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ELECTRONIC COMMUNICATION

ASSOCIATION WEB SITE

The address of the Association web site is: www.telecompioneers.org

This site contains information covering the spectrum of Pioneering, from the latest news and project information to Bylaws, awards and other tools and information pertaining to the Association and its community service activities.

Association and Chapter Bylaws

Bylaws for the Association and a model Bylaws for chapters are posted to the Association web site: www.telecompioneers.org These postings are updated as revisions or amendments are made to the Bylaws. All Association Vice Presidents and chapter leaders should be familiar with these documents as they provide guidance for the organization and for the operation and governance of chapters.

TelecomPioneers Practices

Contain the rules and methods of operation and basic reference material for the Association and its units. Pioneers leaders are encouraged to utilize this material and to ensure that the information is turned over to successors.

Training Material

The Association staff is charged with the preparation of training guidelines for the full range of Pioneers activities. Special group training sessions are available for Pioneers managers/administrators to assist in the technical and administrative functions of their jobs.

Association Contacts

Contains contact information for Association: Board of Directors, Advisory Board, Headquarters Staff, and chapters. The directory is to be used in connection with the business of the TelecomPioneers and should not be to solicit business from TelecomPioneers on behalf of a third party.

News Releases

News releases are posted to the Association web site (www.telecompioneers.org) and are also distributed to Pioneer groups via the Association Communications Team.

Branding Guidelines

Contain specific guidelines in use of the logo, positioning and color requirements, as well as information on proper co-branding.

Awards Manual

Provides description of each award, along with awards criteria, and entry procedures and forms.

PUBLICATIONS

Just Ask

Manual containing recruiting and activation guidelines and ideas.

Annual Report

Yearly report designed to capture the progress and the value of Pioneering. Distributed to sponsor company and Association officers, sponsor company and chapter leaders. Additional copies can be obtained by contacting the Association office (1-800-872-5995). Quantities are limited.

CHAPTER/CLUB/COUNCIL PUBLICATIONS

General

One copy of Pioneers unit publications – either electronic or hard-copy -- should be forwarded to the Association’s Manager-Communications. Likewise, press releases – hard copy/electronic format – should be forwarded to the Manager-Communications. This will assist the Association in keeping abreast of Pioneers news and activities and also helps in terms of providing sponsor company- or chapter-specific information to media outlets or external community organizations interested in the Pioneers organization. The Manager-Communications should also be advised in regard to web sites carrying Pioneer or other information that might prove useful to Pioneers.

Chapter Executive Committee Minutes

In addition to local distribution, one copy of chapter minutes should be sent to the appropriate Association Vice President.

Chapter History

Each chapter should compile and maintain historical information about its formation and development. The information, to be revised periodically, should be a detailed account of significant activities, projects and events that highlight the full extent of the group’s involvement in the community. Where appropriate, historical information should be supported by photographs and/or news clippings, and if possible, a video archive.

Company Publications/Web Sites

Company publications and web sites for telecommunications industry employees should be forwarded to the Manager-Communications of the Association staff. Reviewing these publications enables headquarters staff managers to identify potential opportunities to pitch Pioneers story ideas to company publications. Pioneers units are also encouraged to seek out opportunities to place Pioneer news in such publications and web sites.

REPORTS

TelecomPioneers Financial Statement

The annual financial statement is prepared by the headquarters staff for the fiscal year January 1 to December 31. Copies are distributed at meetings of the Board of Directors and also posted to the TelecomPioneers web site (www.telecompioneers.org)

Membership & Participation Statistics

Membership statistics cover the number of regular members and Life Members. Participation reports measure the number of hours members volunteer in support of Pioneer-approved community service activities. This information can be accessed from the reporting section of the PA-7 Report.