

Connect.
Engage.
Inspire.





WAI
CHAPTER
CONNECT



Starting a Women in Aviation International Chapter

Starting a WAI Chapter- First Steps

Interested in starting a WAI Chapter in your community?
Reach out to our Manager of Chapter Relations to learn
more and share your interest!



Jessi Litz-Rowden
Manager of Chapter
Relations

jrowden@wai.org
202-909-9767

What Does a Chapter Do?

1. Provides networking opportunities and fosters connections within local communities.
2. Builds friendships, camaraderie, and support for members in the area.
3. Inspires others through community events and educational outreach.
4. Organizes events, activities, and learning opportunities for members at the local level.
5. Encourages members to participate in programs such as Scholarships, Mentorship Connect, Chapter events, Job Connect, the WAI Speaker Series, Conference, and more through Women in Aviation International.



What Does a Chapter Do?

A WAI Chapter belongs to you, the members, and your community.

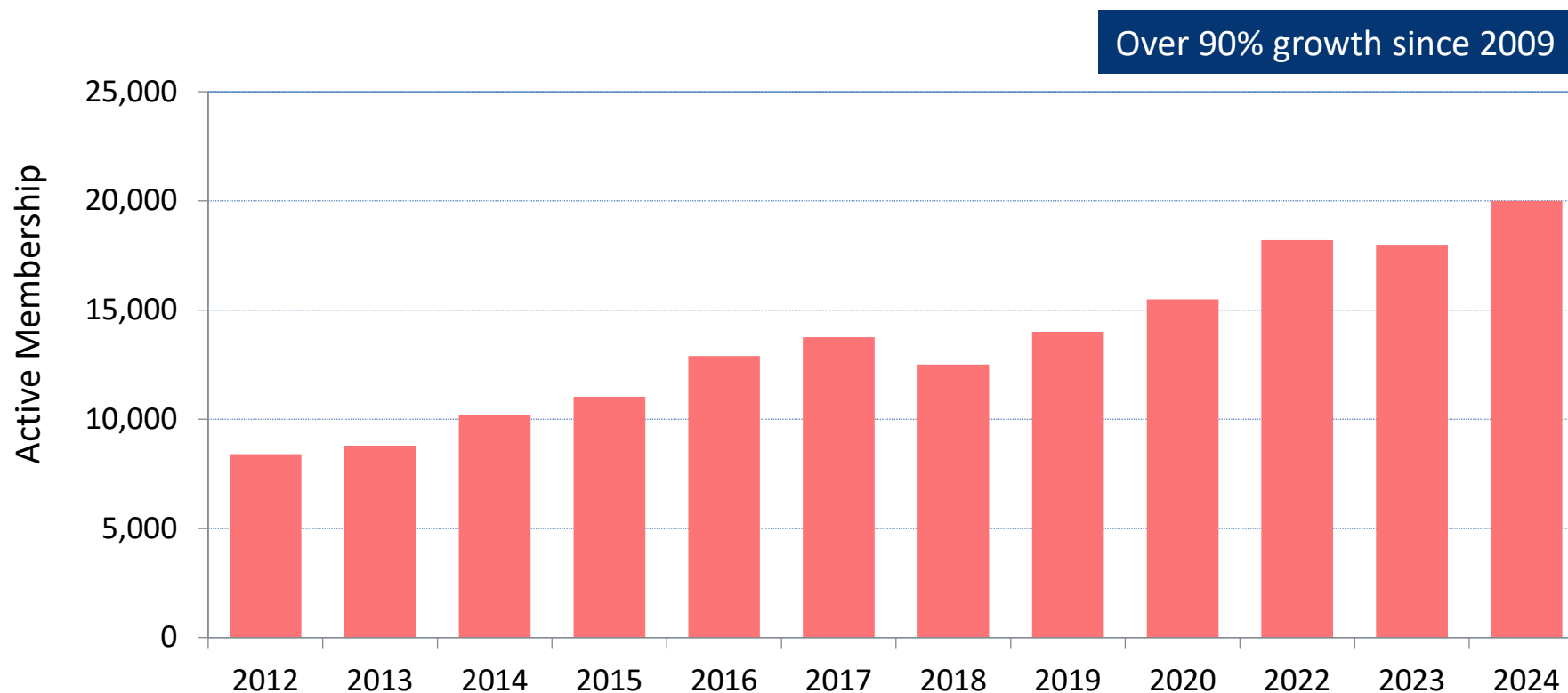
YOU are the “boots on the ground” spreading the WAI mission, purpose and vision.





About the Organization

With more than 20,000 members in 120 countries, **Women in Aviation International** is the largest nonprofit organization in the world dedicated to increasing the number of women involved in all aspects of aviation and aerospace.



About the Organization

Membership Today

Over 20,000 Active Members

- 9,000+ Individual Members & Family
- 5,700+ Student Members
- Almost 500 Corporate Members
- 800+ International Members Representing 100 countries

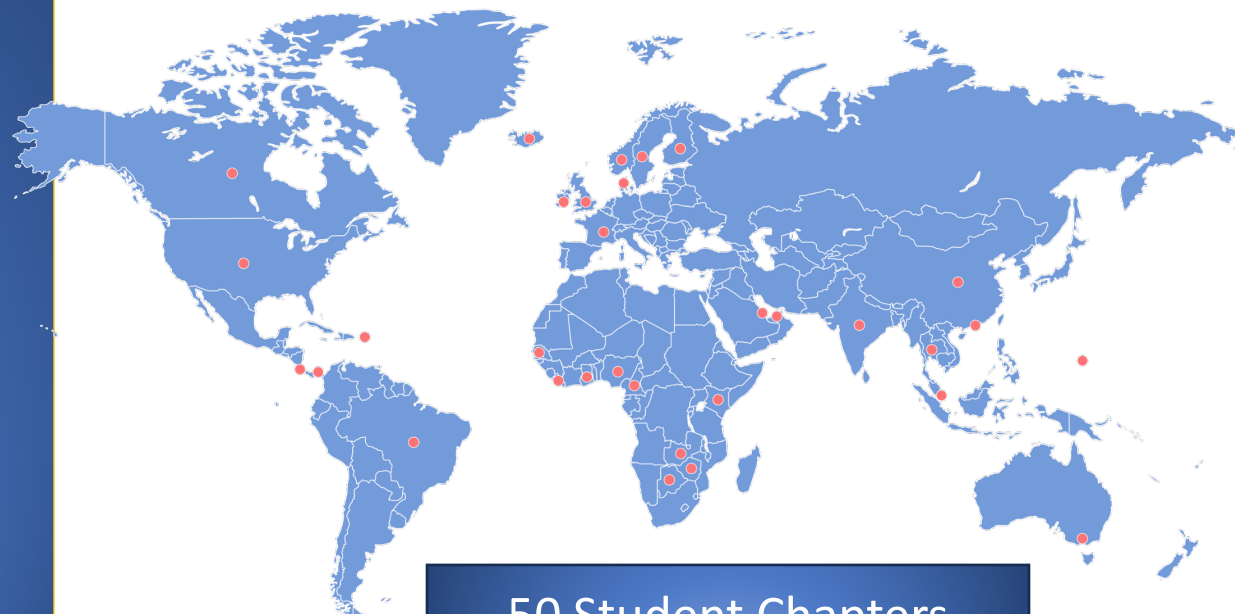




Chapter Representation in WAI

- **165 active WAI Chapters and growing**
- **33 International Chapters representing 23 countries**

42% of WAI members are also chapter members



50 Student Chapters Internationally



What Are the Benefits of WAI?

>>Insert 2025 Member
Infographic>>



Resources for Members: WAI Print and Digital Material

Chapters, members, and events contribute to *Aviation for Women and Aviation for Girls* magazine.

Engaging, educational, and inspirational content highlights the diverse talents of Women in Aviation International members.





Resources for Members: WAI Connect eNewsletter

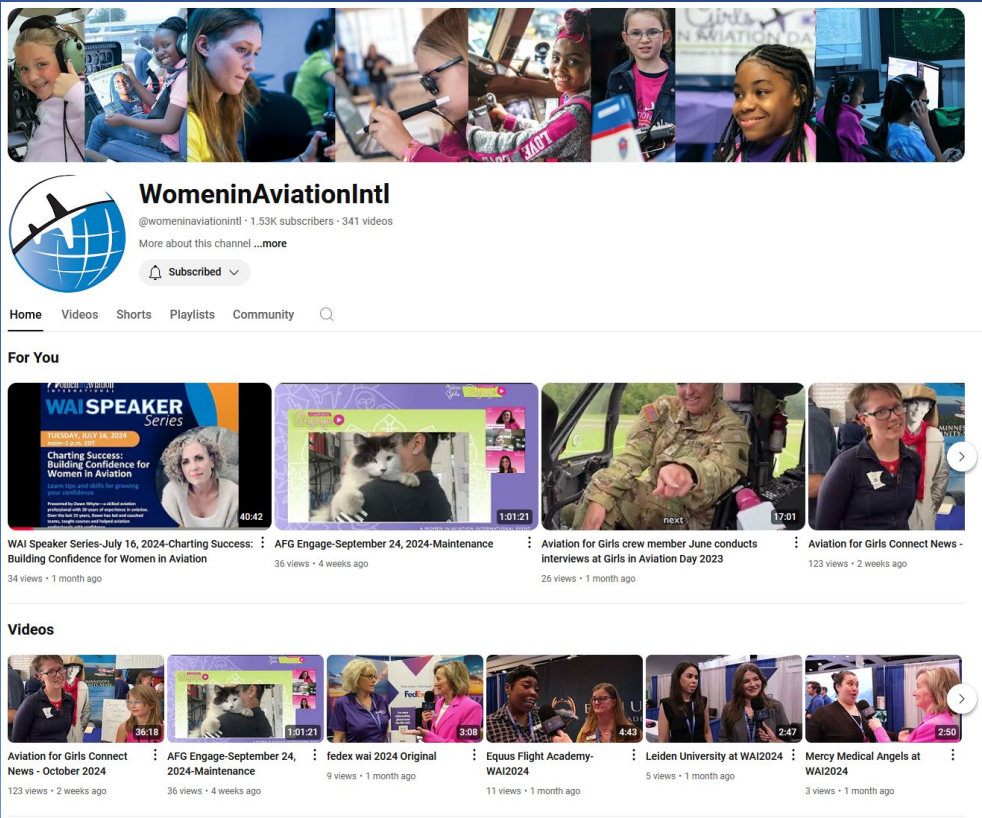
Stay connected
with WAI by
opting in to digital
communications

- 12x a year eNewsletter
- Published 1st of each month
- New mobile friendly format
- Chapter activities, member news
- Advertising
- Job Postings
- Are you getting this?
If not,
 - We don't have your correct email
 - Check your spam folder!





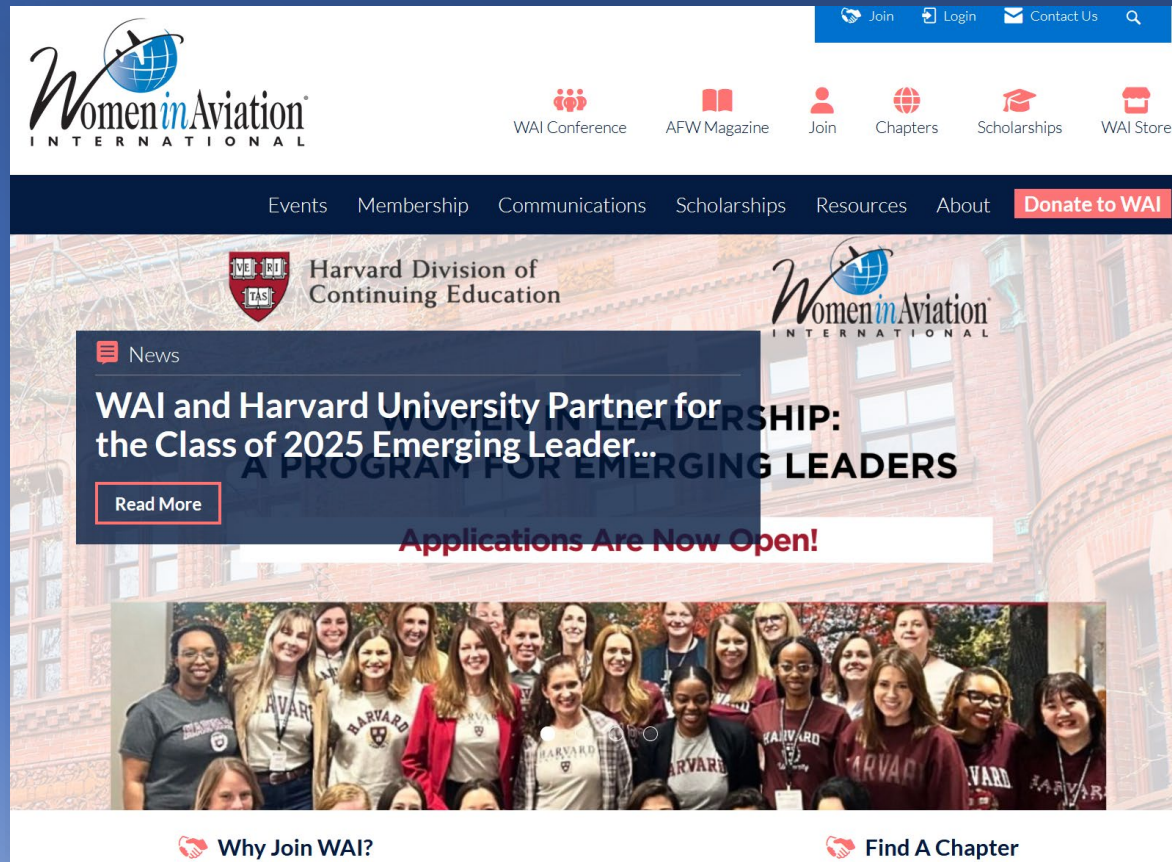
Resources for Members: WAI YouTube Channel



Scan the
WAI YouTube Channel
QR code

Resources for Members:

www.WAI.org



Access ALL member benefits, the most recent announcements for the organization, new WAI initiatives, Chapter Resources, and MORE!

Resources for Members: Mentor Connect



WAI MENTOR CONNECT

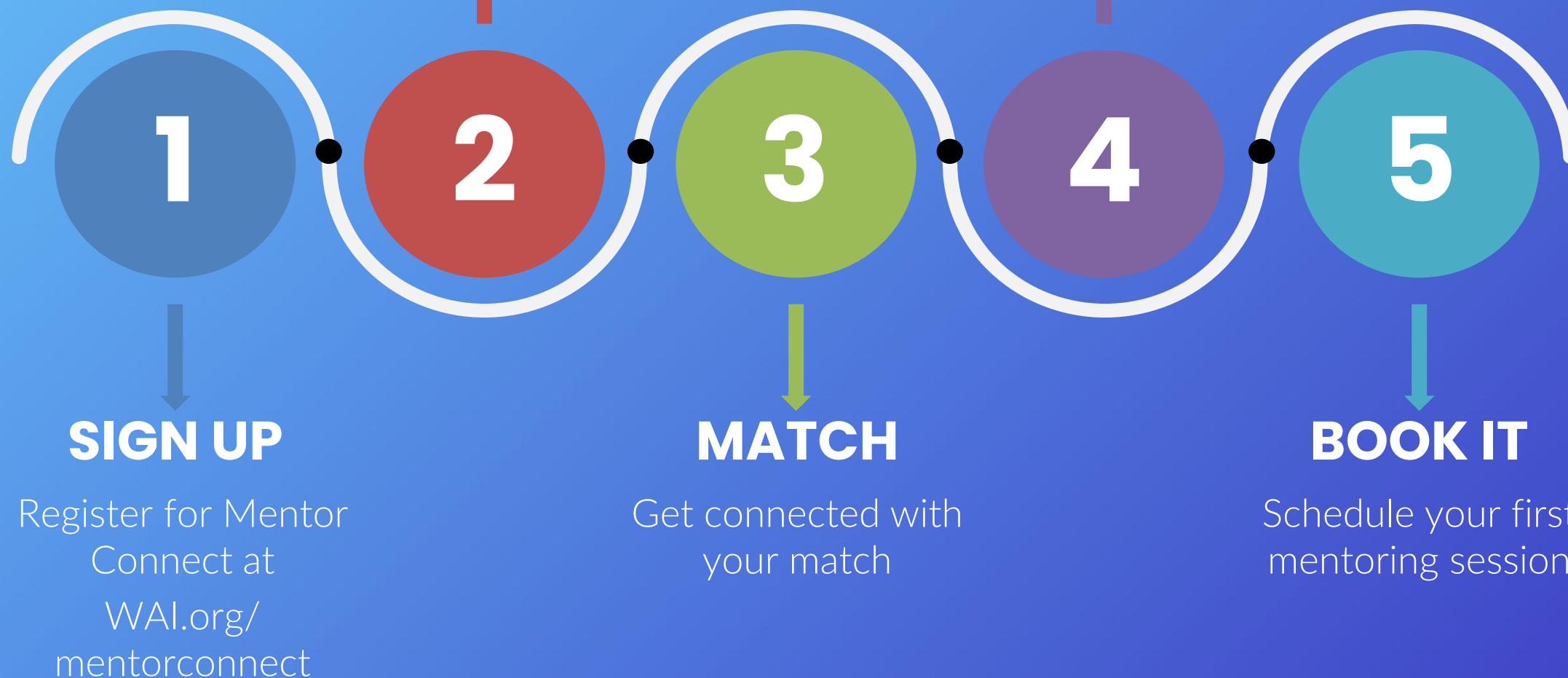


SETUP

Create your profile
and become a WAI
Mentor or get a WAI
Mentor

GOALS

Set your goals with
your Mentor or
Mentee



Resources for Members: Mentor Connect



Getting Started
Is Easy!

Scan the WAI Mentor
Connect QR Code for
more information

Resources for Members: Mentor Connect



WAI JOBS CONNECT

Find a Job

Let's get you started on your next career move. To view the jobs appropriate to your skills and experience, just click on the career category and location that's right for you. Good luck in your search!

[Start Your Search](#)

Find an Internship

An internship, whether paid or not, is the best way to get your foot in the door of a company or learn a particular facet of the aviation industry. What's more, interns are often hired as full-time employees when a successful internship is finished. Do a good job with an internship and you'll net a solid reference for future job hunting.

[Start Your Search](#)

Post a Job

WAI Corporate Members can post job listings here, which will be displayed free for 30 days. WAI Job Connect is the best route to finding a diverse pool of qualified applicants who are ready for their next career step.

[Create A Job Posting](#)

Post an Internship

Extend the reach for qualified and eager interns beyond your local community. WAI members all over the world are looking for their first aviation career experience. You can start these worthy, young people on a path to success with your internship opportunity posted here.

[Create An Internship](#)

Spring 2019



Resources for Members: International Scholarships



- March 31, 2023—Women in Aviation International (WAI) has established a new international scholarship program benefitting its members who are studying for aviation and aerospace degrees at universities in seven different countries.

- 1.University of New South Wales, Australia
- 2.Leiden University International Institute of Air and Space Law, The Netherlands
- 3.Embry-Riddle Aeronautical University Asia, Singapore
- 4.Fanshawe College Norton Wolf School of Aviation and Aerospace Technology, Canada
- 5.Ecole Nationale de l'Aviation Civile, France
- 6.University of Limerick, Ireland
- 7.University of the West Indies, Trinidad and Tobago



Rising women leaders in the aviation and aerospace industry are encouraged to apply to attend ***Women in Leadership: A Program for Emerging Leaders***, a three-day, on-campus professional development program hosted by Women in Aviation International (WAI) and conducted by Harvard University's Division of Continuing Education.



Resources for Members: A Robust Scholarship Program



- All apps online at **WAI.org** will be live in August each year. Scholarships to be awarded and announced on or near Conference annually.
- Approximately \$16M awarded through the lifetime of the program.

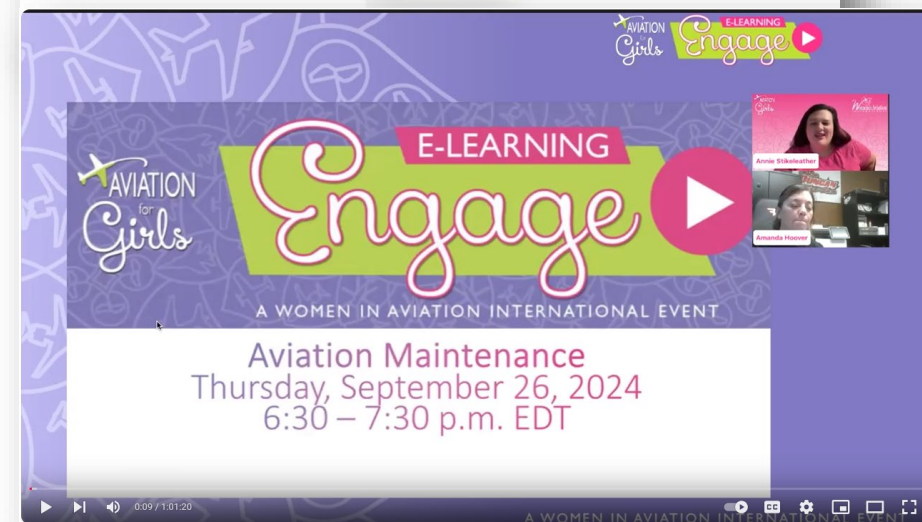
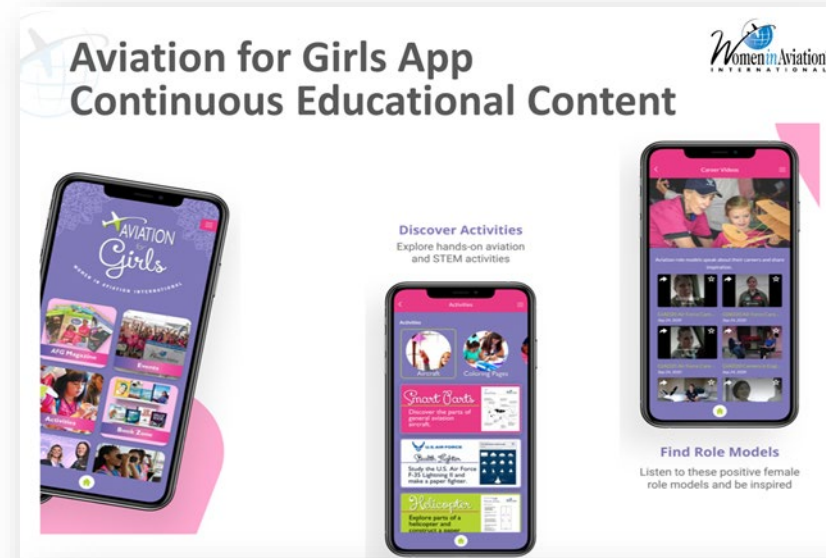


Resources for Members: Aviation for Girls Programming

- Are you 16 years old or younger?
- Do you love aviation and STEM?
- Do you want to learn more about living your aviation passion?
- Are you interested in finding out more about scholarships in aviation?

We have a free WAI membership for you!

Join for free here and learn about all the resources and benefits at
WAI.org/membership-information



10th Annual Girls in Aviation Day: 2024



September 21, 2024
33,000+ Attendees
194 Events
33 Countries

Girls 
IN AVIATION DAY

A Women in Aviation International® Event





What makes WAI unique?

Women in Aviation International is made up of ladies and gentlemen from all backgrounds of all age groups within aviation and aerospace working toward common goals. Our Purpose is to:

- Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
- Cultivate, foster and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
- Promote, encourage and facilitate membership in WAI and Chapter.
- Support and promote the mission, vision, goals and objectives of WAI.



STEPS TO START A CHAPTER



You're Ready to Start a Chapter of Women in Aviation International: What Should You Know



- All Chapter members and officers must also be members of the Women in Aviation International organization. Members can join or renew easily at www.wai.org/membership-information
- Chapters must have and maintain a minimum number of active WAI members.
 - Student/Collegiate Chapters: minimum of 6 members and an advisor from the school or institution who is also an active member of WAI.
 - International Chapters: minimum of 6 members
 - Standard Chapters: minimum of 10 members.



You're Ready to Start a Chapter of Women in Aviation International: What Should You Know



- All Chapters must have and maintain officers in the following positions:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Membership Chairperson
 - Outreach Chairperson
- A Provisional Application Fee of \$100 will be collected at the time of application.
 - Provisional Application Fees can be paid online.



You're Ready to Start a Chapter of Women in Aviation International: What Should You Know



- Chapters must first apply for Provisional Chapter status and will then have 1 year to complete necessary steps to become an Official Chapter of the organization.
 - Provisional Application can be found online.



Starting a Chapter: Download the Start a WAI Chapter Kit

www.wai.org → Resources → Chapter Resources

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www.wai.org

Resources

Chapter Resources



***You must be an active member of Women in Aviation International to access the Chapter Resources portion of the website.**

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Step-By-Step Instructions

Documents you will need

Payment Link



Starting a Chapter – Step 2

Promote, Promote, Promote!!

Get people excited about the prospect of a new chapter in their area!

- Collect names, contact information, and interest level (i.e. leadership, committee, participatory only, etc.)
- Contact Jessi at jrowden@wai.org with a list of targeted zip codes and relevant information to send an E-Blast to all local members.





Starting a Chapter – Step 3

Conduct an organizational meeting for prospective chapter members

- Identify charter members of the Chapter and confirm WAI membership
 - 10 charter members for standard chapters
 - 6 charter members for international chapters
 - 6 charter members and a school advisor for student/collegiate chapters
- Elect Provisional Officers if not already identified
- Determine day of month, time, and location for meetings



*Stay in contact with Jessi to communicate any questions or needs.



Starting a Chapter – Step 4

Select your Chapter name and create a logo:

- Remembering the purpose and mission of WAI, understand what your Chapter's goals are.
- Identify the target audience- make sure that non-Chapter members can easily locate you by your chapter name.
- Brainstorm themes
- Use word play
- Add a location, landmark, tradition, or cultural element to the name
- Create a unique logo for your Chapter





Starting a Chapter – Step 5



Form committees for areas that would be helpful in managing the chapter, such as outreach, membership, program, budget, bylaws, social media, marketing, etc.



Before We Move On, Let's Review:

MEMBER



Member name **Jessi Litz-Rowden**

Membership #

Category **WAIAdmins**

Expires

Member Since

#IamWAI

WAI Membership Benefits

- Annual conference registration discount
- Aviation for Women and Aviation for Girls magazines
- Monthly WAI Connect eNewsletter
- Scholarships
- Discounts on products and services
- Jobs Connect, Mentor Connect, Networking events
- Worldwide chapter network

Women in Aviation International
1864 Dayton Germantown Pike, Unit 4
Germantown, OH 45327-1100
WAI.org

All Chapter Officers, advisors, and members must *FIRST* be members of the Women in Aviation International organization to ensure:

- 1) The Chapter meets minimum member requirements
- 2) The Chapter's good standing under the WAI General Liability Insurance Policy and
- 3) That members receive all benefits offered with Official Membership



Starting a Chapter – Last Steps

What the Chapter will do:



Prepare & Submit the Provisional Chapter Application



Pay the \$100 application fee



Email to Jessi Litz-Rowden at jrowden@wai.org

What the Chapter Relations team will do:



Review documents.



Issue a Provisional WAI chapter number and notify Officers



Add chapter information to WAI web site and announce chapter formation in *Aviation for Women* Magazine and to WAI board members and staff.

CHAPTERS OF WOMEN IN AVIATION INTERNATIONAL ARE FIRST RECOGNIZED AS PROVISIONAL AND HAVE ONE YEAR TO COMPLETE THE NECESSARY STEPS TO BECOME OFFICIAL.

PLEASE REFER TO THE “PROVISIONAL CHAPTERS: BECOMING OFFICIAL” MODULE ON THE CHAPTER RESOURCES PAGE FOR ADDITIONAL INFORMATION