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Introduction
Welcome to the 2019-2020 Campus Chapter Manual, a tool and a guide to be used by our campus leaders. Being a campus leader is a fun and rewarding experience, but it also requires a lot of hard work. This manual is meant to help you along the way as you plan trips, stage events, jumpstart local initiatives, or do anything else with MPI. The policies and guidelines in this manual should help your chapter have a fun, meaningful and successful year!

How to Use the Campus Chapter Manual
Chapter presidents should read and familiarize themselves with this manual. Additionally, chapter officers - in particular, members of the executive board - are encouraged to review the general sections of the manual as well as those specific to their positions. If you have any questions about chapter operations or MPI protocol remember to look here first! All of MPI policies in this manual are MPI's official policies so be careful to follow them closely.

If you have any questions regarding the campus manual or its contents please feel free to contact chapters@mannaproject.org.

The US Office and Campus Chapters
The MPI's US office manages all stateside operations and provides support for MPI campus chapters. The Campus Coordinator is a staff member whose main function is to be available to all chapter leaders and to help them along the way with anything they might need. The Campus Coordinator
will also provide some oversight for your chapter to help make sure that your chapter is working to fulfill MPI's Foundational Pillars. As a chapter leader, feel free to ask the Campus Coordinator for any help that you may need with any of your initiatives.

A Note on Terminology
Some of the words used in this manual may carry a different meaning than they might in general usage. For easy reference, here's what MPI means when we use the following words:

- The term ‘year,’ refers to the academic year. For example, Fall 2019-Spring 2020.
- ‘MPI Staff’ refers to the Executive Director, the Country Directors, and any other paid employees of MPI who are involved in organizational decision-making.
- ‘The US Office’ refers to MPI staff members who work on daily operations in the US.
- The term ‘initiative’ is any undertaking or project conducted by representatives or officers of MPI.
- ‘MPI’ refers to Manna Project International.

II. Chapter Status, Expectations, Metrics, and Structure

Chapter Status
MPI chapters enjoy the following privileges:

1. Priority placement over non-chapter spring break trips
2. Authorized use of MPI's name/brand in promotion of spring break trips and fundraising initiatives
3. Donation processing
4. Administrative support through the US Office
5. Publication of articles on the MPI website and in MannaMail dispatches

Expectations
In order to maintain active chapter status, chapters are expected to:

1. Engage in and register at least one Local Initiate or Service Project
2. Participate in at least one of the Global Initiatives
3. Participate in Program Director recruitment initiatives
4. Track the following metrics for your chapter: number of chapter members, number of chapter leaders, total volunteer hours, number of community members served, funds raised, event attendance, and any additional metrics deemed important
5. Submit three annual reports, detailed in the following subsection
6. Comply with all policies set forth in this manual or otherwise issued by MPI

Metrics and Reporting

In order to help MPI set goals and keep track of all the work being done by the organization, each MPI chapter will submit three reports per year. Reports can be submitted online:

1. **The Year-Opening Report**, due September 5th
   In the Year-Opening Report, you will have a chance to reflect upon the successes and challenges of the past year, as well as share a few specific and measurable goals for your chapter for the year ahead. You’ll also create an outline that can be used to plan and guide the year’s initiatives.

2. **The Mid-Year Report**, due January 15th
   The Mid-Year Report will help you track the progress your chapter has made during the fall semester. In it you will be asked to provide data, such as numbers of individuals served by an initiative and volunteer hours. This is helpful for MPI to accurately portray the impact our chapters are having all over the country. In order to successfully fill out this report, you should track necessary data (volunteers hours, community members served, funds raised, event attendance, etc.) throughout the year. You will also be given the opportunity to go back to the goals that you decided on in the Year-Opening Report and reflect on progress
that you have made thus far. At this point, you may need to re-evaluate some of your goals and modify them as necessary.

3. The End of Year Report, due May 15th
In the End of Year Report, you will share information about your chapter's spring semester, including spring break trips, as well as a review of the full academic year. The outgoing and incoming presidents will also have a chance to list a few general ideas for the next year.

Chapter Structure
Each chapter must keep a constitution that (a) commits them to the principles set forth in MPI's Foundational Pillars and (b) outlines the structure of their chapter and the duties and expectations for each officer position.

Each chapter shall have a basic hierarchy of officers, as listed below.

1. The President presides over the operations of the chapter, serves as a liaison between the US Office/MPI Staff and the chapter, and shall have the final executive decision-making power within the chapter, unless otherwise specified by the individual chapter's constitution. The President is responsible for making sure all regulations set forth in this manual as well as those set forth by the affiliated university or any other entity that holds authority over the chapter are followed.

2. The VP of Local Initiatives oversees the implementation, planning, and execution of all local initiatives and is responsible for keeping track of the relevant data and for fulfilling all requirements and expectations pertaining to Local Initiatives.

3. The VP of Global Initiatives oversees all spring break trips and other global initiatives and is responsible for keeping track of the relevant data and for fulfilling all requirements and expectations pertaining to Global Initiatives.
4. The **VP of Fundraising & Development** is responsible for fundraising and awareness events, and is expected to coordinate with the chapter President, the MPI Chapter Coordinator, and the Treasurer and/or VP Finance to keep thorough and accurate records of all funds raised by the chapter.

5. The **VP of Publicity** will design and implement publicity campaigns and will assist the other officers in promoting their events and initiatives. The VP Publicity is also a liaison between the other officers and the US Office in creating materials for publication on the US blog, MPI website and in MannaMail newsletters and/or other publications.

6. The **Secretary** keeps thorough notes of all meetings, maintains an active roster of chapter members/participants, and coordinates with the President and other officers to compose and submit the three annual reports.

7. The **Treasurer** and/or **VP of Finance** maintains oversight of all financial transactions conducted by or on behalf of the chapter.

These officers make up the Executive Board of an MPI chapter and have the ability to vote on all major chapter decisions. The executive board may also add other officer positions when they are needed. Any new roles or positions should be added to the chapter's constitution. When changes are made, you need to let the US Office know, so that they can keep up-to-date on chapter operations.
III. Local Initiatives

MPI Local Initiatives and Service Projects
Local volunteering is a great way for you to engage underserved communities in your own backyard. When you are designing and operating these opportunities, be sure to keep in mind the mission and vision of Manna Project International. We have two types of local volunteer work, local initiatives and local services projects, both of which are described below.

Criteria for an MPI Local Initiative
All official MPI Local Initiatives should meet the following basic criteria:
1. They should engage a local international community. An international community is considered to be any group of individuals who identify primarily with a non-US culture and who interact with each other as a community outside of MPI programs.
2. They should provide two or more services to the community that address issues of development or service in line with MPI’s holistic approach (e.g. child development and English education).
3. They should be at least partially designed and led by student members of the MPI chapter.

Local service projects that do not satisfy all of these criteria should be developed so that they eventually meet all three of these requirements so they can grow into full-fledged MPI local initiatives.

Registering a Local Initiative
To submit a project for approval as an MPI Local Initiative or Local Service Project, the President and the VP of Local Initiatives need to complete and submit the Local Initiatives form. After
receiving this form, the US Office will review and determine the status of the project. This form is a brief description of the nature, format, and goals of the project. All local service projects must be registered with and approved by the US Office.

**Support for Local Initiatives**
The US Office supports local initiatives in the following ways:

1. Donation processing for funds raised
2. Publicity through MannaMails and MPI's other mediums of communication
3. Assistance with metrics tracking
4. Organizational recognition and support in communication with partner organizations and other involved parties

If you need any other form of support be sure to ask the Chapter Coordinator!

**IV. Global Initiatives**

**The Importance of Spring Break Trips**
Spring break trips are a great way to take part in international service initiatives. They expose participants to a vast array of cultural and development-related issues while giving them the opportunity to have a concrete and positive impact on the lives of both participants and community members.

**Spring Break Trips**
Spring Break trips give chapter members the rewarding and exciting opportunity to observe MPI in action. Generally, these spring break volunteers stay in the Manna house or with a partner organization for a week as they participate in various MPI programs, work on their own specific
project, and experience the culture of the communities in which we operate. Visiting an MPI site and seeing firsthand how our Program Directors work and live gives our spring break volunteers a unique perspective into the inner workings of Manna Project International and our work abroad.

Pre-Trip Procedures

MPI Campus Chapters are eligible for priority placement over non-chapter affiliated groups as long as you successfully complete the steps outlined below.

First you need to review the MPI Spring Break Info Packet. Next, download and complete the Spring Break Application and submit to the Chapter Coordinator. Please remember that submitting an application does not automatically reserve you a spot. Placements are not guaranteed until you send in a confirmation form and deposit.

Applications must be turned in by October 1. Once applications are received, the MPI Staff will review them and decide on placements. You will find out if a place is available by October 5 and at that time will also find out how many people may participate on the trip (we typically have room for 12 spring break volunteers at each of our sites) and the dates available.

After you’ve been told that a spot is available for you, you’ll be asked to submit a confirmation form and deposit. The confirmation form confirms the trip leader information and a formal commitment to the trip. It should be turned in by December 1st along with a $250 deposit. The deposit will be used for the group’s project costs and will not be used to for personal room and board costs. After we receive the confirmation form and the deposit, we will officially reserve your placement. As a final pre-trip step, you will need to turn in a finalized list of participants, along with the necessary waivers, which you will receive once you have turned in your confirmation form.
Program fees for trips are $750 per participant per week. This fee covers room & board, transportation, administrative fees, operating costs, project costs and MEDEX travel insurance. This payment must be made, in full, no later than February 15.

Each group will be assigned a Program Director, who will act as the group's on-site leader. The student leader in charge of the trip and the Program Director will work together to plan the itinerary for the group's project as well as for any side excursions.

Spring Break Trip Overview

MPI's spring break service trips include a mix of cultural, educational, and service opportunities while also giving a taste of who MPI is and what we do. Spring break volunteers can expect opportunities to interact with MPI's international communities in the following ways:

1. **Service Outreach:** Be active and get your hands dirty. Build something, teach classes, lead a sports clinic or run a kid's camp.

2. **Higher Education:** Learn the ‘ins and outs' of an area of interest in a real-world, international setting. Experience first-hand topics such as micro-finance and public health education.

3. **Cultural Focus:** Immerse yourself in another culture and learn more about its history, economy, family dynamics, etc. Spend time in the community building personal relationships.

4. **MPI Overview:** Attend MPI's programs, have discussions with current Program Directors regarding their experience abroad with MPI and how their perspectives have changed. An overnight excursion at the end of the week serves as a time of debriefing and cultural immersion, with everyone hopping on a bus and/or boat for a trip to the destination of the group's choice.

Spring Break Pre-Trip Timeline
To review, here are the important dates for pre-trip preparations:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications due</td>
<td>October 1</td>
</tr>
<tr>
<td>Acceptance &amp; site placement notification</td>
<td>October 7</td>
</tr>
<tr>
<td>Confirmation form with project selection &amp; $250 deposit due (deposit goes toward project fundraising)</td>
<td>December 1</td>
</tr>
<tr>
<td>Flight itinerary and participant list due</td>
<td>February 1</td>
</tr>
<tr>
<td>Total group money due (participant fees)</td>
<td>February 15</td>
</tr>
<tr>
<td><em>(a late fee of $20/individual applies if not received by Feb 15)</em></td>
<td></td>
</tr>
</tbody>
</table>

Support for Global Initiatives
The MPI US office will provide you with support for spring break trips before, during and after the trip.

**Prior to the trips, the MPI US office will:**
1. Help design projects for the on-site trips
2. Provide site leaders with materials designed to introduce the representatives of partner organization to MPI
3. Process donations for trip fundraising

**During the trips, the MPI US office will:**
1. Provide a contact number at which a member of the staff will be available on-call during the entire duration of the trip
2. Assist trip leaders in any way that is both possible and reasonable with any complications that might occur during travel

Summer Internship
Each summer, we accept interns at our international site for 4-8 week terms. This is a great opportunity for interns to get a longer and more in-depth understanding of international initiatives. It also gives interns a taste of the life of a Program Director, and allows them to immerse themselves
in the cultural life of our site. As such, chapter members are encouraged to apply to be summer interns, and chapters are encouraged to actively recruit applicants from their student bodies. We always love to have chapter members come down and spend more time with us!

MPI's Summer Internship Program offers two four-week sessions as well as an eight-week option for selected interns. **Interns must arrive and depart on the specified dates for each session.**

You can find more information [online](#) and in the Internship Handbook.

## V. Fundraising and Awareness

Local and global service opportunities will provide you with access to life-changing experiences. Your chapter should work to share these amazing experiences with your campus as a whole. You can educate their peers on situations both abroad and within the local community and inspire your fellow students to join MPI's cause and to contribute their time, talent, and money so that we can continue expanding our impact in communities abroad and at home.

It is very important that you build strong fundraising programs, so that you can sustain your own initiatives and contribute to MPI's work in serving communities both in the US and abroad.

**Here are a few ideas for possible fundraisers:**

**Event**
Hosting on-campus events help spread the word about your chapter and about MPI's work as a whole. In addition to giving you the opportunity to raise funds for MPI and for your own initiatives, events help you create a reputation and a presence on campus. Events are also a great time for
volunteer and officer recruitment, and should be designed so that they engage as many students on campus as possible.

Here are a few ways that you can make sure your event is successful:

1. Feature a presentation of some sort that explains the initiatives and programs carried out by MPI and the chapter
2. Serve a buffet-style dinner composed of food donated by local restaurants
3. Have a silent auction with items donated by local merchants, students, and families of students
4. Get student musicians or musical groups (a capella or dance troupes) to provide live music

Here are three important factors to keep in mind during an event:

- **Publicity:** Making sure that as many people as possible on campus know about the event not only increases ticket sales, but also increases on-campus awareness or, at the very least, the name recognition of MPI and the chapter.

- **Production Value:** Even though you will probably be working on a shoestring budget you should still keep the quality of the event in mind in order to create a favorable impression of the chapter's efforts. High event quality will get more people to attend your events in the future. Take advantage of all resources available in the best way possible and focus on the core integrity of the event as opposed to overextending the budget.

- **Cost-Effectiveness:** When you are holding an event you want to get the most bang for the buck. While production value should be high, creativity and innovation, along with aggressive pursuit of food and other similar donations, can be used to generate a great event on a small budget. At the end of the day, you want to raise money, not spend it, and so it is important to provide the best event possible while spending the least amount possible. Many restaurants and local companies are happy to support nonprofit organizations – you just need to ask!
Here are a few tips to help you succeed in all three of these arenas:

1. Actively pursue donations of any goods that you might need (food, silent auction items, floral centerpieces, etc.) from local merchants and restaurants.

2. Getting donations from a chain restaurant or merchant as opposed to an independently owned company often requires a formal registration with their corporate office that may take some time to process. Make sure to start early on any corporate sponsorships or focus primarily on locally owned businesses to avoid red tape.

3. Recruit a publicity team with visual design experience—at the very least, someone who has access to, and is familiar with, Adobe CreativeSuite or an equivalent program. The better and slicker your publicity campaign looks, the higher the anticipation for your event will be and the better your branding will go over amongst the student body at large.

4. Recruit students or student musical groups to provide music for your event for free.

5. Approach your university’s Student Government Association or other student organizations (Greek houses have been particularly effective in the past) with opportunities for co-sponsorship and tell them that they will be recognized as co-sponsors in publicity materials. This provides incentive for co-sponsors, and once enough co-sponsors have been listed in publicity materials, it will put pressure on other student organizations to join in on the effort and will encourage the rest of the student body to attend.


7. Less is more. Use creativity to design minimal but elegant low-cost delegations.

8. Divide your volunteers into committees specific to the different elements of the event (e.g. publicity, food, etc.) and give each committee a clear timeline.

Remember to include all planned events in the Year-Opening Report or Mid-Year Report. If you plan an event between reports register it with the US Office at least one month before the event takes place.
Note: All materials used to solicit donations in MPI's name, whether cash or in-kind, must be submitted to the US Office for approval by MPI staff prior to being used. Expect a two-week turnaround on approval, and plan submission of these items accordingly.

Letter Writing Campaigns
Letter Writing Campaigns are a great way to spread Manna Project International's name and mission to the general public and to bring in funds for international and chapter initiatives. Letter writing campaigns entail sending out financial appeals to contacts provided by student leaders - their friends, families, or other connections. These campaigns can take place in conjunction with an annual event, with spring break preparations, or as a standalone fundraising initiative. MPI staff must approve all solicitation letters using the name and/or brand of Manna Project before being sent out to donors. Please allow for a two-week turnaround on letters. In planning letter writing campaigns, chapter leaders should expect to coordinate with the US Office to make sure that their campaign is in line with MPI's current fundraising initiatives.

Unless otherwise approved, **all letter writing campaigns must be processed through the US Office**, so that MPI can send official thank you letters, along with tax-exemption receipts, to all donors. The funds will be deposited in MPI's account and earmarked according to their chapter designation.

**All checks to be processed by MPI must be mailed directly to:**

Manna Project International  
PO Box 536144  
Orlando, FL 32853
Make sure that all checks that are submitted also have a completed commitment card indicating their designation. Additionally, the designation should be included in the memo portion of the check. You can also ask people to make donations online via the links provided on the Donate page of the MPI website. Make sure that donors should designate their online donations so that everything goes to the right place.

VI. Program Director Recruitment

The Program Director Position
The Program Director position is a unique opportunity that combines service, leadership, and adventure. Each year, we accept 8-12 recent graduates or young professionals (team size varies from site to site) to work as Program Directors. In this role, they are expected to live and work together as a team to run MPI's ongoing community development programs in the fields of health, education, environmental responsibility, business development, and leadership training. Given their experience with MPI and their demonstrated leadership ability, campus chapter members have historically made excellent Program Directors. Therefore, we ask for the continued support of our campus chapter in our recruitment efforts.

Successful On-Campus Recruitment
You can help us successfully recruit future Program Directors in three ways:

1. **Candidate Identification:** The Chapter Coordinator will provide all chapter presidents with access to a spreadsheet where they can add any information on individuals who they believe are solid potential candidates for the Program Director position. The Chapter Coordinator, assisted by the recruitment representatives appointed by each chapter, will then use this information to contact and pursue ideal candidates.
2. **On-Campus Info Sessions:** The MPI Chapter Coordinator will give recruitment representatives PowerPoint presentations, talking points, and other promotional materials so that they can hold info sessions throughout the course of the year (ideally within one month to three weeks prior to each deadline).

3. **Intra-chapter Recruitment:** MPI campus chapter officers make ideal candidates for the Program Director position. Presidents are strongly encouraged to apply and should actively encourage other graduating chapter officers to consider applying.

### VII. Communications

**Communications Hierarchy**
The MPI Chapter Coordinator will be your primary contact and will pass on all necessary information to other MPI staff and board. You can reach the MPI Chapter Coordinator at chapters@mannaproject.org.

**MannaMail**
MannaMails are e-newsletters, sent 1-2 times monthly, to over 2500 individuals who have signed up to receive updates on MPI's activities. We rotate the focus of these mailing between the various areas of MPI's operations (Ecuador, Nicaragua, campus chapters, and general news), so if you have an idea for a MannaMail, feel free to contact the MPI Chapter Coordinator.

### IX. MPI Foundational Pillars
Pillar 1—Holistic Approach to Community Development

1. To recognize the aspects of development as interrelated.
2. To operate various types of programs and projects.
3. To work with existing local and international organizations and institutions.

MPI takes a holistic approach to development, recognizing that the challenges facing the communities we serve are multifaceted and must be addressed through a variety of disciplines. This recognition allows for both a better understanding of a community's opportunities and challenges as well as a more appropriate response; it also allows our volunteers to consider the complexities of development rather than focus on a single issue. MPI volunteers work in a number of different programs, operate programs in such a way as to relate to multiple facets of a given community, and work in concert with the community and other local and international organizations. Our main areas of focus are health, education and livelihoods.

Pillar Two—Community Focus

1. To focus on defined communities.
2. To develop the MPI team as a community.
3. To be viewed as part of the local community.
4. To develop the MPI organization as a community.

By focusing on a specific community, MPI is able to effectively pursue holistic development with the foundation of building relationships and trust with community members. This also lends itself to a demonstrated impact and ensures that our efforts in different programs and projects positively reinforce each other. Additionally, MPI volunteers live together near the communities of focus in order to promote exposure to daily challenges, experience life in the community, and build a sense of shared community.

Pillar Three—Leadership Development
1. To provide our volunteers with training, experience and understanding of community development.
2. To expose volunteers to international populations and cultures.
3. To promote teamwork in all aspects of life with MPI.
4. To foster leadership in our volunteers.
5. To develop and support local leaders.

Investing in MPI's volunteers and their personal and professional development is an intentional part of our organizational structure, allowing MPI to make an impact in communities now while preparing our volunteers for further impact in the future. As a diverse but united team, MPI volunteers are able to increase their personal efforts to have a greater and more influential effect in the community and in their work. Volunteers learn about each other's world perspectives, lifestyles, cultures, values, passions, strengths, and experiences by working and living together. They share perspectives on service and theories of development, challenge each other to put theory into practice, and support each other throughout the process.

X. Example of Chapter Structure
Please see next page.