



# AAUW CA Branch Resource Connection

## Background

The **AAUW CA Branch Resource Connection** is designed to bring state AAUW leaders to branch and IBC meetings, events and programs. The state leadership team members have a broad spectrum of expertise and can assist branches and IBCs that are working to strengthen their internal organization and AAUW's presence in their communities. Leader-on-Loan speakers can suggest proven ways to overcome common challenges such as growing and retaining membership, developing branch leaders, implementing AAUW-relevant programs and better understanding the breadth and scope of AAUW's mission.

## Guidelines

### Branch/IBC Role:

- Submit an application form 60 days prior to requested date.
- Identify the topic of interest.
- Identify an event coordinator.
- Facilitate communication within the branch/IBC.
- Organize all arrangements in conjunction with event – venue, attendees, promotional material.
- Reimburse speaker expenses such as mileage and bridge tolls. If the speaker is required to spend the night, accommodations and meals must be provided. Reimburse total travel expense including plane or train expenses if a specific speaker is requested. *Note: Current mileage reimbursement rate is 50 cents per mile.*
- Collect and submit audience evaluation forms at the conclusion of the event.
- Complete and submit a program evaluation of event at conclusion of event – feedback is important to ensure quality of program.

### AAUW CA Leader-on-Loan Coordinator Role: (Kim Wilbur: [leaderonloan@aauw-ca.org](mailto:leaderonloan@aauw-ca.org))

- Respond to your request within 14 days of the request.
- Provide a speaker with proficiency in speaking on requested topic.
- Provide speaker biography in advance of event.
- Provide reimbursement form for Speaker to submit to the branch for reimbursement.

### Speaker Role:

- Provide necessary handouts.
- Provide an inspiring presentation on the chosen topic.
- Provide an evaluation of the program process and branch participation.



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## Summary of Roles

	Before the Event	The Event	After the Event
<b>Branch</b>	<ul style="list-style-type: none"> <li>• Submit an application <b>60 days before the event.</b></li> <li>• Identify the topic of interest.</li> <li>• Identify the location, date and time.</li> <li>• Identify an event coordinator.</li> <li>• Communicate within the branch.</li> <li>• Coordinate event venue, attendees, promotional material.</li> <li>• Arrange lodging for the speaker if necessary.</li> <li>• Determine if speaker has any special dietary needs if a meal is being served.</li> <li>• Confirm speaker arrangements 1 week before event.</li> <li>• Make copies of handouts if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the speaker at the event and help with set up.</li> <li>• Introduce the speaker to Branch/IBC leadership and participants.</li> <li>• Hand out and collect audience evaluation forms.</li> <li>• Complete a program evaluation form.</li> </ul>	<ul style="list-style-type: none"> <li>• Reimburse speaker.</li> <li>• Send a copy of the reimbursement form to the LOL Coordinator.</li> <li>• Send copies of completed program and speaker evaluation forms to LOL coordinator.*</li> <li>• Send a thank you to the speaker.</li> </ul>
<b>AAUW-CA Branch Resource Connection Coordinator</b>	<ul style="list-style-type: none"> <li>• Respond within 14 days to your request.</li> <li>• Identify a speaker.</li> <li>• Provide a speaker biography.</li> </ul>		<ul style="list-style-type: none"> <li>• Track evaluations.</li> <li>• Track expenses.</li> </ul>
<b>Speaker</b>	<ul style="list-style-type: none"> <li>• Confirm ability to attend.</li> <li>• Create necessary handouts and identify if you'll bring them or if you need the branch to provide copies.</li> </ul>	<b>Wow the Audience!</b>	<ul style="list-style-type: none"> <li>• Submit a reimbursement form to the event coordinator.*</li> <li>• Complete an evaluation form and send to LOL Coordinator.*</li> </ul>

## Program Evaluations

Your feedback is important to our ability to continually improve the program. In order to have a well-rounded view of the program we evaluate:

1. Audience satisfaction.
2. Speaker satisfaction.
3. Event/Branch Coordinator satisfaction.