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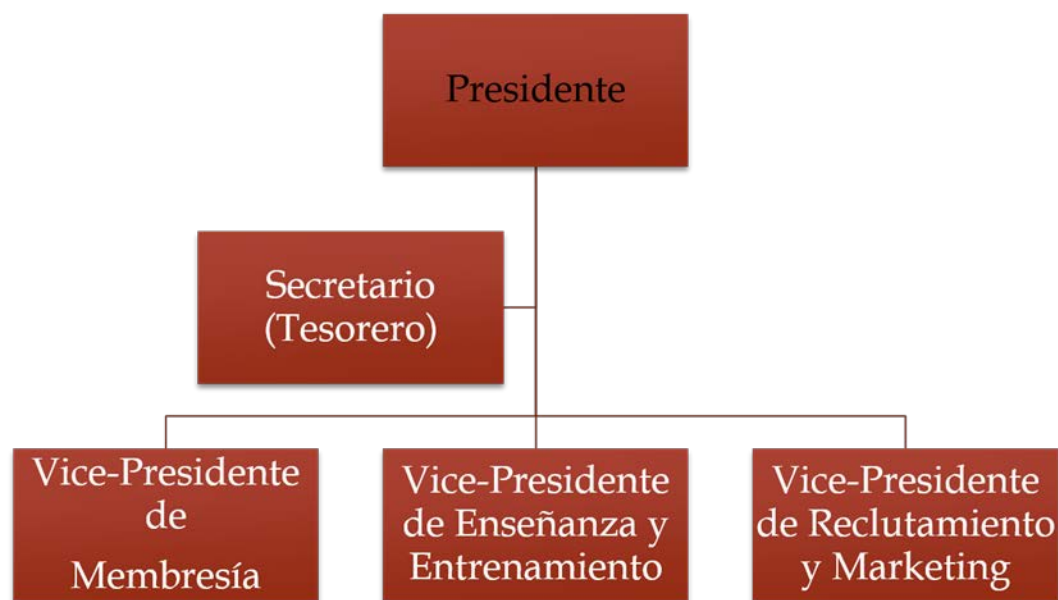
ACE Business Support Chapter Presidency Manual

1. OBJECTIVE

With the guidance of our Heavenly Father, Chapter members help each other understand and apply the correct business principles to their own and their AGI's, which will enable everyone to achieve and increase their self-sufficiency.

"Zion must increase in beauty and holiness ... and you will be the same ... for better management of the affairs of your stewardships ... so that every man may improve his talent, that every man may gain other talents, yea, even a hundredfold ... looking each the welfare of his neighbor "(D & C 82: 14-19)

2. ORGANIZATION CHART



3. WHAT IS A BUSINESS SUPPORT CHAPTER OF ACE?

It is a group of graduate students from the ACE and the course "How to Start and grow my business" that meets every month to help each other to achieve self-sufficiency through business. Belonging to this group is free.

Chapter members are at different stages: some have experience in business, others are starting your business and others are still looking for business opportunities. There are 60 chapters in Mexico and more are being created every year.

Note: Chapters are governed by the rules of the Church and the gospel of Jesus Christ and it is expected that all Chapter members live according to them.

Some of the Chapter benefits are:

- **Continuous Training** (monthly trainings through videos, case studies, speakers, etc.)
- **Business practices** (from 2016. It has an associated cost)
- **Advanced Business Course and Seminars** (have an associated cost.)
- **Online Resources**

- **Networking:** Through the monthly meeting that is done, students can contact members of other chapters around Mexico with principles and interests similar to yours; with this you can share ideas, have a network of potential customers, suppliers, and mentors for your business.
- **Small Support and Monitoring Groups (SMG):** Added to the monthly meeting, Chapter members meet in small groups to train, get feedback, etc.

4. ADMINISTRATION OF AN EFFECTIVE CHAPTER

4.1 CHAPTER EFFECTIVE MEETINGS

4.1.1 Chapter Meeting Process

Before:

- The stake or ward leader should have knowledge and approve the Chapter meeting dates at least two weeks before it takes place.
- The meetings are held in the cultural hall of the chapel where the corresponding leader authorizes.
- The date and place of the meeting of the Chapter must be disclosed at least two weeks in advance (via SMS, WhatsApp, e-mail, etc.).
- Chapter president assigns a member of the presidency to lead the meeting and another "that takes time."
- The Vice-President of Education and Training asks some Chapter members to be facilitators in the SMG during the resolution of the exercises and discussion of topics (1 per group of 3 to 4 people)
- The Vice-President of Education and Training makes copies of the "**Guide for SMG discussion**" (explained later in this document)
- The presidency of the Chapter must meet before the Chapter meeting is carried out in order to **plan the agenda** (guests, video, assignments, case studies, visits to business activities chapter, etc.).
- Business visits are planned to the Chapter members or visits to inactive Chapter members
- Communicate meeting assignments to members well in advance in order to give them time to prepare.
- The Chapter Secretary, with the support of the presidency, should arrive at least 30 minutes prior to the meeting venue to refine details, prepare meeting materials, and perform other preparations.

During:

- Only graduate students attend the Academy course and the course "How to Start and grow my business" (members can attend with a husband or wife)
- Start the meeting PROMPTLY right on time in order to live the culture of success
- Agenda of the Meeting is followed as shown later in this document
- Analyze case study practices; ACE will send monthly case studies
- Fill out the "Chapter Meeting Report" included in the Agenda
- Follow the teaching model throughout the meeting as indicated in section 4.3

Special Guests: On occasion, someone from the community can be invited to a Chapter meetings to share a training. This person is subject to the teaching model, the agenda, and the guidelines of the Church. Preferably the guest will teach the monthly study subject. The guest may or may not be a member of the Church and may or may not be a member of the Chapter. It is expected that the guest does not

charge for their visit, one of the options you can mention is the fact of having the possibility to contact new customers.

After:

- The presidency of the Chapter invites attendees to clean and tidy the area
- It seeks feedback from the members of the Chapter during the week (phone calls, emails, etc.)
- The presidency analyzes the chapter meeting during the next presidency meeting

4.1.2 Suggestions for Teaching and Learning at the meeting



Some suggestions for managing the meeting are as follows:

1. Divide the participants into small groups where they can discuss the teaching and possible applications.
2. Provide educational materials like fill-in-the-blanks sheets, practical exercises, real or fiction case studies.
3. Use informative material such as magazines, recent articles, books, etc.
4. Also use audiovisual material such as videos, recordings, slides, among others.
5. Always encourage members to reflect, analyze, and ask questions.

4.1.3 Meeting Agenda

The Chapter president must organize and plan the agenda for the meeting well in advance, in order to give notice to the participants in the meeting of possible assignments. The agenda is usually filled out during the presidency meeting. Efforts should be made to follow the order established by the following format during the meeting.

The secretary is the one who fills the Agenda.

 	
AGENDA DE REUNIÓN DE CAPÍTULO "Mercadotecnia Digital"	
INTRODUCCIÓN 10 minutos	Inicie a tiempo Bienvenida y dirección _____ Anuncios: _____ Himno: 40 "Que Firmes Cimientos" Oración: _____ Lema: _____ Tiempo para pedir referencias: Anuncie las fechas de los próximos cursos de la ACE y se anima a los presentes a participar: - Curso tradicional de emprendimiento - Cursos y Seminarios Empresariales Avanzados
SEGUIMIENTO 15 minutos Seguimiento a los compromisos hechos en la última reunión	Cada facilitador de los PGAS rinde un informe de sus actividades, en especial acerca de sus experiencias con la aplicación del tema del mes pasado. Celebre los logros con aplausos
ENSEÑANZA 15 minutos Introducción al tema del mes y proyección del video	Video: "Marketing Digital" • De una introducción al tema del mes explicando que ahora se verá la segunda parte y complemento del tema. En caso de ser necesario, se debe dar un resumen breve del tema del mes anterior. • Reproduzca el video del mes
APLICACIÓN 35 minutos En caso de tener un expositor, deberá usar sólo el tiempo de este bloque	División en Pequeños Grupos de Apoyo y Seguimiento (PGAS): (20 minutos) • Haga énfasis en el valor y propósito del trabajo de un PGAS • Reparta las Guías de Discusión y modere las participaciones constantemente • Acérquese a los PGAS para resolver o aclarar dudas • Recuerde a los miembros que no hay respuestas "incorrectas", de manera que las diferencias de opinión son buenas. Introducción caso real de estudio: (5 minutos) Se presenta al miembro y éste da una breve explicación de su situación de negocio de la que desea recibir retroalimentación. Resolución del caso real en cada PGAS: (10 minutos) Procure que los asistentes hagan preguntas antes de hacer sugerencias, a fin de que se familiaricen con la situación del hermano o hermana. El secretario anota TODAS las sugerencias que se den y se las hace llegar al hermano o hermana.
COMPROMISOS 5 minutos	Cada miembro escribe una o dos metas y entonces las comparte con los otros miembros de su grupo. • El Facilitador del PGAS escribe los compromisos de los demás miembros de su grupo. • Los grupos hacen arreglos para concertar una cita o una visita al negocio de otro miembro del grupo.
FINALIZACIÓN 5 minutos Fecha de la siguiente reunión, adelanto, tema, asignaciones	Anuncios finales: Oración final: _____ • Agradezca a todos los que contribuyeron a la reunión y animar a los miembros a usar lo que aprendieron a fin de mejorar sus negocios. • Solicite al miembro que ofrezca la oración, que recuerde en la oración a los miembros del Capítulo que tienen desafíos en sus negocios.

- 1 The Chapter President, or someone he assigns, directs.
- 2 The secretary reads out the agreements and commitments made last meeting. A member of the presidency gives the follow-up
- 3 Whoever runs the meeting gives a brief introduction.
- 4 The members are divided into SMGs, they are given the monthly "Discussion Guide for SMGs". The meeting director visits the SMGs for comments and to resolve potential doubts.
- 5 Give the time to whoever is presenting to explain the case. At the beginning of the analysis, only allow questions. Then ask for suggestions, which the secretary writes down to provide the list to the presenter of the case.
- 6 They return to the SMGs and commitments are made, which everyone shares with its SMG. Give time to think. The facilitator notes the commitments.
- 7 The date of the next meeting is announced, a preview of the theme of the next month is given, and assignments are made.
- 8 There may be a time after the meeting for a snack or to strengthen the network of contacts between the members of the Chapter.

Discussion Guide for SMGs

Each month, the Academy gives the group a "SMG Discussion Guide" that includes case studies for the groups to discuss; this sheet is given to the group facilitator. During the case studies, the guide helps to receive feedback and promotes open communication of ideas and comments. The guide varies each month so there is no specific format.

4.2 RESPONSIBILITIES OF THE PRESIDENCY

PRESIDENT

President Profile:

Active member of the Church
 Preferably with an established business
 Preferably with a call of responsibility in your ward or stake
 Preferably married
 Ability to call
 Possesses good relations with church leaders

The responsibilities of the President are as follows:

- 2 year commitment.
- Attends the training provided by the Academy.
- Ensures that Chapter meetings are well planned and orderly, that is, with a program written and prepared before starting.
- Coordinates presidency meetings and organizes the presidency to carry out the assignments
- Coordinates and ensures that the meeting area is clean at the end.
- Coordinates meetings and ensures that the date of the next meeting is well defined.
- Is the "face" of the Chapter. The president is who is directly associated with church leaders; Area Seventies, Mission Presidents, Stake Presidents and Bishops.
- Contacts with local leaders from the region of its Chapter or assigned to a member of his presidency to do it; this in order to coordinate their visits to groups of "How to Start and grow my business" and to publicize and promote the resources in Chapter graduates. (See "Relationship ACE-CRAS)

- Coordinates the creation of Small Groups Support and Monitoring (SMGs).
- Make sure that all Chapter members are integrated to a SMG and every member makes an endeavor to make be a part of a group.
- Build strong relationships with:
 - Chapter members.
 - Microentrepreneurs members or not members of the Church and / or Chapter.
 - Government representatives.
 - Local Church leaders.
- Coordinates with the presidency to make one visit per month to a member of the Chapter in your business to give recognition, support, motivation and other tools that foster business growth; this will be done using as a guide the "Format Business Visit".
- Encourages members of the Chapter to participate in the Academy Awards and follows their nominations and recommends at least two of its members to participate.

RECRUITMENT AND MARKETING VP

Vice President Profile:

Active member of the Church

Preferably with an established business

Preferably with a call of responsibility in your ward or stake

You can be married or single

That has a direct relationship with the Institutes of Religion in your region

Possessing good relations with local church leaders.

The responsibilities of the vice president are:

- **MAIN DUTY:** Promotes Chapter image and seek prospects for ACE courses (returned missionaries, institutes of religion, etc.)
- Invites members of the Chapter to the monthly meeting using electronic means of dissemination or face-to-face
- Find two prospects each month to the Campus in various forms
- Finds prospects for regional ACE courses (where applicable)
- Place Academy advertising authorized by the appropriate ecclesiastical leader (chapels, CRAS, Institutes) places
- Compose and send success stories every month to Campus Chapter Coordinators. This is done through visits business Chapter members (with prior authorization from them) and taking as a guide the "Machote for Success Stories".
- Look for ways to maintain contact with members of the Chapter to maintain a constant spirit in them and thus build support and strengthening the network of contacts (group of Facebook, Whatsapp, etc.)

VICE PRESIDENT OF TRAINING AND EDUCATION

Vice President Profile:

Active member of the Church

Preferably with an established business

Preferably with a call of responsibility in your ward or stake

Preferably married

Possessing good relations with leaders outside the Church

Possessing good relationships with church leaders.

The responsibilities of the Vice President are:

- **MAIN DUTY:** ensures the effectiveness of the meeting in the implementation of teaching model
- Guests looking for imparting training to Chapter on casual basis; you can take as a guide the following points:
 - It may be one of the members of the Chapter
 - It may be a political or government leader
 - It can be an accountant, marketer, lawyer, etc.
 - It can be a successful entrepreneur in the community
 - No need to be a member of the Church or Chapter
 - Most preferably the guest must expound on the subject given by the videos.
- It is responsible for the implementation of the survey on the quality of education during the meeting.
- Complete the form "Meeting Assessment" included in the Agenda and sends it to Chapters Coordinator in Mexico.
- You can ask for suggestions to the Chapter members about the issues that will be presented at meetings (if you have a speaker).
- Handling equipment to be used in teaching (Lap top, projector, etc.)

VICE PRESIDENT MEMBERSHIP

Vice President Profile:

Active member of the Church

Preferably with an established business

Preferably with a call of responsibility in your ward or stake

Preferably married

Preferably an orderly and skilled person to keep records

Possessing good relations with local church leaders

This Vice responsibilities are:

- **DUTY HOME:** KNOW 100% of Chapter Members.
- Each month review with Chapters Coordinator in Mexico who are coming to the Chapter and makes sure you have the correct information from them
- Update data about Chapter members. These data are: who have moved both to other places, as well as those who come to the city or Chapter area; changing course of business of a member of the Chapter; beginning or end of your business; phone number; email; call; etc.
- Ensures that new members know 100% who the Chapter Presidency is.
- Contact course graduates CASE or ACE or are incorporated into Chapter and invite them to meetings
- Database bears graduate CASE (as distinct from Database graduates ACE). This database is achieved through visits made to the new course of the Church "How to start and grow my business"

SECRETARY

Secretary Profile:

Active member of the Church

No need to have a business

No need to have a call of responsibility in your ward or stake

You can be married or not

Preferably an orderly and skilled person to keep records

Always ready to account

Possessing good relations with church leaders

The responsibilities of the Secretary are:

- **MAIN DUTY:** Make sure that there is efficient monitoring of commitments and agreements made during meetings
- Prepares the agenda of the meeting of the Presidency and the Meeting of the Chapter, see section 4.1.3 and corresponding 4.5
- Prepare to project videos, lounge and physical facilities to be used during the meeting. Note: Make sure that the video is downloaded in advance.
- Fill the report of the meeting after it (preferably the same day the meeting is held)
- **Send the Chapter Meeting Report to the Chapter Coordinator of ACE (preferably the same day that carried out the meeting or n).**
- Keeps track of the dates of the courses of the ACE in all its forms
- Keep track of the SMGs of the Chapter.

4.3 TEACHING MODEL

The teaching model is followed and maintained throughout the chapter meeting.

- Teaching taught from the beginning or topic:** This is to teach the subject and why, explanation, data, statistics and information relating to the principle or topic being taught. It is limited to what imparts the exhibitor or video.
- Application of principle:** This point emphasizes how attendees can apply what they learned to their business or other aspects of your life. Examples of practical applications and case studies submitted by ACE, exercises are given, etc. **The presidency ensures that the display always relates the principle with the application.** At this point you should ensure that what is shared is commensurate with the subject, i.e. not wander from it. Examples of questions include: How can I apply this to my business? How do I apply this to me? Etc.
- Commitments:** This part of the model focuses on the attendees with a strong determination from what is taught, of the measures they will take to grow their business. Commitments must be in writing and specific. As part of the meeting commitments are shared with others; the secretary takes note of them and follows up the next meeting. The presidency guides this part.
- Follow - up:** At the beginning of each meeting (as set by the agenda), take a moderate time to give the opportunity to the Chapter members to give a brief report on their progress in meeting their commitments made at previous meetings. The presidency guide this part.

4.4. MEASUREMENT OF RESULTS AND GOALS

Any activity related to the Chapter must ensure compliance with the targets set for this Chapter, which are as follows. These goals are based on the annual performance report of Chapters.

1. 40% of Chapter members attending their monthly meeting Chapter
2. 100% of meetings in the year: Each chapter should have its monthly meeting without fail
3. Database updated 100%
4. 90% satisfaction with teachings
5. 100% of those attending the meetings to integrated in a SMGs
6. A leaflet sent to every generation the Campus: Chapter should encourage members to give references of potential participants for ACE courses in their
7. Participation of at least 2 of the members of the Chapter in the Academy Awards
8. Visit 100% of the groups of the new course of the Church in stakes or districts where it is taught, in order to publicize the program of Chapters and their characteristics.

4.5 PRESIDENCY MEETING

The Chapter president should plan and organize the agenda of the Chapter meeting. The meeting should fit the circumstances of the presidency; however, they are advised to meet at least one week in advance. During the Presidency meeting, the following topics will be discussed:

- Preparing the Chapter Meeting Agenda
- Assessment of meeting quality (Quality of education, punctuality, management network, Small Support and Mentoring Groups)
- Assessment of previously established goals (attendance, meetings, quality of meetings)
- Search electronic or audiovisual media to project the image of Chapter
- Set goals and assignments (business visits, recovery, prospects search for ACE courses etc.)
- Facilitate business growth tools
- Follow-up on the commitments made by the presidency in its previous meetings
- Give assignments to contact Businesses and inactive members the chapter
- Chapter specific necessities (reactivation, specific themes, activities, etc.)
- Recruiting new prospects to take the Academy's course on the campus
- For this meeting it will be used as the format set out in this section, which is also found in the Appendix of this document.

AGENDA DE REUNIÓN DE PRESIDENCIA DEL CAPITULO

Chapter: _____ Fecha y hora de la reunión: _____

Miembros de la presidencia	Asiste
Presidente Nombre: _____	
Vicepresidente de Membresía Nombre: _____	
Vicepresidente de Enseñanza y entrenamiento Nombre: _____	
Vicepresidente de Reclutamiento y Marketing Nombre: _____	
Secretario Nombre: _____	

Tiempo	Actividad
5 min	Bienvenida y Dirige: Oración:
40min	Asuntos: <ul style="list-style-type: none"> • Preparación de la Agenda de la Reunión del Capítulo • Evaluación de desempeño del Capítulo y de la Reunión en cuanto a las metas establecidas. (Referencias dadas, publicidad, historias de éxito, asistencia, etc.) • Resolución de dudas en cuanto a las responsabilidades de cada integrante de la presidencia. • Establecer metas a cada miembro de la presidencia. • Asignación de visitas a negocios y miembros inactivos
5 min	Oración:
Registro de las metas establecidas	
Actualización de Registros:	
Calidad en la enseñanza y capacitación:	
Reclutamiento de nuevos alumnos para el Curso Residencial:	
Publicidad:	
Asistencia a la reunión mensual:	
Visita a negocios de ex alumnos:	

4.6 VISITS TO CHAPTER MEMBERS' BUSINESSES

Visits to the businesses of the Chapter members are made by the presidency as well as the SMG according to the following guidelines.

Presidency:

- The purpose of a visit to the business is not to judge but to help
- All visitors must be authorized by the business owner; an appointment should be made prior to visiting
- All data and information to be analyzed during the visit should be handled confidentially
- These visits are available case studies (feedback from group)
- These visits can be success stories (with permission of the owner)

SMGs:

- The purpose of a visit to the business is not to judge but to help
- All visitors must be authorized by the business owner; an appointment should be made prior to visiting
- All data and information analyzed during the visit should be handled confidentially

Important note: When making visits with the opposite sex you are urged to maintain the standards of the Church. Don't be in private spaces or alone or any other situation that lend themselves to misunderstanding.

4.7 EVENT ANNUAL ACADEMY AWARDS

This program was created in order to follow up with the chapter members. It is an annual convention where members of chapters around the country gather for two days in order to strengthen their businesses and expand their network. It consists of the following and attendees can participate in all or some of the following activities:

Business Contest: This is a competition where a participant's business is evaluated by judges based on several criteria to qualify profitability. The participant can compete in different categories. To participate you must meet the following requirements:

- Be a graduate student of ACE course or "How to start and grow my business"
- Be an active member in rightful Chapter (Has attended at least 2 meetings in the last 4 months)
- Has a business
- Have the recommendation of corresponding Chapter presidency
- Provide the information required for registration and participation.
- Register within the registration deadline.

Workshops: workshops are carried about by specialists in the field. They last about an hour. They address the most important issues for sustained business growth. **The general public can participate in workshops.**

Lectures: based on topics of interest for entrepreneurs. **The general public can participate.**

Self-sufficiency and Business Fair: Multiple types of businesses attend, offer, and market their products or services. This fair is open to the participation of the general public, i.e. it is not necessary that a person be a member of a chapter or member of the Church to have a place in the fair. Each stand has a cost.

Note: General admission has an associated cost.

The Chapter has the following interaction with ACE at the Academy Awards:

The date and place of the execution of the Awards is published five months in advance on the website of the ACE.

Chapter presidencies should recommend two of its members to participate in the Awards.

The presidency confirms the accuracy of the information provided by the participant who signs up to business competition.

The Chapter presidency monitors the registered participants to track their progress, their preparation for the contest, etc.

5. ADVANCED BUSINESS COURSES AND SEMINARS

This is a specialized business course that includes seminars, modules, and the course "**Acer Your Business**" that is directed at graduates of ACE's traditional entrepreneurialism course, or the Church's "How to Start and Grow My Business." This course is for those who wish to increase their knowledge regarding specific topics on how to grow a business.

“Acer Your Business” course

- It is a specialized course that covers the most important issues for sustainable business growth
- It lasts four days
- It is preferably aimed at entrepreneurs whose business has been around longer than one year and has expansion plans.
- It has an associated cost

Seminars

- They are specialized business courses lasting one day
- Covers one or two themes in-depth
- It is preferably aimed at entrepreneurs whose business has been around longer than one year and has expansion plans.
- It has an associated cost

Online Modules

They are online training tools available to Chapter members that span multiple topics. The tools range from video tutorials, downloadable formats, among others. Chapter members can access these materials from anywhere; there is no need to attend the Campus. They do not have an associated cost but are tools that are provided to Chapter members.

6. BUSINESS PRACTICES

Chapter members who wish to be trained in a business in which they wish to undertake can be given the opportunity to have an internship in the business. The "Experience Provider" is usually the business owner and will provide guidance and direction in the management and business administration. The Academy will cover a percentage of scholarship expenses carried out during the internship (up to 50%). In the event that the “Experience Provider” lives in the City of Mexico or other metropolitan area and the participant does not, the participant will stay on the campus of the ACE in order to provide lodging and meals for the duration of the practices.

The experience will be carried out during an approved time; the duration of the internship will be no longer than two.

The process is carried out as follows:

Participant Selection Process

- Be a graduate student of the Academy or the new course of the Church "How to Start and grow my business"
- Live in a different city than the " Experience Provider"
- Be an active member in the Chapter.
- Have a job or business in the area of interest so that it very likely to start or grow your business at the end of practices.
- Carry out the entire process of program enrollment
- Verify that the local market has growth potential
- The facilitator of the SMG will follow in the process of practices.
- The participant will send a daily report of learning.

Experience Provider Selection Process

- Have a similar market Participant
- Be an alumnus of the ACE course or self-employment of CASE
- Be willing to advise another alumnus of the ACE or the new course of the Church "How to Start and grow my business"
- Have sufficient experience to carry out the practice. The Experience Provider shall establish a schedule for practices
- The applicant will carry out the registration process
- The applicant indicates his/her field(s) of interest and the Academy will inform potential "Experience Providers"
- The Academy will contact the selected "Experience Provider" to coordinate practices
- The Experience Provider will provide a "Participant Itinerary" in which the activities are broken down so that the participant can do them during practices.
- The Academy will contact the participant within a period not exceeding two weeks (from sending your request) to notify the possible dates that would work.
- The Experience Provider will send "Conditions of Practice" to the Academy in which the conditions with which the provider agrees to receive the participant (this in case of possible theft or piracy of information, etc.) are outlined.
- The participant will have to respond with the date of interest within 3 days, after which your application will be rejected and the participant will have to restart the process.
- Once a date has been agreed upon, the Academy will contact stakeholders (Experience Provider-Participant) to coordinate the arrival of the applicant.
- Each day the participant will need to send a report to the Academy to prove their attendance where they are carrying out the practices.
- The participant must have a bank account to which the money required for their practices (if necessary) will be deposited.
- The participant must provide receipts for expenses incurred during practices (in person).
- In the event that the practices are carried out in Mexico City, the Academy will provide food and lodging for the participant in its facilities and will only provide cash for transportation and one meal a day (as the rest of the inputs are provided by the Academy on campus).
- Two people may not carry out practices at the same time in the same business unless they are immediate family members or associates of the business.
- At the end of the practices, the participant will fill out the form "Business Practices Summary" and send it to the Academy.
- Business practices can only be done once per year per person and not be performed in the same business twice.
- In case of accidents during practices, the Academy disclaims all liability (Through the "Responsibility accidents" format). The Participant must fill out a Health form and a form where possible physical difficulties of participant are outlined.

7. SMALL SUPPORT AND MONITORING GROUPS (SMG)

Small Monitoring and Support Groups are informal follow-up meetings that are held between Chapter members; these meetings can be phone calls, Facebook groups, external meetings, etc.

These meetings do not replace Chapter meetings, only complement the learning that takes place in them. They are formed by 3 or 4 Chapter members and one of them acts as coordinator.

They provide encouragement and feedback to its members.

Topics of interest according to business needs are addressed and discussed freely

They have no fixed meeting date or number of meetings in the month, nor do they carry a written agenda.

They work under the direction of the Chapter presidency and keep them informed about their meetings and activities

They can be made up of several lines of business, or all the group members may be from one specific type of business.

8. CHAPTER INTERACTION WITH CHURCH'S PROGRAM

INVITATION OF "HOW TO START MY BUSINESS AND GROW" PARTICIPANTS TO ACE CHAPTERS

WEATHER	ACTIVITY	DESCRIPTION
BEFORE		
Weeks before	Contact stake self-sufficiency specialist	<p>Contact stake self-sufficiency specialist to explain the Chapter program and visits to be made to the groups during the course "How to Start and grow my business" and collect the data of the course:</p> <ul style="list-style-type: none"> • Number of groups underway in the stake • Data from the facilitators of these courses (telephone, e-mail, etc.)
Weeks before	Contact the group facilitators	<p>Contact the course facilitators to know the following:</p> <ul style="list-style-type: none"> • Number of lesson the group is on • Time and place where meetings are held • Schedule the invitation visit lesson 9, 10 or 11 (the visit lasts 15 to 20 min)
Days before	Prepare brochures and material to use	<p>Prepare material to use (computer, speakers, extension cord, brochures, etc.). You can coordinate this with the group facilitator. Note: If you do not have ways to play the video, you can only use the Invitation Booklet.</p> <p>Write on the back of the Invitation brochure the day, time, and place of the next Chapter meeting and contact details of whoever is making the invitation.</p>
Shortly before	Arrive on time	Get to the meeting 15 minutes in advance to prepare the materials to be used (connect computer, ready video, etc.)
DURING		
1 minute	Presenting	Introduce yourself to the group.
7 minutes	Show video	Show video invitation on "Welcome to the Chapter"

1 minute	distribute Brochures	Distribute Brochures Invitation - ng.
6 minutes	Brief explanation based on the brochure	<p>Explain briefly the following benefits:</p> <ul style="list-style-type: none"> • Monthly Chapter Meetings • Annual “Academy Awards” Event • Advanced Business Course and Seminars • Business Practices • Network with members of the Church around the country • Invite them to consult the Academy’s webpage www.academiamexico.org
3 minutes	Questions	Give time to answer questions.
3 minutes	Filling Pre Registration Forms	<p>Request that interested attendees register on the sheet "Chapter Pre-Registration."</p> <p>After attending the first meeting of Chapter they will be asked to provide more data according to "Chapter Entry Form".</p>
1 minute	Farewell	Thank you for your time and share testimony of the Academy program and Chapters.
AFTER		
Days before the Chapter meeting	Send invitation to pre-registered people to Chapter Meeting	Based on the sheet "Chapter Pre-Registration", contact each participant to invite them to the Chapter Meeting.
In the Chapter meeting	Enroll new members	Guests of the Church course fill the "Chapter Entry Form" to be formally registered.
One day after the meeting of Chapter	Send new enrollees data to the Department of Chapters in Mexico	Send the data of the new members to the Department of Chapters of the ACE so that their information is added to the General Directory. Sending information to the Academy is very important for graduates to continue their progress through the participation of the monitoring programs of the Academy.

Important: The member of the Chapter Presidency of the assigned Chapter must read and fully understand the "Invitation Brochure" and see the video "Welcome to Chapter" to become familiar with their content.

9. CHAPTER INTERACTION WITH THE ACADEMY

The interaction of the Chapter and the Academy is as follows:

- Each month the "Monthly Chapter Meeting Report" will be sent
- Each month the database is updated and verified with the Chapter Coordinator at the Academy
- Each month a success story will be sent to the Chapter Coordinator at the Academy through "Machote for Success Stories" format
- There will be a close relationship with the Chapter Coordinators and Chapter presidencies in working with the network of contacts and requests from the chapters
- Each Chapter receives a visit from a representative of the Academy during the year
- Each Chapter receives two videoconferences per year coordinated by the Academy
- Chapter presidents receive general training each year held on the campus of the Academy
- Each year, there will be a call for participation in the annual "Academy Awards" event
- There will be communication between the Chapter and the Academy regarding applications for participation in the Business Practices
- Occasionally, additional information will be sent to Chapter presidencies in regards to administrative changes, new available resources, etc.

10. CHAPTER TRAINING PROGRAM

10.1 REGIONAL VISITS

- They are held twice a year
- They are organized by the Chapter Coordinator
- Only presidencies attend
- Training is provided
- Number Reporting
- Goal Setting
- Time to address any doubts
- Motivation and support are provided
- There should be a chapter meeting that day
- There are business visits

10.2 VIDEO CONFERENCE

- They are held twice a year
- They are transmitted from the campus
- Training is provided
- Attended by all members of the Chapter
- Information is given of following events
- Motivation and support are provided

10.3 GENERAL MEETING OF CHAPTER PRESIDENTS

- Once a year
- They are held on the campus of the Academy
- Attended by all the presidents of the chapters in Mexico
- Work is planned out
- Training is provided
- Motivation and support are provided

11. INCENTIVE PROGRAM

The incentive program is designed to recognize the outstanding performance of the chapters in the fulfillment of their goals. Factors to consider are:

- Number of meetings of the Chapter in the year
- Attendance at meetings
- Search for prospects to take ACE courses
- Operation of the SMG
- Visits to the classes of the course "How to Start and grow my business"
- Participation in the Academy Awards

Chapters that have achieved a good performance are recognized as follows:

- At the Annual Conference for Chapter Presidents held during the "Awards Academy" event, special recognition will be granted.
- In January of each year, the best chapters from last year will be published on the website of the Academy.

Proposed Awards:

1. Academy T-Shirt
2. Academy Tiepin
3. Academy Button
4. Physical recognition by the Academy
5. Add a publication on the website of the Academy
6. Cash prize for an activity with members of the Chapter in your area
7. Phone call with the Executives

12. USE OF ELECTRONIC MEDIA

Use of electronic media for the dissemination and strengthening of Chapters throughout Mexico is encouraged. You can use media such as:

- Web page
- Facebook page
- Business publishing articles on the website and Facebook page
- Publication of training tools available to the Chapter members in general (See "Line Modules")

13. FREQUENTLY ASKED QUESTIONS

What kind of Chapter meetings can be conducted in the chapels?

The Academy has the support of the Church to use the chapels and physical facilities for monthly meetings and only monthly meetings. A Chapter meeting is described in the "Meeting Agenda"; any other activity that the Chapter wants to undertake not mentioned in the agenda must be approved by the Academy.

What happens when my Chapter meeting interferes with another church meeting?

Arrangements should be made before hand so that Chapter meetings do not interfere with other meetings/activities going on in the Church building. If a conflict does arise, consider changing room.

Can I sell my product in the Chapel?

Remember that the instruction manual of the Church prohibits business transactions in their buildings, so refrain from selling or marketing in them.

Can my friends attend who are not members of the Church or members of the Chapter?

They are allowed; however, they should be invited to take either the Academy's course (if they meet the requirements) or the new course of the Church "How to start and grow my business." Chapter members can attend with a husband or wife.

Can graduates of the Church's self-employment courses (the course offered previous to "How to Start and grow my business") be incorporated into a Chapter?

No, they are invited to take the new course of the Church "How to start and grow my business." Remember that the Church offers three courses: "Education for a better job," "My Job Search" and "How to start and grow my business." Only graduates of the course "How to Start and grow my business" can be incorporated into Chapter.