



## **Sample Timeline for Building and Implementing**

### **Year 1 of Women inPower Chapter**

(From January thru December)

\*This timeline includes the option of having an application process

July/August – Begin outreach to co-leaders and people you’d like to serve as mentors.

Late August/early September – Hold your leadership committee meeting. Start a plan for who the program best serve. Brainstorm with your committee about people to serve as mentors, speakers, and supporters.

September – Finalize your application and send it out widely. Start recruiting potential mentors.

October – Continue to send reminders about applications. Continue to contact potential mentors.

Mid - November – Close applications. Start thinking about your first event for January.

Late November – Review applications and determine your class. By now, you have at least 1 Mentor for every member you plan to accept. You can continue outreach after this, but this is a good goal to set.

Early December – Email selected members asking them to confirm participation in the program. Announce the selected class of members. Send an email with the details of their first event and introduce them over email to one another. Also invite the Mentors to the opening program.

January – Core Event 1. See Suggested Themes. One suggestion is to start with the mentorship event to introduce program members to potential mentors.

End of January – Decide on Mentor / Mentee pairs and send out individual emails introducing the Mentees to their Mentors.

February – Core Event 2. See Suggested Themes/Event Formats

March – Core Event 3

April – Social Event (Optional) Tea/Drinks & Snacks after work

May – Core Event 4.

June – Core Event 5.

July -- Mid-summer event. It can be social event (for example, a potluck summer party) or a Core Event

August -- Core Event 6

September -- Core Event 7

October – Core Event 8

November – Core Event 9

December – Closing Reception / Celebration of the First Class of your Women inPower Chapter. Invite Mentors, and all program members, speakers and partners.

January – Send out an end of year survey to the members to see how they enjoyed participating in the program and how you can improve it for next year.