



## Helpful Information for the Adopted Nonprofit

### Time Commitment

- Steering Committee and Adopted Nonprofit Committee:  
A representative from your organization must be present at the Steering Committee meetings, the Adopted Nonprofit Committee meeting and Engagement Committee meetings to discuss various collaborative opportunities and identify goals (6-10 meetings per year).
- Programs
  - Coordinate/work raffle table at the programs – We recommend having two (2) employees or volunteers from the organization attend each program and manage the raffle table. The adopted nonprofit organization will receive two complimentary registrations to each program (this does not include the Women of Excellence Awards Luncheon or Bold in Business).
- Someone from the adopted nonprofit organization will be introduced at one of our programs early in the year. We ask that you speak about your organization; describe your mission, goals, how the money raised will be used at your organization; and how the WBC can effectively help your organization throughout the year. Presentations can vary in format from a speaker to a video.
- Occasionally you will be asked to speak at a WBC program to give the WBC members an update on your organization.
- Provide an updated list of volunteer opportunities available. These opportunities can also be shared through the WBC social media platforms.

### Fundraising

- The adopted nonprofit organization will be responsible for helping the Adopted Nonprofit Committee obtain 3-4 raffle prizes for each program.
- The adopted nonprofit organization is responsible for selling raffle tickets and collecting money (the Chamber can provide the raffle tickets) at each program. The organization will keep the money raised at each program.
- The Holiday Fundraiser in December is your event. The Adopted Nonprofit Committee will help secure donations for the event, but the nonprofit is responsible at the event for closing out the auction and taking care of all the money. All transactions needed to be facilitated by staff and volunteers.
- Carefully track the amount you raise from each program raffle, fundraiser, WBC donation, etc. to submit summary.

### Communications

- Provide information/updates for the WBC blog to the Co-Chairs of the Engagement Committee
  - Information can include: volunteer opportunities, upcoming events and fundraisers, mentions in the news, organization updates, etc. Please send this information to the Co-Chairs of the WBC Engagement Committee.
- Provide the Chamber with any information that you would like to have shared with the full WBC membership



## **Helpful Information for the Adopted Nonprofit**

### **Helpful Information Regarding the Programs**

The adopted nonprofit organization will receive two complimentary registrations to each program (this does not include the Women of Excellence Awards Luncheon or Bold in Business). **Please contact the Chamber to register for these programs.**

### **What you need to provide at each program:**

- Staff/team member that can manage the raffle/adopted nonprofit table
- Money box and credit card machine for raffle ticket sales
- Information/literature about your organization (please include volunteer opportunities, immediate needs and event invites)

### **What the Chamber will provide at each program:**

- Raffle tickets
- Raffle ticket pricing sign
- Bucket for raffle tickets
- Raffle items