

**League of Women Voters of Illinois PRESIDENT’S HANDBOOK
Updated January 2016 Financial Guidelines**

LOCAL LEAGUE MEMBER SUPPORT SHARING POLICY _2016

Local leagues can participate in the state wide effort to support LWVIL programs and activities by soliciting donations from our membership. LWVIL initiates the effort by mailing solicitation letters and the local leagues participate by making follow up calls – the Phonathon. Local leagues that participate in the Phonathon are eligible to receive a share of the donations made to LWVIL or to the LWVIL Education Fund.

The 2016 Member Support effort is scheduled to begin on February 8, 2016 when letters will be mailed to League members and friends. If your local League participates in making calls during the calling phase (scheduled for March 10 – April 29, 2016), any donations received by LWVIL from members of your local League between December 1, 2015 and May 23, 2016 will be counted toward the total member support donations on which your share is based.

For 2016, the sharing percentage is 15%. For example, if members of your league contribute a total of \$300 to LWVIL between December 1, 2015 and May 23, 2016, your league would receive \$45.

In addition, your League can volunteer to call members of other local leagues who do not participate in the Phonathon. Your League would receive 15% of the donations received from the other local league members between March 10th and May 23rd in response to the calls.

Participating local Leagues must designate a local coordinator who is responsible for the following:

- receiving and distributing all materials sent by LWVIL
- ensuring that callers are trained and that they conduct calls in accordance with state League policy and instructions
- collecting, organizing and returning all Member Support paperwork to LWVIL no later than May 16, 2016.

Date	Activity
January 14, 2016	2016 Local League Member Support Policy e-mailed in <i>Leaders’ Update</i>
January 4 – January 31, 2016	Solicitation letter written. Materials printed. Phone script written. Letters
February 8, 2016	Solicitation letter mailed
February 12, 2016	Date by when local leagues return sharing policy agreement
February 16 – February 22, 2016	Local league Phonathon packets prepared and mailed
March 10 – April 29, 2016	PHONATHON
May 16, 2016	Last day for local leagues to return calling sheets and related information to the League office
May 23, 2016	Donations receipt cut-off date for local league share calculation (total calculation period = 12/1/2015 – 5/23/2016 for one’s own league). For donations received during Phonathon from another league’s member, the calculation period is 3/10/2016 – 5/23/2016).
June 2016	Local league share calculated and checks mailed

Participation Agreement

PLEASE SIGN AND RETURN THIS FORM BY February 12, 2016

League of Women Voters of Illinois, 332 South Michigan Avenue, Suite 525, Chicago, IL 60604.

E-mail: marys@lwwil.org. Fax: 312.939.6887

LWVIL will sign and return a copy of this document to each participating League.

Please legibly print all information below:

The League of Women Voters of _____ will participate in the 2016 Member Support sharing opportunity.

Local League Member Support Coordinator (print name): _____

Coordinator Contact Information: Phone: _____ Email: _____

Calling Date: _____ Number of callers (approximately) _____

Is your League willing to call another League's members? Yes No

If so, how many extra members would your league be willing to call? _____

Signed and dated