



THE PROJECT TO END DISEASE

TPED™ CHAPTER GUIDELINES

TPED CHAPTER AGREEMENT

1. TPED is a project of Health-e-America Foundation.
2. All TPED Chapters will be granted permission to operate.
3. All TPED Chapters will be granted permission to use the TPED logo.
4. All TPED Chapters will meet a minimum of ten (10) times per year, with August and December recommended as "black-out" months.
5. Guest Speakers are limited to two (2) per year, and *must* follow the principles of TPED. If black-out months are not used and twelve (12) TPED Chapter meetings are held, then a third Guest Speaker may be invited to present at a TPED Chapter meeting.
6. All TPED Chapters are requested to display the TPED poster at public TPED Chapter meetings.
7. All TPED Chapters will keep records of all meetings and announcements.
8. All TPED Chapter meetings are free of charge and open to the public.
9. Donations may be requested at each meeting to defray the cost of meeting rooms and other expenses of operating TPED Chapters.
10. All TPED Chapters will teach the *Model of Health* outlined in "*Never be Sick Again*" by Raymond Francis -- ONE DISEASE → TWO CAUSES → SIX PATHWAYS
11. All TPED Associates shall read "*Never Be Sick Again*" by Raymond Francis.
12. Permission to operate a TPED Chapter may be revoked at any time at the discretion of the board of Health-e-America Foundation.

TPED CHAPTER PRESIDENT/LEADER RESPONSIBILITIES

- Teach the *Model of Health* outlined in "*Never be Sick Again*" by Raymond Francis -- ONE DISEASE → TWO CAUSES → SIX PATHWAYS
- Communicate with TPED Headquarters regarding TPED Chapter needs.
- Arrange the location and facilities for conducting TPED Chapter meetings.
- Promote TPED Chapter meetings.
- Facilitate TPED Chapter meetings.

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STARTING A TPED CHAPTER

TPED Chapters can be established in communities where there is a level of interest sufficient to support Associateship and outreach activities. Those interested in forming a TPED Chapter should follow these steps:

1. Contact TPED, a 501c3 educational foundation

Contact TPED at (415) 459-3686 to discuss your interest in forming a TPED Chapter in your community.

2. Determine the TPED Chapter President/Vice-President for Your Community

The person spearheading the effort to form a TPED Chapter can be appointed the TPED Chapter President; this is especially important for the development/organizing effort. There should also be a Vice-President appointed to help support the TPED Chapter President in the operations of the TPED Chapter and to fill-in if the TPED Chapter President is unavailable for meetings or other events. HeAF will issue documents of permission to you as the defacto leader for you to set up and operate the TPED Chapter.

3. TPED Chapter President Contact Information

The TPED Chapter President must be willing to have their contact information (name, phone number and email address) posted on the official TPED website. The TPED Chapter President must be willing to accept and return calls from local area TPED Associates and members of the public.

4. Recruit the TPED Chapter Officers

One way to do so would be to get friends, family, and neighbors – anyone who is interested in optimal health maintenance – to participate. You can also contact HeAF for a list of TPED Associates from your geographic area who might be interested in participating in the operations of the local TPED Chapter.

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Getting volunteers for the following Officer positions is required for getting a TPED Chapter started:

- President
- Vice-President
- Secretary
- Treasurer
- Membership Coordinator (builds membership through advertising, greeting newcomers and getting them to sign sign-in sheets, contacting them to remind them of upcoming meetings, hearing concerns of current members, etc.)

Filling these positions is important for both starting and successfully operating a TPED Chapter. As the TPED Chapter grows the following committees may be created in an effort to promote and support a successful TPED Chapter:

- Associateship (responsible for inviting meeting attendees to join TPED as Associates and for sending in Applications and payments to the national office)
- Fundraising/Sponsorship
- Community Outreach
- TPED™ Newsletter
- Event/Media
- Others

5. Organize a TPED Chapter

Call an informal administrative meeting to appoint Officers for your TPED Chapter. At this meeting get the names of those individuals willing to serve as President, Vice-President, Secretary, Treasurer and Membership Coordinator. These positions require a commitment of one year. TPED Chapter Officers are to be elected each November to begin the following January. Submit the names of elected TPED Chapter Officers to TPED Offices.

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6. Establish Objectives and a Schedule of Events

At this same administrative meeting, or at a second meeting, define your group goals and objectives, and plan a tentative schedule of topics for upcoming meetings. Assign necessary tasks for these meetings, such as ordering books or tapes, making photocopies of articles, etc. If increasing membership is one of your goals, talk about how to do this and assign any necessary tasks such as advertising your meetings, talking to people you know, etc.

Particularly careful planning and preparation needs to be done for your first public meeting, if you choose to have one. We request that you display a TPED poster at all public meetings. A DVD and specs for this poster are available from the national office. You can take these to a copy shop and get a 36" X 20" poster made for about \$75.

CONFIDENTIALITY

TPED Associate information which is shared between the international Headquarters and individual TPED Chapters is not to be used for personal or business purposes except those directly related to the functioning of the TPED Chapter.

PROFESSIONAL CONDUCT

All TPED Chapter Officers/Committee Members and TPED Associates are expected to conduct themselves in a professional manner.

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