GUIDELINES FOR ADOPTED NONPROFIT RECIPIENT

In December, there is a Welcome Zoom meeting for the selected nonprofit organization with the WBC Chair, Vice Chairs, Advisory, and Chamber representatives. The purpose is to review best practices to help maximize your organization's success with the opportunity as the Adopted Nonprofit in the coming year.

Committee Meetings: A representative from the adopted nonprofit will attend the Adopted Nonprofit and Engagement Committee Meetings. The 2024 committee meeting schedule will be provided.

Programs:
Assign two employees or volunteers to staff the raffle table at events. The adopted nonprofit organization will receive two complimentary registrations to the five WBC luncheons and the Adopted Nonprofit end of the year event; other events are excluded including the Women of Excellence Awards and the Bold in Business Forum.

Please forward the names of the two attendees, a minimum of three weeks before the event, to Jennifer Sims, jsims@capitalregionchamber.com.

During welcome remarks at WBC programs, a representative will have the opportunity to speak about your organization for up to two minutes. Introduce your organization to members by describing your mission, goals, how the money raised will be used; and offer suggestions on how members can effectively help your organization with volunteer opportunities.

Fundraising:
The adopted nonprofit organization is responsible for staffing the raffle ticket table and collecting money at each event. The organization will keep the funds raised at each event.

Carefully track the amount raised from each program, fundraiser, WBC donation, etc. At the end of the calendar year, we ask the organization to share a "year in review" summary.

Communications:
Provide at least one monthly social media post to the Chair/Vice Chair of the Engagement Committee, so that WBC social media channels may use that. Posts can include volunteer opportunities, upcoming events and fundraisers, organization updates, etc.

What you need to provide at each program:
• Staff or volunteers to manage the raffle table
• Money box and credit card machine for raffle ticket sales
• Information/literature about your organization
• Tent cards for each table with QR code for direct donations to your organization, if applicable

The Chamber will provide at each program:
• Raffle tickets
• Raffle ticket pricing sign