

## Sharing Our Success (SOS) Submission Form

Chapter Name:	Central Pennsylvania
Chapter Membership Size:	Medium (101-299)
Chapter Contact Person:	Phyllis Metzler
Email Address:	pmetzler@psecu.com
Phone Number:	
Chapter Board Position:	Past President
Chapter Website URL:	<a href="https://centralpaatd.org">https://centralpaatd.org</a>
Submission Title:	New Member Guide
What did you do? (a 2-3 sentence summary of your effort):	Our VP of membership created a guide for new members to explain the chapter structure, types of events, volunteer opportunities, resources, and more.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Potential Chapter Members
Why did you do it? What chapter needs were addressed?	Our VP of Membership created the guide to help new members get the most out of their membership and to identify potential future volunteers which leads to potential future board members.
What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)	We identified new volunteers, and our power membership continued to stay above CARE Plus expectations at 42%.
What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)	Our VP of Membership shares the guide with new members at each quarterly new member orientation.
Is there anything you would do differently?	The guide needs to be updated for the new branding, but nothing inherently needs to be changed or have been done differently.
When did you start working on this effort?	Aug 01, 2023
When did this effort go live?	Aug 31, 2023

**Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.**

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**What resources did you use? Check all that apply:**

Board Members

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**Which board positions were involved in the effort?**

VP of Membership

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**Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to [sos@td.org](mailto:sos@td.org))**

<https://www.formstack.com/admin/download/file/17404420823>

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**How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:**

Chapter Leader  
NAC Area Call

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**Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at [td.org/alc](http://td.org/alc). Selected session facilitators receive complimentary registration.**

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No