



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 Mentor or your Regional Leader**. (If you do not know your Mentor or Regional Leader, 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 	Quinn Hayes, Program & Grants Manager quinn@togetherwomenrise.org



Learning Materials	<ul style="list-style-type: none"> Questions about the monthly videos, project fact sheets, PPT presentations, recipes, etc. 	quinn@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? 	wendy@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