

## HOW TO START A WOMEN IN AVIATION CHAPTER



A Women in Aviation International chapter is so much more than an aviation club. With a club, the goal is to have a good time. With a WAI Chapter, you'll have a great time and a lot of fun, AND you and your fellow members will get involved in your community and encourage women of all ages to be their best in aviation and aerospace. As a chapter member, you'll network with and mentor other WAI members at chapter meetings and chapter outreach events and you'll get to see the impact your chapter makes on a local level. And did we mention that you'll have a great time doing all of it?

### ***Starting a Chapter***

**Step One:** Contact the Outreach Director via the Web site at [www.wai.org](http://www.wai.org). Tell her your intent to organize a chapter, and you will be provided with direction, materials, and potential contacts.

**Step Two:** Advertise/Promote your new chapter with flyers, email, post cards and invitations at local airports, flight schools, aviation and aerospace company lounges, college/university aviation department bulletin boards and anywhere else you think potential members may be.

**Step Three:** Conduct an organizational meeting for prospective chapter members. Please email a copy of the invitation to WAI's Outreach Director to keep her informed and potentially to arrange an Outreach Email from WAI to help build awareness of your event. Topics for your first few meetings could include:

- History of WAI and its relationship to chapters
- Identify 10 WAI members who will be chapter members (6 WAI members for Student & international chapters)
- Elect provisional officers, determine meeting day and time and chapter dues
- Select your chapter name with your college, company, geographic area, or even something more creative. You'll be known as: Women in Aviation, [name] Chapter.
- Form committees for areas that would be helpful in managing the chapter, such as: Outreach, Membership, Program, Budget, Bylaws, Social Media, Marketing, etc.
- Collect list of WAI members and new members' applications and dues
- Prepare and submit provisional chapter application with \$100 fee (<https://www.wai.org/chapters/resources>)

### ***From Provisional to Official...You're Almost There***

Once that's accomplished, you're a provisional chapter. You have one full year to attain official status. To become official, the following need to be taken care of, but don't forget, WAI is here to help!

- Obtain Federal Employer Identification Number (EIN) from IRS (U.S. Chapters)
- Incorporate chapter in your state, province, or country
- Prepare chapter bylaws
- Obtain tax-exempt status – WAI Group Ruling or college/university
- Elect Board of Directors
- Plan community outreach and membership drive events
- Prepare and submit official chapter application with \$150 fee (<https://www.wai.org/chapters/resources>)

### ***The Effort is Worth It!***

By starting a WAI Chapter, you are putting into motion a system that can benefit women and their aviation careers for years to come. There's a bit of work involved, but the payoff is instant in the camaraderie you'll share with like-minded individuals whose passion for aviation matches yours!

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