



How to Start a SCI Chapter Sables Committee (Pilot Program)

OVERVIEW: A Chapter Sables Committee functions as a committee within a SCI Chapter, and is run by a Sables Committee President, who can also be the Chapter's Sables Rep, AKA the liaison between the Chapter and National Sables.

1. A SCI Chapter Board of Directors must vote to start a Sables Committee within the chapter.
2. All Chapter Sables Committee members must be a member of SCIF Sables as there are no Chapter Sables only members.
3. The Chapter Sables Committee will be run by the Sables Committee President, who may also be the Chapter's Sables Representative, or two different people can fill each of these roles. It is recommended that the Sables Representative is a voting member of the Chapter's Board of Directors. This may require changes to the Chapter's bylaws. The Sables Representative should attend all Chapter Board meetings and present a Sables report at each meeting as part of the Committee requirements.
4. Upon voting to start a Chapter Sables Committee, the Chapter President or new Sables Rep returns a form to SCIF Sables staff with Chapter name, Chapter President and Sables Rep and contact information. The local Sables Committee shall have the same name as the Chapter.
5. SCI Staff sends each Chapter President a form annually to list their Chapter's Sables Rep. Should a Sables Committee be created in the middle of a fiscal year, the Chapter President should contact the SCI Membership Department staff to alert them of the creation of a Sables Committee, and provide the name of the Sables Rep.
6. The SCI Membership Department can provide the Sables Rep a list of Chapter Sables Members, so the Sables Rep and Sables Committee can reach out to local Sables members to keep those members actively involved and to ensure those members stay current on Sables dues, contact information, etc.
7. The new Chapter Sables Committee elects/appoints officers or decides on their leadership structure.



8. The new Chapter Sables Committee should open a Sables business checking account. The EIN/TIN number will be the same as the Chapter. The Chapter files the tax return. Most chapters are a 501(c)4 but a few are 501(c)3 and the Sables Committee would be the same as the Chapter. The national Sables are a 501(c)3 organization because they are part of the SCI Foundation. This may be an important consideration for donors, so please check with your tax consultants. Refer to manual for further information.
9. The Chapter Sables Committee determines how to receive funds for local membership.
10. The Sables Representative (or Sables Committee President) heads up the new Chapter Sables Committee. There is not a minimum number of members to start a committee. People who already have a national Sables membership would just pay local Sables Committee dues if required. However, the national SCI Membership Department needs to know when a SCIF Sables member joins a local Sables Committee, so the Chapter Sables Rep needs to continually report back to the SCI Membership Department.
11. The Chapter Sables Committee should plan local events for members and potential members. To increase membership, incentivize Sables membership to participate. Raising money for education is a joint effort of the Chapter Sables Committee and the Chapter. Events can be hunts, happy hours, hikes, fishing, wine tasting, shooting clinics, holiday get togethers, etc. Activities can be geared to women only or include both men and women. Work with the Chapter for joint activities to promote socialization, share responsibilities for fundraising, volunteerism, and sign-up new members for both the Chapter and Sables. Any project chosen by the Sables Committee must be compatible with the goals of the Chapter with which it is affiliated. Events should all be reported by the Chapter Liaison through the SCI website portal for Chapter and Sables activities and insurance purposes.
12. Work with the Chapter on fundraising planning and events. Some Committees participate in organizing a silent auction and get net proceeds or a percentage. Send 30% of Local Sables **net** funds raised to national Sables from your major fundraiser. The first year will be waived. This payment is due by June 30 each year along with the financial report and list of projects and activities.
13. Establish within the leadership team or Chapter Sables Committee how to spend funds raised related to education, conservation, promotion of memberships, scholarships or subsidized activities to get young women and youth into the SCI family.
14. The Chapter Sables Committee may share expenses with Chapter as relevant, such as: cost of marketing to promote Sables, postage for mailings relating to Sables, cost of events that also include Sables, etc.



15. Minimum requirements:

- A minimum donation of \$250 or item valued at \$250 or above to SCIF Sables for Convention luncheon each year. This is due in August each year for the following year luncheon.
- 30% of Sables net profits from main Chapter/Sables fundraiser to be paid to the SCIF Sables along with the Chapter Sables Committee Annual Financial Report and the Project and Activities Report due by June 30 each year. This payment will be a requirement starting with the second year of the Committee formation. There is no minimum at this time. The SCIF fiscal year is July 1-June 30 each year.
- All membership dues to national Sables need to be addressed to SCI Membership Department and paid to SCI, not SCIF Sables.
- Start with at least five Sables Committee members – One will be the Sables Rep and/or Sables Committee President.
- Recommended to submit pictures and at least one 250-word article for the national Sables newsletter of a least one outing.
- Arrange at least one education and one conservation project per year. These can be in conjunction with the Chapter.

16. Compliance of Chapter Sables Committee requirements will need to be monitored by staff at SCIF Sables. Reminders of reports due should be sent out to all Sables Reps in a timely fashion by staff. Non-compliance begins a review process of the status of the Sables Committee. A written explanation of the circumstances of non-compliance will be required along with plan and timeline to correct the status.

17. Other housekeeping that requires Chapter involvement: Report along with Chapter for education/conservation/social activities on the SCI website Chapter portal. This is done by the Chapter Liaison.

18. Report upcoming activities for insurance purposes through the SCI portal for all activities. This is done by the Chapter Liaison.

19. The Chapter Sables Rep is responsible for keeping a record of Chapter Sables members and for keeping a treasury report of the Chapter Sables Committee income and expenditures. The Chapter Sables Committee Rep is responsible for submitting an Annual Financial Report and a Projects and Activities Report each year. The 30% required donation to the Safari Club International Foundation Sables may be submitted with the Financial Report or another designated time prior to the June 30 deadline. If for some reason the Chapter Sables Committee does not raise any funds during the year, a Financial Report and Projects and Activities Report are still to be submitted.