



## *Communications* **Committee**

**Objectives:** Provide communication, publicity, outreach, and information about IWA and outreach to individuals, meditation groups, non-profits, humanitarian organizations, governmental agencies and other interested individuals/organizations.

### **Potential projects:**

1. Website and social media design, upgrade and maintenance
2. Voicemail monitoring and reply
3. Email monitoring and reply
4. Organize and update IWA mailing list
5. Distribute promotional materials
6. Utilize Google Non-profit utilities and apps
7. Set up individual email accounts (i.e., info, volunteer, etc.)

### **Suggested actions:**

1. Redesign and maintain IWA website, Facebook and YouTube sites
2. Redesign brochure
3. Update email list and coordinate
4. Research Google Non-profit services
5. Organize IWA teaching materials (articles, audio, video files)
6. Mail out brochure to local sanghas and groups (coordinate with Financial Team)
7. eNewsletter – MailChimp
8. Review Nolo publication “Every Non-profits Guide to Publishing”
9. Report progress to volunteer coordinator, director and board

### **Contact persons:**

Volunteer coordinator ([volunteer@insightworldaid.org](mailto:volunteer@insightworldaid.org)) and executive director ([insightworldaid@gmail.com](mailto:insightworldaid@gmail.com))



## *Resource Development Committee*

**Objectives:** Provide funding and resources for IWA through grant writing and fundraising.

### **Potential projects:**

1. Grant Writing – Grant research, writing and submission.
2. Fundraising – appeal campaigns, fundraising events and benefits.

### **Suggested actions:**

1. Research Foundation Center website
2. Review Nolo publication “Effective Fundraising for Non-profits”
3. Research and apply for grants (see list of potential IWA grants).
4. Prepare and mail fundraising letter.
5. Research, plan and conduct benefits. Coordinate with board liaison.
6. Collaborate fundraising with YogaSource.
7. Report progress to volunteer coordinator, director and board

### **Contact persons:**

Volunteer coordinator ([volunteer@insightworldaid.org](mailto:volunteer@insightworldaid.org)) and executive director ([insightworldaid@gmail.com](mailto:insightworldaid@gmail.com))



## *Local Projects* **Committee**

**Objectives:** To research, investigate, plan, initiate, develop, and supervise local service projects.

### **Potential projects:**

1. IWA teams participating in 1-day service projects (i.e. health fairs, Habitat for Humanity, Buddhist Peace Fellowship, etc.)
2. Clothing and/or food drives
3. Ride assistance for elderly, disabled, or impoverished.
4. Others?

### **Suggested Actions:**

1. Research potential Redwood City and Bay Area service projects.
2. Coordinate with IMC leadership to determine community needs and resources.
  - a. Contact IMC Socially Engaged Buddhism committee
  - b. IMC board of directors
3. Outreach to other governmental and non-profit organizations
  - a. Tzu Chi
  - b. SF Homeless Connect
  - c. Mindful Schools
  - d. Buddhist Global Relief
  - e. Dr. Nancy Smee
4. Communicate with other Bay Area sanghas who may want to collaborate or who have needs.
5. Recruit, train, and organize volunteers for local projects.
6. Coordinate fundraising with Resource Development Committee.
7. Communicate with volunteer coordinator, executive director and the board.

### **Contact persons:**

Volunteer coordinator ([volunteer@insightworldaid.org](mailto:volunteer@insightworldaid.org)) and executive director ([insightworldaid@gmail.com](mailto:insightworldaid@gmail.com))



## *International Projects* Committee

**Objectives:** Research, investigate, develop and coordinate oversea service projects and aid funding.

### **Potential projects:**

1. Cambodia – CHPAA, Wat Opot Children’s Center, Brahmavihara AIDS project, or Tevoda
2. Peru – Volunteer Voyages (medical and non-medical service trip)
3. Haiti or Honduras with Peaceworks Medical
4. India – Dalits near Bohd Gaya or Uttar Pradesh
5. South Africa – Dharmagiri Outreach – Thanissara and Kitassaro
6. Myanmar – Sayadaw U Lakkhana Hospital – Greg Scharf

### **Suggested actions:**

1. Research and develop potential service sites
2. Contact individuals and organizations for possible projects (i.e., Buddhist Global Relief, etc.)
3. Recruit, train, organize volunteers for mission trips
4. Research, acquire, store and organize medications and supplies for trips
5. Coordinate with Resource Development Committee for grants and fundraising for overseas projects
6. Report progress to volunteer coordinator, director and board of directors

### **Contact persons:**

Volunteer coordinator ([volunteer@insightworldaid.org](mailto:volunteer@insightworldaid.org)) and executive director ([insightworldaid@gmail.com](mailto:insightworldaid@gmail.com))