

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 week or two's notice is best. Below is a list of possible services available to chapters, but the list is not exclusive of other possible assistance.

- WWOA will include a Chapter application/brochure/flyer (created by the Chapter and provided to the WWOA office) in every new state member's packet who reside or own land within the Chapter counties.
- Share new state WWOA members' contact information with Chapters quarterly.
- Run mailing lists of WWOA members who reside or own land within the Chapter's counties (Excel and/or PDF).
- Provide contact information for each chapter on the WWOA website and in *Wisconsin Woodlands* magazine.
- Post Chapter events on WWOA's website Calendar of Events and Facebook Page.
- Send targeted emails to WWOA members within a Chapter's geographical area about Chapter events through Constant Contact – usually 2 announcements per event.
- Assist Chapters with ideas for programs, speakers, or meeting locations.
- Provide Chapters with WWOA handout materials & field day directional signs for meetings or conferences.
- Provide access to WWOA conference call line for official WWOA chapter board meetings.
- Assist chapters with templates for logos, newsletters, bylaws, brochures, etc.
- Serve as a resource for chapter members questions.
- Coordinate annual reports from chapters for WWOA's Annual Report.
- Provide technical expertise, schedule framework, and assistance in hosting Annual Meeting.
- Coordinate with WWOA Vice President to provide information to the President's Council on Chapters (Chapter Chairs Committee) and scheduling of biannual meetings.
- Provide space in the *Wisconsin Woodlands* magazine for Chapter reports.
- Provide Chapter Boards a variety of resources on the WWOA website @ About Us / Who We Are / Chapter Resources
- Provide REQUIRED IRS reporting for Chapters - Chapter Treasurers must submit the Chapter's Annual Financial Report.
- Provide general liability insurance coverage for official WWOA Chapter activities.
- Work with WWOA members who would like to start a new chapter in their area.
- Provide copies of updated exhibit board information