



Home Office Directory for Chapter Leaders

If you have questions or need information about running your Together Women Rise chapter, **your primary contact is your Chapter Support Liaison.** (If you do not know your Chapter Support Liaison, please email kia@togetherwomenrise.org.)

Another excellent resource is the [Together Women Rise website](#). **We recommend that you check our website FIRST as it contains a lot of info and answers to many of your questions.** You may want to bookmark the [Chapter Resources page](#) for easy access.

The following is a directory of who to contact at our Home Office for specific questions or needs. If you are unsure about who to contact, please email info@togetherwomenrise.org, or call 864-335-8401. **FYI, our staff office hours are Monday to Friday, 9 am to 5 pm EASTERN. Every effort will be made to respond to your inquiry within 24 hours.**

Subject	Examples of Questions	Contact
General Inquiries	<ul style="list-style-type: none"> • Upcoming or past events • Finding a local chapter • Member or chapter ID numbers • Donating by phone 	info@togetherwomenrise.org 1-864-335-8401
General Donations	<ul style="list-style-type: none"> • Donation receipts • Annual giving statements • Setting up or changing monthly recurring gifts • Tribute gifts (i.e. in memoriam or in honor) 	Donations Team donations@togetherwomenrise.org
Other Donations	<ul style="list-style-type: none"> • Giving via Donor Advised Funds (DAFs) or Qualified Charitable Distributions (QCDs) • Stock gifts 	Pam Menges, CFO pam@togetherwomenrise.org
Corporate, Foundation & Major Gifts	<ul style="list-style-type: none"> • Founders' Circle (gifts of \$1,000 or more) • Corporate gifts or sponsorships • Legacy giving (i.e. wills) 	Kaitlyn Grigsby-Hall, Development Director kaitlyn@togetherwomenrise.org
Monthly Chapter Reports	<ul style="list-style-type: none"> • Where is my monthly chapter report? • Submitting the New Member Information Form • All-time chapter donation totals • Updating member roster, contact info 	Donations Team donations@togetherwomenrise.org
Grants & Grantees	<ul style="list-style-type: none"> • Grant criteria and application process • Grant selection process • Featured Grantees (i.e. specific questions about the project or budget not included in the online learning materials) • Transformation Partnerships 	grants@togetherwomenrise.org



Learning Materials	<ul style="list-style-type: none"> • Questions about the monthly videos, project fact sheets, PPT presentations, recipes, etc. 	grants@togetherwomenrise.org
Communications	<ul style="list-style-type: none"> • Guidelines for use of logos, tagline, colors • News releases • Requests for media interviews • Newsletters, annual reports, website 	Wendy Frattolin, Communications & Membership Director wendy@togetherwomenrise.org
Promotional Materials	<ul style="list-style-type: none"> • Requests for copies of Rise printed materials 	Complete this form.
Starting a Chapter	<ul style="list-style-type: none"> • How to start a chapter? • Registration process • What is involved? 	Kia Hunter, Volunteer Manager kia@togetherwomenrise.org
Volunteer Opportunities	<ul style="list-style-type: none"> • Volunteer needs/roles within Rise • Volunteer application process 	Kia Hunter, Volunteer Manager kia@togetherwomenrise.org
Travel Program	<ul style="list-style-type: none"> • Availability on Rise trips • Questions about registering, cost, itinerary 	Elevate Destinations togetherwomenrise@elevatedestinations.com OR wendy@togetherwomenrise.org
Advocacy	<ul style="list-style-type: none"> • General inquiries 	wendy@togetherwomenrise.org
Advocacy Group with RESULTS	<ul style="list-style-type: none"> • Webinar dates or recordings • How to get involved/take action 	advocacy@togetherwomenrise.org
Book Club	<ul style="list-style-type: none"> • Upcoming Book Club events • How to join • Book suggestions 	wendy@togetherwomenrise.org
Marketplace	<ul style="list-style-type: none"> • How does it work? • How can a company join the Marketplace? 	kaitlyn@togetherwomenrise.org
Chapter Fundraisers	<ul style="list-style-type: none"> • Chapter Fundraiser Guidelines • Approval Form 	kaitlyn@togetherwomenrise.org

***Mailing Address for Donations:**

Together Women Rise
P.O. Box 890272
Charlotte, NC 28289-0272

**Please do not send anything other than donations and the Monthly Donations Processing Form (i.e. letters, photos, etc.) as this is a bank processing center, and Rise pays for every item received and processed.*

Mailing Address for General Correspondence:

Together Women Rise
P.O. Box 25633
Greenville, SC 29616