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WAI

2025

Women in Aviation International®

# CHAPTER

H A N D B O O K





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## OUR MISSION

Women in Aviation International is the largest organization in the world dedicated to increasing the number of women involved in all areas of aviation and aerospace.

### Our Goals

Our goals are to ...

1. Invest in our current and future global workforce.
2. Build a diverse, inclusive, and sustainable aviation and aerospace industry around the world.
3. Inspire women and girls to pursue careers in aviation and aerospace.

### Membership Stats

- More than 20,000 members
- 180 chapters
- 120 countries around the world
- 5,000+ Junior members ages 18 years old and younger
- 86% women; 9% men; 5% other/prefer not to say
- 300 corporate members - global aviation and aerospace companies
- 40% have earned a 4-year college degree
- 36 – average age of a WAI member

### Strategic Positioning

Women in Aviation International is proactively working to address the challenges the aviation and aerospace industry is facing today. Even though there are shortages in careers throughout the aviation and aerospace industry, for the last 60 years, the introduction of women into the industry has been stagnant. The aviation industry needs more women to pursue many careers in order to access the breadth of talent needed to meet our current—and growing—workforce challenges. Attracting, retaining, and advancing women in aviation is critical to the entire aviation industry's safety, sustainability, profitability, and ability to innovate.

### History

Women in Aviation International began with a small meeting of women at Embry-Riddle Aeronautical University's Prescott, Arizona, campus in 1989 organized by Dr. Peggy Chabrian as way for them to share their experiences with one another. The meetings continued annually until it was decided to start a nonprofit organization in 1994. Today's WAI annual conference now attracts 5,000 attendees and is seen as the premier event for women involved in all areas of aviation and aerospace.



## PROGRAMS FOR A LIFETIME IN AVIATION AND AEROSPACE

The overall strategy of Women in Aviation International is to provide services and support to our members at every stage of their journeys in aviation and aerospace. The stages below represent how WAI's programs evolve to meet our members' changing needs throughout their lives.

### Aviation for Girls, Ages 5 to 15

**WAI's Aviation for Girls STEM education program** aims to spark an interest in aviation and aerospace when girls are young. This program has five elements:

- Free Junior membership for girls 5-15 years old, then at the age of 16 Junior members graduate to a Student membership
- *Aviation for Girls* magazine
- Aviation for Girls STEM education app
- Girls in Aviation Day events around the world
- Monthly virtual youth programming on YouTube and social media platforms

### Students/Post-secondary

**Collegiate Chapters** encourage students to network and support each other as they enter this male-dominated industry. We currently have over 3,000 student members.

**International University Scholarships** provide tuition scholarships for WAI-member international universities that award advanced degrees in aviation and aerospace.

**Jobs Connect** is a members-only resource for those seeking employment or internships in the aviation and aerospace field.

### Workforce Entry

**Mentor Connect** matches our early-career members with our more experienced members who provide coaching and advice to help them navigate our industry's challenges.

**WAI Worldwide Chapters** provide opportunities to network and make important career connections. With members in 180 chapters worldwide, there is a robust web dedicated to increasing the number of women involved in all aspects of aviation and aerospace.

**The WAI Annual Conference** attracts 5,000 attendees every year with many events geared toward our new members.

### Advanced Education and Training

**Scholarships** provide financial support for skills training, such as flight training, engineering, and aircraft mechanic and technician training. Our scholarship program helps to break down the cost barriers so often cited as a reason more women do not pursue training opportunities in aviation and aerospace. Our supporters have awarded over \$15 million to WAI members since the program began 25 years ago.

**Webinars and Podcasts** are offered to address hot topics in our industry.



## Mid-Career

**WAI/Harvard University Emerging Leaders** program teaches solid, research-based skills to WAI members who one day will become leaders in aviation and aerospace. This highly selective program has been developed in partnership with Harvard to specifically address the unique challenges women face while moving up in their careers.

**ERGs** – WAI’s worldwide partnerships with corporate Employee Resource Groups demonstrates our commitment to helping companies reach gender balance.

## Executive

**WAI/Harvard Executive Women in Leadership** course is being developed for late 2024 for WAI members currently holding senior positions in aviation and aerospace. The course will tackle advanced challenges in women’s leadership.

## Most Experienced

**Mentor Connect** utilizes the vast experience of our members who have years in the industry by matching them with mentees just entering the same fields.

**WAI Pioneer Hall of Fame:** At every conference, women who have made significant contributions as record setters, pioneers, or innovators are inducted into the Women in Aviation International Pioneer Hall of Fame.

## Looking Forward

**Our goal is to build Communities of Support in 2025 and beyond.**

The following programs are being designed to advocate for and support equity and gender balance in aviation and aerospace globally.

- Affinity Group membership category for industry nonprofits and aligned DEI organizations
- Virtual Resource Center for teachers
- Corporate ERG partnership program
- Expansion of International Corporate and Individual members
- Involvement in top women-focused initiative, such as ICAO’s Gender Summit and IATA’s *25 by 2025 programs*



## WAI STAFF

The WAI staff is located across the United States. Our staff members work remotely from Washington D.C., Texas, South Carolina, Virginia, New Mexico, Wisconsin, California, Ohio, New Jersey and Florida. The staff is here to be a resource for WAI members and Chapter leaders.

The main staff members that you as Chapter leaders will receive communications from are:

**Jessi Rowden**

*Manager of Chapter Relations*  
[jrowden@wai.org](mailto:jrowden@wai.org) • 202-909-9767

**Rorie Ainbinder**

*Chapter Relations and  
Member Specialist*  
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**Olivia Stancil**

*Member Relations Coordinator*  
[ostancil@wai.org](mailto:ostancil@wai.org) or  
[waihq@wai.org](mailto:waihq@wai.org) • 202-909-6493

**Molly Martin**

*Director of Member  
Engagement*  
[mmartin@wai.org](mailto:mmartin@wai.org) • 202-909-6488



WAI Staff (L to R): Rorie Ainbinder, Olivia Stancil, Jayme Frederick, Trish Steineke, and Jessi Litz-Rowden

Please don't hesitate to reach out to any of the WAI staff for questions or assistance!

For general inquiries, you can reach headquarters at [waihq@wai.org](mailto:waihq@wai.org). Our main number is 973-839-4647.



## CHAPTER RESOURCES

Many of the items in this handbook are also available on the WAI website at [www.wai.org/Chapter-resources](http://www.wai.org/Chapter-resources). This section of the site is worth exploring, as it offers a variety of tools and resources for Chapters that are regularly updated and easy to download.



## GETTING A CHAPTER STARTED

To form a provisional Women in Aviation (WAI) chapter, follow these steps:

1. **Set Date, Time, and Venue for Organizational Meetings:** Organize at least two to three meetings to cover all the necessary agenda items.
2. **Notify WAI and Request Materials:**
  - Contact Jessi Litz-Rowden, Manager of Chapter Relations, at [jrowden@wai.org](mailto:jrowden@wai.org).
  - Provide details like the number of attendees, and the location where you'd like the materials sent. Ensure you give at least two weeks for delivery.
  - You can request an [Outreach Kit](#) as part of the materials.
3. **Outreach to Local WAI Members:**
  - Provide a list of the central city and surrounding zip codes to Jessi Litz-Rowden, along with a contact name, email, and phone number. This will help notify WAI members about the new chapter.
4. **Prepare and Send Invitations:**
  - Distribute invitations for the organizational meeting. Include Jessi Litz-Rowden on the email to keep WAI informed.
5. **Publicize the Meeting:**
  - Utilize local media and social media to promote your organizational meeting to reach a wider audience.
6. **Prepare a Meeting Agenda:**
  - Topics to cover include:
    - Presentation on WAI history and its role
    - Determining interest from at least 10 active WAI members
    - Election of provisional officers (President, VP, Secretary, Treasurer, Outreach Chair, Membership Chair)
    - Selection of a unique chapter name
    - Formation of Outreach and Membership Committees
    - Decide meeting times and local chapter dues
    - Collect WAI membership applications and dues





7. **Submit the [Provisional Chapter Application](#):**

- Submit the signed provisional chapter application to Jessi Rowden, including:
  - Officer details
  - List and signatures of 10 active WAI members (or 6 for international or student chapters)
  - Signed Provisional Chapter Agreement
    - Pay the [\\$100 Provisional Application Fee](#)
    - WAI membership applications (if applicable)

Once approved, you'll receive notification of provisional chapter status, and your chapter will be announced on the WAI website and in *Aviation for Women* magazine. Published information will include: Chapter name, Chapter email address, and a complete list of officers.

**Provisional Chapters must achieve Official Chapter Status** within one year, to ensure fiduciary reporting compliance, maintain insurance coverage, and ensure non-profit organization status.

For additional information, please visit the Chapter Resources page at [www.WAI.org](http://www.WAI.org) and select "Starting a Chapter of Women in Aviation" module [HERE](#).



To obtain Official Chapter Status for your Women in Aviation (WAI) Chapter, follow these steps within **ONE YEAR** of forming the Provisional Chapter. For detailed information and instructions on becoming an official chapter, please click [HERE](#).

Achieving Official Chapter Status with Women in Aviation (WAI) offers several valuable benefits for your Chapter, including:

**1. Increased Visibility:**

- Your Chapter will be listed on the WAI website and featured in *Aviation for Women* magazine, giving you exposure to a broader audience of aviation professionals and enthusiasts.

**2. Access to WAI Resources:**

- Gain access to a variety of WAI resources such as educational materials, event planning support, and promotional tools for community outreach and membership growth.
- Use earned Chapter Rebate money to sponsor Conference attendance, apply to the Annual Administration Fee, purchase items from the WAI Chapter Store, and more.
- Earn a Complimentary Conference Registration for the next year when 9+ Chapter members attend Conference. Must be an active Official Chapter or within (1) year of a Provisional Chapter to earn a Complimentary Conference Registration for the next conference.

**3. Networking Opportunities:**

- Official Chapters can connect with other WAI Chapters, members, and industry professionals, enhancing collaboration and expanding networking opportunities within the aviation community.

## Steps to Achieve Official Status:

**1. [Incorporate](#) Your Chapter:**

- Ensure your Chapter is officially incorporated according to the legal requirements of your state, province, or country. Consult tax accountants and legal professionals to comply with local laws.

**2. Prepare [Chapter Bylaws](#):**

- Draft bylaws including the required sections for “Purpose,” “Dissolution,” “Fiscal Year”, and “Membership” as specified by WAI’s guidance.

**3. [Obtain an EIN](#) (Employer Identification Number):**

- U.S. Chapters must apply for a Federal EIN from the IRS.

**4. Elect a Board of Directors:**

- The Board will be responsible for electing Chapter officers (President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director).

**5. Obtain Tax-Exempt Status:**

- **Apply for tax-exempt status through [WAI’s Group Ruling](#)** or your institution’s (for collegiate Chapters) tax-exempt status.

**6. Plan and Execute Outreach and Recruitment Events:**

- Organize an educational or mentoring community outreach event.



- Host a membership drive event to attract new members.

## Submission of Official Chapter Application:

Submit the following to the WAI Manager of Chapter Relations:

### 1. [Official Chapter Application:](#)

- Permanent Chapter address.
- Names, addresses, emails, and phone numbers of officers (President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director).
- Contact details of the Chapter advisor (for student Chapters).
- List of at least 10 current members (6 for International or Collegiate Chapters), including WAI membership numbers.

### 2. **Articles of Incorporation and Bylaws:**

- Ensure the “Purpose,” “Dissolution,” and “Membership” sections match WAI’s requirements.

### 3. [EIN Documentation:](#)

- Submit a copy of your EIN confirmation from the IRS (U.S. Chapters only).

### 4. **Tax-Exempt Status Documents:**

- **Provide proof of tax-exempt status either under the [WAI Group Ruling](#) or through your school/institution.**

### 5. **Event Descriptions:**

- Describe the community outreach and membership recruitment event goals.

### 6. **Application Fee:**

- **Include a [\\$150 official Chapter application fee](#).**

## Review and Approval Process:

- The WAI Manager of Chapter Relations will review your submission, verify membership and officer details, and confirm fee payments.
- Upon approval, the Chapter president will be notified of the official status and assigned a Chapter number.

## Public Announcement:

- Your Chapter’s official status will be announced on the WAI website, in the *Aviation for Women* magazine, on social media, and through an email broadcast to other Chapters, WAI board members, and staff. Published information will include Chapter name, Chapter email address, and a complete list of officers.

## Extensions:

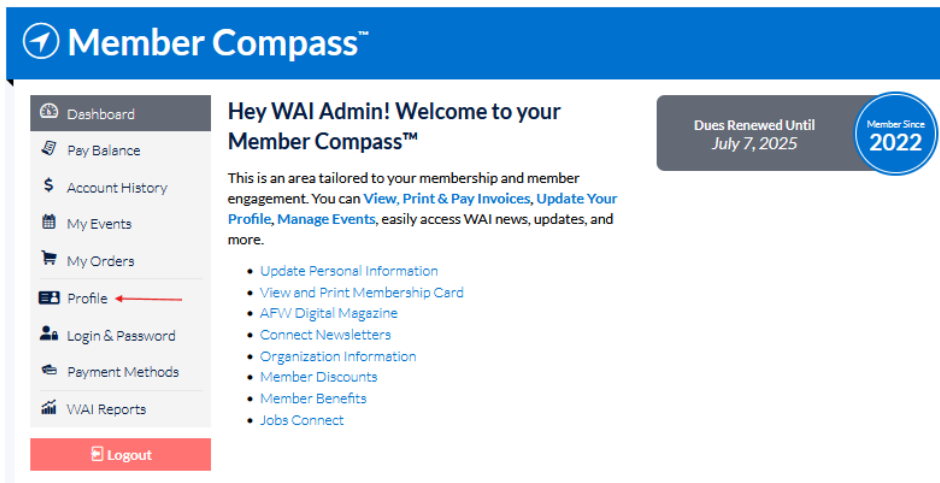
- If you’re experiencing delays in completing the official Chapter application, maintain communication with the Manager of Chapter Relations. They can assist with extensions and help resolve any challenges.

This timeline ensures your WAI Chapter stays on track to achieve official status!

### A Note for Chapter Operations:

As we continue to clean up rosters to ensure that you and your team have the most current and up-to-date information for Chapter operations, we ask that you regularly remind your members of two important things.

1. **Chapter members must also have a membership to the Women in Aviation International organization.** Without this, your members will not receive the benefits of the parent organization.
2. **Chapter members can add Chapter Affiliation to their own member profiles** either upon creation of their account, or by:
  - Accessing their Member Compass
  - Clicking on Profile from the left side of the menu
  - Scroll down to Chapters





## **CHAPTER BYLAWS**

When drafting **Chapter Bylaws** to achieve **Official Chapter Status** with Women in Aviation International (WAI), your bylaws must:

1. **Comply with Local Laws and Articles of Incorporation:**
  - Ensure that your bylaws adhere to the legal requirements of your state, province, or country, and align with your Chapter's Articles of Incorporation.
2. **Fill all officer/director positions:**
  - Chapter must have a President, Vice President, Secretary, and a Treasurer.
  - Persons may hold more than one officer/director position, however a President/Treasurer combination will not be permitted to ensure financial transparency.
3. **Establish Required Committees:**
  - Include provisions for a **standing Outreach Committee**, led by an Outreach Director.
  - Include provisions for a **standing Membership Committee**, led by a Membership Director.
4. **Mandatory Sections for Compliance with WAI's 501(c)(3) Status:**
  - **Purpose:** The Chapter's purpose should align with WAI's mission, emphasizing aviation education for women, promoting public understanding of women's contributions to aviation, encouraging WAI membership, and supporting WAI's goals.
  - **Eligibility for Membership:** Membership must be open to anyone with an interest in aviation and who is a member of WAI.
  - **Fiscal Year:** All Chapters must report on an October-September fiscal year.
  - **Dissolution:** In the event of Chapter dissolution, the bylaws must specify that remaining assets, after debts are settled, will be sent to WAI's headquarters. A two-thirds vote from members is required to approve dissolution.
5. **Approval Process:**
  - Submit your bylaws to the WAI Manager of Chapter Relations for review and approval. If any amendments are made later, they must also be submitted for approval.

### **Canadian Chapters:**

- If your Chapter is located in Canada, contact **Industry Canada** for guidance on creating non-profit corporation bylaws under the Canada Corporations Act.

***WAI strongly advises consulting with a local attorney to ensure that your Chapter's bylaws meet all legal requirements in your jurisdiction.***



## **ARTICLES OF INCORPORATION**

To properly incorporate your WAI Chapter, you must adhere to specific guidelines, especially regarding the Articles of Incorporation. Here's a breakdown of the key steps and requirements for Chapters in the U.S. and Canada:

### **U.S. Chapters**

#### **1. Chapter Name:**

- Your Chapter must incorporate using the name format: “Women in Aviation, [Your Chapter Name] Chapter, Inc.”.
- Clearly state that your Chapter is part of Women in Aviation International based in Germantown, Ohio.

#### **2. Mandatory Clauses:**

- Purpose: Consistent with such limitations, the purposes of Chapter shall be to function as a Chapter of Women in Aviation International, Germantown, Ohio. In that regard, the Chapter shall:
  1. Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
  2. Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
  3. Promote, encourage and facilitate membership in WAI and Chapter.
  4. Support and promote the mission, vision, goals and objectives of WAI.
- Eligibility for Membership: Chapter membership is open to anyone interested in aviation and who is a member of WAI.
- Fiscal Year: Set the fiscal year to run from October 1 to September 30, in alignment with WAI's fiscal year.
- Dissolution: The Chapter may be dissolved upon the affirmative vote of at least two-thirds of those Members who are present either in person or by proxy. If the Chapter is dissolved, the Board is responsible for ensuring that all Chapter debts and obligations are paid, and that the remaining assets of Chapter are distributed as provided in the Articles of Incorporation. All Chapter records shall be sent to the Manager of Chapter Relations, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

#### **3. State-Specific Requirements:**

- Contact your state's Secretary of State for detailed requirements and consider consulting a local attorney or tax accountant for guidance on incorporation.

#### **4. Additional Notes:**

- Some states may require periodic renewal or annual reporting to maintain the corporation in good standing.





## Canadian Chapters

### 1. Steps for Incorporation:

- Obtain the Industry Canada Information Kit for non-profit corporation creation under the Canada Corporations Act.

### 2. Documents Needed:

- Application for Letters of Patent (Annex 4 of the Kit).
- Affidavit sworn before a commissioner, affirming the truth of your application.
- Filing Fee of \$200 to the Receiver General for Canada.
- NUANS Name Search Report (no older than 90 days), proving your Chapter name is unique. You may need a consent letter from WAI to use their name.
- Proposed Bylaws of the corporation (Annex 3 of the Kit).
- Cover Letter detailing the street address of your Chapter's head office.

### 3. Send Package:

- Mail your documents to Industry Canada in Ottawa. Processing typically takes about seven weeks, after which you will receive your Letters of Patent and a file number.

*Both U.S. and Canadian Chapters should seek professional advice to ensure compliance with all legal requirements.*



## CHAPTER ORGANIZATION AND ADMINISTRATION

### Before Your First Meeting

1. **Set Meeting Details:** Choose a date, time, and venue for your organizational meetings.
2. **Notify WAI:** Contact the WAI Manager of Chapter Relations, informing them of your intent to form a Chapter. [Request outreach materials](#) for your presentation (allow 2 weeks for delivery).
3. **Local Member Outreach:** If desired, ask the [Manager of Chapter Relations](#) to email current and recent WAI members in your area. Provide a list of zip codes, a contact person's details, and a brief message to potential members.
4. **Invite Prospective Members:** Send out invitations and a copy to the WAI [Manager of Chapter Relations](#).
5. **Advertise the Meeting:** Use social media and local media outlets to promote the event.
6. **Prepare an Agenda:** Organize your meeting's schedule in advance. Your audience will expect and appreciate an organized approach to the inaugural meeting.

### Organizational Meetings (suggested agenda items)

- WAI Introduction: Present the history and mission of WAI. Find materials in the [Starting a WAI Chapter Kit](#)
- Gauge Interest: Ensure at least 10 active WAI members (6 for international or student Chapters) are interested in forming a Chapter.
- Election of Provisional Officers.
- Choose a Chapter Name: Women in Aviation, \_\_\_\_\_ Chapter.
- Form Committees: For outreach, membership, programs, budgeting, and bylaws.
- Set Regular Meeting Time and Chapter Dues (if you choose to have them in your Chapter).
- Confirm Fiscal Year (WAI's fiscal year: October 1–September 30).
- Ensure all members are aware that they need to have a [current membership](#) to Women in Aviation International.
- Prepare Provisional Chapter Application.

### Getting Provisional Status

#### Submit these to the WAI Manager of Chapter Relations:

- Signed [Provisional Chapter application](#), including:
  - Officer details and chairpersons' contact information.
  - List of at least 10 active members (6 for student/international Chapters) and their WAI member numbers.
- Signed [Provisional Chapter Agreement](#).
- [\\$100 provisional application fee](#).

Once reviewed and approved, the Chapter will receive its provisional status, a Chapter number, and an announcement on WAI's website and social media.



## Getting Official Status (within 1 year)

*Note: WAI provides suggestions about certain legal and tax requirements. Please be sure to consult with your local tax accountants and attorneys to ensure you are meeting the legal requirements of your state, province or country.*

- Incorporate Your Chapter in your jurisdiction.
- Prepare Bylaws and obtain a Federal EIN.
- Elect a Board of Directors (Chapter Officers).
- Obtain Tax-Exempt Status.
- Plan Outreach and Recruitment Events.

Submit the following to WAI:

- Signed [official Chapter application](#), including:
  - Permanent Chapter address and officers' contact details.
  - Articles of incorporation and bylaws.
  - EIN and tax-exempt status documents.
  - Descriptions of outreach and recruitment goals.
  - [\\$150 official application fee](#).

Once approved, the Chapter will receive official status and public recognition from WAI.

## Ongoing Chapter Management

- **Submit a [Annual Report](#) by February 15 each year, including updated officer and membership details, activity summaries, and outreach/recruitment goals. [Pay the \\$135 administrative fee](#).**
- [Annual Reports](#) must include:
  - Changes in permanent Chapter address.
  - Name, WAI member number, and email address of faculty advisor if your Chapter is affiliated with an educational institution.
  - Name, WAI member number, and email address of current officers.
  - Names and WAI member numbers of all current Chapter members by submitting an updated roster.
  - Updates of incorporation and tax-exempt status, if needed.
  - Copies of amendments to articles of incorporation or bylaws.
  - Acknowledgment that the Chapter has completed all mandatory filings and hosted one membership and one outreach event.

Failure to submit the annual report may lead to Chapter termination, but reinstatement is possible through petition.



## CHAPTER REQUIRED AND SUGGESTED COMMITTEES

WAI Chapters have flexibility in setting up their committees, but some are mandatory for maintaining the non-profit status. Here is an overview of recommended committees, with required ones marked by an asterisk (\*).

### **Membership Committee\***

- Ensures all Chapter members are paying dues both locally and to WAI International.
- Updates the roster quarterly with WAI headquarters.
- Supports the membership chair in handling membership tasks.

### **Outreach Committee\***

- Organizes at least one community service or educational outreach event per year.
- Assists the outreach chair with planning and executing these events.

### **Girls in Aviation Day (GIAD) Committee**

- Organizes the Chapter's Girls in Aviation Day.
- Collaborates with the fundraising committee to secure funds.
- Recruits and informs volunteers for the event.

### **Scholarship Committee**

- Establishes criteria for Chapter scholarships and shares this information with members.
- Requires at least four dues-paying members, in addition to the chair, to evaluate scholarship applications.

### **Election Committee**

- Handles nominations, ballots, and other tasks related to the Chapter's annual election.
- Communicates election-related information to the members.

### **Fundraising Team**

- Raises funds for Chapter operations and specific events.
- Works with the fundraising chair to create proposals for sponsors.

### **Program/Event Team**

- Supports the program chair in organizing and managing Chapter events.

### **Merchandise Team**

- Designs, purchases, and manages merchandise sales for fundraising.
- Ensures merchandise is available at all Chapter events.

### **Social Media Team**

- Assists the social media chair in managing posts, responding to inquiries, and adding members to private groups.



## ONGOING CHAPTER MANAGEMENT

This version of the guidelines for WAI Chapters clarifies that Chapters must submit an Annual Report by February 15 each year to the WAI Manager of Chapter Relations. Here are the key components of the Annual Report:

### 1. **Annual Report Requirements:**

- **Chapter Information:** Updates on the Chapter's permanent address and contact information for faculty advisors (for educational institution-affiliated Chapters).
- **Officers and Members:** Provide current officer details (names, addresses, and contact information) and a list of all current Chapter members, including WAI membership numbers. Chapters must maintain minimum membership requirement of their Chapter type.
- **Legal Status Updates:** Any updates to incorporation or tax-exempt status.
- **Additional Documents:** Submit any amendments to articles of incorporation or bylaws.
- **Annual Chapter Agreement:** Signed agreement form must be submitted.
- **Administrative Fee:** An annual fee of \$135 is required. It can be paid via Chapter rebate balance or credit card. On February 15, WAI will automatically apply rebate balance to all unpaid Administrative Fees. The Chapter will owe remaining balance.

2. **Submission Deadline:** The report must be submitted *no later than February 15* to maintain the Chapter's official status.

3. **Filing Form 990-N:** Chapters with gross receipts under \$50,000 must file an electronic Form 990-N ("e-Postcard") by February 15. The fiscal year for WAI Chapters runs from October 1 to September 30.

### 4. **Required Annual Events:**

- **Membership Meeting:** Hold at least one membership meeting per year.
- **Mentorship/Educational Outreach:** Host one event aimed at educational outreach or mentoring. Hosting a Girls in Aviation Day event fulfills this requirement.
- **Membership Drive:** Hold at least one membership recruitment event per year.

5. **Submission Deadline:** The report must be submitted by February 15 to maintain the Chapter's official status.

6. **Filing Form 990-N:** Chapters with gross receipts under \$50,000 must file an electronic Form 990-N ("e-Postcard") by February 15. The fiscal year for WAI Chapters runs from October 1 to September 30.

### 7. **Required Annual Events:**

- **Membership Meeting:** Hold at least one membership meeting per year.
- **Mentorship/Educational Outreach:** Host one event aimed at educational outreach or mentoring. Hosting a Girls in Aviation Day event fulfills this requirement.
- **Membership Drive:** Hold at least one membership recruitment event per year.

Chapters must comply with these requirements to remain in good standing with WAI and to fulfill IRS non-profit status obligations.



Chapters that complete satisfactory reports by February 15 each year will receive confirmation of their good standing for the following year. If a Chapter does not report by February 15, or if the Chapter has not fulfilled its agreement with WAI, Chapter status and the Chapter listing for that Chapter will be officially terminated. Chapters that lose their status for not reporting or for noncompliance may petition for reinstatement.

For any questions, please contact:

**WAI Manager of Chapter Relations**

Jessi Rowden

1864 Dayton Germantown Pike

Germantown, OH 45327

719-235-6170

[jrowden@wai.org](mailto:jrowden@wai.org)

**Filing your 990N**

If your Chapter is filing under the WAI Group Ruling, be sure to indicate that your fiscal year is October 1 – September 30. This will put all Chapters on the same schedule to file their 990-N each year in October. If the Chapter's gross receipts are less than \$50,000 an e-Postcard, Form 990-N, is required to be filed electronically by the 15th day of the fifth month after the end of the organization's annual accounting period (which is February 15th).

The Manager of Chapter Relations will remind Chapter Presidents to file each year beginning in October. The Chapter is expected to file as soon as possible and must send a copy of the Electronic Notice (e-Postcard) to the Manager of Chapter Relations.





## Chapter Roster Management

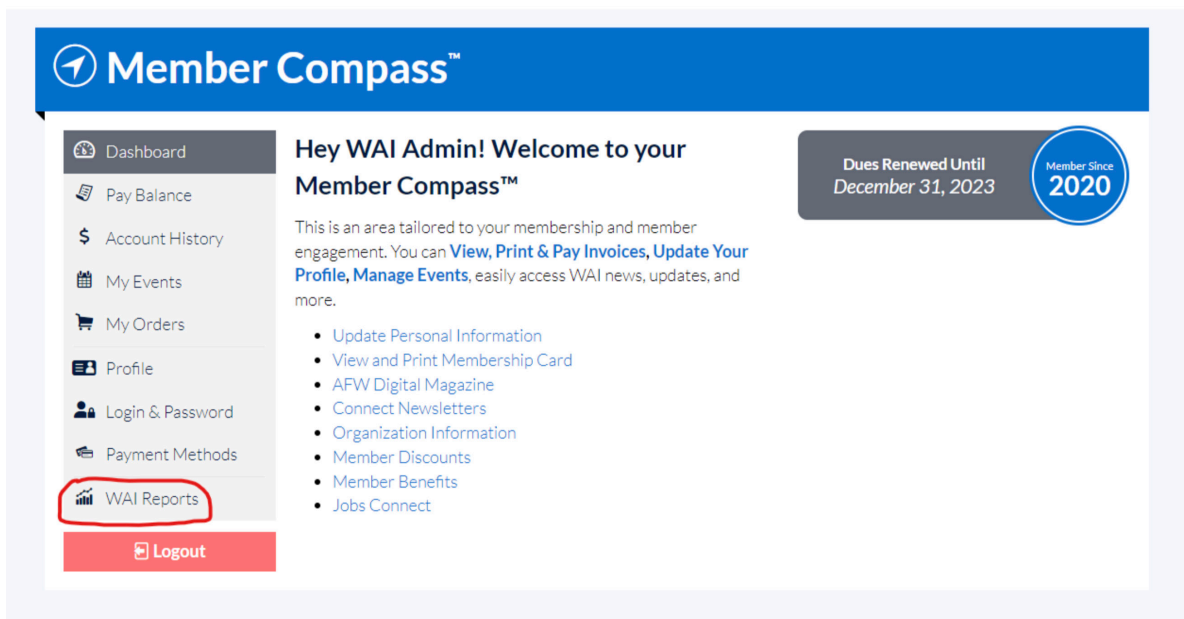
The Membership Chairperson and their team are responsible for:

- Maintains membership roster and dues records.
- Sends membership renewal reminders and meeting notifications.
- Updates the chapter roster quarterly and coordinates with Social Media Chair and Webmaster.

WAI has come up with an easy process for all of the Chapter Officers to access the chapter roster and download it in your preferred format. **Use the roster for the chapter provided by WAI to make all your updates.**

The process is as follows:

1. Log in to your WAI Account and click on your name at the top of the page to enter your Member Compass.
2. When you enter your Member Compass, you will see a menu on the left-hand side. Click on "WAI Reports".
3. Here you will see your chapter's name. Click on this to download your updated Chapter Roster.
4. Save this download in your preferred format.



## Managing Your Chapter Roster

To effectively manage your chapter’s membership roster, the Membership Chairperson should review quarterly.

- We recommend removing long expired members from the chapter’s roster (while maintaining contact information in chapter’s historic files).
- Keep this document as clean as possible with current chapter members.
- When managing your chapter roster, please use the key below to indicate changes, and return to [chapters@wai.org](mailto:chapters@wai.org).

Name	PorranLarHmo	PorranFirHmo	MembershipNumber	DesignatedMemberType	OriginalJoinDate	MembershipExpiration	MembershipStatus	OpenBalance	ContactInfoEmail	PorranPcontactPh	Chapter Position	
				Chapter	8/23/2023	12/31/2099	Current	0			Chapter Main Contact	
				Individual	8/18/2024	8/17/2025	Current	0			Membership Chair	
				Individual	4/1/2018	1/31/2024	Current	59			Outreach Chair	
				Individual	5/30/2024	5/30/2025	Current	0			President	
				Individual	7/1/2012	5/19/2025	Current	0			Secretary	Remove Office
				Individual	4/19/2023	4/18/2025	Current	0			Treasurer	Remove Office
				Student	8/21/2023	8/20/2025	Current	0			Vice President	
				Student	7/19/2022	7/18/2025	Current	0				
				Individual	1/3/2024	1/2/2025	Current	0				
				Individual	4/1/2019	1/17/2026	Current	59				
				Individual	4/22/2023	4/22/2024	Expired	0				
				Corporate	1/3/2024	1/2/2025	Current	0				
				Student	4/1/2020	8/25/2025	Current	0				
				Junior - Age 5-15	1/18/2024	1/17/2024	Current	0				
				Junior - Age 5-15	7/25/2022	7/24/2025	Current	0			Add as Secretary	
				Junior - Age 5-15	3/19/2024	3/18/2025	Current	0				
				Student			Prospect	0				
				Student	2/24/2023	2/23/2024	Expired	0				
				Individual	5/9/2023	5/8/2024	Expired	0				
				Student	5/2/2023	8/17/2025	Current	0			Inheriting	
				Student	8/13/2024	8/12/2025	Current	0			Add as Treasurer	
				Student	11/1/2017	12/31/2025	Current	0				
				Individual	3/3/2024	3/2/2025	Current	0				
				Individual	4/12/2023	4/11/2024	Expired	0				
				Individual	12/1/2016	1/14/2025	Current	0				
				Individual	7/1/2007	7/31/2025	Current	0				
				Individual	9/12/2023	9/11/2025	Current	0				
				Individual	1/23/2024	1/22/2026	Current	59				
				Individual	5/1/2019	6/3/2025	Current	0				
				Individual	8/8/2023	8/7/2025	Current	0				
Add to Chapter			Jessica #123456						example@xxx.com			
			Marie #123455						???			
			Olivia ???						example2@xxx.com			

**GREEN HIGHLIGHT AT BOTTOM:** Additions to the chapter listed at the bottom of the form

**GREEN HIGHLIGHT WITHIN ROSTER:** Add as officers

**ORANGE HIGHLIGHT:** Remove as officers

**Red-Strikethrough:** Remove from chapter affiliation

\*Please note that when adding members provide full name and either their WAI membership number or the email address associated with their WAI profile so the team can identify the correct member and verify membership status.



## **Additional Tax Information for U.S. Chapters and Canadian Chapters:**

### **U.S. Chapters must file and/or maintain:**

1. **Employer Identification Number (EIN):**

- All U.S. Chapters must obtain and maintain an EIN, which notifies the IRS of the legal existence of the chapter and is required for tax filing and opening bank accounts.
- It is recommended to secure a stable mailing address (e.g., PO Box) to ensure accessibility even as leadership changes.
- Apply for an EIN using **IRS Form SS-4** online, by phone, fax, or mail. Apply as a **501(c)(3)** nonprofit/exempt organization.

2. **Form 990-N (Electronic Notice e-Postcard):**

- Chapters with gross receipts under \$50,000 must file a Form 990-N (e-Postcard) electronically by February 15. WAI Chapters follow a fiscal year from October 1 to September 30.
- Chapters will be reminded in October and must send a copy of the e-Postcard to the Manager of Chapter Relations.

3. **Group Exemption:**

- WAI Chapters are covered under the WAI Group Exemption (Group Exemption Number: 4259). This number should be included in all 990 or 990-T filings.
- Chapters must keep WAI updated on changes in their name or address by submitting an Annual Report by February 15. Articles of Incorporation and Bylaws amendments should also be submitted for WAI approval.

4. **Form 990/990-EZ:**

- Chapters with annual gross receipts over \$25,000 must file **Form 990** or **990-EZ**. These forms must be filed by the 15th day of the fifth month after the end of the accounting period.
- Late filings incur a penalty of \$20 per day, with a maximum penalty of \$10,000 or 5% of the chapter's gross receipts, whichever is less.

5. **Social Security Taxes:**

- Chapters must pay social security taxes on compensation of \$100 or more paid to any chapter employees during a calendar year under the Federal Insurance Contributions Act. Chapters do not pay Federal Unemployment Taxes but may owe state unemployment taxes.
- Note: Chapters operate as volunteer organizations, and officers, directors, or members are not compensated except for reimbursement of expenses.

6. **Local Taxes:**

- Chapters are responsible for understanding and complying with state and local tax filing requirements, which may include filings with state revenue or charitable organization authorities.



**Canadian Chapters must file and/or maintain:**

**1. Business Number (BN):**

- After incorporation with **Industry Canada**, Chapters will receive a **Business Number (BN)** in the mail. This BN is used for filing taxes and communicating with the Canada Revenue Agency (CRA).
- Even as a nonprofit, taxes must be paid annually, and more information can be found in the CRA's pamphlet, "The Business Number and Your Canada Customs and Revenue Agency Account."

**Maintaining Tax-Exempt Status**

- Chapters must ensure that their activities and purposes align with WAI's mission as a 501(c)(3) tax-exempt organization.
- Chapters covered by WAI's group exemption must communicate any changes to their inclusion/exclusion status as soon as possible.
- Chapters are strongly advised to stay proactive in understanding local tax obligations to avoid penalties and maintain compliance.



## CHECKLIST FOR U.S. CHAPTERS THAT WISH TO ORGANIZE UNDER THE GROUP EXEMPTION OF WOMEN IN AVIATION INTERNATIONAL (“PARENT ORGANIZATION”)

Checklist for U.S. chapters wishing to organize under the WAI group exemption

Note: this checklist does not apply to student/collegiate chapters or international chapters. U.S. Student chapters fall under their school’s tax-exempt status, and international chapters should seek local tax and legal advice.

### Instructions for U.S. Chapters

1. Obtain an EIN:
  - Refer to the instructions in section 8: EIN for obtaining your employer identification number (ein).
2. Review IRS publication 557:
  - [Review IRS publication 557](#): “tax-exempt status for your organization.”
  - Pay special attention to the section on [page 8](#) regarding “information required for subordinate organizations.”
3. Incorporate Your Chapter:
  - Ensure your chapter is legally incorporated. Use the articles of incorporation guidelines and sample documents provided by wai to complete this process.
4. Complete the Authorization Form for Inclusion in WAI’s Group Tax Exemption:
  - Every Chapter, whether new or existing, that wants to obtain its tax-exempt status under the WAI group ruling must complete the form titled: “[Information and Authorization for Inclusion in WAI’s Group Tax Exemption](#).”
5. Submit the Authorization Form Within 15 Months of Incorporation:
  - New Chapters that wish to be included in WAI’s group tax exemption must submit their completed form to the Outreach Director within 15 months of the Chapter’s incorporation date.
  - WAI submits these exemption requests to the IRS each year. Forms must be received and processed by February 15 for inclusion in that year’s submission.
  - Ensure that the form is submitted within 15 months of incorporation to ensure that tax-exempt status is retroactive to the date of incorporation.





## STANDARD FORM FOR INFORMATION AND AUTHORIZATION FOR INCLUSION IN WAI'S GROUP TAX EXEMPTION

Chapters seeking to be included in the Group Exemption Ruling of Women in Aviation International ("WAI") must complete the following form, and then **return to WAI before the 15th month following the Chapter's incorporation.**

1. Information Regarding Chapter:

Chapter Name	
Address	
City, State & ZIP	
Telephone Number	
EIN	
Purposes & Activities*	

\* Include a detailed description of the purposes and activities of the Chapter including sources of receipts and nature of expenditures.

2. Corporate Status:

State of Incorporation*	
-------------------------	--

\* Attach copy of Chapter's articles of incorporation, as filed with your State, and Chapter's bylaws.

3. Current Tax Status:

Date and nature of any past IRS exemption determinations received by chapter*	
---	--

\* If none, state "none." If you do not know whether your chapter has ever received such a determination, state "unknown."





## STUDENT OR COLLEGIATE CHAPTERS TAX EXEMPTION

### Guidelines for Student/Collegiate Chapters of Women in Aviation International (WAI)

#### Overview

Student/Collegiate Chapters are Women in Aviation Chapters formed by students at educational institutions like universities, colleges, aviation schools, technical schools, or high schools. These Chapters operate under the student activities requirements of their respective schools.

#### Tax-Exempt Status

- **School's Tax Exemption:** If your school is a **501(c)(3) tax-exempt organization** or a **public/governmental body not subject to federal income taxation**, the Student Chapter should fall under the school's tax-free status.
  - Contact your **director of student affairs** or **student activities** to confirm the specific rules for student organizations and whether your Chapter qualifies for the school's tax exemption.
- **School Does Not Provide Tax Exemption:** If the school does **not** allow the Chapter to use its **Tax ID number**, or if the school is not tax-exempt:
  - Your Chapter must be **separately incorporated**.
  - You will need to comply with the requirements for inclusion in WAI's **group exemption ruling** (refer to the **U.S. Official Chapter checklist** for details).

#### Steps if the School Recognizes Your Chapter Under Its Tax Exemption

- Send WAI a **letter on the school's letterhead** signed by a school official, verifying the Chapter's tax-exempt status under the school.
- This letter should include all necessary information about the Chapter's affiliation with the school and its inclusion in the school's tax exemption.

#### Incorporation Option

- Student Chapters **do not need to incorporate** if they fall under the school's tax exemption, but they may choose to incorporate.
  - If incorporation is chosen, follow the guidelines provided for U.S. Official Chapters, including filing required documents.

#### Required Agreements

All Student/Collegiate Chapters must complete the following agreements to maintain their status with WAI:

1. [Provisional Chapter Agreement](#)
2. [Official Chapter Agreement](#)
3. [Annual Chapter Agreement](#)

These agreements ensure compliance with WAI's policies and maintain the Chapter's active status.



## **SAMPLE LETTER**

(On school letterhead)

Date

Women in Aviation International  
Attn: Manager of Chapter Relations  
1864 Dayton Germantown Pike, Unit 4,  
Germantown, OH 45327-1100, USA

Or via email to: *chapters@WAI.org*

Women in Aviation, \_\_\_\_\_ Chapter is an approved student organization at (Name of school) and falls under (Name of school)'s tax-exempt status, Tax ID #\_\_\_\_\_. (Name of school) is a 501(c)(3) tax-exempt organization or is a public or governmental body not subject to federal income taxation.

Sincerely,

(Name of school official)

## A NOTE TO STUDENT CHAPTERS



Thank you for your commitment to being a student leader while juggling school responsibilities! Your efforts to uphold the mission of Women in Aviation International (WAI) and support your peers are truly valued. Here are some key tips and tricks that will help you manage your Student Chapter successfully:

### 1. Faculty/Staff Advisor: A Vital Resource

- **Advisor Role:** Every Student Chapter must have a faculty or staff advisor. This person plays an essential role in maintaining stability within the Chapter, especially as leadership changes with each academic year.
- **Continuous Support:** An advisor ensures continuity when board members graduate or leave, helping maintain long-term projects and goals.
- **Keep Them Involved:** Maintain strong communication with your advisor. Regularly update them on Chapter activities, challenges, and goals. An engaged and enthusiastic advisor is a key factor in your Chapter's success.

### 2. IRS Group Ruling: Know Your Tax Status

- **WAI vs. School Group Ruling:** Your Chapter may fall under either your school's non-profit group ruling or WAI's non-profit group ruling.
  - **School Group Ruling:** If you fall under the school's group ruling, ensure that you secure a letter each year from the school confirming this status. A sample letter is available for your use.
  - **WAI Group Ruling:** If your Chapter does not fall under the school's group ruling, you can opt to use WAI's group tax exemption. To do so, you must complete the "[Authorization for Inclusion in Group Tax Exemption](#)" form when applying for official Chapter status.



### 3. Tracking Information Semester to Semester: Use a [Continuity Tool](#)

- **Organize Chapter Resources:** To ensure the smooth transition of leadership each semester, use a continuity tool to store critical information like passwords, login details, banking info, tax forms, and annual reports.
- **Shared Document Storage:** Keep these documents in a shared online location like Google Drive or Dropbox, accessible to incoming leaders. While this tool is for your internal use, avoid sending it to WAI directly.

### 4. Succession Planning: Prepare for Leadership Transitions

- **Passing the Torch:** With leadership potentially changing every year, ensure that the next set of Chapter leaders is equipped with all the necessary tools and knowledge to continue your hard work.
  - **Training Future Leaders:** Share important resources, contacts, and successful event templates with your successors. This prevents them from starting from scratch and ensures the Chapter continues to thrive.
  - **Holding Elections Early:** Some Chapters opt to hold elections at the end of the Fall semester for the upcoming Spring and Fall semesters. This approach allows new leaders to shadow the outgoing board and learn their roles before fully taking on responsibilities.

### 5. Utilize Available Resources

- **Chapter Handbook:** Your WAI Chapter Handbook offers valuable resources on fundraising, hosting meetings, creating an effective calendar, and tips on being a successful president. Leverage these tools to navigate your leadership responsibilities.
- **WAI Staff Support:** The WAI staff is always ready to assist. If you have any questions or need help beyond what's available in the handbook, don't hesitate to reach out to Jessi Litz-Rowden, Manager of Chapter Relations, at [jrowden@wai.org](mailto:jrowden@wai.org). She will either help you directly or connect you with the right person.

By following these tips, you can ensure that your Chapter remains successful and continues to foster engagement and growth, even as leadership evolves over time. Remember, your work as a student leader leaves a lasting impact, and through careful planning and collaboration, you can set your Chapter up for continued success!



## WAI CHAPTER EVENTS 2025

February 15: **All Official U.S. Chapters and Collegiate Chapters under WAI Group Ruling must have filed 990N**

February 15: **Annual Chapter Report & Administrative Fee Due**

### 2025 WAI Conference March 26–29

March 26:	<b>WAI Chapter Leadership Workshop</b>	1–5 p.m.
	<b>WAI Chapter Connect Reception</b>	6–7 p.m.
March 27:	<b>Finding Sponsors to Support Your WAI Chapter</b>	2:45–4:15 p.m.
March 28:	<b>How to Start a WAI Chapter</b>	10:30 a.m.–noon
	<b>Plan and Host an Outstanding Girls in Aviation Day Event</b>	3:45–5:15 p.m.
March 29:	<b>Student and Collegiate Chapter Leadership Workshop</b>	8:30–10 a.m.

April 1–6: **SUN 'n FUN**

Memorial Day: **Honor the WASP**

July 21–27: **EAA AirVenture Oshkosh**

September 20: **Girls in Aviation Day 2025**

October 1: **Start Filling 990N ePostcards**

## WAI CHAPTER BRAND AND LOGO DESIGN GUIDELINES

To access the 2025 WAI Brand Guide for Chapters, click [HERE](#).

WAI offers each Chapter a complimentary logo design that includes:

- **Standard Design:** An initial Chapter logo featuring a standard airplane design within the inner circle.



- **Customizable Design:** A version with a blank inner circle, allowing Chapters to add a regional design of their choice, pending WAI approval.

For logo assistance or to receive the standard design or customizable outer ring, please contact **Jessi Litz-Rowden** at [jrowden@wai.org](mailto:jrowden@wai.org).

This ensures Chapters have a recognizable, professional logo while allowing for regional customization.

### Custom Logo Development Guidelines for WAI Chapters



If your Chapter chooses to create a custom logo, consider working with a local designer to develop and finalize the inner design. Follow these guidelines to ensure alignment with WAI's standards:

- **Consistency:** Maintain design elements that are in harmony with the overall WAI brand identity.
- **Official Use:** WAI Chapters must use the logo, in its entirety to include the outer ring and trademark, in advertising, promotional and marketing materials, as well as on all Chapter and Girls in Aviation Day media.
- **Appropriateness:** Ensure the custom inner design reflects your Chapter's regional identity and mission without compromising professionalism.
- **Approval Requirement:** Submit the final design to WAI for review and approval before use.



Refer to the WAI Brand Guide [HERE](#).





# WAI SOCIAL MEDIA GUIDELINES: ETHICAL, SAFE, AND EFFECTIVE STANDARDS

## Mission

To empower Women in Aviation International (WAI) chapters to engage responsibly and effectively on social media, fostering ethical and constructive interactions that reflect WAI's values.

## Standards Overview

- **Ethical:** Uphold honesty, transparency, respect, and WAI mission & vision.
- **Safe:** Prioritize respectful discourse, privacy, and security.
- **Effective:** Ensure professional engagement to communicate WAI programs & initiatives, build trust and maintain WAI's reputation.

## Key Guidelines

1. **Transparency & Honesty**  
Represent WAI truthfully and avoid misleading statements.  
*Example:* Clearly state if campaign results are projections or actual data.
2. **Respect & Inclusivity**  
Maintain respectful, inclusive dialogue; address inappropriate comments promptly.  
*Example:* Tackle discriminatory remarks per WAI standards.
3. **Confidentiality & Privacy**  
Protect sensitive information, such as donor details.  
*Example:* Share member or partner data only with consent.
4. **Professional Representation**  
Separate personal views from official WAI content.  
*Example:* Avoid personal opinions on controversial topics in WAI channels.
5. **Crisis Management**  
Respond to crises with timely, accurate updates.  
*Example:* Issue official statements via authorized personnel.
6. **Attribution & Compliance**  
Credit original creators, respect intellectual property, and adhere to platform policies.  
*Example:* Tag original authors when sharing their work.

## Engagement Principles

- **Audience:** Cater to Chapter members, volunteers, partners/sponsors, and public users.
- **Responsiveness:** Engage promptly and constructively.
- **Professionalism:** Balance openness with organizational values.

## Conduct for Public Users

- NEVER post threatening, obscene, or infringing content.
- Violations will be reviewed by Women in Aviation International and may result in content removal or user restrictions, and potentially action with the chapter.



## FUNDING YOUR CHAPTER ACTIVITIES

Many Chapters rely on sponsors to help with funding their operational costs, events, and scholarships. Many local businesses have a budget for marketing and community outreach. We suggest reaching out to companies that your members work for and organizations with which they are involved.

**New Funding Policy—Direct Deposits:** Please note that effective January 1, 2025, Chapters must ensure all sponsorship funds go directly to their bank accounts—WAI will no longer handle “pass-through” donations.

1. Identifying and Engaging Sponsors
  - **Potential Sponsors:** Reach out to local businesses, members’ employers, and organizations with an interest in community outreach and aviation.
  - **Resources:** Access sample sponsorship letters and flyers on the WAI Chapter Resource page.
  - **Training:** Attend the Chapter Sponsorship Workshop at the WAI conference for insights into successful sponsorship strategies.
2. Meeting and Securing Sponsorships
  - **Personal Approach:** Schedule face-to-face meetings to discuss Chapter goals and how a partnership can benefit the sponsor.
  - **Follow-Up:** If a decision is pending, follow up with an email two weeks after your meeting. Once confirmed, issue an invoice promptly.
3. Payment Methods
  - **Digital Invoices:** Use Square or PayPal for faster invoicing and follow-up options (note that fees may apply).
  - **In-Kind Sponsorships:** Consider accepting donated items or services like event spaces, supplies, or raffle prizes in addition to cash sponsorships.
4. Encouraging Chapter-Wide Participation
  - **Leverage Member Networks:** While the fundraising committee leads efforts, encourage all members to share contacts and make introductions.
5. Building and Maintaining Sponsor Relationships
  - **Express Gratitude:** Send handwritten thank-you notes with event photos, and consider a group-signed card from participants (e.g., Girls in Aviation Day).
  - **Memorable Keepsakes:** When possible, give sponsors framed photos from events to keep your Chapter top of mind.
6. Documentation and Continuity
  - **Succession Planning:** Document successful sponsors and effective methods to pass on to future Chapter leaders.
  - **Receipts and Records:** Promptly issue thank-you letters and receipts for each sponsor’s records upon receipt of funds.



## FUNDRAISING FOR YOUR WAI CHAPTER: TIPS FOR SUCCESS

Raising money to support your WAI Chapter's initiatives is not only essential for reaching your goals but also a powerful way to connect with community members who share your vision. Here are some strategies to make your Chapter's fundraising efforts successful and impactful:

### 1. **Define Clear Goals**

Start by defining the specific goals for your fundraising. Identify a dollar amount and a clear purpose—whether it's for a new project, event, or community outreach initiative. Clear objectives help focus your efforts and inspire donors who want to know exactly what their support will achieve.

### 2. **Engage Your Community**

Fundraising is about building relationships. Reach out to local businesses, community organizations, and individuals. Share your Chapter's story, emphasize the impact of your work, and make it easy for supporters to understand why their involvement matters.

### 3. **Harness Social Media**

Social media platforms are invaluable for fundraising! Create a campaign page on platforms like Facebook or GoFundMe, and use it to post updates, stories, and event news. Engage your Chapter's followers and encourage them to spread the word within their networks.

### 4. **Host Events to Rally Support**

Community events can be a dynamic way to fundraise and connect in person. Consider hosting a charity walk, dinner, or silent auction—something interactive and inviting. Promote widely on social media and through local outlets, and encourage attendees to invite friends and family.

### 5. **Use Email and Direct Mail**

Don't overlook email and traditional mail outreach! Compile a list of potential supporters—start with local businesses and past donors—and send personalized messages to share your goals. Follow up with a call or visit to strengthen connections and discuss potential sponsorships.

### 6. **Show Appreciation**

A heartfelt thank-you goes a long way. Acknowledge your donors promptly, and keep them updated on the progress their contributions have enabled. Showing genuine appreciation helps build lasting relationships and encourages future support.

### **With the Right Approach, Your Chapter Can Thrive**

With a thoughtful plan and the right techniques, your Chapter can successfully raise funds and build meaningful connections within your community. Use these tips to plan and execute a successful fundraising campaign, making a lasting, positive impact.



## WHAT MAKES WOMEN IN AVIATION INTERNATIONAL UNIQUE?

Women in Aviation International (WAI) is the largest global nonprofit organization solely dedicated to increasing women's participation across all facets of aviation and aerospace. Our focus is on creating a truly inclusive industry that welcomes and supports women at every level—from pilots and engineers to executives and educators.

With a dynamic network of more than 20,000 members in 120 countries, WAI is a diverse, mission-driven community united by a shared love for aviation. Here's how your donation or sponsorship supports our work:

- **Promoting Inclusivity and Sustainability**  
WAI champions a diverse and inclusive aviation industry, essential for its long-term growth and success. We work to break down barriers and open doors to make aviation a welcoming field for all.
- **Investing in the Workforce**  
Your support allows us to offer scholarships, educational programs, and mentorship opportunities to individuals pursuing or advancing their aviation careers. By empowering today's professionals, we're also securing a stronger workforce for the future.
- **Inspiring Future Generations**  
Through outreach initiatives, events, and resources, WAI inspires women and girls to explore and pursue careers in aviation and aerospace, fostering the next generation of leaders and innovators.

By partnering with WAI, you're not only contributing to immediate educational and professional opportunities but also helping to shape a stronger, more inclusive future for aviation worldwide.

### Yes, Fundraising Can Be Fun! Here's Why:

1. **Building Community**  
Fundraising events are a fantastic way to bring people together. Whether you're organizing a 5K walk/run or hosting a dinner, these events foster camaraderie and connection, as people unite to support a meaningful cause. Fundraising doesn't just raise money; it builds relationships and strengthens community bonds.
2. **Unleashing Creativity**  
Fundraising offers a platform to get creative! From brainstorming unique ideas to designing eye-catching promotional materials, you can let your imagination run wild. Themed events, engaging social media posts, and inventive challenges make fundraising fresh and fun.
3. **Personal Growth**  
Fundraising can be a great teacher, offering opportunities to develop valuable skills like public speaking, event planning, and budgeting. Not only can you learn a lot, but stepping out of your comfort zone can boost confidence and lead to lasting personal growth.
4. **Making a Positive Impact**  
Knowing that you're helping others is deeply fulfilling. Fundraising is about more than reaching a dollar amount; it's about making a positive impact in your community. That sense of purpose adds to the joy of giving your time and effort.
5. **Celebrating Success**  
Fundraising isn't complete without celebrating the wins—big and small. Reaching a goal or recognizing the dedication of volunteers and donors brings people together and inspires excitement for future efforts.



Fundraising for your WAI Chapter can be an incredibly fun and rewarding journey. By building community, embracing creativity, fostering growth, making a difference, and celebrating success, fundraising becomes a joyful way to support a great cause. So go ahead—embrace the fun in fundraising!

## Donations vs. Sponsorships: What’s the Difference?

**Both donations and sponsorships are valuable ways for individuals and organizations to support causes like Women in Aviation International (WAI), yet there are key distinctions between them that WAI Chapter leaders should understand.**

### Donations

A donation is a gift given by an individual or organization without expectation of something in return—simply to support a cause they care about. Donations can be in the form of cash, goods, services, or even stock, and are usually made to help support WAI’s general mission and activities. Donors often receive some form of recognition, such as mention in an annual report or on the organization’s website, but these acknowledgments are generally more understated.

### Sponsorships

A sponsorship, however, is a formal arrangement that typically involves a business as the sponsor. In exchange for financial support, sponsors receive specific benefits, such as public recognition, signage, or advertising opportunities, which help them reach WAI’s audience. Unlike donations, sponsorships are generally part of a company’s marketing strategy, with benefits outlined in a formal sponsorship agreement.

### Key Differences

- **Control Over Funds:** Donations are usually given with the understanding that WAI will use them in alignment with its mission. Sponsorships, on the other hand, involve a written agreement detailing the specific benefits a sponsor will receive.
- **Source of Funding:** Donations often come from an individual’s or company’s charitable budget, community relations fund, or corporate foundation. Sponsorships, however, are usually funded through a company’s advertising and marketing budget.
- **Visibility and Recognition:** Donors receive recognition that is often less formal and focused on philanthropy, while sponsors receive tailored visibility based on their contribution level. Sponsor benefits may include logos on event materials, promotional opportunities, or mentions during events, depending on the sponsorship tier.

### Choosing the Right Fit

Both donations and sponsorships play an important role in supporting WAI’s work. Donations reflect a pure desire to support the cause, while sponsorships offer companies an opportunity to align with WAI’s mission while achieving specific marketing objectives. By understanding these distinctions, WAI Chapter leaders can better engage with supporters and guide them toward the best fit for their goals and budget.

### Understanding Tax Benefits: Sponsorship vs. Charitable Donation

For businesses considering support for your WAI Chapter, there are potential tax benefits for both sponsorships and charitable donations, but they differ:



- **Sponsorship:** In the U.S., sponsorship payments may be tax-deductible as a business expense. This means that a business can deduct the cost of sponsorship as an “ordinary and necessary” expense, similar to advertising or rent. The deductible portion generally aligns with how directly the sponsorship supports the business’s trade. Excess amounts may not be deductible, so businesses should consult a tax professional for specific guidance.
- **Charitable Donations:** When a business or individual makes a charitable donation, it may qualify as a charitable deduction on their tax return, provided it meets specific requirements. Because WAI Chapters operate as nonprofit organizations, donors often request documents verifying nonprofit status, such as a Letter of Good Standing, which can be obtained from WAI headquarters.

Since tax treatment can vary by jurisdiction and specific circumstances, encourage businesses to consult a tax advisor regarding their contributions.

Note: Always send a personalized thank-you letter to donors and sponsors, expressing appreciation for their support of your Chapter and WAI’s mission.

## Talking Points for Potential Sponsors: Why Support Your Chapter?

Once you’ve secured a meeting with a potential sponsor, focus on highlighting how their support can benefit their business and community standing. Here are key points to convey:

- **Increased Visibility**  
Sponsorship means enhanced visibility. Your logo and brand messaging will feature in event materials, signage, and promotions, positioning your brand prominently in the community.
- **Targeted Audience**  
Sponsorship allows you to reach a highly engaged audience—people who are invested in our mission and likely to connect with your brand.
- **Community Engagement**  
By sponsoring, you demonstrate a commitment to local community growth and positive engagement, building goodwill with community members.
- **Networking Opportunities**  
Sponsorship offers a platform to network with other businesses, community leaders, and attendees, paving the way for new connections and partnerships.
- **Employee Engagement**  
Employees gain meaningful volunteer opportunities, strengthening their ties to the community while developing valuable relationships.
- **Promotion of Products/Services**  
Sponsorship offers opportunities to showcase your products or services. Through interactive booths or demos, your brand can directly engage attendees and generate interest.
- **Recognition**  
Sponsors receive acknowledgment in event materials, on-site signage, and promotional communications, spotlighting your company’s support and commitment to the cause.

Download letter Word .doc  
[HERE](#)



[Your Name]  
[Your Organization Name]  
[Address]  
[City, State ZIP Code]  
[Email Address]

[Date]

Dear [Potential Sponsors],

We are excited to offer you the opportunity to support and participate in Girls in Aviation Day, a unique and inspiring event dedicated to promoting and supporting women in aviation. This event is organized by Women in Aviation International Chapters all over the world, each reflecting the uniqueness of their individual communities.

As a sponsor of our Chapter's local Girls in Aviation Day, you will have the opportunity to reach a highly engaged audience of young girls and women who are passionate about aviation, as well as the business leaders, educators, and community members who are committed to supporting their success.

Here are just a few of the many benefits of sponsoring Girls in Aviation Day:

1. Increase your brand visibility: Your company's logo and brand messaging will be prominently featured in event materials, on-site signage, and promotional communications.
2. Engage with our attendees: You will have the opportunity to engage directly with attendees through interactive workshops, hands-on activities, and other opportunities to showcase your company's products and services.
3. Support diversity and inclusion: Your support for Girls in Aviation Day demonstrates your commitment to promoting diversity and inclusion in our community and to inspiring the next generation of women in aviation and aerospace.
4. Build relationships: You will have the opportunity to network with other businesses, educators, and community leaders who share your commitment to supporting women in aviation.
5. Invest in the future: By supporting Girls in Aviation Day, you are investing in the future of our community and helping to inspire and support the next generation of female aviators.

We offer several sponsorship opportunities, ranging from [\$500 to \$5,000], and we would be happy to work with you to develop a package that meets your specific needs and goals.

We believe that Girls in Aviation Day is a unique and exciting opportunity to encourage and inspire girls to consider entering the exciting world of aviation and aerospace. We would be honored to have you join us as a sponsor and participate in this important event.

Thank you for your time and consideration. We look forward to working with you to make Girls in Aviation Day a success.

Sincerely, [Your Name] [Your Chapter's Name]



## SPONSORSHIP OPPORTUNITIES FOR GIRLS IN AVIATION DAY

**Sample:** Copy can be inserted into your own Chapter’s handout design

[Name of Women in Aviation Chapter]

Join us in empowering the next generation of women in aviation and make a difference in your community. As a sponsor of Girls in Aviation Day, your organization will play a vital role in inspiring and educating young girls about the exciting opportunities in the aviation industry.

With three levels of sponsorship to choose from (\$250, \$500, and \$1000), we offer a range of benefits that allow you to get involved at the level that makes the most sense for your organization.

### **\$250 Level: Community Supporter**

- Recognition in Girls in Aviation Day event materials, including flyers and social media posts
- Listing on our Chapter’s Girls in Aviation Day Facebook page as a Community Supporter

### **\$500 Level: Bronze Sponsor**

All benefits of the Community Supporter level, plus:

- Logo placement on Girls in Aviation Day event materials
- Two tickets to Girls in Aviation Day event

### **\$1000 Level: Silver Sponsor**

All benefits of the Bronze level, plus:

- Company table at Girls in Aviation Day event
- Opportunity to provide materials in event goodie bags
- Recognition in event press release
- Four tickets to Girls in Aviation Day event

By becoming a sponsor of Girls in Aviation Day, you’ll help us inspire the next generation of women in aviation and show your commitment to diversity and inclusion in the aviation industry.

Thank you for your consideration and support. We look forward to working with you to make Girls in Aviation Day a success.

For more information on sponsorship opportunities, please contact [Name and Contact Information]



## Sample Letter of Thanks for Sponsors

[Your Name and Title]

[Date]

[Your Women in Aviation Chapter Name] [Address]

[City, State Zip Code]

[Business Name] [Ad-  
dress]

[City, State Zip Code]

Dear [Business Contact Name],

On behalf of [Your Women in Aviation Chapter Name], I wanted to take a moment to express my deep appreciation for your generous support of our Girls in Aviation Day event. Your sponsorship at the [\$250/ \$500/ \$1000] level has been a tremendous help in ensuring that this year's event was a success.

Girls in Aviation Day is a unique way to encourage young girls to learn more about the exciting opportunities in the aviation industry and to be inspired by female role models in the field. With your support, we can make a real difference in the lives of these young girls and encourage them to pursue careers in aviation.

Your generosity will have a lasting impact on the girls who attend Girls in Aviation Day, and we are grateful for your commitment to our mission. In exchange for your generous support, your company's name was prominently displayed at the event and recognized in all event materials, ensuring maximum visibility and exposure for your business.

[Be sure to include copies or photos of your sponsor's visibility at the event]

Thank you again for your support of Girls in Aviation Day and [Your Women in Aviation Chapter Name]. We look forward to working with you in the future to make a positive impact in our community.

Sincerely,

[Your Name and Signature]

[Your Women in Aviation Chapter Name] [Address]

[City, State Zip Code] [Phone  
Number]

[Email Address]



## Sample Thank-you Letter for Charitable Donors

[Your Name and Title]

[Date]

[Women in Aviation International Chapter Name] [Address]  
[City, State Zip Code]

[Donor Name]  
[Address]  
[City, State Zip Code] Dear  
[Donor Name],

On behalf of Women in Aviation International [Chapter Name], I wanted to extend my sincerest thanks for your generous donation of [\$ amount]. Your support is greatly appreciated and will go a long way in helping us achieve our mission of increasing the number of women who are involved in all aspects of aviation and aerospace.

Women in Aviation International provides opportunities and resources for women in the aviation industry. Your donation will allow us to continue offering programs and events that encourage girls and women to pursue careers in aviation, as well as provide support and mentorship for those already in the field.

Your generosity is truly making a difference in the lives of women in aviation, and we are grateful for your support. We believe that through the collective efforts of individuals like you, we can continue to make a positive impact in the industry.

Thank you again for your generosity. Your investment in Women in Aviation International will have a lasting impact on the future of women in aviation.

Sincerely,

[Your Name and Signature]  
[Women in Aviation International Chapter Name]  
[Address]  
[City, State Zip Code] [Phone  
Number] [Email Address]

Your contribution may be tax-deductible to the fullest extent allowed by law. Please consult with your tax advisor for more information. This letter serves as acknowledgement of your contribution of (insert amount of cash donation) on [Date]. No goods or services were provided in exchange for this contribution. [Name of Your Chapter] is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN [##].



## WAI ANNUAL CONFERENCE 2025

Join us in Denver, Colorado, at the **Gaylord Rockies Resort & Conference Center** for the 36th Annual International Women in Aviation Conference March 27-29, 2025. Chapters with 9+ members in attendance earn one free Conference registration for 2026! (Limit one per Chapter.)

### **WAI Chapter Connect**

**Wednesday, March 26, 2025**

6–7 p.m.

#### *Chapter Reception*

As a WAI Chapter member, you're invited to kickstart the 2025 Conference at the WAI Chapter Connect reception, the BEST way to start your conference journey. In case you're registered for the Conference and haven't yet received your invite, and would like to join the event, please make sure to add the reception to your Conference registration. This is a complimentary event exclusively designed for our Chapter members to connect, network and celebrate their shared passion.

### **Chapter Leadership Workshop**

**Wednesday, March 26, 2025**

1–5 p.m.

Join us for an engaging workshop that delves into the unique challenges encountered by WAI Chapter leaders, explores essential Chapter management tools, and shares innovative operational ideas. We're bringing in an exceptional guest presenter for this hands-on session, offering Chapter leaders the opportunity to learn and apply new techniques to their Chapters and professional careers. We'll also provide updates on Chapter programs, resources, and opportunities. As a Chapter leader, you'll find this event to be a treasure trove of practical information and tools. Don't let this valuable opportunity pass you by!

### **Finding Sponsors to Support Your WAI Chapter**

**Thursday, March 27, 2025**

2:45–4:15 p.m.

In this Chapter Leadership session, you'll hear success stories and challenges from a diverse group of experienced Chapter leaders. They've weathered the trials of fundraising and sponsorships for their Chapters and emerged victorious. New Chapters, student Chapters, and standard Chapters alike will impart their unique experiences and wisdom. Their aim? To empower YOU to connect with your community and secure financial backing for your Chapter's operations and outreach initiatives. Their stories are real, their advice is priceless, and their goal is your success.

### **Plan and Host an Outstanding GIAD Event**

**Friday, March 28, 2025**

3:45–5:15 p.m.

Girls in Aviation Day is a heartfelt tradition organized by WAI Chapters and Corporate members, aimed at sparking a passion for aviation in young hearts. Our mission is to reach out to youngsters aged 8-18 across the globe, enlightening them about the wonders of aviation and aerospace through engaging learning experiences. You're invited to listen to our experienced event hosts as they share their insights on planning and hosting an unforgettable Girls in Aviation Day event, scheduled for Saturday, September 20, 2025.



### **How to Start a WAI Chapter**

**Friday, March 28, 2025**

10:30 a.m.–noon

Are you intrigued by the thought of launching a WAI Chapter in your area? We've got you covered! Discover the genuine, uncomplicated process of getting your WAI Chapter up and running, with zero stress. Learn the real-world strategies for running your local Chapter and fostering a vibrant and engaged WAI community.

### **Student and Collegiate Chapter Workshop**

**Saturday, March 29, 2025**

8:30–10:30 a.m.

The unique nature of Student and Collegiate Chapters makes them a one-of-a-kind experience. In this engaging discussion, a selection of student and collegiate Chapter leaders will share insights into the successes and challenges they encounter. Drawing from their personal journey and knowledge, they will equip you with practical tools to navigate and facilitate your Student and Collegiate Chapter with confidence.

### **Chapter Showcase at the Membership Booth**

At the 2025 Conference, Chapters are invited to participate in the Chapter Showcase at the Membership Booth located in the Exhibit Hall. This is a fantastic opportunity for Chapters to connect with both current and prospective members, as well as other Chapters from around the world. Chapters can showcase their activities, network, and even sell Chapter-branded items to raise funds.

How to Participate: Interested Chapters must fill out the Chapter Showcase Request Form and email it to [Jessi Litz-Rowden](#) by February 25, 2025.

- This is a great chance to highlight your Chapter's initiatives and engage with a global audience!
- Conference Volunteer Opportunities
- Volunteering at the WAI Conference not only supports the event but also provides an incredibly rewarding experience! Volunteers help make the conference run smoothly and ensure a memorable time for all attendees. Plus, volunteering often leads to even more fun during the event!
- How to Get Involved: If your Chapter members want to volunteer either individually or as a group, contact the Volunteer Coordinator at [volunteer@wai.org](mailto:volunteer@wai.org) to sign up.
- Your contributions as volunteers will help keep conference costs down and create a positive impact on the entire event.

### **Dorothy Hilbert Chapter Volunteer of the Year Award**

Every Chapter has that *one* member who consistently goes above and beyond, contributing innovative ideas, hard work, and dedication. The Dorothy Hilbert Chapter Volunteer of the Year Award recognizes these outstanding Chapter members who have made exceptional contributions to their Chapter and community.

- How to Nominate: Chapters can nominate one member by submitting a short essay outlining the nominee's contributions. Submit your nomination [HERE](#) by February 25, 2025.
- Let's celebrate those Chapter superstars who make a difference!



## Chapter Logo Contest

Does your Chapter have a custom logo? Now's the time to showcase it! Enter the Chapter Logo Contest for a chance to win a custom WAI pop-up banner featuring your Chapter's logo (valued at \$180). The contest will be held at the Membership Booth during the 2025 Conference, and all participating logos will be displayed for judging.

- How to Participate: Send a high-resolution version of your Chapter's logo to Jessi Rowden at [jrowden@wai.org](mailto:jrowden@wai.org) by February 25, 2025, to be included in the signage for judging.
- Don't have a logo yet? If your Chapter does not have a custom logo, Jessi can provide you with your "Chapter ring" to help you create one.
- What's the Grand Prize?
- The winning Chapter will receive a custom WAI pop-up banner featuring your Chapter's logo—a fantastic way to boost your Chapter's visibility at events!
- Be sure to submit your logo by the deadline to join in on the fun and competition!

## GIRLS IN AVIATION DAY

Girls in Aviation Day (GIAD) is a global event by Women in Aviation International (WAI) to inspire young girls to explore careers in aviation and aerospace. Here's an outline of the program and its resources:

- **Virtual Expansion with the Aviation for Girls App:**
  - Due to COVID-19 in 2020, WAI launched the Aviation for Girls app, enabling global participation with year round access to educational content, activities, and interviews.
- **In-Person & Virtual Engagement:**
  - In 2024, GIAD saw 194 in-person events hosted by Chapters and corporate members across the globe, reaching over 33,000 attendees. Thousands more engaged through the app.
  - ONLY WAI Chapters and corporate members are authorized to hold in-person events for girls aged 7-17, following local health guidelines.
  - Chapters, Chapter Leaders and Corporate Members must be in good standing with the organization to host GIAD events.
  - *No flying activities may be conducted at or during GIAD events.*
- **2025 GIAD Date:**
  - September 20, 2025 is marked for the 11th Annual International Girls in Aviation Day.
  - Resources can be found on the [Girls in Aviation Day Resources for Event Hosts](#) web page.
  - A refreshed [GIAD toolkit](#) is available on WAI's website in Spring 2025 to assist with event planning.
- **Educational Support at the Annual Conference:**
  - An annual GIAD educational session will be held on March 28, 2025, at the Annual Women in Aviation International Conference in Denver, Colorado, sharing insights and best practices with Chapter leaders.
- **Resources for Chapter Leaders:**
  - The WAI Chapter Leaders Facebook Page is a valuable resource for exchanging ideas and guidance. If you are not a member, please request to become one through Facebook.
  - All logo and branding rules must be adhered to as outlined in [WAI's Brand Guidelines](#).
- **Aviation for Girls App:**
  - Available for download on Apple and Google Play stores, providing year-round access to aviation-related activities.

[Apple Device Download](#) | [Google Device Download](#)

GIAD remains a powerful initiative to spark interest in aviation for future generations, and WAI's resources continue to support its success.

**Download the free Aviation for Girls App.**




Available year-round with hours of new content including:

- Three age-appropriate content tracks for elementary, middle school, and high school students
- Meet positive female role models
- Instructional activity videos
- Scholarship information
- Education resources
- Expanded *Aviation for Girls* magazine





apple.co/3dm2MIG



bit.ly/AFGAppGooglePlay



## FLYING EVENTS & ACTIVITIES

### Flying Event Policy for Women in Aviation International, Chapters, and Corporate Members

#### 1. Prohibited Flying Activities

- **No WAI-Affiliated Flying Events:** Chapters may not organize or conduct any flying events or activities under the WAI or Chapter name.
- **Insurance Limitations:** WAI's insurance does not cover flying activities, so Chapters are prohibited from hosting or conducting these events.

#### 2. Permitted Participation

- **Supporting Roles Only:** Chapters may participate in flying events organized by other organizations but strictly in supporting roles, such as staffing a registration table or hosting a booth.

#### 3. Girls in Aviation Day Restrictions

- **No Flying Activities Allowed:** Flying activities are not allowed during a Chapter's Girls in Aviation Day event. This restriction includes all Chapter members, Corporate Members, attendees, and exhibitors.

By following these guidelines, WAI Chapters can safely engage in aviation community activities while staying within WAI's insurance and operational policies.



OP ID: VW

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Roselius Insurance Agency, Inc</b> 55 E. Dayton St. West Alexandria, OH 45381 Rick D Pickerell Jr	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED <b>Women in Aviation International</b> 1864 Dayton Germantown Pike Germantown, OH 45327	E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>WOMA001</b>	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : <b>Cincinnati Insurance Co.</b>	NAIC # <b>10677</b>
	INSURER B : <b>Arlington Roe</b>	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ <b>5,000</b>
	<input type="checkbox"/> Int'l Liab						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
B	<input type="checkbox"/> Drone			PHFD95010738001	12/03/2023	12/03/2024	GENERAL AGGREGATE \$ <b>2,000,000</b>
B	<input type="checkbox"/> Drone			9036170	12/16/2023	12/16/2024	PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:						Int'l Lia \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			EPP0314064	02/14/2024	02/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						Hired Physical \$ <b>40,000</b>
<input checked="" type="checkbox"/> NON-OWNED AUTOS			Damage \$				
X	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR		EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ <b>1,000,000</b>
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC IN OHIO -STATE FUNDED			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y / <input type="checkbox"/> N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
B	Arlington Roe			PHFD95010738001	12/03/2023	12/03/2024	E.L. DISEASE - POLICY LIMIT \$
A	Cincinnati Ins. Co			EMN0516996	02/14/2024	02/14/2025	D&O <b>2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Evidence of Current Liability Insurance

CERTIFICATE HOLDER  <b>Insured's Copy</b>	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>R D P:07</i>

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## INSURANCE

WAI maintains an insurance policy that provides insurance for U.S. and Canadian chapters, with the following coverage:

### 1. Coverage Details

- **Commercial General Liability:** \$1,000,000 per occurrence for bodily injury and property damage.
- **Products and Completed Operations:** Coverage for products and completed work (if applicable).
- **Personal and Advertising Injury Liability:** Protection against libel and slander.
- **Fire Damage Legal Liability:** \$50,000 coverage for fire damage caused to non-owned structures or contents.
- **General Aggregate:** \$2,000,000 total per year across all chapters, with \$1,000,000 per occurrence.
- **Note:** These coverage limits are shared across all chapters, not on a per-chapter basis.

### 2. Exclusions

- **Flying Activities:** Not covered by WAI's insurance (refer to "Flying Activities" policy for details).
- **Directors and Officers (D&O) Liability:** Not included. Chapters needing D&O coverage must secure separate insurance.
- **Alcohol Sales:** Events involving the sale of alcoholic beverages are not covered. Chapters selling alcohol need their own policy and must list WAI as an additional insured.

### 3. Proof of Insurance

- **[Certificate of Insurance](#):** A blanket certificate is available on the Chapter Resources page.
- **Named Insured Requests:** If an event venue requires "named insured" status, complete the required form (available on Chapter Resources) and submit it to the Manager of Chapter Relations **at least 10 days before the event**.

This outline ensures that WAI chapters understand coverage limits, exclusions, and necessary additional insurance requirements to stay compliant with WAI's insurance policies.



## CHAPTER NEWS & AVIATION FOR WOMEN DEADLINES

### Content Requirements:

- **Event Timing:** Only share news about past events or accomplishments. Member News can also be submitted along with Chapter News, but please make sure to clearly annotate Member News.
- **Format:** Articles should be professionally prepared and print-ready. Submissions should be 150 words or less in length for Chapter News, and 100 words or less for each Member News submission.
- **Editing:** Submissions may be edited for grammar, spelling, and length by the editorial team.
- **Photography:** Photos should be high-resolution (300 dpi or better), in .jpg or .png format. Please note: .heic (i.e. iPhone “live” photo) files will not be accepted.
  - Include full names of individuals in each photo from left to right for proper recognition.
  - Limit photo submissions to one or two favorites; full newsletters or large photo folders cannot be accepted.

### Submission Deadlines for 2025 Issues:

- **AFW Q1 issue**  
(January-March 2025): January 10, 2025
- **AFW Q2 issue**  
(April-June 2025): April 14, 2025
- **AFW Q3 issue**  
(July-September 2025) July 10, 2025
- **AFW Q4 issue**  
(October-December 2025): October 10, 2025

By following these guidelines, Chapters can ensure high-quality and timely submissions that celebrate the achievements and events of WAI members!



## CHAPTERS AWARDS

### The Dorothy Hilbert Chapters Volunteer Of The Year

At Women in Aviation International (WAI), we're genuinely moved by the remarkable dedication of our volunteers. Among them, some individuals consistently go the extra mile for our community. We see their tireless efforts and feel it's time their contributions are duly recognized.

The annual Dorothy Hilbert Chapters Volunteer of the Year award is a heartfelt tribute to these exceptional individuals. We encourage you to share a brief narrative highlighting how your nominee has positively impacted your Chapters. It's an opportunity to spotlight their invaluable contributions and exemplary dedication, showcasing the best of our volunteer community. Your nominee undoubtedly embodies the spirit of team collaboration, and we can't wait to learn more about her/his impact.

WAI looks forward to recognizing the remarkable achievements of the Chapter Volunteer of the Year and the difference she/he has made! Submit your nominations [HERE](#). **Remember to submit your narrative by February 15, 2025.**



## WAI CHAPTER REBATE PROGRAM OVERVIEW

Women in Aviation International (WAI) offers a rebate program designed to help Chapters fund their activities, support member attendance at WAI's Annual Conference and other events and promote the WAI mission. Here are the key details:

### 1. Rebate Funds

- Non-Cash Payments: Rebate funds are not paid to the Chapter in cash.
- As of January 1, 2025: Rebate funds earned through the year will be automatically applied to the Chapter's Annual Fee on February 15 of each year. The Chapter will receive an invoice of \$135 and a separate credit memo reflecting the rebate amount as of February 15. To calculate the amount due for the Annual Fee, subtract the amount of the credit memo from \$135 and proceed to payment.

### 2. Earning Rebate Funds

Chapters can earn rebate funds through:

- New Member Sign-Ups: By signing up new WAI members.

### 3. Using Rebate Funds

Chapters can utilize rebate funds for the following purposes:

- Annual Chapter Fee: To pay the annual WAI Chapter fee.
- Conference Attendance: To cover costs for Chapter members attending the annual WAI Conference.
- WAI Merchandise: To purchase WAI merchandise.
- Other Uses: For other purposes as determined by WAI from time to time.

### 4. Reporting and Balances

- Rebate Reports: The WAI Chapter Team will send a rebate report to your Chapter President in April and October each year.
- Adjustments: If there are questions or discrepancies, contact the Chapter Team as soon as possible.
- Carry-Over Balance: Chapters can carry over a maximum balance of \$250 from year to year, unless prior approval from WAI has been obtained.



## NEW WAI MEMBERSHIP REBATE FUNDS

EARN REBATE FUNDS FOR SIGNING UP NEW WAI MEMBERS

New Member Type	Rebate to Chapter
Corporate	\$25
Family	\$2
Individual	\$5
Lifetime - All	\$5
Student	\$3
Junior – 15 years & younger	\$0

Your Chapter receives rebates for new Women in Aviation International members it recruits as follows:

- As new memberships are created for WAI, be sure new members select your Chapter name from the dropdown as they create their profiles.
- Please note, no rebate funds are given for membership renewals.
  - All Chapter officers are given access to the Chapter’s roster for Chapter management.

### Here’s the process:

1. Log in to your WAI Account and click on your name at the top of the page to enter your Member Compass.
2. When you enter your Member Compass, you will see a menu on the left-hand side. Click on “WAI Reports”.
3. Here you will see your Chapter’s name. Click on this to download your updated Chapter Roster.
4. Save this download in your preferred format.

### Use Membership Rebate Funds:

1. WAI Merchandise – Please contact the WAI Merchandise team at [merchandise@wai.org](mailto:merchandise@wai.org) to purchase merchandise, identify in-stock items, and make special merchandise orders.
2. Registration is open for the 2025 Annual Women in Aviation International Conference taking place March 26-29, 2025 in Denver. Visit the website to learn more and register now! Find more information about the 2025 Conference [HERE!](#)
  - Sponsor a high school student or college student to attend, or
  - Send a Chapter officer so they can attend the Chapter Leadership Workshop, or
  - Have a contest amongst Chapter members!
  - Please note that if you would like to use your Chapter rebates for conference registration, you cannot register online. Please email the registration team and note that Chapter rebates are being used.
  - Must be an active Official Chapter or a Provisional Chapter within (1) year of formation.



3. **Annual Chapter Fee** – Haven't filed your Chapter's Annual Report and/or paid your Chapter's Annual Fee? Use your rebate funds to pay the \$135 due (if paid on or before February 15, or \$160 due if paid after February 15).
  - If your Chapter hasn't paid your Annual Chapter Fee by February 15 and you have a rebate balance, we will automatically allocate your Chapter's rebate funds to cover this annual fee.
4. **Official Chapter Application Fee** - Provisional Chapters...Use your rebates towards your official Chapter application fee!

## Annual Chapter Rebate Funds

Earning Rebate Funds for Sending Chapter Members to the Annual WAI Conference

### Eligibility and Award Details

1. **In-Person Conference Only:** This rebate program is applicable only for in-person WAI Conferences.
2. **Attendance Requirement:** If nine or more Chapter members attend the Annual WAI Conference (full, all-day attendance), WAI will award your Chapter one complimentary registration for the following year's conference.

### Claiming Your Complimentary Registration

3. To use the complimentary registration, please contact the registration team directly, as online registration is not available for this offer.

### Important Limitations

4. **Carry-Over and Expiration:**
  - The conference rebate may be carried over to the next conference year but expires after that.
5. **Donations:**
  - The rebate may be donated to another WAI member or Chapter for use during the current conference year.
6. **One Registration Limit:**
  - Each Chapter can earn only one complimentary conference registration per conference year.

### Collaboration for Registration Use

Chapter leaders should work closely with the WAI Manager of Chapter Relations to utilize this option effectively. Registration for the complimentary registration must be processed through the registration team.

### Illustrative Example

If Chapter ABC has nine or more members registered for all days of the 2024 Conference, they will receive one complimentary registration for the 2025 Conference. Chapter leaders and the WAI Chapter Team will collaborate to determine how to apply this free registration.

### Potential Scenarios for Rebate Use

#### Carrying Forward:

Chapter ABC may choose to carry their complimentary registration forward for a member to use at the 2026



Conference. Be cautious, as the registration will expire with the 2026 Conference.

**Donation:**

- Chapter ABC may decide to donate their complimentary registration to Chapter XYZ, allowing one of their members to attend the 2025 or 2026 Conference.
- This donation could be especially beneficial if given to a collegiate Chapter to help send a student to the conference!



## CHAPTER DISSOLUTION CHECKLIST

### ***What your Chapter must do to dissolve:***

- \_\_\_\_\_ Communicate status to Chapter members, in the event that members may want to continue the Chapter. If no such affirmation is received, then:
- \_\_\_\_\_ Communicate your intention to dissolve your Chapter to the Manager of Chapter of Relations.
- \_\_\_\_\_ Identify and resolve remaining Chapter expenses and/or debts.
- \_\_\_\_\_ Identify remaining final balance in Chapter accounts.

As a 501(c)3 non-profit group, and in accordance with your Articles of Incorporation and Bylaws, any remaining funds must be forwarded to Women in Aviation International.

Your Chapter may designate that you wish for the remaining funds be used towards funding WAI scholarships, or you may designate your own scholarship (and terms for award). Note: WAI must review and approve terms of the scholarship, and dependent upon the amount, may direct funds to the general WAI Scholarship fund.

Checks for the remaining balance should be made payable to "Women in Aviation International" and forwarded to:

Manager of Chapter Relations  
Women in Aviation International  
1864 Dayton Germantown Pike, Unit 4  
Germantown, OH 45327-1100

### ***What WAI will do:***

- \_\_\_\_\_ Remove Chapter affiliation from member's database record.
- \_\_\_\_\_ Remove the Chapter from **WAI.org**.
- \_\_\_\_\_ Note dissolution of Chapter on official Chapter Number List.
- \_\_\_\_\_ Note dissolution of Chapter on Master Chapter Worksheet.
- \_\_\_\_\_ Move files to Dissolved Chapter section.
- \_\_\_\_\_ Indicate removal of Chapter from IRS Group Ruling on annual IRS communication.