



Task Force Frequently Asked Questions

I want to plan an event/program. What do I need to do?

First, check the AIAT calendar to avoid overlapping events. Then consider:

- **Will it qualify for continuing education credit?**
See this link for helpful information: <http://www.aia.org/education/ces/AIAB093368>
- **I think we can offer credit for the program, now what?**
Fill out **CE Planning Form* and return to tbean@aiatriangle.org
- **Will I need to collect RSVP's?**
If so, staff can set up registration via the website and provide sign in sheets, if necessary.
- **Will we charge for the event?**
Contact staff to determine how much.
- **Can we collaborate with another task force?**
AIAT's Board of Director's encourages collaboration in order to cross promote programs and potentially increase attendance/interest, as well as to share responsibility to prevent volunteer burnout.
- **I have sign-in sheets from my program. How do I get attendees continuing education credits?**
Send **CE sign-in sheets* to staff and we will report attendance for your program.

Also, always, always, display sponsor banner and *slide show at the beginning of each event!

How do I get reimbursed for my task force expenses?

Fill out the **Task Force Reimbursement Form* and submit to tbean@aiatriangle.org along with supporting receipts. Reimbursement forms must be submitted within 30 days of the expenditure.

How do I host an event at CfAD?

CfAD is available and free to all AIA members unless there is a paid event on the calendar. Contact Marynell Gherke at mgehrke@nc.rr.com or Keri Dixon at kdixon@aianc.org or call 919-833-6656 to see if space is available. Reach out to staff for instructions and access code to the building at time of booking – be sure to have someone show you how to lock up if your event is after hours, as you are responsible for locking up the building when you leave.

How do I promote my event?

The deadline for Friday Facts is no later than Wednesday at 8pm each week. If registration is required, the information needs to be submitted earlier in the week (Monday at 8pm). AIAT also has a Facebook, Twitter, and Instagram accounts. *We ask that you provide staff with a media schedule indicating dates, method, and verbiage with ample time to schedule.*

AIAT staff will also send out a periodic recap of events to promote volunteer activities as well as sponsorships. If you wish to have your event included in this email blast, provide staff with a blurb (3-5 sentences) and photos within a week after your event.

I would like to present to the Board. What is the process?

Contact Tanja Bean to get on an agenda. Note that the AIAT Board of Directors will meet six times in 2017, as opposed to monthly.

Is there a storage unit where we can store supplies?

YES! *AIAT has a storage unit at Ample Storage Gorman Street, 404 Gorman St., Raleigh, NC 27607. Each task force is responsible for keeping their area organized. If items are moved around, please move them back to where you found them. Task Force Chairs may obtain codes and instructions to access storage unit from AIA Triangle staff.

**Can be found in the Task Force Toolkit:*

- *CE Planning Form*
- *Task Force Reimbursement Form*
- *CE Sign-In Sheet*