



Carolina Women's Club

What you need to know before you complete the Activity Form

The form serves multiple purposes:

1. Provides the information about the event for communication channels to be able to do their job. What, when, where, how to participate and why should a person want to join in. This way Margit can use it for the calendar updates and Carol can use it to write the newsletter, articles for other media, etc. Each may use different information.
2. Provides a way to report results of the activity and keep it associated with the activity itself. How many people participated, how much money did we raise, what did we accomplish, etc. This will also be used by communication sources to update web pages, write articles, etc. and we will use it to keep records of accomplishments.
3. Provides the data needed to keep a list for our purposes for what we do and what we accomplish. How we can help and improve, etc.

The originator of the event or activity should check the calendar and other sources, depending on the event, to be sure we minimize conflicts.

1. **Data is needed by one or more groups to promote the activity**
 - Preferable need 3-6 months in advance to allow time to advertise the event, get data entered and verified, report results.
2. **What is important information:**
 - Book Club meeting monthly on the third Thursday & reading...
 - What do I need to bring, where do we meet, etc.
 - Who is the speaker
3. **When will the event happen: so we can promote it properly and participants can be sure they can attend?**
4. **How do I sign-up/register for this:**
 - Send your name and email to xxx and have your name added to list to receive evite. If on evite list already, just respond to evite.
 - Go to this link and sign up for CWC Team. Pay by cc to join.
 - Luncheon, respond to evite and pay in advance at this link.
5. **Where will we meet, go, etc.: The necessary logistics to make a decision.**
6. **Why should I want to do this: Fun, educational, good cause, look at what we will accomplish? Make your case for the compelling reason to participate.**
7. **Who can I contact if I have unanswered questions**

After the event to record results and write stories

1. Provide results that would make a good story, should be recorded for CWC history, put on web page, etc.
2. Send any pictures taken to carolinawomensclub@gmail.com. If you have access to Copy.com just add the pictures in a folder labeled.
3. Edit the pictures to delete duplicates or bad pictures.
4. Note on the report that pictures were taken and where sent.