Looking for content for your chapter event? Consider these easy steps!

College and University Professional Association for Human Resources

1. **Visit the Volunteer Leader Toolkit site.** Check out the resources exclusively available for chapter leaders at cupahr.org/toolkit/index.aspx. They're free and readily available for use while planning and executing your chapter event (or even on your campus).
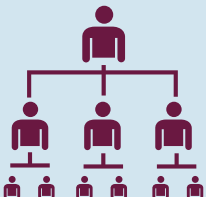
2. **Utilize one of the presentations in the toolkit as a component of your next chapter event.** Whether you're planning a chapter conference, meeting, networking event or webinar, with these resources much of the work has been done for you. Keep in mind that resources will be added throughout the year, so check back for new opportunities in a variety of formats.

    a. Hot Topic Update from Washington: The ACA – This 15-minute recorded slide deck features CUPA-HR Government Relations Manager Christi Layman providing updates on all things Affordable Care Act (ACA). This could easily be incorporated as an update during a lunch, or as the primer for a Q&A or small- or large- group discussion of what your chapter members' institutions are doing to comply with the various aspects of the ACA.

    b. Facilitator Guide: Active Shooter Webinar – This archived webinar facilitator guide includes the content, examples and talking points to lead a one to two hour session – all you need is a facilitator and/or subject matter expert(s) who can lead the session and answer questions.

3. **Utilize a CUPA-HR Essential to spark discussion.** These e-Learnings are designed to give the most crucial information about a specific focus area in about 10 minutes. For example, use the time following watching the Essentials to discuss process and procedures that are most "essential" at your institution, or possibly utilize the time to generate the actual steps to implement a policy or procedure. Find them at www.cupahr.org/learning/essentials.aspx.

4. **Utilize a Knowledge Center toolkit to introduce members to a particular topic or to discuss the higher ed perspective related to a particular topic.** A question to discuss: "In what ways are your campuses utilizing the toolkits?" Also, think about what resources contained in the toolkits could facilitate discussion.

5. **Finally, don't forget to share your success with other chapter leaders.** Tell us how you utilized the resource and some of the top outcomes, questions, examples and tips shared by emailing leader@groups.cupahr.org. That way, other chapters can replicate or improve upon your success and your chapter's work can impact even more higher ed HR professionals! And, CUPA-HR will know how to tailor future chapter resources. It's a win-win.

Questions about utilizing these and other CUPA-HR resources? Email learn@cupahr.org.