



SATELLITE CRITICAL ELEMENTS

Purpose of Satellites

To provide outreach and resource information on ADHD and to create and support informational, educational forums and support groups on a regular ongoing basis for the local community.

I. MEETINGS & PROGRAMMING

REQUIRED	RECOMMENDED
<ul style="list-style-type: none">• Satellites meetings will provide programming that meets CHADD's mission <i>to improve the lives of people affected by ADHD.</i>• Satellites are required to host at least four meetings each year.• Satellites will provide a sign-in sheet at each meeting, designating members, nonmembers, and 1st time Attendees.• 1st Time Attendees should be identified on the attendance form, which includes the CHADD Disclaimer:• <i>“CHADD does not endorse any product, service, publication, medication or treatment.”</i>• Sign-in sheets will be retained by the Satellite for three years with a copy mailed to CHADD National only if requested.• Information on 1st time attendees from the Attendance Log must be e-mailed to Affiliate-Services@CHADD.ORG. Attendance Log templates can be found in the Volunteer Leader Center.	<ul style="list-style-type: none">• Satellites offering support groups should hold monthly meetings.• At least one meeting each year should focus on issues related to adults with ADHD.• In addition to support group meetings, Guest Speaker presentations are encouraged.



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II. REPORTING & PAPER WORK

REQUIRED	RECOMMENDED
<ul style="list-style-type: none"> • Satellite Coordinators will sign a Satellite Agreement, which will be kept on file at CHADD National. Each time there is a change in Coordinator, a new Agreement must be signed. Satellite Agreements will include a clause that the Coordinator has read and understands: <ul style="list-style-type: none"> ➤ Advertising policy; and ➤ Media spokesperson policy • Satellite Coordinators will sign a Conflict of Interest Form & Confidentiality Agreement and send them to CHADD National. These must be updated each time there is a change in Coordinator. • All Satellite Volunteers will sign Conflict of Interest & Confidentiality Agreement forms that the Coordinator maintains on file, with a copy mailed to CHADD National only if requested. • Satellite Coordinator will prepare a 1 to 5 page Annual Progress Report to be submitted to CHADD National by 7/31 each year. 	<ul style="list-style-type: none"> • Satellites should use the Annual Progress Report Form (found online under Volunteer Leader Center.) However, other report formats will be accepted as long as the report includes the following information: <ul style="list-style-type: none"> ✓ number of meetings and average attendance ✓ Cash balance as of June 30th ✓ inventory of Satellite assets as of June 30th ✓ summary of past year strengths and weaknesses ✓ goals for the coming year ✓ Coordinator contact information for the new year ✓ How national could provide greater support to you.



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III. COMMUNICATIONS & PUBLIC RELATIONS

REQUIRED	RECOMMENDED
<ul style="list-style-type: none">• Satellites must provide CHADD National a working e-mail address and a phone number with voice mail for each Coordinator.• Satellites must regularly monitor and respond to the CHADD provided “chadd.net” email account.	<ul style="list-style-type: none">• It is recommended that the Satellite have a web site and “list serve” to maintain communication with their members and potential members.