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Dear National Worker,

Thanks for sharing your time and talents with the members and member clubs of Multiples of America this term. We are so excited and honored to have you as part of our team!

This DIY National Worker Toolkit contains resources for your work during the term. It's DIY because while some of the items are included with this email, and you'll need to download other items from the Members Only section of our website. *So some assembly is required.* Note you'll need the current user name and password for the Members Only section to access those documents.

We recommend downloading all of the items and assembling your National Worker toolkit to save on your hard drive, jump drive, or in a cloud account

Let your Officer in Charge (OIC) know if you have questions about the General Procedures document or any of the other materials. Looking forward to a successful term together!

Contents of the DIY National Worker Toolkit:

- *Toolkit specs cover letter*
- **Connections Deadlines** – What's the difference between *Multiple Connections* and *Club Helpline*? What's the deadline for getting stories into both publications? This document has all the answers.
- **Expense Voucher** – Did you make a pre-approved purchase for a department event or activity? If so, complete this form and submit to your OIC, along with any receipts, if needed. (Attached)
- **Board of Directors and National Workers General Procedures** – This guides the work of all volunteers, elected and appointed. Areas covered include: organizational structure, email communication, midterm/final reports, evaluations, leave of absence, resignation and more. A quick referral on the front page offers the page number to reference for commonly asked questions. Let your OIC know if you have questions. Find it online in the Members Only section: <https://multiplesofamerica.org/wp-content/uploads/2024/08/general-procedures-24-FINAL.pdf>
- **MOA Elective Officers Condensed Job Descriptions** – Consider running for an elected position on the Board of Directors? This document offers short summaries of the duties of each elected board member and the qualifications for office, per our bylaws. Contact the Advisor to get more detailed job descriptions of any of the offices, advisor@multiplesofamerica.org . Find the Job Descriptions online in the Members Only section: <https://multiplesofamerica.org/wp-content/uploads/2024/08/MOA-Elective-Office-CONDENSED-Positions-2024.pdf>

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- **Multiples of America Abbreviations** – What is an OIC? Ever get an HTO? Did you read through MConn? Here’s your guide to navigate those acronyms and more! Find them online in the Members Only section: <https://multiplesofamerica.org/wp-content/uploads/2024/08/Multiples-of-America-Abbreviations-FINAL.pdf>
- **National Worker Directory** – This document lists the names and contact information of members who have volunteered to be a part of our board, committees, and departments this term. Check with your OIC for information from the directory or access.
- **Organizational Chart** – A visual look at the departments and structure of Multiples of America. Find the chart online in the Members Only section: <https://multiplesofamerica.org/wp-content/uploads/2024/08/organizational-chart-FINAL.pdf>
- **Photo Submission Agreement** – Have a photo to submit for use in publications or online? Complete this form with our thanks because as the saying goes, “a picture is worth a thousand words.” (Attached and available for download in the Members Only section of the website.)
- **Publications template** – Did you volunteer to write an article for *Multiple Connections* or *Club Connections*? Just open the template and start writing! Directions on the template guide you through it and advise as to how to name your file.
- **Social Media Policy** – Basic rules for participation in Multiples of America social media. Find it online in the Members Only section: <https://multiplesofamerica.org/wp-content/uploads/2020/08/Social-Media-Policy-MOA-for-upcoming-year-final-08.7.pdf>

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