

SERVICES AVAILABLE TO WWOA CHAPTERS

The WWOA office is available to assist chapters as time permits. The greater the advance notice of a request the better the chance is that the office will be able to assist you. Generally, a couple of weeks notice is best. Below is a list of possible services available to chapters, but the list is not exclusive of other possible assistance.

- Run mailing labels/lists of WWOA members who reside or own land within the Chapter's counties (Excel and/or PDF).
- Includes Chapter application/brochure/flyer in every new state member's packet who reside or own land within the Chapter counties.
- Shares new state WWOA members' information with Chapters quarterly.
- Post Chapter events on WWOA Calendar of Events and Facebook Page.
 - Share pictures & reports from chapter events on WWOA website & Facebook Page
- Send targeted emails to WWOA members in Chapter's geographical area about Chapter events/volunteer opportunities/other news through Constant Contact
- Assist Chapters with ideas for programs, speakers, or meeting locations.
- Provide Chapters with handout materials & field day signs for meetings or conferences.
- Assists chapters with templates for logos, newsletters, bylaws, brochures, etc.
- Serve as a resource for chapter members questions.
- Coordinates annual reports from chapters for WWOA's Annual Report.
- Provides technical expertise, schedule framework, and assistance in hosting Annual Meeting.
- Coordinates with WWOA Vice President to provide information to the President's Council on Chapters (Chapter Chairs Committee) and schedule biannual meetings.
- Provides space in the *Wisconsin Woodlands* magazine for Chapter reports.
- Provides Chapter Boards a variety of resources on the WWOA website.
 - "About Us -> Chapter Resources"
- Provides REQUIRED IRS reporting for Chapters.
 - Chapter Treasurers must submit the Chapter's Annual Financial Report.
- Provides general liability insurance coverage for official WWOA Chapter activities.
- Works with WWOA members who would like to start a new chapter in their area.
- Willing to train chapter members in how to do a bulk mailing (must mail a minimum of 200 identical pieces of mail)
- Provides copies of updated exhibit board information.