

Registry of Interpreters for the Deaf, Inc.  
Affiliate Chapter Relations Committee

**Affiliate Chapter Handbook  
Second Edition  
RESOURCES**

**Resource List for Affiliate Chapters:  
Yours for the Taking**

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Written/Compiled by the Affiliate Chapter Relations Committee, 2001-2005.

## Editor's Note

This section is one in a series of sections of the Affiliate Chapter Handbook intended to assist affiliate chapters in developing and maintaining a functional chapter of the Registry of Interpreters for the Deaf, Inc. Each section has been prepared with the needs of the affiliate chapters in mind based on feedback provided to the Affiliate Chapter Relations Committee (ACRC) by the membership during the 2001 RID Convention, Orlando, Florida, and from the Affiliate Chapter Relations Committee survey of affiliate chapters.

### The ACRC Mission Statement:

It is the mission of the Affiliate Chapter Relations Committee to clarify and strengthen the organizational structure of the Registry of Interpreters for the Deaf, Inc. by acting in an advisory capacity, representing the interest of the affiliate chapters and promoting best practices so that affiliation is valued by chapters and by individual members.

The design, organization and composition of the membership of affiliate chapters across the country vary. To accommodate the diversity of affiliate chapter needs, each section (or parts thereof) may not apply to every affiliate chapter. The challenge was to develop all-inclusive sections with the understanding that each individual affiliate chapter may or may not need the information in its entirety.

The Affiliate Chapter Handbook is intended to be a “living document” with updates, additions and/or deletions made accordingly and in a timely manner by the ACRC. Suggestions and inquiries to the Affiliate Chapter Handbook or the ACRC may be directed through the RID National Office, Membership Services Coordinator, or via e-mail at [membership@rid.org](mailto:membership@rid.org).

The Affiliate Chapter Relations committee would like to express its' sincere appreciation to the following individuals for their assistance with various sections of the Affiliate Chapter Handbook.

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## Resource List for Affiliate Chapters

The RID Web Site, <http://www.rid.org>, is referred to many times in this resource list. Direct links, to specific information, are provided where appropriate.

Adobe Acrobat Reader is needed to access some of the web documents.

RID's Standard Practice Papers (SPP) are available by the following methods:

- Fax-on-demand
  - 1) Call 1-800-736-9280 (voice). Follow the automated prompts. You will need to enter the fax number for where you want the items sent.
    - \*For a list of all SPP titles, request # 100.
    - \*For a copy of each of the SPPs, request #111.
    - \*If you are interested in receiving only one of the SPPs, please check the web page for the appropriate title and number.
  - 2) Directly from the web page <http://www.rid.org/fax.html>
- Web link <http://www.rid.org/spp.html>

RID can be contacted by phone.

- 703-838-0030 voice
- 703-838-0459 tty
- 703-838-0454 fax

Extension numbers for RID National Office staff/departments:

Publications	208	<a href="mailto:publications@rid.org">publications@rid.org</a>
Membership	202	<a href="mailto:membership@rid.org">membership@rid.org</a>
Certification Maintenance Program	212	<a href="mailto:cmp@rid.org">cmp@rid.org</a>
National Testing System	207	<a href="mailto:nts@rid.org">nts@rid.org</a>
Shipping/Office Manager	204	<a href="mailto:info@rid.org">info@rid.org</a>
Accounting	214	<a href="mailto:acct@rid.org">acct@rid.org</a>

***RID, Inc. and the Affiliate Chapter Relations Committee do not endorse any particular outside resource listed in the table. The hope is that this document offers a starting point for Affiliate Chapters (AC) to seek information that best suits their unique needs.***

## RESOURCES TABLE

<i>Area of Interest/Need</i>	<i>RID Resources</i>	<i>Other Resources</i>
<b>Audit Preparation, IRS Responsibilities and Nonprofit Operations</b>	<p>1. <b><u>Issues for Nonprofit Organizations and RID Affiliate Chapters – Part I and II</u></b>                      Nettles, C. (2000). Region III Conference, Louisville, KY.</p>	<p>1. <a href="http://www.irs.org">http://www.irs.org</a></p>
	<p>2. AC Handbook – Section 18: <b><u>Nonprofit Corporation Status and Other Legal Related Issues: All Hoops and NO Loops!</u></b>  <a href="http://www.rid.org/sec18.pdf">http://www.rid.org/sec18.pdf</a></p>	
	<p>3. AC Handbook -- Section 19: <b><u>Nonprofit Liability: Insurance and Bonding: Covering Your Assets</u></b>                      (Under Construction)</p>	<p>2. Your organization’s CPA, tax attorney or advisor.</p>
	<p>4. AC Handbook– Section 8: <b><u>Affiliation Requirements: You wanted it when?</u></b>  <a href="http://www.rid.org/sec8.pdf">http://www.rid.org/sec8.pdf</a></p>	

<b>Certification Maintenance Program (CMP) Information And Forms</b>	1. <a href="http://www.rid.org">http://www.rid.org</a>  Follow links to CMP/ACET information	N/A
	2. AC Handbook – Section 3: <b><u>RID CMP &amp; ACET Handbook: Loving Lifelong Learning</u></b> <a href="http://www.rid.org/sec3.pdf">http://www.rid.org/sec3.pdf</a>	
<b>Conference (Regional &amp; National) Planning</b>	1. <b><u>Regional and State Conference Guidelines</u></b> (unpublished document), as edited and revised by Elizabeth Mendoza, 2003	1. <b><u>The Idiot’s Guide to Meeting and Event Planning</u></b> , Robin E. Craven and Lynn Johnson Golabowski; Alphabooks. ISBN 002864004
	2. <b><u>Coordinating Interpreters for Conferences</u></b> (RID Standard Practice Paper) <i>Fax on Demand item # 116 or <a href="http://www.rid.org/116.pdf">http://www.rid.org/116.pdf</a></i>	2. <b><u>Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conference, Conventions, Incentives and Other Special Events</u></b> , Judy Allen. ISBN 0471644129
	3. AC Handbook – Section 7: <b><u>Regional and State Conference Guidelines: Don’t re-invent the wheel!</u></b> <a href="http://www.rid.org/sec7.pdf">http://www.rid.org/sec7.pdf</a>	

<b>Workshop Planning</b>	1. <b><u>Coordinating Interpreters for Conferences</u></b> (RID Standard Practice Paper) Fax on Demand item # 116 or on-line at: <a href="http://www.rid.org/116.pdf">http://www.rid.org/116.pdf</a>	1. <b><u>How to Coordinate and Host a Successful Workshop: Or How Not to Get Lost in the Details</u></b> (document developed for the Region X Interpreter Education Center at Western Oregon University), Julie Simon, PhD., CI, CT. 2003 <a href="http://www.wou.edu/region-x-iec">http://www.wou.edu/region-x-iec</a>
	2. AC Handbook – Section 4: <b><u>How to Coordinate and Host a Successful Workshop or How NOT to get lost in the details!</u></b> <a href="http://www.rid.org/sec4.pdf">http://www.rid.org/sec4.pdf</a>	
<b>Legislation</b>	1. <a href="http://www.rid.org/lic.html">http://www.rid.org/lic.html</a>	1. Contact with local disability groups can assist in finding legislation at the local or state level (i.e. Centers for Independent Living).
	2. AC Handbook – Section 21: <b><u>Utilizing the Political Process: It Really Does Work</u></b> <a href="http://www.rid.org/sec21.pdf">http://www.rid.org/sec21.pdf</a>	2. Most states have Internet access to a “bill room.” Contact your state representative or Senator for more information on how to access bills as they are introduced.

	<p>3. AC Handbook – Section 12: <b><u>Inter-Organizational Agreement: Pooling our Resources</u></b> <a href="http://www.rid.org/sec12.pdf">http://www.rid.org/sec12.pdf</a></p>	<p>3. <a href="http://www.nad.org">http://www.nad.org</a> Follow links to “info-to-go” and “legal.”</p> <p>4. <a href="http://www.ncsl.org">http://www.ncsl.org</a> (Conference of State Legislatures)</p>
<p><b>Membership Growth and Recruitment</b></p>	<p>1. RID Membership Services: Extension 202. <a href="mailto:membership@rid.org">membership@rid.org</a></p>	<p>1. <b><u>Fish: A Remarkable Way to Boost Morale and Improve Results</u></b>, Steven C. Lundin, Harry Paul, John Christensen; Hyperion Books ISBN 0786866020</p>
	<p>2. AC Handbook – Section 14: <b><u>Diversity and Recruitment: That Includes Y.O.U.! (Young, Old, and Underrepresented)</u></b>  (Under Construction)</p>	
	<p>3. AC Handbook – Section 15: <b><u>Recruiting Graduates of an Interpreting Program: Passing the Torch</u></b> <a href="http://www.rid.org/sec15.pdf">http://www.rid.org/sec15.pdf</a></p>	
	<p>4. AC Handbook – Section 25: <b><u>Recruiting Educational Interpreters</u></b>  (Under Construction)</p>	

<p><b>Parliamentary Procedures/ Effective Meetings</b></p>	<p>1. <b><u>RID’s Conference Standing Rules</u></b> Printed in VIEWS for two months prior to conference as well as in the program book for the conference. The RID Board of Directors will adopt as printed or with changes suggested by membership and a vote is taken at conference to use the standing rules.</p>	<p>1. <b><u>First Aid for Meetings,</u></b> Charlie Harkins; Bookpartners Inc., ISBN 1885221614</p> <p>2. <b><u>Effective Meeting Skills</u></b> Marian E. Haynes; Crisp Publications. ISBN 1560523859</p>
	<p>2. <b><u>RID Bylaws Committee:</u></b> See RID webpage for updated committee contact information <a href="http://www.rid.org/comm.html">http://www.rid.org/comm.html</a></p>	<p>3. <b><u>Not Another Meeting!: A Practical Guide for Facilitating Effective Meetings,</u></b> Francis A. Micale; Oasis Press ISBN 1555714803</p>
<p><b>Parliamentary Procedures/ Effective Meetings (continued)</b></p>	<p>3. AC Handbook – Section 5: <b><u>Tools and Strategies for Conflict Management: I’m Okay, You’re Okay – How to be Different Together</u></b> <a href="http://www.rid.org/sec5.pdf">http://www.rid.org/sec5.pdf</a></p>	<p>4. <b><u>Bummy’s Basic Parliamentary Guide: An Illustrated Step-by-Step Procedure for Making Meetings Work,</u></b> Gerald “Bummy” Burstein; DawnSign Press ISBN 0915035502</p>
	<p>4. AC Handbook – Section 11: <b><u>Committees: Where the Rubber Meets the Road</u></b> <a href="http://www.rid.org/sec11.pdf">http://www.rid.org/sec11.pdf</a></p>	<p>5. <b><u>Parliamentary Procedure at a Glance</u></b> O. Garfield Jones; Penguin Books ISBN 0140153284</p>

	<p>5. AC Handbook – Section 16:  <u><b>Meetings, Parliamentary Procedure/Bylaws: The Gavel Stops Here!</b></u>  <a href="http://www.rid.org/sec16.pdf">http://www.rid.org/sec16.pdf</a></p>	<p>6. <u><b>Webster’s New World Robert’s Rules of Order: Simplified and Applied.</b></u>  Robert McConnell  Productions;  ISBN 0028627490</p>
	<p>6. AC Handbook – Section 17:  <u><b>Policy and Procedures Manual Suggestions: Odds &amp; Ends</b></u>  <a href="http://www.rid.org/sec17.pdf">http://www.rid.org/sec17.pdf</a></p>	<p>7. <u><b>Great Meetings! How to Facilitate Like a Pro.</b></u>  Dee Kelsey and Pam Plumb;  Hanson Park Press  ISBN 0965835405</p>

<b>Public Relations</b>	1. <a href="http://www.rid.org/media.html">http://www.rid.org/media.html</a>	1. Look for a local chapter of the Public Relations Society of America <a href="http://www.prsa.org">http://www.prsa.org</a>
	2. AC Handbook – Section 12: <b><u>Inter-Organizational Agreement: Pooling our Resources</u></b> <a href="http://www.rid.org/sec12.pdf">http://www.rid.org/sec12.pdf</a>	2. <a href="http://www.prmuseum.com">http://www.prmuseum.com</a>  (This site has detailed bibliography of resources.)
	3. AC Handbook – Section 23: <b><u>NAD-RID State Cooperation Plan</u></b> <a href="http://www.rid.org/sec23.pdf">http://www.rid.org/sec23.pdf</a>	
	4. AC Handbook – Section 13: <b><u>Speakers Bureau: Tooting Your Own Horn</u></b> <a href="http://www.rid.org/sec13.pdf">http://www.rid.org/sec13.pdf</a>	
<b>RID Board Operations</b>	1. <a href="http://www.rid.org">http://www.rid.org</a>	
	2. AC Handbook – Section 2: <b><u>RID Structure: Where am “I” in RID?</u></b> <a href="http://www.rid.org/sec2.pdf">http://www.rid.org/sec2.pdf</a>	
	3. AC Handbook – Section 6: <b><u>Region Representative Responsibilities: What do they do anyway?</u></b> <a href="http://www.rid.org/sec6.pdf">http://www.rid.org/sec6.pdf</a>	

<p><b>RID Board Operations (Continued)</b></p>	<p>4. AC Handbook – Section 8: <b><u>Affiliation Requirements: You wanted it when?</u></b> <a href="http://www.rid.org/sec8.pdf">http://www.rid.org/sec8.pdf</a></p>	
<p><b>General Information on RID, Deafness, Interpreting and Interpreter Education</b></p>	<p>1. <a href="http://www.rid.org">http://www.rid.org</a> ITP link on home page of the RID website</p>	<p>1. <a href="http://www.NAD.org">http://www.NAD.org</a> The National Association of the Deaf</p>
	<p>2. RID’s Conference Proceedings. For ordering information see VIEWS or e-mail <a href="mailto:info@rid.org">info@rid.org</a></p>	<p>2. The Conference of Interpreter Trainers (CIT) <a href="http://www.cit-asl.org">http://www.cit-asl.org</a></p>
	<p>3. AC Handbook – Section 1: <b><u>RID History: The Bridge to the Future</u></b> <a href="http://www.rid.org/sec1.pdf">http://www.rid.org/sec1.pdf</a></p>	<p>3. CIT Conference Proceedings. For ordering information, please see the CIT web page: <a href="http://www.cit-asl.org">http://www.cit-asl.org</a></p>
<p><b>Affiliate Chapter Operations</b></p>	<p>1. AC Handbook – Section 9.1: <b><u>A Glimpse at Affiliate Chapter Board Service: The Little Board That Could</u></b> <a href="http://www.rid.org/sec91.pdf">http://www.rid.org/sec91.pdf</a></p>	
<p>2. AC Handbook – Section 9.2: <b><u>A Day in the Life of an Affiliate Chapter Officer: I have to do what?</u></b> <a href="http://www.rid.org/sec92.pdf">http://www.rid.org/sec92.pdf</a></p>		

<b>Affiliate Chapter Operations (continued)</b>	<p>3. AC Handbook – Section 10: <b><u>The Affiliate with Local Chapters: See How They Run</u></b> <a href="http://www.rid.org/sec10.pdf">http://www.rid.org/sec10.pdf</a></p>	
	<p>4. AC Handbook – Section 8: <b><u>Affiliation Requirements: You wanted it when?</u></b> <a href="http://www.rid.org/sec8.pdf">http://www.rid.org/sec8.pdf</a></p>	
	<p>5. AC Handbook – Section 22: <b><u>Charting Your Course: Defining Your Mission, Setting Goals</u></b> <a href="http://www.rid.org/sec22.pdf">http://www.rid.org/sec22.pdf</a></p>	
	<p>6. AC Handbook – Section 24: <b><u>Teambuilding for RID Affiliate Chapter Boards</u></b> <a href="http://www.rid.org/sec24.pdf">http://www.rid.org/sec24.pdf</a></p>	
	<p>7. AC Handbook – Section 26: <b><u>Avoiding Burnout</u></b> <i>(Under Construction)</i> <a href="http://www.rid.org/sec26.pdf">http://www.rid.org/sec26.pdf</a></p>	
<b>Fundraising</b>	<p>1. AC Handbook – Section 20: <b><u>Fundraising and Grant Writing: Show Me the Money!</u></b> <a href="http://www.rid.org/sec20.pdf">http://www.rid.org/sec20.pdf</a></p>	