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| **Chapter Name** | Rocky Mountain |
| **Chapter Number (ex. CH0000)** | CH6046 |
| **Chapter Location (City, State)** | Denver, CO |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Ginger Nichols |
| **Email Address:** | [webmaster@atdrmc.org](mailto:webmaster@atdrmc.org) |
| **Phone Number:** | (303) - 250 - 9457 |
| **Chapter Board Position:** | VP of Technology |
| **Chapter Website URL:** | [http://www.atdrmc.org/](http://enotification.td.org/track/click/30530608/www.atdrmc.org?p=eyJzIjoiRFR2RHY4U05OWENGME50Sk5vb0U3QnR4OGNVIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmF0ZHJtYy5vcmdcXFwvXCIsXCJpZFwiOlwiMDI2MGU0MTJlNGNiNDJkM2FmNTZiZjkwODFmMTAzZTNcIixcInVybF9pZHNcIjpbXCIyOWNlNjkzOGQ5ODA1NjkxYWEwYTg5MTg3ZDI3Y2IyMGQ5NjYzOGFhXCJdfSJ9) |
| **Submission Title:** | Google Email(Suite) for Non-profits |
| **Submission Description:** | \*\* Transcribed by L. Goodpaster CRC member per SOS interview  New chapter administrator had mentioned Google offered free services for non profits. The initial idea was to move board emails from Go Daddy( approx. $170 a mo.) to Google email. Once they got it set up, they realized they got a full suite of free tools to utilize. They contacted Google and they have a 3rd party agency verify your 501C3 eligibility and in a few days after they review they were able to get it set up. |
| **Need(s) Addressed? Please be specific.** | The chapter was using Go Daddy and it was limited to 10 email addresses. If they wanted to add more would cost more money to do. They were paying around $170 a month for this. Google suites is free and can up to 1000 addresses, every board has their own email address. |
| **What is your chapter's mission?** | To serve the Denver metro area with cutting edge talent development programs, events and networking opportunities. We are a thriving community that engages, inspires, and connects our profession through strategic partnerships that promote best practices within the talent development industry. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | Opened the possibilities from just email to Google sheets and forms and now the chapter can communicate better as a board. They can use Google forms to survey after chapter events. They have more tools to be more efficient as a board and a chapter. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | They look more professional. Now they all have the same email address and their branding is more consistent. ATD email address were all different before. They continue to covert items over to Google suite such as speaker proposals into Google forms and they can better distribute this to the programming team. It is more efficient and services their members better. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Board members and chapter members. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | Services are free for non profits. The VP of Technology set up herself in approximately 5-6 hours over a weekend. This was importing the old emails into Google Suites. |
| **How did you implement: (please give a brief description)** | Contacted Google for non-profits about setting up. A third party, Tech Soup, that Google works with contacted them to verify their non profit status. Within a few days, they had confirmation of their account and were able to set up. The VP of Technology did the setup herself over a few hours on a weekend. She said it was very simple to use. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | They can save the money they spent on their previous email server and put it back into the chapter and its members. The chapter is about 3-4 months in to date and it has been transparent to members. It was a simple and cost effective change to how they manage board/chapter business, with huge results. They continue to discover more tools provided by Google suites they can use to manage chapter business. Thus far they have used emails, forms, surveys, and other communication tools to manage chapter business with the cost savings from switching over. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | It was very simple, easier than thought. Wish they had implemented sooner, but was hesitant to make the change, but it was so simple and resulted in a large positive impact. It helps with succession planning and could see documents from last year used in one place. They now have the capacity to provide a group email for all volunteers next year. Made the chapter think about other products purchased or if they offer a non profit discount. An example, was hoot suite and they have 50% discount 14.99 mo/750 and there are a lot out there willing to do this. VP Finance going through each thing they use now to see if there is a non profit discount and what other tools they can utilize. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | N/A |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS from another Chapter Leader |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoibTAtaWdRU0Zma2NqYjc3dmhBZjJZMmlOV24wIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjAyNjBlNDEyZTRjYjQyZDNhZjU2YmY5MDgxZjEwM2UzXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |