

SAMPLE QUESTIONNAIRE WITH DIVISION ACTIVITIES

IZAACK WALTON LEAGUE OF AMERICA CHAPTER/DIVISION QUESTIONNAIRE

I. CHAPTER/DIVISION INFORMATION: Please complete the following as applicable.

(Contact information section removed for purpose of sample questionnaire)

II. SUMMARY OF CHAPTER/DIVISION ACTIVITIES

In the questions below, we ask you to provide basic information about chapter/division meetings, activities, and uses of property. This information is required to determine the extent to which chapters and divisions are supporting the conservation mission of the Izaak Walton League of America and fulfilling obligations as tax-exempt organizations. In each case, please estimate approximately how much time your chapter/division devoted to these types of activities in 20XX. In the case of chapter/division meetings and activities, please indicate whether the primary purpose of an activity was for education/conservation; social/recreation; fundraising; or chapter/division operations.

To help you complete this form, here is a list of sample individual activities that would qualify as education/conservation; social/recreation; fundraising; or chapter operations:

Education or Conservation Activities: Hunter/angler conservation or safety education programs; firearms training; stream monitoring; litter pick-up events; tree plantings; presentations at meetings or articles in newsletters on conservation topics; testimony at public hearings on conservation issues; providing facilities to schools, scouts, or other youth groups; student scholarships to study conservation; or providing grants to other conservation organizations.

Social or Recreation Activities: Dances; games (cards, darts, etc.); barbecues or other meals; shooting sports; hunting; fishing; boating; camping.

Fundraising Activities: Auctions; raffles; food sales; membership renewal and recruitment; construction and sale of League items; facility rentals; grant writing and administration.

Chapter/Division Operations: Election of officers; preparation and approval of budgets; review of finances; filing of annual tax returns; maintenance of chapter grounds or buildings.

A. Chapter/Division Meetings

Number of Meetings per Year: _____

Please rank from 1 (the greatest amount of time) to 4 (the least amount of time) the approximate amount of time spent at meetings this year on each of the following activities. (Enter "n/a" for any activity that did not take place at any meetings in the past year.)

Chapter/Division Operations: _____ Education/Conservation Activities: _____

Social/Recreation Activities: _____ Fundraising: _____

B. Chapter/Division Activities – *The following examples are provided to illustrate the wide range of activities commonly reported by divisions across the League and the brief descriptions used to convey the outcomes. There is no expectation that every division will submit questionnaires with each of these activities.*

Please briefly describe the types of activities conducted or sponsored by your chapter/division in 20XX. For each activity, please list the number of times each activity took place (e.g., how many days were devoted to the activity). Please indicate whether the primary purpose of the activity was education/conservation, social/recreation, fundraising, or chapter/division operations. Please attach extra sheets if necessary.

<p style="text-align: center;">Activity (DIVISION EXAMPLES) (where applicable, please include number of participants, number of times activity took place, and key outcomes achieved)</p>	<p style="text-align: center;">Primary Purpose (Education/Conservation, Social/Recreation, Fundraising, or Chapter/Division Operations)</p>
Maintained and distributed an IWLA membership display and <i>Outdoor America</i> magazines to chapters statewide for their use at local public events	Education/Conservation
Sponsored annual scholarship for undergraduate college student majoring in natural resource fields at the state's land grant university	Education/Conservation
Held a statewide raffle as a fundraiser, with proceeds supporting division's scholarship fund	Fundraising
Held annual division meeting to adopt budget and elect officers/national directors	Division Operations
Conducted annual state awards program recognizing chapter and division leaders	Division Operations
Participated in an advocacy coalition with other state-level conservation/outdoor recreation organizations to promote clean waters issues in our state	Education/Conservation
Attended and testified at the state fish and game agency's public hearing on proposed regulations for upcoming fishing and hunting seasons	Education/Conservation
Conducted quarterly public meetings with guest speaker presentations about a wide range of conservation, fish and wildlife, and outdoor recreation issues	Education/Conservation
Hosted annual state convention banquet	Social/Recreation
Exhibited at several regional outdoor shows to educate the public about conservation issues and recreational opportunities available at chapters across the state	Education/Conservation
Testified at a state Senate hearing in support of statewide recycling of waste products such as cans, bottles, and newspapers	Education/Conservation
Purchased subscriptions to <i>Outdoor America</i> magazine for all major university libraries within the state	Education/Conservation
Signed a memorandum of understanding (MOU) with state Department of Natural Resources to coordinate habitat restoration projects conducted by League chapters	Education/Conservation
Held several chapter leadership training sessions on managing chapter operations, conservation projects, and recreation activities	Division Operations