

Member Orientation Guide

League of Women Voters Fort Wayne Area

Welcome to your League of Women Voters!

We welcome you to the League of Women Voters of the Fort Wayne Area!

This guide is designed to assist you to fully engage with the LWVFW.

We hope that you find your membership to be a rewarding experience.

Learn about	the mission of LWVFW.
Learn about	about meetings, community outreach and voter education.
Learn about	about advocacy.
Learn about	effective use of Club Express and LWVFW website.
Learn about	tabling at an event.
Learn about	resources available from local, state, and national leagues.

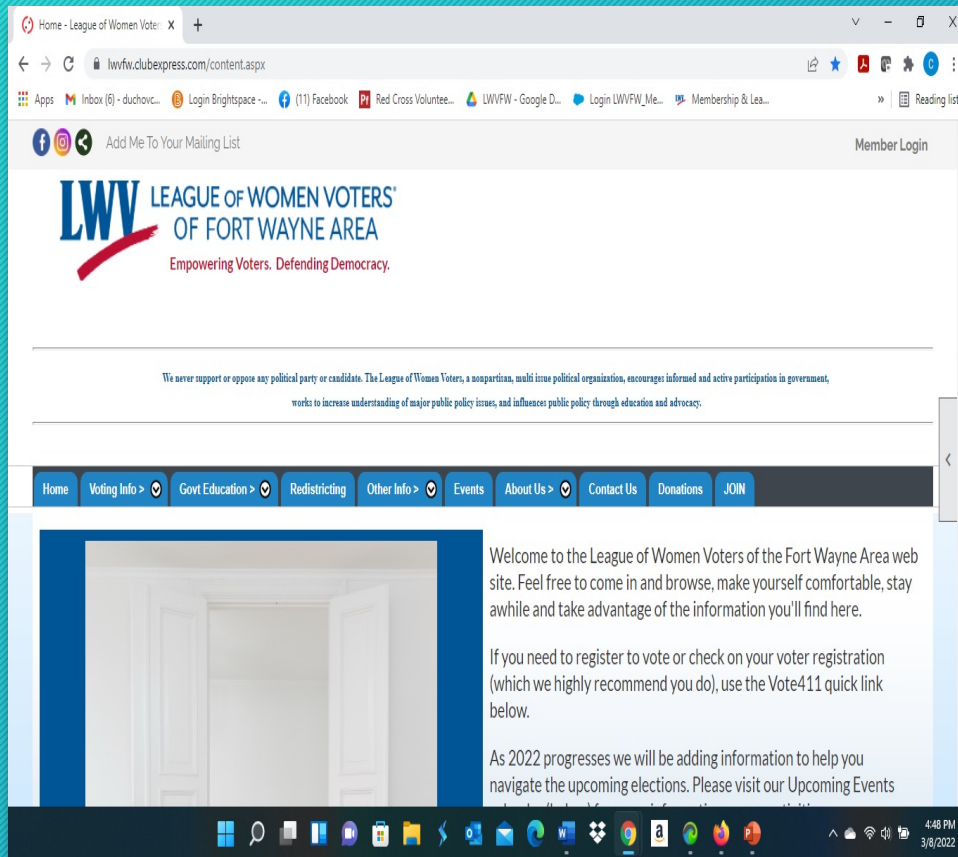
LWVFW Mission Statement

The League of Women Voters of Fort Wayne, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

We never support or oppose any political party or candidate.



LWVFW Website and Club Express



This link will take you to our league's website and member portal Club Express:
<https://lwvfw.clubexpress.com/content.aspx>

Open the blue tabs to learn about the history of the league and review the information that is at your fingertips. Click on Member Login to access member only information in Club Express. The blue tabs expand with additional information.

Club Express - Member Only Portal

Membership Directory

The Member Directory allows you to view other members in LWVFW. Contact information is available.

Note that your own directory information can be updated by clicking the Profile link. You are encouraged to post a picture with your profile.

Interests

This is a list of interest categories and the interests within each category. Click on an interest to learn more about that item

LWVFW has standing committees and sub-committees. Please select the committees that you would be interested in serving on.

If you are interested in receiving emails regarding legislative updates or call for actions, please select the area of interest.

Volunteering

The Opportunity Listings page allows you to view the volunteering opportunities that are currently available.

Example of opportunity for 5 volunteers:

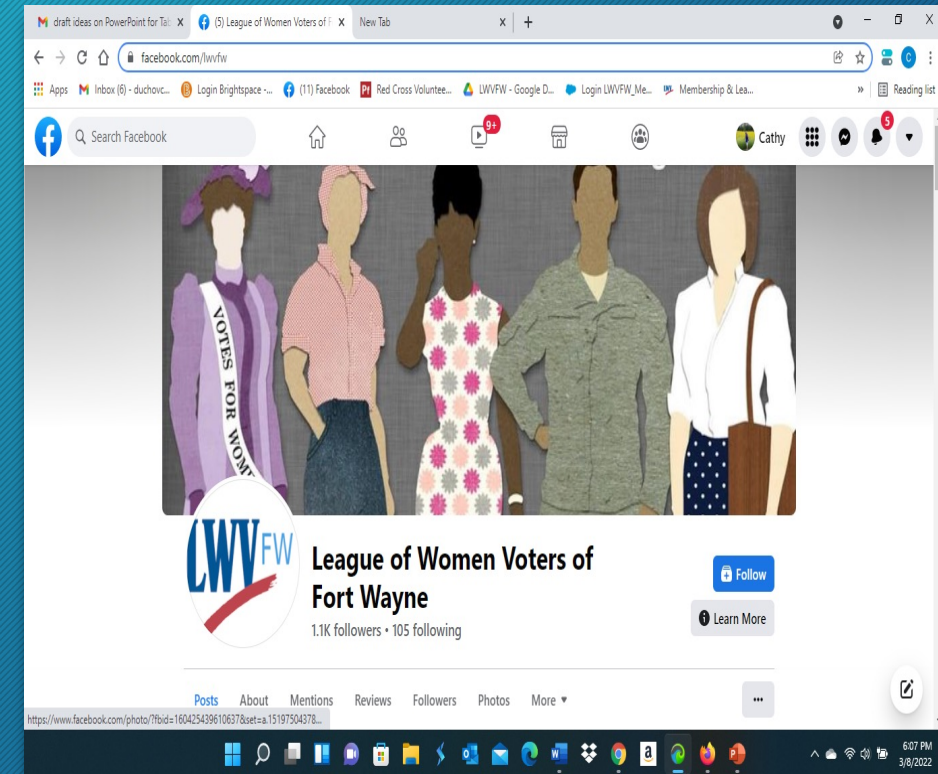
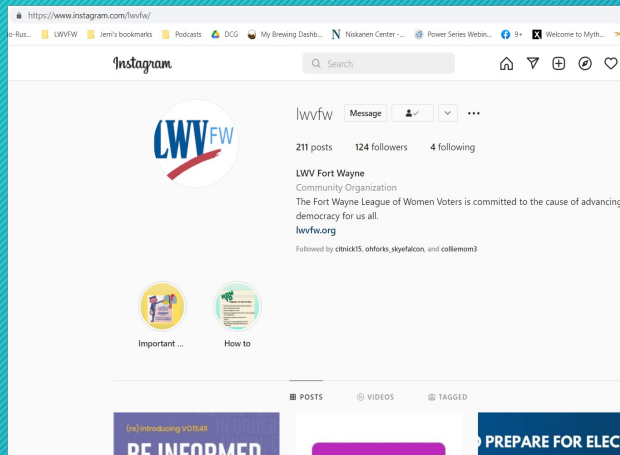
Upcoming Opportunities: Tabling Event

Starts: April 1, 2022

Finishes: April 1, 2022

LWVFW Facebook, Instagram, and Twitter

- Follow the league and keep up with important details on local, state, and national issues.
 - LWVFW Facebook page:
<https://www.facebook.com/lwvfw>
 - Instagram (LWVFW)
 - Twitter (LWVFW1).



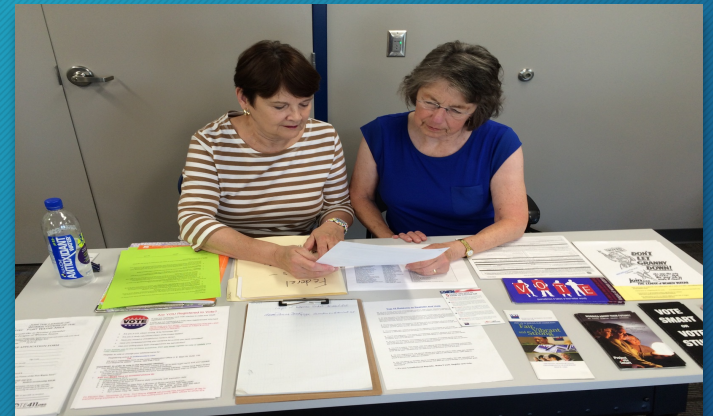
Monthly Meetings

- Monthly meetings are held on the second Monday of each month from 6:30-8pm. We encourage all members to attend.
- Meetings are currently being held via Zoom with in-person meetings to be resumed when members are comfortable.
- Zoom links are sent out the Saturday prior to each meeting. Be sure to check all your folders for the email from LWVFW with the correct link.
- Included in the meeting invitation is a link to the Consent Agenda with the month's reports from officers and committees.
- At each meeting there are speakers on key topics of interest to members and updates on advocacy.

Tabling at Community Events

What is a Tabling Event? Basically, it is a planned occasion where volunteers or organizers greet the public, engage them in their cause, and request that they take further action towards their cause.

The League of Women Voters is often invited by community groups, schools, festival organizations, and advocacy groups to partner with events. We literally set up a table with display items, registration materials, and information on key projects, such as redistricting reform.



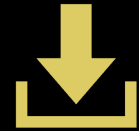
LWVFW is invited to table at an event, and you volunteered to help. Now what?

- We need to know our goals for a specific event. Is it to increase visibility of the league in the community? Is it to focus on voter registration? Is it to promote the use of www.Vote411.org for candidate information? Is it to focus on a particular advocacy issue?
- The goals will determine:
 - Which 60 second “elevator speech” to use.
 - What visuals (sandwich boards, etc.) and handouts should be used.
 - What the key talking points are.
 - What the type of participation activities are to be used, i.e., quizzes, games, call to action postcards.

Engaging the Public at a Tabling Event



Rehearse a basic brief elevator speech so that you feel comfortable.
We will have several of these available for you to download.



Not everyone is going to want to talk, sign-up, or participate.
Keep smiling, keep positive, and encourage people.
Always say “Thank You” to everybody who stops by the league table.



Be prepared for questions regarding the registration and voting process in Indiana.

Engage with the Enthusiasts at the Table



- Be prepared to hand out LWVFW business cards which have a QR Code for our website on the front and QR codes for the Indiana Voter Registration site and [VOTE411.org](https://www.vote411.org) on the back side.
- Invite them to attend a league meeting, visit the league website, sign up for emails, consider membership opportunities, or participate with postcard advocacy.
- Tie voting to local issues when possible.
- Encourage civic participation.
- Remember that we are a *nonpartisan*, activist, grassroots organization that believes voters should play a critical role in democracy.

Tabling Volunteer Roles-Setup and Tear Down

- This task includes transporting our tabling tools to the event, setting up the table, and packing up at the end of the event.
- Tabling event tools include sandwich boards, banners, table coverings, table tops signs and printed material that need to be transported to the events.
- Some events will furnish the table and chairs, but on occasion we need to furnish our own. When tabling outside, a canopy covering is handy to have. If these items are needed, they are borrowed from members, so additional coordination for pickup and drop off may be necessary.



Tabling Volunteer Roles

We prefer to have two volunteers at the events. One member is generally in front of the table to greet the public. The member behind the table is to assist with paperwork, hand-outs, and other activities.

Depending on the length of the event, it may be necessary to break the event participation into multiple shifts.

If there are extra volunteers, they may mingle at the event, greeting people at other tables, providing handouts/business cards and giving our table volunteers a break if needed.

It is helpful for event volunteers to provide feedback about responses from the public, what worked, what could be strengthened, and what questions that they could not answer.



Simulation of a Tabling Event

- Simulation of a Tabling Event

Resources for Education and Advocacy

- LWVIN provides you with several position papers:
 - Environment
 - Redistricting
 - Justice System
 - Social Policy
 - Pay Equity
 - Healthcare
 - Reproductive Choices
 - Election Process and Voter Rights
 - Government and Fiscal Policy
- LWVUS provides members and leadership in local leagues with information on many key topics.
- Look at the resources available for you to learn more about voting rights and league positions.

Engage with Us! Follow your Interests!



Tabling Events at Park



Rally at Courthouse



Redistricting

