



California Women Lead

ENGAGE • EMPOWER • ELECT

LOCAL AND STATE APPOINTMENTS PROCESS WORKSHOP

California Women Lead is the leading women's organization spearheading a statewide effort to educate, recruit and train women for local boards and commissions. We are happy to partner and collaborate with other like-minded groups. California Women Lead hosts *Local and State Appointments Process Workshops* to teach women how to apply for a local or state appointment.

CA Women Lead offers two levels of training – our standard training session and our premium training session.

The standard session fee is \$500 and includes:

- ◆ Speaker
- ◆ Travel*
- ◆ Email Invitations
- ◆ Outreach
- ◆ Staff time in coordination of the event
- ◆ Attendee confirmation email prior to the event
- ◆ Light refreshments (cookies and beverages)
- ◆ Training materials and worksheets (Appointment Process Outline, Personal Inventory Checklist, and Personal Action Plan)

**Discounts
available for
members!**

The premium session fee is \$1000 and includes the standard session as well as:

- ◆ Invitations to local elected women to speak
- ◆ Email and printed invitations
- ◆ Host organization's logo included on the invitation
- ◆ Press outreach
- ◆ Evaluations provided to the host organization
- ◆ Print application forms and vacancy list (if available) for workshop from the county and city the training is taking place in.

** CA Women Lead will make every effort to keep travel costs at a minimum; however additional fees may apply depending on the location of the event. CA Women Lead reimburses mileage at the 2010 IRS reimbursement mileage rate for business travel, which is \$.50 per mile. If mileage costs exceed \$100.00 extra costs will incur to cover travel. If airfare and an overnight stay are required, host organization is responsible for those fees in addition to the training costs.*

Session fees are based on up to 100 participants. If the number of confirmed attendees exceeds 100 extra costs may incur. The host organization is responsible for locating a facility and all applicable fees and costs associated with the venue (including insurance). Host organization is also responsible for supplying CA Women Lead with an invite list they would like included on the invitation list. Host organization understands that CA Women Lead is a nonpartisan organization and as such all CA Women Lead events are open to women, and men, from all political affiliations.

For additional information or if you have any questions, please contact CA Women Lead at (916) 551-1920 or via email at admin@cawomenlead.org. CA Women Lead requests at least 6 weeks lead time to coordinate an appointments training. Please call for available dates.