

**ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Board of Directors**

Policy: **Section I**
Date: 05/01/2011
Supersedes: 01/01/2005

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Fundraising

Policy

- ~~1. There must be no solicitation of funds by AWWI representatives for any cause other than AWWI.~~
- ~~2. There shall be no monetary contributions or donations made to or received by Board members of AWWI as individuals or for their personal charities or political affiliations.~~

Guidelines

- ~~1. Target local companies or branches in general area of Chapter.~~
- ~~2. Indicate Chapter's purpose of fund raising.~~
- ~~3. Publicize and acknowledge names of all contributors.~~

~~Donations for Fundraiser~~

- ~~A. Target companies in local area.~~

~~Letter Content~~

- ~~A. Be sure to indicate how much money you'd like (i.e. \$50, \$100, etc.)~~
- ~~B. What the money will be used for (keep on local level i.e., travel to annual conference, seminars, educational endeavors (local classes), chapter newsletter, overhead, etc.) Do not target International expenditure such as scholarships, library, etc.~~
- ~~C. What does the contributing company get in return? Better educated women (resulting in better employees), publicity through local programs, newsletter, local membership roster, or certificates.~~

~~Purpose~~

- ~~A. For new (Provisional) Chapters.
Usually there is not enough income at the beginning to cover overhead and general membership meeting costs.~~
- ~~B. To send as many board members as possible to the annual and IBOD conferences.~~
- ~~C. For established (Affiliate) Chapters.
To send your delegate to IBOD meeting, and as many board members as possible to annual and IBOD conferences.~~
- ~~D. For all chapters.
A special need for an individual or group of members (i.e., scholarship, 1 day seminar, etc.)~~

ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES Chapter Fundraising

Fundraising

Policy

1. There shall be no solicitation of funds by AWMI representatives for any cause other than AWMI, and such solicitations for AWMI funds shall have prior International approval.
2. There shall be no monetary contributions or donations made to or received by Board members of AWMI as individuals or for their personal charities or political affiliations.
3. AWMI is a -501 (c) -6 non-profit organization, and donations are not tax-deductible as a charitable contribution but may be deductible as a normal business expense. ~~If you~~ have questions, please Donors are encouraged to contact an your accountant or tax advisor for guidance.

Guidelines

1. Target members and local supporting companies or branches in general area of Chapter.
2. Indicate Chapter's purpose of fundraising.
3. Publicize and acknowledge names of all contributors.

Purpose

- A. To cover board member travel to AWMI Conferences.
- B. To fund official AWMI Chapter Scholarship programs.**
- C. Provisional Chapters may fundraise to cover chapter startup costs and general meeting expenses.
- D. For all Chapters:
A special need for an individual or group of members (i.e., scholarship, 1 day seminar, etc.) (DELETE)**

Ideas

- A. Raffles - Ask businesses to donate items of interest/value and raffle them off. Utilize a 50/50 raffle in which the winner keeps half the amount and the chapter keeps the other half.
- B. Auctions - Set aside a special meeting date for this function. A theme can be used, such as Casino or Sports Night and donated items can be auctioned off using a silent, live or pick-a-prize (ticketed) Chinese auction.
- C. AWMI Promotional Items - Items such as license plate holders, coasters, ballpoint pens, key chains, etc., can be profitable. These items are relatively inexpensive and can be sold at a slight mark-up for additional revenue to the chapter, and exposure for AWMI.
- D. Soliciting Donations - Introduce AWMI - its Mission Statement and goals: Explain the Purpose of the donation; define sponsorship levels; explain, the benefits to the contributing company.

~~ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES~~ ~~Chapter Fundraising Letters~~

~~Policy: Section I~~
~~Samples: 1 & 2~~
~~Date: 05/01/2011~~

Sample Letters (Raffle)

Raffle Sample #1

Approximately every 6 weeks (or whatever the meeting frequency is) AWMI hosts a career development meeting in the _____ area. In order to be successful, we need your help.

AWMI is seeking sponsors to help defray the costs of _____ /or help meet our goal of _____. Since AWMI is a non-profit corporation organization*, won't you help us by sponsoring a _____ for this month's meeting?

In recognition of your generosity, your company name will be listed in the Chapter Newsletter. We will also announce all contributors during the meeting. So come on and support your local AWMI Chapter!

Send your donations to _____, or for further information call _____.

* AWMI is a 501 (c) 6 non profit organization, and donations are not tax deductible as a charitable contribution but may be deductible as a normal business expense. Donors are encouraged to contact an accountant or tax advisor for guidance.

Raffle Sample #2

At each AWMI Chapter meeting we have a raffle to help generate proceeds so AWMI can continue hosting developmental programs for all of us in the metal industries. Some of the items recently donated for our raffle are: gift certificate for dinner for two, table centerpieces, and a picnic basket packed with all the necessary ingredients for a fun day (insert you own information here). Won't you help us by donating a gift for this month's raffle?

In recognition of your generosity, your company name will be listed in the Chapter Newsletter. We will also announce all contributors during the meeting. So come on and support your local AWMI Chapter!

Send your donations to _____, or for further information call _____.

Chapter Fundraising Letters

Policy: Section I

Samples: 1 & 2

Date: 05/01/2011

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Sample Letters (Golf)

Golf Outing Sample #1

_____ Chapter is hosting AWMI's annual Golf Tournament and Dinner on _____ at _____ We are sponsoring this event to provide a networking atmosphere for AWMI members and _____ guests.

a little about the event here

We appreciate all of your support in the past and know you will want to help make this our biggest and best event ever. We are seeking assistance to help defray the cost of this tournament and to expand the programs of our local Chapter. We would like you, as well as your company, to have the first opportunity to participate on a sponsorship basis. You may choose one of the sponsorships suggested below or submit your own idea.

The Golf Committee encourages you to get your reservations in early.

In recognition of your generosity, your company name will be listed in the Chapter Newsletter.

We will also announce all contributors during the dinner.

- _____ \$100.00 Contribution — Sponsorship of a hole
- _____ (Your name (if individual) or Company name posted on a sign at the tee area)
- _____ Company promotional items
- _____ Golf accessories/apparel
- _____ Donations of gifts or money for door prizes.

Golf Outing Sample #2

We are pleased to announce that AWMI _____ Chapter is hosting its _____ annual golf tournament on _____ at _____. We are sponsoring this event to provide a networking atmosphere for AWMI members and guests, as well as to and a raise funds raiser. Funds raised will help the Chapter to continue providing educational meetings and, scholarships, and library for our local industry.

As loyal members and friends, we would like you and your company to have the first opportunity to participate on a sponsorship basis. All contributors will be announced and acknowledged during the Tournament. You may choose one of the sponsorships suggested below or submit your own idea.

- _____ \$100.00 Contribution — Sponsorship of a hole
- _____ (Your name (if individual) or Company name posted on a sign at the tee area)
- _____ Company promotional items
- _____ Golf balls/accessories
- _____ Donations of gifts or money for door prizes

Mail your contributions to _____ or call _____ for more information. We encourage everyone to get their reservations in early. _____

ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Fundraising Letters

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~~Sample: 1~~
~~Date: 05/01/2011~~
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Sample Letters (General)

General Fund Raising Sample #1

The Association of Women in the Metal Industries is comprised of women and men involved in all aspects of the metal business. Our organization was founded in 1981 and now has _____ chapters nationwide with an ever growing membership of _____.

This year we are asking for your support in sponsoring AWMI for the _____ season to help subsidize educational seminars, provide scholarships to members, and defray costs for the attendance of our Chapter Board to attend AWMI's International Board Conference.

To show our appreciation, the names of contributors will be published in a program which will be mailed to all supporters, members, and guests attending our _____ meeting. Your company name will also be published in our local Newsletter.

We would like to recommend \$ _____ donation in order to sponsor the _____ season. You may choose one of the sponsorships suggested below or submit your own idea:

- _____ \$250 Benefactor
- _____ \$150 Patron
- _____ \$100 Sponsor
- _____ \$ 50 Friend

Many of your employees have already reaped the benefits from our programs. In addition, your company will have the advantage of increased industry exposure through the publication of your contribution. We appreciate your continued support!

Mail your contributions to _____ or call, _____ for more information. Thank you for supporting AWMII!

ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Fundraising Letters

~~Policy: Section I~~
~~Sample: 2~~
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Sample Letters (General) cont.

General Fund Raising Sample #2

~~The Association of Women in the Metal Industries is comprised of women and men involved in all aspects of the metal business. Our organization was founded in 1981 and now has _____ chapters nationwide with an ever growing membership of _____.~~

~~In order to provide our members continued career developmental forums and your AWMI member employee an opportunity for further professional enhancement, we are seeking your financial support. Some of the key goals we have set forth to accomplish this educational task include a scholarship fund for those women who desire to attend evening or weekend college courses or professional seminars, a library of tapes, videos, and books, and an opportunity for international networking through attendance at the annual International Conference.~~

~~In addition to satisfaction you will find in helping women in our industry becoming more valuable employees, your company will be recognized through our Chapter newsletter and _____.~~

~~We hope we can count on your moral and financial support. You may choose one of the sponsorships suggested below or submit your own idea.~~

~~_____ \$250 Benefactor~~

~~_____ \$150 Patron~~

~~_____ \$100 Sponsor~~

~~_____ \$ 50 Friend~~

~~Mail your contributions to _____ or call _____ for more information. Thank you for considering AWMI!~~

ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
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Sample Letters (Auction)

Auction Letter Sample #1

We are pleased to announce that last year's Annual AWMI Auction was a huge success. For those of you who helped us to accomplish this feat, we thank you! We are now planning another auction which will be held on _____

AWMI is a non-profit mutual benefit organization formed in 1981 to promote and develop the educational and professional background of women and men in the metal industries. Our _____ Chapter proudly boasts individual members representing _____ companies! We play a vital role in the _____ (city) metal industry.

Last year donated items included a TV, mountain resort weekend, sports tickets, etc.. What can your company offer for the AWMI auction this year?

In recognition of your generosity, your company name will be listed in the evening's program and Chapter Newsletter. We will also announce all contributors during the auction. So come and support your local AWMI Chapter! Proceeds from items auctioned will be utilized through AWMI sponsored developmental programs for all of us in the metal industries.

Send your donations to _____, or for further information call _____.
