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*September 2025*

## Post Your Chapter Meetings on CHADD's National Events Calendar!

We are pleased to announce that chapters may now post their virtual meetings to the [CHADD National Events Calendar](#). This new feature streamlines the process of connecting with members, promoting upcoming gatherings, and managing chapter activities more efficiently than ever.

Ready to share your next virtual meeting? Watch this brief video to get started.



**POST IT LIKE A PRO!**

**4 Easy Steps to Share  
Your Virtual  
Chapter Meetings  
Nationwide**



▶



## Volunteer Pulse Check

What's one resource or tool you wish CHADD provided for your chapter?

Please take a moment to answer our **single-question survey!**

**SURVEY**

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## Chapter Fall Maintenance

To help guide your chapter through a smooth and impactful fall season, here are priority items to incorporate in your chapter operations now and throughout the year.

Update your chapter website, including contact information and dates/times of your meetings. If you have social media pages for your chapter, make sure those are updated as well.



Review details about your meeting to ensure they are clear and easily accessible on your website or social media posts, including when/where you meet and how someone interested in your meeting can receive a Zoom link if you meet virtually.

Confirm you and your chapter volunteers have submitted the required CHADD annual volunteer agreement form. Share the form link: <https://bit.ly/CHADD-Volunteer-Agreement>.

Ensure your volunteer team members are up to date with CHADD membership. Anyone facilitating a CHADD meeting must also have an active CHADD membership.

If you have questions or need assistance with your group, please reach out to [Chapter\\_Services@CHADD.org](mailto:Chapter_Services@CHADD.org). We are always happy to

help!

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### Super Early-Bird Pricing Ends September 9!

Register now for the 2025 International Conference on ADHD, November 13–15 in Kansas City, Missouri. CHADD members are eligible for discounted rates across all registration categories.

To take advantage of the lowest available pricing, secure your Super Early-Bird registration by September 9, 2025, at 11:59 PM CST. Chapter coordinators and co-coordinators receive 25% off regular registration.

To request the chapter coordinator discount code, please email [Chapter\\_Services@CHADD.org](mailto:Chapter_Services@CHADD.org). Register today! It won't be the same without you.

REGISTER HERE

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### Chapter Annual Report Form Coming Soon

The chapter annual report form will be arriving in chapter leaders' inboxes the week of September 8. Completing your chapter's report is essential as it helps us ensure transparency, track progress toward mission goals, and keep your chapter in good standing. Your feedback shapes the bigger picture of our collective mission, to empower



people affected by ADHD. Please keep an eye out and thank you in advance for making it a priority.



## Best Practices When Facilitating Meetings

Successful chapter meetings start with thoughtful facilitation. A clear structure, active engagement, and purposeful direction can help ensure your time together is productive and worthwhile. Here are some best practices you can use right away to keep meetings focused, engaging, and on track.

- Set the ground rules right away. Ensure that each attendee follows the rules of the group including taking turns when speaking, being respectful, and not sharing what is discussed with those outside the group.
- Share the [CHADD Participation Agreement](#) with everyone at your meeting.
- Do not share the names of people attending your group with other group members.
- Keep comments from the meeting private. Do not post meeting recaps in social media groups or in emails detailing what participants shared in a past meeting.

- Read the CHADD disclaimer at every meeting: "CHADD does not endorse products, services, publications, medications, or treatments, including those advertised in any CHADD publications, webinars, or podcasts."
- Check in with group participants to survey their needs. This feedback can help you plan your meetings and help you find speakers who can talk about topics your group is interested in.
- Utilize evidence-based information from [CHADD's National Resource Center on ADHD](#).
- Share the benefits of CHADD membership which supports our CHADD chapters, advocacy, and ADHD education. Download and share the flyer!

Membership Benefits



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4221 Forbes Blvd, Suite 270

Lanham, MD 20706

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This email was sent to [jami\\_demuth@chadd.org](mailto:jami_demuth@chadd.org). [Click here to unsubscribe.](#)