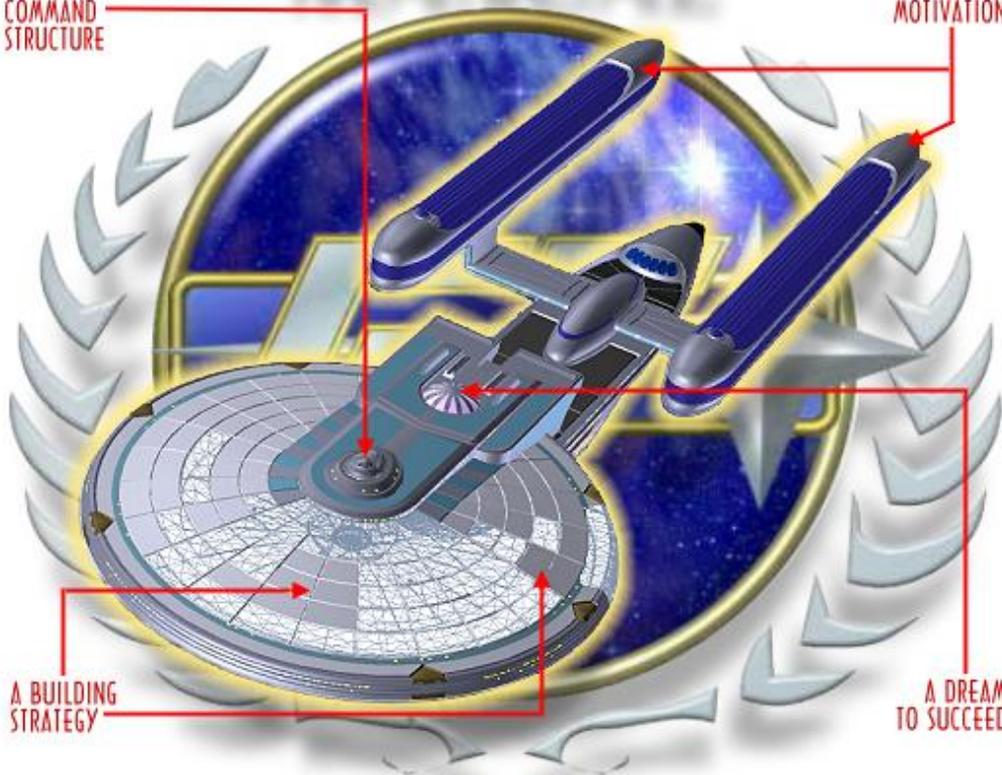


# SUPER-STARSHIP CONSTRUCTION MANUAL

A GOOD  
COMMAND  
STRUCTURE

A PROPER  
MOTIVATION



INTERNATIONAL  
FEDERATION  
OF  TREKKERS

*Keeping The Dream Alive...*

*D.R.Sexton '03*



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# Federation Chapter Construction Manual

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International  
Federation of Trekkers  
Inc

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**“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

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## Section 1: An Abundance of Resources

IFT's unique organizational structure makes the entire fleet available to you and your ship to make your career in the Federation the very best it can be. In the early stages of organizing a chapter you will be in regular communication with Ship's Services, an office which serves as a directory of IFT support offices (see below). This division opens the channels of communication between new members and chapters with the support office that can best assist with their needs. IFT is one unified team working together to benefit all.

## Section 2: Getting the Word Out

In order to achieve full chapter status you will need to recruit four other Officer level members. To assist you with accomplishing this goal enclosed you will find four applications. If you haven't already selected your crew maybe it's time you threw that movie party you've been wanting to and invite your friends who are interested in *Star Trek*. That'd be a great time to introduce the idea to them of forming a chapter.

Making up eye-catching flyers and placing them around town is also a great way to recruit. Several of our chapters have even produced their own brochures. In our current era of

technology in many cases it is possible to produce professional appearing business and post cards out of your own home. Make a stop at your local office supply store to review your options. Consider leaving a flyer on your grocery store's community bulletin board, at the coffee house around the corner, the library, book and/or comic book stores. Of course, be sure to check with the management first before you post.

### **Section 3: A Place to Call Home**

While at first your meetings might be held at a member's home, without proper facilities your chapter may never grow beyond a small group of six to eight people. In addition, if your meeting dates are constantly changing you're less likely to be successful in turning those enthusiastic guests into new recruits. The success of your chapter can rely upon several things, namely: convenience and setting of meeting location, and time and frequency of meetings.

The right meeting location can be as good as free advertising, especially if the facility offers a calendar of events to their patrons. When you think about it, there are probably several good locations for your meetings readily available. Does your apartment community have a Club House? Can your friend that volunteers at the Fire Station help you out?

### **Section 4: Forging an Identity**

As you start to meet with the members of your newly formed crew; ideas should begin to circulate about what type of image the group would like to communicate. For example, you may have several members whose favorite series is *Deep Space Nine*, in which case you may choose to assume the identity of a Starbase or space station. But whatever you choose, the name of your chapter should speak for its crew. Perhaps your town has a war hero, or maybe each of you have a favorite vacation destination and/or vehicle. U.S.S. Riviera? You never know. All it takes is a crew and a sense of irony.

### **Section 5: Know Your Neighborhood**

To better assist nearby chapters with questions, problems and suggestions IFT has organized regions (consisting of several states, provinces, countries and/or continents), called GEOs (Geographical Extensions of Operations). As the Commanding Officer of your chapter your immediate supervisor is the person in charge of your region. Known as GEO Commanders, these individuals serve on the Council Prime, a committee where concerns and questions from and about chapters can be voiced, and where suggestions for improvements and new programs can be created.

Within your GEO there may be one or more chapters close enough to your base of operations for face-to-face interaction. Consider inviting their crew to your activities. In addition, if you are unable to meet the five Officer member requirement your chapter may be assigned shuttle status and placed under the guidance of a nearby chapter.

## **Section 6: Delegating Authority**

One of the most common goals of the leadership of a chapter is to duplicate the experience one would have serving aboard a Federation starship. Once you have assembled your team of four additional Officers you may want to start assigning duties. For example, those of whom are more interested in technology and computers may wish to form an Engineering and/or Operations department, while those interested in medicine and science... well, you get the idea.

Your Senior Staff will commonly be comprised of your earliest, or charter members. Also, known as Department Heads, these individuals may be issued an honorary rank of Lieutenant. While consisting of five people at this point, it would be a good idea to get your crew into the habit of thinking of each other in their roles. As the chapter develops this projection of team work will become second nature and exude confidence in your guests.

## **Section 7: Training for the Mission**

In order to prepare your crew for the path ahead of them as IFT Officers we present to you the Federation Academy (<http://trekfederation.com/hq-offices/federation-academy/>). While enrollment is completely optional, you will find the courses offered provide your members with invaluable knowledge that will make them an asset to your chapter and the fleet. The Academy is continuously evolving to include further curriculum, but regular course offerings in the past have included: Officer Candidate, Staff Officer, and Command. In addition, there is a Diplomatic Corps course available for those interested in serving the fleet at the front lines.

## **Section 8: Further the Experience**

The key element to ensuring that your members get the most out of their fan experience with IFT is to provide your crew with exclusive materials. Be sure to let your members know which levels of membership include a subscription to the month e-newsletter, VOYAGES. It's a good idea to touch on some of the articles from the latest issue during your meetings to remind them of their privileges of membership with IFT.

If you have the means to, produce your own newsletter. You don't need expensive publishing software; just sift the headlines on the web. One place you can find some information for your newsletter is on our News page (<http://trekfederation.com/news/>)

In addition to a newsletter many chapters choose to write about the fictional adventures of their crew. So, whether your ship's Captain is a Betazoid or the Chief Medical Officer is an Andorian, there's a story to be told. These stories will definitely add excitement to your chapter and keep morale at an all-time high.

## **Section 9: Captivating Your Audience**

There are many different formats in which to run your monthly meeting. One of the most time-honored traditions follows a structure known as Robert's Rules of Order. Modeled after the experiences of a late 19th Century Army engineer who found ideas of correct procedure varied from place to place, these principals are in use by many businesses to this day. If you have any previous experience with volunteer and/or charity organizations you may already be familiar with Robert's Rules. Essentially the typical presentation uses the following format: Call to Order, Old Business, New Business, Open Floor, and Adjournment.

In addition to any newsletter materials you may distribute at your meetings you will also want to provide: an agenda reviewing points of old and new business, and a minutes report reviewing a detailed account of the previous month's meeting business. To facilitate the production of these reports you may wish to appoint a Club Secretary who will take notes during meetings. Also, for each of the departments aboard your chapter (Engineer, Medical..etc) you may wish to encourage monthly reports to be included in the meeting agenda. This will help to develop a sense of purpose among the departments and will promote a well-rounded variety of topics during your meetings, essentially providing something for everyone.

## **Section 10: Keep Them Coming Back**

You'll know when you've achieved the right balance of elements in generating your chapter's fan experience when your guests keep coming back for more. And the best way to ensure that they do is to keep in touch with them. Establish a welcome table at the entrance to your meeting space. Include IFT brochures, your own chapter fliers and an attendance sheet. You may also wish to put photos on display of past chapter activities as well as a notebook with copies of old newsletters, minutes and agendas. Be certain to send out postcards and/or distribute activity calendars reminding guests of upcoming meeting and activities dates. Postcards should be sent two weeks in advance as each chapter is required to notify its members of meetings no later than one week prior to the day of the event.

Once a guest has attended their second meeting it would be wise to touch base with them about their intentions. Encourage them to sign up for a membership and explain the different levels of membership available to them with IFT. Remind them that such publications as newsletters, membership cards, and handbooks are exclusive benefits of paid membership.

## **Section 11: Rewards for Service**

IFT is an active fan organization. We are founded upon the principal that; only through activism in our local communities can we bring about the hopeful future as portrayed in Gene Roddenberry's *Star Trek*. To recognize those who have accomplished the most in achieving this end IFT has established the Commendations Advisory Board. Each chapter is required to submit monthly reports to this division and their GEO Commander by no later than the 17th of each month. Reports should include detailed accounts of chapter activities, especially any volunteer work done for charities. If you've not yet decided on which charities your chapter will support, some of the most common are: Public Broadcasting (PBS) and the A.S.P.C.A. (Humane Society).

While the Commendations Advisory Board is also responsible for all promotions to the rank of Captain and beyond, as the Commanding Officer you are held accountable for recognizing the efforts of your own crew. You may have since chosen to assign these duties to either a Morale Officer or Executive Officer. But, whichever the case may be you will want to have determined your own system of reward for ranks up to Senior Commander as IFT does not keep track of individual member efforts. Some chapters have chosen to model their promotional structure after the CAB's. A common practice is to present merit certificates at the following month's meeting to those members of a crew who have participated in a volunteer club activity in the past month. Based upon level of participation a member may advance quickly.

## **Section 12: Making the Best of Your Opportunities**

Your chapter's participation in community service activities will help to spread awareness of the IFT purpose and alert people to the existence of your group. Fans that previously did not have an outlet for their interests will be anxious to learn all they can about your chapter. It would be a good idea to have business cards and/or brochures available during these appearances. Conventions are also a unique opportunity to recruit. Be sure to be alert about conventions coming to your area, maybe even plan something with the other chapters in your GEO.

## **Section 13: Show Your Pride**

Why not show your support for your favorite *Star Trek* fan organization with the IFT decal on the back window of your vehicle. Or maybe you work in an office building and have a dress code, then consider the IFT Cloisonné Pin for your lapel. The IFT Ship's Stores offers several t-shirts and other quality merchandising items featuring the IFT logo. You can show your pride with the help of the Ship's Stores online at: <http://trekfederation.com/shop/>

Some years IFT sponsors a National Conference. During this time chapters from across the country, and sometimes overseas, join together in the spirit of camaraderie to celebrate the achievements of the past year. This is a wonderful chance to meet with the leadership and crews of other chapters you might not otherwise have an opportunity to interact with. Consider this to be your IFT family reunion.