



Team Wench Standard Operating Procedure for How to Join Team Wench

Purpose

The following procedures should be used to join Team Wench (TW or Team) or participate in Team Wench events.

By-Law Reference

From Team Wench By-Laws (approved 9/8/2006):

ARTICLE 3 – MEMBERSHIP

Membership in Team Wench is available to anyone 18 years of age or older, regardless of gender, race, disability, sexual orientation, or culture. People become members by signing up on the electronic mailing list and/or becoming active in a Team Wench Activity as described below.

Procedure

Step	Action
1.	<p>Find an event to participate in! Team Wench is involved in numerous events throughout the year, including Fundraising Events, Project Activities, and Third Party Charity Events.</p> <ul style="list-style-type: none">a. Fundraising Events: These are the events that TW manages which raise money to benefit a particular charity. Yearly events include, but are not limited to, the Privateer Feast to benefit breast cancer charity walks, and the M.S. Fantasy Ball to benefit the National Multiple Sclerosis Society walks.b. Project Activities: These are activities in which items are created or gathered for charitable purposes. Examples include the manufacture or collection of items in response to a drive from a third party charity (like making pillows to donate to the American Cancer Society to be used by breast cancer patients), or the creation of fundraising items (like pins) to be sold to raise money for a charity.c. Third Party Charity Events: When another charity holds a fundraising event of its own, members of Team Wench may participate in that event as a team. Examples include creating a walking and/or crew team to participate in benefit walks, such as the National Multiple Sclerosis Society's Challenge Walk or the Help the Homeless Walk.
2.	<p>You can find out what events are planned by visiting the Team Wench web site at http://www.teamwench.org and looking at the events listed</p>



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	on the “What We Do” page or the event calendar on the “When We Do It” page.
3.	The individual event pages on the Team Wench site will list the names and contact e-mail addresses for the event coordinators. You are eagerly invited to contact them for more information and to volunteer to help out with the event. All events, but especially the larger events (like the feasts and balls), which generally have working committees of twenty people or more, can always use more helping hands.
4.	For more general information on what is going on in Team Wench, and to join in conversations about events being planned, you should join the Team Wench electronic mailing list at http://groups.yahoo.com/group/teamwench .
5.	Once you are a Team Wench member, if there is a charity walk or event that you are interested in participating in, but it is not listed in the current Team Wench Calendar of Events, you can propose the formation of a team/crew for that event to the Team membership. New event proposals will need to be approved by the Board prior to team formation. Note: Submitting an event proposal indicates that you are interested in being the event/team lead for the first year.

PLEASE NOTE: General membership in Team Wench is very informal – there are no requirements other than a willing heart to participate in a walk or volunteer at an event. If you are interested in becoming a voting member of Team Wench – in order to vote in elections or by-laws, or become an officer or member of the Board – the requirements and procedures for becoming a voting member are listed in the “Becoming a Voting Member” SOP. If you have worked on numerous events but have never asked to become a voting member, you will NOT be able to vote on Team Wench elections or official polls. The voting membership procedure is only initiated at the request of the potential member, with the understanding that some people are willing and happy to help with events but are not interested in Team Wench administrative affairs.