

SAMPLE QUESTIONNAIRE WITH CHAPTER 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 chapters across the League and the brief descriptions used to convey the outcomes. There is no expectation that every chapter 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.

Activity (CHAPTER EXAMPLES) (where applicable, please include number of participants, number of times activity took place, and key	Primary Purpose (Education/Conservation,
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outcomes achieved)	Social/Recreation, Fundraising, or Chapter/Division Operations)
Planted approximately 250 native trees on chapter grounds / in the community to restore wildlife habitat	Ed/Conservation
Held barbeque fundraiser with proceeds supporting \$500 scholarship for undergraduate college student majoring in natural resource field	Ed/Conservation
Held annual youth fishing event attended by 50 local children and their families	Ed/Conservation
Annual chapter meeting to adopt budget and elect officers	Chapter/Division Ops
Conducted quarterly litter clean-ups on 2-mile stretch of Izaak Walton Road	Ed/Conservation
Donated \$1,000 to support stream restoration project; chapter members volunteered 200 hours working on project	Ed/Conservation
Conducted 4 state-sponsored hunter education classes for 75 new hunters	Ed/Conservation
Conducted quarterly water quality monitoring in local stream; reported results to local / state regulatory agency	Ed/Conservation
Hosted bi-monthly bridge tournament for area senior citizens	Social/Rec
Sold hot dogs and hamburgers at county fair to support chapter operations	Fundraising
Exhibited at local sportsmen's expo to educate the public about conservation issues and recreational opportunities available at chapter	Ed/Conservation
Chapter members developed community gardens in x neighborhoods / at x schools	Ed/Conservation
Chapter members worked with Boy Scout Troop XXXX to build and install bat boxes on chapter property / in community	Ed/Conservation
Purchased subscriptions to "Outdoor America" magazine for 5 community libraries	Ed/Conservation

C. Other Uses of Chapter Property - The following examples are provided to illustrate some of property uses commonly reported by League chapters. There is no expectation that every chapter will submit questionnaires listing each of these uses.

If your chapter owns or leases property, please describe the ways in which you allow chapter members, outside groups, and the public to use the property for activities not covered above. For each use, please provide an estimate of the number of times each activity took place and whether the chapter charges a fee for that use. Attach extra sheets if necessary.

Use of Property (EXAMPLES)	Estimate of Use	Fee?
Made chapter house and grounds available to Boy Scout Troop XXXX for meetings, camping, outdoor environmental education	Monthly meetings, 2 camp outs, 4 outdoor education events	No
Trap range used by area high school / college teams	Weekly Aug-Nov; March-June	Yes
Chapter grounds used by local elementary/middle/high school classes for hands-on environmental education	Monthly throughout school year	No
Chapter grounds open to families with young children for unstructured time outdoors	Saturdays year round	Donation requested
Chapter house and grounds rented for weddings, private parties, meetings of other organizations	Approximately 24 times during the year	Yes