

SHARE A PROGRAM IDEA

If you have done a program in your branch or have a program idea that you would like to share with other branches in the state, here is your opportunity. In an effort to make this process simple, a template worksheet (Document name - Blank Program Worksheet) has been included for your use which lists the relevant information that should be submitted with your program idea. An explanation of each section of the worksheet template is provided below so you know what kind of information you are requested to include.

Once you have completed the worksheet, please send it either electronically or in the mail to the AAUW-PA Program Vice President (use the Board Members information on this website for the e-mail or the Keystoner for the mailing address). If you have any questions, contact the AAUW-PA Program Vice President.

PROGRAM DEVELOPMENT WORKSHEET

EXPLANATION OF INFORMATION TO BE INCLUDED

Title of Program:	Title of Program or subject of program
Date Developed:	Month and Year
Description:	Provide an overview of what the program is, why a branch would want to do it (try and relate to AAUW mission if relevant), who would the program appeal to, etc. Try to be brief but thorough.
Suggested Speaker(s):	This can be CATEGORIES of speakers such as – Teachers, School Administrators, Politicians, Women’s Organizations (League of Women Voters, Girl Scouts, Professional Business Women’s Organizations, etc.), Medical Personnel, Local Authors, etc. OR SPECIFIC People/Groups/Organizations.
Resources:	<p>Specific Information on:</p> <ul style="list-style-type: none"> Speaker contact information Website addresses Journals, Newspapers, etc. Organizations, Colleges Local Schools Individuals <p>OR</p> <p>General information</p>

Prepared by:	Your Branch Name. You can include your name/title, if you wish. NO personal information such as an address, e-mail or phone number should be listed because this will be posted on the website.
For Further Information Contact:	AAUW-PA Program Vice President