

THE VMI ALUMNI ASSOCIATION



Procedures and General Operations Guidebook for Chapter Presidents

*The VMI Alumni Association
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Chapter Presidents,

Thank you for taking on the role of chapter president. We could not be more excited and honored that you have chosen to fulfill this vital position. Our mission is to keep all our valued alumni informed, engaged and inspired. You, as a chapter president, play a critical role in the successful execution of that mission.

We would encourage you to find others within the chapter to help plan gatherings and stay connected with Moody Hall. Many chapters have an established leadership structure which seems to help in many cases, but it certainly is not mandatory. Additionally, I would encourage regular turnover of that leadership to keep things fresh and avoid getting caught in the same old routine.

In my years here at the Alumni Association, I have found our most successful and vibrant chapters hold a variety of events throughout the year. Further, these chapters are understanding of the different demographics within their chapter and cater events to meet those needs. For example, not everybody in your chapter finds a happy hour event appealing, and they might prefer a formal, plated dinner instead. Do not be afraid to try new things and solicit input from your constituents.

Finally, I will say this: As a former chapter president myself, I understand very well what you are dealing with and the struggles you face. Managing your own personal and professional lives, along with being a volunteer leader, can be taxing. Because of this, please allow me to reiterate my thanks and my willingness to assist in any way that is needed. Be well, and Rah Virginia Mil.

Sincerely,

Thomas A. Brashears '95
Chief Operating Officer
VMI Alumni Association

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Mission and Expectations

The mission of The VMI Alumni Association is:

“The general purpose of the Alumni Association is to organize the Alumni of the Virginia Military Institute in one general body, so as the better to keep alive the memories of Institute life, and by their united efforts the more efficiently to aid in the promotion of the welfare of the Institute, and the successful prosecution of its education purposes in the future.”

The Alumni Association staff is committed to assisting chapters by providing support in many ways, which are detailed in this guidebook.

The VMI Alumni Association wants chapters to organize VMI alumni with four purposes in mind:

1. **Engage:** Keep the VMI Spirit intact by having active alumni chapters that link alumni in a geographical area together and subsequently link them back to VMI.
2. **Involve:** Specifically consider our senior alumni (over 40 years out of school) and young alumni (less than 15 years out of school) – including holding special events for them when possible.
3. **Network:** Take care of each other, build professional and personal connections across generations, and use our bond to help those in need.
4. **Recruit:** Support the VMI Office of Admissions by helping to inform prospective cadets, their parents, educators and others about VMI.

We also encourage each chapter to develop a plan of succession in order to identify new leaders who may be able to take over when someone is no longer able to lead.

We recognize that each chapter and each chapter president is different, but this document should serve as a guide to assist volunteers and provide them with the information they need to maximize the chapter’s potential. Chapter presidents help the Alumni Association by providing periodic updates, asking for assistance and clarifying any concerns or questions generated by this guidebook or other VMI communications.

Suggested Chapter Structure and Organization

Chapters should be structured to meet the local alumni and geographical needs and circumstances. It is recommended that every chapter have at least three officers: President, vice president and chapter representative. They will be supported by a regional director. Their key roles and definitions are:

- Regional Director: Act as an advocate, enabler and intermediary between the chapters and the VMI Alumni Association leadership. Effective communication will be important to success and will allow the regional director to best support the chapters in their geographic area.
- President: Initiate/oversee all chapter operations/events/activities. The president can establish committees as needed to assist in chapter operations and events. The president should report events/activities to the respective regional director. The president is responsible for compiling the annual report and submitting to the VMIAA no later than January 15 each year.
- Vice President: Assist the president and prepare to replace the president when he/she no longer wishes to preside over the chapter. The vice president should assist the president with the execution of chapter events. There should be a succession plan in place so the vice president will be able to move into the president's position in the future.
- Chapter Representative: The VMIAA suggests that each chapter has as many chapter representatives as necessary. When possible, the Alumni Association recommends that each chapter assigns a chapter representative for young alumni, senior alumni, career networking and support to admissions. Chapter representatives serve as a "communications link" between the VMIAA staff in Moody Hall and the chapter. The chapter representative should assist with chapter leadership and other duties as assigned/needed and could succeed the vice president or the president if the need arises.

The chapter leadership team should develop a chapter planning calendar and maintain a 12-month planning horizon with potential chapter events notes. As events are executed, lessons learned should be noted and used when similar events are held in the future.

The VMI Alumni Association Board of Directors (and its committees) meets two times per year over a Friday/Saturday time period – usually on post. Chapter leadership team members are encouraged to attend these weekends. All committee meetings (except the Nominating Committee) are open to any alumni. The Saturday morning Board of Directors meeting is also open to all alumni, and all volunteers are encouraged to attend to learn more about how the VMIAA operates.

Each year, the VMIAA holds an Alumni Engagement Conference. This conference is an outstanding opportunity for chapter officers to interact with their fellow volunteer leaders from around the country. Meetings on a variety of subjects are held; panel discussions and training programs are conducted. Chapter officers are strongly encouraged to attend this conference.

The VMIAA maintains a webpage for each chapter located at www.vmialumni.org. President contact information and submitted photos are posted.

Chapter Support of Admissions

Support of admissions is the life blood of the Institute. Recruiting high-caliber young men and women is essential to the continued success of VMI. Support of admissions requires collaborative efforts among the Alumni Association, the Office of Admissions and alumni chapters across the country. VMI Office of Admissions contact number is: 540-464-7211.

1. Each chapter is encouraged to have a chapter representative responsible for support to admissions. This representative should keep the chapter president apprised of all efforts in recruiting. Where possible, it is suggested that chapters establish a team responsible for supporting the VMI admissions office staff. Ideally this would be a three- to five-person team. The support of admissions team will work with the program outreach officer on the Alumni Association staff. The program outreach officer will assist all support of admissions functions. Support will include but is not limited to supplying informational literature, providing a list of college fairs that the Office of Admissions would like alumni volunteers to cover, working with the Office of Admissions to arrange registration for college fairs and providing information about open house weekends.
2. The chapter's representative supporting admissions should file a brief report with the program outreach officer at the Alumni Association after each recruiting endeavor. This report should include the number of prospects met or contacted and any relevant feedback for consideration regarding the event.
3. Large college fairs are normally scheduled through the admissions office. If costs are incurred, they are paid by VMI admissions. Chapters are also encouraged to search out local college fairs in which they can participate. Contacting high school guidance officers is a good way to get information on local college fairs.

Chapter Support of Career Networking

Chapters can be a great place for VMI alumni to grow their network. It is suggested that each chapter appoints a chapter representative who is in charge of career networking. This chapter representative would be responsible for arranging alumni networking events. Hosting a chapter networking event works the same way as any other event. The team in Moody Hall can assist you each step of the way.

As a chapter president, you should familiarize yourself with the career networking resources available on the VMIAA website. Please feel free to refer alumni to the career networking page on the website as well as the VMIAA LinkedIn page where they can find job postings and other important information. Having a chapter representative who is also comfortable with the online resources and serving as a career networking point of contact will take some of those

responsibilities off your plate, and it could also lead to more beneficial participation at chapter events. One thing to keep in mind for anyone who asks you about resources available to them is that they will need to log in to VMI Ranks on the VMIAA website in order to access career networking resources. If they have never logged on to the website before, they will need to use their constituent ID. They can get that information by contacting the program outreach officer at the VMI Alumni Association.

Young Alumni

Young alumni are defined as alumni who are 15 years or fewer removed from VMI. It is important to try to get young alumni connected and involved with their local alumni chapters. The Alumni Association staff at Moody Hall is continuing to improve the education of the Corps of Cadets so that young alumni graduate with a better understanding of what being involved with a chapter and the VMIAA can do for them and how it can impact others.

The VMIAA suggests that each chapter appoints a young alumni representative who will lead the organization of young alumni gatherings. Welcome to the chapter events, happy hours, casual watch parties and networking gatherings are successful ways to engage young alumni. The best way to get young alumni involved is to show them many other young alumni get involved as well. That is why it is important to have a young alumni representative who can rally the troops.

Senior Alumni

Senior alumni are defined as being 40+ years removed from VMI. It is important to provide senior alumni with opportunities to gather together as well, and many chapters appoint a senior alumni representative to lead their efforts. The Alumni Association has seen many chapters host successful, recurring senior alumni breakfasts, lunches and brunches.

Due to myriad challenges, traditional chapter events do not work as well for some older alumni. It is important to have a senior alumni representative who is in tune with the pulse of a chapter's senior alumni population so that they develop opportunities particularly relevant to this important group.

How the Alumni Association Can Help

The roles of the chapter president and the other chapter officers are very important, and we want you to know that the Alumni Association is here to help! If you are ever curious as to whether or not the Alumni Association can assist your chapter with something, simply contact us. Direct support from the Alumni Association includes but is not limited to:

- Providing assistance with navigating the website: www.vmialumni.org
- Providing updated resources for recruiting
- Providing information about standing events like New Market Day, Founders Day, board weekends and athletic events
- Building and managing event registration on the VMIAA website
- Sending email invitations for events
- Sending up to four chapter mailings per year
- Providing constituent data for chapter officers (pending signed privacy statement)
- Providing Alumni Agencies or VMI representatives for speaking at chapter events (when possible)
- Providing guidance on initiatives
- Covering down payments for events when funds are to be recouped through registration fees (when agreed to by both the chapter and the Alumni Association beforehand)
- Providing financial support for certain events or initiatives (at the discretion of the Alumni Association)

Procedures for Scheduling Chapter Events/Gatherings

The VMI Alumni Association looks forward to assisting your chapter. We hope that your chapter will be active and strive to bring alumni, family and friends together. When you are ready to host an event, please visit www.vmialumni.org/submityourevent to notify the VMIAA of your intentions. Our team will then work with you to determine how to assist. Consider the information below before filling out the online event form.

1. Select a date

Start by choosing a date that works best for your chapter. Consider conflicting events in your area. Collecting the thoughts of the chapter officers or emailing a core group of alumni to get their input is suggested.

2. Meetings/ Events:

Ideally, chapters should meet at least two to three times a year. To maintain “active chapter” status, you need at least one chapter event or activity annually. An annual cycle of activities/events may include something in these time frames:

- A New Market Day event (May 15)
- An early August event for a rat send-off
- Founders Day (Nov 11)
- Mid-winter event (January-March)

3. Suggested Events:

Picnics are well-received, as are dinners out. Ball games, happy hours, breakfasts, golf, excursions, river cruises, races or meeting to watch a VMI game in person or on TV have worked well for other chapters. Be innovative!

4. Pick a Location

The location of the event can range from a private home, private club where an alumnus or alumna is a member, local hotel, restaurants with a private dining area, local park, etc.

5. Set Event Price and Registration Process

Give alumni a process by which to register in advance for events. The preferred method is an advance collection approach using the www.vmialumni.org website and its registration process. You may set up this approach by submitting the information for your event at the previously noted link. Alumni can then pay for the event with a credit card directly to the Alumni Association. The other option is a local collection plan. If the event is held at a restaurant, baseball game, etc. the attendee can send in an advance payment to a local alumnus or pay at the event. **The important thing is to avoid being personally responsible for money that is not collected! If you have people register through the Alumni Association website and need to be reimbursed, it is important to make that clear at the onset of planning the event. After the event, send an email to the program outreach officer requesting reimbursement, and provide receipts or explanations of cost.**

6. Request a Speaker

The Alumni Association will make every effort to assist with a speaker but cannot guarantee one for every event. If planning to have a speaker from Lexington, contact the VMIAA staff in Moody Hall and make a request. This must be done as far in advance as possible in order to allow time to get a commitment. A copy of the speaker's biography should also be obtained. In order to be responsible stewards of privately raised dollars, the Alumni Association tends to send speakers to events where a large crowd is expected. The Glee Club and the Brass Ensemble are also available to travel for events with enough notice. Consider this when planning your event.

7. Send Chapter Mailing

The Alumni Association will cover the cost of up to four chapter mailings per calendar year. It is suggested that chapters come up with a quarterly mailing plan where the

chapter officers can communicate important information regarding events and other chapter business. The Alumni Association can send mass emails at the request of the chapter, but we ask for as much advance notice as possible.

8. Consider “door prize drawings/giveaways” for this event

Attendees at chapter events love receiving something – even if it is on a random basis. Think about a range of possibilities – from VMI-related items (thru the VMIAA staff) to non-VMI items (possible donations from companies or alumni).

9. Chapter Rosters

VMI alumni move often, and sometimes the VMIAA is the last to know. We ask the chapters to help us update rosters and tell us of any moves, changes and deaths. We suggest that chapters secure an updated roster from the VMIAA staff before an event.

Chapter Reporting

Chapter presidents are required to compile annual reports covering their chapter leaders, activities and future plans.

Enclosures 5(a) and 5(b) are a template and a sample of an Annual Chapter Summary. **A copy of this summary needs to be sent to your respective regional director as well as the Director of Administration at the Alumni Association no later than Jan. 15 of each year.**

ENCLOSURE 1:

VMI ALUMNI ASSOCIATION CONTACTS AND INFORMATION

Mailing Address: P.O. Box 932, Lexington VA, 24450

Use Moody Hall, Letcher Ave., Lexington, VA 24450 for FedEx or UPS

Telephone: 800-444-1839

Thomas Brashears '95	Chief Operating Officer	tbrashears@vmiaa.org
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ENCLOSURE 2:

SAMPLE CHAPTER BY-LAWS

ARTICLE I – NAME

The name of this organization shall be: XYZ Chapter of the VMI Alumni Association.

ARTICLE II – PURPOSES

The purposes of this chapter are:

1. To renew and foster good fellowship among VMI alumni.
2. To strengthen our ties with and to provide support for VMI and to keep our members informed of what VMI is doing and planning.
3. To cooperate in programs of the VMI Alumni Association such as new cadet recruiting, rat send-offs and helping those VMI alumni in need.

ARTICLE III – MEMBERSHIP

1. All graduates and matriculants of VMI in good standing at the time of their departure from the Institute are eligible for membership beginning on the graduation date of their class.
2. Individuals designated as honorary alumni of VMI are eligible for membership.
3. Present and former faculty members, spouses of deceased alumni and parents of current VMI cadets living in a chapter area are eligible for membership upon invitation issued by the chapters.

ARTICLE IV – DUES

Chapters are discouraged from collecting dues unless the majority of the chapter agrees. Funds collected must be auditable and a report should be generated to the chapter annually.

ARTICLE V – MEETINGS

The chapter will hold a minimum of one and is encouraged to hold three regular meetings or events a year. Additional meetings or events may be scheduled as deemed necessary.

ARTICLE VI – CHAPTER OFFICERS

Chapters will decide how to structure their leadership. The following formal chapter leadership positions are suggested: President, vice president and a chapter representative. Terms of office are at the discretion of the VMI Alumni Board and chapter membership. An appointment as a chapter president must be approved by the Alumni Association chief operating officer (through the appropriate regional director) and the chapter president should inform the program outreach officer of other chapter leadership team members and representatives.

ENCLOSURE 2 (continued)

ARTICLE VII – COMMITTEES

The following chapter committees should be considered and are encouraged based on the size and needs of the chapter: New cadet recruiting, career networking, senior alumni and young alumni.

ENCLOSURE 3a

SUGGESTED BEST PRACTICES FOR PLANNING A VMI ALUMNI CHAPTER EVENT

Event Planning Chronology:

- Decide on date/time and type of event
- Secure venue
- Arrange for food and speaker(s) – if appropriate
- Decide on registration fee (**Have attendees pay in advance!**)
- Develop invitation and publicity plan/approach
- Submit your event information through the online form on the VMIAA website
- Send invitation via email and postal mail through VMIAA staff at Moody Hall
- Make coordination visit to venue and talk with appropriate manager(s); ensure that manager/person-in-charge at actual time of event is present at coordination meetings
- Send out “reminder messages about registering” through VMIAA (Moody Hall)
- Make “reminder telephone calls” – ask them to “bring someone else!”
- Recruit enough alumni attendees to staff the event check-in/name tags/50-50 raffle
- During the week prior to event, make one last visit to facility for review with manager(s)
- Record names of all persons who actually attend and be prepared to collect cash from those not pre-registered
- At event, thank those involved in putting it together and manning the different roles during the event; recognize special visitors (oldest/youngest alumni, out of town alumni visitors, staff/board members of the VMIAA and alumni widows)
- Take pictures at the event. Cell phones work just fine!
- Keep receipts for all expenses
- Several days after the event (when all invoices/bills have been paid), submit a reimbursement request with event attendance list and paid receipts to VMIAA for release of any monies collected thru the VMIAA website
- Solicit feedback on the event
- Keep written notes on “lessons learned” from the whole sequence of putting on the event

Other “Lessons Learned” from multiple VMIAA chapter events (as applicable):

- USE EACH EVENT AS A FORUM TO SOLICIT HELP FROM YOUR CHAPTER MEMBERS. WITH A SMILE, REMIND THEM THAT YOU ARE ALWAYS LOOKING FOR VOLUNTEERS TO HELP RUN THE CHAPTER.
- Have a “Plan B” – weather, overflow attendance, speaker no show, etc.
- Coordinate timing of food serving/eating with speaker presentation
- Ensure an adequate sound system is available

ENCLOSURE 3a (continued)

- Provide name tags, banners, balloons and centerpieces (as appropriate)
- Treat event as a celebration
- Provide and staff a “welcome/sign-in table”
- Make sure the sign in sheet has a spot for email address and phone number! This is a great way to stay current on communications with your chapter members.
- Rotate coverage of “event roles” so that no one is “on duty” for the whole event.
- Take pictures and share them on chapter social media and with the VMIAA staff in Moody Hall
- Provide door prizes to raffle winners – contact VMIAA (well in advance) for some giveaways; tap into your alumni who may work for companies with products that they can donate
- Solicit input from your regional director on latest news from VMI; he/she can provide relevant news that you can share with alumni at the event.
- Make brief notes regarding the event as soon after the event as possible; this will make your end-of-year report simpler and less time-consuming

ENCLOSURE 3b:

TIMELINE FOR PLANNING / EXECUTING A VMI CHAPTER EVENT

<u>Planning Timeframe</u>	<u>Action</u>
3 to 9 months	Develop an idea of the event's content/purpose/general timing
6 months (if possible)	Assign a person or team that will handle the event and designate the point of contact
3 to 6 months	Contact Thom Brashears '95 at the VMIAA for help with inviting a speaker for event (if applicable). Guest speakers from the Institute or the Alumni Agencies must be approved by the Agencies chief operating officer so that costs can be handled accordingly.
60 days	<ul style="list-style-type: none">- Reserve/confirm event's physical site's details and arrangements- Choose the event's food menu (if applicable) and decide the cost/entrance fee per person/participant to the event
45 days	Submit event to the VMIAA at www.vmialumni.org/submityourevent so that office staff can set up website registration and send out email/postal mailings (if applicable) to the desired alumni chapter mailing list
20 to 30 days	Begin getting "update lists" from VMI AA that contain "current/up-to-date" lists of registrants; request any door prizes from VMIAA
3 weeks	Start "chapter telephone-tree calling" of reminder calls to invitees (if desired)
15 days	Re-confirm all arrangements with site facility and event speaker
1 week	From the list of registrants signed-up for the event, arrange for two or three persons to handle name tags and "welcoming"
Day of event	<ul style="list-style-type: none">- Have several persons at the event's location 30 minutes ahead of the designated "start time"- Ensure that the person introducing the speaker has the appropriate information

ENCLOSURE 3b (continued):

- Day of event, continued
- At conclusion of event, ensure that one person “closes out” with the event facility (reviews any problems, reinforces the timeframe for “final payment” for the event’s fees, etc.)
- Days after the event
- Prepare an “actual attendees” list
 - Prepare a “financial summary” of the event showing all cost and all sources of funds to pay those costs
 - Prepare a “lessons learned” list from event
 - Submit request to program outreach officer for reimbursement of funds collected through the VMI Alumni Association website
 - Email photos and captions to program outreach officer for publication on the VMIAA website and in the Alumni Review
 - Send a follow-up email to attendees thanking them for their participation and tell them you are looking forward to seeing them at future events

ENCLOSURE 4

EXAMPLE - Annual Planning Calendar for Chapter Activities

Below is a “best case scenario” for planning activities for a chapter a year in advance. This is an optimal example in which a chapter is able to conduct multiple social events, new cadet recruiting events and college fairs. Use it as a goal to strive toward while tailoring it to your chapter’s resources, available time and pool of alumni volunteers. Ideally, each chapter will execute a subset of this schedule each year.

Winter

- Prepare summary of chapter’s activities in last fiscal year
- VMI info night for local high school juniors and sophomores
- Young alumni activity (ex. happy hour)
- Senior alumni gathering
- Plan an event around a VMI basketball game

Spring

- Senior alumni gathering
- Young alumni activity (ex. happy hour)
- New Market Day event
- Attend and staff tables at local college fairs

Summer

- Rat send-off event
- Family picnic or informally gather at local community event

Fall

- Attend and staff tables at local college fairs
- Visit local high school guidance offices
- Young alumni activity (ex. happy hour)
- Senior alumni gathering
- Plan an event around a VMI football game
- Founders Day event

ENCLOSURE 5a:

TEMPLATE - Annual Chapter Activity Summary

Name of Region _____

Name of Chapter _____

Year Covered: 20XX (January 1 through December 31)

Person compiling this summary _____

Chapter Officers/Directors/Leadership Team members (as of 1/1/20XX)

President –

Vice president –

Chapter representative –

Others –

Chapter Activities Held

Highlights of Past Year

Projected Chapter Activities for Next Year (20XX-XX)

ENCLOSURE 5b

Sample Annual Chapter Summary

Note: This sample report is for a past fiscal year. Current reports are tied to the calendar year and have been reformatted.

Charlotte Chapter Summary of Fiscal Year

Year covered: 20XX-XX (July 1 through June 30)

Chapter Events Held

- Aug. 10, 20XX: Chapter happy hour and networking social
- Dec. 6, 20XX: New cadet recruiting
- Jan. 7, 20XX: VMI basketball pregame
- Feb. 25, 20XX: Super Brawl 3 Boxing (Todd Wilson '06 professional fight)
- March 3, 20XX: SoCon Championship
- March 4, 20XX: Chapter outing at a professional athletic event
- March 11, 20XX: Chapter supports college fair
- April 13, 20XX: Chapter golf outing
- May 8, 20XX: Chapter happy hour and networking social

Highlights of Past Year

The most excitement for the chapter was welcoming Reggie Williams '08 to Charlotte and his trade to the Charlotte Bobcats. Reggie was gracious with his time after the game and met with the chapter and signed autographs for the kids. Also, the Chapter rekindled the summer barbecue at the home of Pat Morgan '54 – this was technically last fiscal year in May 2011. Col. Gibson '77 traveled from VMI to speak about the history of VMI.

Chapter Officers

- Name and VMI Class, president
- Name and VMI Class, vice president
- Name and VMI Class, chapter representative
- Other board members

ENCLOSURE 5b (continued)

Projected chapter activities for the next calendar year

- Aug. 10, 20XX: Old Corps lunch. We plan to make this a regularly scheduled event for the senior alumni in the chapter. Dates and frequency TBD.
- Aug. 11, 20XX: Chapter picnic and rat send off
- Oct. 27, 20XX: VMI football tailgate
- Nov. 10, 20XX: VMI football watch party
- Dec./Jan. TBD: VMI basketball game
- Feb. 8: Chapter happy hour and networking social
- March 15: Chapter happy hour and networking social
- May 4: Golf outing

ENCLOSURE 6

Quick Links and Frequently Asked Questions

Quick Links

- VMI Alumni Agencies website: www.vmialumni.org
- Find your chapter: <https://www.vmialumni.org/chapters/find-your-chapter/>
- Class agent: <https://www.vmialumni.org/serving-you/class-agents/>
- Job search information: <https://www.vmialumni.org/serving-you/career-networking/job-search-information/>
- Volunteer leadership resources: <https://www.vmialumni.org/serving-you/leadership-resources/>
- Reunion information: <https://www.vmialumni.org/events/reunions/>
- Event calendar: <https://www.vmialumni.org/events/>
- Submit your event: <http://www.vmialumni.org/submityouevent>

FAQ

- How do I get my constituent ID?
Email Meg Ayers '19 at mayers@vmiaa.org, and she will provide the ID.
- What information do I need to submit my event?
Go to <http://www.vmialumni.org/submityouevent>. There, you will be able to fill out a form with all the information about your chapter event, and the Alumni Association will help build the communications for the event.
- I am an alumnus/alumna transitioning from the military to the civilian sector and I am looking for jobs. Where can I go for help?
Email Meg Ayers '19 at mayers@vmiaa.org and/or visit the Job Search Information page at <https://www.vmialumni.org/serving-you/career-networking/job-search-information/>
- Where do I go to find my Chapter President?
Go to <https://www.vmialumni.org/chapters/find-your-chapter/> to find the list of chapters and chapter presidents. You can also search by zip code.