# Recommendations to Get You Started

Once you are ready to start a local chapter, decide what innovators or supporters of innovation on your campus you would like to recognize. For example, you have the option to only induct faculty with patents, or you may induct faculty, staff, students and affiliates.

1. Please share with NAI staff how many individuals you initially plan to induct and we will mail you one custom NAI lapel pin for each new individual member.
2. We are happy to share any press releases for the event with our membership via the NAI newsletter, website and social media outlets as requested.
3. Send us the email addresses of your members once you have formed a chapter, so we may add them to our email list to receive further information about the NAI.
4. We recommend planning an inaugural event, such as a luncheon or reception, to launch your chapter. It provides a focal point and deadline for inviting your inventors to become members of the chapter, and a public opportunity to recognize and celebrate their achievements, and the achievements of your research enterprise.
5. If you would like to invite a member of the NAI Board of Directors to attend your event, send a detailed formal request to Lauren Maradei at lmaradei@academyofinventors.org
a. We recommend creating a site on your institution's website for your Chapter of the NAI. It is a great place to post a list of your members, the application form to become an individual member of your chapter, and activities and news about your chapter and chapter members (examples below).

   - Jackson State University Chapter Website
   - Medical Univ. of South Carolina Chapter Website
   - University of South Florida Chapter Website
   - Worcester Polytechnic Institute Chapter Website

6. Place a link along with your co-branded NAI logo on your website to the NAI website at www.Academyofinventors.org. Please contact the NAI to request your co-branded logo.
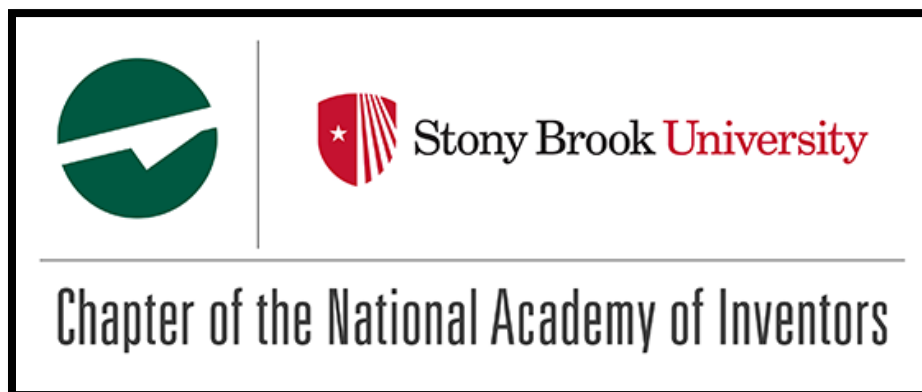
Send us a link to your page if you create one as well as any press releases, pictures, news stories, etc. about your chapter, so we may share them on the national website and on social media.

Templates to Start a Local Chapter

New Member Application Form Template. This form is helpful if you would like to make your chapter open for your faculty to apply for membership. This form is not required (nor does it need to be submitted to the NAI), but you may find it provides assistance with recruiting new members and capturing their information. This template can be modified with your institution's name, logo and leadership for new individual inventor members to complete.

- New Member Application Form Template 📄

Certificate of Membership Templates

The certificates are intended to be personalized by you and presented to each new member of your chapter, along with their membership lapel pin. There are two membership categories for Chapters of the NAI:

I. **Members:** academic inventors at your institution who hold an issued U.S. patent(s). Your chapter may choose to recognize all inventors at your institution (faculty, staff, students, alumni and affiliates) or only those who have an issued patent(s) from your institution. Additional criteria for membership in your chapter is defined by your institutional representatives.

    Member Certificate Template 📄

II. **Honorary Members:** leadership and representatives of your institution and local community who have facilitated and nurtured innovation and economic development (who do not hold patents themselves). This is a great way to recognize your president, vice presidents, members of your local federal delegation etc. for their support and efforts in fostering a spirit of innovation at your institution.

    Honorary Member Certificate Template 📄

NAI Logo Download

Green & White Logo   Black & White Logo

Note: All use of official logo must be approved by NAI staff. Please contact Lauren Maradei at lmaradei@academyofinventors.org for more information.

Useful Examples to Assist You in Planning

INVITATIONS SAMPLES

1. UMSL Chapter Example Invitation
2. USF Chapter Example Invitation

PROGRAM SAMPLES

1. Stony Brook University
2. UMSL Chapter Example Program
3. USF Chapter Example Program

BACKGROUND SLIDE FOR EVENT SAMPLE

- Standard NAI Slide

BYLAWS EXAMPLE

- USF Chapter Bylaws

Promoting Your Chapter

Many local NAI Chapters choose to share news before or after their chapter event via e-newletters, press releases and on social media. Below is a sample press release template for your use as well as past chapter releases from NAI members.

1. MUSC Chapter Press Release
2. UA Chapter Press Release
3. Univ. of Hawai'i Chapter Press Release

If you share your chapter news on social media be sure to tag Twitter handle @Academyofinventors or tag the NAI on Facebook. We look forward to assisting you with a launch or annual event for your chapter. For additional information, please contact Lauren Maradei, NAI Program Manager.