Contents

Welcome ................................................................................................................................. 2
10 Keys to a Successful Chapter .......................................................................................... 3
Together Women Rise is ....................................................................................................... 4
Our Why ................................................................................................................................. 5
Our Core Action Areas ......................................................................................................... 7
Our Chapter Model ............................................................................................................... 8
Our Grants ............................................................................................................................ 9
Our Organization .................................................................................................................. 10
The Chapter Leader Role .................................................................................................... 11
Getting Your Chapter Started ............................................................................................ 12
Chapter Meetings ............................................................................................................... 14
After Your Chapter Meeting ............................................................................................... 20
Together Women Rise’s Annual Appeal ............................................................................... 22
Complete Training Evaluation ............................................................................................ 22
Welcome
Welcome to Together Women Rise! We thank you for choosing to become an integral part of our community dedicated to achieving global gender equality! As a chapter leader, you help us achieve our vision: a world where every person has the same opportunities to thrive regardless of their gender or where they live.

This guide will provide you with the basic skills and knowledge you need to fulfill the roles and responsibilities of a Together Women Rise (Rise) chapter leader. Upon completion of this training, you will be able to:

- Describe our mission, vision, gender equality beliefs, and core action areas to prospective chapter members and represent Rise effectively in your community
- Organize and facilitate effective chapter meetings
- Handle member donations appropriately and complete all necessary record-keeping
- Understand the importance of sharing your Chapter Leader responsibilities in order to ensure your chapter’s long-term sustainability
- Participate as a member of your regional leadership team

Suggestions for Completing this Guide
1. Read through this document in its entirety to get an overview of the material. If your time is limited, sections 6-9 are a “Quick Guide” that will give you the most important information you need to get started. You can then go back and review the remaining chapters.

2. Once you have read through the document, go back and follow the links (in blue). This will provide you with additional information and resources, and will also familiarize you with the Rise website.

3. Use the Table of Contents for easy access to specific sections. Click on the section to which you want to go.

4. Make note of any questions you need addressed.

5. Talk to your Mentor or Regional Leader about any questions you have or areas that you need clarified.

6. Complete the evaluation at the end of this document. This lets your Regional Leader know that you are ready to start meeting and provides us with feedback to continually improve our resources.
10 Keys to a Successful Chapter

1. Delegate/share the workload so members feel empowered and have ownership in the chapter.

2. Hold regular meetings, preferably with a set meeting date and time.

3. Develop a meeting format and timing that works best for your members.

4. Encourage your members to sign up for automatic recurring donations.

5. Include these three key elements in every chapter meeting: community building, learning, and giving.

6. Develop a sense of community – take a personal interest in your members, and make them feel welcome.

7. Keep in contact with your mentor and regional leaders.

8. Stay up-to-date and informed on Rise news and information through our monthly e-newsletters.


10. Let your passion for Rise show and have fun! Your members will too!
Together Women Rise is …
Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of local chapters across the U.S. where members learn about and advocate for gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections that increase our strength and collective impact.

Our Vision
Together Women Rise envisions a world where every person has the same opportunities to thrive regardless of their gender or where they live.

Our Mission
Together Women Rise cultivates the collective power of community to achieve global gender equality.

Our Gender Equality Beliefs
Together Women Rise champions gender equality because women’s rights are human rights. When women and girls are treated equally, the world is healthier, safer, more peaceful, inclusive, and economically just for everyone.

Together Women Rise believes:

- Every woman and girl deserves to live freely and pursue her dreams, free from all forms of discrimination, exploitation, and social exclusion.
- Women should have equal economic power, political voice, and leadership representation across the world.
- When women and girls are better educated and become leaders and decision-makers, they drive positive change in their families, communities, and countries.
- Gender-based violence and harmful practices, such as child and forced marriage, female genital cutting (FGM/C), and human trafficking, harm women's health, safety, and quality of life. They must be eliminated world-wide.
- Sexual and reproductive health is essential to women and girls across their lifespans.
- Gender equality and climate justice must go hand-in-hand if we are to ensure we have a clean, healthy, and sustainable planet for future generations.
- Men and boys are essential partners and allies in achieving global gender equality.
OUR HISTORY
Together Women Rise, then Dining for Women, was founded in Greenville, SC in 2003 by Marsha Wallace and Barb Collins – two women whose backgrounds made them uniquely called to launch a global movement that harnesses the collective action of people who share the vision for an equitable world for all.

READ MORE ABOUT OUR HISTORY

Our Why
Every person deserves the same opportunities to thrive, regardless of race, gender, wealth, or where they happen to be born. Yet, inequality continues to shut doors of opportunity and limit independence for women and girls everywhere. In particular, across the global south, millions of women live in extreme poverty and without access to personal freedoms or opportunities to reach their full potential.

Every woman deserves the fundamental human right to live freely and pursue her dreams. We believe that gender equality is achievable, and that determined women together in community can achieve anything. We know big changes are possible when we see the innovative, women-led work that’s making a difference in countries all over the world.

All over the world, inequality, oppression, and exploitation hold women back. Women living in extreme poverty face even more barriers to living freely and fulfilling their potential. Women living in highly oppressive and impoverished conditions often don’t have opportunities to gain education, earn their own wages, or get healthcare when they need it.

Harmful ideas and practices like gender-based violence, early and forced marriage, menstrual taboos, and lack of access to education and economic opportunities prevent women and girls from reaching their potential. They impact women’s health, safety, financial security, independence, and quality of life. These barriers not only hurt women and girls — they are also standing in the way of broader community and societal success.

“There is no development strategy more beneficial to society as a whole – women and men alike – than the one which involves women as central players.”

President Jimmy Carter, A Call to Action, Women, Religion, Violence and Power
Studies show that when women and girls can reach their full potential, they are empowered to lead, helping create a healthier, safer, more peaceful, and economically just world for everyone. Investing in women yields large social and economic returns, and it is the best way to fight global poverty. Even small donations can make a big impact when given internationally and directed toward gender equality. Here are just a few examples:

- When girls are educated, they marry later, have fewer children and earn up to 25% more in future wages. (Source: UNESCO Institute for Statistics)

- Women are more likely than men to spend their income on healthcare, education, their families and their children – all spending priorities that help alleviate poverty.

- When 10% more girls go to school, a country’s GDP increases on average by 3%. (Source: USAID)

- Studies demonstrate that countries that are more equitable for women are the least likely to be corrupt, less likely to become involved in violent conflicts, and have longer lasting peace.
Our Core Action Areas
Together Women Rise is committed to achieving global gender equality through three core action areas: learning, giving, and community building.

**LEARNING**
We engage in learning to increase understanding of the issues facing women and girls, build our community, and fuel our collective action towards achieving gender equality. In order for change to happen faster, more people need to become aware of the barriers facing women and girls and how achieving gender equality can positively impact our entire world.

**GIVING**
We provide grants to organizations supporting women and girls in low-income countries so they can live freely and safely, rise out of poverty, and become powerful agents of positive change within their communities. The organizations and projects we support are carefully vetted, locally-led and committed to making lasting change to help women and girls thrive. We only choose grantees that are measuring impact and working in collaboration with the women they serve.

**COMMUNITY BUILDING**
Together Women Rise is building a diverse and inclusive global community of women and allies who care about making the world a better place. Across hundreds of chapters, our community is strong and cohesive as we all work towards a common goal: gender equality for women and girls everywhere. At the same time, we are creating a sense of belonging and connection that many people struggle to find in their busy lives.
Our Chapter Model
Together Women Rise is a powerful community of women and allies who participate in local chapters in cities large and small, all across the country, from New York to San Diego, from Minneapolis to Houston.

Starting with just a small group of friends in Greenville, South Carolina who combined the money they would have otherwise spent going out to a restaurant and donated it to an organization working to uplift women, Together Women Rise has since expanded to hundreds of chapters nationwide, led by local volunteers.

Our chapters are the foundation of our organization. This is where our members typically share a meal together, build meaningful relationships with fellow change makers, learn about the issues facing women and girls, and give to further gender equality around the world. There are no membership dues or minimum donations. Each Together Women Rise member gives what they choose.

Together Women Rise values the diversity of our chapters. Anyone can start a Together Women Rise chapter. Some chapters are large, some are small. Many meet in homes, while others meet in their place of worship, campus dining halls, company breakrooms, or on virtual platforms such as Zoom. Members of all ages, races, ethnicities, and gender identities join together each month with a common goal: cultivating the collective power of community to achieve global gender equality. Along the way, many chapters develop into close friend circles, as members learn together, grow together, and change the world together.

All are welcome: Together Women Rise knows that women lead the global gender equality movement. We also know that to accomplish our goals, we need everyone to take action for change. While most of our members are women, all are welcome, including men, transgender, and gender-nonconforming individuals. Regardless of how you identify, Together Women Rise is a home for all who want to build collective power to uplift women and change the world.
Our Grants
Through a professional grants program, Together Women Rise funds grassroots projects in over 60 low-income countries around the world. We are guided in our grant making by the 17 UN Sustainable Development Goals which provide a blueprint for achieving a better and more sustainable future for all by the year 2030. We fund a wide range of projects addressing issues related to global gender equality: maternal and child health, gender-based violence, supporting women-led business opportunities, and ensuring that every woman and girl receives an education.

Learn More: SDGs Fact Sheet

Featured Grantees -- Together Women Rise funds projects that help us achieve gender equality across the globe. Twice per year, we accept new proposals from organizations that share our vision. After a rigorous evaluation process by our volunteer Grant Selection Committee, we select one featured grantee each month to receive a grant of up to $50,000. We promote the project through our monthly chapter meetings, educating our members on the issue, highlighting the voices and experiences of women and girls, and harnessing our collective action to create change.

The organizations/projects we fund must meet Rise’s specific grant criteria. Click here to see our complete Grant Guidelines.

Sustained Grantees – These grantees are considered by invitation only from our Grant Selection Committee; organizations cannot apply for Sustained Grants. Finalists are selected from a pool of organizations that are invited to submit proposals.

ASSESSING THE IMPACT OF OUR GRANT MONEY
Our members want and deserve to know that their donations are reaching the intended recipients and having the desired impact. Together Women Rise requires each grantee to submit follow-up reports detailing how and where the money was spent, individual stories and photos, and impact data. These reports are posted on each grantee’s page on our website for all members to access.
Our Organization
Together Women Rise is led by a board of directors (all of whom are Rise members) which brings a wealth of experience and knowledge to our organization. See Board Bios.

We are supported by a small group of passionate full-time and part-time staff members located throughout the US. This team manages our thorough grant selection process, supports our chapters and volunteers across the US, and provides learning materials and engagement opportunities for our members. See Staff Bios.

Together Women Rise relies extensively on our volunteers. We have more than 700 dedicated volunteers serving in various roles throughout our organization. We are organized into 13 regions across the US, each of which is managed by one or more volunteer Regional Leaders. See Regional Leader Bios.

REGIONAL LEADERS manage a team of volunteers which includes Mentors and Chapter Leaders. They increase awareness of Together Women Rise in their region and foster growth of new chapters.

REGIONAL CONFERENCE CALLS/MEETINGS
Your Regional Leader may hold regular calls for Chapter Leaders and, on occasion, in-person Chapter Leader events or retreats. Please make every attempt to participate in these calls or meetings. These are excellent opportunities to meet and learn from other Chapter Leaders.

MENTORS help launch new chapters, assist new chapters as they grow, and maintain existing chapters so they stay active and engaged. You are never alone as a Rise Chapter Leader. Each chapter is assigned a Mentor – an experienced Rise volunteer who can help you start and maintain your chapter. Your Mentor will talk with you before your first meeting and, where distance permits, may even attend to lend support and answer any questions.

Once your chapter is launched, your Mentor will be in touch with you on a regular basis to hear how your chapter is doing and/or to share important information - whether it is practical tips for sharing the workload of the chapter, how to find things on Rise’s website, or how best to engage your members.

Please communicate with your Mentor, even if you are not having any questions or difficulties. This communication is one way that Rise keeps up-to-date on our chapters. It is very important that you respond when your Mentor or Regional Leader is trying to reach you.

CHAPTER LEADERS manage the activities of individual chapters.
The Chapter Leader Role
Together Women Rise could not exist without you, our passionate and dedicated chapter leaders. You are the heart and soul of our organization. Your contributions and leadership play a vital role in helping to ensure that every woman and girl can reach her full potential! Chapter Leaders are the keys to making chapter meetings rewarding and memorable for their members, as well as ensuring Rise’s success in meeting our vision.

Please review the Chapter Leader Role and Responsibilities and then sign and return these two required documents:
- Chapter Leader Statement of Mutual Commitment
- Volunteer Confidentiality Agreement

CHAPTER LEADER RESOURCES
Together Women Rise provides many resources to help you launch and sustain your chapter successfully:

TOGETHER WOMEN RISE WEBSITE
Our website (www.togetherwomenrise.org) provides a wealth of information that will be helpful to you as a Chapter Leader.

We recommend you bookmark our Chapter Resources Link:
https://togetherwomenrise.org/lead/chapter-leader-links/

Here you will find:
- Chapter meeting sign-sheets
- Share photos of your meetings
- Donation information
- Many more chapter leader resources!

MONTHLY NEWSLETTERS
- The Dish, is a necessary way to stay informed about Rise’s programs and activities as well as to learn more about issues related to women and girls internationally.
- The Chapter Meeting Menu, is designed specifically for Chapter Leaders and includes meeting tips and reminders, chapter best practices, etc.

As a Chapter Leader, you are automatically added to the distribution list for both these newsletters. You do not need to sign up to receive them. If, however, you unsubscribe at any time, you will need to go here to sign up again. If it appears that you are not receiving The Dish, please check your spam or junk folder first. If you still do not have it, please contact info@togetherwomenrise.org.

Past issues of The Dish are available HERE.
Past issues of the Chapter Meeting Menu are available HERE.
Getting Your Chapter Started

A few suggestions:

- If you have never attended a chapter meeting, we suggest you attend one in your area, if possible. If there isn’t a chapter nearby, you may be able to use Zoom to connect virtually with another chapter. Please remember that every chapter is unique in how they conduct their meetings, and you will have the flexibility to make your chapter meetings your own!

- We recommend that you first hold an "informational" meeting with a small group of people – perhaps friends, neighbors, or co-workers. This is an opportunity for you share your enthusiasm about starting a Rise chapter, determine people’s interest in participating in the chapter, and discuss what meeting format and schedule would work best for the group.

**SHARING THE WORKLOAD**

Leading a Rise chapter is simple, easy and fun – especially if you share the workload! Probably the best advice we can offer you is this: ENLIST HELP AND DELEGATE some of your chapter responsibilities so that you do not burn out. Your members will be happy and excited to offer their services if they are asked. When you involve your members they take more "ownership" in the chapter.

**CO-LEADERS**

Together Women Rise has found that the most successful and ongoing chapters have Co-Leaders. All of us have busy schedules and sharing the responsibilities will help prevent volunteer burnout, and ensure the continuity of the chapter. For example, if you are unable to make one of your meetings, your co-leader can facilitate in your place. In determining a Co-Leader, think about what type of partner is needed to complement your own strengths and provide a different perspective. Each of you will bring your own unique talents to the mix, and your group will be richer with more leadership.

**HOSTING & PRESENTING**

The goal of Rise is that everyone gets involved by hosting a meeting or preparing the presentation. Having a Hostess/Presenter Sign-up Sheet and sending it around during the meeting is one way to get people to sign up to host and/or present at a future meeting. Some members may feel intimidated by presenting in front of the group. Emphasize to members that the presentation can be very simple, and Rise provides all the required materials.

**OTHER CHAPTER TASKS**

There are many other ways to involve members in the running of your chapter. Some chapters have a “treasurer” designated to process the donations; others have a member responsible for communications and sending out the monthly invitation.
RESPONDING TO REQUESTS TO JOIN YOUR CHAPTER

One of the ways members connect to your chapter is through the Together Women Rise website. Here is how the online “Join US” process works:

- Your new chapter’s status is automatically OPEN. To change your chapter’s status, let us know through the Chapter Update form online.
  - OPEN Chapters
    - Open to new members
    - Displayed online
  - CLOSED Chapters
    - Closed to new members
    - Not displayed online

- Consider setting up an email address specifically for your chapter (eg. Philly@gmail.com). Use this email to receive new member inquiries and for meeting business such as meeting invitations and questions from members. Let us know the email address through the Chapter Update form online.

- Please try to respond to potential new members within 48 hours.
Chapter Meetings
Regular chapter meetings are at the core of Rise’s educational giving circle model. Chapter meetings are important because they:

- Build a community of global citizens
- Educate members about issues and challenges facing women and girls in the developing world
- Raise funds for grassroots projects that empower women and families and promote gender equality
- Provide members the opportunity to donate small amounts yet see big, measurable results

For these reasons, we encourage our chapters to meet on a regular, monthly basis. Rise is based on a successful model of monthly chapter meetings, with a different grantee featured each month. If a monthly chapter meeting schedule is not possible, please consider meeting bi-monthly (every other month). To remain an active chapter, we require that you meet a minimum of four times per year.

Please note: Rise’s policy is that chapter meetings focus solely on our Featured and Sustained Grantees and other Rise business. Presentations, speakers, product sales, or fundraising for any other organizations is not permitted. This is to protect the intent and integrity of Rise meetings, and to ensure that the member experience at chapter meetings is consistent across the organization.

MEETING DETAILS
Every Rise chapter is unique in how it conducts meetings. As the Chapter Leader, you will have the flexibility to make your chapter meetings your own.

DINNER? LUNCH? DESSERT? IT’S UP TO YOU!
Together Women Rise began with a potluck dinner. While monthly dinners are still the most common, there are many other options for you to consider. You may want to do lunch, hold a brunch on a weekend, just do cocktails and hors d’oeuvres, or dessert and coffee. It is completely up to you!

WHERE TO MEET
Most chapters meet in members’ homes. You may want to take turns meeting at different members’ homes. There are, however, other possible venues. For example, you might like to meet at work for a monthly lunch with co-workers, at your place of
worship, or at a community center. We have chapters that meet in college dorms or high schools, and even in coffee shops or restaurants.

**WHEN TO MEET**

Pick a day of the week/month that works best for your group. Continuity and consistency are important. We have found that chapters are more successful when they choose a certain day of the week and week of the month to meet (i.e. the third Tuesday of the month). In this way, your members put it on their calendars each month, and it becomes a regular part of their schedule.

**INVITATIONS**

There are many ways to send invitations and the choice is yours. Most Chapter Leaders use email invitations, and there are several online services that make it very easy:


In your initial invitation, you may want to include a brief description of Rise, with a link to our website, and a personal note explaining why you are starting a chapter. Be sure to include the meeting time and location!

In subsequent meeting invitations, you may want to include more information about the Featured Grantee, menu information if applicable, recipe links, and any pertinent reminders.

Be sure to send out your meeting invitations early enough for people to get the date on their calendar, and then send a "reminder" 5-7 days prior to the meeting.

You may want to include a link for members to make their donation if they are unable to attend the meeting. Please use the link to Rise’s online donations page. We ask that you do not use the donation feature provided by the online invitation service. (e.g. Evite has an online donations service called Pledging; please do not use this link).

**A TYPICAL RISE MEETING**

The elements of a typical Rise meeting are:

a) Meet & greet/socialize  
b) Share food  
c) Educate  
d) Collect donations

It doesn’t matter what order you use; just be sure to include all these elements. Some chapters socialize and eat first; others have the education first and then eat and socialize. Each chapter is unique so feel free to do whatever works best for your members.
MEET & GREET/SOCIALIZE
We recommend that, at each meeting, you set up a table with the following:

- **Sign-in sheet** – While it is not necessary to keep track of attendance, you may want to have this information for your own interest and to share with members. Use this to complete a New Member Information Form.

- **New Member Information Form** – You will use this to inform Home Office about your new members.

- **Pens**
- **Name tags**
- **Donation basket**

You may want to assign a greeter to direct members to where the food goes, where to put coats and purses, and where to sign in. You may also want to have someone designated to welcome any guests or new members, make introductions, and tell them about Together Women Rise.

A great way for members to get to know one another is to have an icebreaker during the social time of the meeting. See [Icebreaker Ideas](#).

SHARE FOOD
Here is another area where your chapter members can make their own choices. Some chapters ask their members to sign up to bring a specific dish; others just tell everyone to bring a “dish to share”. Some chapters enjoy cooking recipes from the featured country. (Rise’s website has a [collection of recipes](#) from countries around the world.) Others may enjoy the camaraderie more than the cooking and are happy with light appetizers or store-bought dishes. While sharing food has always been an integral part of Rise chapter meetings, it is not required.

Many chapters enjoy reading the [Dinner Affirmation](#) before they share a meal. This affirmation can be read by one person or as a group. The Dinner Affirmation is available on our website under the tab “Chapter Resources”.

EDUCATE
One unique aspect of Together Women Rise is the learning portion of our meetings. The purpose of this education is multi-fold:

- To make members aware of the challenges facing women and girls in the developing world
• To inform members about the grantees we are supporting that month
• To build a connection between members and the women and girls we are supporting
• To help members understand where their contributions go and what they support

We suggest that one member be assigned to present the Featured Grantee each month. Be sure to rotate this responsibility – it’s a great way to get members more engaged in the meetings and it provides variety to the meetings as different presenters have different styles.

Together Women Rise provides a variety of educational resources (under the LEARN tab on our website) to help members identify with the women we support and make the educational presentation very easy. These include:

1. **Video** – Featured and Sustained Grantees produce a brief video that represents the faces, places, and stories of their projects. Please remember that grantees sometimes have limited resources and the quality of the videos may differ from month to month.

2. **Project Fact Sheet** – includes a detailed description of the project being funded, the issues it addresses, and how the Rise grant will be used.

3. **PowerPoint Presentation** – a brief, concise presentation of the featured project.

4. **A Conversation With …** – a recorded conversation between a representative of Rise and the Featured Grantee organization. It usually lasts about 15 minutes and answers many questions members may have. It can be used in addition to the grantee video, if time permits.

5. **Customs, Cuisine & Recipes** – from the featured country.

6. **Shop! Watch! Listen!** – fair trade shopping suggestions, books, films, and music from and about the featured country.

There is no right or wrong way to present the monthly grantees. Some members enjoy delving deeper into the history, culture, or traditions of the featured countries. Others are more comfortable simply playing the video and reviewing the PowerPoint.

Following the Featured Grantee presentation, many chapters enjoy discussing what they have learned. Discussion questions for each grantee are suggested in the educational materials and in The Chapter Meeting Menu. Here are some other ideas for Encouraging Discussion about the Featured Grantee
As a Chapter Leader, you will receive two newsletters each month. The Dish is emailed to all members. The Chapter Leader Menu is emailed just to Chapter Leaders and provides important updates from the Rise Home Office. Be sure to review these and pass along relevant news and information at your meetings.

**COLLECT DONATIONS**

Inform your members that there is no minimum or maximum donation expected. Members are encouraged to give what they can. Emphasize that even small donations, when combined with all the other chapters, are significant to the organizations we support.

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**ENCOURAGE AUTOMATIC RECURRING DONATIONS!**

Automatic recurring donations offer a steady and predictable source of funding for Together Women Rise, which allows us to plan more effectively for the future. It also helps reduce our administrative costs, and it lessens your load as a Chapter Leader sending checks in each month! Plus, it’s simple and convenient for your members.

See [FAQs](#) about recurring donations.

[Monthly Recurring Donations Form](#)

Bank drafts are the best way to set up an automatic recurring gift because credit and debit cards expire and are frequently compromised. This creates extra work for Rise staff and may mean a lapse in donations. To set up an automatic bank draft, members must complete the form and mail it to Rise Home Office with a voided check. For automatic withdrawal by credit card, donors can either mail their completed form to Rise Home Office or set it up [online](#).

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**OTHER WAYS FOR MEMBERS TO GIVE:**

a. **By check at their regular chapter meetings.** (Checks payable to “Together Women Rise”.)

b. **By credit card.** Credit card donations can be made by clicking on the [DONATE](#) button on our website. If members would like to make a credit card donation at their chapter meeting, they can do so by using their smart phone, tablet, or computer to access our online donations page.
CASH DONATIONS
If you receive any cash donations at your meeting, write a personal check to cover the cash and write “consolidated cash” in the memo line. Please do not send cash donations to Rise as our bank lockbox cannot accept cash (more on donations processing later) and we cannot provide receipts for cash donations. Please write a separate check for your own, personal donation.

TAX RECEIPTS
• Together Women Rise is a registered, 501(c)(3) charity and issues official tax receipts for monetary and in-kind donations.

• Only Rise Home Office can issue official tax receipts.

• We cannot issue tax receipts for cash donations.

• Year-end giving statements are emailed to Rise donors by January 31st each year. This statement summarizes all donations made in the year directly to Rise.

Together Women Rise sends out all tax receipts by email only. We must have current email addresses for all chapter members for them to receive tax receipts and yearly giving statements.
After Your Chapter Meeting

1. Complete the Chapter Donations Transmittal Form and mail, with checks, to the bank lockbox **within five days of your meeting**.

   On the first submission of this form, enter “New” in the chapter name, chapter number, and member number boxes.

   - See Donations Handling Instructions.

2. Complete the New Member Information Form and email to donations@togetherwomenrise.org. The New Member Information Form should be sent in to Rise Home Office after your first meeting and whenever you have new members. Please be sure to type in the form, as we cannot process handwritten forms.

   - **This information is used to set up member records in our database** (creating member numbers), send out email receipts for all donations, and add new members to our e-newsletter distribution list.

3. Provide feedback on your chapter meeting, the Featured Grantee/project, or the educational materials by completing a Meeting Evaluation Form. This form is a great tool to let Home Office know how your chapter is doing! You are not required to complete this form after every meeting, but we do appreciate your input and will use it to continually improve the resources we provide to our chapters.

4. Optional, but recommended:

   - Send a thank you note or email to the host and presenter.

   - Send a welcome email to any guests or new members in attendance.

   - Send a follow-up email to all your members, telling them how the meeting went, updating them on the funds collected by your chapter, along with any other news. This will keep all members connected and part of the group, even if they miss a meeting.

After your first meeting and submitting your New Member Information Form or Chapter Donations Transmittal Form – your chapter will be marked as “Active” in our system!
MONTHLY CHAPTER REPORTS

Each month, Rise’s Home Office will email you a report that includes:

- Summary of the donations received in the previous calendar month
- Current roster of members
- A blank New Member Information Form for use after your next meeting
- A blank Donations Transmittal Form for use at your next meeting

Please review your previous month’s chapter donations and email donations@togetherwomenrise.org if you see any discrepancies or have any questions.

Keep in mind that your chapter’s most recent donations may not be included in the report, depending on when they were made and processed.

Your monthly report will also give you the total amount of donations received from your chapter since it began – information that you will want to share with your members.

NOTE: In order to view this total, you will need to click on the “Enable Editing” button on the top right hand side of your screen.

Please review your chapter roster and make sure that member information is complete and up-to-date. It is especially important that we have up-to-date email addresses for all your members, as donation receipts and tax giving statements are ONLY sent out via email.

Here are the steps to update your roster:

1. Click on the Chapter Roster tab located at the bottom of your monthly report.
2. Make the appropriate changes in the spreadsheet.
3. Highlight your edits by changing the cell or text color.
4. Save the spreadsheet as a document on your own computer.
5. Email the updated spreadsheet to donations@togetherwomenrise.org with your chapter name and “Updated Roster” in the subject line.
Together Women Rise’s Annual Appeal

Together Women Rise’s annual appeal is key to fulfilling our mission to achieve global gender equality. This is the time of year when we ask all our members to make one year-end gift to support Together Women Rise. We strive for 100 percent member participation and encourage gifts of all sizes. Whether it is $5 or $5,000 … every gift counts!

Donations to our Annual Appeal are used to:

- Fully fund our Featured and Sustained Grants and Partnerships
- Conduct rigorous screening, vetting, and monitoring of our grantees
- Provide excellent educational materials and engagement opportunities for our members
- Support new and existing chapters across the U.S.
- Provide resources and support for members to raise their voices and advocate for women and girls globally
- Recruit and retain a highly competent and experienced staff. Together Women Rise aims to be a preferred employer that pays fair, market rates to all employees.

The annual appeal runs from October through December, during which time we provide additional materials and resources to our Chapter Leaders so you can promote the appeal to your members.

National Volunteer Opportunities

Chapter Leaders may seek to grow in volunteer leadership within the Together Women Rise organization. Current Volunteer Opportunities are posted on our website.

Rise members participate as volunteers on a number of national operational committees including:

- Grant Selection Committee
- Education Team
- Diversity, Equity, and Inclusive Culture Hub

Complete Training Evaluation

Together Women Rise is committed to continuously improving the resources we provide to our chapters. We value and appreciate your feedback.

Please review 10 Keys to a Successful Chapter then take a few minutes to complete this brief evaluation. This is the only way we will know that you are ready to go!