



PRINCETON WOMEN'S NETWORK

Guide to How to Start a PWN

1. Contact the **Office of Alumni Affairs** and your regional association leadership to note your interest in launching a PWN chapter. Consider partnering with a local alumna to co-chair the PWN with you.
2. Consider applying for a **PWN Launch Grant**.
3. Obtain regional association listserv access via TigerNet - the Office of Alumni Affairs can help you with this.
4. Brainstorm launch event ideas and dates. Launch event examples include happy hours, potlucks, and wine and cheese gatherings in a host's home.
5. Once the launch event is solidified, share event and PWN information via the regional listserv.
6. Hold your launch event. Prepare in advance with documents provided by the Office of Alumni Affairs.
7. At your event, introduce PWN concept and brainstorm possible activities with attendees. Suggest two initial activities following the launch, and ask for volunteers to help plan.
8. Follow-up your event with an email and an invitation to upcoming events.
9. Participate in conference calls with PWN leadership from other regions.
10. Operate under the umbrella of the regional association, which can help with advice, logistics, communications and more.
11. Ideas for initial and ongoing events requiring minimal management and expense:
 - Annual social event (wine and cheese party or tea) in a home to establish and solidify connections
 - “Food for Thought” potluck for a small group in a home with guest speaker (preferably an alumna) to provide intellectually stimulating program in a community building environment
 - Annual service group event (e.g., evening at soup kitchen or shelter, afternoon at animal rescue facility)
 - She Roars recorded session watch party and discussion