

Columbia Wings Oregon Chapter "P"

Title	Chapter Calendar Guidelines
Department(s)	Information Technology
Developed by	Chapter Staff

Summary:

- These guidelines have been developed for the purpose of establishing the informational content and materials that the membership has determined acceptable for posting on our chapter calendar.

Essential requirements:

- Calendared items are developed annually by the chapter staff and need to be ready for final membership voting and approval by the last chapter meeting in December of each year.
- Due to the global exposure of our calendar and its inherent recruitment value, items should be limited to sponsored chapter events as well as any co-sponsored events with other organizations.
- All "information only" items should also be limited to promotion of other Gold Wing Touring Association programs, e.g. National, Regional, State, or Chapter, or in support of local community charity events that the chapter staff, agree worthy of membership support.

Minimum requirements:

- Each calendar event must have the following basic information.
 - Event name
 - Event Time
 - Event location
 - Event address, if known
 - Contact name or email address
 - Telephone, if known
 - Event web address, if it exists

Definition of approved events:

- All chapter approved and developed events
- All chapter co-sponsored events e.g. events with other organizations that help promote the chapter and market GWTA to the communities we ride and live in.
- All chapter co-sponsored events with motorcycle related businesses or other not-for-profit charities.
- With very few exceptions we only post Gold Wing Touring Association-sponsored events. These events must be approved by the chapter staff members.