



**Guidance for  
MIG Leaders and Organizers**  
Revised: July 2019

The following Guidance is designed to assist current Member Interest Group Leaders and those interested in forming new Member Interest Groups as they seek to promote the sharing of information and experiences with and professional colleagues throughout the Association.

## Contents

Association Recognition of Member Interest Groups.....	4
Definition of a NAFSA Member Interest Group .....	5
Contacts for MIG Leaders.....	5
Important Dates for Member Interest Groups .....	6
Shared Expectations .....	7
Association Support .....	7
Representation, Trademark, & Branding.....	7
NAFSA Privacy Policy.....	7
Member Interest Groups and the NAFSA Annual Conference .....	8
Annual Conference & Expo Programming.....	8
Open Meetings at the Annual Conferences.....	8
Member Interest Groups and NAFSA Regional Conferences .....	8
How to Form a Member Interest Group (MIG).....	9
Proposal to the Membership Engagement Committee.....	9
Approval & Launch.....	10
Developing and Sustaining a Member Interest Group via Network.NAFSA .....	10
Maintaining MIG Status.....	11
MIG Leadership .....	11
Leadership Structures .....	11
Annual Reports.....	12
NAFSA Tri-Annual Review for Member Interest Groups .....	12
Dissolving a MIG.....	13
Member Interest Group Special Events, Liability, and Insurance .....	14
On-site events .....	14
Off-site events.....	14
Member Interest Group Sponsorship & Fundraising Guidelines.....	15
Review/Consultation Process .....	15
Member Interest Group Financial Guidelines.....	16
Managing Income .....	16
Reporting & Auditing .....	17
Member Interest Group Brand Guidelines .....	18
Overview and Background.....	18

Brand Standards.....18  
Presentation of Identity for NAFSA MIGs .....19  
Quick links to MIG Leader Resources.....22

## Association Recognition of Member Interest Groups

**NAFSA: Association of International Educators supports and encourages the formation of Member Interest Groups of Association members and like-minded individuals.** The association's recognition is outlined in our Governance documents, excerpted below.

From the [NAFSA Bylaws \(amended April 2019\)](#),

### **Article V Member-Leader Structures, Section F: Member Interest Groups:**

Any group of members with an interest in a particular activity related to international education exchange or related to international education and exchange at a specific type of institution may apply to form a Member Interest Group (MIG). Such groups are subject to approval and supervision by the Membership Engagement Committee.

From the [NAFSA Standing Rules \(amended March 2019\)](#),

### **Rule IX: Member-Leader Structures/General, Section E: Member Interest Groups (MIG):**

#### 1. *Establishing a MIG*

A Member Interest Group (MIG) may be established if a group of NAFSA members identifies a common interest related to international education and exchange or related to international education and exchange at a specific type of institution, and if the group wishes to organize itself to create a means to pursue the common interest.

- a. To gain recognition as a MIG, a group must submit a proposal and gain no less than 1% of the membership as of the preceding January to the Membership Engagement Committee requesting recognition. A MIG must always have at least one current NAFSA member in its leadership structure.
- b. A proposed MIG may not duplicate the focus of an existing leadership group within the NAFSA structure.
- c. MIGs may propose workshops, publications, and sessions for the Annual National Conference.
- d. MIGs may propose policy positions for consideration to the Vice President for Professional Development & Engagement, who will consult with the Vice President for Scholarship & Institutional Strategy when such proposals relate to the knowledge communities under that vice president's purview.

#### 2. *Reporting*

Each MIG shall present annually to the Membership Engagement Committee a report of its activities during the past year, including a statement of purpose and the number of participating members. The report shall describe in specific terms how the MIG has advanced NAFSA's goals and mission, promoted its values, and met the objectives of the Strategic Plan. Failure to submit annual reports for two (2) consecutive years will result in the termination of the MIG.

#### 3. *Review*

The status of each MIG shall be reviewed initially by the Membership Engagement Committee at the end of the second (2nd) year of the MIG's existence. Thereafter, the status of each MIG shall be reviewed every three (3) years. If a MIG does not submit an annual

report, there will be a review in the following year as a means of support. The Membership Engagement Committee reserves the right to review the status of any MIG as it deems necessary, but not less frequently than stipulated above.

#### 4. *Fundraising*

Any fundraising activities of a MIG must conform to NAFSA's "Guidelines on Fundraising." Failure to comply with the Guidelines for two (2) consecutive years will result in termination of the MIG.

This Guidance further expands on the By Laws and Standing Rules.

## Definition of a NAFSA Member Interest Group

**A Member Interest Group (MIG) is defined as any group of Association members and like-minded individuals who hold a shared interest in a specific topic related to international education.** A MIG may be organized around subjects pertaining to the dimensions of one's institutional affiliation, passions held outside of them, or core aspects of one's identity.

Having organized to pursue a common interest, a MIG has applied for and received recognition through a process managed by NAFSA's MIG Liaison, who serves on the Membership Engagement Committee and works with NAFSA staff to support MIG Leaders. MIGs and their activities must be open to all NAFSA members and interested parties.

Upon recognition by the [Membership Engagement Committee \(MEC\)](#), MIGs are provided with a Web-based virtual community and with meeting space at the Annual Conference & Expo. The MIG community, both virtual and at the Conference, is open to both NAFSA members and other participants. MIG Leaders are NAFSA members familiar with the vision, mission, and values of the association, the scope of resources available to the field and with the overall structure of the volunteer member leader groups.

This Guidance outlines how to obtain recognition from NAFSA's MEC, describes the responsibilities a MIG must meet to maintain that recognition, and provides an overview of resources related to MIGs. All MIG Leaders are expected to review the Handbook annually to keep current with updates, policies, and procedures.

A list of current Member Interest Groups is available at [www.nafsa.org/migs](http://www.nafsa.org/migs)

## Contacts for MIG Leaders

E-mail [mig@nafsa.org](mailto:mig@nafsa.org) for inquiries regarding starting a new MIG, questions about MIG procedures, and for contacting NAFSA staff responsible for MIGs. Messages are forwarded to NAFSA's MIG Liaison or other leaders and staff as needed.

## Important Dates for Member Interest Groups

<b>Quarter 1 January to March</b>	Join MIG Leader Quarterly Conference call	Convened by the <a href="#">Membership Engagement Committee</a> (MEC)
<b>Quarter 2 April to June</b>	Attend NAFSA Annual Conference & Expo	<ul style="list-style-type: none"> <li>• MIG Leader Luncheon</li> <li>• MIG Open Meetings through the week</li> </ul>
	Join MIG Leader Quarterly Conference call	Convened by the MEC
	Propose activities for NAFSA Regional Conference	See regional conference pages at <a href="http://www.nafsa.org/regions">www.nafsa.org/regions</a>
<b>Quarter 3 July to September</b>	Propose sessions for next NAFSA Annual Conference & Expo	See <a href="http://www.nafsa.org/ac">www.nafsa.org/ac</a>
	Join MIG Leader Quarterly Conference call	Convened by the MEC
	Complete MIG tri-annual reviews	All MIGs are reviewed by the MEC every three years, based on their anniversary dates.
<b>Quarter 4 October to December</b>	Submit MIG Annual Report	Link provided by NAFSA staff
	Attend Regional Conference	<a href="http://www.nafsa.org/regions">www.nafsa.org/regions</a>
	Submit request for MIG Open Meetings for next Annual Conference	Link provided by NAFSA staff
	Submit posters for next Annual Conference	<a href="http://www.nafsa.org/ac">www.nafsa.org/ac</a>

## Shared Expectations

### **Association Support**

While MIGs are a member component of NAFSA, they are member-based “grassroots communities.” NAFSA staff assists the [MEC](#) in carrying out its review of proposed and continuing MIGs, assists the MIG Liaison with Annual Conference & Expo preparation, and supports the Network.NAFSA communities.

As member-based, member-driven networking groups, MIGs do not receive programmatic funding from the association’s annual budget. NAFSA covers the costs of an open meeting space at the NAFSA Annual Conference & Expo and provides audiovisual equipment to facilitate the meeting.

For programmatic activities, MIGs may fund activities in any manner that does not conflict with the mission of NAFSA or the legal tax status of the organization. All revenue-generating activities must comply with **NAFSA’s Member Interest Group’s Fundraising Guidelines** located on page 15 of this Guidance.

### **Representation, Trademark, & Branding**

MIGs may represent themselves as NAFSA membership entities, propose publications, encourage their members to submit articles for NAFSA publications, and disseminate information following established NAFSA guidelines.

MIG publications distributed within and beyond the MIG membership bearing NAFSA’s name, acronym, or logo must be reviewed by NAFSA’s Marketing and its Organizational Advancement staff. Any publications may be forwarded to [mig@nafsa.org](mailto:mig@nafsa.org) for review prior to distribution.

Please see the **NAFSA’s Member Interest Group Brand Guidelines** on page 18 in this Guidance for further details.

### **NAFSA Privacy Policy**

NAFSA: Association of International Educators (NAFSA) is committed to building user trust and confidence by promoting, and complying with, business practices that help protect the privacy of our customer and user data. MIG Leaders are expected to be aware of this policy and safeguard the information of their community. <https://www.nafsa.org/Legal Information/Privacy Policy/>

## Member Interest Groups and the NAFSA Annual Conference

### **Annual Conference & Expo Programming**

A MIG may propose a workshop, concurrent session, or poster at the [Annual Conference & Expo](#) in accordance with the general conference Call for Proposals. Workshop and conference session proposals will be evaluated in accordance with the guidelines and deadlines set forth by the Annual Conference Committee (ACC).

### **Open Meetings at the Annual Conferences**

The [MEC](#) encourages all MIGs to take advantage of the gathering of international educators at NAFSA's annual conferences.

All MIG leaders who have submitted an annual report in Quarter 4 will be invited to schedule a MIG open meeting at the NAFSA Annual Conference & Expo. NAFSA staff will secure meeting rooms for groups who wish to gather at the annual conference site. Meeting times, room set-up, and A/V requests will be determined by conference organizers to reasonably accommodate the broad range of factors involved in conference planning. *If an annual report is not submitted by the deadline, the MIG forfeits its opportunity for an open meeting*

### **Member Interest Groups and NAFSA Regional Conferences**

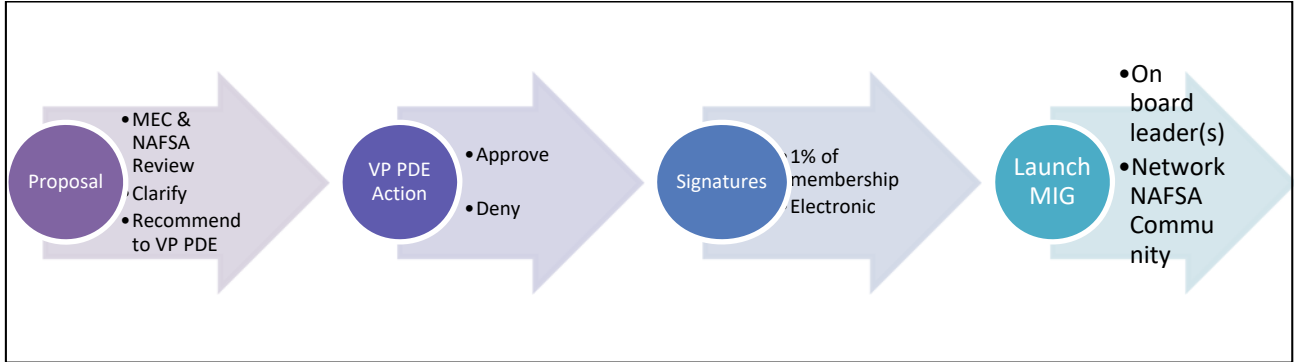
MIG leaders should contact the Regional Conference Planners directly ([www.nafsa.org/regions](http://www.nafsa.org/regions)) to inquire about the availability of meetings rooms and schedule at regional conferences. Any individual who wishes to submit a session proposal on behalf of a MIG should consult with the MIG's leadership.



# How to Form a Member Interest Group (MIG)

## Proposal to the Membership Engagement Committee

To request recognition as a MIG from NAFSA's [MEC](#), a petitioner submits an [online proposal](#). At least one petitioner must be a NAFSA member.



### **The online proposal must include the following:**

1. Proposed name for the MIG
2. Name and contact information for the petitioner(s) submitting the proposal, including the the current NAFSA member(s) proposed to serve as the MIG's leader(s)
3. Subject area or mission/reason for forming the MIG
4. Anticipated membership and activities
5. Plans for sustaining the MIG's activity level and leadership structure
6. Ways in which the MIG will support the [Mission, Vision, and Values of NAFSA](#)

The proposal will be reviewed by the member leaders on the MEC, the Vice President for Professional Development & Engagement (VP PDE), and NAFSA staff. The MEC will take into consideration the stated purpose of the petitioning MIG and its fit within NAFSA's mission, vision, and values and strategic plan. In some cases, questions, clarification, and edits may be needed. A successful proposal will be granted conditional approval to gain endorsement of the NAFSA membership, via signatures.

Upon review and conditional approval of the proposal, supporting signatures are gathered as described below:

### **Endorsement by the membership**

The conditionally-approved MIG proposal must be endorsed by at least one per cent (1%) of the NAFSA membership, based on the number of members as of the preceding January. These endorsements indicate that the NAFSA community recognizes that the new MIG will contribute to the learning and networking opportunities of the association. NAFSA staff will provide the target number for signatures.

All endorsements will be *collected online via electronic signature*. NAFSA staff will provide a link to an online signature form. The information will be collected in accordance with [NAFSA's Privacy Policy](#) and will include:

- a. Member First and Last Name
- b. E-mail Address
- c. NAFSA Member ID number
- d. Institutional/Organizational Affiliation

### **Approval & Launch**

When signatures are finalized, the MEC and NAFSA leadership will review the conditional approval and the signatures. Final decision to approve a MIG rests with the Membership Engagement Committee and the VP for Professional Development & Engagement. Upon final decision, NAFSA staff will communicate next steps to the new leadership of the MIG.

## **Developing and Sustaining a Member Interest Group via Network.NAFSA**

MIG Leaders are encouraged to communicate regularly with members throughout the year using a variety of platforms, such as discussion forums, web meetings, and e-mail. The Association supports MIGs by providing a community on the NAFSA Web site, called [Network.NAFSA](#). It is important to post and maintain current information; this information should be regularly reviewed by MIG Leaders or their designate(s).



Each MIG has a community on the Network.NAFSA platform. With the assistance of NAFSA staff, MIG leaders can be designated as “community administrators” to access special features and reports for their community. Anyone can join Network.NAFSA community, regardless of membership status, but joining does require an authenticated NAFSA login.

Each Network.NAFSA community has a

- *Community* home – a landing page
- *Discussion* forum
- *Library* for sharing documents
- *Subscribers* list of all Network.NAFSA members for the community. Use of members’ names and emails must comply with the NAFSA Privacy Policy.
- *Blogs*\*
- *Events* – a calendar for your MIG\*
- *Announcements/What’s New*\*
- *Reports*\*

\* Only MIG Leaders with Community Administration controls have access to post in these areas. Only MIG Community Administrators have access to the reports on subscriber activity, discussion dashboards, etc.

### **Tips for Online Engagement using Network.NAFSA**

Building and growing the MIG community through consistent engagement benefits all members. Below are some tips for keeping your MIG vibrant and growing:

- Develop a plan for posting consistently (weekly, twice per month, or monthly)
- Be organized with your content
- Communicate updates in multiple shorter messages
- Stay relevant, respectful and up-to-date with responding to messages
- Remain interactive and inspire excitement through questions, sharing of resources, chat sessions, and article reflections, etc.

## **Maintaining MIG Status**

All MIGs in good standing adhere to the following protocols.

### **MIG Leadership**

NAFSA and the MEC appreciate leaders' commitments to guiding MIGs for success. The work of the association cannot be accomplished without this important effort.

As noted elsewhere in this Guidance, a MIG must have at least one NAFSA member in its leadership, per the [NAFSA Standing Rules](#).

All MIG Leaders are included in the [Network.NAFSA.org private community for MIG Leaders](#), a closed online community for MIG Leaders to share resources and best practices. Important information about MIG leadership will be sent via this platform. Please verify your subscription to this community and update your email notifications to a daily digest. Here is a video to help you with this step:

[https://www.dropbox.com/s/8s1o6m5zs02ns41/Joining\\_MIG\\_Leader\\_NN.mp4?dl=0](https://www.dropbox.com/s/8s1o6m5zs02ns41/Joining_MIG_Leader_NN.mp4?dl=0)

Any **changes** to MIG leadership should be submitted online via the [MIG Leader and Community Updates](#) form within 30 days of the change.

### **Leadership Structures**

Key to the sustainability of any MIG is its leadership structure, and a number of different models (i.e., a chair stream or co-chairs) have proven effective. While NAFSA does not prescribe what dimensions that leadership structure takes, a MIG must have at least one NAFSA member in its leadership, per the [NAFSA Standing Rules](#). MIGs who currently have no member leader must add a NAFSA member to their leadership teams.

An effective MIG leadership structure is one that

- Identifies MIG Leader(s) and ensures one MIG Leader maintains NAFSA membership
- Clarifies and sustains a MIG Leadership structure
- Maintains MIG communication and engagement with MIG members through Network.NAFSA, etc.
- Engages with MIG members at NAFSA Annual Conference & Expo and/or Regional Conferences via Open Meetings
- Encourages MIG engagement activities throughout the year
- Identifies issues in international education for MIG discussion
- Participates in quarterly, online MIG Leader Meetings
- Submits MIG Annual Report to NAFSA staff by the deadline
- Submits changes in MIG Leadership to NAFSA staff within 30 days of change
- Attends the MIG Leader Luncheon at the Annual Conference & Expo (as available)
- Contributes to relevant NAFSA goals

### **Annual Reports**

All MIGs complete and submit an Annual Report in Quarter 4, via an [electronic form](#) provided by NAFSA to current MIG leaders. The report includes information on the current leadership structures, activities, and engagement.

### **NAFSA Tri-Annual Review for Member Interest Groups**

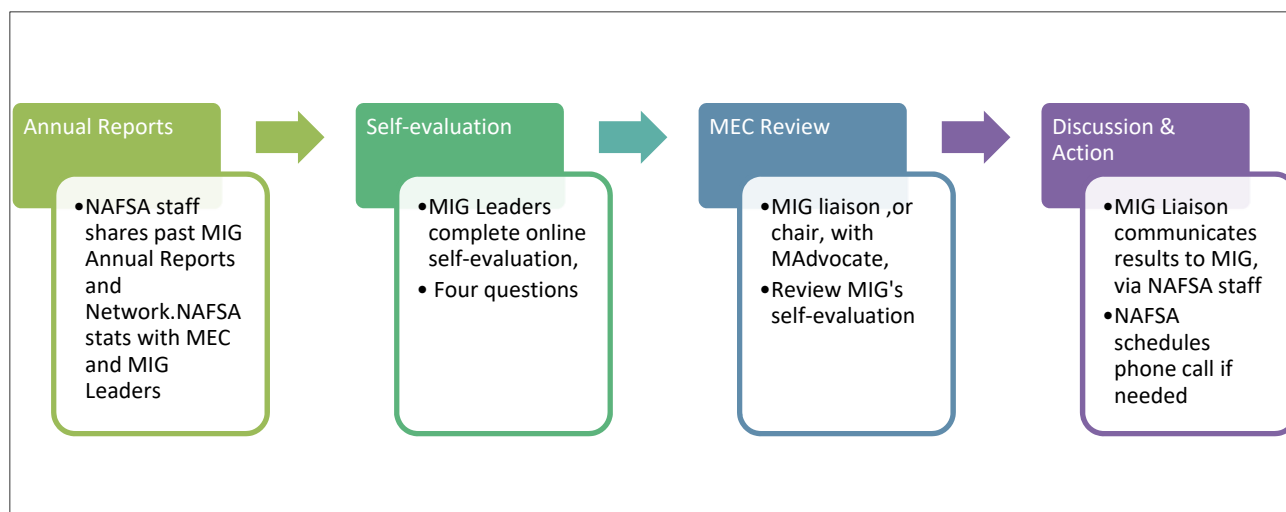
NAFSA [Bylaws and Standing Rules](#) state:

The status of each MIG shall be reviewed initially by the Membership Engagement Committee at the end of the second (2<sup>nd</sup>) year of the MIG's existence. Thereafter, the status of each MIG shall be reviewed every three (3) years. If a MIG does not submit an annual report, there will be a review in the following year as a means of support. The Membership Engagement Committee reserves the right to review the status of any MIG as it deems necessary, but not less frequently than stipulated above.

The [MEC](#) reserves the right to review the status of any MIG as it deems necessary, but not less frequently than stipulated above. MIG review can serve to provide an opportunity for MIG self-evaluation and reflection.

#### **Review Team**

The Review will be completed by a team comprised of two Membership Engagement Committee members, one MIG leader, and one NAFSA staff. The team will evaluate recent annual reports from by MIG leadership as well as metrics from the Network.NAFSA community usage.



### Timeline

- Quarter 3: The Program Review Team will review the MIGs' annual report(s). The leadership will be prompted to complete a self-evaluation. The MEC and NAFSA staff will review the evaluations and annual reports.
- Quarter 4: Results of the review are shared. The leader of the review team will summarize the results to the MIG Leadership. In rare cases where dissolution of the MIG is recommended, the MEC and NAFSA staff will outline next steps.

### Dissolving a MIG

Certain conditions may lead to the dissolution of a MIG. The first condition would be a voluntary dissolution by the MIG's leader(s) and/or members. This could occur if, for example, two MIGs decided to merge, thereby eliminating one group. Alternatively, a MIG could be dissolved should its members decide there is no longer a need or interest in maintaining the group. Through the MEC, NAFSA also reserves the right to dissolve any MIG that has not met the standards during the review process and/or neglected to submit two (2) consecutive Annual Reports, as per NAFSA [Standing Rules](#).

## Member Interest Group Special Events, Liability, and Insurance

MIGs are a member component of NAFSA and their activities are covered under NAFSA's commercial general liability policy. With the turmoil that exists in the insurance industry today it is essential that NAFSA, and by extension the MIGS, is careful to not assume liability that should be borne by others.

### **On-site events**

All MIG open meetings that occur at the conference venue(s) as a scheduled part of the conference program at a NAFSA regional or annual conference are covered by NAFSA's general liability insurance. For example, MIG Open Meetings are on-site events.

### **Off-site events**

On occasion, some MIGs organize off-site events to gather their communities for socializing and celebration.

#### **No-host dinners**

Informal gatherings at restaurants are allowed, with the understanding that no contract\* is signed by MIG leadership to reserve and use restaurant/venue. NAFSA provides neither insurance nor funding for these events.

#### **"Happy hours" at bars**

Informal gatherings for happy hour are allowed, provided that no admission fee is collected and no free drinks are provided by the MIG, and with the understanding that no contract\* is signed by MIG leadership to reserve and use restaurant/venue. NAFSA provides neither insurance nor funding for these events.

#### **Special events and galas**

MIG events such as receptions and galas often require organizers to sign a contract\* to reserve the venue and for insurance liability determination. A MIG leader may not sign any contract that has not been reviewed by NAFSA staff. The contract review will determine if the event needs a Certificate of Insurance from NAFSA.

\* NAFSA must review any contract required for restaurant reservations, happy hour venues and special event spaces. Any contract signed on behalf of NAFSA must be approved by NAFSA for the MIG event to occur. The vendor will write into the contract whether a certificate of insurance is required for the event. Regardless, the contract needs to be reviewed by the NAFSA DC office. NAFSA reserves the right to deny signing a contract.

#### **Process for contract review:**

1. At least **four weeks** prior to sending any invitations, please complete the online [Special Events Questionnaire for MIGs](#).
2. NAFSA will review the contract and may send the contract to NAFSA's insurance agency for further guidance.

NAFSA reviews each contract on a case-by-case basis. At times, a conference call may be scheduled to clarify questions about the event or venue. After review and consideration, NAFSA will be in touch directly to the MIG leaders about next steps.

## Member Interest Group Sponsorship & Fundraising Guidelines

### Overview

As a 501(c)(3) tax-exempt organization, NAFSA relies in part on fundraising activities to raise awareness about international education and supplement revenue from member dues and other traditional revenue flows. These fundraising activities include the solicitation of **gifts, sponsorships, donations and in-kind support from individuals, foundations, non-profits, businesses, and other organizations.**

All NAFSA fundraising activity (including fundraising activity by NAFSA regions and MIGs) are subject to various federal and state laws and regulations. Failure to adhere to these laws and regulations could jeopardize NAFSA's not-for-profit status.

**MIGs are a legal extension of NAFSA and, for the purposes of fundraising, are required to subscribe to all legal and procedural guidelines necessary to protect NAFSA's IRS tax-exempt status. MIGs are encouraged to engage in raising their own funds while insuring they comply with the same laws and regulations that govern NAFSA's own fundraising activity.** For example, there are very specific legal requirements and obligations that govern the use of 'silent auctions,' 'raffles,' and 'sweepstakes.' The legalities are complex and vary from state to state. NAFSA annually updates information about these rules, completes required state registration where needed, and keeps current on changes in these types of legal requirements.

NAFSA's Organizational Advancement (OA) department coordinates all association sponsorship and fundraising, and this ensures that these activities support NAFSA's mission and institutional objectives. OA serves as a resource to MIGs and will provide guidance on the legalities, donor stewardship, and transparency related to their fundraising efforts.

### Review/Consultation Process

OA should be consulted prior to any MIG fundraising activity. MIGs should complete the online [MIG Fundraising Questionnaire](#) at least four months in advance of a regional conference, MIG open meeting, or any event at the Annual Conference & Expo.

Once the online questionnaire has been submitted, it will be routed to OA for review. OA may request additional information prior to setting up a telephone consultation with the appropriate MIG fundraising representative. During this call, OA will review any legal requirement that are specific to any proposed fundraising activity.

OA will also review proposed donor acknowledgement plans, advise on appropriate record-keeping and general donor stewardship.

In those rare instances when both NAFSA and a MIG might be approaching the same donor, OA will discuss any sensitivities and appropriate protocols.

NAFSA wants all donors to enjoy a rewarding giving experience: OA ensures that all solicited gifts (whether cash or in-kind) are in the best interests of NAFSA and do not compete or interfere with other fundraising being undertaken by the association. OA is also able to advise on appropriate donor confidentiality, acknowledgement, recognition and general stewardship.

## **Member Interest Group Financial Guidelines**

NAFSA's work is guided by a [strategic plan](#), developed and refreshed annually by the Board of Directors. The plan announces the association's vision, mission, and values, and guides the association in developing services, programs, and products to serve its members. NAFSA is a tax-exempt, not-for-profit corporation—a 501(c)(3)—and the financial activity of the NAFSA Member Interest Groups falls under a single tax ID and requires a consolidated, audited tax report. The Board of Directors is responsible for overseeing the use of all funds generated under this tax ID. NAFSA's not-for-profit status depends on timely and accurate reporting.

### **NAFSA Staff Leadership and Development**

The NAFSA Staff supporting MIGs are accessible at [mig@nafsa.org](mailto:mig@nafsa.org). Working in close collaboration with both leaders and the NAFSA accounting unit, this team is accessible to assist with any requests or questions not directly related to accounts, statements, or the payables system.

### **NAFSA Accounting Unit**

The NAFSA Accounting unit, accessible at [accounting@nafsa.org](mailto:accounting@nafsa.org), is the main point of contact for MIG Leaders with requests or questions about accounting systems or finance processes. The NAFSA Accounting unit records income, initiates checks and electronic funds transfers and answers questions about any MIG statements and balances.

### **Managing Income**

#### **Check Payments**

NAFSA maintains a lockbox at a designated bank, an accounting requirement to ensure proper handling of checks. Each day the lockbox receipts are downloaded, the data on the payee and payment entered, and the amount assigned to the proper accounts.

Checks for MIG sponsorship and donations should be mailed by the MIG Leader to the NAFSA lockbox, with a letter describing the type of sponsorship, and the name of the MIG. Contact the [mig@nafsa.org](mailto:mig@nafsa.org) with any questions about such miscellaneous checks.



NAFSA Lockbox: P.O. The NAFSA Lockbox address is box 79159 Baltimore, MD 21279-0159

### **Cash Received**

Any cash payments should be made to MIG Leader and a receipt generated for accounting records. Two MIG members (Current Leader + other member) must (1) count the cash together, (2) reconcile it with receipts, and (3) fill out and sign a Cash Receipts form (available from [mig@nafsa.org](mailto:mig@nafsa.org))

The MIG Leader then converts the cash to a cashier's check or money order or deposits it in their personal account to then generate a personal check. The remittance along with the Cash Receipts form is then sent to the lockbox. The form is available from [mig@nafsa.org](mailto:mig@nafsa.org)

### **Payment Requests**

MIG Leaders can scan each invoice and all accompanying back-up materials as a single PDF and submit it to [mig@nafsa.org](mailto:mig@nafsa.org). NAFSA staff will submit the reimbursement expense via NAFSA's payables system to ensure the proper channels of approval are met.

Proper documentation is required to approve or support most expenses. Unless otherwise stated, "proper documentation" is defined as an invoice, a receipt, or an expense report form that includes receipts and also claims per diem reimbursement. In exceptional cases, such as loss of a small-amount receipt, amounts under \$30 do not require a receipt, though a written "self-receipt" with the date and purpose should be included as backup.\*

When a receipt is for multiple people at a meal (i.e. not taken as per diem), the receipt must include the business purpose and the names of all those at the meal.

### **Reporting & Auditing**

MIG funds are incorporated into NAFSA's results. MIG fund availability will be reported through the Member Leader department to MIG leadership on a quarterly basis and upon request.

# Member Interest Group Brand Guidelines

## Overview and Background

- a. NAFSA: Association of International Educators introduced new brand identity on February 1, 2017. The brand identity has been trademark protected and NAFSA is committed to extending this brand to its components and member communities so that the organization presents itself with a united and consistent identity for NAFSA.
- b. NAFSA's identity communicates that we are a "globally engaged community."
- c. The NAFSA logo and every derivative of the logo:
  - i. Elicits positive emotions
  - ii. Illustrates the brand essence
  - iii. Evolves the brand from a functional name
  - iv. Positions NAFSA within the IE community and beyond
  - v. Conveys leadership and community representation
- d. The NAFSA brand has a Brand Structure:
  - i. Brand Platform: NAFSA is a globally engaged professional community committed to connecting humankind through education. We advance international education through thought leadership, skill development, and networking; and advocate for public policies that value a more open, secure, and peaceful world.
  - ii. Brand Personality: Inclusive, catalyst, leader, expert, advocate, partner, engaged
  - iii. Brand Promise: Fostering a community of global learners.

## **Brand Standards**

For the NAFSA Member Interest Groups, NAFSA Brand Marketing has developed an approach to unite our unique member interest groups so that they can leverage the power and the collective support of NAFSA while maintaining unique MIG identity.

- a. Elements of MIG branding:
  - iv. NAFSA trademark protected logo
    1. NAFSA is scripted in the Utopia font
    2. The logo is framed with a world of interconnected people
    3. The NAFSA logo include the trademark protection symbol ™ as it is owned and protected by NAFSA.
  - v. A horizontal separator allows for placement of the Member Interest Group Name without identity character limitation.
  - vi. A "MEMBER INTEREST GROUP" encasement confirms designation as an official MIG of NAFSA.
  - vii. The elements of the MIG names (inclusive community designation abbreviation of MIG, SIG, and IIG); and, the abbreviations of the MIG are not part of the identity lock up. However, the community designation

abbreviation the MIG abbreviation can continue to be used in text and communications related to the work and action of each MIG.

- viii. The logos are available for every MIG in good standing in full color and black and white treatment.
- b. Usage of the NAFSA Member Interest NAFSA MIG logos:
  - ix. For any Member Interest Group that has a logo or identity that aligns with the previous NAFSA organizational logo (as shown below) that specific Member Interest Group should discontinue usage of this logo as soon as possible as NAFSA does have legal protection for its predecessor logo and identity.
  - x. Each NAFSA MIG will be provided with a digital locker of brand elements for print and digital usage.

### **Presentation of Identity for NAFSA MIGs**

- a. Sample Full Color NAFSA MIG logos



- b. Sample Black and White MIG logos



**MEMBER INTEREST GROUP**

**Lorem ipsum dolor  
sit amet, consectetur**



**MEMBER INTEREST GROUP**

**Canada**



**MEMBER INTEREST GROUP**

**Historically Black  
Colleges and Universities**



**MEMBER INTEREST GROUP**

**Foreign Born  
International Educators**

c. Special Recognition Elements

The following may be used in association with a NAFSA MIGs to provide for recognition of milestones of tenure:

NEW

5  
YEARS

10  
YEARS

15  
YEARS

20  
YEARS

25  
YEARS

30  
YEARS

40  
YEARS

50  
YEARS

60  
YEARS

70  
YEARS

80  
YEARS

90  
YEARS

100  
YEARS

## Quick links to MIG Leader Resources

Member Interest Groups – listing and resources

[www.nafsa.org/migs](http://www.nafsa.org/migs)

**MIG Leader and Community Update form**

<https://app.smartsheet.com/b/form/c3e02f41aa00401897e1f210b34170e3>

**Proposal for a New MIG form**

<https://app.smartsheet.com/b/form?EQBCT=b13e2408421f4295a5063865185b7335>

**MIG Annual Report form**

<https://app.smartsheet.com/b/form/ff8b48273ac744dfb9acba4007c0b932>

**Special Event Questionnaire for MIGs**

<https://app.smartsheet.com/b/form/b0936fce7b6149f897e48beaf918d83d>

**MIG Fundraising Questionnaire**

<https://app.smartsheet.com/b/form/0df02ecf1fe64ed9b64acc8b5a9fc1e3>

**NAFSA Strategic Plan**

[www.nafsa.org/strategicplan](http://www.nafsa.org/strategicplan)

**NAFSA: About Us**

[http://www.nafsa.org/About\\_Us/About\\_NAFSA/](http://www.nafsa.org/About_Us/About_NAFSA/)

Mission, Vision Values

Leadership & Governance, including By Laws and Standing Rules

NAFSA Senior Fellows

Awards

For the Media History of NAFSA

**NAFSA Leaders Resources**

<http://www.nafsa.org/leaders>

**NAFSA Diversity and Inclusion Statement**

<http://www.nafsa.org/DiversityandInclusionStatement/>

**NAFSA Statement of Ethical Principles**

<http://www.nafsa.org/Ethics/>

**NAFSA Privacy Policy**

[https://www.nafsa.org/Legal\\_Information/Privacy\\_Policy/](https://www.nafsa.org/Legal_Information/Privacy_Policy/)