



CHAPTER OPERATIONS

MODULE



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ONGOING CHAPTER MANAGEMENT

This version of the guidelines for WAI Chapters clarifies that Chapters must submit an Annual Report by April 30 each year to the WAI Manager of Chapter Relations. Here are the key components of the Annual Report:

Please note: All chapter officers must be current members of Women in Aviation International. Expired members will be removed from chapter officer role once expired beyond 60 days.

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 March 1, 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 April 30* 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.

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 April 30 each year will receive confirmation of their good standing for the following year. If a Chapter does not report by April 30, 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

Summer Cole

scole@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.



MAINTAINING TAX-EXEMPT STATUS

Chapters Covered by WAI's Group Ruling

1. **WAI Group Exemption Number (4259):**

- This number must be included on each **Form 990** (Return of Organization Exempt from Income Tax) and **Form 990-T** (Exempt Organization Business Income Tax Return) filed by the Chapter.

2. **Requirements for Continued Participation in Group Exemption:**

- Chapters must ensure their activities align with WAI's mission as a **501(c)(3)** tax-exempt organization.
- Any changes in Chapter name or mailing address must be reported to WAI in the Annual Report by **April 30** each year.
- Any changes regarding inclusion or exclusion from WAI's group ruling must be communicated as soon as possible. WAI updates the list of Chapters in the group ruling annually by submitting a statement to the IRS based on Chapter information received by **February 15**.
- **Amendments** to Articles of Incorporation and Bylaws must be submitted to WAI for approval.

Requirements for All U.S. Official Chapters Over One Year Old

1. **Form 990/990-EZ Filing:**

- Chapters with **gross receipts over \$25,000** must file **Form 990** or **990-EZ** by the **15th day of the fifth month** after the end of the accounting period.
- Failure to file on time may result in a **\$20 per day penalty**, with a maximum penalty of **\$10,000** or 5% of gross receipts, whichever is less.
- Chapters receiving a **Form 990 package** in the mail should file the return, even if their gross receipts are less than \$25,000. If not required to file, they should check the box indicating that the Chapter's receipts are normally under \$25,000 and sign the return.

2. **Public Inspection:**

- If Form 990 or 990-EZ is filed, the Chapter is required to make the return available for **public inspection** for three years after the later of the due date or the filing date.

Other Tax Obligations

1. **Social Security Taxes:**

- Chapters must pay **social security taxes** on compensation of \$100 or more paid to Chapter employees during the year under the Federal Insurance Contributions Act (FICA).
 - Chapters are **not liable for Federal Unemployment Tax (FUTA)** but may be responsible for state unemployment taxes.

1. **Local Taxes:**

- Each Chapter is responsible for understanding and complying with **local tax filing requirements**, which



may involve filings with state revenue or charitable oversight agencies.

- Chapters are encouraged to consult with tax experts or other Chapters to ensure compliance with local regulations to avoid penalties, which can accumulate and become difficult to resolve if missed.

Chapters must stay proactive with both federal and local tax requirements to maintain their tax-exempt status and avoid penalties.



Banking Information	
Chapter Name	
Bank Name	
Bank Address	
Bank Routing Number	
Bank Account Number	
Contact for Bank	
Name	
Phone	
Email	
Authorized Signatories for Account	
a)	
b)	
c)	
d)	
Debit Card Pin	
Online Banking	
Website	
Login	
Password	
Security Questions and Answer	
a)	
b)	
c)	
d)	
Credit Card Payment Tool (Paypal, Venmo, ect.)	
Website	
Login	
Password	



Corporate and Tax Information	
Chapter Name	
IRS Employee Identification Number (EIN)	
State Tax Information	
Date of Incorporation	
Official Address	
For Filing IRS 990N	
Username	
Password	

Login Information	
Chapter Name	
Email	
Username	
Password	
Recovery Email	
Recovery Phone	
Chapter Management Tool	
Login	
Password	
Eventbrite/Zeffy/SignupGenius Platform	
Username	
Password	
Mail Chimp	
Username	
Password	
Facebook	
Page Name	
Current Admins	
a)	
b)	
c)	
Linkedin	
Current Admins	
a)	
b)	
c)	
Snapchat	
Username	
Password	
Twitter/X	
Username:	
Password:	
Instagram:	
Username:	
Password:	
Website:	
Website Address:	
Website Server:	
Username:	
Password	



Executive Board Contact Information

Each chapter runs their executive board just a little bit differently. Here is a great place to list the name and contact information for each board position. While still complying with the requirements outlined in your chapter bylaws for your executive board, you might identify important tasks each officer takes on for your local chapter.

Chapter Name

Position	Name	Contact Information
President: a)		
b)		
c)		
d)		
Vice President: a)		
b)		
c)		
d)		
Treasurer: a)		
b)		
c)		
d)		
Secretary: a)		
b)		
c)		
d)		
Membership Chairperson: a)		
b)		
c)		
d)		
Outreach Chairperson: a)		
b)		
c)		
d)		
Girls in Aviation Day Chairperson: a)		
b)		
c)		
d)		
Program and Planning Chairperson: a)		
b)		
c)		
d)		
Communications Chairperson: a)		
b)		
c)		
d)		
Fundraising Chairperson: a)		
b)		
c)		
d)		
Advisor: a)		
b)		
c)		
d)		



Committee Contact Information

List out each committee you have, the chair & member of each committee and the role the committee serves. Include any important documents the committee compiles in a folder in your digital files.

Chapter Name

Position	Name	Contact Information
Membership Committee (Required):		
Chairperson:		
Members:		
a)		
b)		
c)		
Committee Purpose:		
Outreach Committee (Required):		
Chairperson:		
Members:		
a)		
b)		
c)		
Committee Purpose:		
GIAD Committee:		
Chairperson:		
Members:		
a)		
b)		
c)		
Committee Purpose:		
Other Committee:		
Chairperson:		
Members:		
a)		
b)		
c)		
Committee Purpose:		
Other Committee:		
Chairperson:		
Members:		
a)		
b)		
c)		
Committee Purpose:		



BECOMING A SUCCESSFUL PRESIDENT

Congratulations and thank you for taking on the important role of chapter president! We are so happy to count you among our leadership network at over 170 chapters. All of us at WAI are eager to see you succeed, and we are all rooting for you. Other chapter presidents will generously share their tips and expertise with you, so consider them excellent resources along with the WAI staff.

While serving as your chapter's president, you will assume many different roles. Your role as president is not to assist in every area of operation of your organization, nor to work endless hours while the general membership reaps the rewards of your hard work and endless efforts. Your job is to LEAD ... delegation and coordination is the name of the game!

Your position can be one of the most rewarding in WAI. *You can directly affect WAI's future.* You can be a catalyst for positive change and provide direction for WAI's growth in your community. Through your efforts and active leadership, your chapter can prosper, and you can leave a lasting legacy.

As a chapter president, what is expected of you?

- To support and uphold your chapter's by-laws, and the vision and mission of Women in Aviation International.
- To oversee the chapter's operations and general membership.
- To provide guidance to your board and general membership.
- To build and maintain relationships with people inside and outside your chapter.
- To manage crisis situations.
- To represent WAI on behalf of your chapter during official events.
- To plan for and execute a successful transition with your successor.

The following are a few suggestions that will help you in your efforts to becoming a successful president:

1. **Lead and motivate by example.** While president, always strive to represent the highest ideals of your chapter. You are a visible representative of WAI and your chapter so people will tend to model their behavior after the example you provide. People will also gauge their expectations of the chapter on the impression you make and will decide if they want to be a member of your chapter based upon their experience with you.
2. **Utilize your resources.** Use the WAI chapter network, WAI headquarters staff, and experience from your members to your advantage. You do not need to know everything—just be willing to seek guidance from others to learn everything you can about the position.
3. **Utilize your executive board.** Use your executive board to ensure operations of the chapter are being carried out. Meeting regularly as a board is a great forum to discuss issues and goals of the organization and to delegate tasks among officers.
4. **Stay consistent.** A large responsibility of being a president involves the ability to maintain impartiality and stay consistent. To be successful and impartial, you must stay consistent with decision-making, application of bylaws and judgment.



5. **Be Accessible.** Conflict can often be resolved with immediate intervention. Being easily accessible and showing initiative allows a president to build better relationships with all members of the organization, and in turn, will put you in a better position to help with any internal conflicts.
6. **Learn from your mistakes.** Nobody is perfect, so recognize that not everyone will make the right decisions all the time, including you. Seek guidance from other leaders and welcome input from members and your board.
7. **Be excited to be part of something great.** People are choosing to spend their free time with your chapter. They want to be part of something exciting that is making a difference in the lives of women in aviation. Your excitement about furthering our mission can be contagious!
8. **Take a personal interest in members.** Two of the top reasons people join WAI chapters is for networking and comradery. People want to feel part of something bigger than themselves. Cheer them on. Let them know they have a community of awesome ladies behind them every step of their journey.
9. **Help your board.** Be an active participant in the running of your organization. Assist when people need help, a second opinion, or are in a part of their life inconducive to fulfilling all their board responsibilities.
10. **Delegate responsibilities and tasks, then trust the outcome.** Delegation is the key to success with any organization. The ability to delegate, and accept the subsequent outcome, is essential for successful management and operations. Many of us are perfectionists, but if everything isn't perfect 100% of the time, it is still okay. Further, people may not complete a task exactly the way you might have, or they might not show the same sense of urgency you feel. Maintain a light grip on the yoke. Focus on outcomes, not on the details.
11. **Have fun!** As a chapter volunteer leader, we hope you find your role to be rewarding, and fun. If you're having fun, everyone else will too!



SAMPLE BOARD MEMBER AGREEMENT

We have provided the following Board Member Agreement for your chapter's voluntary use. Use of this agreement is not mandatory, but we find that boards are more successful if everyone knows what is expected of them and affirmatively agrees to the time and resource requirements of sitting on the Board.

You may utilize this agreement alongside your chapter bylaws and outline of board positions/committees to outline the responsibilities of each board member to the chapter. Things such as time commitments, expectations, and duty obligations are outlined for board member's review. You are welcome to adjust this document to best fit your Chapter.

The obligations of both the board to the membership and each individual board member to the rest of the board is outlined here. We recommend that each board member reads the agreement in its entirety and signs, signifying their understanding of the commitment they have made to the chapter. If a board member is not upholding their responsibilities associated with their position, the board may choose to replace them so someone new can fulfill their duties.



<<Insert your chapter logo here>>

WOMEN IN AVIATION [INSERT YOUR CHAPTER NAME] CHAPTER BOARD MEMBER AGREEMENT

Board Member Commitment Agreement

Women in Aviation International - [INSERT CHAPTER NAME] Chapter

Thank you for your dedication to Women in Aviation International ([INSERT CHAPTER NAME]) Chapter! To maximize our effectiveness and impact, we have established a clear meeting schedule and defined minimum obligations for all board members. Your active participation is essential to our success.

You have been nominated and elected to your position based on your passion, commitment, and contributions to our industry and organization. To ensure all board members remain engaged throughout their term, this agreement outlines key expectations and responsibilities. If you feel unable to meet these obligations, we kindly ask that you decline your nomination.

Meeting Schedule and Requirements

Board Meetings

The [INSERT CHAPTER NAME] Chapter Board of Officers (“Board”) meets regularly, with a schedule of approximately [XX] meetings per year. Additional meetings may be scheduled as needed. Meetings may occur via conference call, video conferencing, or in-person.

A tentative schedule will be provided annually, though dates and times may be subject to change. Board members will receive at least one week’s notice of meeting details.

Board meeting guidelines:

- Held outside normal business hours.
- Conducted bimonthly, ahead of quarterly chapter meetings.
- Organized with a detailed agenda distributed prior to each meeting.
- Agenda items and supporting materials must be submitted at least three days before the meeting.

Chapter Meetings

Chapter meetings will be held [enter frequency] and scheduled at the beginning of each calendar year. A tentative schedule will be shared with members in January.

Chapter meeting guidelines:

- Held outside normal business hours.
- Members will receive reminders 10 days and one day before each meeting.



- Organized with a detailed agenda shared in advance.
- Agenda items must be submitted to the President at least five days before the meeting.
- Off-topic discussions (“sidebars”) will be addressed in a future meeting or committee discussion unless critical to the current agenda.

Chapter Events

Chapter events are designed to align with the core mission of WAI, including promoting aviation education, fostering public awareness of women’s contributions to aviation, and supporting WAI’s vision and goals.

Chapter event guidelines:

- Planned annually, with a tentative calendar distributed in January.
- Members will receive event reminders 10 days and one day before each event.
- Board members are expected to attend and actively participate unless prior notice is provided.
- In cases of emergencies, notify a fellow board member as soon as possible.

Girls in Aviation Day (GIAD)

GIAD is an annual flagship event with a date provided by WAI Headquarters.

GIAD expectations:

- Board members are expected to attend and participate fully.
- Participation on the GIAD planning committee is optional; however, board members on the committee must balance GIAD duties with their regular board responsibilities.

Attendance Obligations

- **Board Meetings:** Attend at least 50% of all scheduled board meetings.
- **Chapter Events:** Participate in more than half of all chapter events.
- **GIAD:** Full-day attendance is required.

Failure to meet these obligations may result in a review of your position by the Board. A majority vote may result in relinquishment of your seat if obligations are not met.

Duty Obligations

- Fulfill all responsibilities outlined in the Chapter Bylaws and Continuity Tool.
- Actively participate in board discussions, decisions, and activities.

Should you fail to perform your duties, your position may be subject to review and a majority vote may determine whether you remain in your role.

While these expectations may seem rigorous, we believe they are achievable with planning and communication. Your dedication ensures [INSERT CHAPTER NAME] continues to thrive as a premier chapter in the WAI network.

Please review the Chapter Expectations of Board Members in the Continuity Tool, including potential committee leadership responsibilities, before signing this agreement. Note that duties may evolve with your consent to better serve the chapter.



Thank you for your commitment and passion. Together, we will advance the mission of Women in Aviation International and support the next generation of aviation professionals.

I have received, and reviewed the (YOUR CHAPTER'S NAME) guidelines and the chapter continuity tool and agree to the obligations set forth herein:

Board Member Name: _____ President's Name: _____

Signature: _____ President's Signature: _____

Date: _____ Date: _____



PRESIDENT RESPONSIBILITIES

Please note this is a WAI required position

Performs all needed actions to keep the chapter running. Monitors the work of all other leadership members and ensures each member is fulfilling their outlined duties. Responsible for sending communication to all members of the chapter regarding important chapter business not covered by Membership or Program chairs (see associated duties). Sets the annual member meeting calendar. Delegates duties to any of the chapter officers.

Individual or Shared	Task	Comments/ Concerns
S	Helps keep chapter running	
S	Helps manage communication between WAI and chapter <ul style="list-style-type: none"> Membership – ostancil@wai.org WAI account balance – rainbinder@wai.org General Chapter questions – jrowden@wai.org 	
S	Helps form advisory committee	
I	Serves as student organization advisor	
I	Approves School presence requests	
I	Sets annual member meeting <ul style="list-style-type: none"> July Sets up elections 	
S	Delegates duties	
I	Sends reminder emails for leadership meetings (when VP unavailable) <ul style="list-style-type: none"> Sends at least two weeks in advance 	
S	Coordinates travel to WAI conference	
S	Makes leadership meeting agenda <ul style="list-style-type: none"> Agenda Template 	
I	Must keep detailed record of duties and tasks for next president <ul style="list-style-type: none"> Binder or keep record in WAI google folder (link here) 	
I	Oversees leadership roles and ensures required paper-work is completed	
I	Keeps record of supplies and equipment for chapter use <ul style="list-style-type: none"> GIAD (link here) Outreach events (link here) Member goodies (link here) <ul style="list-style-type: none"> - Shirts - Stickers - Flyers 	



VICE PRESIDENT RESPONSIBILITIES

****Please note this is a WAI required position****

Performs any presidential duties if the president is unable. Serves as the chairperson for the Girls in Aviation Day Committee and serves on the outreach committee.

Individual or Shared	Task	Comments/ Concerns
S	Helps keep chapter running	
S	Helps manage communication between WAI and chapter <ul style="list-style-type: none"> Membership – <i>ostancil@wai.org</i> WAI account balance – <i>rainbinder@wai.org</i> General Chapter questions – <i>chapters@wai.org</i> 	
S	Helps form advisory committee	
I	Serves as student organization president Works closely with student organization rep <ul style="list-style-type: none"> Rep email 	
I	Must complete student organization officer training once a year	
I	Approves school event requests	
I	Support student leadership with <ul style="list-style-type: none"> Event request form Graphic request form Funds/spend request Ensuring access to all required forms 	
I	Chair on GIAD	
S	Sends reminder emails for leadership meetings <ul style="list-style-type: none"> Sends at least two weeks in advance 	
I	<ul style="list-style-type: none"> Sends leadership recap emails to those who could not attend 	
S	Assists in coordinating travel to WAI conference	
S	Makes leadership meeting agenda <ul style="list-style-type: none"> Agenda Template 	
I	Must keep a detailed record of duties and tasks for next Vice president <ul style="list-style-type: none"> Binder or keep a record in WAI google folder Link here 	
S	Completes annual chapter report	



SECRETARY RESPONSIBILITIES

****Please note this is a WAI required position****

Maintains the records for the chapter. Keeps detailed meeting minutes at every executive board AND at membership meetings. Has meeting minutes available to anyone that requests them within 48 hours of meetings. Uploads meeting minutes to the Drive account within 48 hours of meeting end. May delegate any secretarial duties to the Assistant Secretary with appropriate notice (at least 72 hours' notice for meeting minute delegation).

Individual or Shared	Task	Comments/ Concerns
I	Maintains records for the Chapter <ul style="list-style-type: none"> • Meeting minutes • Agenda • Organization of Chapter's data storage platform 	
I	Creates Meeting minutes <ul style="list-style-type: none"> • Meeting minute template • Upload meeting minutes within 48 hrs of meeting 	
I	May delegate tasks to assistant secretary <ul style="list-style-type: none"> • With 72 hrs notice • If assistant secretary is current position 	
I	Serves as student organization secretary <ul style="list-style-type: none"> • Keeps meeting minutes updated with SGA requests <ul style="list-style-type: none"> - Funds - Events 	
I	Keeps record of members task for volunteering	
I	Sends recap email from membership meetings for those who could not attend <ul style="list-style-type: none"> • Within 48 hrs of meeting 	



TREASURER RESPONSIBILITIES

****Please note this is a WAI required position****

This position must be filled by a student

Individual or Shared	Task	Comments/ Concerns
I	Bi-annually checks on WAI budget. Including: <ul style="list-style-type: none"> WAI Rebate on Chapter's data storage platform Grant budgets on Chapter's data storage platform SGA Budgets on Chapter's data storage platform 	
I	Complete Student government training	
S	Apply to any applicable SGA funding, grants, or financial opportunities. This can be shared with other chapter members. Add any applicable links here (ex: specific grants)	
I	Maintain an accurate record of all budget and receipts on Chapter's data storage platform	
I	Send receipts to college account manager <ul style="list-style-type: none"> Account manager email 	
S	Completes annual chapter report	
I	Records any donations received by the chapter and reports them to school foundation	
I	Completes chapter taxes (ensures still under schools 501 c status)	



MEMBERSHIP CHAIR RESPONSIBILITIES

Maintains a current membership roster for the chapter. Works with the treasurer to maintain a current dues-paid record. Sends a reminder email to chapter members the month their chapter membership will lapse. Submits a bimonthly roster to the board. Updates chapter roster with headquarters at least quarterly. Coordinates with Social Media Chair to disseminate meeting information and works with the Event Chair to create and maintain an online calendar of membership meetings.

Individual or Shared	Task	Comments/ Concerns
S	Keeps up to date record of all current chapter members on Chapter’s data storage platform <ul style="list-style-type: none"> • Membership requirements • Including chapter position • Contact info • WAI membership number • Reports list to leadership meeting bi-monthly (every other meeting) 	
I	Contacts WAI quarterly for updated roster and makes any needed corrections <ul style="list-style-type: none"> • <i>chapters@wai.org</i> 	
I	Manages communication for new members <ul style="list-style-type: none"> • Becoming a member • Submitting new member forms and payment 	
S	Coordinates with social media chair and event chair to disseminate information about leadership and membership meetings <ul style="list-style-type: none"> • Membership meeting in July 	
I	<ul style="list-style-type: none"> • Must keep detailed record of duties and tasks for next president • Binder or keep record in WAI google folder 	



OUTREACH RESPONSIBILITIES

Helps the chapter serve the community with at least one community service project or event each year (excluding Girls in Aviation Day). Emails membership regarding community service project/event AND all Girls in Aviation Day communications. Serves as chairperson on the Outreach Committee and serves as second chair for Girls in Aviation Day committee.

Individual or Shared	Task	Comments/ Concerns
I	Serves as second chair for GIAD	
I	Manages communication for GIAD <ul style="list-style-type: none"> • Use WAI Eblast (request through Summer at scole@wai.org) • Sign up process for attendees • Sign up process for volunteers • Reminders 	
I	Manages communication regarding volunteer or service project <ul style="list-style-type: none"> • Use WAI Eblast (request through Summer at scole@wai.org) • Sign up process for attendees • Reminders • Outside organizations 	
I	Must put on at least one community outreach event besides GIAD	
I	Must put on at least one outreach event to a local school <ul style="list-style-type: none"> • Career fair • Aviation related activity 	
I	Communicates and manages GIAD budget with chapter treasurer	
S	Should use help from event chair (add email) and social media chair (add email) to get any posters or events approved	
I	Must keep a detailed record of planning of events for GIAD and outreach for next chair	



EVENT CHAIR RESPONSIBILITIES

Provides chapter with bimonthly activities related to aviation. Coordinates all details regarding tours and activities with appropriate contacts. Submits program proposal (including proposed dates) to board at July board meeting for following year. Sends program proposal to membership no later than one month before each semester. Sends email event reminders to membership 1 week prior to events and 1 day prior to events. If there will be an event and meeting on the same date, the Program chair will send out all communications. Coordinates with Social Media Chair to disseminate event information and works to maintain an online calendar of membership meetings.

Individual or Shared	Task	Comments/ Concerns
I	Manages WAI google calendar (link here) <ul style="list-style-type: none">• Add events ASAP (at least 3 weeks before)	
I	Submits event request for events and meetings (link here) <ul style="list-style-type: none">• Done at least 3 weeks in advance	
I	Records membership attendance to events	
S	Coordinates speakers, tours, or any other activities <ul style="list-style-type: none">• Submits semester outline one month prior to semester	
I	Works with Student orgs to ensure events/activities are within school guidelines	
I	Collects any required paperwork for events: <ul style="list-style-type: none">• Student travel forms (link here)• Waivers (link here)	
S	Helps submit forms and plan outreach/volunteer projects	
S	Communicates with the treasurer (contact email) to stay within budget for events	
I	Send reminder emails 1 day prior and 1 week before each event (excluding leadership meetings) <ul style="list-style-type: none">• Send email based off of current membership list	
I	Must keep detailed record of duties and tasks for next event chair <ul style="list-style-type: none">• Binder or keep record in WAI google folder• Each event plan is kept in folder as well	



SOCIAL MEDIA CHAIR RESPONSIBILITIES

Maintains communication with chapter members through all social media platforms the chapter utilizes. Facebook, Twitter, Instagram & LinkedIn should be updated at least biweekly or more if necessary. Works with Membership Chair and Event Chair to deliver important meeting and program information via social media platforms prior to events.

Individual or Shared	Task	Comments/ Concerns
I	Keeps updated Social Media <ul style="list-style-type: none">• Updated at least biweekly• One Aviator of the month	
I	Creates any social media or advertising content <ul style="list-style-type: none">• Must get approved through student orgs	
I	Works with WAI to disseminate information <ul style="list-style-type: none">• Eblast<ul style="list-style-type: none">– Request through Summer at <i>scole@wai.org</i>	
I	Keeps record of social media logins	
I	Checks social media weekly to respond to: <ul style="list-style-type: none">• DMs• Comments• Likes	
I	Must keep detailed record of duties and tasks for next president <ul style="list-style-type: none">• Binder or keep record in WAI google folder	

OFFICER APPRECIATION CERTIFICATE



CERTIFICATE
of appreciation
PROUDLY PRESENTED TO

FOR YOUR DEDICATION AND SERVICE AS THE

FOR THE TERM _____

Summer Cole
Summer Cole
Manager of Chapter Relations

President
Chapter _____





RUNNING A MEETING

- **History**—Give members an overview of the history of WAI, its current activities and its relationship to local chapters. Tell them about the history of your chapter and the impact the chapter has made on the community. *You're welcome to use the presentation available on the Chapter Resources page to help tell the story!*
- **Recruitment**—Encourage those in attendance that are not yet members to complete the membership application that day. Encourage members ahead of time to bring their friends that may be interested in joining (“bring a friend day”).
- **Why** - Tell them why *you* got involved with WAI and a few reasons why they also might want to get involved. Make this personal—ask other members why they joined.
- **Member Benefits**—Don’t forget to mention all the great member benefits you get for joining WAI – job boards, mentor programs, the WAI conference and more.
- **Agenda**—Allow members and your board to add to the agenda before the meeting. Post the agenda and have it available for all members during the meeting. Stick to the agenda and allow each board member present to discuss pertinent items they’re working on. Have a dedicated start and end time for the meeting. Keep the meeting on track to respect member’s time and table ideas that need dedicated time at a future meeting. Start and end the meeting on time. Your secretary should take detailed meeting minutes to support your non-profit status and reporting requirements.
- **Start a Conversation**—Listen to your membership! Get them involved! Have them share ideas on upcoming event, activities for the chapter to do, charities to support, member wins, and ideas to propel the chapter forward.
- **Solicit Help**—**Members that are more involved are likely to attend more meetings, support the chapter better, and have a memorable, positive experience with it.** Invite members to join committees or teams, ask them to support your chapter by assisting in various ways. Utilize each member’s expertise in propelling your chapter forward.
- **Collect chapter dues and encourage people to sign up to be members at the meeting**—They’re more likely to pay dues if it’s easy and convenient to do so right then and there. Have both a cash and card option (such as square or PayPal).
- **Prepare for the next meeting**—Set the date, time, and location for the next membership meeting and ask members for topics that they’d like to see covered.
- **Follow up on action items!** Record action items and people responsible for those items and be sure to follow up on each one!



MEMBER ENGAGEMENT AND RETENTION

Member Engagement

As a chapter leader, fostering member engagement and retention is vital—and rewarding! Our members bring unique experiences and perspectives from a dynamic, ever-changing industry. This diversity is what makes our chapter exceptional.

Engaging members is an opportunity to build relationships and create a sense of belonging. Here are some tips to make your members feel valued and involved:

- **Be an Ambassador:** Engage with members individually. Make them feel welcome and part of something bigger.
- **Involve Members:** Encourage feedback, ideas, and participation. Members want their voices heard—facilitate connections and collaboration.
- **Plan Socials:** Host casual meet-and-greet events to connect members. These relaxed settings are perfect for networking and learning about each other’s strengths.

Regularly ask yourself:

- What have I done recently to engage members?
 - How can I better involve or connect with them?
- Write down your efforts and brainstorm ways to enhance engagement. Focus on making every member feel included and useful through tailored projects or roles aligned with their interests and skills.

At events, ensure board members mingle with new members, making them feel welcomed and valued. A warm introduction can spark long-term connections.

Member Retention

Keeping members engaged over time requires consistent communication and thoughtful outreach:

- **Stay Connected:** Use email, social media, and personal messages to share updates and check in with members. A quick, personalized note can make a big difference.
- **Encourage Participation:** Give members “skin in the game” by inviting them to join committees, lead projects, or contribute based on their unique skills.
- **Celebrate and Support:** Recognize milestones like certifications, promotions, or personal achievements. Equally, offer support during challenges with kind gestures, such as meals, flowers, or a simple visit.

Foster a culture of care within the chapter. By being there for each other—both professionally and personally—you’ll create lasting bonds and a strong sense of community.

Remember, WAI isn’t just a professional organization; it’s a family. Your efforts to nurture these relationships will ensure your chapter remains a place where members grow, support one another, and spread the WAI mission together.



Chapter Roster Management

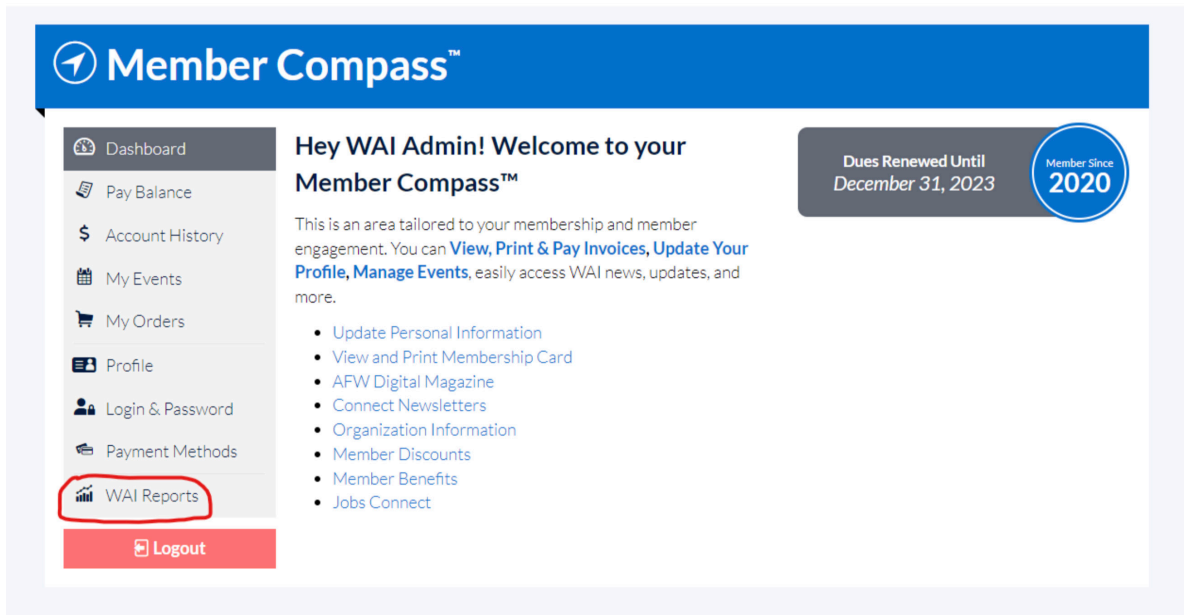
The Membership Chairperson and their team are responsible for:

- 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.

Name	PersonLast Name	PersonFirst Name	Membership Number	Designated Member Type Name	Original Join Date	Membership Expires	Membership Status	Open Balance	Contact Info Email	Person Personal Contact Phone	Chapter Position	
				Chapter	8/23/2023	12/31/2099	Current	0			Chapter Main Contact	
		Claudia		Individual	8/18/2024	8/17/2025	Current	0			Membership Chair	
		Amanda		Individual	4/1/2018	1/31/2024	Current	59			Outreach Chair	
		Maria		Individual	5/31/2024	5/30/2025	Current	0			President	
		Cynthia		Individual	7/1/2012	5/19/2025	Current	0			Secretary	Remove Office
		KARIN		Individual	4/19/2023	4/18/2025	Current	0			Treasurer	Remove Office
		Kambri		Student	8/21/2023	8/20/2025	Current	0			Vice President	
		Alicia		Student	7/19/2022	7/18/2025	Current	0				
		Angela		Individual	11/3/2024	11/2/2025	Current	0				
		April		Individual	4/1/2019	1/17/2024	Current	59				
		Shelby		Individual	4/23/2022	4/22/2024	Expired	0				
				Corporate	11/3/2024	11/2/2025	Current	0				
		Dakki		Student	4/1/2020	3/25/2025	Current	0				
		Emily		Junior - Age 5-15	1/18/2024	1/17/2024	Current	0				
		Emily		Junior - Age 5-15	7/25/2022	7/24/2025	Current	0			Add as Secretary	
		Erized		Junior - Age 5-15	3/19/2024	3/18/2025	Current	0				
		Jayla		Student			Prospect	0				
		Jennifer		Student	2/28/2022	2/27/2024	Expired	0				
		Jennifer		Individual	5/9/2023	5/8/2024	Expired	0				
		Jazzica		Student	5/2/2023	8/17/2025	Current	0				
		Julie					Inheriting	0				
		Kaitlyn		Student	8/13/2024	8/12/2025	Current	0			Add as Treasurer	
		Kelly		Student	11/1/2017	12/31/2025	Current	0				
		Kristine		Individual	3/3/2024	3/2/2025	Current	0				
		Lisa		Individual	4/12/2022	4/11/2024	Expired	0				
		Meliza		Individual	12/1/2016	11/4/2025	Current	0				
		Pamela		Individual	7/1/2007	7/2/2025	Current	0				
		Ruth		Individual	9/12/2023	9/11/2025	Current	0				
		Trouer		Individual	1/23/2024	1/22/2024	Current	59				
		Vanessa		Individual	5/1/2019	6/3/2025	Current	0				
		William		Individual	8/8/2023	8/7/2025	Current	0				
Add to Chapter		Jazzica	#123456						example@xxx.com			
		Raria	#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.



OUTREACH AND MEMBERSHIP DRIVE EVENTS

To align with WAI's mission and maintain your chapter's tax-exempt status, each chapter is required to host:

1. At least one annual mentoring or educational outreach event/program
2. At least one annual membership drive

These activities are an excellent opportunity to grow your chapter, engage your community, and inspire new aviation enthusiasts.

Educational or Mentoring Outreach

Educational and mentoring events allow your chapter to connect with the community and introduce others to the exciting world of aviation.

Ideas for Outreach Events:

- Host Girls in Aviation Day (GIAD) annually, preferably during the Fall WAI GIAD event.
- Present an aviation-themed talk at a local school or community group.
- Offer the WAI Aviation Girl Patch Program for Scouts.
- Establish a mentoring program for high school or college students.
- Mentor individuals starting their aviation careers.
- Sponsor an aviation-related scholarship.
- Arrange a tour of an aviation facility for students.
- Deliver an aviation presentation to local businesses or social organizations.

These activities encourage education, engagement, and excitement about aviation while reinforcing your chapter's role as a community leader.

Membership Drive

Membership drives are essential for growing your chapter and supporting the larger WAI community. They can also serve as a fundraiser to support chapter operations.

Ideas for Membership Drive Events:

- Organize a special event with a guest speaker; charge a small fee to support chapter funds.
- Set up a booth at a local airshow or community event.
- Host a membership luncheon, dinner, or social event.
- Distribute posters, emails, and direct mail to promote WAI and your chapter.
- Partner with community organizations to market your chapter and attract members.
- Hold a "Bring a Friend" event to introduce potential members.
- Plan a Meet & Greet Social to connect with new and existing members in a casual setting.

These activities will help strengthen your chapter by building membership, fostering connections, and enhancing your chapter's visibility.



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.

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:

- **In-Person & Virtual Engagement:**
 - 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.*
- **2026 GIAD Date:**
 - September 19, 2026 is marked for the 12th Annual International Girls in Aviation Day.
 - Resources can be found on the [Girls in Aviation Day Resources for Event Hosts](#) web page.
- **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



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



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

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	GENERAL LIABILITY			EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Int'l Liab						PERSONAL & ADV INJURY \$ 1,000,000
B	Drone			9036170	12/16/2023	12/16/2024	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						Int'l Lia \$ 1,000,000
A	AUTOMOBILE LIABILITY			EPP0314064	02/14/2024	02/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<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 \$ 40,000
	<input checked="" type="checkbox"/> NON-OWNED AUTOS			Damage \$			
X	UMBRELLA LIAB			EPP0314064	02/14/2024	02/14/2025	EACH OCCURRENCE \$
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE	<input type="checkbox"/> CLAIMS-MADE					\$
	<input type="checkbox"/> RETENTION \$						\$
	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) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					E.L. EACH ACCIDENT \$
B	Arlington Roe			PHFD95010738001	12/03/2023	12/03/2024	E.L. DISEASE - EA EMPLOYEE \$
A	Cincinnati Ins. Co			EMN0516996	02/14/2024	02/14/2025	E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Insured's Copy	CANCELLATION INSC001 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

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ONLINE TOOLS

Automating your chapter business can free up a lot of time for you to do more important tasks! Here are a few online tools that we've come across that might help make leading a chapter easier and more efficient (please note that these platforms are suggestions, rather than specific endorsements).

Email and Communication

MailChimp

- A free email list service for up to 1,500 contacts.
- Schedule emails in advance to ensure consistent communication.
- Reminder: Some emails may be marked as spam, so encourage members to add your email to their contacts.

Project Broadcast

- A texting app/website with a dedicated phone number.
- Send personalized bulk text messages and interact with responses in real time.
- Ideal for reminders, updates, and event promotion.

Social Media

Facebook

- Use a business page or group (open, closed, or secret) to share updates, events, and connect with members.
- Schedule posts and events in advance.
- Note: Facebook algorithms may hide posts, so use it alongside other communication channels.
- Consider adding members as friends for stronger engagement and visibility.

Data Collection and File Sharing

Google Forms

- Collect member feedback, RSVPs, or surveys with ease.
- Integrates with Google Sheets for streamlined data analysis.
- Share links via email, text, or your chapter's website.

Google Drive/Dropbox

- Store and share documents, spreadsheets, and resources.
- Centralize important chapter files to ensure continuity between board transitions.
- Google Drive offers generous free storage, with affordable upgrades available.



Virtual Meetings

Zoom

- Host virtual meetings with free 45-minute sessions for up to 100 participants.
- Perfect for board meetings, emergency discussions, or member workshops.
- Extend sessions by sharing multiple links if needed.

Payment Processing

Square

- Accept credit card payments via a reader or manual entry.
- Useful for event tickets, merchandise sales, or donations.
- Note: Transaction fees apply but often lead to higher sales due to convenience.

PayPal

- Collect dues, donations, or event fees via email or a personalized PayPal.me link.
- Reduced fees for nonprofit organizations using an EIN.
- Option to send custom invoices to members or sponsors.

Cheddar Up

- Manage recurring dues, event registration, and sales.
- Directly deposits funds into the chapter's bank account.
- Fees apply for certain transactions.

Zeffy

- A no-fee fundraising platform tailored for nonprofits.
- Supports ticketing, donations, campaigns, and eCommerce needs.

Design and Marketing

Canva

- A user-friendly platform for creating professional designs like invitations, social media graphics, and banners.
- Many templates and design elements are free or inexpensive.

By incorporating these tools into your chapter's operations, you can boost efficiency, improve member communication, and create a seamless experience for your team and members. Let technology take care of the details while you focus on making an impact!

WAI CHAPTER BRAND AND LOGO DESIGN GUIDELINES

To access the 2026 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 **Summer Cole** at scole@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.

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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 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, 2026: Rebate funds earned through the year will be automatically applied to the Chapter's Annual Fee on April 1 of each year. Your chapter will receive an invoice if there is any balance due after applying the rebate funds.

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

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

New Member Type	Rebate to Chapter
Corporate	\$25
Family	\$2
Individual	\$5
Lifetime - All	\$5
Student	\$3
Junior – 18 yo & younger	\$0

- As new memberships are created for WAI, be sure new members select your Chapter name from the drop down 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 Summer Cole at scole@wai.org to purchase merchandise, identify in-stock items, and make special merchandise orders.
2. WAI Conference Registration - Please contact Summer Cole at scole@wai.org to have your funds applied to conference registration



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 April 30, or \$160 due if paid after April 30).
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 2022 Conference, they will receive one complimentary registration for the 2023 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 2024 Conference. Be cautious, as the registration will expire with the 2024 Conference.

Donation:

- a. Chapter ABC may decide to donate their complimentary registration to Chapter XYZ, allowing one of their members to attend the 2024 or 2025 Conference.
- b. This donation could be especially beneficial if given to a collegiate Chapter to help send a student to the conference!