

CHAPTER COMMANDER'S HANDBOOK

REVISED EDITION



INTERNATIONAL
FEDERATION
OF  TREKKERS

Keeping The Dream Alive...

D.R. Sexton '03



Federation Chapter Commander's Handbook

International Federation
of Trekkers Inc

**“Do what the crew of the *Enterprise* does in every episode...
go places and help people.”**

- Gene Roddenberry, 1983
during our first planning session to establish The Federation

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Editions

Original Edition

First printing	March 1989
Second printing	October 1989

First Revision

First printing	March 2017
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Section 1. Forward

Dear Chapter Command Staff:

You are embarking on one of the noblest duties in science fiction fandom. As part of the command structure of an IFT chapter, you are setting out to uphold the most treasured philosophy and deepest-rooted traditions in any fan genre. I salute you.

IFT was designed in 1983 to uphold the philosophy of *Star Trek* creator Gene Roddenberry. Just as Gene designed a bright vision of the future for "*Star Trek*"; a future without bigotry, greed and hunger, a future where people's differences are what made us stronger as we worked together for the good of all; those core beliefs were instilled into IFT. At a time when Trek fans were looked upon as weird, spending hours and days watching old episodes, wearing old, worn out Spock tee shirts and rubber ears, IFT was designed to do just the opposite.

It was my belief in 1983 that there had to be fans in the world that felt there was more to loving Gene's creation than simply vegging out in front of a television screen and living in a fantasy world. After a year of work and research, IFT opened to the public in 1984, showing the world that our duty as Trek fans, in love with the vision of a wonderful future for our world and beyond, was to become involved. In short, it is our duty as fans not to leave the real world and sink into a fantasy, but to do in today's world what we see the crew of *ENTERPRISE* do in every episode and every movie: go places and help people. It is our destiny as fans to help guide this world to be a better

place, helping in today's world so that a bright vision of the future can truly be seen in the real world.

Your duty as a member of the command staff of an IFT Chapter is to uphold those beliefs. We are here to have fun, but we are also here to keep the dream alive. Gene Roddenberry's vision of the future can be much more than a dream. It truly can be a reality, and your work on and through your IFT chapter can help make that dream someday become a reality.

Piloting an IFT chapter can be a lot of work, but it is rewarding work when you see the good you have done. And even more, you can see that your good works, when added to the work of IFT members and Chapters all over the world, have made a tremendous affect. Yes, we all have fun at movies and conventions, but being a fan of Gene Roddenberry's "*Star Trek*" is so much more than that. We cannot fly to distant stars to explore strange new worlds, but we can travel and explore our own world and help those who need it, just as the crew of *ENTERPRISE* has done and will continue to do in Roddenberry's universe.

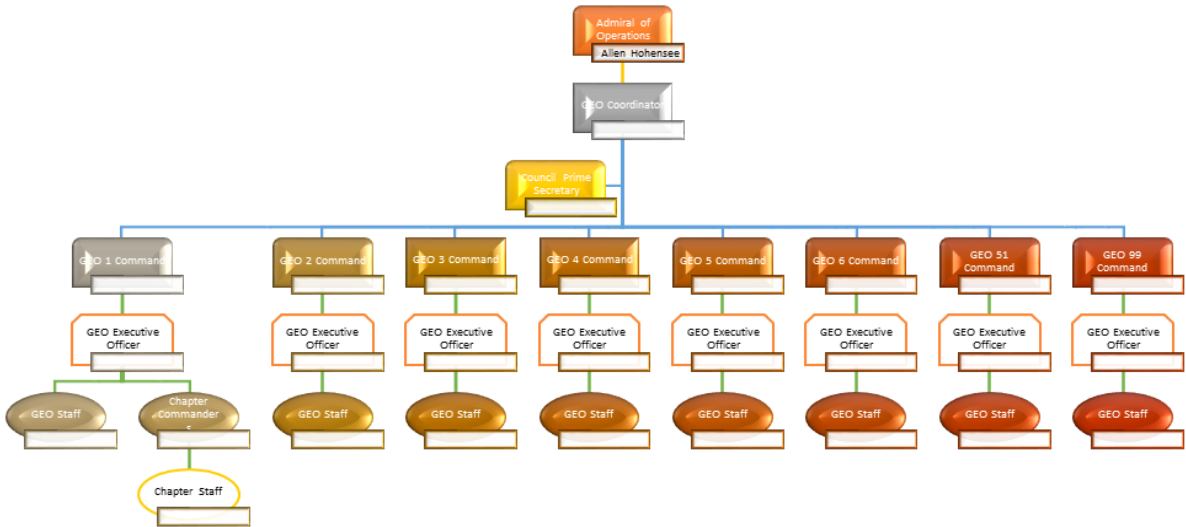
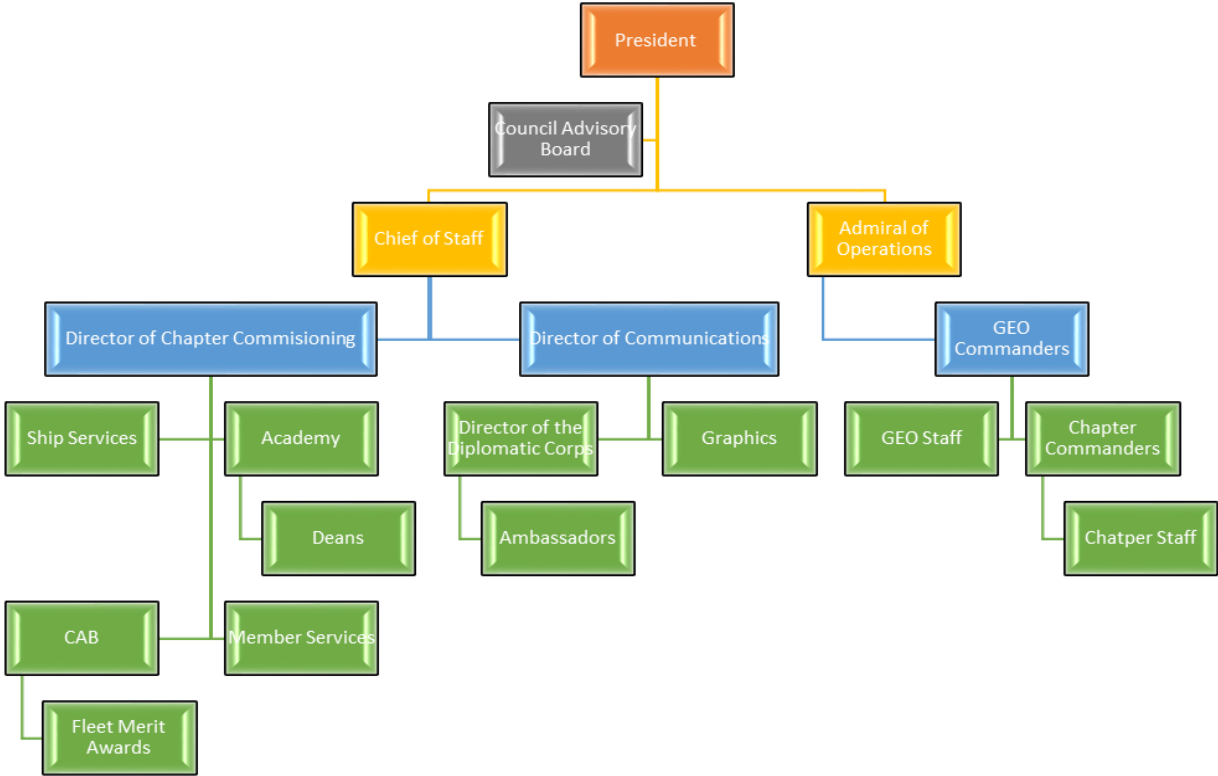
You are taking on the noblest of all duties in fandom. You are helping to keep the dream alive. By doing so, you keep Gene's dream alive and help, together with all IFT members and chapters, to make the world a better place in its course to that bright and wonderful future.

In Honor of the Fleet,

Russ Haslage, President
International Federation of Trekkers

Section 2. IFT Structure

Federation Council and Headquarters Staff



The Federation's Command Structure starts with the Federation Council. We have also established regional directors called GEO Commanders whose job it is to assist Federation chapters and help us grow.

The Federation Council is IFT's "parent organization" and Board of Directors. The purpose of the Federation Council is to represent and act as the governing body and judgmental authority for matters concerning the Federation. The council will oversee operations and expenditures on behalf of the membership.

The Federation Council will make recommendations related to capital expenditures, departmental budgets, and on the selection of fund-raising materials. The Council will always have the freedom to report their findings and opinions directly to the membership, and have the obligation to relay their activities to the membership through the Federation magazine/newsletter. Indeed, significant issues must appear in the Federation's publications to keep the membership aware of the Council's actions.

The Federation Council is the final, non-biased authority in matters of dispute and/or concern between any of the levels of Federation membership. The Federation Council has the sole authority to select the winners of any awards presented to its chapters or members.

The Federation also has many offices to assist our chapters and individual members. The various contacts for these offices and departments may be found in our newsletters and at the official website: <http://www.trekfederation.com/en>

- ★ The **Fleet Administration Office** handles membership applications, supplies, and general membership questions.
- ★ The **Commendations Advisory Board**, known throughout the fleet as CAB, explains the different categories of events, which are reportable in monthly chapter activity reports. The CAB recommends chapters for fleet wide awards and commendations, and oversees the Federation's Fleet Merit Awards program.
- ★ **Federation Ship Services** assists new members and chapters, providing them with basic information and directing them to the specific Federation office to best answer more involved questions.
- ★ A **Quartermaster** to handle merchandising, with Federation branded items for members to purchase.
- ★ The **Federation Cadets Corps** gives our young members, ages 15 and younger, special membership benefits geared more to their interests and their special place in the Federation.
- ★ The **Federation Academy** is set up to offer a variety of educational and fun correspondence courses for our members.
- ★ The **Federation Diplomatic Corps** is responsible for initiating and maintaining communications between the Federation, its members, and other fan organizations.

- ★ The **Federation Marine Corps** (FSC) is not currently active because this department is being redeveloped.
- ★ The **Federation Graphics Department** facilitates local chapter's starship design, enhance logos, and other graphic layouts.
- ★ The **Federation Publication Office** is responsible for all printed Federation materials, newsletters and bulletins.

Section 3. Chapter Command

The objective of organizing chapters in IFT is for groups of people to come together to support a common philosophy: the betterment of the world. Each chapter's duty is to live the dream as portrayed by Gene Roddenberry in the realm of "*Star Trek*." The mythos portrays an idealistic future in which all beings of intelligence have set aside their differences and work together as a unified people, for it is our differences that make us capable of wonderful things. IFT's goal is to work toward this future by helping our fellow beings in the real world today, while having fun in the process. It's each individual chapter's mission to fulfill this purpose.

As Chapter Commander, it will be your responsibility to guide your Chapter and to represent IFT. The position of Chapter Commander is not easy.

As the leader of the chapter, your crew looks up to you for encouragement and support, whether in normal activity or in a crisis. It is important to notice each crewmember as an individual, as well as the whole group, and recognize their accomplishments and successes. While it is important to let them know if their behavior is counterproductive to the chapter's efforts, it is equally important to compliment their efforts and encourage when possible. If a member has the leader's approval, they're more apt to continue their good work with a positive attitude.

While a few decisions about the chapter will be ultimately your decisions alone, most of the chapter activities and decisions will require the involvement of all the chapter's members. To garner the enthusiasm and work of your crew, you crew must be made a part of every aspect of operations. They must feel an important part of the team.

A tool that you might consider using is a "mission statement", a listing of "Chapter Goals" or even both! This will give your chapter members a guideline. Start out with small, short-term goals. This gives everyone a sense of accomplishment. Your mission statement and/or chapter goals should be periodically reviewed. As your chapter grows, you will be able to add in larger goals.

Regardless of your real-life and/or fictitious mission/characterizations, your chapter is all about people. Keep them involved in the decision-making process. Without the chapter members, you don't have a chapter. Realize now that one or more of your 'pet' projects won't be chosen. Keep a list of projects/ideas and the reason(s) why they weren't used. Re-introduce the best project suggestions at a later time.

As the Chapter Commander, you are the focal point of the chapter. Your conduct and your leadership will be under scrutiny by *someone* at all times. Believe it or not, you can maintain a professional attitude and still have fun.

The rest of this handbook is your guideline of ideas on how to build your Chapter. These guidelines were selected from other chapters, the military, from leadership courses and from some life experiences from various IFT members, friends and family.

Good luck and have fun!

Section 4. Chapter Command Structure

Chapter command is set up in much the same way as Fleet command with the Captain acting as President, and Executive Officer acting as Vice President. The remaining members of your Command Staff are your Division Heads, and take on assigned duties as necessary. Each office would have a voting percentage divided equally. Under normal circumstances, with a five-member Command Staff, the Captain would refrain from casting a vote unless a tiebreaker is needed. The following is a breakdown of the duties and responsibilities of the officers in a standard IFT Chapter.

There are 3 kinds of Chapters –

1. Scout Status -- A Chapter consisting of two to four (2-4) members of the Corporation.
2. Chapters – A Chapter consisting of five (5) or more members of the Corporation. These chapters can be structured as the following:
 - 1) Starships + Shuttles – 2-4 members of the Chapter, acting independently, but attached to a specific Starship and reporting to that Starship.
 - 2) Deep Space Stations + Shuttles – 2-4 members of the Chapter, acting independently, but attached to a specific Deep Space Station and reporting to that Deep Space Station.
 - 3) Planets + Shuttles – 2-4 members of the Chapter, acting independently, but attached to a specific Planet and reporting to that Planet.
3. Cyber-Chapters – A Chapter consisting of five (5) or more members of the Corporation that meet online only (normally the members are spread out over a large geographical area), hence cyber-chapter.

a. Command Duties & Responsibilities

1) Commanding Officer: A Chapter Commander, also known as the Captain, is the final authority in Chapter business. He/She is responsible for the welfare of the crew. The Captain is also responsible for all contracts enacted on behalf of the local Chapter. He/She will act as local President, and has a 20% vote on the Chapter Command Council. Under normal circumstances, with a five-member Command Staff, the Captain would refrain from casting a vote unless a tiebreaker is needed. A Commanding Officer is also the final authority on all Chapter Promotions up to and including the rank of Sr. Commander. He/She will also be responsible for disciplinary action at the local Chapter level.

The Captain is also responsible to review and sign the required monthly status reports submitted by the Chapter to Fleet Administration. The Monthly Status reports are necessary in order for IFT headquarters to determine if your Chapter is in need of any assistance, or you just need a well-deserved pat on the back.

2) Executive Officer: The Executive Officer is the only member of the Chapter crew that is eligible for the rank of Sr. Commander. He/She also acts as Vice President of the local Chapter with a 20% voting stock. The X.O. also acts on behalf of, and with the authority of the Commanding Officer in the event of his/her absence.

The Executive Officer is also the direct supervisor of the Command Department Head, and the direct advisor to the Captain on crew promotions and disciplinary actions. As such, he/she should act jointly with the Personnel Officer in the managing of crew personnel records. The Executive Officer will be responsible to file a monthly report with the Commanding Officer on all crew-related matters. He/She will also receive monthly reports from the Division Heads for use in his/her monthly report.

b. Division Heads

The Division Heads make up the remainder of Command Council. They consist of the Operations and Services Departments, as well as the Ship's Counselor. Each office will maintain a 20% voting stock on the Command Council.

1) Chief of Operations: The Chief of Operations is the direct supervisor of the Operations Department Heads. He/She will collect and correlate information from these departments for use in a monthly report to the Executive Officer. He/She will also be responsible to pass down to the assigned departments, any and all information made available by the Captain or the XO. The Chief of Operations will also act as local Treasurer, and will be responsible for maintaining the Chapter's treasury. As part of his/her duties, a financial report will be made available to the Commanding Officer for dissemination to the general membership on a monthly basis.

2) Ship's Counselor: The Ship's Counselor will act as direct liaison between the general membership and the Commanding Officer. It will be the responsibility of the Ship's Counselor to consult with the membership on their feelings as to how well the Chapter is operating on their level. Items such as the upward and downward flow of information, local Chapter membership benefits, organizational benefits, and general morale should be items of particular concern. The Ship's Counselor will also assist the Executive Officer on crew evaluations concerning promotions, transfers, and disciplinary actions. His/Her comments should be included in any report to the Commanding Officer concerning these matters.

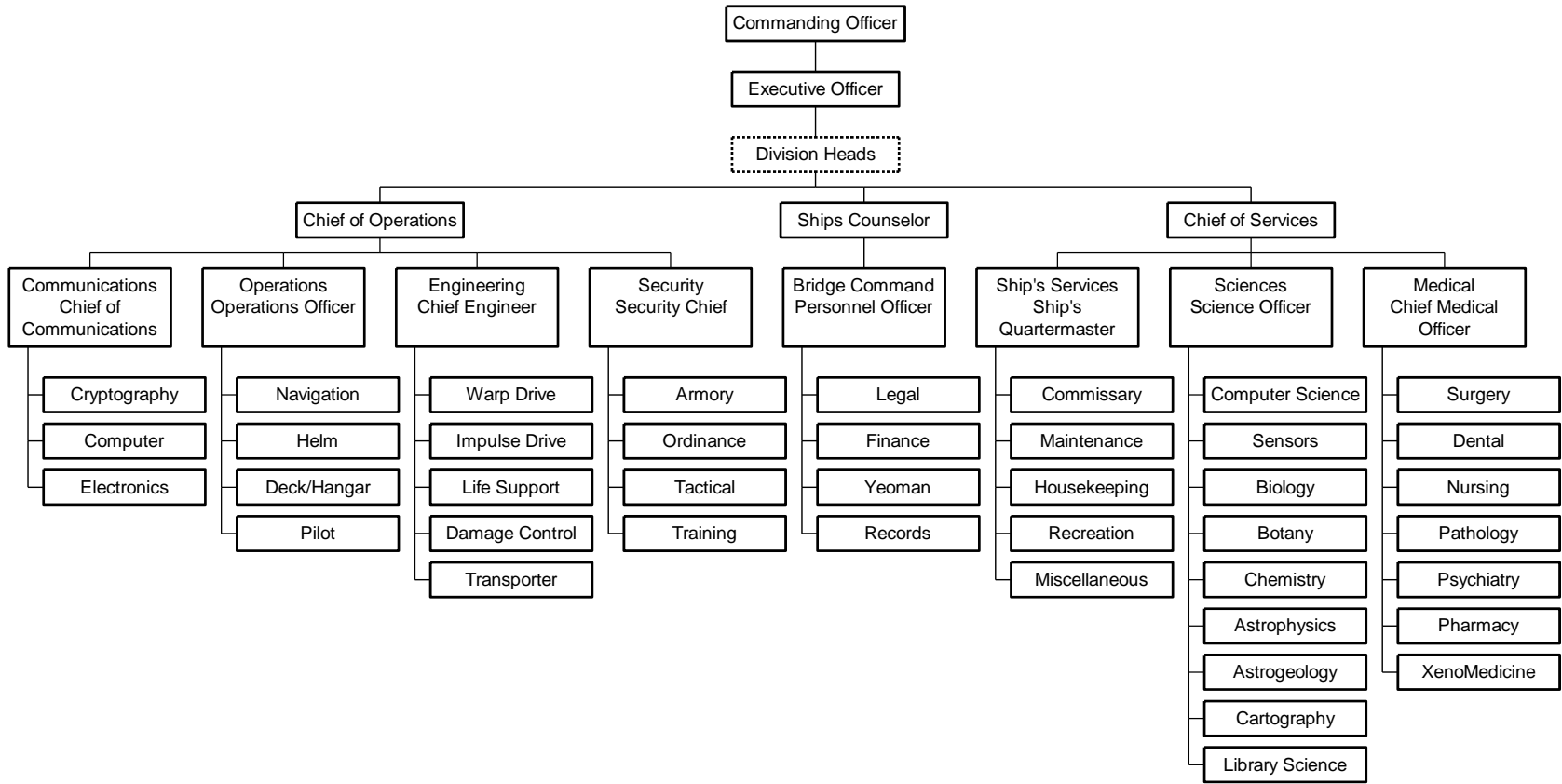
3) Chief of Services: The Chief of Services is the direct supervisor of the Services Department Heads. He/She will collect and correlate information from these departments for use in a monthly report to the Executive Officer. He/She will also be responsible to pass down to the assigned departments, any and all information made available by the Captain or the XO. The Chief of Services will also act as local Secretary, and be responsible for all meeting minutes. It will also be the duty of the Chief of Services to seek out new membership benefits on a local level, acting jointly

with the Ship's Quartermaster (If one has been appointed). He/She will also be responsible for printing and dissemination of the Chapter's local newsletter (If one is available).

c. Department Heads

Department Heads are the direct supervisors of their individual departments, and are to collect and correlate information from said departments to be used in a monthly report to their respective Division Head. Department Heads also make up the advisory council on a Chapter, and will act as a local Board of Directors. Duties and responsibilities of individual Department Heads are not listed and are left up to the Chapter Command Staff to be appointed on an "as needed" basis.

Chapter Chain of Command Example



Section 5. Chapter Operations

a. Meetings

1) General Membership Meetings: Meetings are vital in order for you to keep your crew informed of changes in Fleet operations, conventions, and updated information from our Star Trek universe. Most Chapters hold twelve meetings per year, although only six are required to maintain your active status. All general meetings are to be open to the public. Meeting protocol is to be defined by the Chapter Command Staff. Some Chapters' hold an informal meeting in someone's home, while others prefer a more formal setting. Each Command Staff must decide on what type of meeting best suits their individual Chapter's needs. Formal meetings will generally follow Robert's Rules of Order. It is also a good idea to schedule your meetings for the same time period each month. *I.E.: 3rd Saturday, 7:00 PM at the Captain's residence.* That way, your crew will be able to arrange their schedules well in advance, and more will be able to attend. You should also notify your crew, at least seven days in advance, of a scheduled meeting or a meeting change.

In lieu of, or in addition to, an annual membership fee, some Chapter's charge a small fee to attend a meeting. This is usually paid by the membership and not by any guests attending. This fee would be used to provide snacks and refreshments after the meeting, and is usually in the amount of \$.50 or \$1.00 per person. Larger Chapters' may be able to absorb this cost from local membership dues. Serving snacks and refreshments at the end of the meeting is a good way to help bring members to the meeting, and helps encourage them to stay for the duration.

Chapters may defray the cost of administration by charging additional dues for Chapter membership. Such additional dues will not exceed twenty-five United States dollars (\$25.00) or its equivalent per individual per year, and must include therein the appropriate fee for said individual's continued membership in the Corporation. Fee for corporate membership shall not exceed fifteen United States dollars (\$15) or its equivalent per individual per year. All additional dues levied by the Chapter are subject to final approval by the Federation Council. No part of any additional dues levied by the Chapter shall constitute personal pecuniary profit to any of said Chapter's officers or members.

You may also want to consider holding some special events at your meetings. Model building classes, a guest speaker of local interest, and seminars on items of interest to your crew are helpful in encouraging member attendance.

2) Staff Meetings: Larger Chapter Commands may want to consider holding a Command Staff meeting at least a week before the general meeting. In attendance, would be the Command Staff, Division Heads, and Department Heads. At these meetings, you would be free to discuss any promotions, projects, or disciplinary actions before they are brought to the attention of the general membership. At these meetings, you and your staff will be able to prepare in advance any statements or

announcements to the crew, and your general meeting will run smoother and be carried out more efficiently. A Chapter member will have a greater tendency to follow an efficient and well-prepared leadership.

3) Departmental Meetings: If the size of your Chapter allows, you may want to encourage your Department Heads to hold their own meetings within their departments. This can be an effective tool in getting your members to work together as a group. Your Department Heads will have the time needed to discuss any problems, projects, or promotions with his assigned members, and will be better prepared to advise you and your Command Staff at the Staff Meetings. This also helps the members feel that they are being attended to on a more personal level that in turn increases productivity and morale.

b. Record Keeping and Reporting

1. RECORD KEEPING

Although time consuming and often tedious, efficient record keeping is vital to any organization.

Filing of records is best left up to individual preferences, as you are the one that must access the information efficiently. However, we have found that filing alphabetically, and using hand written tabs instead of type written works quite well. The hand-written tabs prove to be larger and easier to read at a glance. Also, hanging file folders for each main subject, with individual inserts for sub categories is also helpful. Most records will be kept in four major categories: Personnel, financial, medical, and organizational.

Many of you may own or have access to a computer. Computerized filing is a good way to have easy access to your files, and disks are a lot easier to store than paper sheets. Just remember to back up your files regularly. A sudden power surge or magnetic interference can wipe your database clean within seconds. That is why we also keep hard copy file of all our records. It may be time consuming to re-enter all of your data, but at least it won't be lost forever.

Personnel: Personnel files will be one of the largest sets of records to keep. They should contain pertinent items on each member such as address, age, birth date, as well as promotions, commendations, and any disciplinary actions. One individual should be appointed as the primary Personnel Officer, although a few others will need access to these files. As our organization respects each member's right to privacy, only the Commanding Officer, Executive Officer, Personnel Officer, and with special permission from the Command Staff, the Ship's Counselor will be allowed access to these records. In smaller Chapters, the Executive Officer usually doubles as the Personnel Officer. If you have computer access, and do not have a data base program, IFT Headquarters uses several different programs that we can make you aware of and show you where to acquire them.

Financial: This set of files is without a doubt the most difficult, yet the most important set of records you will need to keep. All income and expenditures should be logged for tax purposes. Also, you should keep all receipts or invoices on file to help balance your accounts. Someone with accounting experience would make an ideal Financial Officer, but anyone with a good knowledge of math and a calculator also works just fine. There are several good accounting books available commercially, but you should choose one that is easy to follow for a novice, with predetermined categories for income and expenditures. Income categories are usually listed as the different sources of income such as membership fees, fund drives, raffles etc. Expense categories normally fall under rent, utilities, transportation, office supplies, postage and a variety of others. That is why a good accounting system is so important.

If you choose to open a savings or checking account exclusively for use by your ship. You may want to consider using a two-signature system. This is a good method of checks and balances, as it requires two people to withdraw money or write a check. The two people most likely to handle your ship's finances are the Financial Officer and the Captain, so these are normally the two signatures that would be required. You should also consider a checking account that pays no interest. The interest accrued by a small checking account never really amounts to very much, but you will have the added burden of accounting for the additional income. Also, interest free checking normally does not require that you maintain as high a balance as do some accounts that pay interest. Try to avoid bankcards or check cashing cards for your ship, as these are usually more difficult to keep track of. Some financial organizations offer interest free checking, with minimal or no service charges to non-profit groups. You will need to approach one of your bank's officers for more information.

A brief financial overview will be required on each monthly report. As a non-profit group, we all must be accountable for how the organizational finances are managed.

Medical: Not many local ships are fortunate enough to have a certified doctor as their Chief Medical Officer, so you will not be required to keep detailed medical files on your personnel. A brief medical history, including any allergies, special conditions, or required medications should be kept on file for use in emergencies. Should an accident occur during an away mission, having this information on hand could save Emergency Medical Personnel valuable time in treating a particular condition. Medical files will be highly restricted, and must be kept under lock and key for the individual member's privacy. Only the Captain, the Executive Officer, and the Chief Medical Officer will be allowed access to these files. You cannot require that your members provide you with this information, it must be strictly voluntary. However, you may want to suggest that they comply for their own safety and well being should an emergency develop, and assure them that their right to privacy will be maintained. Your C.M.O. may also want to keep permission slips on file in order to provide emergency care to those members under 18 years of age. Some Emergency Care Units will not administer aid to a juvenile without permission from the parents, or a signed slip providing their approval.

Organizational: These files are the most fun records to keep, as they reflect the history of your Chapter. Monthly reports, project proposals, newsletters, Chapter Commendations, incoming, and outgoing correspondence are among some of the records you may want to keep. We will not try to outline just what files to keep, as you will start out small and gradually increase as your Chapter grows. The only organizational records we require you to keep are copies of your reports and official correspondence. All other files should be considered as to space allotted, historical significance, and as needed priorities.

2. REPORTING

Reports are vital in any organization. When filed by your subordinates, they help you see where your ship needs the most help or guidance. They also help you recognize a job well done, so the member or members involved can be commended. We use reports in much the same way. The reports that you file are used to determine the status and well being of the Fleet. They also tell us if there is a problem somewhere that we can remedy before it escalates. On the other hand, if you and your ship are doing a good job, we want to recognize you for it. We don't want you to feel that your hard work and dedication are going unnoticed. That is why reporting is required by all Command Offices. The following reports are those that are required to be submitted by a Chapter Commanding Officer. All of your reporting forms will be provided for you.

a) Monthly Reports: Monthly reports are one of the few requirements needed to retain your active Chapter status. These reports contain an overview of your month to month activities and projects. You will also be asked to provide us with a brief description of future activities. By comparing consecutive reports, IFT Headquarters can analyze your progress, and then offer help or guidance in needed areas. You will also be asked to give us a brief rundown of your monthly income and expenditures. Space is also allotted for you to log promotions/demotions, transfers to different departments or divisions, and any commendations or awards you wish to bestow upon members of your crew.

These reporting forms are self-explanatory, and are quite easy to fill out. They should only take about twenty to thirty minutes of your time each month, providing that your files are in good order. You will be required to file one copy of each report (even if there was no activity during a particular month. with your assigned GEO Commander, and another copy with the Fleet Personnel Office. You should also keep a copy on file for your ship's records. These reports must be submitted to the above offices by the 10th day of the following month. That means that a report for the month of June must be sent by email or postmarked no later than the 10th of July. These reports are so important to the successful operation of the Fleet that any Commanding Officer that fails to file for any three months in a calendar year faces prescribed disciplinary action. The actions and penalties are listed in the IFT by-laws.

Monthly reports are due by the 10th of the following month after the Chapter meeting. Even if you don't have a meeting, you must submit a report even if the only thing on it is "NO MEETING HELD FOR THE MONTH OF _____".

Article VII, Section 7.8 states "All Chapters must maintain open and frequent communication with the Corporation via the GEO Commander to which they are assigned. Failure to communicate within any given sixty (60) day period may result in revocation of Chapter status by the Federation Council."

Submission E-mail addresses are at the end of the form. If you do not know who your GEO Commander is, contact the ship services mailbox, shipservices@trekfederation.com.

=====

IFT MONTHLY PROGRESS REPORT

CHAPTER:
REGISTRY:
COMMANDER:
PERIOD COVERED:
GEO:

CURRENT STATUS:

ACTIVITIES THIS PERIOD:

PLANS FOR NEXT PERIOD:

LONG TERM PLANS:

TREASURY REPORT

THIS PERIOD

YEAR TO DATE

PROJECTED PERIOD

PERSONNEL

=====

NEW ENLISTMENTS/RE-ENLISTMENTS

(Mail applications with dues to Federation World HQ, PO Box 476, Huron, OH 44839 USA, or use the Online Enlistment Form at <http://trekfederation.com/compare-membership-plans/>)

NAME

RECOMMENDED RANK

POSITION

PROMOTIONS/DEMOTIONS

NAME

NEW RANK

REASON

COMMENDATIONS

NAME

REASON

AUTHORIZATION

PREPARER

Keep one copy for your records.

Send one copy to:

Your GEO Commander

Quarterly Updates: These reports are used by the Fleet Personnel Office to update the Fleet database. Every quarter, you will receive a personnel roster from Fleet Personnel. You will be required to check this material for discrepancies, and submit any changes on these report forms. We want to make sure you and your crew receives proper credit for all you have done, and this is the best method we have found for doing so. These forms will be sent to you in a quarterly package, and are also available in an IBM format. You will be required to file these reports only with the Fleet Personnel Office by the 10th day of the month following your quarterly package. That means that if you receive your quarterlies in April, your update must be postmarked by May 10th. You should also keep a copy for your files. Once again, these reports are important, so penalties may be applied here as well for delinquent filing.

Every quarter of the year, you should receive reports from Fleet Enlistments. One of these reports is a roster of the personnel in your Chapter. If for some reason that roster does not match your records, you should file a Discrepancy Report. This report is to be filled out on each person that shows a discrepancy. Report only the members' names and the information that needs edited. The E-mail address is noted on the form.

=====

DISCREPANCY REPORT

Chapter:

FA #:

Last:

First:

Enlist Date:

Address:

Position:

Discharge Date:

City State Zip:

Rank:

Last Reup:

Phone:

Birthdate:

Commendation:

Promotion:

Email:

Name:

Position:

Comments

Keep one copy for your records, send one copy to Federation Member Services - memberservices@trekfederation.com.

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Only Chapter Commanders may make changes to the database by way of the Discrepancy Report. However, if you would like to have an authorized representative make changes at your direction, please send a letter to Federation Member Services - memberservices@trekfederation.com- and let us know that you've authorized this person to make changes for you.

c. Communications

1) Fleet Command

Communication is also vital, both on your ship and with Fleet Headquarters. That is why we value the above reports so much. But we also realize that you cannot operate to your optimum performance without hearing from us. IFT Headquarters has an officer appointed whose duty is to gather current information from real world sources and the fictional worlds of both Star Trek and Sci Fi. This information will be passed down in a monthly memo to all GEO Commanders. All breaking Fleet news will also be passed down in this manner. GEO Commanders are required to communicate with you in writing on a monthly basis. You will then have a ready source of new information to pass on at your meetings every month. IFT also publishes periodic publications such as this operations guide or our newsmagazine. We will also utilize these sources to keep you updated on our constantly changing universe.

2) Local Chapter



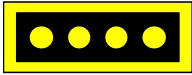
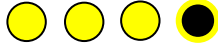
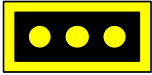




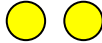



As your Chapter grows in size, you will have many members that sign on just to say they are a part of your group. Many will not attend meetings or volunteer for projects. None the less, they are still members and should be treated accordingly. When this situation arises, you may want to consider a local newsletter as part of your Chapter's membership benefits. This is the best way to get the local and international news to even your most remote crewmember. As an added bonus, some of these members will see just how much fun and excitement they are missing, and will decide to become actively involved. If you plan accordingly, a quarterly publication can be printed and mailed by using your local dues or fund raising projects, so no one need suffer any out of pocket expenses.

d. Rank & Insignia






Although we are not a military organization, IFT uses *Star Trek*-styled rank and insignias to signify positions within the local and international chain of command. The following pages contain the approved ranks and appropriate insignia for each grade. In order to keep our database standard, and for ease in data entry, these are the only approved ranks of the Fleet. Rank insignia will be worn on the collar in Star Trek fashion, with the exception of the Admiralty grades, which also wear rank insignia on the lower sleeve of both arms.

1) Rank Structure

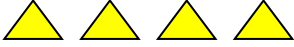









Officer Ranks

Fleet Admiral		Captain	
Vice Fleet Admiral		Senior Commander	
Admiral		Commander	
Rear Admiral		Lieutenant Commander	
Commodore		Lieutenant	
Fleet Captain		Lieutenant JG	
		Ensign	

Cadet Ranks

Cadet Commander		Cadet Lieutenant Junior Grade	
Cadet Lieutenant Commander		Cadet Ensign	
Cadet Lieutenant			

Enlisted Ranks

Master Chief Petty Officer		Staff Sergeant	
Senior Chief Petty Officer		Sergeant	
Chief Petty Officer		Corporal	
Petty Officer		Private First Class	
First Sergeant		Private	

2) Rank Protocol

a. Officer Ranks: Officer ranks are for those members that join under the Officer membership. These officers will be crewmembers, but a few will also hold leadership positions such as Chapter Commanders, Division Heads, Department Heads, GEO Commanders.... etc. The Chapter Commander can promote up to Senior Commander. The Federation Council reserves the right to promote anyone to Captain and above. The top 5 ranks are reserved for Federation Council members (past and present).

b. Cadet Ranks: Cadets are those members of the age of less than 16 years. These members will be assigned under the supervision of an officer in the field of their choice. Cadet Ranks are appointed and promoted by the Chapter Commander. If a Cadet has rendered outstanding service to or on behalf of the Corporation, the Cadet may be granted the rank title of "Acting Ensign" with final approval by the Chief of Operations.

c. Enlisted Ranks: Enlisted ranks are for Chapter members that join under the Enlisted C, Enlisted B, or Enlisted A memberships. These are crewmembers and may not hold leadership positions. Enlisted ranks are appointed and promoted by the Chapter Commander.

e. Awards/Certificates

Awards and certificates are a way to reward our members for the time and effort they put into making this world a better place to live. This is a listing of the awards that a Chapter Commander is authorized and prepared to present to any member that is deserving of that particular award.

Chapter Member of the Year - Burgundy - This award is issued by the Chapter Commander to a member that best represents the ideals and philosophies of "Star Trek", IFT, and the local chapter during the previous year.

Outstanding Cadet of the Year - Gray with diagonal stripes - Issued under the same criteria and Chapter Member of the Year, however only those members with "Cadet" appendage are eligible.

Commendation for Service, Member - Light Gray - Issued at the discretion of anyone from Chapter Commander and up, to any member who goes above and beyond the call of duty, or who displays outstanding loyalty or contributions during a single activity on the Fleet or chapter level.

Prentares - Light Blue - Consecutive awards designated with a numeral. Given for one to nine years of service to a "Star Trek" fan organization.

Dedication to the Chapter - red/gold border - given by the chapter commander once a year to those members who meet the following criteria. Attending 95% of all meetings and away missions.

Good Fellowship - pink/gold/white - given by an IFT member to a fellow member, for recognition of personal sacrifice when helping the person in need. Example would be going out of their way to pick a person and transporting. This would take place on more than one occasion.

Certificates are left to the Commander's discretion. The following are just a couple of examples of Certificates that can be created and given by a Chapter Commander and/or anyone the Chapter Commander authorizes.

- Position Appointment - For being appointed to a Department Chief or a Division Chief position.
- Promotion - For rank and grade promotions
- Appreciation – Can be given by Department/Division Chief or above in appreciation for a job well done.
- Achievement – Can be given by Department/Division Chief or above for completion of a special project, or the achievement of a special goal, or even for completing a correspondence course with the Academy.
- Commendation – Awarded by the Commander for a commendable accomplishment.
- Commendation for Service Member - For earning a Commendation for Service as an individual.
- Outstanding Chapter Cadet of the Year – Chapter – Presented to that special cadet that most support Chapter activities during the year.
- Outstanding Chapter Member of the Year – Chapter – Presented to that special Chapter member that most supported the Chapter during the year.
- Outstanding Chapter Division of the Year – Presented to each member of a specific Division in the Chapter for outstanding support of the Chapter during the year.

- Professional Development Certificate – Presented for every correspondence course from the Federation Academy completed successfully and passed.
- Dead Donkey – The **Dead Donkey Certificate** is given when a Chapter member commits a blunder of a humorous nature. Everyone likes to see someone receive a Dead Donkey for his or her mistakes. **Anyone** can receive a Dead Donkey from Cadet Ensign 3 to the Chapter Commanding Officer, no one is safe from this award!

There are other awards this Chapter and its members could be awarded by other members of the Chain of Command. A complete listing of awards can be obtained by request from the Chapter Commander or IFT Fleet Merit Awards Office.

f. Promotions/Demotions

1) Promotions: Advancement in rank is one method you have of rewarding your membership for service to the ship. Members usually achieve rank in one of three ways: By appointment, meritoriously, or through a credit earning system.

New members with no previous rank usually earn rank by appointment, or when a member is assigned to a command position. The Commander of a Chapter is free to appoint his/her members to any rank up to Sr. Commander. However, we strongly suggest that you start your members off at a lower rank. This gives them many more opportunities for promotion.

Meritorious promotions can be awarded at any time, but are usually reserved for a member or members that have contributed above and beyond the call of duty. Chapters can use a credit earning system for promotions. With this system, a member earns points for contributions and activities aboard the ship. When the member has accumulated the required amount of points he/she is advanced to the next grade. You and your Command Staff should agree upon required points at one of your initial meetings. This method of promotion also helps encourage members to participate in Chapter functions and affairs. A suggested credit earning system, as well as a suggested record-keeping chart follows on the next pages.

2) Demotions: While none of us enjoy facing it, the fact remains that at some time in your career, you may be required to discipline one of your members. Certain infractions of the rules or by-laws require different severity of disciplinary actions. One of the actions you have at your disposal is a reduction in rank.

Chapter Commanders are permitted to reduce a member in rank up to two full steps. This means that a Lieutenant could be reduced all the way to the rank of Ensign, depending on the severity of the infraction. Before such a step is taken, your Command Staff should be in complete agreement and an impartial hearing should be held in private, with only the concerned parties in attendance. At your option, senior members of your Command Staff may also attend. While not many members are practicing lawyers, it still stands true that both sides of any story must be told and any member accused of breaking the rules must be given the opportunity to defend himself/herself. The Chapter Commander is required to send in a full report to Federation Council.

Any member also has the right to appeal a disciplinary action and must be informed of this privilege immediately after any discipline is administered. Appeals must be filed in writing with the assigned GEO Commander within thirty (30) days of a disciplinary action. The proper procedures for this appeal process, as well as other disciplinary actions available to you are listed in the IFT by-laws. You should consult the by-laws before any hearing is held or any disciplinary action is administered.

Sample Credit System

ACCEPTED PROJECT PROPOSAL:	10
MAJOR PROJECTS:	
Team Leader	30
Assistant	20
Crew Person	10
MINOR PROJECTS:	
Team Leader	20
Crew Person	10
POST PROJECT CLEAN UP:	
10	
RECRUITING PROJECT:	
Team Leader	30
Assistant	20
Crew Person	10
New Member's Sponsor	05
FUND RAISER:	
Team Leader	30
Logistics	20
Top Producer	(Greatest Earnings) 30
Runner Up	(Next Highest Earnings) 20
Crew Person	10
NEWSLETTER:	
Editor	(Per Issue) 40
Associate Editors	(Per Issue) 20
Staff Reporters	(Submissions) 10
Features	(Regular Featured Columns) 05
MEETINGS:	
Presentation	20
Attendance	10
Refreshments	10
Clean Up	10
UNIFORMS	(One Time Only) 60

PROMOTION = Accumulation of 500 credits AND Command Staff review

Sample Advancement Credit System Form

USE ONE SHEET PER ADVANCEMENT

NAME: _____

ENLIST DATE: _____

SERV #: _____ DIVISION: _____

DEPARTMENT: _____

DATE AWARDED	CREDITS EARNED	DATE AWARDED	CREDITS EARNED	DATE AWARDED	CREDITS EARNED	TOTALS/ RESULTS

COMPLETION DATE: _____ RANK ISSUED: _____ GRADE: _____

PERSONNEL OFFICER: _____

g. Uniforms

1) Requirements: First and foremost, no member may be required to own or purchase a uniform. Also, no member will be refused admittance to or participation in a Chapter function or event for lack of a uniform. During an event that would benefit the Chapter to be in uniform, and no uniform is available, the Captain or Officer in Charge (OIC) will have final say as to what would be considered appropriate attire.

2) Protocol: Uniforms from any *Star Trek* time period are acceptable. If a member chooses to wear a uniform it must be worn correctly in accordance with the time period of origin. The exception to this rule would be any IFT authorized accessories such as awards, nameplates and/or patches. No member, while attending or working a sanctioned IFT or local Chapter event shall represent himself/herself as a rank other than that assigned or awarded.

h. Youth Activities

Most of this manual deals with the adult memberships. However, many Chapters have young beings (members under the age of 16 years). A program just for the youth in your Chapter could prove to be beneficial to the youth and adults alike.

Items you might consider for your youth could be an internship program, model building, book/series/movie reports, research, tutoring, etc. By giving them some responsibilities to suit their ages will make your youths feel like they are a part of your activities as well as give them something of their very own.

Just as a suggestion, you could set up a separate points system for the cadet ranks. Here is an example:

GRADE:	POINTS:
A+	100
A	50
A-	25
B+	20
B	15
B-	10
C+	5
C	5
C-	0
D+	-5
D	-10
D-	-15
F+	-25
F	-50
F-	-100
INCOMPLETE	0

Book/Movie Report Form will be **10** points each, but only **2** of each will be allowed per month.

i. TV Show Reports Points

(Science Fiction shows only) Each member can do a report on any Science Fiction shows that they see on TV. Only **5** reports per month will be allowed at **5** points each.

Section 6. Operating in the Real World

a. Promoting and Recruiting Personnel

Although not really related, these two items do go hand in hand for our purposes. The more you are able to promote your group to the general public, the more you stand the chance of attracting potential members. Keep in mind during your promotions, that not all people are Trek fans, nor do they understand the attraction or philosophy behind the show. I cannot count the number of times that I have been “beamed up by Scotty”, or been mistaken for “Doctor Spock”. What you will find is that even though most people don’t appreciate the meaning behind Star Trek, the uniforms and assorted memorabilia are highly recognizable. This is your hook. People are naturally curious and Star Trek uniforms and merchandise makes for an attractive, eye-catching display. After you have their attention, it is up to you and your team to show that there is more to Trek than just what they see on television.

b. Promoting Your Group

In order to find what Community Service/Charity your Chapter could support, check with your local government for service organizations in your area. Also check the Internet. At the end of this section is a small listing of Internet addresses that lists charitable/non-profit organizations.

1. Community Service: All IFT Chapters are required to perform community service work. As a non-profit organization, that is what we are about. Our purpose is to help make the future vision of Star Trek a reality today by doing what we can and helping where we can. Community service work does not have to be large or awe inspiring. Sometimes it is the small, simple things that get your group accepted by the public at large. Try helping the elderly. In the summer, you can mow lawns or clean up around the yards. In the fall, raking and disposing of leaves. In the winter, shoveling walks of course. These jobs are small and take very little equipment or preparation, and even the younger members are able to participate. You cannot realize how helpful it is to an elderly person that can no longer do these tasks themselves. These simple things are especially appreciated by those on fixed incomes who still need these jobs done, but just cannot afford to pay someone to do them. You could donate blood as a group. Collecting food for a local food bank, or toys for a “Toys for Tots” program are also simple and easy to do. The point is, that even though large and involved service projects are highly beneficial to a greater number of people, and they do attract a lot of attention, don’t ignore the little things. Sometimes the little things that you do are appreciated far more than you could imagine.

2. Fund Raising: Fund-raisers serve a variety of purposes and are also a good way to promote your group. Fund raising is normally done in one of two ways: offering an item or items for sale or raffle or offering a service. Some forms of sales could include a hot dog or balloon stand at a local parade or festivity. You may want to purchase or make an item and hold a raffle. A car wash is a good service to offer, as

it is easy to do and can be a lot of fun. Keep in mind that most fund-raisers require an initial investment so you may want to consider the size of the investment you are willing to make, compared to the return you expect from your project.

One other thing to keep in mind, people in general are kind and generous at heart. They are always willing to give to, or help a worthy cause. Some larger and better-known charitable organizations have a full time paid staff and management. These groups use up anywhere from fifty to seventy five percent of their income just to support the organization. Many people are turned off knowing that most of their donation is going for someone's salary. Always, and I mean always, impress upon prospective donors that IFT is 100% all volunteer. All members of this organization, from the highest Admiral down to the lowest Private receive no salary or compensation in any form. Every dime collected that is not used to cover expenses is donated directly to the group of choice. There are times when members of our organization have even covered fundraising expenses from their own pockets just to give a little more to a needy charity.

Charitable/Not-for-Profit Organizations

GRN – Global Recycling Network	http://www.grn.com/
GuideStar – The Donor's Guide to the Charitable Universe	http://www.guidestar.org/
National Charities Information Bureau	http://www.give.org/
United Way	http://www.unitedway.org/
Toys For Tots	http://www.toysfortots.org/
The Internet Consumer Recycling Guide	http://www.obviously.com/recycle/
Ronald McDonald House Charities	http://www.rmhc.com/
Recycler's World – Main Menu	http://www.recycle.net/
AIDS Candlelight Memorial	http://www.candlelightmemorial.org/

3. Project Support: No matter what reason you choose to do a project or fund raiser, the law requires that we report all income and expenses at the end of the year. Also, you will need to know just how much money was made and at what cost in order to know if a given project is worth doing again. How much was our initial investment? What about man power? Logistics? Did we really show a decent profit this time? How do I come up with all these project ideas in the first place? The simplest way we have found is to use some type of proposal and some type of a result form. With a proposal form, a person would submit a project idea to you and your staff. The proposer would be asked to determine just what kind of support his/her project would need. Now, you and your staff have project ideas, in writing,

to look over at your next staff meeting. You will be free to determine in your own time if a given project is feasible with your current finances and crew. At the completion of an approved project, the project supervisor would be asked to complete a result form. This form should contain information such as the times and date the project was held, how many members were involved, any funds that were invested in the project, and the profit produced. A general overview should also be included, as to how smooth the project went, and any problems that were not accounted for.

Using these two types of forms and comparing estimates with actual results can tell you if this was indeed a worthwhile project that you may want to do again or one that might be better off forgotten. These forms will also aid you with your financial reporting, as they would show an exact accounting of how much income was earned and what expenses were incurred. These are two of the questions asked on a non-profit tax reporting form. While you are, of course, free to design these forms for yourself, we have included a sample of a project proposal form and a project result form on the following pages. Members of IFT used the two forms shown very successfully, and you may feel free to reproduce them if you like.

Sample Project Submission Form

PROJECT NAME: _____

SUBMITTED BY: _____ DATE: _____

SUBMITTED TO: _____ DATE: _____

PROJECT DESCRIPTION:

SUPPLIES NEEDED:

NUMBER OF PERSONNEL NEEDED: _____

OFFICE USE ONLY

COUNCIL REVIEW DATE: _____ CONTROL NUMBER _____

APPROVED (Y/N): _____ REVIEWING OFFICER: _____

Sample Project Result Form

PROJECT NAME: _____ NUMBER: _____

SUBMITTED BY: _____ DATE: _____

PROJECT EVALUATION:

PROFIT/LOSS AMOUNT: _____

OFFICE USE ONLY

COUNCIL REVIEW DATE: _____ REVIEWING OFFICER: _____

COMMENTS: _____

c. Recruiting

Recruiting is normally done using two methods; active recruiting or passive recruiting. Active recruiting is where you seek out new members, person to person. It is normally done at a public function or activity. Passive recruiting consists of advertising to entice members to come to you. Both methods have merit if used correctly.

1. Active Recruiting: At any function you attend as a group, you should try to get permission ahead of time to set up a table. This is one of the best methods of recruiting, as people get to see, hear, and talk about *Star Trek* with a fellow Trekker. You could set up a table at any local festivity, a new Trek or Sci Fi movie premier, at your fund-raising activities, autograph sessions by Trek or Sci Fi authors, and many more. Someone knowledgeable in Trek lore, as well as the local and national organization should man the table at all times. You or your representative should be able to discuss all facets of the organization and how it would benefit someone to join. You should be able to tell them what they can expect from the organization and what the organization can offer them. Show them what we have to offer that other groups, mail order clubs, and Internet sites don't.

Materials you should have on hand are IFT Applications, local and national informational brochures, a few small decorative Trek items, and plenty of pens or pencils. You may also want to have a note pad on hand for names, addresses and phone numbers of people who would like to be notified of the time and location of your next meeting. Your table should be kept neat, clean, and free of clutter. Remember that you are representing not only yourself, but the entire organization as well. We found that limiting the person at the table to one cup or drinking container at all times will help keep a clean table. At times, you will be at a function all day and will require meals. Those on duty should never, ever eat their meals at the recruiting table. Not only does it detract from your professional appearance, but it is also just plain bad manners. You will also want to limit the number of your personnel that are grouped around the table at one time. A few people looks like a well-intentioned group having fun, too many people and those that you are trying to attract won't be able to get to you for information.

2. Passive Recruiting: Passive recruiting consists of advertising in the media, which allows potential members to hear about your organization and approach you in their own time. Some people don't like being approached one on one, as they feel pressured to join, so this method appeals more to them. Many newspapers, radio stations, and local television stations offer non-profit organizations free space to announce their meetings and activities. You will need to contact your local paper and station managers for more information and their policy on non-profit groups. Another method of passive recruiting consists of leaving flyers or applications at local stores. Comic book, bookstore chains, and hobby shops are good places to do this.

Section 7. Non-Profit Rules

IFT is a not-for-profit organization. However, this nonprofit status does not cover the individual chapters. Each chapter is responsible for their own nonprofit status. You should check your federal, state and local rules or State Internal Revenue Service (IRS; or the equivalent for your country) for information on this subject. You can usually find information on this subject on the Internet. Just type in 'nonprofit rules' in the search area of the website and find the one that fits your area.

At one time, IFT HQ did cover all chapters with their non-profit status. Because IFT allows its chapters to operate finances and other aspects themselves, offering all chapters blanket nonprofit status was a risky policy to maintain. In the past, we have seen well intentioned Chapter Commanders "borrow" from the chapter's bank account (IFT HQ does not condone such "borrowing") and never repaying the money. Even more risky is when a Chapter Commander amasses a great deal of debt in the chapter's name and defaults on those responsibilities. If IFT were to cover the chapters with the same nonprofit account, misdeeds like those mentioned above, and more, would become the responsibility of IFT HQ and every chapter using the same nonprofit ID number. Likewise, if something were to go wrong at HQ, all chapters using the IFT nonprofit ID would be held responsible. The change in policy was done to shield each entity, HQ and each individual chapter, from any problems encountered by any. In short, changing the nonprofit policy was one meant to safeguard HQ and the chapters from any problems in the network.

Of course, in IFT we are all one team, so if one has a problem the rest of us will come to help, but this policy helps HQ and each chapter legally.

Each state and country has different rules regarding the securing of a nonprofit status. Check with your local taxation offices to examine your options.

Section 8. Epilogue

A Message from the Chief of Operations

We hope that you have enjoyed reading this Operations Guide, and that you will be able to put this information to good use. We know that you will at times be unsure of what to do in certain situations, and this guide cannot cover every possible scenario. That is where the Chain of Command comes in. Your immediate superiors are in those positions because they have all been through these first “growing pains”, and are knowledgeable about many of those unforeseen problems. Should you be unable to remedy a situation, or get the answers you need on the first levels, you will need to progress further up the Chain of Command. As you do, you will find more and more people with many years of combined experience in *Star Trek* and Science Fiction clubs, and community service organizations, all willing to share their knowledge and experience with you. While any IFT Office is open to you and available at most times, you should always try to use the Chain of Command first in order to avoid any “bottlenecks” at the top. All members of the Support Offices are there because they know their jobs well and the Chain of Command was specifically designed and developed to provide you with optimum support for your group in the fastest allowable time.

Also, please keep in mind that all members of IFT Staff and Support Offices are volunteers. Most have jobs and families and are required to spend time in the “real world”. So please take this fact into consideration before you call any of the offices, and permit them the time to enjoy their personal lives, as well as our world of *Star Trek*. Thank you for signing on with us, and I personally hope to serve with you for many fun filled years to come.

Fleet Admiral Russell Haslage
Chief of Operations
International Federation of Trekkers

