



NETWORK OF SOUTH ASIAN PROFESSIONALS

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Washington DC, Chapter

# 2008 Handbook for Pillar Chairs



NETWORK OF SOUTH ASIAN PROFESSIONALS, WASHINGTON DC

## 2008 Handbook for Pillar Chairs

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NetSAP Foundation  
P.O. Box 1809  
Washington, DC 20013  
<http://www.netsap.org>

### 2008 Executive Board

**President:** Suchin Adhlakha (president@netsap.org)  
**Vice President:** Ajay Ojha (vp@netsap.org)  
**Secretary:** Akta Patel (secretary@netsap.org)  
**Treasurer:** Mitch Johns (treasurer@netsap.org)  
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**Membership Director:** Vipin Adhlakha (membership@netsap.org)  
**Webmaster:** Tanya Sharma (webmaster@netsap.org)  
**National Liaison:** Sonya Mazumdar (liaison@netsap.org)

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## Welcome & Introduction

**C**ongratulations on being appointed to serve as a NetSAP DC Pillar Chair for 2008! We are very excited to have you on board for what promises to be one of the most exciting years in NetSAP DC's history! The pillars are truly the heart of the organization and we are thrilled that you have taken on a leadership role in creating, planning and developing NetSAP DC's programs and events. This handbook will serve as your guide throughout the year as you plan events.

The 2008 Executive Board has an exciting vision and grand plans for the organization this year. Along with creating great events for our members, we want to make sure that the pillars run as efficiently as possible with reduced bureaucracy and increased autonomy. As a result, we have tried to simplify and streamline the event planning process as much as possible. **Chapter 1** provides an overview of our vision and the important logistical details pertinent to running a committee.

**Chapter 2** provides details on using technology to market your events. **Chapter 3** may be considered the heart of the handbook. It includes all the information you need plan a successful event from start to finish.

We have spent a significant amount of time brainstorming different types of events that may be of interest to our current members and members of the South Asian-American community. As a result of those processes, we have included event and program ideas and suggestions for each pillar under **Chapter 4**. These are only suggestions designed to serve as a guide.

Finally, we are running the organization as a team so if you have any questions, suggestions or ideas please feel free to contact the appropriate board member. Throughout the year consider us as your sounding board and resource to help you do your best. Again, we are thrilled to have with us and we will make a difference for the South Asian community in the greater DC area!

Best Regards,

The 2008 NetSAP DC Executive Board  
Network of South Asian Professionals  
Washington, DC

## CHAPTER 1: Mission, Vision, and Roles

### I. NetSAP DC Mission Statement

NetSAP DC is a non-profit, non-partisan, volunteer-based 501(c)(3) organization committed to identifying and celebrating the diversity of South Asians in America by promoting professional development; encouraging community service activities; raising awareness of the South Asian culture; and providing forums for the discussion of important societal issues. As one of the largest local and national South Asian organizations, we represent almost 6,000 individuals in the DC metro area with over 300 members.

### II. 2008 Vision & Strategy

Our vision for NetSAP DC in 2008 is to develop programs that support our mission and cater to our members' interests. At the beginning of the year, we conducted a survey of our membership to assess which types of programs they would like to see in 2008. The key take-aways from that survey were:

- Continue successful flagship and networking events from the past
- Develop more professional development programs
- Promote the celebration of South Asian culture and encourage members' participation in DC area cultural programs
- Expand the appeal of the organization to include a broader demographic of members, particularly older professionals (30+) and families

### III. 2008 Executive Board & Roles

Below are details on the board members and their roles. For each of them, we have provided a high level description of their roles and their relation to Pillar Chairs to help you decide whom to access for specific issues related to your Pillar. Chapter 2 provides details on whom to contact for specific event forms and issues related to event planning. As a rule, please carbon copy [president@netsap.org](mailto:president@netsap.org) and [vp@netsap.org](mailto:vp@netsap.org) on all e-mails so that we can stay in the loop and jump in where our help is needed and contact the appropriate board member when needed.

Position	Name	Role	Pillar Chair contact for:
President	Suchin Adhlakha <a href="mailto:president@netsap.org">president@netsap.org</a>	Help manage all aspects of the organization	Final approval of event, budget, issues, etc. CCed on all forms submitted
Vice President	Ajay Ojha <a href="mailto:vp@netsap.org">vp@netsap.org</a>	Oversee pillars to ensure Net IP guidelines are met and significant programming is created	Assist in collaboration between other committees/events/board. CCed on all forms submitted
Secretary	Akta Patel <a href="mailto:secretary@netsap.org">secretary@netsap.org</a>	Oversee internal board logistics & the newsletter and calendar	Event marketing on NetSAP Calendar and Weekly newsletter. Receives Calendar and Newsletter Form
Treasurer	Mitch Johns <a href="mailto:treasurer@netsap.org">treasurer@netsap.org</a>	Oversee finances of the organization	Receives Event Proposal, Event Budget/ Expenses Forms, and Reimbursement Form
Membership Director	Vipin Adhlakha <a href="mailto:membership@netsap.org">membership@netsap.org</a>	Manage member relations and outreach; drive strategy for increasing membership base	For events catering to specific demographics of the membership or for events that involve fees to determine value for members and receives attendee sign in sheet
Special Events Director	Purti Bali <a href="mailto:specialevents@netsap.org">specialevents@netsap.org</a>	Create and run NetSAP DC flagship events., chief advisor on all pillar programming and events	Event strategy, ideas, and logistics advisor. CCed on all forms submitted
Webmaster	Tanya Sharma <a href="mailto:webmaster@netsap.org">webmaster@netsap.org</a>	Oversee website	Pillar Webpage
National Liaison	Sonya Mazumdar <a href="mailto:liaison@netsap.org">liaison@netsap.org</a>	Liaison with the national organization, NetIP	For events with other NetIP chapters and reference to NetIP National Guidelines

## IV. NetIP Four Pillars

The Network of Indian Professionals of North America (NetIP) is a professional, non-profit organization dedicated to the overall achievement and advancement of South Asian professionals. The primary focus of the organization is to help South Asian professionals in the communities in which they live and work. NetIP evolved in Chicago in 1990 as a forum for South Asian professionals to network with each other. Today, the organization has expanded to include over 3,000 members in 22 major metropolitan areas across United States and Canada. Our members consist of successful, highly talented, socially responsible and dynamic South Asian professionals across North America.

NetIP has "Four Pillars" upon which it has built the organization. These "Four Pillars" address different parts of the life of the South Asian professional. NetIP programming tries to focus on the opportunities and challenges for our member base in these areas:

**Professional Development** - Professionals are most interested in learning about the different sectors of the economy and the opportunities for long and fulfilling careers in those fields. NetIP strives to educate our members through speakers, literature, email newsletters, and other activities to help South Asian professionals find the career to which they are best suited. NetIP also hosts networking events so that professionals have the opportunity to meet similar minded individuals who work in their respective companies and/or fields.

**Cultural Awareness** - NetIP hosts events that are designed to raise awareness about Indian culture to South Asians and Americans in general. Our cultural awareness activities include book clubs highlighting South Asian authors, concerts with well-known and new artists from India and the US, as well as Diwali and Holi cultural shows and parties.

**Political Awareness** - NetIP strives to educate its membership about the political process in the United States, at the local, state, and federal level. NetIP facilitates forums where members can hear about current issues in the news from experts and discuss among themselves the relevant issues. NetIP also conducts meetings with elected officials to understand their efforts in assist the South Asian professional community.

**Community Service** - Members of NetIP use their time, resources and connections to help charities in their local community and across America and India. NetIP chapters have hosted local events, such as volunteering at soup kitchens, food banks, and community centers in order to give back to their local communities. NetIP members have also leveraged the resources of their companies, universities, and associations to raise money and awareness for community organizations in the US and India.

## CHAPTER 2: General Logistics

### I. Pillar Chair Meetings with the Executive Board

Given our busy schedules, we have decided to minimize the number of in-person meetings we will ask Pillar Chairs to attend. We are hopeful that we can use e-mail and phone to address most issues as they come up and are always happy to sit down with the chairs if you would like to brainstorm ideas or need our help.

At the same time, we believe that a few meetings during the year will help you to get to know each other better, share and bounce around ideas, and interact with the Executive Board. In that spirit, **we will plan to meet at least once a quarter and as necessary. These meetings will be mandatory for chairs. Dates and locations are TBD will be emailed closer to each date.**

### II. Pillar Chair E-mail Account

Each chair has an address @netsap.org which points to a gmail account specifically created for that pillar/committee. We request that you:

- (1) **Use the @netsap.org address as the contact address** for all matters related to your committee.
- (2) **Use the gmail account for all e-mail correspondence** related to your committee (if you need to use a different e-mail account occasionally or for specific issues, please make sure that you carbon copy the @netsap.org address on all such e-mails).
- (3) **Regularly check the gmail account (once a day)** since we will use that account as our primary means of contacting you regarding all NetSAP DC matters.
- (4) **Keep and do not delete all emails in the account as proof and use by future chairs.**

### III. Pillar and Committee Yahoo Groups

Each pillar and committee has a Yahoo Group (as shown on a prior page). The gmail account has been designated as a “Moderator” of the respective account. NetSAP DC President is the owner of all the groups through a Yahoo account ([netsapdcpresident@yahoo.com](mailto:netsapdcpresident@yahoo.com)).

Committee	Email Addresses	Focus
Professional Development	<a href="mailto:professional@netsap.org">professional@netsap.org</a> (netsapdcprofessional@gmail.com)	Leading professional development of members
Professional Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-professional">http://groups.yahoo.com/group/netsap-dc-professional</a>		
Networking	<a href="mailto:networking@netsap.org">networking@netsap.org</a> (netsapdcnetworking@gmail.com)	Developing networking opportunities for members
Networking Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-networking/">http://groups.yahoo.com/group/netsap-dc-networking/</a>		

Cultural Awareness Pillar	<a href="mailto:cultural@netsap.org">cultural@netsap.org</a> (netsapdccultural@gmail.com)	Encouraging the cultural involvement of members
Cultural Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-cultural">http://groups.yahoo.com/group/netsap-dc-cultural</a>		
Community Service Pillar	<a href="mailto:community@netsap.org">community@netsap.org</a> (netsapdccommunity@gmail.com)	Promoting community service among members
Community Service Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-communityservice/">http://groups.yahoo.com/group/netsap-dc-communityservice/</a>		
Sports	<a href="mailto:sports@netsap.org">sports@netsap.org</a> (netsapdcsports@gmail.com)	Supporting recreational/athletic programs for members
Sports Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-sports">http://groups.yahoo.com/group/netsap-dc-sports</a>		
Political Awareness Pillar	<a href="mailto:political@netsap.org">political@netsap.org</a> (netsapdcpolitical@gmail.com)	Educating members on the political process
Political Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-political/">http://groups.yahoo.com/group/netsap-dc-political/</a>		
Book Club	<a href="mailto:bookclub@netsap.org">bookclub@netsap.org</a> (netsapdcbookclub@gmail.com)	Monthly book discussions for members
Book Club Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-books/">http://groups.yahoo.com/group/netsap-books/</a>		
SALTAF	<a href="mailto:saltaf@netsap.org">saltaf@netsap.org</a> (netsapdcsaltaf@gmail.com)	Annual festival celebrating South Asian literary and theater arts
SALTAF Yahoo Group: <a href="http://groups.yahoo.com/group/netsapsalf/">http://groups.yahoo.com/group/netsapsalf/</a>		
Families	<a href="mailto:families@netsap.org">families@netsap.org</a> (netsapdcfamilies@gmail.com)	Creating programs for NetSAP members with families & children
Families Yahoo Group: <a href="http://groups.yahoo.com/group/netsap-dc-families">http://groups.yahoo.com/group/netsap-dc-families</a>		

With regard to the Yahoo Groups below are some basic guidelines:

- (1) These groups are **“moderated”** – group owners need to **approve and filter**:
  - a. **Membership requests by individuals:** Please use your discretion – sometimes bogus/potential spam addresses are obvious at other times they are not. If you have doubts about the authenticity of a potential member we encourage you to drop them an e-mail requesting additional details from them. If a member is disruptive, you have the authority to remove them from the group.
  - b. **E-mail postings by group members:** Again, use your discretion – we encourage discussions on topics of interest to the group or postings on events that may be of interest to members. Consistent with the charter of NetSAP DC and its status as a 501(c) (3) the organization operates exclusively to promote educational, civic and cultural activities that benefit the community. NetSAP DC is a non-commercial, non-partisan entity that serves the South Asian community as a whole but does not represent or cater to the interests of any individual members. All postings to NetSAP

DC DC listserves must take the foregoing into consideration before being approved by the moderator. Examples of postings include, but are not limited to: individual member's commercial endeavors; purely partisan political activities (unless there is a greater community benefit being served); and advertisements that have not been pre-approved by the Executive Board.

- (2) Use your group, in addition to the NetSAP DC Newsletter, Calendar, and other channels to publicize events.
- (3) Apply discretion in the frequency of e-mails you send to the group. In our experience, as the e-mail frequency increases members often unsubscribe. At the same time, the groups should serve their purpose, as stated above.

#### IV. Pillar and Committee Page on [www.NetsAP.org](http://www.NetsAP.org)

Each pillar and committee has a url at the [netsap.org](http://www.netsap.org) website, which is used to provide members with basic information on the committee (i.e., the Sports Committee's url will be [http://www.netsap.org\\_sports](http://www.netsap.org_sports)). We encourage committee chairs to drive the content for that website. Submit your committee information according to the guidelines in Appendix A by February 15<sup>th</sup>, 5pm, to [vp@netsap.org](mailto:vp@netsap.org), [president@netsap.org](mailto:president@netsap.org), and [webmaster@netsap.org](mailto:webmaster@netsap.org).

#### V. NetSAP DC Calendar

The calendar will be accessible to the public from the [netsap.org](http://www.netsap.org) website and it will contain details on all of our events. It is the first place of reference for our members about upcoming events. We will color code events by committees and include other features to enhance easy navigation. Calendar submissions will only be accepted with a completed Calendar Submission Form (Appendix D) sent to [secretary@netsap.org](mailto:secretary@netsap.org), [vp@netsap.org](mailto:vp@netsap.org), and [specialevents@netsap.org](mailto:specialevents@netsap.org).

#### VI. NetSAP DC Newsletter

The NetSAP DC Newsletter reaches close to 6,000 South Asian professionals in the DC metro area and is really one of the major strengths of our organization and a great tool for you to help publicize committee events. Guidelines for how to submit your event to the newsletter are included below:

- (1) The newsletter is **sent out** to our members and non-member subscribers each **Tuesday at noon**.
- (2) The **deadline for event submission** is **every Friday at 5 pm**.
- (3) All committee events are publicized in the newsletter. If you hear of or receive e-mails about any other events that you think might be of interest to the NetSAP DC membership and are suitable for inclusion in the NetSAP DC Newsletter **please forward details to [secretary@netsap.org](mailto:secretary@netsap.org) and cc to [president@netsap.org](mailto:president@netsap.org) by Friday at 5 pm** for inclusion the following week.

## CHAPTER 3: Event Planning & Execution

### I. Event Planning

#### **When Planning Your Event:**

- (1) **Check the NetSAP DC Calendar** to make sure there are no other events planned on the same day as your proposed event.
- (2) Submit the **Event Proposal** and the **Event Budget Form** (see Appendix B) to the following addresses: [vp@netsap.org](mailto:vp@netsap.org), [specialevents@netsap.org](mailto:specialevents@netsap.org), [treasurer@netsap.org](mailto:treasurer@netsap.org) and [president@netsap.org](mailto:president@netsap.org). This form **must be submitted at least 21 days before the actual event** in order to review your logistics and allow approval/disapproval.

\* Once you receive an approval response from the President regarding your Event Proposal and Event Budget Form, consider the event confirmed.

#### **Once Your Event Has Been Approved:**

- (1) Submit the **Calendar Submission Form** in order post your event on the NetSAP DC events calendar. **This form must be submitted to [secretary@netsap.org](mailto:secretary@netsap.org), [vp@netsap.org](mailto:vp@netsap.org) and [specialevents@netsap.org](mailto:specialevents@netsap.org) at least 21 days before the actual event.**
- (2) Submit a brief blurb including the details of your event for submission to the NetSAP DC Newsletter. The newsletter is **sent out** to our members and non-member subscribers each **Tuesday at noon**. The **deadline for event submission** is every **Friday at 5 pm**. Forward details to [secretary@netsap.org](mailto:secretary@netsap.org) and cc to [president@netsap.org](mailto:president@netsap.org) by **Friday at 5 pm** for inclusion the following week.
- (3) Email the appropriate yahoo groups the same information you submitted for the NetSAP DC newsletter. Let other chairs know so they may market to their yahoo groups as well.
- (4) For all financial transactions such as contracts and paying for services, please contact the Treasurer **AND** President for payments. Keep in mind that no purchases can be made without prior approval and you will not be reimbursed for un-approved expenses.

### II. Event Execution

- (1) Please hand out copies of the **NetSAP DC Feedback Form** (Appendix C) on the day of your event. Feel free to customize the form to your event if you would like or use an online survey system such as [www.surveymonkey.com](http://www.surveymonkey.com).
- (2) Use the Attendee Sign-In Sheet (Appendix F) to quantify the success of your event and get a demographic idea of attendees. Forward this information to [membership@netsap.org](mailto:membership@netsap.org) for attendees to be added to the NetSAP DC listserv.

### III. Event Wrap-Up

- (1) Submit the **Event Expenses Form** (Appendix B) within 7 days of the wrap-up of your event to: [vp@netsap.org](mailto:vp@netsap.org), [specialevents@netsap.org](mailto:specialevents@netsap.org), [president@netsap.org](mailto:president@netsap.org), and [treasurer@netsap.org](mailto:treasurer@netsap.org). Include any valuable comments as you deem appropriate.
- (2) Submit the **Reimbursement Form** (Appendix E) to [treasurer@netsap.org](mailto:treasurer@netsap.org) with all receipts for any out-of-pocket expenses you incurred for the event.

## CHAPTER 4: 2008 Pillar Committees

### I. Political Awareness

#### Description

The mission of the NetSAP DC Political Awareness Pillar is to promote the political development of the Washington DC South Asian community through a series of dynamic, interactive and educational events. The Pillar takes a non-partisan approach to educating the South Asian community on relevant political issues, provides forums for discussion and debate, and seeks to (1) increase interaction with politically active and/or accomplished individuals and (2) promote the involvement and understanding of the broader South Asian community in the American political and legislative processes. In order for the NetSAP DC community to succeed professionally and socially, our members need to understand how America functions politically and develop a deeper understanding of the American political system to create a stronger presence within the political community.

#### Potential Events

Below are selected proposed and past events that may serve as a source of ideas:

- (1) Discussion and debate on 2008 Presidential Candidates and Platforms
- (2) Panel discussions on immigration and political action committees
- (3) A small group dinner on lobbying; co-sponsored events with other local South Asian political groups
- (4) Monthly Chai Chat political discussions on topics such as energy, the Iraq War and stem cell research
- (5) A survey discussion focused on identifying the most salient political and other issues relevant to South Asian Americans today
- (6) A town hall flagship event
- (7) A discussion on Tort Reform: Doctors vs. Lawyers. Possible joint program with SABA and AAPI(5) Discussion on “India and the Western Media” led by Jonah Blank (Sr. Editor, US News & World Report, author)
- (8) Lecture on “Investing in India” by the chief counsel for East Asia at the World Bank
- (9) NetSAP DC participation in events/lectures at SAIS
- (10) Discussion and debate on DC local politics

### II. Cultural Awareness

#### Description

The mission of the Cultural Awareness Pillar is to promote South Asian culture in the DC metro area through support of and participation in, South Asian cultural events and festivals. The pillar should also involve the NetSAP DC community in the cultural offerings of the DC metro region with performances at the Kennedy Center and area theaters, tours of

the Smithsonian Institutions, museums, and galleries, and other major DC cultural landmarks. The pillar provides members the opportunity to interact around varied interests such as photography, creative writing, wine tasting etc. Below are selected proposed and past events that may serve as a source of ideas:

- (1) Language classes
- (2) Discounted/group tickets to plays, concerts, performances at the Kennedy Center, the Shakespeare Theater, the Warner Theater and at other venues
- (3) Discounted tickets for South Asian cultural programs such as the upcoming concerts, Hindi plays etc.
- (4) Cooking classes
- (5) Film screenings of Hindi and other movies
- (6) NetSAP DC sponsored performances by groups such as Indian Ocean or Penn Masala
- (7) First Words Literary Prize at SALTAF – select up and coming authors
- (8) Participation in the Asian Pacific American Film Festival
- (9) Book club concept for musicians

### SALTAF Committee

The SALTAF Committee is responsible for planning and coordinating all details involved with the phenomenally successful South Asian Literary and Theater Arts Festival (SALTAF). This is an annual event hosted at the Smithsonian and features prominent South Asian writers, filmmakers, and artists. SALTAF has drawn hundreds of South Asians from across the East Coast to DC each fall. SALTAF celebrates the achievements of South Asians in the literature and arts and it has become one of NetSAP DC's most recognized and renowned flagship events.

### Book Club Committee

The Book Club is monthly meeting of members focused on the discussion of a literary work by a South Asian writer.

### Families Committee

This committee hosts events catered to the interests of married members with young children by offering programs aimed at connecting these members to each other and providing a forum to address issues unique to their priorities and interests.

- a. Playgroups
- b. Holi
- c. Diwali Dinner

## Cooking Class Committee

NetSAP DC Cooking classes are lead by member Rupen Rao on Sundays throughout the year. Members have the opportunity to learn the intricacies of Indian cooking with an expert.

## III. Community Service

### Description

The Community Service Pillar will focus on organizing events that provide opportunities for members to network, build new skills, and have fun while offering their time and talents to supporting the community.

### Community Service Committee

This committee will work with existing organizations and events such as Asha for Education, the National Gandhi Day of Service, Hands on DC, DC Cares, Race for the Cure to plan a variety of large and small events that will encompass different areas of community service.

Below are selected proposed and past events that may serve as a source of ideas:

- (1) Picnic and Clothing Drive benefiting the India House of Worship (for victims of natural disasters in India) organized as a field day at a school (could be done in coordination with the Families Committee)
- (2) Program with Asha – work an hour for education - mentorship for underprivileged kids
- (3) Sponsorship of soup meals at SOME (So Others Might Eat) through a fundraiser
- (4) A domestic violence forum
- (5) A toy drive potentially in conjunction with the Diwali flagship event
- (6) Greater DC Cares Serv-a-thon
- (7) Participation in The Race for the cure (Susan G Komen)

### Mentorship Committee

The Mentorship Committee provides a platform for interested volunteers to mentor students/recent graduates/mentees. Members from different professional backgrounds share their career expertise, academic credentials and/or professional contacts. Mentors help by answering questions about career choices, interviewing strategies, resume preparation, continuing education, internships, job searches and other forms of professional advancement.

## IV. Professional Development

### Description

The Professional Development Pillar focuses on events that educate, widen personal networks, and further the advancement of the South Asian community in the DC metro area. As part of the organization's larger vision for 2008, this Pillar will play a crucial role in planning events that provide NetSAP DC members with opportunities for personal and professional development. Below are selected proposed and past events that may serve as a source of ideas:

### Professional Committee

Below are selected proposed and past events that may serve as a source of ideas:

- (1) Seminars on topics such as:
  - a. financial planning
  - b. real estate investing
  - c. understanding the stock market and 401(k) accounts
  - d. networking (past event: "From Cold Call to Credibility: Building Power Relationships in DC")
  - e. navigating the job market (past event: "Secrets of Getting Hired and Staying")
- (2) Professional development events/conferences on topics such as entrepreneurship in partnership with other professional organizations such as SABA and TiE
- (3) Speaker and panel discussions on topics such as Indian industry and global competition (past event in partnership with TiE and CII)
- (4) An emerging leaders speaker or dinner series focused on different career tracks

### Third Thursday Committee

Third Thursday events at non-traditional locations such as art galleries/museums/Capitol Hill. Additional, you can co-sponsor each Third Thursday with a different professional organization. Potential organizations include:

- a. South Asian Bar Association
- b. The Indus Entrepreneurs
- c. Washington Networking Group
- d. SAALT- South Asian American Leaders of Tomorrow
- e. IWL- Indus Women Leaders
- f. AAPI - American Association of Physicians of Indian Origin
- g. SAPHA – South Asian Public Health Association
- h. Asha for Education

## Sports Committee

Below are selected proposed and past events that may serve as a source of ideas:

- (1) Weekly organized activities (which will meet regularly in DC metro area) for interests such as tennis, running, biking, roller-blading, yoga, etc.
- (2) Fitness/Nutrition seminars which will be aimed at educating NetSAP DC members through programs hosted by fitness professionals and nutrition experts.
- (3) Spring/Summer Leagues in the form of NetSAP DC's own leagues and through member participation in existing leagues for sports such as baseball, softball, flag football, ultimate frisbee and tennis.
- (4) One-off trips such as rafting, camping, biking or ski trips to areas within driving proximity of the DC metro area.
- (5) A flagship-level full-day Nutrition/Health & Wellness Conference that would cover topics such as women's health, alternative medicine, caring for aging parents etc.
- (6) Organize a NetSAP DC Team to Compete in Kickball Tournament (WAKA)
- (7) Discounted/group tickets for local sporting events such as Nationals game(s), Washington Wizards game(s), etc.
- (8) A tennis clinic & tournament

## Dinner Circle Committee

Gather with people of similar age and interests for a casual dinner in Washington, DC, Arlington, or Bethesda. Members meet 5 new people and everyone pays for himself or herself.

## APPENDICES

- A. Committee Information for [www.netsap.org](http://www.netsap.org)
- B. Event Proposal and Event Budget/ Expenses Forms
- C. Event Feedback Form
- D. Calendar Submission Form
- E. Reimbursement Form
- F. Attendee Sign-In Sheet
- G. NetSAP Leadership Tree

## Appendix A: Committee and Pillar Information for [www.netsap.org](http://www.netsap.org)

Send an e-mail to [president@netsap.org](mailto:president@netsap.org), [vp@netsap.org](mailto:vp@netsap.org), and [webmaster@netsap.org](mailto:webmaster@netsap.org) by Friday, February 15<sup>th</sup>, by 5pm. The following information should be included:

- (1) A brief description of your committee including your vision, mission and plans for 2008
- (2) A description of specific regular (i.e., monthly) programs you intend to plan
- (3) An overview of three major events you have planned for the year (i.e., speaker events, seminars, cultural events, etc.) Include any specifics such as location, time and date if determined, co-sponsors, and event description.

### **EXAMPLE:**

Professional Committee

*Leading professional development of members*

Chairs : Amit Garg, Sunny Garg

Contact: [professional@netsap.org](mailto:professional@netsap.org)

Professional Yahoo Group: <http://groups.yahoo.com/group/netsap-dc-professional>

Welcome to the NETSAP Professional Committee!

The Professional Committee focuses on both personal and professional development of South Asians in the Washington, DC metro area.

South Asians are at the forefront of many professions including medicine, finance, consulting, technology, engineering, and academia. The Committee seeks to utilize our resources to provide opportunities for South Asians to meet other professionals in their field and to pursue/discuss career interests.

The Professional Committee plans to host events and speakers throughout the course of the year on a variety of topics including:

- (1) financial planning, investing, and understanding your 401K plan
- (2) buying your first home
- (3) entrepreneurial opportunities
- (4) South Asians in politics/government

The Committee also plans to sponsor events with other professional organizations including TiE, AAPI, SABA.

Some major events the Professional Committee hopes to pursue include:

Career/Networking Day – This event will hopefully join those seeking professional advancement and jobs with established, successful professionals in their fields of interest.

The “Ins” and “Outs” of Graduate School – Is it for you? What are the benefits? Part-time or Full-time? What exams do I need to prep for? What’s the application process like? What’s the typical day like?

For the group to be successful we need your support and involvement. We encourage suggestions, feedback, and your ideas. Please do not hesitate to contact us via email at [professional@netsap.org](mailto:professional@netsap.org).

## Appendix B: Event Proposal and Event Budget/Expenses Forms

You can submit the Event Proposal Form and the Event Budget as soon as the date for your event is confirmed even if other details remain unknown. This will ensure that the date is saved on the calendar and publicity is initiated. For events aimed at larger audiences (25+) we recommend an even earlier head start to ensure sufficient time for marketing.

- ◆ Submit these forms to the following addresses: [vp@netsap.org](mailto:vp@netsap.org), [specialevents@netsap.org](mailto:specialevents@netsap.org), [president@netsap.org](mailto:president@netsap.org), and [treasurer@netsap.org](mailto:treasurer@netsap.org).
- ◆ The Event Proposal and Budget forms **must be submitted at least 21 days before the actual event** in order to review your logistics, budget, and allow approval/disapproval.
- ◆ Once you receive an approval response from the President regarding your Event Proposal **AND** Event Budget/Expense Form, consider the event confirmed.
- ◆ Submit your Final Expense Form at least 2 weeks after the conclusion of your event with all receipts and financial statements.
- ◆ In very rare instances, the NetSAP DC account can subsidize an event but that decision is at the discretion of the Executive Board. **Please remember to keep receipts for all expenses to be reimbursed.**
- ◆ Please keep in mind that **all events need to be self funded**, that is, all revenue that is generated by the event should cover all costs incurred for the event. If you will be charging attendees a fee, please provide details in the Budget in the **Event Budget/Expenses Form**.
- ◆ If you will be charging attendees a fee, please provide details in this form so that we can set up a Harris Connect link for the event. Please coordinate with the President, Vice President and the Membership Director to determine appropriate NetSAP Member and non-Member rates. The member price should be calculated by dividing the total costs by the total number of expected attendees. Then the non-member difference should be added to the price. The amount of the difference depends on the charge for the event but there should always be an incentive for people to sign up for membership. Also, you may want to consider tiered pricing in which case an early registration price is offered and after a certain date a higher price is offered. This will help drive registration and aid in planning. For budget estimation, assume that one third of the attendees will be members and the rest non-members (this is based on previous attendance at events. We require that all events have advanced payment either via Harris Connect or by mailing a check to the event chairs, to make planning logistics easier.
- ◆ If you anticipate expenses (that are covered by the revenues) please provide a detailed break-out of the expenses and how you plan to cover them with the anticipated revenues. Always get agreement for services in writing to ensure that you get what was agreed on. Provide us quotes from service providers or prices of goods explaining the costs. Do not buy goods or services before the event has been approved. For goods and services not on the original proposal, submit a revised proposal for review. **Do not make purchases without approval.**



## Event Proposal Form

**EVENT TITLE:**

**DATE:**

**TIME:**

**COST (Member / Non-Member):**

**LOCATION:**

**METRO:**

**PARKING:**

**RSVP: (Include primary contact information – email address and cell phone if possible):**

**DESCRIPTION:**



## Estimated Budget Form

<b>ESTIMATED REVENUES</b>			
<u>Type</u>	<u>quantity</u>	<u>price</u>	<u>total</u>
<b>Admission Price</b>			-
<i>Member</i>			\$0.00
<i>Non-Member</i>			\$0.00
<i>Complimentary</i>			
	0		<b>\$0.00</b>
<b>Sponsorship Money Received</b>			
Company Name			\$0.00
			\$0.00
	0		<b>\$0.00</b>
<b>Total Estimated Revenues</b>			<b>\$0.00</b>

<b>ESTIMATED EXPENSES</b>			
<u>Type</u>	<u>quantity</u>	<u>price</u>	<u>total</u>
Food			\$0.00
Venue			\$0.00
Speaker			\$0.00
Rentals			
Gifts			\$0.00
<b>Estimated Total costs</b>			<b>\$0.00</b>



## Final Expenses Form

<b>REVENUES EARNED</b>			
<u>Type</u>	<u>quantity</u>	<u>price</u>	<u>total</u>
<b>Admission Price</b>			-
<i>Member</i>			\$0.00
<i>Admission Price</i>			
<i>Non-Member</i>			\$0.00
<i>Complimentary</i>			
	0		<b>\$0.00</b>
<b>Sponsorship Money Received</b>			
Company Name			\$0.00
			\$0.00
	0		<b>\$0.00</b>
<b>Total Revenues Earned</b>			<b>\$0.00</b>

<b>Expenses Accrued</b>			
<u>Type</u>	<u>quantity</u>	<u>price</u>	<u>total</u>
Food			\$0.00
Venue			\$0.00
Speaker			\$0.00
Rentals			
Gifts			\$0.00
<b>Total Expenses Accrued</b>			<b>\$0.00</b>

## Appendix C: Event Feedback Form



### Event Feedback Form

To assist us in planning and developing future programming, we would like to learn more about how your event turned out. Please take a few minutes to provide a brief summary of your event and, if possible, your impressions of the overall result. Please fill out the following form and e-mail it as an attachment to [president@netsap.org](mailto:president@netsap.org), [vp@netsap.org](mailto:vp@netsap.org), and [specialevents@netsap.org](mailto:specialevents@netsap.org).

**DATE:**

**Event Title:**

**Time:**

**Location:**

**Number of Attendees v Projected Number of Attendees:**

**Total Cost vs Projected Cost (if any):**

**Funds Raised (if any):**

**Event Description:**

**Attendee Feedback and Reflections on the Event:**

## Appendix D: Calendar Submission Form

**By February 15, 2008, please send us your tentative calendar for the year.** We know you may not have planned that far ahead, but it would help us save any potential dates for you. Narrowing specific events to a particular month ensures that we have balanced programming across the organization.

- ◆ Before planning any event, please check the calendar. NetSAP DC simultaneously provides programming for all pillars and large scale flagship events. To allow our members the opportunity to participate in all the organization has to offer, and to avoid undercutting any of its events, we generally do not allow having multiple NetSAP DC events on the same day. Please be aware of this stipulation as you prepare your event calendar.
- ◆ One form must be submitted for each event.
- ◆ If you would like to hold regular events (i.e., tennis league on the first Saturday of each month) please send us those days so we can save them on the calendar for the entire year.
- ◆ This form must be emailed to the secretary at [secretary@netsap.org](mailto:secretary@netsap.org) and cc'd to [vp@netsap.org](mailto:vp@netsap.org) and [specialevents@netsap.org](mailto:specialevents@netsap.org) **at least 21 days** before the actual event.



## Calendar Submission Form

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event Location \_\_\_\_\_

Event Metro \_\_\_\_\_

Event Category \_\_\_\_\_

Event Details \_\_\_\_\_

Event Cost for Members and Non-members \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Event Website (if applicable) \_\_\_\_\_

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*Please see a calendar submission example below:*

**Event Title:** Third Thursday

**Date:** Thursday, January 17, 2008

**Start Time:** 6:30 pm

**Location:** [Steve's Bar Room](#)

1337 Connecticut Ave., NW

**Metro:** Dupont Circle (Red Line); Farragut North (Red Line)

**Category:** Networking Committee

**Event Details:** Welcome back from the Holidays! We are excited to have reserved Steve's Bar Room for our first 3rd Thursday of 2008. An always popular event and guaranteed good time. Come network with your fellow Indian community.

**Cost:** \$5 for non-members; FREE for NetSAP Members

**Email:** [networking@netsap.org](mailto:networking@netsap.org)

# Appendix E: Reimbursement Form



## Reimbursement Form

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date \_\_\_\_\_

Name of Committee and Event \_\_\_\_\_

Mail form along with original receipts to NetSAPDC, P.O. Box 1809, Washington, DC 20013-1809. Email any questions to [treasurer@netsap.org](mailto:treasurer@netsap.org)

Date	Description	Amount
<b>Total</b>		\$0.00

Date Received:	
Check Payable to:	
Check Number:	



# NetSAP DC 2008 Leadership Tree

