



Standard Operating Procedure (SOP) for Chapters of Heart Attack Ethiopia (HAE)

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1. Introduction:

This Standard Operating Procedure (SOP) outlines the structure, roles, responsibilities, and procedures for the chapters of **HAE Heart Attack Ethiopia** (HAE), a non-profit organization dedicated to heart attack awareness, prevention, education, and advocacy in Ethiopia. Each chapter will work under the guidance of the national organization, implementing localized strategies that align with **HAE's mission** to reduce the incidence of heart attacks and improve heart health outcomes in Ethiopia and beyond.

“5 For A Life” is one of Heart attack Ethiopia’s fundraising platforms launched across all the 50 states in the USA and beyond. The Campaign solicits a minimum of \$5 monthly donations from both Ethiopians and friends of Africa to improve access to lifesaving cardiovascular services in Ethiopia and beyond.

2. Our Mission:

Heart Attack Ethiopia is committed to establishing a sustainable cardiovascular care landscape across Ethiopia and beyond. We provide life-saving cardiac procedures and work towards building a robust healthcare system to address the high prevalence of cardiovascular diseases in Africa.

3. Mission Alignment:

Each chapter must align with **HAE's mission** and core objectives, which include:

- **Establishing a Sustainable Cardiovascular Care Landscape:** Providing access to life-saving cardiac care, such as surgeries, medications, and preventive treatments.
- **Increasing Awareness and Education:** Raising awareness about heart attack prevention, the symptoms of cardiovascular diseases, and the importance of regular screenings.
- **Improving Access to Healthcare:** Ensuring that the necessary infrastructure and medical facilities are available to treat and prevent heart diseases in underserved areas.
- **Training Healthcare Professionals:** Providing specialized training to healthcare professionals in Ethiopia to enhance their skills in diagnosing, treating, and preventing heart attacks and other cardiovascular diseases, ensuring that they are equipped with the latest knowledge and techniques to address the growing health challenge.
- **Building a Robust Healthcare System:** Working with local governments, institutions, and health providers to create a stronger healthcare system that can handle the burden of cardiovascular diseases.

Chapters should tailor local efforts to the unique needs of their communities while ensuring these efforts contribute to the broader organizational goals set by the national office.

4. Chapter Structure:

Each chapter will operate under a centralized governance structure determined by HAE, with responsibilities including:



- **Chapter Board:** Each chapter will have a leadership team to oversee operations and strategy. Key roles will include:
 - **2 Co-Chairs (Chapter representatives)**
 - **1 Secretary (Documentation and Communications)**
- The board will be elected based on HAE's criteria, ensuring alignment with national standards and strategic goals.
- **Volunteers:** Depending on resources, chapters may recruit volunteers to help with events, community outreach, and local programming.

5. Communication and Reporting:

To ensure alignment with HAE's objectives, chapters must follow a consistent communication and reporting structure:

- **Inaugural meetings:** Chapter leaders will arrange a one-time virtual inaugural meeting with HAE founders and/or executives for all chapter members once they have a minimum of 50 members. The inaugural meeting will mark the official transition of the chapter from prospective status to a fully established chapter.
- **Monthly Reports:** Chapters will submit monthly progress reports to the national office, including updates on activities, membership, fundraising efforts, and program impact.
- **Quarterly Meetings:** Virtual or in-person meetings will be organized by HAE to facilitate collaboration, share best practices, and address any operational concerns. Chapter leaders will participate in these discussions.
- **Annual Impact Reports:** Chapters must provide an annual summary of their activities, outreach, fundraising status, and key accomplishments, which will be compiled into the national organization's report.

6. Funding and Financial Management:

To maintain consistency, transparency, and centralized financial oversight, all funds for **Heart Attack Ethiopia (HAE)** will be collected and managed directly through the national non-profit's centralized fund collection mechanisms. This approach ensures that resources are efficiently distributed to support both national and chapter-level programs while maintaining financial accountability.

- **Centralized Fund Collection:**

All fundraising efforts, donations, and sponsorships will be channeled through the national organization's established payment gateways, online donation platforms, and bank accounts. This includes:

 - **Donations:** All donations, both one-time and recurring, will be processed through HAE's national donation systems. Chapters are responsible for promoting donations but will not independently collect funds.



- **Fundraising Campaigns:** While chapters are encouraged to organize local events, awareness campaigns, and community fundraisers, the funds raised from these activities will be directed through the national organization's platforms for processing. Chapters will provide event details and fundraising goals to the national office for coordination and integration into the broader fundraising campaigns.
- **Corporate Sponsorships and Grants:** Corporate sponsors and grant providers will make contributions directly to the national organization. Chapters may play a role in identifying potential sponsors or applying for local grants, but all funding agreements will be finalized and processed by the national office.
- **Allocation of Funds:**

Once funds are collected through the national system, HAE will allocate funds to chapters based on pre-agreed budget plans, specific projects, or operational needs. The process will include:

 - **Program Funding:** Chapters will submit requests for funding based on programmatic needs, such as awareness campaigns, fundraising events, or community outreach programs.
 - **Operational Support:** Each chapter will submit a budget proposal for review and approval by the national office.
 - **Transparency:** Chapters will receive detailed statements on the funds allocated to them and must report back on the usage of these funds, including receipts and financial documentation. This ensures full transparency and accountability.
- **Financial Reporting and Oversight:**

To ensure that all funds are being used appropriately, each chapter will:

 - **Submit Monthly Expenditures Reports:** Chapters must report monthly on expenditures related to their programs and operations, ensuring that funds are being used according to the approved budget and in alignment with HAE's objectives.
 - **Annual Audits:** HAE will conduct regular audits of chapter spending and fund usage to ensure compliance with organizational policies and financial regulations. These audits will be conducted by an external auditing firm or an appointed internal auditor.
 - **Transparency and Accountability:** As part of the centralized system, HAE will publish an annual financial report that includes overall fundraising totals, allocation of funds, and impact assessments. This report will be accessible to all chapters and key stakeholders.
- **Restricted and Unrestricted Funds:**

Contributions may be designated as **restricted** (for a specific program or initiative) or **unrestricted** (to support the overall mission and operations of HAE).

 - **Restricted Funds:** When funds are raised for specific purposes (e.g., a heart health education campaign in a particular region), these funds will be used exclusively for those designated purposes and tracked accordingly.



- **Unrestricted Funds:** General donations that are not earmarked for a specific initiative will be pooled together and distributed based on overall priorities set by HAE's national strategic plan, which may include support for chapters' core operational needs or larger national projects.
- **Fundraising Guidelines:**

All fundraising activities will adhere to HAE's national guidelines, including ethical fundraising practices, transparency in donation solicitation, and compliance with local laws. Chapters are encouraged to engage their local communities, raise awareness about HAE's mission, and promote donations, but all donations will be processed via the national collection mechanisms.
- **Event-Related Fundraising:** For local fundraising events (e.g., charity runs, health fairs), the national office will provide tools and support, such as online donation pages, promotional materials, and event management systems. Funds raised during such events will be directly funneled through HAE's centralized platforms.

7. Membership and Engagement:

Chapters will manage local memberships, ensuring strong member engagement and involvement:

- **Membership Database:** Chapters will maintain a database of members who are actively involved in heart attack prevention and awareness.
- **Engagement Strategies:** Chapters should foster member engagement through regular communications, local events, and workshops. Regular engagement through newsletters, social media, and local initiatives is encouraged.
- **Community Outreach:** Chapters will establish partnerships with local healthcare providers, donors, and community groups to amplify HAE's mission.

8. Programs and Events:

Each chapter is responsible for developing and implementing programs that resonate with their local community while supporting HAE's national goals:

- **Heart Attack Awareness Programs:** Chapters will conduct educational campaigns to raise awareness about heart attack and the current state of rising cardiovascular diseases in Ethiopia, and Africa at large.
- **Medical Supply Donations:** Chapters may coordinate efforts to collect and donate medical supplies based on needs list published by HAE. This initiative supports the enhancement of local healthcare infrastructure and ensures that vital life-saving tools are available in under-resourced areas.
- **Events:** Chapters may host local events like runs, walks, or health fairs to raise awareness, engage the community, and raise funds.
- **Recruiting Medical Professionals for Cardiac Missions:** Chapters will work to recruit and organize volunteer medical professionals (cardiologists, surgeons, nurses, etc.) who are willing to



participate in cardiac missions to Ethiopia or other underserved regions. These missions will provide essential life-saving treatments, surgeries, and training to local healthcare providers, strengthening the overall medical capacity to address cardiovascular diseases in these areas.

9. Branding and Marketing:

Chapters must maintain consistent branding to ensure a unified national presence:

- **HAE Branding Guidelines:** All materials, including promotional flyers, social media posts, and event signage, must adhere to HAE's branding guidelines, which will be provided by the national organization.
- **Social Media and Digital Outreach:** Chapters should utilize local social media platforms to engage with the community, share educational content, and promote local events. All digital outreach must align with HAE's overall communication strategy.
- **Media Outreach:** Any media efforts, including press releases or local TV/radio appearances, must be coordinated with the national office to ensure a consistent message.

10. Collaboration and Networking:

Chapters should collaborate with one another and with HAE's national office to share resources, strategies, and successes:

- **National Events:** Chapters are encouraged to participate in national campaigns, events, and conferences organized by HAE.
- **Networking Opportunities:** Chapters will have opportunities to engage with other chapters, share success stories, and collaborate on national-level initiatives.
- **Joint Programs:** Chapters may collaborate with one another on larger-scale awareness or fundraising campaigns, using a unified strategy for greater impact.

11. Legal and Compliance:

Each chapter must ensure full compliance with applicable **U.S. non-profit laws** and **Ethiopian laws** (where applicable) in the conduct of its activities:

- **Non-Profit Status in the U.S.:** Chapters must adhere to U.S. non-profit laws and regulations, including those established by the **Internal Revenue Service (IRS)**, which govern 501(c)(3) organizations. This includes maintaining proper financial records and ensuring transparency in fundraising activities.
- **Compliance with Local Laws:** Chapters must also ensure compliance with the specific local laws and regulations governing charitable organizations where they operate. This includes local fundraising rules and adherence to licensing requirements for events.
- **Ethical Standards:** All chapters must adhere to ethical standards established by HAE, particularly around fundraising, community engagement, and transparency. These standards will ensure that HAE's mission is carried out with integrity and accountability.



- **Insurance and Liability:** Chapters should maintain appropriate insurance coverage to protect volunteers and the community during events and programs. HAE's national office will provide guidance on necessary insurance coverage up on request.

12. Chapter Transition and Closure:

If a chapter becomes inactive or no longer meets operational standards, the national organization may initiate a transition process:

- **Leadership Transition:** If leadership changes, the national office will provide support and training to ensure continuity and successful onboarding of new leadership.
- **Dissolution Process:** If a chapter needs to dissolve, it will work with HAE's national office to ensure that remaining funds and resources are allocated properly, and all activities cease in a compliant manner.

Conclusion:

This Standard Operating Procedure (SOP) aims to ensure that **Heart Attack Ethiopia (HAE)** chapters operate efficiently, align with the national mission, and provide meaningful impact in their local communities. By maintaining a consistent structure, fostering local engagement, and adhering to financial and ethical guidelines, HAE's chapters will be better positioned to reduce heart attack incidence and improve heart health in Ethiopia and beyond.

