

# ASAP Academics Stand Against Poverty

## **Preface**

This is a guide for leaders of ASAP country and regional chapters. It has been drafted with input from the ASAP Board of Directors and is now being sent to chapter leaders for feedback and revision. Once revised to reflect their suggestions, it will be posted online in an editable format, and members of the ASAP network will be able to comment, ask and answer questions, and revise and add sections. Over time, it will become an increasingly comprehensive record of the experience of individuals working within the ASAP network.

I ask that you read the following draft closely and critically and share your ideas, questions, and concern. It's important that we create a framework that will help your new chapter succeed.

Thank you for your leadership within ASAP. We look forward to making great things happen with you.

January 2019

# Table of Contents

<b>Purpose of this Guide</b>	<b>3</b>
<b>About ASAP</b>	<b>4</b>
<b>Why Create ASAP Country &amp; Regional Chapters?</b>	<b>5</b>
<b>Guiding Principles for Chapter Governance</b>	<b>5</b>
<b>What Steps Must One Take to Qualify as an ASAP Chapter?</b>	<b>6</b>
<b>Relationship between ASAP Global and Chapters</b>	<b>7</b>
<b>Legal Status</b>	<b>9</b>
<b>Planning Conferences</b>	<b>9</b>
<b>Finding a Focus for Your Chapter</b>	<b>11</b>
<b>Making the Case for Chapter Membership</b>	<b>12</b>
<b>Managing Your Network</b>	<b>13</b>
<b>Managing Partnerships</b>	<b>15</b>
<b>Fundraising</b>	<b>15</b>
<b>Working with Volunteers and Interns</b>	<b>17</b>
<b>Logos, Images, &amp; Sample Communications</b>	<b>18</b>
<b>Networking Pages</b>	<b>18</b>

# ASAP Country & Regional Chapter Guide, Version 5

## Purpose of this guide

This guide is designed as a resource for individuals leading country and updated in November 2019, in the ninth year of ASAP's existence.

From early in ASAP's development, members of the ASAP Board of Directors (referred to as "the Board") have fostered the development of a network of chapters around the world.

This guide is offered to new ASAP chapter leaders as a starting point for chapter development, so they don't feel they need to reinvent the wheel. Chapter leaders will likely encounter some of the same challenges and opportunities, which can be made easier by sharing information and advice. This guide is also meant to help the Board and staff (also known as "ASAP Global") coordinate the activity of the chapters.

The guide includes two important kinds of content in this guide: **guidelines** and **suggestions**.

The **guidelines describe what an ASAP chapter should be**. They appear in orange boxes. Chapters are asked to comply with these guidelines, to ensure coherence within the network. Also, though ASAP Global doesn't currently have funding to support chapters, if it acquires such funding in the future, it will need to ensure that certain procedures are being followed.

The **suggestions outnumber the guidelines and are optional**. They appear in blue boxes. Though optional, the suggestions will likely be the most valuable part of this document. If chapter leaders contribute to this document on an ongoing basis, then the suggestions sections will come to include much of the accumulated learning of the ASAP network.

Launching a country chapter is a lot of work, and it is precisely for this reason we hope you will contribute to the development of this guide. Please contribute your ideas to the suggestions sections. You'll be doing a service to your fellow chapter leaders and the entire network.

## **About ASAP**

**Academics Stand Against Poverty (ASAP)** is an international network helping scholars, teachers and students enhance their impact on global poverty. It does so by promoting collaboration amongst poverty-focused academics, by helping them reach out to broader audiences on issues of poverty, and by helping them turn their expertise into impact through intervention projects.

ASAP members include moral and political theorists, economists, environmental scientists, public health experts, and scholars from a range of other disciplines.

### **Outreach**

ASAP helps bring important academic work on global poverty to public audiences, policy makers and NGOs worldwide. It provides a forum for introducing new ideas on addressing global poverty and supports members in their own outreach efforts through information sharing and technical assistance.

### **Impact**

ASAP helps academics use their research to develop concrete solutions to problems associated with global poverty and to launch their own, research-informed intervention projects. ASAP also helps harness academic expertise worldwide for anti-poverty projects in such areas as aid, trade, health care, education, nutrition and climate change.

### **Collaboration**

ASAP helps academics worldwide connect and collaborate on addressing global poverty and related problems. Opportunities are provided at ASAP conferences, through web-based meetings and through the group's online networking site. ASAP also helps academics find and collaborate with salient NGOs and policy makers at the governmental and inter-governmental levels.

## Why Create ASAP Country & Regional Chapters?

There are many reasons why ASAP Global is invested in the development of chapters.

### **Chapters strengthen ASAP through:**

- **Global initiatives:** a global network of chapters can serve as a platform for international research and advocacy projects.
- **Local initiatives:** individual chapters can carry out projects focused on national- or regional-level issues.
- **Experimentation:** chapter-led projects provide an opportunity to investigate the relative merits of different approaches to making a positive impact on poverty.
- **Recruitment & role-modelling:** chapter members can serve as role models for poverty-focused academics in their region and help draw individuals into the ASAP network.
- **Diversity:** ASAP will grow into a larger and more diverse network if recruitment is simultaneously taking place in many countries around the world.
- **Connection:** academics, activists, and policymakers wishing to connect with ASAP will likely have a better experience if they can make contact locally.

## Guiding Principles for Chapter Governance

Chapter governance should promote **inclusivity** and **democratic decision-making**.

ASAP Global will support the practice of inclusivity by prioritizing it in its global strategy, favouring initiatives that incorporate individuals of diverse backgrounds into positions of leadership and that build relationships between chapters and partner organizations across many different sectors, including government, NGOs, and business. Chapters are encouraged to prioritize inclusivity to the best of their ability in all their initiatives. In regard to all ASAP activities, members should ask themselves whether they are upsetting or reinforcing existing inequalities in the distribution of power and resources amongst people of different racial, cultural, religious, and economic backgrounds; of different sexual orientations; and of different physical and intellectual abilities.

ASAP Global will support the practice of democratic decision-making by seeking input from chapter and network members into all important questions of the network's strategic direction. In planning global initiatives, it will consult with relevant stakeholders about potential project impacts. Chapters are encouraged to institute democratic decision-making processes to the best

of their ability in all their initiatives, consulting chapter members and other stakeholders and embracing a bottom-up approach to decision-making.

## **What Steps Must One Take to Qualify as an ASAP Chapter?**

There are two phases of development for chapters. Most chapters will begin as organizing committees. Organizing committees identify and recruit individuals to participate in chapter leadership and plan a public launch. A public launch marks the transition from organizing committee to chapter. Following the launch, chapters will begin mass membership recruitment and initiate projects.

**There is a distinction between organizing committees and chapters**, and some leaders have been describing their groups as chapters without having completed the requirements for forming an organizing committee. That's ok. We just ask that you complete the steps for setting up an organizing committee as soon as you can.

In this section, we describe the activities of a body called the Chapter Committee (the Committee). The Committee will have at least one representative of each chapter and organizing committee. To learn about the Committee, read its terms of reference [here](#).

### **GUIDELINES: Forming an organizing committee and chapter**

#### **To qualify as an organizing committee:**

- Complete the chapter information form
- Receive written invitation from the Board to begin organizing a chapter
- Write a plan for a public launch of the chapter and submit it to the Board
- Receive written approval of launch plan

#### **To qualify as a chapter:**

- Hold a public launch
- Submit content for pages dedicated to your chapter on the ASAP website (at minimum, this is the equivalent of one page of text)
- Participate in network meetings with other country chapter leaders
- Taking minutes at all chapter meetings and keeping them on file

**SUGGESTIONS: Forming an organizing committee and chapter** When you are forming an organizing committee, we suggest:

- Identifying at least two people who will serve as coordinators for the chapter

**When you are establishing a chapter, we suggest:**

- Building a leadership team of at least five people within one year of your public launch
- Developing a strategic plan and submitting it to the Board or CC for feedback (view an example strategic plan from the Minnesota Council of Nonprofits [here](#))
- Writing a short annual report on chapter activities and sending it to the Board or CC for feedback (view the [NPC guide](#) for more guidance on what to include in your charity strategy)

**Chapter leaders, if you have advice about creating an organizing committee or chapter, please add it here:**

- 
- 
- 

## **Relationship between ASAP Global and Chapters**

Chapters get to use the ASAP name, give input into global decision-making, and gain access to ASAP resources, including the wider network, communications, and funding where available, in return for complying with the chapter guidelines.

Chapters will establish their own organizational goals. Chapters will have the full support of the board to carry out projects, so long as those projects cohere with the ASAP mission and appear feasible. Coherence with the ASAP mission entails:

- **Impact:** setting chapter priorities based on their potential for making a positive difference in the lives of people living in poverty
- **Transparency:** making publicly available information about sources and uses of funding
- **Rigor:** making publicly available information about research and decision-making processes behind projects and publications
- **Inclusiveness:** involving people of diverse backgrounds, particularly members of historically disadvantaged groups, in all levels of the organization
- **Integrity:** refraining from collaborating with or seeking funding from individuals or organizations whose activities undermine access to human rights

Chapters are free to organize themselves as they see fit, provided at least one person has agreed to be the primary contact for the chapter. We recommend that each chapter have a leadership team of at least five people and that the leadership team meet at least six times a year.

**ASAP Global will support the work of chapters in the following ways:**

- Treating all chapters equally
- Making information available to chapters upon request, including funding, meeting minutes, project reports, and decision-making processes related to the chapters
- Providing space on the ASAP website for information about the chapter, including projects, events, membership, and other resources<sup>12</sup>
- Advertising chapter events on the homepage of the ASAP website, as well as the ASAP newsletter, Facebook page, and Twitter feed
- Advising on conference planning
- Suggesting potential collaborators within the chapter's country or region
- Providing feedback on conference launch plans, strategic plans, and annual reports
- Incorporating chapter priorities into the global strategic plan

**The Committee will support the work of chapters in the following ways:**

- Providing communication and coordination amongst all the Chapters and with the Board
- Gathering and processing chapter input into ASAP's global strategic direction

ASAP Global is **NOT** able to provide chapters with funding. Chapters may ask ASAP Global to support their fundraising efforts by providing feedback on grant proposals, to act as a partner in projects for which the chapter is seeking funding, and/or acting as a fiscal sponsor.

Furthermore, ASAP Global is **NOT** able to provide extensive support for chapter projects and events. Members of the Board and staff may be able to provide feedback on materials produced by chapters; however, chapter leadership should plan activities with the assumption that all the key tasks will need to be completed by chapter members.

The Board reserves the right to withdraw official ASAP support from chapter activities for any reason. Withdrawal of ASAP support may be proposed by members of the Chapter Committee,

---

<sup>1</sup> Although each chapter will be given between 3 and 10 pages on the ASAP website, some chapters may find that they need additional space and will therefore decide to create their own website.

the Advisory Board, and the Board of Directors and must be seconded by a member of the Board of Directors. A determination will be made by two members of the Board of Directors and a third, external person, approved by majorities in both the Board of Directors and the Chapter Committee. These three will vote on whether or not chapter status should be revoked. The chapter in question may submit an appeal, which will be considered by two members of the Advisory Board and the President of the Board of Directors and decided by vote.

### **Legal Status**

It was not possible in this report to provide information about the rights and responsibilities associated with official non-profit status in all the countries where chapters are currently operating. **However, we'd like to make clear that chapters are not required obtain legal status.**

#### **SUGGESTIONS: Legal status**

We suggest that chapter leaders research the process of gaining legal status as a nonprofit or NGO and the benefits of obtaining that status. **The process of obtaining nonprofit status for ASAP Global in the United States was time consuming,** and we suspect that many chapters will prefer to wait to obtain this status until they have established a strong leadership team and have begun to move towards organizational objectives that specifically require legal status.

If chapters wish to apply for a grant or other funding opportunity for which nonprofit status is required, they should contact Rachel Payne ([lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org)) about [fiscal sponsorship](#) by ASAP Global.

---

**Chapter leaders, if you have advice relevant to deciding whether to pursue legal status or the process of obtaining it, please add it here:**

- 
- 
- 
- 
- 

### **Planning Conferences**

With the emergence of new chapters, ASAP Global is putting in place new guidelines for planning and documenting ASAP events.

## **GUIDELINES: Planning conferences**

- Provide ASAP promotional materials at the event. [Here](#) is our standard promotional 2- pager, which can be translated into other languages upon request
- Send ASAP Global a copy of your final agenda and poster, to be added to a global file of ASAP events
- Create a list of conference registrants and have it on file for future communications
- Write a short outcomes document and send it to ASAP Global, to be added to a global file of ASAP events

## **SUGGESTIONS: Planning conferences**

- Submit an event description, including a speaker list and schedule, to ASAP Global at least one month ahead of the event, so ASAP Global can advertise
- Make your event public-friendly by holding a 101 session at the beginning of each day, defining key terms and explaining important debates
- Have one opportunity for action available each day (e.g. a petition, an opportunity to donate, information about local nonprofits in need to research support from academics)
- Film or audio-record proceedings for publication on the ASAP website
- Find a volunteer with a nice camera and photography experience to take pictures
- Bump up your attendance by: reaching out to student activist groups; inviting the staff members of local nonprofits; including speakers who are not academics in your program; advertising early and often in diverse outlets
- Include a training component in your program--hold a session in which participants can learn skills they'll need to launch their own projects, e.g. writing for the press; managing an activist group; facilitating a meeting; fundraising; social media marketing; research design; reaching policy makers

**Chapter leaders, if you have ideas or advice relevant to conference planning, please share them here:**

- 
- 
- 
-

## **Finding a Focus for Your Chapter**

As was mentioned earlier, chapters are encouraged to design and initiate their own projects. We expect that, over time, chapters will develop distinctive national or regional agendas. However, there are also opportunities for country chapters to join in projects initiated by ASAP Global.

Below you'll find a quick sketch of current opportunities to contribute to ASAP Global projects. It will be periodically updated with new opportunities. If you would like additional information about any of the projects mentioned, e-mail ASAP Global at [lang\\_helen@academicsstand.org](mailto:lang_helen@academicsstand.org). Ideas for projects that could be initiated by country chapters, singly or in coalition, are listed below as well. Please add your own ideas to this list!

### **SUGGESTIONS: Getting involved with ASAP Global Projects**

**Institutional Reform Goals:** The Institutional Reform Goals or IRGs constitute ASAP's largest and most ambitious project. It is still in the early stages of development, so there is a lot of room for leadership and experimentation by chapters. The basic idea is to develop a set of politically feasible development goals that focus on the responsibilities of affluent states and the donor community and not just outcome for aid recipients. ASAP has prioritized ten policy areas for research and advocacy:

- Financial transparency and integrity
- International resource and borrowing privileges
- Intellectual property law
- Participatory and inclusive development decision-making
- International labour standards
- International trade
- Environmental sustainability and climate change
- Global migration
- Arms trade
- Debt

Chapters can contribute to this project by taking on one of these global governance problems and carrying out one or more of the following steps:

- Producing a literature review on that topic
- Recruiting a working group of experts to contribute policy proposals to address this problem
- Developing a target and set of indicators for addressing this problem in the context of the

SDG development agenda<sup>3</sup>

- Developing a set of policy proposals that could be implemented by one or more countries to progress towards achieving the SDG development targets
- Building a relationship with advocacy organizations and/or policy makers invested in the issue
- Launching an awareness or lobbying campaign on the issue

### **SUGGESTIONS: Potential chapter projects**

**Global Colleagues Program:** Leaders of ASAP Germany wrote a proposal for a partnership program, bringing together poverty scholars from the Global North and South to engage in collaborative research. This project could be taken up by one or more chapters. Read ASAP Germany's short proposal [here](#).

**Poverty Audit:** If there is sufficient interest amongst chapters, then ASAP could launch an international series of poverty audits, analyzing the poverty impact of key pieces of social policy in countries where chapters are based. ASAP Oceania carried out an audit of the policy platforms of the main Australian parties ahead of the 2013 national election. [Their work can](#) serve as a model, though the project does not necessarily need to be carried out during election season.

**Chapter leaders: if you have ideas for chapter projects, please share them here:**

- 
- 
- 
- 

### **Making the Case for Chapter Membership**

To recruit and engage members, you'll need to make a case for chapter membership. What will academics gain from being a part of your chapter? Two categories of benefits that you might emphasize are: 1) opportunities to make a positive impact on poverty and 2) opportunities for

---

<sup>3</sup> Depending on the current capabilities of the chapter, leaders may or may not want to focus on the post-2015 development process. Engaging with the post-2015 policy process will require producing research and policy recommendations very quickly, as policy process is already far advanced. Chapters that do not wish to work within these tight time constraints can still contribute to the IRG project--they will simply need to identify other policy mechanisms to focus on.

career advancement. Below you'll find some ideas for how your chapter might provide these benefits. We hope you'll add your own suggestions to the list.

### **SUGGESTIONS: Making the case for membership**

#### **Opportunities to make a positive impact on poverty:**

- Participating in a project organized by ASAP Global (see above)
- Participating in a project organized by your chapter
- Supporting government or NGOs by volunteering research or consulting services
- Supporting young academics or academics in developing countries by providing advice
- Charitable giving to effective organizations, organized by your chapter

#### **Opportunities for career advancement:**

- Attending conferences organized by your chapter
- Attending social events organized by your chapter
- Skills training--for example, grant writing, public speaking, lobbying, research skills, project planning and management, meeting facilitation, leadership development
- Access to teaching materials related to global poverty
- Opportunities to present their work to other members of network

**Chapter leaders: if you have ideas about making the case for network membership, please share them here:**

- 
- 
- 

### **Managing Your Network**

Here we'd like to offer a few pointers related to network management, focusing on your membership list, communications strategy, engaging and growing your network.

### **SUGGESTIONS: Managing your membership list**

- Your membership list is one of your chapter's most valuable assets. Keep it organized and updated

- Decide whether and under what conditions your members should gain access to the list → When you hold an event, add the list of registrants to your membership list
- Build your list by circulating a petition or coordinating a list exchange with another organization
- In messages to universities and other organizations about public events, include an option to subscribe to your mailing list

### **SUGGESTIONS: Communications strategy**

- ASAP Global subscribes to a newsletter service called MailChimp, which manages mailing lists and allows you to design attractive e-mail and newsletters. If you wish, you can use ASAP Global's account to save your mailing lists and design your e-mails. If you would like to start working with MailChimp, contact ASAP Global at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org). You can see examples of MailChimp newsletters on *page 15*.
- ASAP Global has a Facebook page and Twitter feed. You can direct your members to these outlets and post your chapter content there or develop your own Facebook page and Twitter feed.
- If you plan to launch your own Facebook page and Twitter feed, check out these great resources on social media strategy. Also, contact ASAP Global at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org) so she can link to your pages in ASAP Global communications.
- An effective communications strategy will not only deliver information about chapter activities but will also advance chapter objectives, like recruiting new members and engaging current members in projects. There are a number of communications strategy resources available online, which can help you establish clear goals. The Council of Nonprofits offers a long list of recommended resources. View them [here](#).
- Communications will likely be one of the more time-consuming aspects of managing your network, so we suggest appointing one person or more to create content for newsletters, posters, and other materials. An intern with enthusiasm and strong writing skills can help in this capacity, but s/he will need guidance from you.

### **SUGGESTIONS: Engaging and growing your network**

- Events and projects offer the opportunity both to engage current members and add members to your chapter. While you are planning a project or event, set goals for number of current members involved and for new members added.
- Chapter membership can be defined in many ways, ranging from simply subscribing to the chapter mailing list to being listed in a chapter directory to donating time and/or money. It's up to you to set the baseline for membership for your chapter.

- If you plan to seek donations from your members, please contact ASAP Global at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org) to ensure that members are not being asked for donations by both the chapter and ASAP Global at the same time.
- Like communications, membership management is complex. Consider appointing one person or more to oversee membership development.

---

**Chapter leaders, if you have ideas about network management, please share them here:**

- 
- 
- 
- 

### **Managing Partnerships**

There is significant opportunity to develop partnerships between your chapter and other organizations, including other nonprofits, universities, government, and businesses. Chapters can also support the development of student sub-chapters, headquartered at universities or in cities with your country or region. Such partnerships can help you enhance your chapter's impact, delivering your members' expertise to those who need it.

### **SUGGESTIONS: Managing partnerships**

We offer here a couple of examples of the partnerships that chapter leaders have developed so far:

- [Article](#) on the history of the University of Birmingham student chapter
- [One-pager](#) on ASAP Brazil partnerships with government agencies for chapter launch

---

### **Fundraising**

The fundraising process can be lengthy—identifying your needs, researching potential funding sources, and preparing materials can take months in themselves, and many funders take months more to decide whether to back a given project. Therefore, we suggest that you begin the fundraising process as soon as possible, focusing on the resources you'll need to reach your goals months, or even a year, from now. Below you'll find some helpful resources for each step in the fundraising process: planning, research, writing, communication/submission, and follow-up.

## SUGGESTIONS:

### Fundraising Planning

Fundraising is a complex and unpredictable process, so it's important to develop a strategic plan to help you spend your time in a productive way. We suggest that you begin your fundraising planning process by taking [this free online training](#), offered by the Foundation Center.

### Researching potential funding sources

When it comes to fundraising, many of us are used to thinking exclusively in terms of grant applications, but there are other possibilities. There are at least five sources of funding that you should consider incorporating into your fundraising strategy:

1. Grants (foundation, academic, corporate, and government)
2. Individual donations
3. Membership dues
4. Events
5. Sales/earned income (e.g. marketing ASAP t-shirts, Fair Trade products)

Once you've identified which funding sources you will pursue, you'll likely need to do some research on specific funding prospects. We've identified some helpful resources for researching each type of funding source:

- Grants and individual donations: check out the Foundation Center's resources on finding funders—there are many useful, free tutorials available [here](#).
- Income split: [this article](#) gives a good overview of the split of charitable income against revenue streams members.
- Events: [this article](#) and information on [nonprofit.about.com](http://nonprofit.about.com) both provide fundraiser event planning basics.
- Sales/earned income: [this page](#) provides an overview of the risks and opportunities associated with fundraising through product sales and links to a number of instructive articles.

---

<sup>4</sup> The Foundation Center is an outstanding resource for fundraising efforts focused on grantwriting and private donations. However, it may not be the most useful resource for other fundraising strategies, such as product sales and event planning. Also, the site is designed with American grantmakers in mind, and may not match the fundraising norms of other countries.

## Writing a Proposal

The Foundation Center is the go-to online resource for this aspect of fundraising, as well. They offer numerous free videos and written materials on developing a proposal, available [here](#). However, some of the Center's recommendations may be inapplicable to proposals made to funders based outside the US.

## Communication with Foundations

[This tutorial](#) from the Foundation Center provides tips on communicating with foundations.

## Grant funded impact measurement

[This tutorial](#) explains how to responsibly think about measuring the impact of your work.

---

## Working with Volunteers and Interns

For many chapters, volunteers and interns will play a crucial role in achieving organizational goals. As ASAP chapter leaders, you're in a position to recruit some very highly trained people to support your work. At ASAP Global, we've been pleasantly surprised by the number and skill-level of people willing to donate their time. We've found that people are most likely to volunteer to carry out discrete tasks with high social impact. Students, on the other hand, are most likely to apply for internships when they are offered the opportunity to do research or to develop other marketable skills.

### **SUGGESTIONS: Recruiting volunteers and interns**

At ASAP Global, we've primarily recruited volunteers and interns by sending a call out to the ASAP mailing list and by contacting relevant academic departments at universities around the world. In your own recruitment, you may opt to recruit independently or to ask ASAP Global to advertise volunteer and intern positions on your behalf.

In addition to ASAP publications, we suggest posting your position on [idealist.org](http://idealist.org), a very popular website that lists volunteer and intern positions around the world.

### **GUIDELINES: Managing volunteers**

It's important for the wellbeing of your chapter and the entire ASAP network that volunteers be treated with great respect. You should only take on volunteers when you are able to ensure their

experience is satisfying by:

- Identifying a well-defined set of responsibilities for the volunteer
- Providing clear instructions on how to fulfill those responsibilities
- Providing supervision and feedback
- Acknowledging the contribution of the volunteer, in private or in public

To date, all ASAP internships have been unpaid. Norms around internships differ from country to country; in some places, unpaid internships are not seen as acceptable, and in others they are commonplace. All ASAP internships, both paid and unpaid, must meet high standards for supervision, learning, and career development. These standards are:

**Continual supervision:** the intern should have one responsible supervisor, with whom s/he meets (in person or on Skype) at least once every 2 weeks

**Opportunities for learning and skill-building:** the intern must learn and build skills during the internship. You can encourage learning and skill-building by:

- Asking the intern to carry out research
- Providing detailed feedback on the work they submit and tracking their performance over time
- Encouraging them to build their knowledge base, by reading, attending
- conferences, and participating in online skills trainings
- Organizing an intern book club, in which participants read works on poverty and
- development and take turns leading discussion

**Career advancement:** most young people begin internships in order to better their career opportunities. ASAP chapter leaders can support the career development of its interns by: ○ Agreeing to write letters of recommendation

- Connecting interns with people working in the field they hope to enter
- Providing career advice

In addition to meeting these basic ASAP standards, you should fulfill any national standards for the fair treatment of volunteers and interns in your country before you begin recruitment. For an example of such standards, see the U.S. Department of Labor's [standards for internships](#).

## **Logos, Images, & Sample Communications**

You can download ASAP logos at [this link](#). Images from ASAP events are posted on [Flickr](#). They're yours to download and use. To upload

your own, e-mail ASAP Global at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org) for log-in info.

Sample communications:

- [Sample newsletter](#)
- [Sample internship recruitment e-mail](#)
- [Sample case for support for funders](#)
- [Sample call for participation in ASAP project](#)
- [Sample event invitation](#)

## **Networking Pages**

This is a place for network members to suggest potential collaborators to one another. If you are seeking contacts with certain expertise, make a note of it here. If have contacts to suggest to other chapter leaders--either with the sought-after expertise or with other skills to offer--please list them here.

---

### **Example 1:**

United States: WANTED—expert in climate finance to participate in fall conference. Should be located in North Eastern U.S. Should have direct experience with UN climate change negotiations. If you have suggestions, please contact Helen at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org).

### **Example 2:**

Canada: POTENTIAL COLLABORATOR—Benoit Manet, expert in human rights law and climate change policy. Located in Montreal. Postdoctoral student, potentially willing to contribute research and/or coordination to climate-related projects. If interested in an e-mail introduction, write to Helen at [lang.helen@academicsstand.org](mailto:lang.helen@academicsstand.org).

Brazil:

Canada:

Germany:

India:

Italy:

Oceania:

Spain:

United Kingdom:

United States:

West Africa:

---

**Chapter leaders, should additional sections be added to this guide? Please add your suggestions here.**

→

→

→

→

→

*Thank you for reading!*