

Welcome

TO THE FRATERNAL TEAM!

As a fraternal leader, you have an exciting opportunity to make a positive impact in your community. You bring Modern Woodmen members together to volunteer, socialize and learn in a unique way. Follow this road map to navigate through planning, leading and completing your first event.



Start here!

01

Brainstorm ideas

Think about activities you enjoy or local causes you care about.

Tip

Join the **Modern Woodmen Fraternal Leaders** Facebook group for inspiration.



02

Select a category

Choose the activity category that would best describe the purpose of your event. (Flip this page for details.)

Tip

If chapter funds are insufficient to cover the cost of your educational, Hometown Hero, service or social activity, you can request an advance by contacting the Fraternal Department.

Tip

This option is the best way to spread the word to members.

ACTIVITY SUBMITTED
28+ DAYS IN ADVANCE



MAILED INVITATIONS TO MEMBER HOUSEHOLDS AND EMAILS/TEXTS.

ACTIVITY SUBMITTED
7 DAYS IN ADVANCE



EMAIL/TEXT INVITATIONS **ONLY**.



03

Confirm details

Set the date, time, location and cost for the activity. You'll enter this information in the activity request, which helps inform members of the details. Funds to pay for the event are available in your chapter's bank account. The Fraternal Department will reimburse the chapter after approving the activity report.

04

Submit an activity request for approval

Select "Activity Request" in the left navigation bar on **imakeanimpact.org**. All activities need to be approved by the Fraternal Department in advance. Once approved, Fraternal Department staff will handle the mailed and electronic invitations.



Activity approved? Continue your journey.

01

Order supplies. Click "Order Supplies" in the left navigation bar on **imakeanimpact.org**. You can view and order Modern Woodmen banners, welcome signs and many more items to make your event a success. Order supplies at least 14 days before your event.

02

Share details about the activity with members and others! View the names of members in your chapter through the "Roster" tab on your **imakeanimpact.org** homepage. You'll have access to phone numbers, so you can personally reach out to introduce yourself and share upcoming events.

YOU'RE NOT IN THIS ALONE!

- Modern Woodmen financial representatives are a great addition to chapter events. Invite your own Modern Woodmen rep or reach out to the regional office.
Tip: If you're not sure who that is, reach out to the Fraternal Department for guidance.
- Invite your family and friends to attend the event, so they can learn about your new role and offer support.





Destination reached! Follow these day-of tasks.

01 Set up an area to welcome attendees.

Give yourself enough time to set up a welcome area for members and their guests to visit when they arrive at the event. This is when you'll capture the names of your attendees using the digital attendance-tracking tool, Fraternal Connect.

Tip
Visit the **Fraternal Leader Handbook** for step-by-step Fraternal Connect instructions.
Install code: impact.

02 Engage with members/guests throughout the event.

Attendees will come to you to sign in. This is a great time to introduce yourself and ask for names, so you can add them to the attendance list. Mingle with attendees and take photos to capture the event. Upload the photos on your activity report after the event.

03 Collect additional information.

You'll need these items when you're ready to submit the activity report after the event.

1. **Receipts:** Track the purchases you made for the chapter's event and upload the receipts to the designated area on the report form.
2. **Attendance:** This step will already be completed, since you're tracking attendance online. The final attendance numbers will automatically load into the activity report.



ACTIVITY CATEGORIES

Choose from these five activity options to provide variety throughout the year. For inspiration, join the **Modern Woodmen Fraternal Leaders** Facebook group.

EDUCATIONAL EVENT: Help members learn, explore or try new things.

- **Maximum events per year:** 2.
- **Funding:** \$200 per year.*

HOMETOWN HERO EVENT: Honor an individual or group who brings light to others.

- **Maximum events per year:** 1.
- **Funding:** \$100 to host the event, plus \$100 donation to the honoree's chosen charity.*

MATCHING FUND PROJECT: Raise money to meet community needs. Host your own chapter fundraiser or partner with a planned event. Modern Woodmen will match the funds raised. For example, members and the community raise \$500. Modern Woodmen will match \$500. That means \$1,000 total for your recipients!

- **Maximum events per year:** Unlimited.
- **Funding:** Up to \$2,500 matched annually.
- **Required form:** The Fraternal Department sends a Declaration of Funds form to you when your Matching Fund activity request has been approved. Have the form notarized, attach it to your activity report, and submit it within 30 days of the event.

SERVICE PROJECT: Provide hands-on support to individuals and organizations in need.

- **Events per year:** Unlimited.
- **Funding:** \$1,000 per year.*

SOCIAL ACTIVITY: Gather members for fun, memorable experiences with family and friends.

- **Events per year:** 12.
- **Funding:** \$2.50 per attendee, up to the total cost of the event.*

**You can request an advance if the cost to cover the event exceeds the amount of funds available in the chapter's bank account.*

Cross the finish line with these final steps.

01 Submit a report within 30 days of the event.

On **imakeanimpact.org**, click "New Report" for the activity you want to submit. This is where you can upload receipts/forms/photos and check your final attendance number. After you submit the report and it has been reviewed by the Fraternal Department, you'll receive an email saying the report has been approved. Reimbursements for the event will be deposited into the chapter's bank account.

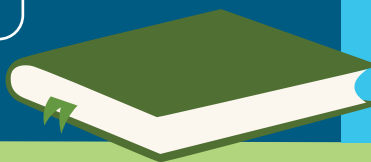
02 Thank event participants.

Write thank-you notes to attendees and/or the organization you were partnering with for the event.

03 Reflect on your first event!

Celebrate your success and plan for future activities.

Tip
View the **Fraternal Leader Handbook** for funding and event guidelines.



WE'RE HERE TO HELP YOU ALONG THE WAY!

FRATERNAL DEPARTMENT:

Email: fraternal@modern-woodmen.org | Phone: 800-322-9805

Vibrant Credit Union (chapter's bank account):

Email: MWChapters@vibrantcu.org | Phone: 888-452-2443 | Website: www.vibrantcreditunion.org

