



NORTH CAROLINA
WILDLIFE FEDERATION

CHAPTER GUIDELINES



DRAFT

2024 Edition



WELCOME TO OUR NETWORK

Since 1945, North Carolina Wildlife Federation (NCWF) has worked for all wildlife and habitat, bringing together conservationists, wildlife enthusiasts, hunters and anglers, government and industry to protect North Carolina's natural resources. From the Great Smoky Mountains to the Outer Banks, NCWF is a diverse community of people who value wildlife and wild places and the many ways to enjoy them.

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INTRODUCTION

The purpose of this document is to educate North Carolina community members interested in pushing forward wildlife and habitat conservation efforts as to the history, mission, and vision of the North Carolina Wildlife Federation. The document will go into detail about the meaning of the NCWF chapter network and provide detailed information on requirements for chapter formation. This document provides a list of resources available to chapters and an outline of how to maintain sustainable chapter operations and leadership.

ABOUT NORTH CAROLINA WILDLIFE FEDERATION

Since 1945, North Carolina Wildlife Federation has worked for all wildlife and habitat bringing together citizens, outdoor enthusiasts, hunters and anglers, and government and industry to protect North Carolina's natural resources. From the Great Smoky Mountains to the Outer Banks, our non-profit 501c3 organization is made up of people who value wildlife and wild places and the many ways to enjoy them.

Engaging with the natural world is a cornerstone of NCWF history and philosophy. Supporting access to wild places and opportunities to enjoy them is a defining feature of our organization. We work collectively for the places and species that have no voice through our policy and protection work, research and education, and direct hands-on conservation projects.

All our policy decisions and conservation projects are based on the best available science and are fortified by a network representing a variety of wildlife and outdoor interests. NCWF honors, respects, and embraces all people, regardless of age, gender, race, color, nationality, physical/intellectual/emotional abilities, political affiliation, religion, or spirituality. We ask our staff, partners, associate organizations, friends, and visitors to show consideration and respect for each other, in the true spirit of the Federation. NCWF is proud to be an equal opportunity employer.



MISSION

To protect, conserve, and restore North Carolina wildlife and habitat for all.

VISION

A North Carolina with healthy and diverse habitats and wildlife valued by all people and sustained for future generations.

VALUES

Our strength is derived from values-driven leadership:

- Science-based decision making
- Non-partisan approach to policy
- Inclusive of broad interests and perspectives
- Collaborative with diverse organizations and individuals
- Committed to solutions and impact

GOALS

- **Wildlife Goal:** Protect, conserve, and restore diverse sustainable fish and wildlife populations in North Carolina.
- **Habitat Goal:** Protect, conserve, restore, and connect habitat for fish and wildlife.
- **People Goal:** Mobilize people and communities to achieve local and statewide wildlife and habitat goals.
- **Infrastructure Goal:** Build and maintain an internal infrastructure that grows organizational capacity, impact, resiliency, and sustainability.

STRATEGIES

- **Policy and Advocacy** - Strongly influence local, state, and federal policy that affects wildlife and habitat in North Carolina using science-based, established conservation models to guide our positions.
- **Community-based** - Restore habitat in North Carolina communities through cleanups and plantings in partnership with NCWF Community Wildlife Chapters and volunteers and organize community members to connect with nature through outdoor experiences.
- **Education and Awareness** - Enhance and expand opportunities for youth and adults that foster awareness and appreciation of wildlife in North Carolina and the importance of biodiversity for healthy habitat and humanity.





NORTH CAROLINA WILDLIFE FEDERATION CHAPTER NETWORK

The mission of North Carolina Wildlife Federation (NCWF) is to protect, conserve, and restore North Carolina wildlife and habitat for all. Chapters create a network of like-minded groups seeking balanced, common-sense solutions to environmental problems.

NCWF Chapters are community-based organizations that together form a cohesive statewide network of wildlife enthusiasts working for wildlife and habitat conservation.

Experience has demonstrated that the prestige of a local organization is enhanced by affiliation with a larger statewide conservation organization such as the Federation. Having the support of local wildlife chapters throughout NC likewise increases NCWF's impact; thereby, a win-win relationship that benefits wildlife and habitat!

Each Community Wildlife Chapter is uniquely designed to empower local wildlife enthusiasts – including anglers, backpackers, birders, hunters, gardeners, and hikers – to have a direct and effective impact on the conservation of wildlife in their local communities and across the state. Chapters hold nature programs, conduct field trips, and work on wildlife projects in their communities which are in alignment with the Wildlife Resources Commission Wildlife Action Plan and other state and federal partners with the support and direction of NCWF Staff.

NCWF is a grassroots action-oriented organization; chapters are a primary vehicle for NCWF members to make a difference for natural resource management, protection, and enjoyment. Collectively, these efforts will benefit many generations to come!

MEET YOUR CHAPTER NETWORK



Charlotte Wildlife Stewards



Concord Wildlife Alliance



Durham Wildlife Stewards



Gaston County Piedmont Area Wildlife Stewards (PAWS)



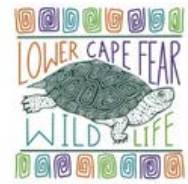
Habitat Builders
(West Union County)



Habitat and Wildlife Keepers
(Matthews)



Inner Banks Wildlife
(Washington)



Lower Cape Fear Wildlife



Lake James Area Wildlife and Nature Society



Lake Norman Wildlife Conservationists



Neuse River Hawks Conservationists



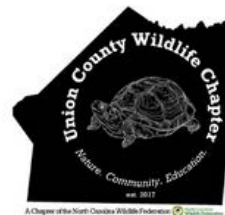
Southeastern Swamp Stewards
(NC Coastal Plains)



South Wake Conservationists
(Holly Springs)



Tri-County Conservationists
(Chatham, Alamance, Orange)



Union County Wildlife (Monroe)



Wildlife Habitat Stewards of Northeastern NC

ESSENTIAL ELEMENTS OF NCWF CHAPTERS

Understanding that wildlife encompasses all flora and fauna, our focus on forming, strengthening, and engaging grassroots networks - particularly through our Community Wildlife Chapters - can be categorized into three primary areas of wildlife conservation and involvement.

**Conducting
WILDLIFE PROJECTS**

**Being a
VOICE FOR
WILDLIFE**

**Engaging youth and adults with
WILDLIFE AND THE OUTDOORS**

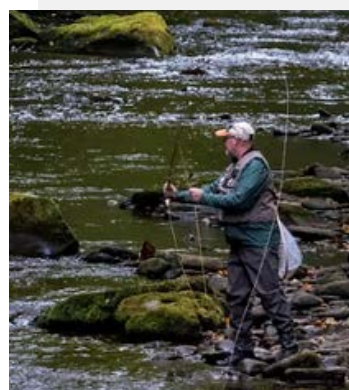




NCWF CHAPTER SUPPORT AND BENEFITS

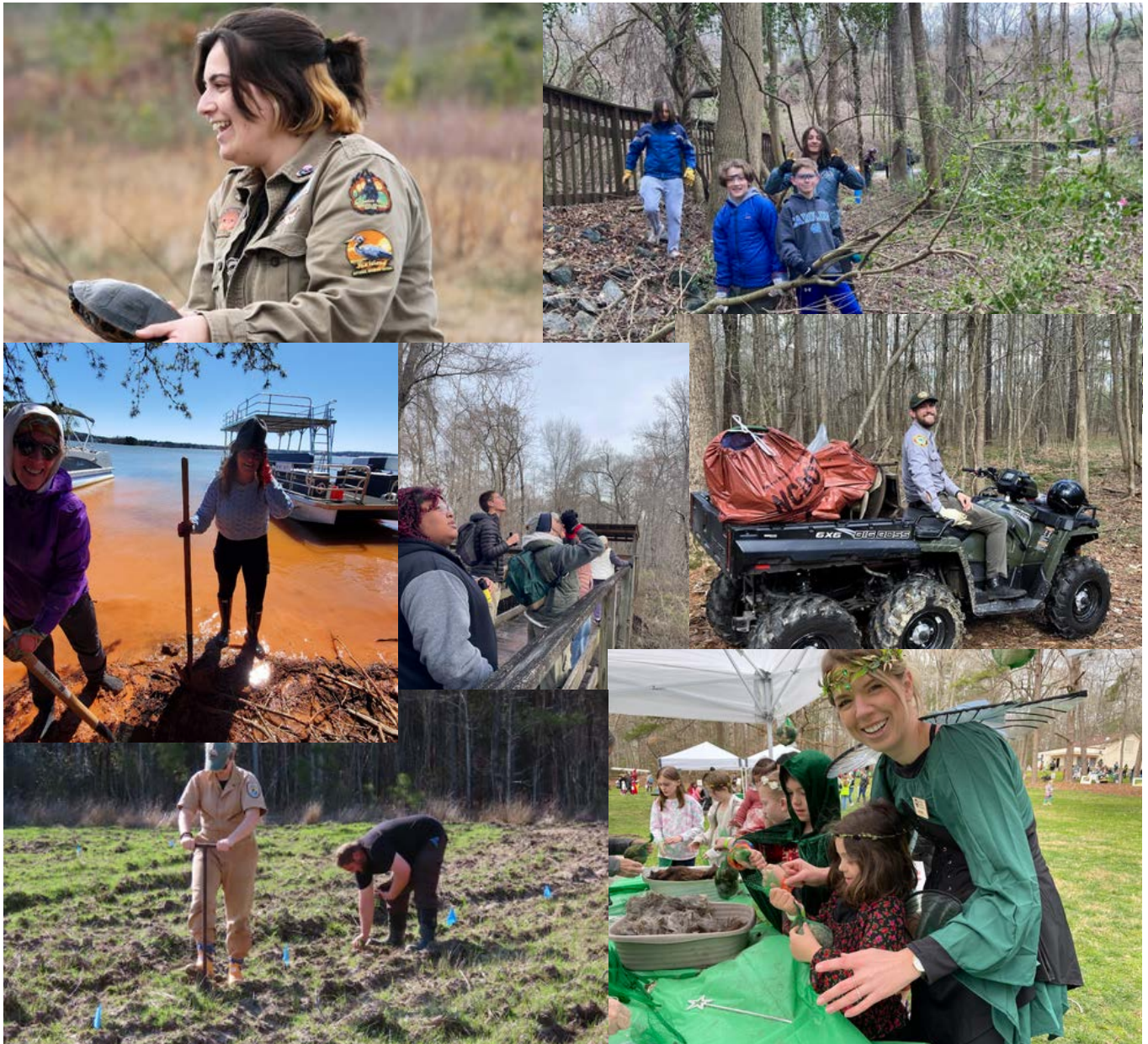
NCWF seeks to provide resources and services to chapters including the following:

- Assistance with chapter formation
- Support from a regional Conservation Coordinator throughout the year
- Coverage under NCWF's General Liability Insurance
- Providing a menu of chapter initiatives to help guide and focus the work of the chapter, while maintaining alignment with NCWF's statewide efforts for wildlife and habitat conservation
- Raising and allocating funds in order to best achieve NCWF mission and goals
- Fundraising training and development of leadership
- Membership recruitment, renewal, and record keeping services
- Materials to support chapter projects and programs
 - Habitat project support in the form of 5 pounds of Butterfly Highway seeds annually with needed seed packets and Butterfly Highway notecards,
 - Pollinator plants and trees as allowed by allocated funds,
- Red Wolf Outreach information that is based on the latest supported science by the U.S. Fish and Wildlife Service and NCWF
- NWF materials for promoting wildlife habitat



NCWF CHAPTER SUPPORT AND BENEFITS CONTINUED

- Publications that highlight the chapters as part of the NCWF network and that distribute information of interest to members and the public
- Technical assistance on issues and programs that support chapter efforts
- Timely communications regarding current NCWF issues, programs, and policies
- Providing chapter materials including banners, NCWF brochures, and program supplies (stickers, etc.) upon chapter formation completion
- Connection to a statewide network of wildlife conservation volunteers and experts
 - Annual Governor's Awards, Chapter Leader Outing, NCWF Board of Directors meetings per invite



Ready to take the plunge into
grassroots conservation?
Form a chapter.



GETTING YOUR CHAPTER STARTED

Setting the stage

It all starts with a stable foundation, a group of interested NCWF members (6 minimum) will work with a NCWF Conservation Coordinator to organize a series of foundational meetings. The process of completing the below steps takes approximately 4-6 months. If both foundational and establishment requirements are satisfied, NCWF will issue an official charter. Past experience has demonstrated that the prestige of a local organization is enhanced by affiliation with a larger statewide conservation organization and that a larger statewide conservation organization benefits from local efforts and ambitions. NCWF conservation work couldn't be done without our local chapters and our staff are here to help every step of the way!

The Foundation List

- WHO***
Identify 6-12 people interested in serving as chapter leaders
- WHAT***
Prioritize top conservation projects, issues, and potential outings
- WHERE***
Propose a chapter territory (city, county, or zip codes)
- Determine the chapter name and logo
- Identify chapter leader roles and responsibilities
- Conduct an election to establish leadership of the new chapter
- Schedule dates and location for future chapter meetings for initial 6 months



*These items are considered key foundational details when forming a chapter - not having these three details hashed out does not make for a sustainable chapter

The Establishment List

- Plan outings, educational programs, and/or projects for the chapter for the initial 6 months
- Prepare evergreen fundraising strategy
- Raise \$500
- Secure EIN number and open bank account

CHAPTER CHARTERING

Once chapter establishment is complete, the chapter may fill out a short application for chartering (found in appendix) and draft chapter bylaws. Once the application and drafted bylaws have been received and approved, NCWF will schedule an in-person chartering ceremony where the chapter will be provided an official chartering certificate, various program stickers, NCWF brochures, and any other branded swag as available.

The ceremony may be held at an NCWF board of directors meeting or at the chapter's location of choice. NCWF staff and board members from the region will be invited to attend.





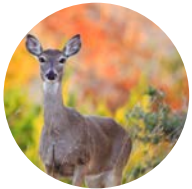
PHOTO CREDIT: ELYSSA WHITESIDE ,
2022 PHOTO CONTEST

CHARACTERISTICS OF A SUCCESSFUL AND SUSTAINABLE WILDLIFE CHAPTER



Provides leadership opportunities

Has opportunities for interested leaders to become involved, through committees, leadership positions, and regularly scheduled chapter meetings. More on sustainable leadership on pages 28-32.



Communicates regularly, kindly, and efficiently

- Assigns representatives to attend monthly chapter caucus
- Provides a safe space for active communication among chapter leaders
- Actively communicates with members and community at large
- Acts as local extension of NCWF through its activities and communications



Organized and focused

- Prepares annual goals and performance objectives that are in alignment with NCWF
- Prepares schedule of activities at least 6 months in advance
- Provides accurate and timely information to NCWF on upcoming chapter events
- Conducts educational programs and outings for the public and chapter members in alignment with NCWF stances and informational dissemination
- Holds hands-on activities that benefit wildlife by conserving, protecting, and restoring habitat
- Conducts successful chapter **fundraisers**



CHARACTERISTICS OF A SUCCESSFUL AND SUSTAINABLE WILDLIFE CHAPTER



Inclusive and welcoming

- Has broad participation of members
- Provides opportunities that encompass a wide breadth of wildlife and outdoor interests
- Has an effective supporter recruitment program, welcoming and assimilating new participants

While not exhaustive, this list provides a good framework for maintaining a successful and effective NCWF wildlife chapter. NCWF Conservation Coordinators will assist a chapter with any of these items to achieve success.





WILDLIFE CONSERVATION IN ACTION

NCWF project efforts concentrate within 3 key areas: Habitat Restoration for wildlife, Wildlife Conservation, and Resource-based Recreation. Having a broad-based approach for conserving “all NC wildlife and its habitat” offers Chapters a plentitude of opportunities for involvement. There will be conservation issues and projects on a local, statewide, and national scope for which Chapters may involve themselves. NCWF will present new opportunities to chapters regularly. Below is a list of recommended conservation and natural resource activities for Chapters to consider. While not exhaustive, it is a starting point for Chapters to begin defining their respective priorities. NCWF wants to foster long-term relationships and commitment to our partners, therefore it’s recommended that Chapters steer clear of one-and-done.

HABITAT RESTORATION

- Adopt-a-Park (NRH, SWC) or Adopt-an-Island (LNWC)
- Trash Cleanup supporting Clean and Green Program
- Invasive Plant Removal
- Tree Planting
- Pollinator Garden Installation supporting Butterfly Highway Program
- Pollinator Garden Maintenance
- Live staking - streambank stabilization
- Wildlife Action Plan tied projects
- Installing and maintaining Osprey nests, bat boxes, bird houses (bluebirds, nuthatch, prothonotary warblers, kestrels)



EDUCATIONAL PROGRAMS

- Guest Speaker - Webinar / Hybrid / In-Person
- NCWF youth and family engagement curriculum with Mary Bures
- Red Wolf programming
- **Kids in Nature events**
- Nature Outing (Birding, Hiking, Fishing, etc.)
- Partner with local library to host ecoEXPLORE program
- **Host a Wildlife Habitat Steward Training seminar series**



COMMUNITY SCIENCE

- Tied to Wildlife Resources Commission
 - Adopt a Priority Block for NC Bird Atlas
 - Bat acoustics monitoring through NABat
- Reptile/Amphibian monitoring
 - HerpMapper Project
- Project FeederWatch
- iNaturalist Bioblitz
- The Great Southeast Pollinator Census



COMMUNITY OUTREACH

- Tabling events
 - Local Environmental Festival
- Service projects
 - Support Hunters for the Hungry through meal kit preparation or donation (South Wake Conservationists, Concord Wildlife Alliance)
 - Support Learn to Hunt programming (Gaston PAWS)
- Take action in supporting conservation policy across the state as appropriate - consult with your NCWF Conservation Coordinator or topic corresponding Education Coordinator
- Think locally. Lead or participate in a local conservation campaign such as acquisition of a nature preserve, local buffer zones, zoning board issues to include wildlife management, etc.
- Work with developers, municipal agencies, and other folks within your network to educate and engage folks with wildlife and the outdoors
- Invite your local representatives to fun outings and chapter events
- Host a service day for corporate groups (EarthShare in CLT and Triangle)



Your chapter is now
established, we invite you to
dive in deeper!

**Resources for established
chapters.**



FUNDRAISING

NCWF will help obtain funds for chapter work throughout the state-wide chapter work through grant requests throughout the year. However, Chapter fundraising can be a fun and rewarding way to engage the community, pull in prospective repeat donors (individuals and corporations), and can even draw in new volunteers.

There are many ways to raise money for your chapter and, more importantly, the good work you're doing for wildlife and habitat in your community. The goal is to work smarter, not harder. To do this, create the opportunity for people to donate by:

- **Encouraging people to join or renew their membership with NCWF by going to our website, clicking on the join/renew button, and selecting your chapter in the dropdown menu.** NCWF will thank them, send you their contact information, and send you a check for 80% of the membership donation at the end of the quarter.
- **Adding a donate button to your web page or social media accounts.** NCWF can create and host your donation form for you, manage your donations, share your donor list with you, and distribute 80% of all funds raised to your chapter.
- **Creating a registration form with NCWF for any educational, outing, or project activity you're organizing.** NCWF will create the form for you using your messaging and activity details. An optional donate button will be included on the form for folks to make a donation, if they so choose, to support your activity. NCWF will share the registration and supporter list with you.
- **Include a donate button in all your mass emails.** The information you are sharing and the work you are doing on behalf of wildlife and habitat may inspire folks to be part of your chapter and make a donation. This donate button will direct people to your NCWF-hosted chapter donation form.

- **Calendarize email appeals around major events or activities you're hosting.** Send at least two emails to your list about your event or activity and the difference it is having for wildlife, habitat, and people. Share quotes and stories from those who have benefited or participated in your event/activity in the past. Share pictures of the wildlife or places that benefited from your work. Share outcome numbers and total cost of the event/activity so people can understand where their donation will go.
- **Establishing a relationship with local for-profits.** Many for-profits allow or require their employees to complete community service hours. Being responsive to these groups when they reach out can not only bring supporters in the form of volunteers but may also mean generous monetary contributions from for-profit looking to give back to the community!
- **Partnering with NCWF on a grant proposal to do wildlife and habitat restoration and education work in your community.** The best grant opportunities are those that will fund projects of \$10k+ and the grantor is located in NC or is geographically targeting specific communities where NCWF and its Community Wildlife Chapters already work or have a presence.
- **Hold an Annual Fundraiser and invite all of your supporters and promote promote to gain new ones!** Your fundraiser will help offset the expenses that NCWF incurs through staff salaries and benefits for the conservation coordinators that support you and the rest of the chapter network. Work with NCWF to host a ticket sales form. Per the policy described above - you will receive 80% of any ticket or donations through the form hosted by NCWF, and NCWF will receive 20%, if you would like to make a donation above and beyond the 20% you would be making a larger investment in the overall wildlife conservation network and the staff that support you. A few examples are listed below:
 - Educational outing tied with fun raffles and food such as Wild on the Water (Charlotte Wildlife Stewards).
 - Tabling event or volunteering at local festival with a portion of proceeds going to the chapter: Laktober Fest (Lake Norman Wildlife Conservationists), Matthews Alive Festival (HAWK)
 - Banquet style event with raffles and auctions such as Gaston Paws' Annual Wildlife Banquet

These recommendations are based on fundraising best practices. If you're unsure of whether or not to do one or all of them, test it! If you don't like the results after a few months, you can always remove the option. **NCWF VP of Philanthropy and Communications**, is always happy to discuss your ideas, questions, or concerns so don't hesitate to email or call.



PHOTO CREDIT: CHARLES
RIEDEL, 2023 PHOTO CONTEST



CHAPTER FINANCIAL PRACTICES

Chapters operate their finances independently of NCWF, meaning that NCWF has no access or control over the chapter's operational expenses. It is important to keep in mind that chapters set up their own EIN numbers through the Internal Revenue Service. The **VP of Finance and Operations** sets the chapter up with the state entity that oversees nonprofit operations in North Carolina, the Secretary of State. Once the chapter has an EIN and an SOS ID number, they are able to open their own bank accounts.

Financial Controls (who should have access)

The chapter treasurer will act as the financial steward of the chapter - maintaining the bank accounts, paying expenses in a timely manner, depositing new funds into the accounts, and reporting the financial health of the chapter to the chapter's leadership team and to NCWF.

There should always be at least one other person, preferably the chapter president, with access to the financial accounts. Any authorized signers on the account should be approved via vote of the chapter's leadership team to be able to pay expenses on the part of the chapter.

Types of Accounts

Checking: this is the main operational account for programming income and expenses.

Savings/High Interest-earning: Once established and during slower seasons and in-between projects, the chapter should consider an interest-earning account for any funds that will not be utilized for a while. Savings accounts usually have fewer restrictions but a lower interest rate, and high interest earning accounts (like a money market account) might have required minimums or fees. The chapter should consult with its financial institution for a full list of the options available.

Certificates of Deposit or other investment accounts: Once established with reliable sources of income, the chapter might have more bank funds than what it needs to maintain programs. Chapter leaders should work with their financial advising team and/or bank to determine a productive way to invest in order to create a passive income stream.

Recording Revenue and Expenses

It is the responsibility of the Chapter treasurer, finance committee, or other appointed member to keep an up-to-date register of any revenue and disbursements. Transactions, even if there are few or none in a slow season, should be reconciled monthly to the bank statement.

Reporting

- It will be the responsibility of the chapter to establish financial reporting standards to its leadership team and supporters.
- In order for NCWF and its chapters to ask supporters for donations, NCWF applies for and receives a solicitation license from the state, to facilitate this process, NCWF will need financial records for each chapter on an annual basis. The **NCWF VP of Finance and Operations** will prompt chapters for the Annual Financial Report early in the year. The VP of Finance and Operations will also work with and support chapters as needed in filling out the form with the most accurate information.

Accounting Software Options

While it is up to chapters to track their own finances and bank accounts, there are useful tools to assist. These include:

- An Excel or Google Spreadsheet - the **VP of Finance and Operations** can help chapters with setting one up or supplying a template.
- Wave - a free online service
- QuickBooks Online - a more robust program that can grow with the chapter. Costs start around \$25/month
- Zoho Books - free or low-price, dependent on the amount of revenue generated by the user
- Money Manager Ex - Free online service intended for personal use but that can be adapted for chapter use.





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PARLER, 2023 PHOTO CONTEST

CHAPTER FRAUD PREVENTION

Financial fraud can be a significant risk for any nonprofit, including NCWF chapters, particularly because they often operate with limited people and resources. Implementing some simple fraud prevention strategies is essential to protect the chapter's assets and maintain trust with donors and community members. Here are some key strategies chapters can use:

- **Segregation of Duties:** Divide financial responsibilities among different individuals (e.g., one person handles receipts, another handles deposits, and a third manages bookkeeping) to prevent any one person from having too much control over the chapter's bank accounts. Checks and balances ensure that financial transactions require more than one person to authorize or review.
- **Implement Strong Internal Controls:** Approval processes require multiple levels of approval for significant financial transactions, such as expenditures. In the event of a large donation, the treasurer should disclose the amount and deposit date to the chapter leaders as soon as the gift is received. Regular reconciliation of the monthly bank statements can help catch any irregularities or discrepancies early. Limit access to financial systems and sensitive data to chapter leadership-approved authorized individuals only.
- **Conduct Regular Reviews:** Chapter leaders should regularly review (quarterly or annually) the chapter's financial status, including budget reports, income statements, balance sheets, and bank statements.
- **Establish a Code of Conduct and Ethics:** Developing written policies that include guidelines for ethical behavior and financial practices will help to strengthen the integrity of the chapter and prevent untoward behavior with its finances.
- **Establish a Whistleblower Policy:** Chapter leaders can create a confidential and safe process for staff and volunteers to report concerns or suspicious activities. Keep in mind that this policy functions to protect whistleblowers from retaliation to encourage reporting of unethical behavior.



PHOTO CREDIT: , BLAINE WINFORD
2023 PHOTO CONTEST

CHAPTER FRAUD PREVENTION continued

- **Training:** If an individual with no prior experience is taking on a key finance role in the chapter, they should seek out advice or training for best practices of managing a small organization's funds. If Chapters have any questions or concerns about trainings, they can reach out to NCWF staff (VP, Finance & Operations) for assistance.
- **Background checks:** when possible, Chapters should conduct background checks on any individuals that will have financial responsibility over the Chapter's funds or access to the bank accounts.

BONUS FINANCIAL TIPS:

For Chapters just starting out and with small budgets, it will be vital for that Chapter's board to **prioritize the cost of impact**. When possible, Chapter members should reach out to businesses and individuals in their local community to appeal for support, including both monetary and in-kind donations of goods and services. This also helps to establish the chapter as a force in the community and can help attract participants.

As Chapters grow, other streams of revenue can come into play. For instance, Chapters can apply for grants and develop marketing or communication strategies via social media or community platforms (*see pages 19-20 for more on fundraising*).



STEPPING STONES TO SUSTAINABLE LEADERSHIP

The following are recommendations compiled based on long-time volunteer experience and decades of staff commitment to growing a grassroots network of wildlife conservationists.

The power of regular in-person meetings

- Schedule regular, in-person leadership meetings on a monthly, bimonthly, or quarterly basis.
- To encourage folks still in the workforce to attend, we recommend these are held on a weekday evening and last no more than one hour.
- Structured in-person meetings are highly valuable because they allow individuals to build more personal relationships over time and allow for smoother communication.

Set agendas!

- Setting agendas for meetings while allowing time and space for all to speak and participate creates fun, welcoming environments that keep people coming back.
- Allow some time for introductions, these make people feel welcome and break the ice.
- Life happens- when members of the leadership team are unable to attend a meeting, make sure that they feel connected and informed by sending follow-up emails, meeting minutes, or a personal message to keep everyone in the loop.

Embrace Recruitment!

... In leadership structure

The first step in making volunteer recruitment something your chapter embraces is educating them on its importance. More volunteers in leadership means more circles of influence tapped, more enthusiasm and new ideas on the committee, better organization and more people to share in the impactful work for wildlife and habitat conservation. A healthy, well-established, chapter should have 8-12 volunteers in leadership.





... In programming

Every program, be it educational, a nature outing, or a habitat work day is an opportunity to recruit.

Start your programs with an introduction and provide follow-up opportunities. Utilize social media to post opportunities for leadership.

... Inclusivity

Drawing in young people to leadership

Get to know the people that you see attending your programs. Understand why they are there and invite them to leadership meetings. What do they like to do? What's their area of interest/passion? Would they excel in a social media management role?

Make it fun!

Host a wildlife paddle or guided hike at a local park that may attract a new set of potential volunteers that may be unaware of the chapter's presence in their community.

Personal asks - engage your network!

One-on-one contact is key to successful recruitment for most Chapters. Encouraging all leadership and membership at large to embrace recruitment is the best way to bring in new minds and passionate wildlife advocates.

Knowing that, ask each of your chapter leadership to personally bring one person per program (a friend, family member, or coworker for example). Furthermore, many people feel much more comfortable attending a meeting where they know someone. Your **Conservation Coordinator** can complement your recruiting effort by engaging local contacts in NCWF's general membership list.



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PHOTO CONTEST

Successfully Retain Volunteers

Chapter leadership should make new prospects feel welcomed, needed and important. Assign tasks or encourage new volunteers to share and act upon new ideas. The key is to make them want to be a part of your chapter and feel important to your success by allowing them to take on specific tasks that they can handle. Passion is priority above all! Chapters should be inclusive and embrace people with diverse backgrounds and interests in conservation.

So you're ready to pass the baton

- NCWF advises presidents and treasurers to serve a minimum one year term.
- Through months or years of cultivation and embracing prospective leadership, you may feel it's time to step back and let someone else take on your leadership position. Be communicative, kind, and honest with the rest of the leadership team and offer the opportunity for leadership to one of your current members (this may be from inside the leadership team or general membership) who are particularly passionate and interested in taking on the position.
- Have a transition plan in mind,
 - Have a successor in place before you go.
 - Keep a repository of organized easily accessible information (think passwords and addresses that may need to transition). We suggest this is done digitally through a google account that at least three people on leadership have access to. This is particularly important if you are serving as the Treasurer or managing accounts.



Appendix



North Carolina
Wildlife Federation

Affiliated with the National Wildlife Federation

1346 St. Julien St.
Charlotte, NC 28205
(704) 332-5696

1024 Washington St.
Raleigh, NC 27605
(919) 833-1923

APPLICATION FOR WILDLIFE CHAPTER CHARTER

The _____ Wildlife Chapter hereby applies for Charter by the North Carolina Wildlife Federation.

We certify that constituents supporting this Charter-request fully uphold the mission and goals of the North Carolina Wildlife Federation and the furtherance of all wildlife chapter requirements. It is requested that a Certificate of Charter be issued to the above-named wildlife chapter.

Wildlife Chapter President	Wildlife Chapter Vice President
Signature	Signature
Address	Address
City, State, Zip	City, State, Zip

Date Submitted

INSTRUCTIONS:

Send a signed copy of this application via email or mail with a copy of your wildlife chapter bylaws to the North Carolina Wildlife Federation.

FOR OFFICE USE ONLY

RECEIVED:

APPROVED:

“You cannot get through a single day without having an impact on the world around you. What you do makes a difference, and you have to decide what kind of difference you want to make.” - Dr. Jane Goodall

