

Best Practices Checklist for SCLA Workshops and Programs

1. Program Notification:

- Ensure that all members are given **at least 30 days' notice** before the program or workshop date.
- Include all necessary details such as the program's title, date, time, location (if applicable), price, and any special instructions.

2. Advertising and Promotion:

- Share program information on the **SCLA listserv and Wild Apricot** as the primary means of advertising.
- Utilize additional platforms like social media, SCLA website, and partner organizations' newsletters to reach a broader audience.
- Ask System to advertise/promote during different SCLS meetings (ex. Children's/ YA Department Heads, Humanities Round Table, etc.) by contacting the group's coordinator. To find out who that might be, [contact SCLS](#).
- When possible, promote additional SCLA meetings at your Workshop/Program

3. Registration Process:

- Use the [program registration form available on the SCLA website](#) to streamline the registration process for participants.
- Ensure that all registration forms are completed accurately and submitted before the deadline.

4. Payment and Fees:

- Remember that **SCLA is *cashless***; all fees must be collected electronically through the SCLA's resource management system, Wild Apricot.
- A [programmer contract](#) must be **completed and submitted to the SCLA Treasurer before payment can be processed and disbursed**.
 - i. Payment will be disbursed after the completion of the program.
- If you are seeking reimbursement for program expenses, please submit a [Reimbursement Disbursement](#) form
- Divisions can charge a fee for programs. Fees are set at the discretion of the division board. However, when charging, it is common practice for SCLA/Division members to get a lower price than non-members.
 - i. Though not necessary, it is common practice for there to be a minimum of \$5 charged for non-members.

5. Executive Board Support:

- Utilize the **SCLA Executive Board** as a resource for guidance and assistance in planning and executing programs.
- If you need assistance, regularly communicate with the SCLA executive board when executing a program to ensure that the board can help when needed.

6. Program Execution:

- Confirm all logistical details (venue, speakers, materials, etc.) well in advance of the program.
- Prepare an agenda or schedule to guide the program and ensure it runs smoothly.
- If applicable, Professional Development hours can be awarded for SCLA affiliated programs.
 - i. They're recorded in Wild Apricot and with SCLA's Continuing Education Chairperson

7. When In Doubt, Ask For Help:

- The SCLA Board serves as a resource for SCLA's divisions and its members. Please feel free to ask a member of the board for assistance if their specialty is related to your concern (ex. If you have a question about your division's membership, ask SCLA's Membership Chairperson for assistance).