

# National Kidney Foundation's Local Chapter Program

## Introduction

As a proud affiliated local chapter of the National Kidney Foundation (NKF), our commitment transcends beyond just being part of our network. By aligning with us, you are expressing a willingness to actively collaborate and support your local NKF office, should one exist in your area. This partnership is crucial in advancing the mission and goals of NKF.

Your involvement will be instrumental in fostering connections with community organizations and leveraging your local insight and networks to amplify our reach. Participation in NKF events is more than just attendance; it's about being an integral part of a community dedicated to making a difference in the lives of those affected by kidney disease.

NKF's Membership Services and Continuing Education teams are committed to collaborating with local offices and volunteers in support of robust local chapter programs to further NKF's initiatives. A strong partnership between national and local teams aids in enhancing sustained long-term growth in membership and continuing education, assisting in aligning local activities with NKF's long-term strategic objectives:

- Demonstrate and promote NKF as the leader in kidney health education, patient engagement, research, innovation, and advocacy.
- Increase early diagnosis and treatment of chronic kidney disease (CKD).
- Improve the availability, accessibility, and quality of treatment options so that all patients can live well with kidney disease.
- Facilitate and expedite cures and treatments for kidney disease.
- Increase the number of kidney transplants and the diversity of transplant recipients.

The Membership Services and Continuing Education teams are committed to providing ongoing training and resources to create and maintain strategic and operationally skillful local chapter programs.

A local chapter resources website can be found at [www.kidney.org/professionals/LocalChapterResources](http://www.kidney.org/professionals/LocalChapterResources)

## Purpose of Local Chapters

Local chapters may exist to support ongoing local growth and engagement aligned with NKF's priorities set forth by the NKF Senior Leadership Team. The objective of a local chapter is to increase support, partnerships, education, and collaboration as we work toward our shared mission of improving the care and health of kidney patients.

## Becoming an Affiliated Local Chapter

The decision to apply to be an affiliated local chapter should be strategic and should align with the goals and activities of a local NKF office. Groups should evaluate their level of sustained engagement and local volunteer leadership support when considering completing a Local Chapter Affiliation application. Volunteer and programming opportunities are available at the national level to all interested professionals despite local chapter status.

*There is no requirement or expectation regarding the establishment and maintenance of local chapters and the decision to not affiliate is never considered a negative representation of that specific community or region and the work therein.*

In consideration of applying to be an affiliated local chapter, please consider whether you can support the following:

- Commitment to implementing programming to advance kidney education and care at the community level
- Volunteer availability and drive for leading a local professional group
- A network of local professionals looking for connection and willing to dedicate time
- Positive representation of national NKF Professional Membership
- Full support of NKF Local Chapter Policies and committed to operating accordingly

When the above are evident, groups will be invited to complete the affiliation application and affirm commitment to active engagement for a two-year period.

Local chapters are required to complete a Local Chapter Affiliation application online and submit it to the NKF's Membership Services team. Local chapters will be asked to analyze their operations and reapply every two years.

Affiliated local chapters agree to adhere to the following standards:

- Meet no less than two (2) times per year (example: conference calls, networking events, CEU events, etc.)
- Work with NKF to manage all finances
- Work directly with the NKF Continuing Education office and abide by NKF's Continuing Education policies in the planning and implementation of all accredited programs
- Work with local NKF staff to enter into any contracts with vendors or sponsors
- Adhere to NKF's use of logos and [Style Guide](#).
- Collaborate with NKF local and national offices to develop, promote, and execute local patient and professional programming
- Promote [NKF Professional Membership](#) and actively seek recruitment opportunities
- Positively represent the National Kidney Foundation
- Adhere to policies set forth by the CNSW and CRN Executive Councils

Not adhering to the standards set out by NKF will result in loss of local chapter status. Upon loss of local chapter status, groups must immediately cease use of the NKF name and branding in all activities, including promotional materials, program names, etc. This includes the use of the formal council names and their abbreviations, CNSW and CRN.

Please see the [Guidelines for Affiliation](#), found on the Local Chapter Resources website, for details.

## National NKF Membership

Local chapters are not permitted to promote or operate a local membership program. Local chapters will promote national NKF membership with all its benefits. Please contact the [Sr. Professional Membership Manager](#) to obtain resources to assist in promotion of national membership.

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In support of national membership, the national Membership Services team commits to the following:

- Hold an annual “All Membership” meeting each fall. During this meeting, NKF will provide insight into the ongoing work within the organization, with specific focus on opportunities for involvement for local leadership. In addition, a networking opportunity will always be integrated into this time to promote connection with other professionals invested in NKF’s mission.
- Distribute quarterly report of national members to local chapters to engage locally

Some volunteer roles require the individual to hold a current national NKF membership to serve in such capacity. These roles include, but are not limited to:

- **Local Chapter Chairs**
- Any professional serving on a Continuing Education and/or programming board
- Professional Council Executive Board members
- Medical Advisory Board members

## Role of the NKF Division or Affiliate in Your Area

It is the goal to have a point-person for local chapter activities at each NKF division or affiliate office. For local chapters where there is no NKF division or affiliate, there may be instances where they will need to work directly with the national Professional Membership or Continuing Education teams. Please see [the listing of NKF divisions and affiliates](#) for local office contact information.

Best practices to collaborate with the NKF division or affiliate in your area include:

- Meet annually to discuss opportunities for collaboration, communication, and strategic planning.
  - Examples of how local chapters can collaborate with local NKF offices and communities:
    - Advise in the design, implementation and evaluation of programs that will support stronger and healthier communities
    - Serve as subject matter experts in the development of resources and programs
    - Assist in networking as needed with other experts, societies, government agencies, and potential funders
    - Review and edit documents and educational materials submitted by NKF staff or volunteers to assure content accuracy, validity, and cultural sensitivity etc.
    - Participate in NKF local Medical Advisory Board or other professional committee meetings
  - Examples of how local NKF offices can support local chapters:
    - Attend and promote local events
    - Provide presentations on NKF priorities and long-term objectives
    - Provide the opportunity for local professionals to present at regional programs and symposia
    - Provide assistance in the logistical planning of local chapter events
    - Manage local chapter budgets/finances; provide regular updates and reports

## Role of the Council Executive Committee Region Representatives

The Council Executive Committees have elected [Region Representatives](#) assigned to support each local chapter. Region Reps are responsible for maintaining regular contact with local chapter chairs in their respective regions to discuss leadership changes, upcoming educational programming, and provide any necessary support.

The Region Rep is the Local Chapter Chair's ongoing point of contact to their Council's Executive Committee and HQ. Local Chapter Chairs may also contact the appropriate HQ staff for additional support.

## Local Chapter Financial Policies

NKF volunteers, including local chapters, may not use the national NKF's 501(c)3 tax exempt number, or that of an NKF affiliate, for any purpose. The IRS dictates that only authorized officers and key personnel of the NKF may be in possession of and use this number.

**A local chapter may not maintain an independent bank account or Federal Tax ID number under any circumstances.** Local chapters are not incorporated and are fundraising in the name of the NKF; from an audit and ethical perspective, the funds need to be accounted for by NKF Headquarters.

Local chapters may charge program fees and fundraise for patient support, however, the funds will need to be maintained by the NKF. NKF is required by the Internal Revenue Service (IRS) to collect and report all fundraising dollars.

The local chapter's funds will be accounted for as a line item within NKF's budget, restricted for local chapter use only. Statements will be provided bi-annually or upon request to local chapter chairs.

*For NKF affiliates only:* local chapters who are successfully partnering with an affiliate can continue to use the affiliate's tax ID, per any existing agreement between the groups. However, all fiscal activities need to be recorded in the affiliate's accounting records. If the local chapter has a bank account separate from the affiliate, the affiliate must be listed as the owner and signatory on the account, the account must be listed at the affiliate's address and all bank statements are to be reviewed by the affiliate's accounting staff. A reversion of funds provision must cover the account directing funds to the affiliate in the case of dissolution of the local chapter.

### Management of Local Chapter Funds:

- Funds that are raised through local chapters (CRN, CNSW) can be carried over from year to year if they are recognized as contributions or donations that will support the NKF and/or the local chapter. Examples include:
  - Donations to support NKF & local chapter programs
  - Contributions that provide support to NKF & local chapter programs
- Funds that cannot be restricted, include:
  - Registration Fees for an activity

- Sponsorship of a specific activity or event

- **Exceptions** (Language is important):
  - To restrict registration fees for an activity, the program flyer or registration page must say, "all fees are restricted for the educational programs of the National Kidney Foundation and <<insert local chapter name>>"

For example:

- "In support of the CRN-NE 2016 annual symposium" = Non-restricted Fund
- "All fees are restricted for the educational programs of the National Kidney Foundation and CRN-NE" = Restricted Fund

- For any local chapter that currently has restricted funds in an NKF local office account, the funds may be used for any NKF or local chapter activity or program they see fit. Examples include:
  - Professional education programs
  - Patient education programs
  - Professional Membership stipends

## Planning Local Chapter Continuing Education Activities

Local chapters may serve as providers of continuing education (CE) in their division/affiliate territory. To maximize consistency and quality assurance of all NKF-supported programs, all accredited educational programming by local chapters must be organized and approved by HQ. NKF is a Joint Accreditation for Interprofessional Continuing Education Provider\*, and it is imperative to the organization's CE program status that any program marketed with the NKF brand agrees with policies outlined by Joint Accreditation. Information on how to plan and apply for Continuing Education credits in partnership with NKF HQ can be found [here](#).

With free or discounted CE being one the largest benefits of National Membership, the CE Department has established a pricing rubric for CE planners to reference while planning activities. This pricing will standardize the cost of CE across regions and help sustain the local office's programming.

	Member (Virtual or In-Person)	Virtual Non-Member	In-Person Non-Member
1 Credit	Free	\$25	\$30
2 Credits	Free	\$50	\$60
3 Credits	Free	\$75	\$90
4 Credits	\$40	\$100	\$120
5 Credits	\$50	\$110	\$135
6 Credits	\$60	\$120	\$150
7 Credits	\$70	\$130	\$165

### NKF's Continuing Education Department's Roles/Responsibilities

The Continuing Education team is prepared to provide a multitude of expertise regarding planning and implementing local programs. The team's roles and responsibilities include, but are not limited to:

- CE Dept prepares streamlined timeline tailored to the event and meets with the planning team for kick-off meeting, if needed.
- CE Dept and Local Office Staff offers recommendations on topics and faculty.
- Local CE programs are encouraged to educate on topics that are unique to their local communities' needs, and relate those topics to themes such as diversity, health equity, and inclusion.
- CE Dept organizes learner registration on PERC (such as Collections and Refunds) and provides Customer Support, as needed.
- Local Office Staff may use NKF Templated Marketing Resources and have access to NKF community for marketing to help increase enrollments and participation.
- Local Offices are encouraged to work with local chapters to expand relationships and partnerships with local institutions to promote the CE activity and reach new audiences.
- CE Dept collaborates with Review Committee to organize peer review of slide presentation and any other content.
- CE Dept will share Evaluation Data 90 days from the live activity with planners.
- CE Dept will support ongoing CE transcript management for learners.

The NKF Continuing Education Program is recognized as the most timely and diverse nephrology education for professionals, and awards over 16,000 credits annually.

*\*Joint Accreditation includes the following agencies: ACCME, ACPE, AAPA Category 1 CME, ANCC, ASWB and CDR, which translates to the following professional disciplines: Physician, Physician Assistant, Pharmacist, Nurses, Social Workers and Dietitians. This means that anything accredited for these disciplines must abide by the Joint Accreditations standards which will ensure our accredited continuing education serves the public and are high-quality educational experiences without industry bias.*

## Use of Logos

Local chapters can use the national logo on their websites and materials, and can place their local chapter name below the national logo. In using the logos, local chapters are representing NKF. Local chapters should not have their own logo that differs from the national logo. Please see the [Style Guide](#) for more guidance.

Example:



**New York City**

For questions or concerns, please contact [membership@kidney.org](mailto:membership@kidney.org)