



Guidelines and Standards For Starting /Registering a New Us TOO Chapter



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Thank You for Considering Us TOO!

Us TOO International is pleased that you are considering either starting a new Us TOO Chapter or affiliating your already existing group with Us TOO. Us TOO International Prostate Cancer Education & Support Network is a 501 (c) (3) charitable organization established in 1990 by prostate cancer survivors to serve fellow survivors and their families. Us TOO is dedicated to communicating timely and reliable information enabling informed choices regarding detection and treatment of prostate cancer. In addition to providing education and support programs, Us TOO is an active advocate for patients. We are committed to making sure patients have access to the programs, medications, treatments, and health care professionals they need for the best possible outcomes.

About Us TOO International

Receiving the news that you or a loved one has prostate cancer is traumatizing. Life is suddenly out of control and fear takes hold. Often, feelings of helplessness, guilt, isolation and anger emerge. No one needs to face prostate cancer alone. Us TOO provides the forum for sharing, caring and learning through its many programs and services designed for both men with cancer and their loved ones.

In addition to providing education and support programs, Us TOO is an active advocate for patients. We are committed to making sure patients have access to the programs, medications, treatments and health care professionals they need for the best possible outcomes.

- Us TOO is a 501(c) (3) not-for-profit organization providing information, peer support and educational meetings to assist men with prostate cancer and their spouses / partners in making decisions about their treatment with confidence and support.
- Us TOO was started by prostate cancer survivors in 1990 and continues to be governed by prostate cancer survivors for prostate cancer patients and survivors and their spouses / partners and family.
- Us TOO chapter meetings are free and open to newly diagnosed patients, patients currently in their treatment regimen, survivors, family members, friends and healthcare professionals interested in prostate disease.
- Us TOO strives to enhance the quality of life for all those affected by prostate cancer.

- Us TOO's primary objective is to give participants a forum where they may compare experiences and discuss matters of interest relating to prostate cancer.
- Us TOO advocates for improved treatment options; increased funding for screening, diagnosis, treatment and research; and enhanced understanding and information of prostate cancer's impact on the lives of men, their spouses/partners and their families.

About Us TOO Chapters

Us TOO has over 320 Support Group Chapters Worldwide. Us TOO chapter support groups function as independent chapters, forming a network under the parent group, Us TOO International, Inc. Each chapter holds regular meetings for men living with prostate cancer and their families. The meetings provide unbiased information from experts in areas related to prostate cancer. Topics may include: surgery, radiation, medications, nutrition, and psychology. Us TOO group meetings are free and open to all men, family, friends, and health professionals interested in prostate cancer / disease.

Chapter Membership

Any man diagnosed with prostate cancer, or a member of such a man's family or significant other, or any person involved in or interested in support or treatment of any such patients, or research directed toward prevention, detection, treatment or management of such diseases or conditions may join as an individual member of the chapter.

Us TOO Chapter Benefits

- ✓ Us TOO maintains the John Moenck Memorial Resource Center, a library of materials related to prostate cancer (including books, periodicals, audio/video tapes, and other educational materials). Materials are available for loan to chapter leaders, patients and spouses alike.
- ✓ Us TOO provides each chapter with monthly *HotSheet* newsletters to distribute at meetings, and publishes other publications and compendiums.
- ✓ Us TOO maintains a comprehensive website and free prostate cancer news e-mail services.
- ✓ Us TOO produces a Chapter Leader Newsletter which allows chapter leaders to communicate and share ideas.

- ✓ Us TOO has Regional Directors across the country and whose responsibility is to initiate formation of new groups as well as coordinate outreach to all existing support group chapters in his/her area to provide ongoing guidance and support.
- ✓ Chapters are provided with the Us TOO logo for use on their chapter promotional materials and newsletters.
- ✓ Us TOO will promote all chapters on their website providing chapter location, contact person name and number as well as email or web addresses, if applicable.
- ✓ There is no cost to register your group with the Us TOO network.

Us TOO Chapter Leader Support

Chapter Program Manager– Us TOO staff dedicated to providing support for chapters. Your staff person is Terri Gibbons. Terri can be reached via email at terri@ustoo.org

Board of Directors – Us TOO’s Board of Directors are fully committed to supporting chapters. The board recognizes that the chapters are the heart and sole of the organization.

Us TOO Chapter Committee – this board appointed committee’s purpose is to help identify resources to assist chapters. Committee activities include assessing the types of resources chapters need to run their meetings, conduct outreach, recruit members, etc. and then overseeing the development of those resources.

Web site – The Us TOO Website has downloadable chapter resources for your use, such as a chapter poster and helpful handouts for chapter leaders. Additional links provide access to helpful patient resources and medical information.

Chapter Leader Newsletter – includes two sections titled *Leader Hints* and *Chapter Leader Topics*: both sections are written with the clear objective of providing immediately usable examples of how chapter leaders can improve their meetings.

Volunteer Regional Directors – these volunteers are present or former chapter leaders who have agreed to serve as mentors and supporters of current chapter leaders in their assigned territories. Regional Directors can assist leaders with meeting management, administrative duties, and individual problem solving as well as serve as a wealth of information about prostate cancer resources.

Chapter Standards

- Each year complete the chapter information form/affiliation agreement sent by the home office (see attached). This form provides us with information that will help Us TOO better serve all chapters, and is the registration form we require annually to remain an active Us TOO chapter. *In order to become a new registered chapter, you must first complete and submit the Chapter Information Form.*
- Each chapter must submit the chapter's participant mailing list to the home office once a year. Us TOO mailing lists will not be provided to any organization for sales or solicitation purposes.
- Have more than one person help organize and run the chapter. We recommend chapters have steering committees that consist of a chapter leader, chapter officers and a chapter advocacy contact. *When registering a new Us TOO Chapter, the person who intends to serve as the chapter leader should complete a volunteer application and participate in a phone or face to face interview with a regional director. In addition, a list of 10 people (including their individual contact information) who have agreed to support and help manage the new chapter must be submitted.*
- Never give medical advice. Chapters provide information and support to help members make informed decisions. Chapters are a link to helpful, reliable resources but are not sources of medical advice.
- Respect the confidentiality of those who attend a meeting.
- All financial activities of a chapter must be reported to the home office annually.
- Once per year, chapters must submit to the home office one sample copy of your chapter newsletter, meeting announcement flyer and any other publication that is distributed regularly to the group's membership, the media or general public. Be sure to include your formal chapter name and official logo on all materials. Your official chapter name should reflect your location or geographic area and be listed as: Us TOO _____ Chapter. Chapter names must be approved by the home office.
- Once a new chapter is approved, the chapter leader will be sent a box of starter supplies including an Us TOO Chapter Management Guidelines manual to help with the initiation and continued management of your new Us TOO Chapter.

Us TOO Insurance Coverage

There are three types of insurance plans that Us TOO carries. The first is Workers Compensation and Employer's Liability which is required by law and protects the staff from bodily injury or illness. Additionally, Us TOO carries Commercial General Liability insurance which covers issues such as property damage and bodily injury. This protects the Us TOO home office office equipment, computers and furniture from such things as lightning or fire loss, or medical expense coverage from an "occurrence" such as a fall. Our policy covers only the international home office executive officers, directors and staff only with respect to their duties for the organization and excludes the Chapter volunteers.

Many Us TOO volunteers have taken coverage on their home owner's liability policy to cover their work as unpaid volunteers. This is referred as Personal Injury Liability Insurance. Also, most of the support group meetings are held in facilities such as hospitals or religious facilities that carry liability insurance which cover personal injury such as a fall.

Finally, Us TOO has a policy for Directors and Officers Liability. All Us TOO Chapters who have a formal board of directors (within the United States) are included in this coverage "for wrongful acts which arise solely out of the discharge of duties" on behalf of Us TOO. This is often referred to as errors and omissions coverage and covers such wrongful acts as errors, breach of duty and alleged mismanagement of funds or violations of employment practices. Some personal injury and publishers liability is provided for such things as copyright or trademark infringement, slander or libel. There is no coverage for dishonest, fraudulent, criminal or malicious wrongful acts nor claims that "arise from bodily injury, death, mental anguish or emotional distress."

For more information...

If you have any questions regarding the standards or guidelines for starting/registering a new Us TOO Chapter, please feel free to contact the regional director for your area or contact the Us TOO International office. When your group is ready to move forward, please send your volunteer application, list of 10 volunteer supporters and chapter information form to the Us TOO offices. Forms can be faxed to 630 795 1602 or mailed to 5003 Fairview Ave., Downers Grove, IL 60515. We look forward to working with your group!

