

STC Community Success Plan

This document lists the minimum activities that a community should do to be successful. The items listed in the table are part of the criteria for the Community Achievement Award. Your community can use this document to help with annual planning, and you can use the Word version of the table to complete your yearly activities plan and submit it to the Board of Directors.

Area	Activities
Required Activities	
Budget	Submit your community's budget to the STC budget review committee
Financial Report	Submit your community's financial report to the STC treasurer
Elections	Hold elections or transition leadership for your leadership team; provide STC office new leader contact information, including membership manager and webmaster.
Activity Plan	Submit your community's activity plan to the STC office.
File Taxes	File 990N tax return online
Recommended Activities	
Core	<ol style="list-style-type: none"> 1. Increase overall membership. 2. Increase number of student members. 3. Increase number of New Tech Comm Professional members. 4. Host your community's website through STC. 5. Send representatives to the Leadership Program at the STC Summit. 6. Have community leaders attend STC's leadership webinars.
STC Promotion and Membership	<ol style="list-style-type: none"> 7. Promote STC membership. 8. Have a link to the Membership page at stc.org on your website.
Leadership	<ol style="list-style-type: none"> 9. Research and nominate members for Associate Fellow.
Member Engagement	<ol style="list-style-type: none"> 10. Recognize outstanding volunteers. 11. Use Mentor Board to conduct a mentoring program between practitioners and students of technical communication, or practitioners mentoring other practitioners
Programs	<ol style="list-style-type: none"> 12. Chapters: Hold face-to-face meetings and invite virtual attendees. 13. SIGs: Ask members of your SIG to present a topic of interest, or hold live "watercooler" chats. 14. Hold workshops for ½ day or full day. Can be physical and/or virtual. 15. Host a regional conference; for example: Mid-Atlantic, Rochester Spectrum, and Interchange.
Outreach	<ol style="list-style-type: none"> 16. Provide outreach to students to promote technical communication. 17. Blog, LinkedIn Page, Facebook page, Twitter , listserv, etc. (More than one medium recommended) 18. Publish a newsletter or a blog for your community

