Hello Chapter Leader: Use this email template to reach out to people at institutions in your area that aren’t members at the national level to encourage involvement at the chapter and national levels.

Updated: February 2024

Subject: Information about your CUPA‐HR chapter …

The CUPA‐HR [INSERT CHAPTER NAME] Chapter is affiliated with the national CUPA‐HR association, but operates independently.

Although national CUPA‐HR membership is required to take advantage of some of its offerings, anyone can participate in the chapter, regardless of their membership status nationally.

At the chapter level, we host local conferences, meetings and webinars throughout the year. You can visit [INSERT CHAPTER WEBSITE URL] to check out local events and learning opportunities.

I invite you to get involved at the chapter level by coming to our next event. You’ll meet some wonderful people who understand the challenges you face in your work.

[OPTIONAL INFO RE: CHAPTER COMMUNITY] Additionally, you can get involved virtually through the chapter’s online community. To learn more and sign up, visit [www.cupahr.org/connect.](http://www.cupahr.org/connect)

I also encourage your institution to [join CUPA‐HR nationally](http://www.cupahr.org/membership/join/) so you and others on campus can take advantage of benefits such as conference discounts, free e-learning courses, helpful magazine articles, critical legislative updates, and more.

National members also get access to a vast online library with tools and templates to make work easier and e‐learning resources to further your understanding of a variety of higher ed HR topics. Members can easily connect with one another virtually through the online member directory and CUPA‐HR Connect online community and forum.

CUPA‐HR provides a vast network of higher ed HR professionals locally as well as across the country with more than 33,000 HR professionals and other campus leaders at more than 1,800 member organizations, including:

* 91 percent of all U.S. doctoral institutions
* 74 percent of all master’s institutions
* 51 percent of all bachelor’s institutions and
* More than 500 two-year and specialized institutions

You can learn more about CUPA‐HR and its membership nationally on the CUPA‐HR website at [www.cupahr.org/about.](http://www.cupahr.org/about)

Thank you for taking the time to learn a little bit more about CUPA‐HR. I’d love to have a conversation to answer any questions you might have. Feel free to call me at [INSERT CONTACT NUMBER].

Sincerely,

[INSERT NAME/PROFESSIONAL TITLE/INSTITUTION] [INSERT BOARD TITLE], CUPA‐HR [INSERT CHAPTER NAME]