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| **Chapter Name** | Los Angeles |
| **Chapter Number (ex. CH0000)** | CH8028 |
| **Chapter Location (City, State)** | Los Angeles CA |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Anthony Lewis |
| **Email Address:** | [lewis.anthony@me.com](mailto:lewis.anthony@me.com) |
| **Phone Number:** | (323) - 229 - 7722 |
| **Chapter Board Position:** | President 2016 |
| **Chapter Website URL:** | [http://www.atdla.org](http://enotification.td.org/track/click/30530608/www.atdla.org?p=eyJzIjoiTlctanR4NkVpUFFTSFktRmF1ZTZKUmdEamRRIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmF0ZGxhLm9yZ1wiLFwiaWRcIjpcImFlMDViMjIxYjkwNTQyNGQ5Y2IyY2QxZDhhNWQ2NzNmXCIsXCJ1cmxfaWRzXCI6W1wiNzgzZWM0Zjk4NDBiZTU2Yjg2MTViOTE2ODgyMzI2ZDM2ZDllMGMwYVwiXX0ifQ) |
| **Submission Title:** | Volunteer Tab in Wild Apricot |
| **Submission Description:** | Maximize the functions in Wild Apricot or your membership website to reduce your administrative work. |
| **Need(s) Addressed? Please be specific.** | Reduce duplication of efforts when coordinating events (meetings and workshop) by having access to templates, forms, spreadsheets and other administrative contents.   Everything is in one place. You don't need other systems, just create a special "Volunteers Only Tab", and upload your contents.   This method is saves time with on boarding new volunteers and board members. Reduces back and forth emails.   Allows successors to capitalize on those who came before them - don't reinvent the wheel. |
| **What is your chapter's mission?** | Providing local presence with the best practices in talent development. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This place in the website serves as a repository to our chapter's administrative knowledge base. Forms, templates, agreements, reports, tools, spreadsheets, tool kits, bios, pictures, graphics, budgets, operating plans. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | Typically former volunteers left with their legacy knowledge and didn't cross train incumbents.   One of biggest problems with volunteering is the lack of knowledge about the resources and tools which are available. Without knowing volunteers have recreated several documents as opposed to finding one from the past.   This section saves everyone time. Volunteers have stopped duplicating efforts. Stopped writing and rewriting admin materials. Volunteers are empowered to spend time with members and out reach, instead of gobbling time with administrative work. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Board members, volunteers, new leadership for the chapter, administration |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | No cost; just your time and training to upload contents into system. |
| **How did you implement: (please give a brief description)** | 1. created new Volunteer Tab and subsections titled by each discipline, 2. Give system permissions, 3. upload contents. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | Easy to use! Everything is in one place. Reduces back and forth emails. We no longer create PPT for every meeting, instead we display the schedule and work from the Volunteer Tab, subsection. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Change tales time for seasoned staff/team to remember to use the tab to upload contents. but eventually with reinforcement it worked! |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | All board members; office admins. chapter documentation. Oh, we scanned our legacy insurance documents and uploaded it, prior those docs filled up a storage box. |
| **Please attach any documents that help support this submission: (additional documents should be sent to** [SOS@td.org](mailto:SOS@td.org)**)** | [WA Volunteer Tab .docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoieUEyYTBEX1lWTkJta0o0bUpqTjVxdExzNnRjIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhNVEVtWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCJhZTA1YjIyMWI5MDU0MjRkOWNiMmNkMWQ4YTVkNjczZlwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS on an area call with my NAC |
| **Would you be willing 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://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiQkw1WmtSVGpzR3NBUlhUb1lvb2d6dlRzaTE4IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImFlMDViMjIxYjkwNTQyNGQ5Y2IyY2QxZDhhNWQ2NzNmXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |