in an ASTRA Club business meeting allows members an opportunity to plan, evaluate, discuss and decide on goals of the club. However, the ASTRA Club President needs to foster an inclusive environment where all members have a voice in their club.

Parliamentary Procedure provides a framework that allows a meeting to be run efficiently with all members having an equal voice in their club's decisions. Robert's Rule of Order is the oldest and most commonly used guide to parliamentary procedure, providing common rules and procedures for deliberation and debate during a meeting. It is a meeting protocol that is almost universally accepted for conducting business meetings and making group decisions in an orderly fashion. Written by Henry M.

Robert, the first edition of Robert's Rule of Order appeared in 1876 and has been revised periodically since then.

ASTRA Club officers are encouraged to become familiar with Robert's Rule of Order and to learn to use it effectively during their club meeting discussions and votes. Learning the basics of parliamentary procedure provides a life skill that enhances critical thinking, problem solving, communication and collaboration skills and makes anyone a better citizen. However, under no circumstances should "undue strictness" or lack of knowledge of proper parliamentary procedure be allowed to limit full participation of ASTRA members.

A basic guide to the use of Robert's Rule of Order is in the appendix of this manual and is on the ASTRA website.

Altrusans' Role as Advisors:

Each Altrusa Club sponsoring an ASTRA Club *must have at least two Altrusa ASTRA Advisors*, and many clubs have three or more Altrusa ASTRA Advisors serving on the Altrusa ASTRA Committee.

Altrusa ASTRA Advisors are crucial to an ASTRA club's success. ASTRA Advisors need to have a desire to work with young people from a wide variety of backgrounds and need strong communication skills, organizational skills, patience, a tactful attitude, enthusiasm and an open mind. *The key role as Altrusa ASTRA Club Advisors is broad oversight of ASTRA club activities and mentoring ASTRA members*. Altrusa ASTRA Advisors attend all ASTRA meetings and as many ASTRA service projects and activities as possible, ensuring that ASTRA club policies and procedures are being followed.

Mentoring is shared in ASTRA meetings and through leadership development with all members. Altrusa members bring life experience to ASTRA members, experience which includes the positive effects that are gained through serving one's community through membership in Altrusa. Altrusan Advisors also are the liaisons between the ASTRA Club, the Altrusa Club and the school, and help to encourage and facilitate ASTRA-Altrusa joint projects, socials and celebrations periodically throughout the year. ASTRA Advisors share ASTRA reports at Altrusa club meetings and help coordinate ASTRA attendance and service at the District Conference.

Altrusa members who are devoted to ASTRA and to the leadership development of youth serve a vital role in strengthening ASTRA and can bring helpful ideas to members while allowing the ASTRA members to make decisions for their Club and its members. ASTRA Advisors *do not run the ASTRA meetings* or projects; the ASTRA members do. Altrusans provide support and mentoring. Additionally, partnering Altrusa members with ASTRA members can foster growth in career pursuits. Altrusans can also help ASTRA members learn about and grow more involved with local Altrusa Clubs, their District and with Altrusa International. They facilitate what might become life-long relationships and commitments to service and potential future Altrusa membership.

Relevant documents:

- Sample ASTRA Meeting Agenda
- ASTRA Committee Co-Chairs Responsibilities
- Sample Officer Installation Ceremony
- Sample Officer Certificates
- Presiding Effectively: Robert's Rule of Order

ASTRA SERVICE

"No act of kindness, no matter how small, is ever wasted"
– Aesop

Importance of Service

Service, which is at the core of ASTRA, makes a positive impact and has the power to change the world. ASTRA members have fun together while improving the lives of others in communities around the world through service. While planning and taking part in service activities, ASTRA members not only help others but they also learn leadership and other life skills, develop empathy, discover their own ability to make a difference, and learn the value of giving back to their communities through interaction with leaders in charities, businesses, and their sponsoring Altrusa Club. Service is an essential part of preparing young adults to take responsibility as citizens in a global community. To help your ASTRA club thrive, ensure that service stays at the forefront of monthly ASTRA activities.

Planning ASTRA Service Projects

Types of projects.

There are an endless number of service projects that ASTRA members can organize and participate in. They can work on hands-on service projects during meetings, they can help with service projects in the community that they have been asked to volunteer for, they can create their own service projects from scratch, identifying a need in their community, nation or abroad, and they can partner with their sponsoring Altrusa Club to help with some of their service projects during the year. They can also raise money for a worthy cause and donate it.

Hands-on Service Projects.

All clubs are encouraged to design, plan and carryout *at least one to two hands-on service projects each year* that they have identified a need for and created themselves. This active planning and doing helps develop many skills useful in adult life while they are in a safe environment to learn. During this process, the ASTRA members do the planning, organizing and decision-making, but this is a great opportunity for Altrusans to mentor, sharing their project planning skills, reminding ASTRA members of timelines, budgets, supplies or volunteers needed, or things that the ASTRA members may not realize that they haven't discussed or have forgotten about. The intent is not to have the Altrusans plan the project but to facilitate their process, reminding them of things that will help their project be successful. After any service project, have members reflect on the process, the impact, why it was meaningful, whether it's worth doing again and, if so, with what changes.

Identifying Potential Projects.

Clubs need to choose service projects each year that are meaningful to them and impactful to a community—at home or abroad, that are feasible to carry out, and that maximize membership participation. ASTRA members can brainstorm on needs in their local community that they may be aware of, can talk with their ASTRA Advisors for additional ideas, can contact their local Chamber of Commerce or community leaders to find out about local non-profits or groups who may have a need, and can check on the website volunteermatch.org. Service projects can impact youth, people with disabilities, the elderly, literacy, health care, food and nutrition, education, the environment, animals and more.

Many sample ideas are listed in the appendix and on the ASTRA website as "Types of ASTRA Projects". Some project examples include doing a food drive for needy families, collecting books or school supplies to donate, collecting personal items and tote bags for foster children, collecting and donating new coats for children in

need or homeless people using shelters, collecting and donating stuffed animals to local firefighters for distribution to children, writing thank you notes or encouraging notes to hospital staff, emergency medical teams, teachers, retirement center employees or residents, tutoring elementary students, creating and distributing bookmarks, painting rooms in a domestic violence shelter, helping an animal shelter, cleaning up a part of their community, sewing or assembling Days for Girls kits, sending school supplies or sports equipment to youth in a foreign country, or mailing care packages to service members abroad. Have a brainstorming session to identify needs. There are many ideas and areas of need!

Planning a Local Project:
When planning a service project, have members consider the following tips:

- Before the Project: Good planning is crucial! Investigate and assess community needs, brainstorm on projects that can make an impact, choose a project, identify the purpose of the project, learn more about the issue, identify club and community resources, identify what specific supplies and resources will be required, create a timeline, create a budget, create your action strategy with specific steps and dates and who is responsible for what at each stage
- During the Project: gather resources and have them on hand, confirm your volunteers and schedule, implement your plan, work as a team, track the outcomes of your project, document your project with photos and videos, tell your story about what you are doing
- After the Project: Evaluate your project, analyze what went well and what could be improved and document these for the future, describe the impact of the project on the community and the club, showcase your results, send out thank you notes, and celebrate your success with participants, donors and anyone who helped make the project successful.

Planning an International Service Project:
Every ASTRA club is encouraged to be involved in an international service project. The Service Committee should brainstorm on feasible ideas and plan for a service project that is meaningful to them. As a baseline, follow the above project planning steps but planning a project with international impact requires a little more time, effort, investigation, logistical issues and care. Talk with your Altrusa Advisors for ideas, talk to members of your community who may have international contacts, and consider searching major volunteer databases to see what projects exist in your club's area of interest. The online platforms **givingway.com** or **guidestar.org** might give you some ideas of organizations to reach out to help. If you are going to partner with or support an international organization, make sure that they are doing good and necessary work and are ethical. Support international projects that empower the people you are trying to help.

A few examples of longstanding international nonprofits include *Days For Girls, Soles 4 Souls, Little Dresses for Africa, Thirst Project, Splash.org, ThinkKindness.org, Books for Africa, and the Wheelchair Foundation*. ASTRA members can also check with their sponsoring Altrusa club to find out about opportunities to assist Altrusans with an international project.

Consider Supporting some of Altrusa's Causes

Altrusa has focus areas of literacy, international service, Days for Girls, and the Support Our Soldiers project and participates annually in Make A Difference Day projects.

Recognized International Days to consider for Service

January: National Mentoring Month
February: Random Acts of Kindness Week, World Cancer Day
March: Read Across America Day, World Water Day, International Wheelchair Day
April: Global Youth Service Day, World Health Day, Youth Homeless Matters Day, Arbor Day, Earth Day

May: Join Hands Day, Armed Forces Day, Memorial Day (in U.S.), National Kids to Parks Day, World Hunger Day

June: World Environment Day, Flag Day, International Children's Day, National Pen Pal Day, International Day Against Drug Abuse,

July: International Day of Friendship, Mandela Day

August: International Youth Day, World Humanitarian Day

September: International Literacy Day, World Suicide Prevention Day, Hunger Action Month

October: **Make A Difference Day**, World Day of Bullying Prevention, International Day of Older Persons, World Food Day, United Nations Day, Distracted Driving Awareness Month

November: World Kindness Day, Veterans Day (in U.S.), National Recycle Day

December: International Day of Persons with Disabilities, Human Rights Day

Signing up for Service and Recording Service Hours

ASTRA Club Officers and Service Co-Chairs determine their method for having members signing up for service projects within their club, as well as for tracking service hours. This may include paper sign-ups, the Remind app and other methods. While there is no minimum requirement for service hours in ASTRA, members are encouraged to actively participate in ASTRA service projects and to aim for at least 30 hours of service each year.

A sample "Service Hours Log Sheet" is available on the ASTRA website at: https://astra.altrusa.org
This information is important to track for the ASTRA Club Annual Report but is also useful for ASTRA members to know for their resume and future college, scholarship or job applications.

Annual District and International ASTRA Service Awards

Each Altrusa District recognizes the service work that their ASTRA Club members are contributing to communities and schools. While there have been several versions of the ASTRA Service Award over the years, the current ASTRA Service Award program was established in 2017 by Altrusa International and is funded by the Altrusa International Foundation to recognize outstanding ASTRA Clubs for their achievements in service.

ASTRA Service Award applications may be submitted annually by each ASTRA club to the District ASTRA Chair, typically by March 1st. Applications and more information on the current guidelines are available on the ASTRA website, https://astra.altrusa.org

Non-Altrusan judges in each district judge the applications. Awards are presented annually at each Altrusa District Conference. The first place District ASTRA Service Award winner's applications from each district are then considered for the International ASTRA Service Award, presented every other year at the Altrusa International Convention.

Participating in Altrusa District Conferences and Altrusa International Convention

Altrusa International policies encourage the attendance and involvement of ASTRA Members at all District Conferences as well as at Altrusa International Conventions. ASTRA members are invited and encouraged to participate in these events to expose them to our larger organization of ASTRA members and Altrusans, to encourage networking, to provide opportunities for ASTRA service and workshop presentations at the District conference or International convention, to learn about Altrusa of which they are all a part, and to encourage future Altrusa membership.

To help support ASTRA attendance at District Conferences, some district boards have a budget line item for ASTRA at District Conference (may cover hotel rooms and/or meals). Also, sponsoring Altrusa clubs usually

will assist with some financial support of ASTRA members at district conference, and ASTRA clubs can fundraise during the year if they clearly state that the funds are supporting ASTRA members to attend District Conference or Convention.

Relevant Documents:

- ASTRA Service Projects list
- Service Hours Log Sheet – on website
- ASTRA Service Award Guidelines and Application – sample is in appendix; check website for most recent documents

ASTRA CLUB PUBLICITY

"Make it simple. Make it memorable. Make it inviting to look at."
– Leo Burnett

It's important to promote your ASTRA Club and to make sure that the public, ASTRA club members and Altrusans are kept informed of what the ASTRA members are doing in their community.

How to Publicize ASTRA Activities and Meetings

Each club can determine how to best publicize their meetings. Some clubs send a Remind message, email or text. Other clubs have flyers and messages at the school along with ASTRA Facebook messages. Whatever the method, make sure all members regularly receive notices about ASTRA meetings and activities.

Encourage your ASTRA Club members to create a newsletter and/or Facebook listings of the ASTRA events, service activities and any fundraising activities they will be doing during the month. Contact the local newspaper editor to list the achievements of the ASTRA Club and the projects being held during the month and submit press releases with photos to the local paper for feature articles after a service project. Include email addresses for the President, the Service Co-Chairs, and the Altrusa ASTRA Advisor.

Wear your ASTRA T-shirts

Encourage ASTRA members to wear their ASTRA t-shirts, especially when doing community service. These bright t-shirts help bring attention to your club activities. ASTRA t-shirts can be printed locally using the ASTRA logo.

Using Social Media

Social media is a means of sharing ideas, networking, and planning and publicizing events. Spread information with apps, the ASTRA Club Facebook page, Instagram, in school daily announcements, written notes or flyers, bulletin boards, your school newspaper, and consider inviting the media to ASTRA events. Some examples of social media: Facebook, Twitter, Instagram, and Snapchat. Most ASTRA members are familiar with one or more forms of social media listed here.

Altrusa International has an ASTRA Facebook page. Send photos and info to share to altrusa@altrusa.org so that they can potentially be used on the international Facebook page or website.

Don't forget to Share ASTRA Photos and Stories

Another great way to support ASTRA and spread the word is to share photos and updates of projects and activities with your District ASTRA Chair. This information can be used to have articles in the various District Service Bulletins throughout the year, to help educate and inspire other Altrusans about the amazing work that ASTRA members are doing in their communities.

The same information should be shared with the Altrusa International ASTRA Chair so that your local stories can be shared in the International ASTRA newsletter, which is published 3-4 times per year, or on the ASTRA or Altrusa websites. Email any photos (as attachments) and stories or articles to astra@altrusa.org

Altrusa International Photo Release is Mandatory

Make sure each ASTRA member has a signed Photo Release form on file each year, and if they are not willing to have a signed photo release form, that photos are not taken and used with those individuals in the photos. Altrusa International has an existing policy that requires written consent from ASTRA members and/or their guardians who appear in a photo that is sent to the Altrusa club, District or International Office for publication, display on a website, or used in any public ways. A photo release is to be used ANYTIME a photo is to be published, regardless of whether the use is by Altrusa International, ASTRA, or any other entity.

Display your ASTRA Flag or Banner

When your ASTRA Club is having ceremonies, working on service projects or fundraisers in public, or giving a presentation, have your ASTRA flag or banner on display. This is a great way to get the attention of the public. ASTRA flags and banners are often provided by the sponsoring Altrusa club during the club's charter ceremony. Flags and banners can be ordered online from Doc Morgan at https://www.altrusastore.com/astra.html .

Relevant Documents:

- A sample press release can be found on the ASTRA website at: https://astra.altrusa.org
- Photo release document

ASTRA CLUB BUDGET AND FUNDRAISING

"So, what do we do? Anything. Something. So long as we just don't sit there. If we screw it up, start over. Try something else. If we wait until we've satisfied all the uncertainties, it may be too late."

—Lee Iacocca

Where does money for ASTRA come from?

There are several sources of ASTRA funding:

The **sponsoring Altrusa Club** typically will contribute some money annually to the ASTRA Club that they sponsor, for example $300 (or any other budgeted amount). This money may be presented by Altrusa at the annual ASTRA Officer Installation Ceremony and may be given for the club to use as needed or may be designated to help pay for ASTRA t-shirts, officer pins, or other items. Graduation Cords are available at no-cost from the Altrusa International Office.

The **Finance/Fundraising Committee plans and conducts fundraisers,** cooperating with the Service Committee in developing ideas for fundraising activities based on the project needs of the ASTRA club. As part of the planning process, the club should identify what the funds are designated for.

ASTRA Dues: Some ASTRA clubs have no dues requirement, but if an ASTRA Club votes to have required or optional dues, those dues should be nominal and affordable to the local members and should be used only for the purpose of covering basic costs of club functioning. That is up to the ASTRA club members to decide, with Altrusa approval. Funds for club projects need to be fundraised by ASTRA members, not incorporated into a dues structure.

Donations: While not typical, donations may be offered to ASTRA clubs by a local organization or person(s) to show appreciation for ASTRA members helping with a project or community activity.

The **Altrusa International Foundation** also provides some funding opportunities. New ASTRA Clubs chartered September 1, 2019 or later may receive a one-time grant up to $2,000 to begin service in their communities. The application must be received within one year of the charter date. In addition, ASTRA Clubs may apply for one service grant per cycle in the fiscal year. Applicants may request between $250.00 and $4,000.00. These funds may assist your ASTRA club in performing a service project that it might not otherwise be able to do because of the need for funding. There are two application cycles each year, with applications due September 15th or March 15th. More information regarding the guidelines and application is available on the Altrusa International Foundation website, https://foundation.altrusa.org/grants-awards/

For ASTRA members to attend **District Conference** or the International Convention, funding usually comes from multiple sources: the sponsoring Altrusa club and the District may have a line item in their budgets to encourage ASTRA participation, and ASTRA club members can fundraise for this special opportunity as well. ASTRA member attendance at District Conference, for at least a few ASTRA members representing the club and performing service, is highly encouraged each year.

Managing the ASTRA Bank Account

The sponsoring Altrusa club will open a joint checking account in the name of the ASTRA Club and the Altrusa Club when an ASTRA club charters, to be used only for ASTRA funds. Some schools require their club

accounts to be at the school. The signature card will be signed by the ASTRA Club President, Treasurer and two Altrusa ASTRA Advisors. Two signatures will be required to sign each check, one of which will be an Altrusa ASTRA Advisor. Bank statements go to the Altrusa Club ASTRA Advisor for oversight.

Planning an ASTRA Budget

ASTRA clubs are encouraged to have a basic budget that reflects their anticipated income and expenses for the year. This exercise can be a great learning experience for ASTRA members, and helps each committee align their goals with the financial needs of their activities. The Treasurer of the Club will be a member of the Finance/Fundraising Committee and will monitor all bills and expenses against the budget.

ASTRA FUNdraising

Fundraising allows ASTRA members to raise money for designated projects or club activities. One of the big decisions each year is for ASTRA members to decide what type of fundraiser to do. The possibilities are endless, so get creative!

Create a meaningful reason to raise funds. What is a realistic fundraising goal and timeline and what will the money be used for? Who will buy what the ASTRA members are selling? Have the ASTRA members set goals and plan the details of their fundraising campaign (including venues, supplies, tickets, food, advertising, volunteers), assign responsibilities to the Fundraising Committee members, work with the Publicity committee to advertise the event well through social media and other means, consider collaborating with a local organization to match funds (including Altrusa), and try to connect the ASTRA members with the people whom they are going to be helping with the funds.

There are three broad categories of fundraisers: *seasonal event fundraisers* (Halloween, Christmas, Valentines, Graduation, etc.*), item fundraisers* (selling food, merchandise, pins, etc.), and *project fundraisers* (providing a service to raise money, such as car washes, carnival booths, dances, etc.)

Some examples of fundraisers include:

- Car washes or dog washes
- Community yard sales
- Bake sales or an Ice cream Social
- Face Painting for children at an Altrusa or community event
- Pay to guess how many jellybeans in the jellybean jar
- Photo booths
- Selling concessions during a sports season in a school or for a community event
- Selling spirit beads or buttons with pictures of athletes at school athletic events
- Selling items with your school logo, if allowed
- Selling doughnuts to students on their way to class in the morning
- Selling water bottles at community events
- Selling Crush soda before Valentines week with valentines attached for their “crush”
- “Selling” ASTRA services, done as a group – i.e. yard cleanup, window washing, babysitting
- Selling items related to holidays—wreaths, valentines, etc.
- Selling turkey grams, ghoul grams or bunny grams
- Hosting a themed dance at school or after a sporting event
- Hosting a Halloween Costume Party
- Hosting a Spaghetti Dinner
- Hosting a Board Game Tournament or Trivia Night

- Kiss a Senior Goodbye: take pre-orders and pre-payments for bags of chocolate kisses and messages to be delivered to graduating seniors; advertise to students during lunch periods and to parents
- Collecting and recycling aluminum cans
- Coordinate with a local restaurant to donate a percentage of funds on a specific night to ASTRA

After each fundraising event, ASTRA members should evaluate the project, analyze what went well and what could be improved and document these for the future, send out thank you notes, and celebrate your success with participants, donors and anyone who helped make the fundraising project successful.

Depending on what type of club you sponsor, have ASTRA members double check with your school or college/university policies or student affairs office about student club fundraisers. Some schools require approval before the event so that there are not conflicting fundraisers going on simultaneously, and some have other procedures that must be followed.

Relevant Documents:

- Sample ASTRA Budget

RECORDKEEPING

"It's attention to detail that makes the difference between average and stunning."
-Francis Atterbury

Club records

- The ASTRA Secretary is responsible for saving and maintaining club minutes and records and passing them down to the next elected Secretary. The records at the end of each year should be given to the Altrusa ASTRA Advisor for safekeeping long-term.
- The MEETING SIGN-IN SHEET can be used for all members to sign before the meeting to keep attendance for each meeting. The Club Secretary keeps these sheets for the year. A sample of this form can be found on the ASTRA website.
- Club members may also have additional records for the year, including the Member Service Hours Log maintained by the Service Committee or the club Secretary. This form can be found on the ASTRA website.
- Photos of ASTRA members can be used in newsletters, press releases and other ASTRA Club publicity. Many clubs have a Publicity Committee member designated to take photos of ASTRA events and meetings and to submit photos to the local school yearbook and local newspaper as part of a press release. Also consider sharing ASTRA photos with the Altrusa ASTRA advisors to use in the Altrusa newsletter or District Service Bulletin. The photo release form for a minor child must be signed by parents or guardians of the ASTRA member. The photo release form can be found on the website. If there is not a signed photo release form for a member, care must be taken to not include that member in photos that are used in public.
- Scrapbooks and Yearbooks are essential to keep for future ASTRA members. Scrapbooks can contain photos of service and fundraising events, along with articles from club newsletters and press releases. Yearbooks should contain photos of the ASTRA members from each year. At the end of the year, both the Scrapbooks and Yearbooks should be given to the Altrusa Club Advisor for safekeeping.
- Submitting end of year ASTRA Club Activity Report – this report gets completed by the Altrusa ASTRA Advisor and submitted to Altrusa International each year, typically in May.

ASTRA Club Annual Report

Once each year, ASTRA clubs are required to complete the ASTRA Club Annual Report and submit it electronically to Altrusa International. This is typically sent out in May. The information in the ASTRA Club Annual Report helps keep ASTRA club records and ASTRA Advisor contact information updated at the International office, and conveys information such as the number of club members, number of service hours each club performs, leadership training and other information useful in international planning for ASTRA.

Archiving

Altrusa ASTRA Advisors and ASTRA officers need to work together to determine the best way to archive ASTRA Club records. Records may include, but are not limited to, "short-term" records such as bank statements, receipts, meeting minutes, routine correspondence, and "historical" records such as charter documents, bylaws, membership records, club officer records, important correspondence, award applications and certificates, photos, information passed on from officers to officers and committee chairs to committee chairs over the years, zip drives, yearbooks, scrapbooks and so on. The ASTRA club's archives should preserve, in the smallest amount of records possible, documentation of its origins, purpose, and

major activities. Records can be stored in file cabinets, labeled storage boxes, and/or online in files such as Dropbox, or potentially with local or regional organizations such as universities or historical societies who store records. Remember that computer records can become inactive, inaccessible or deleted over time. For historical records, prepare a box inventory and keep it at an agreed upon place with other Altrusa historical records. Make sure at the end of each ASTRA year that records are transferred from the outgoing ASTRA members to the Altrusans and/or incoming ASTRA officers.

Relevant Documents:

- Meeting Sign in Sheet -found on ASTRA website
- Photo Release Form
- ASTRA Club Annual Report -sample included in appendix; get most recent form by email from International in May of each year

GOVERNANCE: ASTRA BYLAWS, POLICIES AND SAFETY

"What counts in life is not the mere fact that we have lived. It is what difference we have made to the lives of others that will determine the significance of the life we lead."
-Nelson Mandela

Altrusa International Board and International ASTRA Committee

The policies that guide ASTRA come from the Altrusa International Board of Directors. The Altrusa International President appoints members each biennium to the International ASTRA Committee.

The International ASTRA Committee members promote the growth of ASTRA, encourage ASTRA service and leadership development, oversee ASTRA activities on an international level, revise ASTRA manuals, publications, bylaws and policies as necessary, distribute an International ASTRA newsletter several times each year, keep the ASTRA website updated, maintain regular communication with District Governors, District ASTRA Chairs and Altrusa ASTRA Advisors, recognize ASTRA members through the ASTRA Service Award and ASTRA Scholarship programs, communicate periodically with ASTRA Alumni and encourage transition of ASTRA-to-Altrusa membership.

If you need assistance or have any questions for the International ASTRA Committee members, email the International ASTRA Chair at ASTRA@altrusa.org.

ASTRA Bylaws and Policies

Each ASTRA Club is governed by its club bylaws. A sample set of ASTRA bylaws is included in the appendix and is on the ASTRA website at https://astra.altrusa.org. When an Altrusa club is in the process of sponsoring and chartering a new ASTRA club, the Altrusa ASTRA Advisors work with some of the new members to create their club bylaws, using the ASTRA bylaws sample online as a guide. The bylaws include sections that explain the purpose of the club, membership, meetings, advisors, the ASTRA officer positions, duties and elections, committees, dues and how the bylaws may be amended.

ASTRA Club Policies are set by International for all ASTRA Clubs. Each club may adapt guidelines or regulations so long as they are not in conflict with Bylaws and Policies of Altrusa International, Inc. All ASTRA activities must conform to Altrusa International Bylaws and Policies.

All clubs for youth that are organized and sponsored by an Altrusa Club shall be known as an ASTRA Club.

Youth Protection and Risk Management

Thank you for volunteering to work with our ASTRA members. As Altrusans working with and mentoring young people through ASTRA, we are entrusted with the welfare of our ASTRA members and are firmly committed to their safety and wellbeing. Altrusa International has strict policies to protect the well-being of the youth we work with.

Commitment.

Altrusa International Inc. supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act (CAPTA) which is federal Public Law 93-247. Child abuse and neglect are unlawful acts, and it is against policy for any Altrusa member and/or volunteer, male

or female, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any ASTRA Member, girl or boy. While the laws vary by state and country, volunteers who, while working with youth, suspect child abuse or neglect should report it immediately to local authorities.

Mandatory Criminal History Background Check.
Altrusa International requires Altrusa clubs to have an annual clear criminal history background check for any Altrusan serving as an ASTRA Advisor and for all adults working with minors in ASTRA. Persons without a clear criminal history background check may not serve as an ASTRA Advisor or work with the ASTRA members. If a school already performs an annual background check on its volunteers, including Altrusan ASTRA Advisors, the Altrusan can be covered that way; if not, the Altrusan needs to arrange for the background check.

In compliance with applicable federal, state and country laws, Altrusa International, Inc. prohibits the participation of anyone to be involved or affiliated with ASTRA who is found guilty of child abuse and neglect or has been convicted of child abuse and/or neglect.

Confidentiality.
All documents containing personal information including membership forms, medical information forms, permission to treat forms, etc. should be treated as confidential and stored in a safe place, and not released without consent of the individual(s) involved.

Chaperones and Volunteers.
All chaperones and volunteers must adhere to the established policies, procedures and regulations of Altrusa International. Chaperones to an Altrusa ASTRA event (such as District Conference) must be twenty-one (21) years of age or older, must have a clear criminal history background check, and must follow all applicable policies and procedures. While attending an Altrusa event that requires an overnight stay, adequate adult chaperoning is expected and must include no fewer than one adult for each ten or part of ten youth ASTRA members. Except for a parent sharing a sleeping room with his/her own child, no adult should share sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present with two or more youth, and adults are not sleeping in the same beds as the youth.

Transportation.
When transporting youth, the best practice is the “rule of threes” with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements.

Alcohol and Drugs.
While attending any ASTRA event, Altrusans are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and marijuana products, even if prescribed for medicinal use, and illegal drugs.

It is important for Altrusans to know the federal and state laws and Altrusa International Policies. Numerous resources regarding these laws are available online.

Altrusa International Photo Release Policy

Altrusa International has an existing policy that requires written consent from members and/or their parents/guardians who appear in a photo that is sent to the International Office for publication or display on the website. A photo release is to be used ANYTIME a photo is to be published, regardless of whether the use is by Altrusa International, ASTRA, or any other entity.

Limitation of Membership in ASTRA

Membership in ASTRA is limited to youth/young adults between the ages of 11 and 25 years of age. This age span is to account for those citizens who are considered “traditional” students in the community, as in they have not yet been considered eligible for membership in Altrusa.

District Conference and International Convention

Altrusa International policies encourage the attendance and involvement of ASTRA Members at all District Conferences as well as at International Conventions. Particularly when conferences and/or conventions are in close proximity to ASTRA Clubs it is important to encourage ASTRA members to attend these events, for they will learn a lot about the larger ASTRA and Altrusa organization of which they are all a part. Minimizing loss of school time is encouraged while planning conference or convention attendance.

Liability Insurance for ASTRA Clubs

Routine ASTRA meetings and activities are covered by the insurance policy of Altrusa International. If an ASTRA club is planning a special event or trip, the Altrusa ASTRA Advisor needs to check with the Altrusa International Office to make sure that the activity is covered by the necessary liability insurance before making final plans for the event.

Relevant Documents:

- Altrusa International Policy 1: ASTRA
- Sample ASTRA Club Bylaws

ASTRA RECOGNITION, AWARDS AND SCHOLARSHIPS

"You need to be aware of what others are doing, applaud their efforts, acknowledge their successes and encourage them in their pursuits. When we all help one another, everybody wins."
-Jim Stovall

Altrusa International has programs by which it recognizes ASTRA Clubs and outstanding ASTRA members.

ASTRA Club Service Award

The ASTRA Club Service Award has been established by Altrusa International and sponsored by Altrusa International Foundation to encourage ASTRA Clubs to actively participate in service projects designed to meet specific needs in the local community or within their own school community. This award is an opportunity for Altrusa International to recognize outstanding ASTRA Clubs for their achievements in service. District ASTRA Service projects nominated for the ASTRA Service Award are judged each year at District Conferences. First-place winners from each District are entered in the competition at the International level. Established judging criteria are used by Districts and by International. Projects will be assessed by impartial judges based on their merits and results. One (1) service project from Clubs-At-Large may be included in the competition at the International level. This service project selection will be organized and overseen by the International ASTRA Committee. Every ASTRA Club is eligible to enter one (1) service project each year. Projects that are primarily fundraising projects are not eligible. Also, a project submitted for an ASTRA Service Award may not also be submitted for the Mamie L. Bass Service Award or any other Altrusa award.

International Scholarships

The Altrusa International Foundation's scholarship program is designed to help the applying ASTRA member exhibit their growth in Ability, Service, Training, Responsibility and Achievement through service to their community and sponsoring Altrusa Club.

ASTRA High School Scholarships give the Altrusa International Foundation the opportunity to recognize high school senior ASTRA members who have grown through service in ASTRA. A winning applicant will have demonstrated exemplary Altruism within his or her community. Applicants must have applied to an institution of higher learning (college, university, tech school, etc.) which they will be attending within seven months of the March 15 deadline for application. Up to four scholarships will be awarded annually: two $2000 each and two $1000 each. Applications will be judged by a five-judge awards committee. The deadline for submission of completed applications is March 15th and information, applications, and reference forms can be found on the ASTRA website (https://astra.altrusa.org).

ASTRA College/University Scholarships give the Altrusa International Foundation the opportunity to recognize college and university ASTRA members who have grown through service in ASTRA. A winning applicant will have demonstrated exemplary Altruism within his or her community.

Applicants must be enrolled in an institution of higher learning (college, university, tech school, etc.) which they are currently attending as of the March 15 deadline for application. Up to four $1000 scholarships will be awarded annually. Applications will be judged by a five-judge awards committee. The deadline for submission of completed applications is March 15th and information, applications, and reference forms can be found on the ASTRA website (https://astra.altrusa.org).

ASTRA Club Year-end Awards

ASTRA Clubs are encouraged to recognize the contributions of outstanding members at the end of each year. Awards can be voted on by club members and given for anything the club chooses to recognize, including Super Male and Female Volunteer of the Year, Best New Member, Incredible Ideas award, Making Meetings Fun award, Best Attendance award, Inspirational Leader award, Best All-Around ASTRA Member award, and more. Clubs may also choose to recognize senior members graduating from school, if applicable.

ASTRA Graduation Cords

ASTRA members who are graduating can be recognized with ASTRA cords to wear over their gowns as they walk across the stage at graduation. Cords are provided free of charge by Altrusa International. Cords are available in two colors: teal or red/silver. Altrusa ASTRA Advisors need to complete the Graduation Cords Request Form and submit it to Altrusa International at least two weeks prior to the date of graduation.

Relevant Documents:

- ASTRA Club Service Award guidelines and application sample
- ASTRA Scholarships sample application -available at https://astra.altrusa.org/
- ASTRA club year-end Awards sample voting form
- Graduation Cords Request Form

WE HOPE NOT…BUT WHAT TO DO IF YOUR ASTRA CLUB NEEDS TO BE DISBANDED

"Success is not final, failure is not fatal: it is the courage to continue that counts."

- Winston Churchill

Why would this need to happen?

Occasionally a sponsoring *Altrusa* club gets to the point of disbanding. If they have sponsored an ASTRA club, then that ASTRA club is not allowed to continue to function without a sponsoring Altrusa club. If there is a nearby Altrusa club willing to take on the ASTRA club sponsorship, that can occur. If not, the ASTRA club must be disbanded by the time that the Altrusa club is disbanded.

If an ASTRA club is losing members and getting below charter strength of 15 members and is at risk of disbanding, every effort needs to be made by the sponsoring Altrusa club, the ASTRA club officers and the District ASTRA Chair to identify why the ASTRA club is losing members, to address those issues and to build the club back up. Analyze when and how often meetings are held, if there are active service projects every month, if too many meetings are being cancelled, if members are all allowed to have input, if new members are actively recruited each year, if the students run the ASTRA club… If there is simply no more interest, no more new members can be recruited, and nothing else can be done to save the ASTRA club, then the sponsoring Altrusa club, after consultation with the International ASTRA Committee Chair, the District Governor and the District ASTRA Chair, may vote to disband the ASTRA club and notify Altrusa International of that decision.

While it is unlikely, an ASTRA club may also be terminated by Altrusa International with or without the consent, approval or concurrence of the sponsoring Altrusa club for failure to function in accordance with its bylaws and the policies of Altrusa International, Inc.

What to do and who to notify

If you think an ASTRA Club must be disbanded, the Altrusa ASTRA Advisor needs to contact the Altrusa International Office (email them at altrusa@altrusa.org or call them at 1-312-427-4410) and the International ASTRA Chair (email ASTRA@altrusa.org) to talk about the process for disbanding.

After an ASTRA Club is disbanded, the club may no longer meet, and all rights and privileges relating to the ASTRA name and logo shall be relinquished by the club.

A sponsoring Altrusa Club may request the reinstatement of its ASTRA Club if all chartering requirements are met again.

ADDITIONAL ASTRA RESOURCES

"Using all of your resources wisely is key for growth which opens up success. Unfortunately, most don't realize this, and the door of opportunity stays closed."

-Lincoln Patz

- ASTRA website: https://astra.altrusa.org/
- Altrusa District ASTRA Chair – each district has a District ASTRA Chair available to help
- Altrusa International ASTRA Committee members – email questions to ASTRA@altrusa.org
- Altrusa International Office personnel in Chicago, IL (see below)
- Partner with Altrusa clubs and other ASTRA clubs
- Doc Morgan- has some ASTRA pins, banners, sweatshirts and other supplies available to order from https://www.altrusastore.com/astra.html
- ASTRA Marketing Video – available on the ASTRA website

ALTRUSA AND THE ALTRUSA INTERNATIONAL OFFICE

Altrusa is an international non-profit organization focused on community service with active clubs in thirteen countries around the world. Altrusa clubs function within one of fourteen districts established around the world. Each district is managed by an elected District Governor and District Board leadership team that includes a District ASTRA Chair.

Altrusa was founded in Nashville, TN in 1917. The name Altrusa comes from the word "altruism" and USA.

The Altrusa International, Inc. international headquarters are located in downtown Chicago, IL. Under the guidance of the Altrusa International Board of Directors, the executive staff manages the operations of this international service organization including member services for Altrusa and ASTRA, communications, finance and more.

Staff members are available to assist you with ASTRA questions during weekday business hours, Central Standard Time. Email them at altrusa@altrusa.org or call them at 1-312-427-4410.

Altrusa International, Inc.
1 N. LaSalle Street, #1955
Chicago, IL 60602
Ph- 312-427-4410

APPENDIX

"Life is about using the whole box of crayons."
-RuPaul

This appendix includes all relevant forms and documents needed for the start-up and operation of an ASTRA Club. Sample materials may be adapted to fit the needs of the club, so long as they still comply with Altrusa International policies. Pages may be photocopied and shared for use in clubs.

All documents are also available on the member section of the ASTRA website, https://astra.altrusa.org
We are working on to have all ASTRA documents on the website also be available in French and Spanish.

While sample documents are included in this appendix, always check the ASTRA website, https://astra.altrusa.org, for the most current up-to-date documents. Items such as the ASTRA Club Annual Report and ASTRA Service Award or Scholarship Applications may change annually or periodically.

Sample Letter of Intent to Sponsor an ASTRA Club

May be sent as an email to altrusa@altrusa.org

(Altrusa Club Logo)

(Date)

Altrusa International, Inc.
One North LaSalle St., Suite 1955
Chicago, Illinois 60602-4006

Dear (International President):

Altrusa International of _____ , District _____, is proud to announce the sponsorship of the ASTRA Club of _____. The date of organization and charter ceremonies of the new ASTRA Club of _____ will be _____.

The names of the ASTRA Officers and the Charter Members of our new club are attached, along with the name and email address of the Altrusa ASTRA Advisor for this club.

We are excited to welcome this group of young people to the Altrusa International family, and will be notifying our District Governor and District ASTRA Chair of our Charter Ceremony date as well.

Sincerely,

(Altrusa Club President)

ASTRA Club Charter Information

Congratulations on sponsoring an ASTRA Club! In order to complete the charter process through Altrusa International please provide the International office staff with the following items:

1. A **Letter of Intent**: may be sent as an email to altrusa@altrusa.org, addressed to the Altrusa International President from the President of the sponsoring Altrusa Club.
Include:

   a. sponsoring Altrusa Club name and district,
   b. name of ASTRA Club Advisor along with email, phone number and mailing address,
   c. name of ASTRA Club (ASTRA Club of ___) and, if applicable, name of school,
   d. age level of ASTRA Club members (middle, high school, college or community club).

2. When club attains 15 members required to charter, send **names of charter ASTRA members and list of elected officers** to International.

3. Notify the International Office, your Governor and your District ASTRA Chair of the date the club will officially charter and hold its ASTRA Charter Ceremony. The date must be scheduled *at least 3 weeks* from when you notify the Altrusa International office of your charter ceremony date, to allow International to prepare the charter documents, certificates, etc. and mail them to you.

   a. The International office will prepare a Club Charter Certificate and individual Charter Certificates for each member and will send to the ASTRA Club Advisor;
   b. The International office will send a Letter of Congratulations from the Altrusa International President and the Altrusa International ASTRA Chair.

In addition to notifying the International office, please notify your District Governor and District ASTRA Chair and invite them to participate in your ASTRA Charter Ceremony celebration.

Necessary documents and many additional ASTRA resources are available on the ASTRA website at https://astra.altrusa.org

Please let us know if you need any additional information or help with this process at altrusa@altrusa.org or ASTRA@altrusa.org.

(revised February 2020)

Sample Letter of Invitation to Informational Meeting about ASTRA

[ALTRUSA LETTERHEAD]
[DATE]

Dear [School Name] Student:

Are you are interested in leadership opportunities, making a positive impact through community service, fun activities, personal development and scholarship opportunities? If so, we invite you and your parents to attend an informational meeting to learn more about the ASTRA Club of _____. The ASTRA Club, which is an international community service club for young women and men ages ____ to ____, is sponsored by Altrusa International of _____, Inc.

The ASTRA Informational meeting will be held on **_____(date) from ____to____ (time) at ____ (Location).** We will have a brief presentation about ASTRA, informational handouts, membership forms, a hands-on service project and snacks. Please join us!

"ASTRA" stands for *Ability, Service, Training, Responsibility, and Achievement*. The goals of the ASTRA club are:

- to provide opportunities for personal development, career planning and preparation, leadership training, and citizenship development;
- to foster the concept of service through practical application in school and our community;
- to sponsor social and cultural activities; and
- to promote fellowship and better understanding among all people.

Why is ASTRA different from other clubs? ASTRA is run completely by its members, with active mentoring by Altrusan Advisors. ASTRA is all-inclusive, so anyone can join, be active and hold one of the many leadership positions. As an ASTRA member, you can work on committees to create and participate in monthly service projects, learn from speakers, and use your unique skills to make a difference.

If you might be interested in joining ASTRA, we hope you and your family will attend this informational meeting. Feel free to invite some of your friends to come along. We look forward to meeting you!

Sincerely,

[Name], Altrusa ASTRA Advisor
Altrusa International of _____, Inc.

Sample Charter Ceremony

Master/Mistress of Ceremony (M/C): Welcome to the Charter ceremony of the ASTRA Club of
_____. My name is_____ I am the ASTRA Chair.

Procession: The ASTRA members walk in. The Officers are last and should be seated in the front.

M/C: Welcome. We are honored to have with us today, _____ as our distinguished guest.

ASTRA student gives our greetings in English, Spanish, French (or any other language appropriate for the location.)

We are also honored to have Altrusa District _____ Governor, (or designated representative). Please join me in giving our guest a warm welcome.

M/C: Invite the Governor or the Representative to say a few words.

M/C: Thank you, Governor/Representative_____.

We are privileged to have with us this afternoon/evening the following honored guests: (include whomever you feel is appropriate,) Club Presidents and members; families and friends of the ASTRA Charter members. Welcome and thank you for sharing this special moment with us.

We have received the following GREETINGS from our Altrusa International President,
_____ M/C reads letter.

M/C: _____, Altrusa President of _____ will present the Charter Certificate from International and install the Club.

Altrusa President: Hold up and read what is on the ASTRA Charter Certificate. Ask the ASTRA Charter members to please stand.

Turn to the members and state: Please respond to the following question with "I Do"

In accepting membership in the ASTRA Club of_____, do you accept the purposes and agree to comply with the Bylaws of the Club? **I DO**

Please raise your right hand and repeat after me: *In accepting membership, I pledge to uphold the high purposes of ASTRA. I will strive to maintain those purposes through my Ability, Service, Training, Responsibility and Achievement.*

I now declare you members of the ASTRA Club of_____. May you find this new association one of happiness and satisfaction. Please come to the lectern as
_____
(Assigned Altrusan) reads your name and remain standing at the front until all members are at the front of the room.

Altrusan comes to the podium and reads each name. President stands beside and presents each student with their Charter Member Certificate.

Sample Press Release for Club Charter

This is an example news release. Each Club should feel free to adapt it to their particular Club and community.

In harmony with its dedication to strengthening grassroots public service opportunities in communities across the nation, Altrusa International Inc. announces the formation of the ASTRA Club of_____in_____(city, state).

Sponsored by Altrusa International of_____, Inc., the ASTRA Club formed in_____ (month year) and received its official Charter on _____ (month day, year). During its formation period, Club members participated in service projects, including,_____ (list ASTRA Club projects) to benefit various community organizations. The ASTRA Club of _____ also sponsored a_____(name fundraiser) as its first fundraiser and voted to carry over the proceeds to fund the Club's service projects during the_____(year) school year.

The_____ASTRA Club school advisor is teacher_____(name) of_____ (city). Working closely with advisers from the _____Altrusa Club, _____(name of ASTRA Club advisor) led the group through its formation process. "The_____(Altrusa Club name) Altrusans are dedicated to helping these young people succeed."

Student leaders elected by their peers to lead the new ASTRA Club through its inaugural year include_____, President; _____, Vice President; _____, Secretary; and_____, Treasurer. This group of Officers will lead the membership in selecting Committee Chairs and service projects for the coming year.

ASTRA Clubs are open to youth ages 11 through college years who have a desire to strengthen their leadership skills and develop their talents. Though various service and fellowship activities, ASTRA members learn the value of giving back to their communities through interaction with the business, professional, and civic leaders who are members of the sponsoring Altrusa Club.

ASTRA is an acronym for: Ability – to know that all of us have special talents to share with others. Service – to improve the lives of those less fortunate in the community. Training – to develop leadership ability and potential. Responsibility – to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion. Achievement – to experience success; to know that a group can accomplish so much more than any one individual.

Informational Meeting Materials

ASTRA FAST FACTS



What is ASTRA

ASTRA is an international community service organization for youth and young adults sponsored and supported by local Altrusa Clubs.

ASTRA is an acronym for:

- **Ability** to know that all of us have special talents to share with others
- **Service** to improve the lives of those less fortunate in the community
- **Training** to develop leadership ability and potential
- **Responsibility** to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion
- **Achievement** to experience success; to know that a group can accomplish so much more than any one individual

The ASTRA motto is "*Growing in Service*"

Number of ASTRA Clubs

We currently have 90 ASTRA clubs around the world-- in middle schools, high schools, community colleges and colleges. Help us grow!

ASTRA member processing in with ASTRA flag at district conference





Making thank you cards for veterans



Benefits of ASTRA

ASTRA helps develop service, leadership, communication, project management and organizational skills, provides opportunities to make a difference in a community through service, promotes fellowship, helps develop Altrusa relationships and future Altrusa membership, improves self-esteem and is fun!

How do we start our own ASTRA Club?

Check out the "ASTRA Club Quick Start Guide" at https://astra.altrusa.org for the 10 main steps to get your club started and chartered.

You can also get any help you need from your District ASTRA Chair and your International ASTRA Committee representative for your district.





Altrusa Club Responsibilities with ASTRA clubs

Develop your Altrusa ASTRA Committee, choose an age level to work with, charter your ASTRA Club through International, actively guide and mentor ASTRA members, provide financial support, assist with providing service and leadership opportunities, help make ASTRA student-run and fun!

Where can I find more info?

For more ASTRA information, policies, sample documents such as applications and agendas, service project ideas, service award guidelines, scholarship info and other info, go to https://astra.altrusa.org





JOIN THE ASTRA CLUB OF XYZ!

~Growing in Service~



Who We Are:

ASTRA is a service club for all students, run by the students. Any student can join!

ASTRA is an international community service organization for young adults, sponsored and supported by our local Altrusa Club.

ASTRA is an acronym for:
Ability to know that all of us have special talents to share with others
Service to improve the lives of those less fortunate in the community
Training to develop leadership ability and potential
Responsibility to learn to accept obligations and know the saisfaction of carrying projects through to a successful conclusion.
Achievement to experience success, to know that a group can accomplish so much more than any one individual.

Join the fun and develop service, leadership, communication and organizational skills while making a real difference in our community!

When do we meet?

ASTRA meets once each month

- every first Monday of the month
- 5:30-6:30pm
- at the XYZ location
- during the pandemic, wear your mask!



Highlights of ASTRA

- Community Service Projects each month
- Many leadership opportunities all year - not just as club officers
- Interesting speakers
- Student-run club, with mentoring by Altrusans
- Learn a lot, make new friends!
- Looks great on scholarship applications
- It's fun!

HTTPS://ASTRA.ALTRUSA.ORG • CHECK OUR ASTRA FACEBOOK PAGE!
QUESTIONS? EMAIL US AT _____

APPLICATION FOR ASTRA CLUB of _____ MEMBERSHIP Year ___-___

Name of Applicant: _____

Phone Number: _____ OK to Text? YES NO

Mailing Address: _____

City _____ State _____ Zip code: _____

Email address: _____ Grade: _____

Birth Date: _____ First-time ASTRA member? YES NO

Name of Parent(s)/Guardian: _____ Phone: _____

Parent Address: _____

Parent email: _____

Other Clubs you are involved with: _____

Hobbies/Interests: _____

Leadership positions you have held: _____

T-Shirts: Do you already have an ASTRA T-shirt? YES NO

If no, what is your T-shirt Size (*adult sizes*): S M L XL 2XL

Please check one committee you *might* be interested in:

*(*all ASTRA members participate in service and other club activities regardless of the committee they serve on)*

- MEMBERSHIP- *recruits members and plans fun membership activities*
- COMMUNITY SERVICE -*creates and conducts service projects*
- FUNDRAISING-*creates and organizes 1-2 fundraisers per year*
- PUBLICITY-*publicizing monthly meetings and activities*
- PROGRAMS -*contact community speakers to talk at meetings*
- NOMINATIONS & ELECTIONS-*oversee club elections*

Photo Release: I hereby give Altrusa International, Inc. the absolute right and permission to use my images in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in publication, print ad, electronic media or other forms of promotion. I acknowledge Altrusa's right to crop or treat the photograph in its discretion. I waive any right to compensation arising from or related to the use of the photographs. I acknowledge that Altrusa owns the photograph.
The signature of the individual(s) on this form indicates approval for the use of ASTRA related photographs as indicated above. _____ I DO NOT give photo release permission.

Consent for Involvement of Minor: I hereby give permission for my minor child to participate in the meetings and activities, including volunteer service, of this ASTRA Club.

Date: _____ *Signature of Applicant:* _____

Date: _____*Signature of Applicant's Parent/Guardian (of minor):* _____

_____ *Altrusan:* _____
ASTRA Membership Chair *Date Recorded:* _____

(revised 10/2020)

Sample Initiation Ceremony

ASTRA NEW MEMBER INITIATION CEREMONY
(sample script)

ASTRA clubs may hold multiple member initiation ceremonies throughout the year. Most ASTRA clubs hold a New Member Initiation Ceremony at the beginning of the year, but if you gain new members during the year, you might also hold a mid-year new member ceremony.

Planning:

1. Set a date, time and location. This can be done during a regular meeting or turned into a special event.
2. Invite ASTRA member, members of the sponsoring Altrusa Club, parents and even school administrators or community leaders.
3. Print ASTRA Membership Certificates, and order t-shirts.
4. Plan if there will be any food at the ceremony.
5. Have ASTRA Officer and an Altrusa ASTRA Advisor read the ceremony, while the other officers shake hands and distribute membership certificates, pins and/or ASTRA t-shirts to the new members.

INITIATION CEREMONY (*sample script- adapt as needed*)

Altrusa ASTRA Advisor:

"Welcome ASTRA members, Altrusans, guests, family members and friends. Today we are celebrating the initiation of ____(number) new members into the ASTRA Club of _____ (name). This ASTRA Club was chartered in _____ (year) to provide opportunities for leadership, service and personal development, and is sponsored by the Altrusa Club of _____ (name).

ASTRA clubs are part of the Altrusa International organization and exist in many countries around the world. They are in middle schools, high schools, community colleges, colleges and universities, and there are some community clubs as well, so all of you are part of a very large international organization.

ASTRA is run by the ASTRA members, so it is with great pleasure that I now hand this ceremony over to the ASTRA Club President, _____(name)."

ASTRA Club President:

"Hi, my name is _____ and I am the President of the ASTRA Club of _____. I would like to welcome all of our new ASTRA members. Before we initiate you into the club, our Vice President, _____(name) will explain what ASTRA stands for."

ASTRA Club Vice President:

"ASTRA is an acronym that stands for Ability-Service-Training-Responsibility-Achievement.

- Ability reminds us that we all have special talents to share with others.
- Service is what we focus on, to improve the lives of those less fortunate in the community.
- Training helps us develop our leadership abilities and potential.
- Responsibility means that we learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion while dealing with unexpected obstacles that may arise.

- Achievement allows us to experience success and to know that a group working together can accomplish so much more than any one individual. “

ASTRA Club President:

“New members, as I call your name, please come forward to receive your ASTRA Club membership certificate and t-shirt from _____ (name) and _____ (name), our Membership Co-Chairs, and remain standing here. “

[*Read off names introducing new members; hand out certificates, t-shirts etc. and have a receiving line with other officers, if you want to*]

“It is a privilege to initiate you into our ASTRA Club! Your active participation in our projects and activities throughout the year will provide many opportunities for developing your leadership skills, learning more about our community needs through service and using your unique skills to make a difference in our community.

We also encourage you to get to know our Altrusa ASTRA Advisors and we thank them for their mentoring and guidance throughout the year. Thank you, Altrusans.

Congratulations to all of our new ASTRA members! [Round of applause]
Please remain here for a moment while we get a group photo, then join us for refreshments.

Thank you.”

Sample Member Certificate

It is with great pleasure that we initiate

[Name]

as a member of the ASTRA Club of _____,

sponsored by Altrusa International of _____, Inc..

[YEAR]

_____ _____

[NAME], ASTRA President *[NAME], Altrusa ASTRA Chair*

ALTRUSA International | Leading to a Better Community® ASTRA

Sample Meeting Agenda

ASTRA Club of _____
AGENDA (Sample)
Date

Ability - Service - Training - Responsibility - Achievement

I. Call to Order and Welcome: *President*

II. Introduction of Guests: *President*

III. Secretary's Report: *Secretary*
- A. Correspondence received
- B. Reminder to write on thank you cards

IV. Treasurer's Report: *Treasurer*
- A. Income and Expenditures since last meeting
- B. Balance: $____

V. Membership Report: *Membership Co-Chairs*
- A. Welcome new members; turn in membership forms and parent permission forms
- B. Membership count: ____
- C. Happy Birthday to members

VI. Program: Guest Speaker: *Program Co-Chairs*
- A. Introduce speaker
- B. Questions

VII. Committee Meetings and Committee Reports: *Committee Co-Chairs*
- A. Service
- B. Membership
- C. Fundraising
- D. Publicity
- E. Programs
- F. Other:

VIII. New Business: *President*
- A.

IX. Voting Items: *President*
- A. Amount of funds to allocate to project

X. Upcoming Service Projects and Service Signups: *Service Co-Chairs*
- A.
- B.

XII. Announcements: *President*
- A.
- B. *Next Meeting*:

XIII. Benediction:

May we go forth with high ideals to greet our fellow man,
Be true to all ASTRA aims until we meet again.

XIII. Adjournment

(revised 10/2020)

ASTRA SERVICE CO-CHAIR RESPONSIBLITIES

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.
-Margaret Mead

The Service Co-Chairs are responsible for identifying community needs, brainstorming with club members and seeking out and overseeing the organization of beneficial monthly service opportunities for ASTRA members, in accordance with the purposes of the ASTRA Club. These opportunities may benefit a school or community, a local community organization, may help impact a national or international need, or may support the service efforts of the sponsoring Altrusa club and its District.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

Traditionally, one Service Co-Chair is the ASTRA Club Vice President, but that is not a requirement.

The Service Co-Chairs:

- Have a plan to start the ASTRA year with some service projects to be done immediately to build interest and involvement in ASTRA.
- Brainstorm with ASTRA members to identify and select projects that are feasible for the club to perform. Altrusa is International! Consider local needs as well as needs somewhere else in the country or the world
- Plan a "quick" hands-on service project that can be done during a meeting each month
- Plan at least one "substantial" hands-on service project each year, allowing time for the planning process, determining timelines, funding and supply needs, identifying who is responsible for what components, coordinating volunteers, and carrying out and evaluating the impact of the project
- Assign someone to take photos during each project
- Secure enough ASTRA volunteers for each service project. Have signup sheets (or a sign-up system) available each month for upcoming projects
- Evaluate and briefly summarize each project. Include what the project was about and its impact, what went well, what could be done to improve the process, how many ASTRA volunteers participated; include photos and keep summaries in the ASTRA Service notebook to be handed down to future Service Chairs.
- Provide a way for ASTRA members to track their service hours throughout the year
- Coordinate with Publicity Co-Chairs to advertise the service projects and create awareness of ASTRA
- Coordinate the submission of an ASTRA Service Award application annually to the Altrusa District for judging and potential cash awards for your club. The application deadline varies but is typically in March.
- Coordinate with ASTRA Advisors to help with some of the sponsoring Altrusa club's service projects
- Promote ASTRA attendance at the Altrusa District Conference. Coordinate details and funding with Altrusa ASTRA Advisors. Consider options for attending International Convention, held every two years, if it's near you.

ADDITIONAL SERVICE COMMITTEE RESOURCES

Planning ASTRA Service Projects

"A single act of kindness throws out roots in all directions, and the roots spring up and make new trees." – Amelia Earhart

Identifying Potential Projects.

Clubs need to choose service projects each year that are meaningful to them and impactful to a community—at home or abroad, that are feasible to carry out, and that maximize membership participation. ASTRA members can brainstorm on needs in your local community, can talk with your ASTRA Advisors for additional ideas, can contact the local Chamber of Commerce or community leaders to find out about local non-profits or groups who may have a need, and can check on the website volunteermatch.org. Service projects can impact youth, people with disabilities, the elderly, literacy, health care, food and nutrition, education, the environment, animals and more.

Many sample ideas are listed on the ASTRA website as "Types of ASTRA Projects". Some project examples include doing a food drive for needy families, collecting books or school supplies to donate, collecting personal items and tote bags for foster children, collecting and donating new coats for children in need or homeless people using shelters, collecting and donating stuffed animals to local firefighters for distribution to children, writing thank you notes or encouraging notes to hospital staff, emergency medical teams, teachers, retirement center employees or residents, tutoring elementary students, creating and distributing bookmarks, painting rooms in a domestic violence shelter, helping an animal shelter, cleaning up a part of their community, sewing or assembling Days for Girls kits, sending school supplies or sports equipment to youth in a foreign country, or mailing care packages to servicemembers abroad. Have a brainstorming session to identify needs. There are many ideas and areas of need!

Planning a Local Project:

When planning a service project, have members consider the following tips:

- Before the Project: Good planning is crucial! Investigate and assess community needs, brainstorm on projects that can make an impact, choose a project, identify the purpose of the project, learn more about the issue, identify club and community resources, identify what specific supplies and resources will be required, create a timeline, create a budget, create your action strategy with specific steps and dates and who is responsible for what at each stage
- During the Project: gather resources and have them on hand, confirm your volunteers and schedule, implement your plan, work as a team, track the outcomes of your project, document your project with photos and videos, tell your story about what you are doing
- After the Project: Evaluate your project, analyze what went well and what could be improved and document these for the future, describe the impact of the project on the community and the club, showcase your results, send out thank you notes, and celebrate your success with participants, donors and anyone who helped make the project successful.

Planning an International Service Project:

Every ASTRA club is encouraged to be involved in an international service project. The Service Committee should brainstorm on feasible ideas and plan for a service project that is meaningful to them. As a baseline, follow the above project planning steps but planning a project with international impact requires a little more time, effort, investigation, logistical issues and care. Talk with your Altrusa Advisors for ideas, talk to members of your community who may have international contacts, and consider searching major volunteer databases to see what projects exist in your club's area of interest. The online platforms givingway.com or guidestar.org might give you some ideas of organizations to reach out to help. If you are going to partner with or support an international organization, make sure that they are doing good and necessary work and are ethical. Support international projects that empower the people you are trying to help.

A few examples of longstanding international nonprofits include *Days For Girls, Soles 4 Souls, Little Dresses for Africa, Thirst Project, Splash.org, ThinkKindness.org, Books for Africa, and the Wheelchair Foundation*. ASTRA members can also check with their sponsoring Altrusa club to find out about opportunities to assist Altrusans with an international project.

ASTRA MEMBERSHIP CO-CHAIR RESPONSIBLITIES

"Alone, we can do so little; together we can do so much."
-Helen Keller

The Membership Co-Chairs are responsible for continually promoting membership in ASTRA by generating membership interest and for planning and promoting fun social activities for ASTRA members. They also maintain membership records and assist with the planning of the Installation and Initiation ceremonies.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Membership Co-Chairs:

- Plan ways to actively recruit new members to ASTRA each year. This may done in a variety of ways including reaching out to students in a school, participating in a club fair, hanging flyers or posting reader board and social media messages of upcoming meetings, or organizing fun recruitment events

- Remember that there are no "admissions eligibility" requirements for ASTRA: all young men and women ages 11 to 25 (within what's appropriate for your type of club, as established in your club's charter and Bylaws) are welcome to join ASTRA to develop their leadership skills and grow through service

- Ensure that all members complete an ASTRA Membership form and have a Photo Release Form signed by themselves or, if a minor, by their parent/guardian every year. ASTRA Clubs maintain their own membership database.

- Plan periodic fun celebrations and social activities for members, such as celebrating member's birthdays at meetings, or organizing activities such as bowling, ice skating, pumpkin carving, corn mazes, hikes, trivia quizzes, baby photo competitions, a movie-watching night, or a game night

- Help plan the ASTRA Officer Installation Ceremony and Membership Initiation activities during the year

- Coordinate with Altrusa Advisors to have a joint social event with the sponsoring Altrusa club each year

- Remind ASTRA members that there are ASTRA Scholarships available each year from the Altrusa International Foundation. Information is on the ASTRA website at https://astra.altrusa.org

- Write a brief summary of each membership recruiting activity and social event (what the activity was, steps to be taken during planning, what went well, what could be done to improve the process, how many ASTRA members participated), include photos and keep it in the ASTRA Membership notebook to be handed down to future Membership Chairs.

ASTRA PUBLICITY CO-CHAIR RESPONSIBLITIES

"Make it simple. Make it memorable. Make it inviting to look at."
– Leo Burnett

The Publicity Co-Chairs are responsible for proactively publicizing ASTRA meetings, activities and events to club members, Altrusans and to the larger community. With an understanding of the benefits of being an ASTRA member and its leadership and service opportunities (among others), incorporate positive ASTRA information into press releases and community publicity.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Publicity Co-Chairs:

- Ensure that information about all ASTRA Club activities is sent to all ASTRA members and the Altrusa Advisors each month

- Coordinate with other ASTRA committees and create timelines in advance of events such as service projects, fundraisers or membership events to allow people to hear about the event

- Create publicity plans that include all details of an event—date, time, location, what to wear, if there's a cost, who can attend, and so on

- Consider all available methods to publicize meetings and ASTRA events through schools, apps (such as Remind), posters and flyers, bookmarks, ASTRA buttons, ASTRA balloons, emails, ASTRA Facebook, Instagram and other social media posts, etc.

- Contact the local media—newspapers, radio stations, tv stations, etc.--to share your ASTRA information. Submit all press releases to the ASTRA Advisors for approval before sending to public media.

- Encourage ASTRA members to wear their ASTRA t-shirts—it's easy publicity!

- Encourage ASTRA members to be active in promoting ASTRA on social media sites

- Don't forget to take photos of all ASTRA activities—service projects, membership activities, meetings, installation ceremonies, joint projects with Altrusans--throughout the year. Share the photos on social media, with local media, and with Altrusa ASTRA Advisors so that they can share them with their district and with Altrusa International for the website and International ASTRA newsletter

- Confirm with the Membership Committee that each ASTRA members has a signed Photo Release form on file each year, and if they are not willing to have a signed photo release form, that photos are not taken and used with those individuals in the photos.

ASTRA FINANCE AND FUNDRAISING CO-CHAIR RESPONSIBLITIES

"Fundraising is the gentle art of teaching the joy of giving."
-Hank Rosso

The Finance and Fundraising Co-Chairs are responsible for overseeing the creation and organization of all fundraising activities that raise money for designated ASTRA club projects or activities, helping determine the club budget with the ASTRA officers and ensuring that club money is used for designated projects.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Finance and Fundraising Co-Chairs:

- Brainstorm with ASTRA members to identify and plan fundraisers that are feasible for the club to perform, after considering the club account balance and the financial needs of the various ASTRA committees

- Plan at least one fundraising event each year, allowing time for the planning process, determining timelines, funding and supply needs, identifying who is responsible for what components, coordinating volunteers, and carrying out and evaluating the impact of the fundraiser

- Coordinate with the Publicity Co-Chairs to advertise the fundraisers

- Ensure that any funds that were raised for a specific purpose are actually used for those purposes before the end of the ASTRA year

- Coordinate with Altrusans to potentially raise funds for ASTRA members to attend the Altrusa District Conference, determining how much is needed and how much the Altrusa club will be helping

- Write a brief summary of each fundraiser (what the event was, what went well, what could be done to improve the process, how many ASTRA volunteers participated, how much money was raised, what the funds were used for), include photos and keep summary in the ASTRA Fundraising notebook to be handed down to future Fundraising Chairs.

ADDITIONAL FUNDRAISING COMMITTEE INFORMATION

There are three broad categories of fundraisers: *seasonal event fundraisers* (Halloween, Christmas, Valentines, Graduation, etc.*), item fundraisers* (selling food, merchandise, pins, etc.), and *project fundraisers* (providing a service to raise money, such as car washes, carnival booths, dances, etc.)

Some examples of fundraisers include: Car washes or dog washes, Community yard sales, Ice cream Social, Face Painting for children at an Altrusa or community event, Photo booths, Selling concessions during a sports season in a school or for a community event, Selling spirit beads or buttons with pictures of athletes at school athletic events, "Selling" ASTRA services, done as a group – eg. yard cleanup, window washing, babysitting, Kiss a Senior Goodbye: take pre-orders and pre-payments for bags of chocolate kisses and messages to be delivered to graduating seniors

ASTRA PROGRAMS CO-CHAIR RESPONSIBLITIES

"Live as if you were to die tomorrow.
Learn as if you were to live forever."
-Mahatma Gandhi

The Programs Co-Chairs are responsible for helping make meetings interesting and informative in ways that encourage personal development. They plan, contact and invite interesting speakers to talk with ASTRA members at some of the ASTRA meetings throughout the year. Speakers can present information about community organizations, careers, leadership, cultural or holiday traditions, the arts, social services and community needs, hobbies, job-hunting skills such as job interviews, international awareness, and other appropriate topics of interest to club members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Programs Co-Chairs:

- Brainstorm on potential speakers who would be of interest to club members and create a schedule for when different speakers could speak throughout the year

- Present potential speaker ideas to the ASTRA Board and Altrusa Advisors for approval before inviting the speaker

- Call potential speakers to explain what ASTRA is about, to invite the speaker to present at an ASTRA meeting and to share the meeting information with the speaker including the date, amount of time to speak during the meeting, what time to arrive, the address to come to, as well as getting their mailing address for a thank you note to be sent afterward. Confirm if a speaker would need any audiovisual equipment (if it's available). Mention that they can bring handouts and how many club members you have.

- Introduce the speaker to ASTRA members prior to the presentation being given and thank them at the end of their speech

- Do not schedule controversial or political speakers

- Contact Altrusans to have them provide a list of potential community speaker names and contact info for you if needed

- Write thank you notes to speakers within a few days of them speaking (or coordinate with the ASTRA Club Secretary to do this)

ASTRA NOMINATIONS AND ELECTIONS CO-CHAIR RESPONSIBLITIES

"Somewhere inside all of us is the power to change the world."
-Roald Dahl

The Nominations Co-Chairs are responsible for overseeing election of ASTRA officers and committee co-chairs each year, following the articles of the ASTRA club's bylaws. Current officers may not serve on the Nominations Committee unless they are seniors, and anyone running for office may not serve on the Nominations Committee. The Nominations Committee usually consists of two to three members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Nominations Co-Chairs:

- ensure that the method of electing officers is in compliance with club bylaws and has ASTRA Advisor approval
- ensure that officer elections occur prior to the end of the ASTRA year
- plan the election process and have any supplies on hand at the election meeting (paper ballots, pens, etc)
- ensure that there are nominees for each office to be filled
- coordinate with the Publicity Co-Chairs to publicize the meeting date of elections in advance, as well as club officer descriptions
- maintain confidentiality and do not disclose the actual number of votes received for those members who ran for various offices, announcing only the winner of each office

ASTRA BYLAWS CO-CHAIR RESPONSIBLITIES

"The time is always right to do what is right."
-Martin Luther King, Jr.

The Bylaws Co-Chairs are responsible for the adoption of and amendments to the bylaws of the ASTRA Club. They also endeavor to make sure the club operates in accordance with the bylaws.

ASTRA Club Bylaws are created when an ASTRA club charters, and follow the Altrusa International requirements. Changes are not typically needed to an ASTRA club's bylaws. However, any club can consider amending their bylaws if there is a good reason to and if this has been discussed and agreed upon with the Altrusa ASTRA Advisors. The Bylaws Committee usually consists of two members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at https://astra.altrusa.org for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Bylaws Committee Co-Chairs:

- are familiar with the ASTRA Club's Bylaws
- examine the club bylaws, policies and procedures and submit any necessary or recommended revisions to the ASTRA board, if necessary
- cooperate with the ASTRA Board in drafting proposed amendments to the bylaws
- cooperate with the Board in interpreting the spirit of the bylaws when necessary
- consult with Altrusa ASTRA Advisors if bylaws changes are made to file these changes with the Altrusa International Office.

Sample Installation Ceremony

M/C: We will now have the Officer Installation Service. Altrusa Club President and/or a member of the ASTRA Committee will install the Officers.

Installing Officer

Will the Officers to be installed come forward as your names are called? (Indicate a place to stand close to the table with the candles and ask them to stay standing after lighting their candle).

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

_____ _____ Committee Chair

_____ _____ Committee Chair

_____ _____ Committee Chair

_____, as President, you will need to use your leadership skills in performing the duties of the office and in working with the other Officers and members in carrying out the activities of this Club. To give effective direction to these activities, you must constantly work to strengthen your own abilities and the abilities of the members. If you accept these responsibilities, will you light
the candle for Ability?

_____, as Vice President, it will be your responsibility to assist the President in every way possible. One way in particular is in the program activities of the Club. Properly planned and carried out, these activities will result in service to the members and will improve the lives of those less fortunate within the community. If you will accept the responsibilities
of Vice President, will you light the candle of Service?

_____, as Secretary, you will keep the records of the Club and will perform all of the duties normally required of the Secretary. You will have an opportunity to assist with the training of the incoming Officers and members by providing them with Club information and with materials from other available sources. If you will accept these responsibilities, please light the candle of Training.

_____, as Treasurer, it will be your responsibility to handle all the funds of the Club; keep accurate records and make reports when requested to do so. The duties of the office of Treasurer indicate responsibility. If you accept these duties, please light the candle of Responsibility.

(Modify as appropriate for the committees of the ASTRA Club)

_____, as Membership Chair, it is your responsibility to recruit new
ASTRA members and to cooperate with the Altrusa advisors. If you accept these duties, please light the candle of Achievement.

_____, as Communications Chair, you shall endeavor to secure publication of news items concerning the activities of the Club, and to submit all news releases to the Altrusa advisors for approval prior to publication. If you accept these duties, please light the Altrusa candle of Efficiency, Patriotism, and Service.

These Officers and Committee Chairs have accepted the responsibilities of their respective offices and have lighted the candles of Ability, Service, Training, Responsibility, Achievement, and the Altrusa candle of Efficiency, Patriotism, and Service

Installing Officer – turn to all the members and state:

If you, the members who have accepted the purposes of the ASTRA Club, will accept the responsibility of working with these Officers in every way, the glow from the candles of Ability, Service, Training and Responsibility, Achievement and the Altrusa candle of Efficiency, Patriotism, and Service. Will you indicate your acceptance by standing?

Installing Officer, once candle is lit, state: these candles will light the way as you serve others and yourselves.

Installing Officer, please state: _____, Altrusa President will present the President's gavel to the new President.

Altrusa President: Please hand the gavel to_____President, and congratulate the
Officers. The Officers and members may be seated.

Installing Officer: I present to you the ASTRA President_____.

(The newly installed President should be prepared to give an acceptance speech that will inform the
guests of the Club's hopes dreams and goals for the ASTRA Club.)

M/C: Thank you, _____. Your message on this occasion will be remembered and treasured as we grow together in service. (Then invites any of the special guests or ASTRA members to make comments.)

Thank you for coming – please join us for refreshments.

Sample Officer Certificate

This is to certify that

[NAME]

is President for the ____-____year
of the
ASTRA Club of _____,

Sponsored by
Altrusa International of _____, Inc.

[Date] _____
Altrusa ASTRA Advisor

Presiding Effectively: Robert's Rules of Order

PRESIDING EFFECTIVELY: ROBERT'S RULES OF ORDER

Participating in an ASTRA Club business meeting allows members an opportunity to plan, evaluate, discuss and decide on goals of the club. However, the ASTRA Club President needs to foster an inclusive environment where all members have a voice in their club.

Parliamentary Procedure provides a framework that allows a meeting to be run efficiently with all members having an equal voice in their club's decisions. Robert's Rule of Order is the oldest and most commonly used guide to parliamentary procedure, providing common rules and procedures for deliberation and debate during a meeting. It is a meeting protocol that is almost universally accepted for conducting business meetings and making group decisions in an orderly fashion. Written by Henry M. Robert, the first edition of Robert's Rule of Order appeared in 1876 and has been revised and used by organizations since then.

ASTRA Club officers are encouraged to become familiar with Robert's Rule of Order and to learn to use it effectively during their club meeting discussions and votes. Learning the basics of parliamentary procedure provides a life skill that enhances critical thinking, problem solving, communication and collaboration skills. However, under no circumstances should "undue strictness" or lack of knowledge of proper parliamentary procedure be allowed to limit full participation of ASTRA members.

CALL TO ORDER	
President	Two taps of the gavel. "*The meeting of the ASTRA Club of _____ will please come to order*." Waits for perfect order (quiet). Ascertains if a quorum is present.
INTRODUCTION OF GUESTS AND NEW MEMBERS	
President	"*We are pleased to welcome _____ as a guest to our meeting. Thank you for joining us today"*
President	"*The Membership Chair will welcome new members."*
Membership Chair	*"We are pleased to introduce the following new ASTRA members: _____.... Our club now has _____members. "* Clubs may announce and celebrate birthdays of ASTRA members.
SECRETARY'S REPORT & MINUTES	
President	*"The Secretary will read any correspondence to the club."*
Secretary	Secretary reads any correspondence to club members.

	Any action that may arise from the reading is deferred until unfinished or new business is taken up.
President	"*The Secretary has distributed the minutes of the preceding meeting*." "*Are there any corrections or additions*?" If no corrections: "*There being none, the minutes stand approved as presented*." (No vote is necessary) If any corrections have been made: "*The Secretary will please make the correction. If there are no further corrections or additions, the minutes stand approved as corrected."*
TREASURER'S REPORT	
Treasurer	The Treasurer gives the treasurer's report with account balances and summary of income and expenditures since the last meeting.
President	"*Are there any questions?* Treasurer answers questions. *This report was read for your information and will be placed on file*." No action is taken on the unaudited report of the treasurer.
COMMITTEE REPORTS	
	Standing Committees: Membership, Service, Fundraising, Publicity, Programs, Bylaws, Nominations. Committee Co-Chairs should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests. 1) Reports which contain only facts, opinions, or a report of work done require no action. 2) If a report contains recommendations or resolutions, action must be taken. They should be put at the end of the report, and the reporting member should move that they be adopted. If there is more than one, action should be taken on each recommendation separately.
President	*"The _____Committee will present its committee report."*
Committee Chairs	Committee Chairs give reports
President	*"Thank you. The next committee report is ……."*
UNFINISHED/ OLD BUSINESS	
	The President has a record of the unfinished business on the agenda (after referring to the minutes of the last meeting to review business that was discussed and still has decisions to be made) and presents it for consideration and action. It includes: A. Business postponed from the previous meeting to this.

	B. Business on which action was not completed at the previous meeting.
President	"*Our first item of unfinished business is ……"* The President or Committee Chair helps lead the discussion. Continue with other items of old business
NEW BUSINESS	
President	*"Our first item of new business is……..."* The President or Committee Chair helps lead the discussion about each business item. If a decision needs to be made, the president will accept a motion from the floor and a vote will be held. New business is introduced by a motion or by a resolution. A motion is an idea or a suggestion that a member or committee wants the group to consider and have the group vote on.
President	The procedure in dealing with a motion is as follows: A. Obtain the floor—Member stands and addresses the President. B. Member makes the motion— "I move that ……" C. Second the motion—Any other member, without rising, says "*I second the motion."* (If the motion is not seconded, the presiding officer may say "*There being no second, the motion is not before the club."*) D. The motion is stated by the President— *"The motion has been moved and seconded to . Is there any discussion? "* E. Discussion—Rules for discussion: Speakers must 1) be entitled to the floor, 2) address their remarks to the chair; be courteous; avoid all personalities, 3) confine discussion to the question pending, and 4) observe the rules as to the number of times and number of minutes they may speak to a question. Any member may raise their hand and share their views about the issue when the president calls on them. F. Put the question— "*If there is no further discussion, then we will vote. "* *"All those in favor of the motion, say "Aye," "* *"All those opposed, say 'Nay'.:"* G. Announce the outcome of the vote— "*The motions carries (or fails,* depending on the vote*)"* (If the result is close or doubtful, the President calls for raising hands vote first for the affirmative and then for the negative).

	When the vote is a tie, the motion is lost (unless the presiding officer votes in the affirmative in order to break the tie and carry the motion.) One tap of the gavel to announce results of the vote. Continue with other items of new business.
PROGRAM	
President	*"The Programs Chair will introduce our speaker."*
Program Chair	"*We are pleased to welcome _____ as our speaker at this meeting. _____ is the _____ (provide brief intro). Thank you for joining us today"* Speaker makes presentation. Allow time for questions. The President thanks speaker.
ANNOUNCEMENTS	
President (and any other member)	The President makes any announcements such as the next meeting date and other important information or activities. "*Are there any other announcements?"*
Any Member	The President may recognize a Committee Chair or other member to make additional announcements, such as upcoming service project dates, or the Secretary to ask for members to sign a thank you card.
ADJOURNMENT OF MEETING	
President	Meeting can be adjourned either way— A. By motion from a member or B. By general consent: *"If there is no further business, this meeting is adjourned."* One tap of the gavel.

ASTRA Service Projects List

	A	B	C	D
1	**TYPES OF ASTRA PROJECTS:**	**ASTRA CLUB THAT REPORTED PROJECT**	**BRIEF DESCRIPTION**	**TIME OF YEAR**
2	**PROJECTS THAT BENEFIT SCHOOLS / STUDENTS**			
3	Picnic Table Project	Roseburg, OR	provide additional outdoor seating for high school students	
4	Gowns for Gals	Coldwater, MI	provide formal attire for special needs students for school dances	
5	Teen Share Paper Drive	Coldwater, MI		
6	Youth Field Day	Salado, TX	played with youth	
7	Stuff the Bus fundraiser for school supplies	Enterprise, AL	collect supplies for needy students	
8	Plant flowers and bulbs in school garden	Pendleton, OR	pruchased,created and planted garden beds at school entry	
9	Planted trees for shade at high school	Pendleton, OR		
10	clothing drive for students in need	Pendleton, OR	held clothing drive and donated to various schools to be kept onsite; tidied closet monthly	
11	tutored elementary students in math	Pendleton, OR	organized with elementary school to do weekly tutoring of math	
12	created Lunch Buddies program to eat lunch with elementary students	Pendleton, OR	ASTRA members go to local elementary during their lunch break weekly to eat with them	weekly
13	Campus Clean-up	Southwestern College, CA	Set date, time and advertised for students to come and help clean up. Club provided gloves & trash bags.	
14				
15				
16	**PROJECTS IMPACTING LITERACY**			
17	Collect books for Police Care Bags	Anderson, SC	collected books and helped stuff police care bags	
18	collect and distribute books for poor children	San Sebastian, PR		
19	collect books for local library/shelter/preschools	Anderson, SC and others		

	A	B	C	D
20	volunteer teaching English at English Crossing-free lessons	Spartanburg, SC	volunteer at center that provides free english classes for Hispanics and others	
21	Collect Childen Books at High School Football Game	Pioneer Valley, CA	Free admission to kids and $1 off adult admission if you bought a book to specific advertised football game. Books given to deserving organizations.	Fall
22				
23				
24	**PROJECTS THAT BENEFIT COMMUNITIES**			
25	Children's Museums- Science Saturdays and other volunteering	Green Bay, WI and others	helped with activities	
26	St. Vincent de Paul Thrift Store "ASTRA Night"	Green Bay, WI	volunteer once/mo during ASTRA night cashiering and helping at thrift store	monthly
27	food drive for local Food Bank	San Sebastian, PR		
28	fundraiser for pediatric cancer patients	San Sebastian, PR		
29	Valentines lunch for the elderly	Meredith, NH		February
30	hold Christmas party at a nursing home	Meredith, NH		December
31	plastic bag collection for homeless, knitted plastic bags into blankets	Council Bluffs, IA		
32	collect personal hygiene products to local Youth Emergency Services house	Council Bluffs, IA		
33	Valentines cards to retirement homes residents	Salado, TX		February
34	Pet food drive for animal shelter	Salado, TX		
35	Food for Families Food Drive	Salado, TX	did it prior to Thanskgiving	November
36	Toy/Activity gift card drive for Domestic Violence Shelter	Coldwater, MI	got donated gift cards to restaurants, movie theaers, pool, local activities for youth	
37	organize Dance for local disabled clients	Troy, OH		
38	Dog wash fundraiser to benefit local animal shelter	Enterprise, AL	raised $1000 to donate to shelter by washing dogs	
39	collect leftover school unused school lunch food and donated weekly to homeless shelter	Anderson, SC		
40	Adopt-a-Family for Christmas	Pendleton, OR	buy, wrap and deliver Christmas gifts to a needy family identified by school	December

	A	B	C	D
41	bridge clean-up day	Roseburg, OR		
42	decorate duffle bags for foster kids through Together We Rise program	Spartanburg, SC	decorate blue bags to give to local foster kids for their belongings	
43	nighborhood cleanup			
44	re-paint rooms at local retirement center	Pendleton, OR		
45	collect baby supplies and diapers for local Rellief Nursery	Pendleton, OR		
46	buy groceries and deliver for shut-ins	Pendleton, OR		
47	help with stations at Community Health Fair	Pendleton, OR		
48	help with kids activities at July 4th Community event	Pendleton, OR		
49	serve meal/visit/play cards with residents at retirement centers	Pendleton, OR		
50	Beach Clean-up	Southwestern College, CA	Club members get together on a specified day to walk the beach areas and clean up.	
51				
52				
53	**PROJECTS DONE FOR NATIONAL "WHATEVER" DAY**			
54	NEA - Dr. Seuss Birthday - Read Across America	Southwester College, CA	Club goes to a therapuetic preschool to read and do activities related to books by Dr. Seuss. Sometimes gives each child a book to take home.	2-Mar
55				
56				
57				
58	**PROJECTS THAT BENEFIT THE ACTIVE US MILITARY & VETERANS**			
59	Valentines for Veterans	Anderson, SC	made and delivered valentines cards for vets, thanked them for service, sat and talked	February
60	Journals for Veterans suffering from PTSD	Salado, TX		
61	donate personal hygiene supplies to Veterans Home	Meredith, NH		quarterly
62	mail care packages of personal hygiene supplies and treats to military abroad	Pendleton, OR		October

	A	B	C	D
63	mail towels and personal hygiene supplies to women soldiers on battleships	Spartanburg, SC		
64	help place flags at local cemetary for Veterans Day	Pendleton, OR		
65	Design and write thank you cards and letters to deployed military.	Lopez H.S., CA	Students make cards and write notes of thanks that are given to a group who sees that they are included in care packages for deployed military.	October to be sent early Nov.
66				
67	**PROJECTS THAT BENEFIT VICTIMS OF NATURAL DISASTERS**			
68				
69				
70				
71	**PROJECTS THAT BENEFIT INTERNATIONALLY**			
72	collected school supplies and sports gear and mailed to East Timor students	Pendleton, OR		
73	Buy and transport blankets to Mexicali Mexico	Southwestern College, CA	Students had a bake sale fundraiser and all money was used to buy blankets to go to needy families.	
74				
75				
76	**QUICK PROJECTS THAT CAN BE COMPLETED DURING AN ASTRA MEETING**			
77	made finger-paint Christmas cards to give to special needs and Veterans groups	Anderson , SC	made Christmas cards during meetings; gave to various groups at various holidays	
78	make tied fleece blankets to donate	Salado, TX	cut fringes and tie to make blankets for needy groups	
79	Make dog chew toys for animal shelter	Lopez H.S., CA	Made dog chew toys by braiding strips of fleece blankets and knotting ends.	
80				
81				
82	**PROJECTS THAT CAN BE DONE IN CONJUNCTION WITH THEIR SPONSORING ALTRUSA CLUB**			

	A	B	C	D
83	Celebration of Literacy	Roseburg, OR	receive books, watch puppet show, experience cultural traditions	
84	Altrusa Book Room	Roseburg, OR	volunteer to sort and store books for annual local literacy event	
85	Altrusa Golf Outing	Greenbay WI	Altrusa fundraiser; ASTRA oversees one hole, gift baskets and games	
86	Altrusa monthly dinners for community needy	Meredith, NH	Altrusa/ASTRA prepare and serve meals each month to needy families	monthly
87	help at Altrusa Holiday Bazaar	Pendleton, OR		
88	Holiday Families shopping and gift wrapping	Lopez H.S., CA	Family wishes lists are provided to Altrusa Club by Homeless Coalition and ASTRA members help.	December
89	Library Craft Days	Lopez H.S., CA	Altrusa club sets up craft activities at small local library, usually around a holiday and provides all the supplies needed to help children with holiday craft.	Througout Year
90				
91	**PROJECTS IN CONJUNCTION WITH OTHER ORGANIZATIONS**			
92	United Way 5K Color Run	Coldwater, MI		fall
93	United way United We Read	Coldwater MI	community members read in school classrooms to 2nd and 3rd graders	March
94	K-Mart Shop for Kids	Roseburg, OR		
95	Red Cross Blood Drive	Troy, OH	helped Red Cross during local blood drives	
96	Suicide Awareness Walk	Spartanburg, SC		
97	sell carnations to raise funds for Big Brothers, Big Sisters program	Spartanburg, SC		
98	Relay for Life cancer fundraiser team	Pendleton, OR		
99	Boys and Girls Club Halloween Fun Day	Lopez H.S., CA	Usually a Friday near Halloween ASTRA members plan and organize a fun day for the after school program with Halloween themed games and activities.	October

ASTRA SERVICE AWARD GUIDELINES

The ASTRA Club Service Award has been established by Altrusa International and sponsored by Altrusa International Foundation to encourage ASTRA Clubs to actively participate in service projects designed to meet specific needs in the local community or within their own school community. This award is an opportunity for Altrusa International to recognize outstanding ASTRA Clubs for their achievements in service.

District and International Competition
Service projects nominated for the ASTRA Service Award are judged each year at District Conferences. First-place winners from each District are entered in the competition at the International Level. Established judging criteria are used by Districts and by International. Projects will be assessed by impartial judges based on their merits and results. One (1) service project from Clubs-At-Large may be included in the competition at the International level. This service project selection will be organized and overseen by the International ASTRA Committee.

Eligibility
Every ASTRA Club is eligible to enter one (1) service project each year. Projects that are primarily fundraising projects are not eligible. Also, a project submitted for an ASTRA Service Award may not also be submitted for the Mamie L. Bass Service Award or any other Altrusa award.

Guidelines for Entries

- All entries may not exceed **five (5) pages** (1 cover, 3 body and 1 photos). Must be typed and single spaced, one side with a 12-point font, black print on white paper and presented in PDF format. Photo page may be in black and white or color.
- **COVER PAGE:** (1 page)
  Include the heading "ASTRA Service Award Nomination", Name of Service Project, ASTRA Club's name, city and state, date of actual project, District, sponsoring Altrusa Club, ASTRA Advisor's name, email address and phone number, ASTRA Club member's name and email address who wrote the application, and Certification statement signed by an ASTRA Club Member and ASTRA Advisor.
    - SAMPLE:

ASTRA Service Award Nomination

"Dr. Seuss – Read Across America"
ASTRA Club of Central High School
Springfield, CA
March 5, 2020

District Eleven
Altrusa International of Springfield, Inc.
ASTRA Advisor: Mary Jones - mjones@mail.com - 987-654-1234
ASTRA Club Member (who wrote application) name & email:
John Smith, loveastra@mail.com

"I, _ASTRA Club Member and ASTRA Advisor___, certify the information provided in this application is true and accurate."

Revised/Approved by Altrusa International Board 10/5/2019

- **THE BODY of the Application:** (3 pages) The following should be addressed in the information provided to assist judges in evaluating the submission:
    - Abstract: In 100 words or less, summarize the service project including what the project is, goals, impact, and membership involvement.

    - Selection of Project:
        1. Include reasons for choosing the project.
        2. The goals of the project.
        3. What resources were required for the project. If fundraising was necessary, describe the technique and how much was raised.
    - Summary
        1. Who was impacted and how?
        2. Short and long-term consequences of the project.
        3. Facts that show the importance of this project.
        4. What was the club's membership involvement and describe how the ASTRA Club and its members benefitted by participating in the project?
        5. Was the sponsoring Altrusa Club involved? Describe their involvement.

- **PHOTOS:** (1 page)
    1. At least one photo is required.
    2. Photos may also be included as long as they are in <u>one</u> separate page and formatted in the PDF document.
    3. Photos may be in black and white or color.

- Additional Guidelines:
    1. **<u>The application documents must be written by the ASTRA member(s).</u>** Altrusans may give feedback to help ASTRA members learn about writing award applications, but Altrusans should not be the authors of this application.
    2. The certification statement on the cover page must be signed by an ASTRA Club Member and ASTRA Advisor.

Procedures for Submitting Entries

- ASTRA Clubs submit entries for the District competition to their District ASTRA Chairman, or person appointed by the Governor, by the **<u>MARCH 1st DEADLINE</u>** (for all districts). Entries must be submitted in PDF format unless specified otherwise by the District, and must be *received* by March 1st. Entries received late or that do not comply with guidelines will not be considered.

- The winning District entry is forwarded electronically to the International Office (astra@altrusa.org) by the Governor or their nominee (such as the District ASTRA Chair) immediately following the close of District Conference.
    - Winning entries must reach the International Office no later than **June 1st** each year to be considered in the International competition.

- Since only one winning ASTRA Service Award project can be submitted by each District to International each year, there should not be a tie for the first place winner. In case of an initial tie at the District level, the District must resolve the tie using the same district judges to determine one winning entry for the District award prior to District Conference.

Judging Committees for District and International

- The District Governor appoints the District ASTRA Chair, or another person if the District does not have an ASTRA Chair, to coordinate the District judging process, to select three (3) individuals of the general public who are unbiased and not in the same communities as the ASTRA Clubs to serve as judges and provide them with judging instructions, criteria and score sheets.
- The International ASTRA Committee coordinates the International judging activity. The Chair appoints three (3) individuals of the general public who are unbiased and not in the same communities as the ASTRA Clubs to serve as judges.
- Each one of the District judges will fill the score sheet for every entry evaluated and submit each score sheet with the total points earned back to the District ASTRA Chair. The same process will occur for the International judges.

Awards and Awards Presentations

The names of the winning entries should be kept secret until the time of the awards presentation.

District Awards:

A Certificate of Merit is presented by the District to the First-Place award winning ASTRA Club at each District Conference. Each District may choose also to give a monetary or other award to the first place winner. Runner's up may be given Honorable Mention certificates and any other prizes as determined by the District. All clubs who submitted entries may be given Participation Certificates.

International Awards at District Conference:

An award of $100 (U.S. dollars) is presented by the International Representative to the winning ASTRA Club (or Altrusa Sponsoring Club) at the District Conference. For ASTRA Clubs-At-Large, an award of $100 (U.S. Dollars) is given to the winning ASTRA Club or Altrusa Sponsoring Club.

- AWARD CHECKS SHALL BE MADE OUT TO THE SPONSORING ALTRUSA CLUB, WITH A MEMO NOTE: "ASTRA SERVICE AWARD", TO HANDLE THE DISBURSEMENT TO THE ASTRA CLUB.

International Awards at International Convention:

An award of $300 (U.S. dollars) is presented to the First-Place ASTRA Club Service Award winner and awards of $75 (U.S. dollars) are given to ASTRA Clubs winning First- and Second-Place Honorable Mentions.

- CHECKS SHALL BE MADE OUT TO THE SPONSORING ALTRUSA CLUB (not the ASTRA Club), WITH A MEMO NOTE: "ASTRA SERVICE AWARD", TO HANDLE THE DISBURSEMENT TO THE ASTRA Club.

REMINDER: Submit your ASTRA Service Award entry (not to exceed 5 pages) in PDF format *to your District ASTRA Chair* by mail or email so that it is **received by March 1st.**

ALTRUSA INTERNATIONAL
ASTRA CLUB SERVICE AWARD
JUDGING CRITERIA AND SCORE SHEET

ASTRA CLUB OF: _____DISTRICT: _____JUDGE'S INITIALS: _____

I. Abstract (5 points)

A. Synopsis of the project in 100 words or less. _____

Maximum Points: 5 **Points Earned: _____**

II. Selection of Project (15 points: 5 points each)

A. States reason for choosing project. _____
B. Goal of the project. _____
C. Resources that were required to complete project. _____

Maximum Points: 15 **Points Earned: _____**

III. Summary (30 points: 5 points each)

A. Who was impacted and how? _____
B. Short and long-term consequences of the project. _____
C. Facts that show the importance of this project. _____
D. Description of how the ASTRA Club and its members benefitted by participating in this project. _____
E. If the sponsoring Altrusa Club was in involved describe how. _____
F. At least one photo provided _____

Maximum Points: 30 **Points Earned: _____**

III. Cover Page (5 points: 1 point each)

A. Name of Project and ASTRA Club Name _____
B. Sponsoring Altrusa Club and District _____
C. Date of Project _____
D. Contact Information of ASTRA Advisor and ASTRA Club member _____
E. Certification Statement completed _____

Maximum Points: 5 **Points Earned: _____**

Grand Total: 55 maximum	**TOTAL POINTS EARNED: _____**

Revised/Approved by Altrusa International Board 10/5/2019

Sample Budget

ASTRA CLUB OF _____ BUDGET

June, 2020 - June, 2021
(Sample)

	Proposed:	Actual:
REVENUES		
Altrusa Club Financial support for club	$300	
Altrusa Club Financial support for district conference	$300	
Membership Dues ($5) (-if collected by club)	$125	
Fundraiser #1 Income	$80	
Fundraiser #2 Income	$350	
Grant award from Altrusa International Foundation	$0	
Community Service Donations from event #1	$85	
Community Service Donations from event #2	$60	
TOTAL REVENUES:	$1300	
EXPENSES		
Club		
New Member t-shirts	$120	
Publicity	$20	
Community Service		
Major Service Project expenses	$340	
Small Service Project expenses	$120	
International Service Project expenses	$160	
Fundraising		
Fundraiser #1 expenses	$30	
Fundraiser #2 expenses	$50	
Membership Socials expenses	$60	
District Conference Attendance expenses	$300	
Carryover to next year	$100	
TOTAL EXPENSES:	$1300	

Sample ASTRA Club Annual Report (Read Only)

Completing this survey should only take about 3- 4 minutes. To move between pages, use the "Prev" and "Next" buttons at the bottom of the survey. Please collect any information needed prior to starting the survey. You will know the answer to most questions, but need to report how many service projects the club worked on and how many community service hours ASTRA members had for the year (approximately). Please submit this online by June 15th.

1. Please provide the following information:

District	
ASTRA Club Name	
School Affiliation (if applicable)	
Sponsoring Altrusa Club	
ASTRA Charter Date (if known)	
Altrusan Submitting Report	
Email Address	
Altrusa ASTRA Chair/Sponsor for upcoming school year	
Email Address	

2. This ASTRA Club is a:

- ○ College/University Club
- ○ High School Club
- ○ Alternative School Club
- ○ Middle School Club
- ○ Community Club

3. Total Membership?

4. When planning and deciding on service projects, (check all that apply)

- ☐ ASTRA Chairs/Sponsors create the ASTRA service projects.
- ☐ ASTRA members create their service projects.
- ☐ ASTRA members help Altrusans with Altrusa service projects.

Service Questions

5. Did your ASTRA Club submit an entry for the ASTRA Service Award?

- ◯ Yes
- ◯ No

6. How many Service Projects did the ASTRA Club participate in?

- ◯ 1-9
- ◯ 10-19
- ◯ 20+

7. Total ASTRA community service hours for all ASTRA members this year:

Membership Questions

8. Did your club have a membership recruiting activity?

- ○ Yes
- ○ No

If yes, briefly describe how you recruit members:

9. Do your ASTRA Club members fill out Membership and Photo Release Forms? (check all that apply)

- ☐ Membership Form
- ☐ Photo Release Form

10. Does your club maintain an updated Membership Roster with contact information?

- ○ Yes
- ○ No

11. Apart from officers, does your ASTRA Club have a (check all that apply)

- ☐ Service Committee Chair or Co-Chairs
- ☐ Membership Committee Chair or Co-Chairs
- ☐ Publicity Committee Chair or Co-Chairs
- ☐ Fundraising Committee Chair or Co-Chairs
- ☐ Club Historian/Photographer/Yearbook Chair
- ☐ Nominating/Elections Committee Chair or Co-Chairs
- ☐ None of the above

Other Committee Chair: (please specify)

Financial Questions

12. How are funds handled for the ASTRA Club?

- [ ] ASTRA Club Account
- [ ] Sponsoring Altrusa Club handles all financial issues through Altrusa account
- [ ] School Account

13. Is the club allowed by the school to collect funds or do fundraisers?

- ( ) Yes
- ( ) No
- ( ) N/A

14. Does ASTRA Club collect member dues?

- ( ) Yes
- ( ) Dues are optional
- ( ) No

If yes, how much are your dues per year:

Leadership Questions

15. Is there any leadership training provided for ASTRA members?

- ◯ Yes
- ◯ No

If yes, briefly describe the leadership training offered:

16. Did any ASTRA club members attend District Workshops or District Conference?

- ◯ Yes
- ◯ No

17. If a 4-day ASTRA Summer Leadership Convention was held every other summer somewhere in the country (with a registration fee of about $40 that included food, lodging and activities, but excluded travel), do you think you might have some ASTRA members interested in attending?

- ◯ Yes
- ◯ Maybe
- ◯ No

Comments:

18. Does your Altrusa Club offer scholarships specifically for, or that may include, ASTRA members?

- ◯ Yes
- ◯ No

19. Did any of the ASTRA members apply for an Altrusa International Foundation Scholarship?

- ◯ Yes
- ◯ No

20. Did you request graduation cords from the International office?

- ◯ Yes
- ◯ No
- ◯ School does not allow ASTRA to wear graduation cords.

21. Does Altrusa Club invite ASTRA members to participate in activities? (check all that apply)

- [ ] Altrusa Club meetings
- [ ] Service Projects
- [ ] Fundraisers
- [ ] Altrusa Club Celebrations or Socials

Communications Questions

22. What is the preferred method of member communication?

23. Does your ASTRA Club have any of the following? (check all that apply)

- [ ] Club email address
- [ ] Facebook page
- [ ] Newsletter
- [ ] Website
- [ ] Twitter
- [ ] Instagram
- [ ] Remind App

24. Have you used the Altrusa ASTRA website to get information, ideas and documents?

- ( ) Yes
- ( ) No
- ( ) Didn't know it existed
- ( ) Don't know how to log on

25. Do you read the International ASTRA newsletter when it is emailed out 3-4 times/year?

- ( ) Yes
- ( ) Sometimes
- ( ) No

International Info

26. If you were to attend your District Conference or Altrusa International Convention, what ASTRA Workshop topic would be most useful to you?

27. Is there anything you'd like the Altrusa International ASTRA Committee to work on to make your job sponsoring an ASTRA club easier?

Altrusa International Policy 1: ASTRA

Altrusa International Policy 1: ASTRA

(a) Altrusa Clubs are encouraged to sponsor ASTRA Clubs for youths between the ages of 11 and 25. The sponsoring Altrusa Club shall foster the spirit of Altruism in the ASTRA members through a focus on community service and recognition of the world community.

(b) The age limitation in Section (a) above is not applicable to ASTRA Clubs organized within post-high school educational institutions.

(c) The International ASTRA Committee has developed the ASTRA Advisers' Manual, which includes model ASTRA Bylaws. It is the reference guide for the creation, care and nurturing of ASTRA clubs.

(d) An ASTRA Club may be chartered by International when it has achieved the strength of 15 members.

(e) Each Altrusa Club sponsoring an ASTRA Club shall:

(i) develop and maintain the ASTRA club in accordance with the ASTRA Advisers' Manual

(ii) notify International upon such ASTRA Club's formation and chartering;

(iii) ensure the name of the chartering club includes the word ASTRA (e.g. ASTRA Club of _____;)

(iv) include information about the ASTRA Club in its Club Annual Report;

(v) actively work with and encourage the efforts of the ASTRA Club;

(vi) establish a separate ASTRA Committee;

(vii) publicize ASTRA within Altrusa's organization and in the community;

(viii) encourage the educational goals of ASTRA Club members by awarding scholarships to and/or helping find scholarships for them; and

(ix) provide career planning and leadership training through ASTRA Club activities and by serving as mentors and role models for ASTRA members.

(x) complete the ASTRA Club Annual Report and submit by June 1.

(xi) complete survey of their ASTRA members who are 18 years and older annually in April or May using the Alumni Information Sheet and submit this data to International by June 15

(f) Each year International shall publish a directory of ASTRA Clubs including information regarding the sponsoring Altrusa Club, sponsoring school name, if applicable, and the email address and phone number of ASTRA Club Chair or Advisor.

(g) Each sponsoring Altrusa Club is encouraged to send ASTRA representatives to International Convention and District Conference. International shall sponsor workshops or special programs for ASTRA Clubs and their sponsors at Convention.

(h) Altrusa International shall sponsor International Service Awards recognizing outstanding community service by ASTRA Clubs. These awards shall be funded by the Altrusa International Foundation, Inc. All ASTRA Clubs are eligible to submit entries for the International Service Awards.

(i) Each ASTRA Club shall be covered by International's liability insurance policy.

The International BRR Chair and the Legal Advisor review and report to the International Board of Directors any proposed changes to the ASTRA bylaws, as provided in the ASTRA Advisers' Manual. The ASTRA Bylaws and the ASTRA manual in their entirety are to be approved by the International Board of Directors.

Sample ASTRA Club Bylaws

ASTRA CLUB OF _____BYLAWS

(*Standard Form)*

Newly chartering clubs must adopt these ASTRA Bylaws with the addition of the information specific to your ASTRA Club.

ARTICLE I: Name

Section 1. The name of this club shall be the ASTRA Club of _____.

ARTICLE II: Organization

Section 1. This ASTRA Club shall be organized and sponsored by Altrusa International of _____ which, through a committee of its Altrusan ASTRA Advisors, shall provide mentoring and supportive responsibility for this ASTRA club.

Section 2. This ASTRA Club is not a part of, and neither this club nor its ASTRA members have any rights or privileges with respect to, the sponsoring Altrusa Club.

Section 3. This Club shall be granted a charter by the sponsoring Altrusa Club, provided these bylaws have been adopted and there are a minimum of fifteen (15) charter members when chartering the new club.

Section 4. This Club shall receive financial support annually by the sponsoring Altrusa Club. The Club shall also do its own fundraising for its projects.

Section 5. This club is a non-political, non-sectarian organization.

Section 6. In the event that the sponsoring Altrusa club is going to be disbanded, the District Governor, working with the District ASTRA Chair, will seek to find another sponsoring Altrusa club for the ASTRA club. If one cannot be found prior to the disbanding of the Altrusa club, the ASTRA club must also be disbanded.

ARTICLE III: Purposes

Section 1. The purposes of this club shall be:

A. To provide opportunities for personal development, career planning and preparation, leadership training, and citizenship development.
B. To foster the concept of service through practical application in school and/or community.
C. To sponsor social and cultural activities.
D. To promote fellowship and better understanding among all people.

ARTICLE IV: Motto

Section 1. The motto of this club shall be “Growing in Service”.

ARTICLE V: Colors

Section 1. The colors of this club shall be blue and gold.

ARTICLE VI: Logo

Section 1. The logo of this club shall be the Altrusa wavy "A" logo with the word ASTRA.

Section 2. This logo may be used on a t-shirt, pin and/or charm.

Section 3. Each ASTRA member shall be entitled to wear or display the ASTRA logo in an appropriate manner while they are an ASTRA member in good standing.

ARTICLE VII: Membership

Section 1.
Membership is all-inclusive and shall be open to young adults, both males and females, between the ages of 11 and 25 years of age. *(When you create your bylaws, you can keep a wide range of ages, especially if it is a community club, or you can narrow down to fit the school ages that you'll be working with)*

Section 2.
Membership shall be conferred upon written invitation from the ASTRA Club Officers with the approval of the Altrusa ASTRA Advisors.

Section 3.
The procedure for membership in this ASTRA Club shall be completion of the ASTRA Membership Application and the signed Parent/Photo Permission Form (if applicable, for all minors). These documents need to be completed annually for membership.

ARTICLE VIII: Duration of Membership

Section 1. Age of Membership
Membership shall endure until the member reaches the age of 26 except as hereinafter provided.

Section 2. Removal of Club Members

A. Cause
   i) Any member may be terminated from membership by the sponsoring Altrusa Club if the individual has acted or is acting in a way to injure ASTRA's or Altrusa's reputation or to hamper its work.
   ii) Any member may be terminated from membership by the sponsoring Altrusa Cub is the individual is found to be in violation of local, state or federal laws.

B. Active Members
   i) When the ASTRA club is a school-based club, at the time a member graduates or leaves the school described in the club's bylaws, ASTRA membership automatically ceases.
   ii) Any members may file written charges against an Active member with the Club Board of Directors, specifying the grounds for expulsion. The ASTRA Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such member, specifying the time and place of the hearing and of the charges. The member is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member) and to present a defense. The member is not entitled to be present during the Board's deliberations or to vote. If the Board determines, by two-thirds (2/3) vote, that cause for expulsion exists, the

member shall be expelled, effective immediately upon notice to the member.

C. Forfeiture
   i) If an ASTRA member shall absent her/himself from _____ (number) successive meetings without good cause, membership is terminated.

Section 3. Interest
Any member whose membership is terminated in any manner shall forfeit all interest, if any, in the funds and property of the ASTRA Club, shall not be entitled to any refund of dues (optional) and ceases to be entitled to wear or display the ASTRA logo.

ARTICLE IX: Meetings

Section 1. This club shall meet at least once each month and may meet more often.

Section 2. Regular meetings shall be held on the _____of each month at such time and place as may be designated by ASTRA Board of Directors and the sponsoring Altrusa ASTRA Advisors. Meetings may be changed if necessary, but notice must be given to members in advance.

Section 3. Special meetings may be called jointly by the Altrusa Advisors and the ASTRA Board of Directors.

Section 4. At least two or more Altrusa ASTRA Advisors shall attend the ASTRA club meetings at least once per month.

Section 5. The Board may cancel not more than three regular club meetings in a year for causes other than disasters, epidemics or armed conflict in the community that endangers the lives of the club members.

ARTICLE X: Quorum.

Section 1. One third of the membership shall constitute a quorum at regular meetings.

Section 2. A majority of the membership shall constitute a quorum at a special meeting.

ARTICLE XI: Advisors

Section 1. Two or more members of the sponsoring Altrusa Club shall be appointed as advisors to this ASTRA Club.

Section 2. At least two Altrusa ASTRA Advisors shall attend all meetings of this club and all meetings of the Board of Directors. They shall perform such other duties as specified by the sponsoring Altrusa Club.

ARTICLE XII: ASTRA Board of Directors

Section 1. The Board of Directors shall consist of the ASTRA officers.

Section 2. In the event of a vacancy in the Office of President, the Vice President shall serve as President for the remainder of the term.

Section 3. Any other vacancy in the Board of Directors shall be filled by the remaining members of the Board of Directors voting thereon by ballot.

Section 4. The Board of Directors may ask the various Committee Chairs to regularly attend Board meetings as part of their committee duties. Committee Chairs do not hold voting rights on board decisions.

ARTICLE XIII: Duties of the Board of Directors

Section 1. The Board of Directors jointly with the Altrusa ASTRA Advisors shall have general control of the club and of all Officers and Committees; it may, for good cause, declare any office vacant, and shall fill vacancies as provided as provided in Article XII, Section 2 and 3.

Section 2. The Board of Directors shall appoint the Committee on Nominations and Elections.

ARTICLE XIV: Meetings of the Board of Directors

Section 1. Regular meetings of the Board of Directors shall be held on the _____ of each month, prior to each scheduled monthly club meeting, at such time and place as the Board and the Altrusa dvisors may designate. Board meetings are optional during months in which the ASTRA Club does not meet.

Section 2. Special meetings of the Board of Directors may be called jointly by the President and the Altrusa Advisors.

Section 3. A majority of the Board of Directors shall constitute a quorum.

ARTICLE XV: Officers

Section 1. The officers of this Club shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer (optional).

Section 2. The term of office of each officer shall be one year. No officer shall hold the same office for more than two consecutive terms. Any part of a term equaling or exceeding one-half of the regular term shall be considered a term in deciding eligibility for re-election.

Section 3. Officer elections shall be held before the end of each ASTRA year, with new officer terms beginning at the conclusion of that same year.

ARTICLE XVI: Duties of Officers

Section 1. The duties of officers shall be such as are implied by their respective titles and such as are specified in these bylaws.

Section 2. The PRESIDENT shall be Chairperson of the Board of Directors and a non-voting ex-officio member of all standing and special committees, except the Committee of Nominations. The President shall appoint all committees, except the Committee on Nominations. The

appointments shall be subject to the approval of the Board of Directors and the Altrusa advisors. The President runs all meetings, oversees all activities of the ASTRA Club, and coordinates with Altrusa Advisors each month.

Section 3. The VICE PRESIDENT shall act in the absence or inability of the president and perform such other duties as are assigned by the President. The Vice President is encouraged to also simultaneously act as Co-Chair of the Service Committee.

Section 4. The SECRETARY shall keep a record of attendance at all meetings; keep the minutes of each meeting, read all correspondence, perform such other duties as may be ordered by the Board of Directors, and keep a permanent file of important papers. Permanent records shall be stored in a method agreed upon with the Altrusa ASTRA Advisors.

Section 5. The TREASURER shall collect all money due the Club, keep an accurate record thereof, deposit the same in a bank in the name of the club, pay bills authorized by the Board of Directors, and present a full report at each regular meeting of the Board and to the Club. The Treasurer shall count club income in the presence of a second ASTRA member, the Assistant Treasurer if there is one. The Treasurer shall submit for audit the book in which the record of receipts and disbursements for the year has been kept, and the annual report.

Section 6. The ASSISTANT TREASURER (optional) shall assist the Treasurer in performing the duties of Treasurer as needed, shall assist in counting club income, and shall act in the absence or inability of the Treasurer.

Section 7. Removal from Club Office

A. An elected or appointed Officer may be removed from office for cause. "Cause" shall include, without limitation, failure to perform the duties of the office, failure without excuse to attend meetings of the Club, the Club Board or Directors, or acting in such a way as to injure ASTRA and Altrusa's reputation or hamper is work.
B. Any member of the ASTRA Club Board of Directors may file written charges against an elected or appointed Club Officer, specifying the grounds for removal from office. The Club Board of Directors shall hold a hearing about he charges. The ASTRA Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such Officer, specifying the time and place of the hearing and of the charges. The member is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member) and to present a defense. The Officer is not entitled to be present during the Board's deliberations or to vote. If the Club Board of Directors determines, by two-thirds (2/3) vote, that cause for removal exists, the Officer shall be removed from office, effective immediately upon notice to the Officer.

ARTICLE XVII: Election of Officers

Section 1. All officers shall be elected by methods compatible with local customs and procedures at a regular meeting of the Club by _____ (month) of each year and shall be installed in office by _____ (month and date) of each year.

Section 2. Elections will be done before the end of each ASTRA year, with officer terms beginning at the conclusion of that same ASTRA year.

Section 3. In no case shall more than a simple majority of the members present and in good standing be required for elections.

Section 4. The Nominations Committee shall oversee the proceedings of elections. The Nominations and Elections Committee members may not be running for an elected position.

Section 5. Any member may run for any office, with the exception that any nominee running for President must have been an active ASTRA member in good standing for at least one year.

ARTICLE XVIII: Committees and Projects.

Section 1. This club shall be responsible for planning, organizing, financing and conducting its own service projects and other activities, in conjunction with and with the approval of the Altrusa ASTRA Advisors.

Section 2. Committees

A. Standing Committees: There shall be the following standing committees in this Club, each to consist of at least two members, at least one of whom shall be the Chair. Co-Chairs are strongly recommended for each committee to maximize leadership opportunities.
    i) Service
    ii) Fundraising and Finance
    iii) Membership
    iv) Publicity
    v) Nominations and Elections
    vi) Program
    vii) Bylaws (and Awards)
    viii) Other committees as may be deemed necessary for the administration of the club
B. All members must belong to at least one of these committees.
C. The Club President, with the approval of the Board, may appoint such special committees as he/she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties or with the end of the President's term of office, whichever occurs first.

Section 3. The Service Committee shall cooperate with the Altrusa Advisors to develop service projects in accordance with the purposes of the club and the interests of the members. All projects shall have the approval of the Altrusa Advisors prior to adoption by the club. The club shall undertake at least two major service projects annually to benefit the local community or an international cause.

Section 4. The Fundraising and Finance Committee shall cooperate with the Program and Service Committees in developing ideas for fundraising activities.

Section 5. The Membership Committee shall cooperate with the Altrusa Advisors to propose members to be invited to membership in the ASTRA Club and to plan membership social activities.

Section 6. The Publicity Committee shall endeavor to secure the publication of news items concerning the activities of the club, both to the club members and community. The Chair

shall submit all news releases to the Altrusa Advisors for approval prior to publication. The Chair shall also work in conjunction with the Club Secretary to publicize meetings.

Section 7. The Nominations and Elections Committee, in conjunction with the Publicity Chairs, shall notify club members at least thirty days prior to the election date that elections will be occurring. The Nominations Chairs will provide information about the role of each office, ensure that there are consenting nominees for each office, and shall oversee the election process.

Section 8. The Programs Committee shall work with the Altrusa Advisors to develop a program in accordance with the purposes of the Club and the interest of the members. The Chairs shall endeavor to secure multiple speakers throughout the ASTRA year.

Section 9. The Bylaws Committee shall have charge of all proposed amendments to the bylaws of the Club. It shall endeavor to translate to the Club the provisions set forth in the bylaws. (When chartering, Clubs may choose to make this the Awards and Bylaws committee, which would also include overseeing the presentation of awards to outstanding ASTRA members during or at the end of each ASTRA year.)

ARTICLE XIX: Dues

Section 1. Dues are optional. The club together, with the Altrusa Advisors, shall decide if dues are to be assessed and the amount of such dues. Dues (optional) must be commensurate with the ability of the local members to pay. Dues may be changed upon the voting of the Board and approval of Altrusa Advisors.

Section 2. Inability to pay dues does not exclude a student from club membership.

ARTICLE XX: Parliamentary Authority

Section 1. The recognized rules of parliamentary practice in this club are Robert's Rules of Order and shall govern the proceedings of this club and of the Board of Directors, subject to special rules which have been or may be adopted.

ARTICLE XXI: Acceptance of Bylaws

Section 1. Every member of the ASTRA club, by acceptance of membership, thereby accepts the principles of ASTRA as expressed in its purpose and goals, and agrees to comply the bylaws of this club and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the bylaws on the plea that a copy of them has not been received.

ARTICLE XXII: Amendments

Section 1. These bylaws may be amended at any regular meeting by a two–thirds vote of the members present, provided notice of such proposed amendment shall have been sent to all members at least ten days prior to such meeting.

Section 2. No amendment adopted by the Club shall be effective until it is approved by the sponsoring Altrusa Club.

Section 3. All amendments and club activities shall be in compliance with Altrusa International's purposes, policies, and procedures.

Note: ASTRA members may seek additional support from Altrusa International, Inc.,
N. LaSalle St, Suite 1955, Chicago, Illinois 60602.
Phone: 1-312-427-4410; email: altrusa@altrusa.org

ASTRA Award Voting

Super **Female Volunteer** of the Year Award:

Super **Male Volunteer** of the Year Award:

Best **New Member** Award:

Super Making **Fundraising** Happen Award:

Incredible Ideas Award:

Making Meetings Fun Award:

Great Humor at Meetings Award:

Best Attendance Award:

Best **Speaking-my-Mind** ASTRA Member Award:

Most Likely to **Start their Own ASTRA Club** Award:

Really **Seems Like a Leader** Award:

Best All-Around ASTRA Member Award:

Graduation Cords Request Form

ALTRUSA International | Leading to a Better Community® ASTRA

ASTRA Graduation Cord Request

Congratulations to your graduates. Allow them to represent their participation in ASTRA with cords to wear over their gowns as they walk across the stage at graduation. Cords are provided free of charge. Please request at least 2 weeks prior to date of graduation.

Please complete and submit to Altrusa@Altrusa.org. If you'd like personalized letters, please attach a list of names.

Name of ASTRA Club: _____

Name of Altrusa Sponsoring Club: _____

Date of graduation: _____

Shipping address: _____

_____

Cords:

Color (choose one)	Quantity (you may include 1 extra)
Teal	
Red/Silver	

March 2020