



Thanks for your interest in hosting a Conservation Connection event to help share the great news about the work the Conservancy is doing to conserve, care for, and connect with lands and waters essential to life in the Inland Northwest. I recognize the investment you are making in sharing your contacts and relationships with us and am grateful for your gift. Please see the attached tool kit that outlines an ideal timeline and streams of work for putting together this event.

The nature of the event can be whatever you would like, with an emphasis on things about which you feel passionately. Wine and cheese on the overlook at Arbor Crest? OK! A hike at one of our protected areas? Of course! A seven-course dinner at the Davenport? That works for us! Give me a call or shoot me an email with your ideas and some possible dates and we will figure something out. This is chance for you to share your passion and joy in nature, and I want it to feel authentically “you.”

Thank you again for your partnership and support. I look forward to working with you toward our vision, interconnected natural habitats throughout the Inland Northwest, supporting thriving populations of native plants and wildlife, respected and enjoyed by all who call this region home.

Sincerely,

Carol Corbin
ccorbin@inlandnwland.org
Cell: (509) 844-8354



Board-member Hosted Conservation Connection Tool Kit

	Board Member	Staff
Week 1	<p>Provide details to Carol <i>Date/Time</i> <i>Location</i> <i>Project area or program focus</i> <i>Anticipated number of guests</i> <i>Preferred staff presenter</i> <i>Suggestions for print material or takeaways for audience</i></p>	<p>Carol drafts invitation (print PDF & email) Board member will manage guest list/RSVP so that participants only share their contact info with the Conservancy if they choose to Board member prints/distributes printed invitation as desired</p>
Week 2	<p>Sends out invitation <i>Board member will manage guest list/RSVP so that participants only share their contact info with the Conservancy if they choose to</i> <i>Board member prints/distributes printed invitation as desired</i> Plans refreshments & social time</p>	<p>Staff person is assigned to event</p>
Week 3	<p>Meet with staff to discuss audience & event details (30 minutes) <i>What makes you passionate about this topic</i> <i>Who is your audience</i> <i>Where do their values align with ours</i> <i>What message(s) will be meaningful for them</i> <i>What sort of follow up would you like our team to provide?</i></p>	<p>Prepares brief project or property presentation</p>
Week 4	<p>Sends reminder to guests</p>	<p>N/A</p>
Week 5	<p>Final conversation (email or phone) to make sure everything is ready (20 minutes)</p>	<p>Final conversation (email or phone) to make sure everything is ready</p>
Event	<p>Host & brief share out about why they are involved with the Conservancy/passionate about the project or program that is shared</p>	<p>Presents 20 mins about specific area of interest at the beginning, presents 15-20 mins about the Conservancy's work in general at the end Brings newsletters, stickers, postcards, information sign-up sheet, remit envelopes, etc. to send with guests</p>
Week 6	<p>Follow up conversation to ensure appropriate communication with guests (phone or email)</p>	<p>Follow up conversation to ensure appropriate communication with guests (phone or email)</p>