

## **New DDPP Chapter Information**

Thank you for your interest in starting a DDPP chapter. The following text contains information about what it takes to start a DDPP chapter. It seems like a lot but don't let that discourage you because as chapter President really all you have to do is post fliers to gather volunteers, host monthly volunteer council meetings, and host weekly volunteer safety briefings (and running the safety briefings can be delegated out to other volunteers.) We take care of all of the administrative parts of running the chapter and try to make it as easy as possible on our chapter Presidents. I hope you fully committed to starting a chapter and I look forward to working with you. If you have any questions feel free to call the National DDPP President Brandon Wegner anytime at 530-605-8607.

Also if you are not interested in being a chapter President the DDPP is registered with the System for Award Management and is eligible to receive government contracts. If you are interested in pursuing this option please email [brandon.wegner@ddpp.us](mailto:brandon.wegner@ddpp.us).

While we will try and help you as much as possible and answer any questions that you may have, most of the work of making sure your chapter gets up and running will fall on you. Once you get a volunteer base you will be able to delegate out different tasks however the overall picture of what needs to happen will be your responsibility.

Your first step will have to be to read our program constitution and bylaws located on the "More Info" tab of [www.ddpp.us](http://www.ddpp.us) (Later once you have chapter officers will need to sign the DDPP constitution and bylaws. You will be bound to abide by the constitution and bylaws and the DDPP conflict of interest policy.) If you and your officers would like to make any changes to the way your program operates you will need to vote upon the changes. You will then have to submit an amendment to your cities constitution and bylaws to me. The amendment will have to be approved by the DDPP board of directors prior to being implemented at your chapter.

If you decide that you do want to start a chapter we are going to need a letter of consideration from you. This letter would just be a brief letter telling us about you and why you want to start a chapter. In lieu of writing a letter of consideration you can also call the DDPP chapter President at 530-605-8607 in order to present your reasons for wanting to start a chapter. He will then present your information to the DDPP Board of Directors at the next meeting.

Your second step is to pick chapter officers. You will need a President (yourself), Vice President, Treasurer, and Secretary. You can pick people and have them be officers in a temporary role and then once you start to get more volunteers you can replace them if you'd like. The replacement would need to be voted on and approved by your volunteer council.

You will then need to email us a list of your chapter officers, names, phone number, and home address.

### **Things you will have to do in order to get your chapter approved (your first steps):**

- Read the DDPP Constitution and Bylaws.
- Call Brandon Wegner at 530-605-8607 so we can discuss your new chapter (preferably between 8am and 9pm Hawaii Standard Time).

- If you are in the Military send us an email from your AKO email so that we can verify you are in the Military.
- Email us a letter of consideration as to why you want to start a chapter.
- Email us a list of your chapter officers, their addresses, and their phone number.

**Things The DDPP will do for your chapter right after you are approved:**

After you have sent us your letter of consideration and list of your chapter officers we will start all of these things right away:

- Set up a chapter phone number for you.
- Handle the filing of all of your local and state registration requirements as well as filing with the instillation Private organizations office if you are going to be operating on a Military instillation.
- Add you to our website.
- Set a start date for when your program will provide rides.
- Get your chapter an account to certify volunteer hours on myarmyonesource.com
- Send you a letter approving you to set you up a DDPP Bank account. All donations will need to be deposited in that account. You will be issued a check card. All purchases will need to be made using a check card in order to ensure that all purchases are documented and for legitimate program purposes. Only you and your chapter treasurer should have access to your chapter check card. Once donations start to come in to the DDPP website, and through grants for your chapter we will transfer the money into your chapter bank account.
- Set up a social network fundraising campaign for your chapter.
- We will send you many different trackers for donations, volunteers, and other useful documents.
- We will dispatch call for you (unless you would rather do that)
- We will set up a few different DDPP emails for you and your chapter officers to use to communicate with your volunteers and participants.

(your name)@ddpp.us, (Your city)@ddpp.us , volunteer.(your city)@ddpp.us.

**Your next step after you are approved:**

- **Gather Volunteers.** Next you will need to gather a volunteer base to help you run your chapter. You are going to need volunteer drivers. The best way to find people willing to volunteer is to post fliers on unit bulletin boards, at local bars, Colleges, malls, grocery stores and other high traffic areas telling people about how you will be starting a DDPP chapter in the area and how you are looking for people to volunteer. The fliers will also serve the purpose of getting people that might use your designated driver service to sign up for the program online. This will ensure that they have access to your service once your chapter is fully operational. I will send you a flier that will be able to use. In addition to fliers just standing outside of the locations I previously listed and asking people if they would like to sign up to be a designated driver is a

great way to get volunteers (however as long as you are posting fliers this is not mandatory). We will provide you will volunteer sign up sheets.

- **Find a location for the safety brief.** At the same time you are posting fliers you are going to need to find a location to host meetings of your volunteers as well as to hold volunteer driver and dispatcher briefings each Friday and Saturday night before shift starts. Most likely you will be able to host the briefing at the boss office. If for some reason they do not want you to host your briefing at the boss office you will need to locate another location. If your home is large enough to hold these briefings you could hold it there. If it is not or if you don't feel comfortable holding the briefings at your house you could talk to local churches, community centers, and bars in your area and ask them if they're willing to let you either use their facilities or at least their parking lot to hold your briefings. Initially holding your briefings a Starbucks or other public locations is acceptable and then you don't need to ask permission as long as you don't have too many volunteers.
- **Set up a Bank Account specifically for your chapter.** We will send you the required documentation to do that.

#### **Additional things you can do but aren't required:**

- **Talk to the media.** Once you have started posting flier's and have a location to hold your briefings you are also going to need to talk to local media and put out press releases telling them about how you are starting a DDPP chapter in your area. We can help you with that and even submit it for you, however any face to face communication will obviously have to be done by you, or your chapter PR volunteer. If they are willing to do an article or report about your chapter it will help you gain volunteers as well as get the word out about your free designated driver service so that people will sign up to participate. Putting in a good deal of effort to make sure you've talked to all local news sources is important.
- **Find additional support.** Additional volunteers you can also gather are dispatchers (if you choose to dispatch your own calls), shift managers to run the safety briefings, and fundraiser coordinators , and chapter officers (if you would like to replace your temporary officers. Your chapter officers will have to consist of at a minimum yourself as President, Vice President, Secretary, and Treasurer.
- **Set up information booths.** In addition to fliers, setting up booths at special events or in front of local Wal-Mart s and grocery stores (with prior store consent) is a great way to get volunteers willing to help with your chapter. It s alsoa great way to raise money and get the word out about your program. Once you have a volunteer base you can train other volunteers to operate the booths without you. For the booths you will need to purchase or borrow a table, chairs, and clip boards to let people sign up to volunteer or become participants. You will want a clip board for each different opportunity people can volunteer for (chapter officers, drivers, shift managers, grant writers, etc.) Buying or making signs or banners helps to make your booth look much more professional. We will eventually send you money to purchase the banners however in the meantime if you raise donations you can purchase them yourself if you'd like.

### **Important Tax info to know:**

Since the DDPP has been granted tax exempt status by the IRS as a 501 (c) 3 charity all donations to your chapter will be tax deductible. This being said you will need to offer a receipt to each person making a donation. If they do not want a receipt and just want to donate anonymously that is fine as long as they understand their donation will not be tax deductible unless they have a receipt. Once you are approved we will email receipts you can print out.

You will need to sign over receipt books to volunteers so they will be accountable items. Small donations will still have to be documented even if they are anonymous. Strict records will need to be kept documenting all donations and transactions both for IRS purposes as well as to ensure that no form of embezzlement is taking place. Financial records will need to be submitted to the DDPP Chief Financial Officer quarterly. Your records will be subject to audit by a certified public accountant at a minimum of once every two years.

As previously stated you will only make purchases using the DDPP check card and all donations will be deposited into your chapter account.

### **If you decide to appoint new program officers:**

Once people are expressing interest in becoming program officers you are going to have to interview them and decide who want to recommend for each position. Just picking a few of your friends is not always the best idea.

You are going to want to appoint people that are smart, motivated, and willing to dedicate a lot of time and energy to operating and improving your chapter as well as willing to follow your instructions. You are going to want intelligent people you can trust to delegate a task to and they will figure out how to do it and not keep coming back asking a million questions so that you end up having to micro manage everything.

You are going to want to choose people that will give you good feedback. Also keep in mind that your chapter is going to have to be run as a democracy. Each chapter officer has a vote on any major decisions so you're going to want smart people that have good judgment. Any major changes will also have to be approved by the DDPP board of directors after it has been voted on by your chapter officers.

### **Additional information FYI:**

- Volunteers are assigned to work together based off of where they live in order to ensure volunteer driver teams live near each other and don't have to drive across town before responding to a call.
- Once your program is up and running you will need to dispatch calls (if you don't want us to). You will need to get the Name, phone number, and nearest major intersection they live at of each person volunteering once they attend the volunteer brief or confirm that they will be volunteering that night. This info will be input into the tracker that I'll email you once you are approved to start a chapter.

- You will start out with a maximum of ten teams of two volunteers. As your program gains popularity you can add to the number of teams scheduled as needed. In addition to drivers you will need to schedule a shift manager. If you can get enough volunteers willing to drive on weekdays you can eventually start operations 7 days a week but for now just start off Friday and Saturdays from 10:30 pm until 3:30am. Any calls that come in after 3:30 you can tell the participant that you'll see if anyone is available and call the volunteers and see if they are willing to pick the participant up for additional volunteer hours.
- Your chapter will fall under our general liability insurance so you will not need to purchase that.

**Things you will need to do once your chapter is ready to provide rides:**

- **Host weekly safety briefings for new volunteers.** Volunteers only have to attend one safety briefing where they register on myarmyonesource.com and sign our liability waiver. Once you are approved to start a chapter I will send you more info on the safety briefings. Also you can delegate who runs the safety briefing each week.
- **Print and keep track of liability waivers.** You will need to print off liability waivers and have the volunteers sign them at the safety brief. You will also give volunteer liability waivers to have the participants sign when they pick them up. Volunteers will also have to sign a DD Form 2793. The DA 4762 and DA 4713 will be automatically generated by myarmyonesource.com. Your chapter secretary will be responsible to keep track of all the Liability waivers. You will need to scan each document to save digitally (and email the documents to the DDPP national secretary) as well as to file the original.
- **Host monthly volunteer council meetings.** Your secretary / operations officer will also have to take minutes during the meeting and that will be emailed to us.
- **Certify Volunteer hours on myarmyonesource.com.** This can be done by your chapter secretary and we will teach them how to do that as well as get them registered with ACS.

**Optional things you can do once your chapter is up and running:**

- **Train shift managers.** Next you are going to want to train your shift managers. You are going to want people that are smart, you can trust, and know the ins and outs of program operations to be shift managers. Shift managers can also consist of yourself and your program officers. Besides answering questions your shift managers main role is to run the volunteer driver briefing at the beginning of the shift. We will also provide you with detailed instructions which will make the process very easy.

**Optional things you can buy if you start raising money:**

After you begin operations there are a few things you're going to want to buy to improve your program once fundraising money starts to come in. We will send you money for these things eventually as grants come in. Breathalyzers and dash cams are not required to start a new chapter. If volunteers don't have a breathalyzer they just use their best judgment to determine if the participant needs medical attention. You will have your shift manager sign out this equipment to volunteers at the volunteer briefing at the beginning of each shift.

- GPS units
- vehicle video surveillance units
- breathalyzers for each volunteer driver team
- Advertising
- An office. The next thing you may want to get is a full time office. If you can find a church or someplace willing to donate full time space at their facilities that will be great but if not you'll need to pay for it with donations. An office is not a requirement to have a chapter.
- An Employee. If you have raised enough money to pay for all of these things and still have enough to hire a full time employee then you can submit you recommendation to the DDPP board of directors and they will approve or reject your candidate.

### **Ideas for raising money:**

Here are a few additional ways you could raise money. These are just ideas and extra things you can do. You don't have to do any of this or even work on raising any money for your chapter at all if you don't want to. All of these fundraisers can be either handled by you or delegated out to volunteer interested in being the chapter Fundraiser Coordinator and you could just oversee things:

- **Solicit donations from businesses.** One of the best ways to raise money is to go to local businesses and ask them to donate to your chapter. You'll let them know that the donations are tax deductible and that if they donate over a certain amount they will receive incentives. Your chapter can choose not to implement any of these incentives if you would like. We don't use any of them in Hawaii because we feel it promotes drinking however I understand the realities of how hard it is to raise money for a new chapter so feel free to use these incentives to raise money. You can also change the donation amount for each level if you would like.

\$5,000 and over

Platinum Level:

- Participants will not be limited to the number of rides they can request from your establishment for a period of 1 year.
- The DDPP will list you as a sponsor on all of the fliers that we pass out and you will be able to list an icon.
- You will be listed as a sponsor on all of the (insert chapter name) DDPP T-shirts and we will display your icon.
- You will be listed on the national DDPP website as a platinum level donor.
- Your donation is tax deductible.
- The national DDPP Facebook page and the (chapter name) Facebook page will post that your organization made a platinum level donation.

- Your organization will be able to display a large icon on the National DDPP website under the donation tab along with a 100 word description about your organization and contact information.

\$2,500 and over

Gold Level:

- Participants will be able to request 4 rides from your establishment for a period of 1 year.
- You will be listed on the national DDPP website as a gold level donor.
- Your donation is tax deductible.
- Your organization will be able to display a Medium size icon on the National DDPP website under the donation tab along with your organizations contact information.

\$1,000 and over

Silver Level:

- Participants will be able to request 2 rides from your establishment for a period of 1 year.
- You will be listed on the national DDPP website as a silver level donor.
- Your donation is tax deductible.

All other amounts:

- Your donation is tax deductible

**More fundraising ideas:**

- **Solicit donations from individuals.** Another great way to raise money is to walk around public locations with donation receipts and ask people to donate to the program while you are passing out fliers.
- **Information booths.** A great way to raise money is setting up booths. I would also give you a cheat sheet with answers to common questions. The purpose of the booths would be to tell people about the DDPP and ask if they would be willing to help one or more of the following options:

> (1.) help with DDPP fundraisers

> (2.) to serve as shift managers

> (3.) to serve as volunteer drivers

> (4.) to man the booths

> (5.) to sell tickets to the DDPP fundraiser dinner's

> (6.) you can also sell tickets to other fundraiser's at the booths.

- > (7.) To serve as chapter officers i.e. Vice President, Treasurer,
- > Secretary, etc.

At your booths you can also sell tickets to any fundraisers you have coming up. If someone wants to purchase a ticket using a credit card they would simply have to use our website. There would be signup sheets for each of the things I just listed at the booths. You would then communicate with all of the people that want to volunteer. Once you have been signing people up for a while you could train other people to man the booths so that you personally wouldn't have to man them anymore or as often.

- **Walk/ Run for charity** This is a very good way to raise money because it costs very little to start and raises a lot of money. If you have any questions on how to start a Walk/ Run for charity event just email me and I will go into further detail.
- **Charity BBQ s** - self explanatory
- **Charity Car Washes** - self explanatory
- **Charity cook off** - You get local chefs to compete by category and people try samples of the food and vote on which chef made the best dish. Chefs don't have to be professional chefs it can be anyone that wants to compete however you should start off by going to local restaurants and seeing if they want to be a part of the event. You can convince the restaurants to participate by enticing them with free advertising on all of your fliers saying that they are participating. People can then get a little bit of each dish they like to make a complete plate. It's basically a potluck where you also sample everything and vote. You can sell tickets in advance and at the door for people to come and then you give out awards at the end. These events can also have music and even dancing. Any leftovers can be brought to local homeless shelters or soup kitchens (depending on their policies for receiving food).
- **Charity clothing swap**- These events work great near military bases where people attend military balls each year and want to swap formal gowns for other formal gowns. However, they have been done all over the country in areas that aren't near military installations and had great turn outs. Basically what happens is people bring in clothes that are in good condition and get a ticket for each piece of clothing they bring. You charge an entrance fee and then they are able to trade in tickets for new clothes. There are a lot more details to making it work such as separating by category and how much a ticket is worth but I can explain all that if you decide you want to host a clothing swap.
- **Fundraiser Dinners** There are different types of fundraiser dinners you could host. One way is to sell tickets to an event where you book the venue, the DJ, and the caterer. Another way is if you meet a well off person that is willing to host a fundraiser dinner for you. They host it at their home and invite all their friends and anyone else who is well off and would be willing to make large donations. If you want more details or help hosting a fundraiser dinner just let me know and I will help you plan it or answer any questions you might have.
- **Used Car Donation.** If you are interested in getting people to donate used cars for a tax write off we will file all of the paperwork with a charity car donation program in your area that will handle the entire process for you. Typically these programs will tow the vehicle away and then

your chapter receives \$450-\$650 for the vehicle. Donate a car to charity programs are great because your chapter doesn't have to deal with the vehicles at all.

- **Government Contract.** One way to raise funding for your chapter is to pursue a government contract. The DDPP is registered with the System for Award Management (previously Central Contractor Registration as well as ORCA) and is eligible to receive federal, state, and local contracts. You would have to communicate with local and state politicians to see if they would be willing to try and get your chapter a government contract. If you want to pursue this option contact me and I will provide you with all of the financial information you will need prior to contacting them. If you want to contact any United States representatives or senators to pursue a federal earmark all communications would have to go through the National DDPP President first.
- **Grants.** If you want to write grants to get money for your organization I will provide you with written out grant proposals for our organizations and you can modify them to fit the grant guidelines for the particular grant you want to send out. You will need to vet the grant through me prior to submission. I will explain further what is needed to find the right grant for you if you decide to pursue this option.

If you have any further questions please feel free to call 530-605-8607 or email [brandon.wegner@ddpp.us](mailto:brandon.wegner@ddpp.us). Thank you again for taking an interest in starting a DDPP chapter. We look forward to working with you in the future.