

# What We Ask of a Support Group Leader



## Basics

- **Confidentiality** is the single most important Support Group premise.
- The most important role of a Support Group is to provide **support** for people with scleroderma and their families. Sometimes, Support Groups are interested in fundraising; all fundraising activities must go through the parent Chapter or the National Office. For auditing and tax purposes, Support Group Leaders may **NOT** maintain a checking account for group expenses or donations. Please address any operating needs or expenses with the Michigan Chapter.
- We will work with you to develop a close relationship through quarterly conference calls. Please update us on how your meetings are going, along with the current meeting location, dates, and time. You are always welcome to contact the Michigan Chapter as needed.
- Support Groups may **NOT** endorse any particular treatment, therapies, physicians or medical centers. A listing of reputable physicians and research facilities may be found at [www.scleroderma.org](http://www.scleroderma.org) or obtained from you Parent Chapter or National Office. Meetings are a supplement to medical care, **NOT** replacement for treatment. Leaders are asked to remind members to check with their primary physician before trying suggested treatments, therapies, or exercise programs.
- Group members or speakers may **NOT** solicit items or services during meetings.

## Paperwork

- A completed and signed **Public Disclosure Form** and **Application**. (supplied by the Michigan Chapter)
- An **Annual Work Plan** for each Support Group. (Michigan Chapter works one on one with you to complete this and will turn this in for you every year)

- **Attendance sheets** from meetings on a quarterly basis to keep our database updated. (Michigan Chapter will supply these for you)

## Information

- Be sure to have at of each brochure and past copies of the Voice at each meeting. Knowledge of the books offered by the Foundation is helpful. Donation/membership envelopes are good to have on hand. Materials are available free of charge from your parent Chapter or the National Office.
- Let us know how to improve/customize your Support Group website
- All educational materials are supplied on a yearly basis to the support group leaders and if you are in need of additional supplemental materials we will provide those to you as long as you request them 10 days in advance to allow time for them to be mailed directly to you.

If you are interested in starting a support group in your area please contact the SFMC at (248) 595-8526 or e-mail [MIchapter@scleroderma.org](mailto:MIchapter@scleroderma.org)