



Chartering New Clubs Toolkit

Chartering new Soroptimist clubs is essential for maintaining the vibrancy of our organization. As we increase our Soroptimist clubs and membership, we expand the impact of our Dream Programs by empowering even more women and girls through investing in their access to education.

We hope you are excited about chartering a new club in your region! This toolkit provides an overview of the steps involved in planning and carrying out the club charter process, with links to useful resources for every step of the way.

To get started, review this guide with your charter team. Lay out your charter plans and email membership@soroptimist.org so our staff can support you along the way!

Chartering New Clubs Process

Before You Charter – STRATEGIZE!

Review the tips below to help you strategize before you charter. This will help you focus your recruitment and programming and choose a traditional or online Soroptimist club model.

When you start the process of chartering a new club, there are many things to consider before you begin the work on the ground! To make things easier for you and the charter team, start here to make a few key decisions that will guide your efforts. This guide is meant to lay out your strategy for a new club charter in your region!

During this planning stage of the charter process, you will:

- Identify your charter team
- Choose a club model
- Determine your geographic focus
- Set a timeline & budget

IDENTIFY YOUR CHARTER TEAM

Many hands make light work! The first and most important step is to develop a committed team to see the charter through. Your charter team will include the following key players from the region leadership, who will oversee the club charter: Region Membership Chair (RMC), Region Governor, Region Governor-Elect, and District Director (if applicable). Your charter team should also include a few members of Soroptimist clubs throughout the region, particularly those who can visit the community where the new club will be located.

As you form your charter team, be sure to include members who have excellent presentation skills, a strong understanding of Soroptimist and our signature programs, and are enthusiastic and passionate about our mission.

To find contact information for leadership, reach out to SIAHQ@soroptimist.org.

CHOOSE A CLUB MODEL

Next, you should determine whether the new charter club will be a traditional club or use an online club model. Keep in mind that traditional clubs can conduct some of their business online, and online clubs can also do some in-person activities. To help define your club, refer to the following:

- A traditional Soroptimist club is one whose members reside in the same community and hold regular, face-to-face meetings.
 - Even within this model, it is important to consider ways to be more accessible to members who may become busier due to caregiving needs or who cannot attend all meetings in-person. Hybrid meetings offer a way to keep everyone connected during different seasons of life!
- An online Soroptimist club is one that meets and conducts SIA mission-focused business primarily through technology (online meetings, email, phone, and/or social media).

DETERMINE A GEOGRAPHIC FOCUS

Whether the new club charter is for a traditional club or an online club, the charter team needs to define the project's geographic scope. This may be one community or cover a large area. Online clubs should focus on an area within one SIA Region.

The online model is an opportunity to connect members over a larger area or can be focused within one community to allow greater participation by club members who are committed to our mission but have less free time to gather in person for club meetings.

As you determine the physical scope of your charter efforts, reach out to your region leaders to identify where existing Soroptimist clubs are located. Consider the following:

- Is there a community that isn't being served by a Soroptimist club?

- Is there a local college with career counselors, teachers, and administrators who would be interested in the Soroptimist mission? These are great prospective members as they work closely with women who could benefit from the *Live Your Dream Awards* or our other programs.
- In the communities that do have a Soroptimist presence, could an additional club bring any of these benefits -
 - Help women and girls that the current club hasn't reached with their programs?
 - Offer membership for those who are unable to join the current club because of meeting times?
 - Offer membership for those who wish to participate in different volunteer projects than the current club's focus?
- Is there an area where a Soroptimist club used to exist, where former members may be interested in re-joining and the Soroptimist name is already recognizable by the community?

SET A TIMELINE & BUDGET

With your charter team, set a timeline for the charter process as well as a budget so that you can effectively manage the charter project (you can find a budget template later in this document to help you get started). Usually, the chartering process can be completed within a few months to a year. The budget for the charter project should include any travel expenses for the charter team to the community where you are recruiting. It should also include funds for a meeting space and/or light food and beverages to provide during the recruitment process.

CONTACT SIA

If you have not already done so, before you go any further, contact SIA Headquarters at membership@soroptimist.org! SIA Staff is available to support your charter team and the region throughout this project, and we would love to hear about your plans! At this point, you are ready to submit the [Declaration of Intent to Charter \(Form A\)](#).

Charter Process – IMPLEMENT!

With your strategy laid out, your charter team will be ready to implement the steps to chartering. Although it may seem like an overwhelming task, it can be broken down into the following steps:

Community Outreach & Recruitment

- Go out into the community and engage with local stakeholders right away! Make sure everyone is on board and excited that a new Soroptimist club is coming to their area and show them the benefits their community will receive.

- You may wish to reach out to local officials, schools and universities, other women’s organizations, businesses, and social service providers. Be sure to keep track of the names and contact information of everyone you speak with and follow up as needed with updates to keep them engaged.
- Throughout this outreach stage, create a list of potential members: start with the names of colleagues, relatives, and friends, as well as professionals you may have met in the previous outreach step. Next, reach out to everyone on your list! You may wish to send a formal invitation letter to some prospects, but using email or social media will lead to faster turnaround and be more convenient, especially for younger individuals.
- Your recruitment efforts should be visible in the community—post flyers, place ads to market the newly forming club, and make visits to local businesses and officials to personally welcome them to membership. Attend community events and distribute pamphlets with information about Soroptimist and invitations to the next meeting. Ask everyone you meet for the name of someone they know who may be interested in joining!
- Remember to follow up with prospects who express an interest as quickly as possible. In our fast-paced society, individuals can lose interest in an endeavor quickly unless regular communication is maintained—so keep all of your prospects in-the-loop!
- **Online Clubs:**
Keep in mind the geographical scope of your online club – will you recruit members across the entire region, or within a smaller community? Remember that [SIA Procedures](#) require that 75% of charter members of an online club reside within a single SIA Region, where that club will vote, pay region dues, and attend region meetings.

Informational Meetings

- The goal of an informational meeting is to generate enthusiasm among prospective members about Soroptimist.
- Remember to keep it simple! Provide enough information to demonstrate the benefits of belonging but avoid overwhelming the attendees. Focus on the ways Soroptimists improve the lives of women and girls through our Dream Programs and through access to education.
- Invite prospective members to watch the [Club Orientation recording](#). This session provides essential insights into Soroptimist’s organizational structure, mission, and programs discussing key topics including leadership development, membership engagement, and philanthropic efforts.
- Select a quiet venue, appropriate for a meeting. Keep the meeting to one hour and respect the potential members’ valuable time. To invite the community to the meeting, use SIA membership

materials such as sample invitation and follow-up letters, press release, and meeting agenda and script (later in this document).

- During the informational meetings, identify key people who seem excited about the new club and whose energy and enthusiasm are contagious. Look for those who are especially well-connected in the community.
- These individuals will be critical in making the new club part of the community and attracting additional members. You'll also begin to identify who will be the charter club president and other officers, as natural leaders arise in the group you gather.
- You may wish to hold an additional informational meeting or event for planning, socializing with future club members and introducing new prospects until the group has grown large enough to charter. As soon as you reach 12 committed members, you will be eligible to submit the charter application!
- **Online Clubs:** Set up a video conference using a platform such as [Zoom](#) so that everyone can see each other and begin engaging with one another online.

Club Logistics

- Once your club has recruited a core group of committed members (even if you do not yet have the 12 members required to charter), you are ready to begin making the important logistical decisions needed to make the new club a reality!
- During this step, the new club will make decisions about the following:
 - New club's name
 - Must include a geographic identifier (and "online" for online clubs)
 - Club bylaws
 - Use the SIA sample club bylaws as a template
 - Budget/finances
 - Open a club bank account
 - Establish a budget for the club year (refer to sample budget template later in this toolkit)
 - Determine annual club dues in addition to SI, SIA, and region dues
 - For clubs in the USA: Obtain an [EIN number from the IRS](#)
 - Process of incorporation, if required in your state
 - How often and where will the club meet
 - Which videoconferencing platform will the club use to meet (if online/hybrid)
 - Elect club officers
 - Plan the club's first project
 - As a special welcome gift, SIA funds each club's first \$1,000 Live Your Dream Award given during the first two years after chartering!

An experienced member or representative from the region should speak to the responsibilities of Soroptimist to ensure that all members of the chartering club understand what is expected of them. Go over the financial and time commitments at the region, federation, and international levels, including dues and conference or convention fees.

- Use the Club Administration section of the SIA Website as a guide and reference as you tackle the administrative tasks as part of this meeting. There you will find resources such as position descriptions for club officers, a club calendar of events, and information about parliamentary protocol.
- Once all of these logistics have been established and 12 members have been recruited, the club is ready to apply for a charter from headquarters!

Charter Application

- To apply for a charter, all of the following must be submitted to SIA Headquarters:
 - [Form A: Declaration of Intent to Charter](#)
 - Club Bylaws (*must be approved by SIAHQ prior to chartering*)
 - [Form B: Charter Application Form](#)
 - [Form 5008](#) for a minimum of 12 regular members
 - Payment of dues and fees as appropriate (*must be paid at the time the charter is approved and ready to be processed; clubs cannot pay for this charter's dues online*).
- The official charter will be sent to the region governor for her signature and presentation to the club at the charter event.
- The charter club president will receive a welcome packet with congratulatory messages and important information from SIA.
- For clubs in the U.S.: SIA headquarters will send the appropriate forms to new clubs in the United States to facilitate inclusion in the Soroptimist International of the Americas' group exemption from federal income tax, which permits the club to become an IRS-recognized 501(c)(3) charitable organization. Soroptimist clubs must submit the appropriate documentation to headquarters, and will subsequently receive confirmation from headquarters of their inclusion in the 501(c)(3) group exemption. This paperwork covers only the IRS' federal exemption. The IRS 501(c)(3) designation also carries mandatory annual reporting requirements to both the IRS and SIA. Clubs will need to work with their region leaders to file for and obtain any state income or sales tax exemptions.

Celebration!

- Once a minimum of 12 regular members have committed to membership and the required

paperwork is completed, it is time to celebrate!

- The charter celebration is the occasion where the region governor (or another official whom they designate) presents the charter to the new club. You can make this event as formal or informal as you wish. The important thing is to be creative and make it meaningful for your new club members. Inviting region leadership and members from other clubs is a great way to reinforce the new club's connection to the larger Soroptimist organization.
- **Online Clubs:** This may be a great opportunity for the club to gather in-person for the first time, if members are able to travel to a central location for the event. The celebration can also be held in a special online meeting, or some members may gather face-to-face while others participate in the same event through video conference. The charter date and charter celebration rarely (and do not need to) coincide. The celebration should take place after all steps to charter, as outlined in this guide, are completed.

After You Charter – MENTOR!

Once the charter celebration is over, the new club will continue to need guidance as they become fully welcomed into the region and our organization. Please identify a mentoring team and use the tips below throughout the club's first year to ensure the new club has everything they need for success. That means the club will be active, well-oriented to the responsibilities of membership, and will provide the benefits and experience that Soroptimist members value, in alignment with our organization's strategic plan.

Soroptimist Club Mentor Guide

Thank you for all you have done to help create a new Soroptimist club! Once the charter celebration is over, the new club will continue to need guidance as they become fully integrated into the region and our organization.

The charter team is uniquely positioned to serve as a mentor. We appreciate all the wisdom your team will continue to offer as we welcome every new club into the fold, helping them become long-standing clubs that celebrate many future anniversaries and years of impact!

Your main responsibility as a mentor to a new club is to ensure the new club is providing the benefits and experience that Soroptimist members value, in alignment with our organization's strategic plan. That means guiding them toward mission-based work through our global Dream Programs, encouraging connections with Soroptimists across our organization, and ensuring they know how to access all of the support available from SIA headquarters.

Please see the guide below and use these tips as an overview of possible ways you and your team may provide this essential outreach to a newly chartered club at different points during their first

Soroptimist year.

Priority Items – in the first 2-3 months after chartering:

- Make sure the club officers have accessed the [club administration webpage](#) for all of the operational resources they need.
- Ensure the club officers have access to the member portal to update the club roster, add new members, pay club dues, and more.
 - [#TechTalks Learning Hub](#)
 - Learning Lab for FAQs, tips, and additional training materials.
 - [Portal Log-In](#)
 - [How-To Guides](#)
- Ensure your club can access its official Soroptimist email address. This is the @soroptimist.net account provided by SIA, and it's where all important communications, including critical updates, election ballots, and new member inquiries, are sent. Multi-factor authentication (MFA) is already enabled to help keep the account secure. Please note that this is the primary email SIA will use for all official notifications, so it's essential that it be regularly monitored. Here is [the link to the guide](#) on accessing and managing the club email for easy reference.
- Review the importance of [club liability insurance](#) with the officers. If not in US, one of the US territories, or Canada, discuss how to procure insurance.
- Provide advice and best practices about fundraising locally as the club plans its budget.
- Ensure the club has secured a checking account with two signatories.
- Advise the club as they plan for participation in [SIA's global Dream Programs](#), in particular remind them of the \$1,000 funding that SIA provides for their first Live Your Dream Award recipient and setting up a Dream It, Be It committee to explore possible hands-on service projects.

July/August

- Ensure the club has identified their board and committee members for the new club year.
- Provide the club officers with SIA's sample president and treasurer planning calendars from the [Club Administration page](#), and remind them to check this webpage frequently for important information they may need throughout the year.
 - Particularly important is to highlight the Member and Leader Code of Conduct, its escalation process, and how they can seek support when encountering conflicts.

- Highlight the [Club Roadmap for Success](#) so the club understands their role in achieving the goals of our organization's Strategic Plan.

September

- Point the club to the [Club Calendar of Events](#) that notes important dates and reminders throughout the year.
- Invite club members to a nearby club's fall fundraiser or event.
- Share your club's best practices for recruiting local Soroptimist [Live Your Dream Award](#)® applicants – and remind the club to begin recruiting in their community right away so they have a great pool to choose from in November!
- Assist the club in planning for upcoming meetings – remind them of dates, who should attend, and make sure they know the region wants to see them there! Involvement at the region level provides a deeper level of community and engagement with the Soroptimist mission.

October

- Tell the club about Founders Day on October 3 and share some Soroptimist history with our new members! This is a great opportunity to discuss the significance of Founders Pennies or collect them if the club hasn't already.
- Perhaps the club is planning a big event for the upcoming season. If the club is located in the United States or one of its territories, or Canada, do they know everything they need to about club liability insurance? Direct them to the [insurance information](#) on SIA's website and offer to review it with them so they're fully prepared before the big day.
- Provide advice on best practices for fundraising at the club level, as the club plans their projects for the year. Offer support from the sponsor team or members of your club such as donating raffle items for the club's first fundraiser.

November/December

- Continue to offer advice related to our Soroptimist Live Your Dream Award Program® – the club should receive all applications by November 15 and have a plan for judging and distributing their award. Direct them to [headquarters](#) if they are having trouble recruiting local applicants, and for details about the \$1,000 funding that SIA provides for their first award recipient.
- Maybe it's time for a club assessment so the charter members can discuss what is or isn't

working in their new club so far. Check in with the president and share the assessment tools – which can be found on the SIA website’s [retention page](#).

January/February

- Remind the club to submit their Live Your Dream Award report by February 1 to the district or February 15 to the region via the online reporting form.
- As they plan their Live Your Dream Award presentation event, remind the club that this is a great opportunity to recruit new members so their club can continue to grow. They can invite prospective members to attend the award presentation and see firsthand the impact of Soroptimist programs.

March/April

- In a convention year, remind the club treasurer to submit the SIA Biennial Convention Fee by March 15. Take some time to explain the importance of SIA’s biennial convention, share the call to convention, and encourage the club to send a delegate if they can so that their club can experience the full benefit of federation-level participation, community, and education.
- Likewise, encourage the club to send delegates and attendees to the region conference. A great way to support their attendance is by connecting them with other nearby clubs who may be able to provide transportation.

May/June

- Provide advice as needed for [leadership succession](#) – does the club have a plan for electing new officers? Do they need to re-evaluate their board structure to ensure everyone is fully supported in their roles? Are there new members who may need to be developed for future leadership? Share the position descriptions from the [Club Administration page](#) to help lay out key responsibilities within the club.
- As they close out their first club year, the club leaders may find it useful to invite feedback from members using surveys.
- Remind the club of deadlines for submitting federation and region dues, and assist them as needed with accessing and updating their roster and [paying federation dues online via the online payment portal](#).
- As the club plans for a new year, perhaps they’re ready to begin planning for a Soroptimist [Dream It, Be It](#)® project. Connect them with nearby clubs who are also participating in this program! Encourage them to consider applying for a Soroptimist Club Grant to help fund their first Dream It, Be It project.

Forms for Charter Clubs

- [Intent to Charter \(Form A\)](#)
- [Charter Application \(Form B\)](#)
- [New Member Enrollment/Reinstatement \(Form 5008\)](#)

Sample informational meeting invitation email/letter

Dear **[First Name]**:

I know we're all busier than ever, but if you're like me, you also feel a need to give back to your community. Wouldn't it be nice to do that with a group who combines their unique talents and energy to help uplift women and girls? If you are looking for a way to improve the lives of women and girls in your community in an atmosphere of friendship and fun, then joining Soroptimist may be right for you. Please join us for an informational meeting **[time, date, and place]** to learn more about the new Soroptimist club forming in **[City Name]**.

I'm a member of Soroptimist International of **[insert club name]**. For 15 years, we've been working to improve the lives of women and girls. As part of a global organization with clubs in North America, Latin America, and the Pacific Rim, we make a difference for women around the world. Joining a Soroptimist club offers networking opportunities, valuable contacts, friendship, diversity and leadership opportunities.

Most important, Soroptimist membership connects women to each other and to their local communities. The Soroptimist mission of providing women and girls with access to the education and training they need to achieve economic empowerment, specifically those facing significant obstacles, is exemplified by our signature project, the Soroptimist *Live Your Dream: Education and Training Awards for Women*. Each year, Soroptimist gives over \$3 million to women who need to improve their job skills through education and training while supporting their families. Soroptimists also work on other projects that invest in education for women and girls, including Dream It, Be It: Career Exploration for Girls and other scholarships.

I will call you on [Date and Time] to touch base. In the meantime, please visit our club website at [www.siofanytown.org] or Soroptimist International of the Americas website at www.soroptimist.org for more information about the exciting ways we work to improve life for women and girls. If you would like to reach me before then, please call **[Phone number]** or e-mail me at **[Email address]**. I look forward to speaking with you soon!

Sincerely,

[Name] President, SI of **[insert club name]**

Sample follow-up email for those who attended an informational meeting

Dear **[First Name]**:

Thank you for attending the Soroptimist informational meeting to learn how to improve the lives of women and girls by forming a new Soroptimist club in **[City Name]**.

We hope you are excited about the prospect of becoming a Soroptimist member. As a Soroptimist, you will have the opportunity to work on local projects that address unique challenges facing women today and to participate in programs developed and sponsored by Soroptimist International of the Americas. This includes the Soroptimist *Live Your Dream: Education and Training Awards for Women*®, our major project that supports women who need additional training and education to improve their employment possibilities. In addition, through *Dream It, Be It: Career Support for Girls*® we provide girls in secondary school with role models, career guidance, and resources to achieve their goals.

We hope your interest in forming a local club will continue to grow. You can be sure that membership will provide excellent opportunities for volunteerism, friendship, personal growth, leadership development, networking, and international connections.

You are invited to our organizational meeting which is planned for **[time, date, and place]**. During this meeting, we'll make important logistical decisions about the club's future and prepare to submit the official charter application. In the meantime, please contact me at **[Phone number]** or **[Email address]** with any questions. Also, let me know if you think of other women who may be interested in attending our next meeting.

I look forward to seeing you again!

Sincerely,

[Name] President SI of **[insert club name]**

Sample follow-up email for those unable to attend informational meeting

Dear **[First Name]**:

I am sorry you were unable to attend the Soroptimist informational meeting that we held last night. We had an exciting meeting with a great group! We discussed forming a Soroptimist club in **[City Name]**, and given the overwhelming interest, we will move forward with our plans. We would be delighted if you would join us for our upcoming organizational meeting. At that time, we will discuss leadership opportunities in the club and our first community project. Early ideas include participating in the Soroptimist *Live Your Dream: Education and*

Training Awards for Women®—a wonderful project that helps women to improve their employment prospects through additional training and education.

I have enclosed the information that was distributed at the meeting. I think you will find that joining a Soroptimist club can be an exciting opportunity to invest in the dreams of women and girls, meet new friends and make new contacts. Through Soroptimist membership, the combination of diverse voices, skills, talents and dedication of the women in our community enables us to accomplish more than we could do alone.

[Name of Charter Team Coordinator] will be spearheading the creation of the new club. She will be in touch soon to let you know about the next meeting. In the meantime, if you have any questions, please contact me at **[insert phone number]** or **[insert email address]**.

Sincerely,

[Name] President SI of **[insert club name]**

Sample follow-up phone call script for those who attended an informational meeting

Hello **[first name of prospective member]**, this is **[name]** of Soroptimist International of **[club name]**.

Is this a good time to talk?

Good. First, I want to thank you for coming to the informational meeting on **[day]**. We were impressed by all the interesting and accomplished group who turned out. What did you think?

Are you still interested in helping to charter the new club?

What did you find most interesting during our recent meeting, and what is your main reason for joining Soroptimist? What do you hope to contribute during the club's first year?

That's terrific! We think you have a lot to offer this club, and that Soroptimist membership has a lot to offer you.

The organizational meeting to make logistical decisions and prepare the charter application will be on **[date and time]**. Can you make that meeting?

Great. See you there.

New Club Building: Sample Informational Meeting Agenda & Script

The informational meeting is an opportunity to introduce interested people to Soroptimist. It should be short, informative and interesting—do not inundate prospective members with too much information. Keep the meeting to the time that was listed on the invitation, beginning and ending on time. Make nametags for everyone, including current members and guests. Distribute or show any promotional materials such as brochures, newsletters, or videos. Serve refreshments and consider collecting business cards for a raffle or prize drawing at the end of the evening. Be sure to hand out copies of **Form 5008: New Member Enrollment** for prospects to fill out as soon as they are ready to commit to the new club.

Agenda:

- Sign In
- Welcome
- Brief History and Overview of Soroptimist
- Introduce the Region Governor or other Region Leadership to discuss the Soroptimist mission and impact and benefits of belonging
- Personal story of a Live Your Dream Award Recipient (you can use stories from SIA's blog!)
- Timeline/Process for Forming the New Club
- Extension of Membership – provide New Member Enrollment (Form 5008) link for prospects to commit to membership right away, and collect their dues payments as well (have checks made out to the sponsoring club until charter club has bank accounts and other logistics squared away)
- Questions/Answers
- Networking Opportunity/Social Interaction

Sample Informational Meeting Script

Good evening. My name is (*name*) and I am a member of Soroptimist International of (*club name*). I would like to thank you for joining us. Isn't it wonderful to be in such an interesting and accomplished group? I'm here this evening to talk about how you can join us in our mission to increase access to education and training for women and girls by helping to form a new Soroptimist club right here in (*name of city/town*). Before we begin, let's take some time to get acquainted. Please stand and introduce yourself, tell us about you and share a "fun fact" about yourself.

Our name, Soroptimist, means best for women. And that's what we are—helping women and girls to be their best. Soroptimist is an international volunteer organization for women just like you who wish to give back to their communities in an atmosphere of fun and friendship. Today over 65,000 Soroptimists make a difference for women and girls in more than 110 countries throughout the world.

I'd like to present _____ who is governor of _____ Region. Governor (first name) is going to talk a bit more about Soroptimist's mission and the benefits of belonging. **(Note: if the governor or her representative is unable to attend, continue with the script as written.)**

(Governor) Thank you (*new club charter team coordinator/representative*). As you've been hearing tonight, membership in Soroptimist offers a multitude of benefits. For me, the primary benefit is the joy of seeing the difference that we, as a group, can make in the lives of women and girls who want to follow their dreams for themselves and their families.

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment, specifically those facing significant obstacles. We work for a world where women and girls have the resources and opportunities they need to reach their full potential and live their dreams. At SIA, our Dream Programs are dedicated to helping women and girls achieve economic empowerment. Through *Dream It, Be It: Career Support for Girls®* we provide girls in secondary school with role models, career guidance, and resources to achieve their goals. Our Soroptimist *Live Your Dream: Education and Training Awards for Women®* empower women who are the primary provider in their families to complete their higher education or skills training.

Through the Live Your Dream Awards, we have been providing cash awards to women who face obstacles since 1972. Our program outcomes are to help them gain the skills, education and training they need to economically improve life for themselves and their families. This program allows recipients to use the award money for any expenses associated with their education or training—including books, childcare or transportation. Collectively, we give over \$3 million each year in cash grants through this unique program. These women are survivors who overcome adversity that includes poverty, domestic violence, sexual abuse, and/or substance use disorder. They are strong, motivated, and a constant source of inspiration as they move towards their dreams. We often hear that although the money was helpful, it was the show of support from our members that truly made the difference.

Soroptimist believes in helping women to live their dreams by providing them with the resources they need to change their lives. We know that research shows when you help a woman, you also help her family, her community, and the world. As an organization, we are uniquely qualified to tackle the challenges facing today's women and girls.

Right now, I'd like to introduce (*name of Live Your Dream Awards recipient*). (*Name*) was our club's Live Your Dream Awards recipient in (*year*). She'd like to share her amazing story with you. (Live Your Dream Award recipient tells her personal story, emphasizing the role that Soroptimist and the award played and/or show video clip from SIA website.)

(Governor returns) Thank you (*name of Live Your Dream Award recipient*). Isn't she remarkable? As you have just seen, improving the lives of women and girls is the most exciting benefit of Soroptimist

membership. But there's so much more. When you're a Soroptimist, you'll form friendships with women who have similar interests and values. You'll meet women from different countries and cultural backgrounds. You'll network with other women representing a variety of professions. You'll sharpen your skills as you take advantage of leadership opportunities at all levels of the organization.

Thank you again for coming here this evening to learn more about our organization and the social change we are making. Now _____ (*name of charter team coordinator/representative*) will close our program.

(Club member) Thank you Governor (*first name*). Well, we hope you've enjoyed learning about Soroptimist. We've handed out some materials-- please take them with you. There are more in the back if you'd like extras for your friends.

We will have an organizational meeting scheduled, so if you think of anyone who might be interested, please let me know. Our goal is to charter a new club in this community by _____.

I'd like to ask each and every one of you to become charter members in this new Soroptimist club.

Soroptimist membership has a lot to offer, but we can't do it without the energy and ideas of people like you. We would be thrilled to have you join us in our mission! As a charter member of a new club, you will have the opportunity to shape club culture and expand our global Dream Programs to improve the lives of women and girls right here in the _____ community.

Please join us in the back for refreshments. We'll be available to answer your questions and to get to know you a little better. Thank you again for being here this evening and we look forward to seeing you again!

Sample Club Budget

Income

Membership dues (club, region and federation)	\$_____
Fundraising/Event Income (before expenses)	\$_____
Donations	\$_____
Grants	\$_____
Interest	\$_____
Miscellaneous	\$_____
Total income	\$_____

Expenses

Program expenses

Soroptimist <i>Live Your Dream: Education and Training Awards for Women</i> ®	\$ _____
<i>Dream It, Be It: Career Support for Girls</i> ®	\$ _____
Club giving donation to SIA (recommended: 10% of local fundraising)	\$ _____
Founders' Pennies*	\$ _____
Other Service Projects	\$ _____
<u>Program public awareness/publicity</u>	\$ _____
<i>Program Expenses subtotal</i>	\$ _____

Membership expenses

Region dues	\$ _____
Federation dues (SIA dues and fees, SI dues, club liability insurance)*	\$ _____
Region conference fee	\$ _____
Federation convention fee (even numbered years only)*	\$ _____
Region conference delegate(s)—meals, lodging	\$ _____
Federation convention delegate (even numbered years only)	\$ _____
Region leadership workshop	\$ _____
Fall region meetings (or district meetings)	\$ _____
<u>Membership pins and nametags</u>	\$ _____
<i>Membership expenses subtotal</i>	\$ _____

Fundraising expenses

<u>Fundraising/Event expenses</u>	\$ _____
<i>Fundraising expenses subtotal</i>	\$ _____

Operating expenses

<u>Operating expenses (postage, stationery, bank fees, web hosting, etc.)</u>	\$ _____
<i>Operating expenses subtotal</i>	\$ _____

Total Expenses \$ _____

Net Surplus/(Deficit) \$ _____

**For current dues and fees amounts, visit the For Clubs area of www.soroptimist.org or contact headquarters at siahq@soroptimist.org.*

Ensure your club can access its official Soroptimist email address. This is the @soroptimist.net account provided by SIA, and it's where all important communications, including critical updates, election ballots, and new member inquiries, are sent. Multi-factor authentication (MFA) is already enabled to help keep the account secure.

Please note that this is the primary email SIA will use for all official notifications, so it's essential that it be regularly monitored. Here is [the link to the guide](#) on how to access and manage the club email for easy reference.