

WomenHeart Champion Agreement

If accepted to the WomenHeart Science & Leadership Symposium, I agree to the following:

1. Attend the WomenHeart Science & Leadership Symposium in its entirety.
 - a. **In-person symposium** – I understand that I will be responsible for my own travel to and from the Science & Leadership Symposium, unless I have applied and received a travel scholarship. WomenHeart will cover the cost of tuition, materials, hotel room (double occupancy), and meals for the entire training. I am required to attend the training in its entirety unless specific circumstances prevent my participation in a session.
 - b. **Virtual symposium** – I understand that I must have a reliable internet connection and access to a laptop/computer or another device that allows me to fully participate in the virtual symposium. I am responsible for completing all required sessions during the duration of the symposium. These include pre-recorded sessions that must be watched during the time allotted and live sessions that will require me to join and participate in virtual meetings.
2. Complete the following required preparation prior to the Science & Leadership Symposium:
 - Take a survey that allows WomenHeart to assess my knowledge prior to receiving training as a WomenHeart Champion.
 - Watch and complete quizzes for all WomenHeart pre-symposium webinars.
 - Read and respond to WomenHeart emails in a timely manner (within 72 hours) regarding updates prior to the Science & Leadership Symposium.
 - Submit all required forms by the set deadline in order to confirm acceptance to the Science & Leadership Symposium.
3. Agree to all *WomenHeart Champion* responsibilities as listed below:
 - Commit to a minimum of two years of active volunteer service.
 - Adhere to all WomenHeart financial policies and guidelines.
 - Stay in regular contact with WomenHeart staff, my WomenHeart cohort, and participate in scheduled WomenHeart meetings.
 - Complete and submit monthly online reports documenting all *WomenHeart Champion* activities
 - Maintain updated contact information and remain in communication with WomenHeart staff as needed.
 - Adhere to and utilize WomenHeart Branding Guidelines when developing any promotional materials.
 - Share the benefits of WomenHeart membership (e-newsletters, educational webinars, etc.), and encourage other women with or at risk of heart disease to join.
 - Read WomenHeart e-newsletters (Heart to Heart and Champion Digest) and other communications from WomenHeart to stay up-to-date on organizational information.
 - Identify and encourage women to apply to upcoming WomenHeart Science & Leadership Symposiums.
 - Refrain from participating in any activities that conflict with the mission or values of WomenHeart. Opportunities in conjunction with competing organizations should be communicated to WomenHeart staff.
 - Include WomenHeart as one of the top three organizations I prioritize in my heart health advocacy and fundraising efforts.

- Actively engage with and support WomenHeart’s mission, programs, and visibility.

Support Networks

- If you choose to focus your efforts as a *WomenHeart Champion* on a **support network**, you agree to:
 - Work directly with WomenHeart staff to coordinate the launch of any new WomenHeart Support Networks.
 - Communicate with WomenHeart staff to provide notification of any changes affecting a WomenHeart Support Networks, including but not limited to changes in meeting frequency, Support Network Coordinators, meeting format (virtual vs. in-person), etc.
 - Identify and secure a meeting location in your community or hospital to host your WomenHeart Support Network or work with WomenHeart staff or a more experienced Champion to schedule Zoom meetings through WomenHeart’s Zoom account. **Note:** support network meetings held at NHA member hospitals will receive marketing support, meeting space and access to professional experts to speak at support network meetings from the NHA hospital.
 - Lead and manage a minimum of 10 monthly in-person or virtual WomenHeart Support Network meetings for women living with heart disease in your community for a minimum of two years (approximately 8-10 hours a month).
 - Maintain and check a WomenHeart email address specific to your support group that will be provided to you upon Support Network setup.

Community Education & Outreach

- If you choose to focus your efforts as a *WomenHeart Champion* on conducting **community education and outreach**, you agree to:
 - Complete one community education or outreach activity per month on average. Community education and outreach activities include health fairs, speaking engagements, panel discussions, media events, and WomenHeart@Work.
 - Identify new opportunities for community partnerships and work to increase awareness of WomenHeart and its mission.
 - Complete and submit monthly online reports on all volunteer activities.
 - Participate in community education program evaluation efforts.

I understand that WomenHeart offers a variety of volunteer opportunities, and I will be able to choose the activities I would like to engage in. If, at any point, I want to start a WomenHeart Support Network, I understand that I must first contact WomenHeart staff to discuss my community's needs. Under no terms can I start a WomenHeart Support Network without getting approval from my National Hospital Alliance member hospital (if applicable) and WomenHeart.

Applicant first and last name:

Signature:

Date: