

# LWVUS Website Reference Guide

Have you been having trouble finding information on the LWVUS website? Use this guide to help you navigate [www.lwv.org](http://www.lwv.org) in a more efficient manner. Below, you will find step-by-step instructions on how to find some of the more commonly used resources on the LWVUS website.

## TOOLS FOR LEADERS

This section contains best practices and tip sheets to assist with the day-to-day operations of your League. Information is arranged by the various roles with the LWV (e.g. president, treasurer, etc.).

From the LWV home page, you can find this section by moving your cursor to **“For Members”** area, then by scrolling down and clicking on **“Tools For Leaders.”** This will direct you to the **“Tools For Leaders”** main page. A list of leadership positions will be on the left sidebar under **“Tools For Leaders”**. Select the position you wish to find information about. For example, click on the **“Presidents”** link to find resources most relevant for League Presidents.

## STORYBANK

The Storybank houses wonderful stories of success and triumph from League members across the country.

From the LWV home page, you can find this section by moving your cursor to **“For Members”** area, then by scrolling down and clicking on **“Membership Recruitment Initiative.”** On the left sidebar of you click on the green **“League Storybank”** link. This will direct you to a the Storybank main page with links to the Storybank online submission form, member stories, tips for writing your story, information about the Storybank, and frequently asked questions and answers.

## BEST PRACTICES ON FINANCES

There is a variety of useful information about raising money and managing your League’s finances on the LWVUS website. The best place to find information about fiduciary responsibilities, efficient systems and education fund monies and other resources is on the **“Treasurer”** page.

From the LWV home page, you can find this section by moving your cursor to **“For Members”** area, then by scrolling down and clicking on **“Tools For Leaders.”** On the left sidebar click on the green **“Treasurer”** link. Scroll down to the bottom half of the page to the **“Toolbox.”** In the Toolbox area, you can choose to click on **“PMP and Dues,” “Best Practices and Procedures for the Treasurer,” “Education Fund Information,”** and **“State and Local Grants Program.”**

The **“Fiscal and Compliance Issues FAQ”** can be found when you go to the, **“Best Practices and Procedures for the Treasurer”** section.

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## ESSENTIAL LEAGUE REFERENCES

There are numerous tried and true references that no League leader should be without. Many of them are available on the LWVUS web site. Some of these essentials include:

**LWVUS Bylaws** — From the LWV home page, you can find the LWVUS Bylaws by moving your cursor to the “**For Members**” area, then by scrolling down and clicking on “**Tools For Leaders.**” You can use the green links on the left sidebar to click on any officer title. From the officer page, click on “**Essential League References,**” located under the heading “Must Have Information” about half way down the page. Click on “**LWVUS Bylaws**” under the “Bylaws and Policies” heading on the right side of the page.

**In League, President’s Packet, and Diversity Toolkit**— From the LWV home page, you can find the all three of these references by moving your cursor to the “**For Members**” area, then scroll down and click on “**Tools For Leaders.**” Click on the blue links to the documents in the introduction text.

**Impact on Issues** — From the LWV home page move your cursor to the “**For Members**” area, then by scrolling down and clicking on “**Tools For Leaders.**” On the left sidebar click on the green “**Action Chair**” link. Click on the link to “**Impact on Issues 2006-2008**” in the center of the page under the heading “Must Have Information.”

## LEAGUE PRODUCTS

There are three areas of the Web site dedicated to the sale of League products. These areas are:

**LWVUS Store** — This contains publications and LWV logo merchandise, such as caps and pens, and LWVUS publications. It can be accessed on the LWV homepage by clicking on “**Visit Our Store Today!**” under the right sidebar heading “Online Store.” Or you may go directly to it by typing “**www.store.lwv.org**” in your Web browser address bar.

**LWV Custom Products Center** — The Custom Products Center is a venue for local and state Leagues to customize items such as stationery, envelopes and business cards, at highly affordable rates. From the LWV home page move your cursor to the “**For Members**” area, then scroll down and click on “**Products Center.**” Click on the blue link “**Order Custom Products For Your League!**” in the center of the page. Please note to order products, you will need to know your League’s ID number (state abbreviation plus three digits, e.g. TX000).

**Products Sold by Local/State Leagues** — A listing of products offered by state and local Leagues across the country is available on [www.lwv.org](http://www.lwv.org). Click on the blue link “**Check out state and locally offered products!**” is located just below the “Custom Products Center” (follow instructions above).