

SCBWI-Illinois

Network Representative Guidelines

February 2020



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Welcome

Welcome and thank you for volunteering as SCBWI-Illinois Network Representative. Your volunteerism and leadership are greatly appreciated. As you reach out to encourage, inspire, and support others, you'll receive the same in return. We believe you'll benefit from the wonderful learning and networking opportunities ahead! Feel free to contact your Regional Advisors (RAs), Assistant Regional Advisor (ARA), or Illustrator Coordinator (IC) with your questions, concerns, and suggestions.

Very few SCBWI Regions have our system of Networks and its corps of dedicated Illinois volunteers like you! Thank you for carrying on this legacy of homegrown hospitality in Illinois. It's members like you that make our Illinois Region great!

Definition and duties of a Network Representative

SCBWI-Illinois Networks offer members easy, friendly access to programs, writing groups, networking opportunities, and other interested (and interesting!) writers and illustrators. A Representative is a local SCBWI-Illinois member who enthusiastically promotes SCBWI in various ways and creates opportunity for fellow members and those interested in SCBWI by illuminating and sharing SCBWI's information and resources.

There are three kinds of Illinois Networks established thus far:

- Diversity, Equity, and Inclusion
- Illustration
- Writing

The duties of a Network Rep are intended to create opportunity for professional advancement for both the Representative and their local Network community. We encourage you to work with a partner. In this way, Co-Representatives may share responsibilities. Duties are:

- Be a friendly SCBWI member-contact person and always professionally represent your Network.
- Oversee and facilitate network programs no fewer than three times per year.
- Provide membership information to interested individuals.
- Welcome new SCBWI members to your network. You will be forwarded a list of new local SCBWI members approximately three times per year. Contact these new members and invite them to your programs. Follow up with them for attending with a note of thanks!

Getting Started

Network Representatives Google Group

Network Reps can communicate with ease! When you begin as a Network Rep, you will be invited to be part of the [Network Representatives Google Group](#). This group is for all SCBWI network reps, so whether you have a question or a suggestion, you'll be able to reach out to a large number of smart, energetic people. You'll receive an email invitation to join. Send a reply and you will be added to the group. You can use the group to ask questions, share program ideas, and coordinate program dates with other networks or seek advice about how to overcome an obstacle.

SCBWI materials and information

Each Network can request SCBWI brochures or SCBWI-IL bookmarks to have on hand at meetings or to give to potential members. To order or re-order these materials, contact your RA or ARA. Potential members can also be directed to the [SCBWI](#) and the [SCBWI-Illinois](#) website for information about SCBWI.

Network Representatives also have access to an online resource database. The [Regional Volunteer Shared Space](#) is created by and for Network Representatives to share presentations, images, handouts, and resources from SCBWI. Get familiar with Shared Space and upload your own resources that you would like to share with fellow Representatives.

Welcome letter and email

When Illinois SCBWI receives a listing of new Illinois members, the New Member Chairperson sends them each a welcome letter. The chairperson then sends Network Reps the names, emails, and hometown of new members in their networks. Reps then send a welcome email, letting them know about upcoming Network events, Regional programming, and upcoming grants and prizes. See samples of Network [welcome letter](#) and [welcome email](#).

Network Programs

Overview

Network events offer opportunities for writers and illustrators to interact with others who share their passion and interests. These events enable us to gather as a community to share ideas and experiences and learn from one another.

Tax exemption

SCBWI is a not-for-profit organization. This means that rooms can sometimes be rented at a discount, and the following tax-exempt number can be used when renting rooms. However, it cannot be used for purchases.

Sponsor/Employer ID Number: 91-2113920

Certificate of insurance

If a facility asks for proof of insurance, SCBWI has a Certificate of Liability Insurance. This must be applied for at least one month in advance of your event. Contact your RA to request a certificate copy from SCBWI Headquarters.

Network programs have a variety of formats, but at their core create an opportunity by showcasing craft and business aspects of writing and illustrating for children and young adults.

Network Reps facilitate and oversee Networks. Groups meet in bookstores, libraries, restaurants, and park district buildings. An average-sized group may consist of 6–20 individuals, depending on the size of your network. Non-members and pre-published individuals are welcome.

Purpose

- To provide free meetings no fewer than three times per year for writers and illustrators, published or unpublished
- To offer timely information relevant to children's writers and illustrators
- To provide a friendly, supportive, and focused group environment
- To offer access to SCBWI resources, materials, and programs
- To present SCBWI, its benefits and opportunities, to member and non-members

Shop Talks

Shop Talks are home grown programs that don't require any funding. These should be the basis of your annual programming and should reflect your Network community. Network Reps oversee programming in various ways as they meet the needs and interests of the group. Reps may choose to structure their programs from the following or create their own fun, fresh formats.

Information sharing sessions

Individuals bring information to share with the group. Topics may include publishing news, upcoming program information, copies of articles on the craft of writing or illustrating, reports from other programs, contests, author/illustrator bios, award winning children's books, magazine/book guidelines, time management tips, etc.

Book discussions and mentor texts

Group selects a format or genre for discussion. Network Reps facilitate the discussion and keep group on topic.

Open critiques

Individuals give and receive helpful feedback on their manuscripts. The Network Rep oversees the group and makes sure things run smoothly using the Critique Group Guidelines. Please let your community know that you'll be doing critiques, how many pre-printed pages to prepare and how critiques will be handled (e.g., first 10 people to arrive will be critiqued in order of arrival).

Other

Networks Reps can also keep things interesting by moving the meeting to a bookstore, library, café, or holding a field trip to a museum. Discuss these ideas with other Reps, IC, ARA, or RA.

Shop Talk checklist

- Set up monthly/quarterly meetings
 - Find a quiet, free-of-charge (or minimal charge—no more than \$45 per quarter) location
 - Schedule date and time consistently each month in a public venue. If appropriate for your network you might vary the meeting date and time to accommodate a range of schedules.
 - Select topics/formats
 - Direct and oversee discussion; keep group focused
 - Email members with a regular reminder about upcoming meetings

- Post meeting reminders on the SCBWI Illinois Google Groups two times. Once a month before and again a few days before.
- Welcome and introduce guests, provide sign in sheet. Be sure to include a place for email address. [See example sheet.](#)
- Provide optional materials:
 - SCBWI brochures (request in advance from RA)
 - Past copies of SCBWI Bulletin (request in advance from RA)
- Fliers from Regional Volunteer Share Space can be printed or shared digitally (preferred)
 - Upcoming awards and grants
 - Upcoming Regional events
- If meeting at a bookstore or library, ask them to list the meeting in their events calendar.

Speaker Events

Speaker Events are local, free programs typically given by a guest speaker (author/illustrator/librarian/book seller, etc). If your Network chooses to invite a speaker, please limit this programming to two or three times a year. Program topics and venues are numerous, but all programs focus on children's writing and illustrating in various, related ways. Reps may invite a speaker or arrange a field trip to a publishing house. (See pages 10–12 for more options and details). The average Network Program draws between 12 and 30 individuals. Non-members and pre-published individuals are welcome.

Purpose

- To provide no more than two to three speaker events per year if your Network chooses to host speakers
- To offer information pertinent to children's writers and illustrators
- To offer access to SCBWI resources, materials, and programs
- To present SCBWI and its benefits to non-members and to recruit new members
- To offer networking opportunities with fellow professionals

Setting a date

Check the SCBWI-IL Website program listings and the [event calendar](#) for dates of already existing programs before setting a date for your program.

Guest speaker

Search the SCBWI-IL Member Speaker Proposal Database for detailed programs submitted by SCBWI members. You may also refer to the [SCBWI Speakers Bureau](#) or find other knowledgeable individuals who live locally. ***Before inviting a speaker, please communicate with the RA or ARA. They will check that dates, speakers, and venues don't conflict.***

To do this, please request speaker fees through the contact form database.

Once approved, provide the speaker with an email invitation. This will ensure there is no confusion about dates, times, location, offered honorarium, etc. Provide the speaker with clear directions. Exchange emergency phone numbers and provide them with the facility's phone number.

Speaker fees

TRAVEL

Speakers for network programs are generally local and no expenses will be provided for travel, parking, etc.

HONORARIUM

Representatives are asked to keep budget in mind when planning Network Programs and to get permission for and submit a request for funding before asking a speaker. Money to pay for programs comes from the Illinois Regional treasury. All presenters should be paid. Speakers should be paid no more than \$75 (can be less) or a SCBWI Membership renewal (\$85 value). No more than \$75 (can be less) or a SCBWI Membership renewal (\$85 value) will be budgeted per Network Speaker Event.

All honorariums are considered on a case-by-case basis. As SCBWI-IL is self-supported, meaning the region derives no monetary support from SCBWI membership dues, honorariums will only be considered if the Regional Treasury is healthy enough to support it and it's other responsibilities. The Regional Treasury gets its funding from SCBWI-IL Regional events, so please promote Regional events widely in your Networks!

RA will mail check to Rep, who will give it to the speaker on the day of the event.

MEETING PLACES

Network programs are held ideally in barrier-free community rooms that require no fee. Check local banks, colleges, libraries, churches, and Veteran's Halls to see if SCBWI can use the facilities free of charge. Otherwise, room-rental expense should not exceed \$45 per quarter. Mention that SCBWI is a not-for-profit organization.

PROGRAM FEES

The Networks are funded by income from regional events such as Prairie Writer's and Illustrator's Day and Spring Thaw. Because the Illinois Region is so active and has so many networks we must budget carefully. Consequently, any program that involves a speaker needs to be approved ahead of time by the Regional Team.

In November of each year, network representatives will be asked to send the RAs and ARA (the Regional Team) their tentative schedule for the year, including how many paid speakers they are planning on having (and in what quarter their events will be held) and any other anticipated costs, such as room rental, or speaker's meal. This information can be general at this time, since specific speakers will not have been approached yet. The Regional Team will then meet to determine the coming year's budget. They will contact the Network Reps to let them know if their funding requests can be met.

HANDLING MONEY

- Speaker's Honorarium

Give the speaker their check and include a thank you note. Prompt the RA to send you the check a week or two in advance.

- Lunch

If the speaker is invited to lunch, SCBWI-Illinois will sometimes pay for speaker's and the Network Reps' meals. Reps who want to save on expenses may ask several members to "take the speaker to lunch." The only requirement is that members agree to pay their own lunch, plus chip in a dollar or two each to cover the speaker's meal and tip.

Speaker Event Checklist

SET UP A NETWORKS PROGRAM

- Choose a guest speaker and get approval by RAs
- Set a date
- Set speaker's honorarium
- Set program fee
- Once approved by Regional Team, send program announcement to RA and ARA

MEET SPEAKER'S NEEDS

- Send speaker a map and/or give good directions
- Confirm time, date, location, fee, etc.
- Exchange home, emergency, and facility's phone numbers
- Give speaker a check and thank you card after the program
- Invite speaker to lunch (optional)
- Arrange a book signing for guest speaker as part of a program or lunch (optional)

MAKE ROOM RESERVATION

- Find no cost, barrier-free room. Please contact the Regional Team if an attendee has special needs and requires any additional support.
- Send any contacts to the RA for approval. Only a Regional Advisor may sign a contract or pay a deposit.

- Reserve room one or two months in advance
- Check with RA before placing a deposit
- Reserve room one or two months in advance if possible.

BRING TO PROGRAM

- [Sign in \(registration\) sheet](#). SCBWI-IL encourages Reps to get visitors' address, phone and email. This is a personal touch that enables you to contact first-time guests at a later date and extend a friendly reminder/invitation to upcoming events.
- Pens/markers/names tags, masking tape
- Schedules of upcoming events or Network News handouts
- SCBWI brochures/bookmarks
- Check for guest speaker
- Thank you card for guest
- Camera (optional)
- Speaker's gift (optional)
- Bring a camera and record Network events. Place photos in scrapbook and identify members and guests.

Program Idea List

The following information is based on a list compiled by Patricia Rae Wolff.

Analyzing children's books

To analyze newly published children's books.

- Held at a bookstore with a large children's section.
- Ask bookseller to discuss what sells, what books are requested most, what topics or themes are needed.
- Check out the reference section on books about writing.
- Meet and discuss the market.

Author/Illustrator insights

To learn about a published author/illustrator's career development, specific books, editorial relationships, etc.

- Visit the Speakers Bureau on the SCBWI-IL website.
- Check with bookstore for upcoming author/illustrator visits.
- Contact author/illustrator to schedule a program before or after bookstore visit.
- Invite author/illustrator for a meal with members after bookstore visit.

How to write for children

To learn about the craft of writing for children.

- Invite a writing teacher, editor, author, first reader, critique service representative, etc., to discuss proven techniques of writing for children.
- Discuss differences in writing for different genres.
- Share information from writing courses, books, and articles.
- Discuss award-winning book and what makes them good.

Study book publishers

To study the market by analyzing catalogs from various publishing houses.

- Request publishers' catalogs or ask librarian to save used catalogs.
- Make an analysis form. Log information: genre, P.O.V. word count, tone, age, etc.
- To discover publisher's preferences, use catalogs to compile a list of types of books they publish.
- Share and discuss publishers' differences.

Study magazine publishers

To learn more about the magazine market.

- Held at library with large selection of children's magazines or have members bring a variety of sample copies.
- Members send for sample copies, guidelines and theme lists; pool the information.
- Analyze recent issues of each magazine using analysis forms to log information.
- Share the analysis information and discuss the differences between magazines.

Mock Newbery election

To become familiar with new books and the Newbery election process.

- Hold a mock Newbery Award election.
- Program could be combined with discussion/analysis of past winners.

Book reviews

To understand a reviewer's point of view.

- Check newspapers for children's book reviews.
- Invite a local children's book reviewer to discuss what he/she looks for in a book.
- Compare and analyze the types of reviews that appear in different magazines: *Horn Book*, *Booklist*, *Publisher's Weekly*, etc. (Get back copies from libraries.)

Writing Conferences

To get information on upcoming conferences and workshops.

- Collect booklets/brochures from various conferences and note subjects offered.
- Invite people who've attended conferences to share their experiences.
- Compare focus and costs of various conferences

Additional program ideas

- Area children's librarians
- Multicultural books
- Books for writers and illustrators
- Nuts and bolts of submitting
- Nuts and bolts of writing/illustrating
- Computer programs/software
- Nut and bolts of writing and illustrating
- Contracts
- One book-from idea to book review
- Creative writing exercises
- Open mic readings
- Doing school visits/presentations
- Poetry
- Elements of narrative (plot, character, setting, etc)
- Portfolio reviews
- Former Newbery/Caldecott Award Panelists
- Q & A with Regional Advisors/experts
- Q & A w/ Regional advisors/Experts panelists
- Journaling
- Rejection letters - sharing and interpreting
- Local agents
- Specialty markets (pop-ups, toys, greeting cards, etc.)
- Local art directors
- Taxes/Bookkeeping for writers and illustrators
- Local authors
- Theater for kids
- Local children's book reviewers
- Tours of publishing houses, artists' studio
- Local editors
- Writers' block exercises
- Local publishers (trade magazine, newspaper, religious, educational, Internet)
- Writers'/Illustrators' resources
- Manuscript critiques
- Writing cover, query, proposal letters
- MFA theses presentations for Vermont College or MFA graduates
- Writing non-fiction for kids
- Mock Caldecott/Newbery elections

Promoting Network Programs

There are numerous ways to publicize and post information about upcoming [Shop Talks](#) and [Speaker Events](#).

The SCBWI-Illinois website

The RA or ARA will send an email four times per year asking Reps to apply for speaker fees and program write-ups for approval per the following schedule:

- Fall programs (Sept, Oct, Nov) reported by August 20 for pre-approval. If approved, programs will be posted on the SCBWI-IL website on Sept 1.
- Winter programs (Dec, Jan, Feb) reported by November 20 for pre-approval. If approved, programs will be posted on the SCBWI-IL website on Dec 1.
- Spring programs (March, April, May) reported by February 20 for pre-approval. If approved, programs will be posted on the SCBWI-IL website on March 1.
- Summer programs (June, July, August) reported by May 20 for pre-approval. If approved, programs will be posted on the SCBWI-IL website on the website on June 1.

Reps are to make their request for approval for room fees or speaker honorariums on the SCBWI-IL website.

Reps are to make their request for approval for shop talk write-ups on the SCBWI-IL website.

Social Media Guidelines

Private Network Social Media Accounts

Networks can engage with their members on Facebook via a closed group. This is a benefit for members only.

If you have a Network Facebook group, please:

- Remember to monitor it every day per the guidelines below. You can do this by turning Notifications on to All.
- When someone requests to be a part of your closed group page, please check their membership in the [SCBWI Member Search](#). If you need more help with this, please contact [Jenny Wagh](#). From time to time, if members have not been coming to your Networks for a while, you might see if they're still a SCBWI member and would still like to be a part of your group.
- If you have any questions or concerns, please email [Lisa Katzenberger](#), our Social Media Coordinator or the Regional Team Members!

Please post these SCBWI-IL Facebook Guidelines in your Group:

- This is a group for professional writers and illustrators for children which belong to (your Network or Committee Name here). Flaming, foul language, religious proselytizing, political discussions or personal attacks are not welcome here. To engage in political discussions endangers SCBWI's 501c3 non-profit status and therefore our Illinois Regional Charter.
- Detailed notes from events and programs should not be posted without the speaker's consent.
- Self-promotion is allowed, but please be respectful in how often you promote yourself and your work!

We appreciate all you have been doing to moderate your social media groups and keep them fun and informative! Should any member of the group stray outside of our guidelines, they should receive a gentle reminder from you—or you can ask for help from Lisa. If the member has to be reprimanded more than twice, their privileges will be terminated.

Public Social Media Accounts

Our [SCBWI-Illinois Facebook Page](#) is open to the public! If you would like to promote any of your network's events on this page, send the information to Lisa Katzenberger. Same for our [twitter account](#).

Sample Welcome Letter *from New Member Chair*

Dear New SCBWI Member:

Welcome to SCBWI Illinois!

As the New Member Chairperson of SCBWI-Illinois, I'd like to let you know how lucky you are to be living in Illinois. You have access to fantastic resources and opportunities offered by the Illinois Chapter of SCBWI, a large, active, and very friendly chapter! I'm highlighting most of them below so you can easily find what you need to connect with other members in your area, and take advantage of the many network programs, classes, and groups that SCBWI-IL has to offer.

The SCBWI-Illinois newsletter, [The Prairie Wind](#), is something you don't want to miss. It includes the latest news about upcoming programs and events, current marketing and publishing information, plus a slew of announcements and inspirations of every shape and size.

One of the best ways to find out what's going on in our chapter is to subscribe to the all-member SCBWI-Illinois Google group. The group is free and easy to use. To subscribe contact Allan Woodrow, the All-Member Group Administrator, at allanwoodrow@gmail.com. To be included in the Illinois Illustrators Group, please send an email to Cedric Gliane at cedric@gliane.com.

Our chapter is committed to increasing diversity in our membership and in children's literature. See our [Diversity Initiatives](#). To be notified of upcoming events, or to join the future SCBWI Diverse Members and Allies Facebook group, contact Donna Beasley at donna@kazoomkidsbooks.com.

But wait, there's more! Our chapter offers members easy, handy access to programs, writing groups and networking opportunities via our geographically-based networks. Please visit [Illinois Networks](#) for network meeting times, locations, and program descriptions. You are free to choose whichever network is convenient for you to attend! Below you'll find the complete list of the Illinois networks and the contact person(s). I hope you'll make plans to attend a meeting soon. It's a great way to meet fellow writers, hear the latest industry news, and learn!

Should you be interested in joining a Writing Critique Group, [critique groups are listed on our website](#). You can contact groups looking for a member, or connect with individuals to start a group.

I hope this answers any questions you may have! Again, welcome to SCBWI-IL! We're thrilled to have you join us!

Sincerely,

Dawn Malone

New Member Chairperson, SCBWI-Illinois

Sample Welcome Email *from Network Rep*

Feel free to adapt this to serve your own Network's needs.

Welcome to the SCBWI-Illinois North Suburban Network Meeting!

We meet the second Wednesday of every month at The Book Stall in Chestnut Court, 811 Elm Street, Winnetka, IL.

About SCBWI

SCBWI stands for the Society for Children's Book Writer's and Illustrators. It is wonderful organization for both novice and experienced writers offering online services, informal meetings, professional conferences, magazines and newsletters and many additional resources. To learn more about its many benefits, visit scbwi.org for information about the international organization and illinois.scbwi.org for information about our region. You can also become a member by visiting scbwi.org and clicking on "About SCBWI," then clicking "join today."

Instructions for Joining Google Groups

If you join SCBWI, a great way to stay connected to other members in Illinois and to stay informed on various happenings is to join the SCBWI-Illinois Google Group, an email group where members announce events, ask questions, celebrate successes, offer support and more.

To join the group go to the [SCBWI-Illinois Website](#) and follow the instructions.

Thank you for coming, and we hope you'll join us again!



Contacts

SCBWI Headquarters

6363 Wilshire Blvd Suite 425

Los Angeles, CA 90028

1-323-782-1010

SCBWI-IL Regional Team

Regional Advisors (RA): Deborah Topolski illinois-ra2@scbwi.org, Jenny Wagh illinois-ra@scbwi.org

Assistant Regional Advisor (ARA): Deb Aronson illinois-ara@scbwi.org

Illustrator Coordinator (IC): Cedric Gliane illinois-ic@scbwi.org

SCBWI-Illinois Volunteers

For more volunteer contacts see [Volunteer Contacts](#).

Network Representatives

CHICAGO

Network	Representative	Email
Chicago	Jane Hertenstein	janehertenstein@gmail.com
Hyde Park	Kate Hannigan	katehannigan@gmail.com
Chicago Area Illustrators	Rich Green	rich@richgreenart.com
	Pat Kovacic	pavkovacic@gmail.com
Diversity Network	Donna Beasley	donna@kazoomkidsbooks.com

NORTHERN SUBURBS

Network	Representative	Email
Cook County	Carolyn Crimi	crims@aol.com
	Anny Rusk	anny@annyrusk.com

SOUTHERN SUBURBS

Network	Representative	Email
Southland	Jim Danielson	jdwrites4kids@gmail.com
	Linda Dryfhout	ladem05@aol.com

FAR NORTHERN SUBURBS

Network	Representative	Email
Far North Suburbs	Erica Weisz	mrsweiszbooks@gmail.com
	Kim Oclon	kaoclon@gmail.com
Far Northwest Suburbs	Veronica Rundell	vrundell@yahoo.com
	Kathleen Reitmann	kathleenreitmann@yahoo.com
Dundee	Jennifer Kaap	jennifer@sillylibrarian.com
	Jenny Wagh	jwagh@fastmail.net

WESTERN SUBURBS

Network	Representative	Email
Oak Park & Near West Suburbs	Karen Walker Ward	kwalkerward@yahoo.com
	Sallie Wolf	salwolf@comcast.net
	Sarah Hammond	sarah@sarahhammond.org
Bolingbrook	Cathy Ann Velasco	catherineannvelasco5@gmail.com
	Rich and Mary Chamberlin	richmary@prodigy.net
Geneva	Janet Riehecky	jr@janetriehecky.com
	Cheryl App	cheryl.app@matrixcollc.com

NORTHERN ILLINOIS

Network	Representative	Email
Rockford	Karin Blaski	keblaski@aol.com
	Jennifer Loescher	jenniferloescher@comcast.net
Freeport/Rockford	Leone Anderson	leeeric@aeroinc.net

Network	Representative	Email
	Debbie Deutsch	ddeutsch63@insightbb.net
DeKalb Area	Sarah Tobias	sarahtobias.writer@gmail.com

CENTRAL ILLINOIS

Network	Representative	Email
Central Illinois	Elaine Bearden	elaine.bearden@gmail.com
	Gabriela Romero	gabriela.scbwi@gmail.com
Bloomington	Dawn Malone	dawnemalone@gmail.com
Springfield	Debra Daugherty	ddaugherty329@gmail.com
Downstate Illustrators	Louann Brown	newlou2008@hotmail.com
	Jerry Barrett	jerry@jerrybarrettdesigns.com

SOUTHERN ILLINOIS

Network	Representative	Email
Edwardsville	Bonnie Swanson	brswanson@yahoo.com
	Juli Caveny	tobsokoi@yahoo.com
Fairview Heights	Amilia Lingel	leiamariejohnson@gmail.com
	Katie Otey	katieotey@gmail.com

For more network information, see the [SCBWI-IL Networks](#).

SCBWI Anti-Harassment Policy*

<https://www.scbwi.org/anti-harassment-statement/>

The Society of Children’s Book Writers and Illustrators (SCBWI) is dedicated to providing a safe and harassment-free environment for all of its members and will take any and all necessary steps to address and prevent harassment at events associated with SCBWI. Harassment under this policy may include verbal comments, written comments, displayed images, or behaviors such as intimidation, stalking, body policing, unwelcome photography or recording, sustained disruption of talks or other events, inappropriate physical contact, unwelcome sexual attention or advances, and bullying or coercion.

The SCBWI Member Anti-Harassment Policy applies to all situations of harassment or intimidation at any SCBWI Event. An “SCBWI Event” is any event, meeting or activity that is authorized by an SCBWI Regional Manager to be sponsored by, or affiliated with, SCBWI. SCBWI events may include, if properly authorized by an SCBWI Regional Manager, the Annual Summer Conference in Los Angeles, the Annual Winter Conference in New York, regional conferences, meetings and meet-ups. This SCBWI Member Anti-Harassment Policy also applies to “SCBWI On-Line Interactions,” which include communications and content posted on, or directed towards, SCBWI’s Social Media accounts or sent through any of the communication tools available on SCBWI’s website, www.scbwi.org. SCBWI’s Social Media accounts under this policy include the official SCBWI accounts on Facebook, Instagram, Twitter, Pinterest, Tumblr and LinkedIn.

Code of Conduct

All participants in SCBWI Events and SCBWI On-Line Interactions, including faculty, staff, and attendees, are required to comply with the following anti-harassment code of conduct. The SCBWI Anti-Harassment Policy prohibits harassment, including but not limited to the following behaviors:

- Intimidation, stalking, or following.
- Sustained disruption of talks or other events.
- Inappropriate physical contact.
- Unwelcome sexual attention.
- Abusive verbal comments.
- *Quid pro quo* — sexual harassment that occurs when one in an authority position requests sex or a sexual relationship in exchange for professional consideration or favors.
- Harassment does not include respectful disagreement or reasonable and respectful critique made in good faith. SCBWI continues to welcome and appreciate presentation of appropriate controversial ideas, free speech, and creative artistic expression. SCBWI encourages members to hold one another accountable to the Code of Conduct as stated in this part of the Policy and to take the perspectives of others seriously when a disagreement arises.

Reporting Procedures

Any person who believes there has been a violation of the SCBWI Anti-Harassment Policy can report the offense in one or all of the following ways:

- Certain SCBWI Events, including the Annual Summer Conference in Los Angeles and the Annual Winter Conference in New York, will designate one or more Safety Team Members who will be available during the conference to provide a safe space for members to report an incident. The Safety Team Member will report directly to the conference director or regional advisor in charge.
- A complainant may submit a complaint under this policy to the Director of Community Marketing and Engagement, the Director of Illustration and Artist Programs and/or your Regional Manager.
- SCBWI has a dedicated email address for reporting any potential incident of harassment under this policy. Anyone who chooses to report an incident can find the [Anti-Harassment Report Form](#) on the SCBWI website (About > Anti-Harassment) or use the following link: <https://www.scbwi.org/anti-harassment-report-form/>. Reports should include the substance of the complaint, date, and whenever possible, a list of witnesses or a reference to the relevant URLs, if the offense occurred through an SCWBI On-Line Interaction.

SCBWI will investigate all complaints subject to the SCBWI Anti-Harassment Policy. If the policy applies, SCBWI will investigate the matter and take whatever action is necessary and appropriate to prevent a recurrence and protect the environment at SCWBI Events. If a complaint is made anonymously, please note that SCBWI will not be able to follow up on an anonymous report with the complainant directly, as SCBWI will not have contact information for the anonymous complainant. Moreover, anonymous complaints may hinder SCBWI's ability to investigate the complaint. SCBWI will take steps to protect the confidentiality of the complaint, to the extent possible. However, complete confidentiality may not be possible in all circumstances. SCBWI will make every attempt to respond to a named complainant in a timely fashion.

If appropriate, SCBWI may report the incident to local authorities.

Non-Retaliation

The SCBWI Anti-Harassment Policy prohibits retaliation against a member of the SCBWI community for reporting harassment, intimidation or discrimination, or for participating in an investigation relating to any complaint made under this policy. The sanctions for retaliation are the same sanctions available to address any other violation of the SCBWI Anti-Harassment Policy.

Sanctions

SCBWI takes all allegations of harassment seriously. Complaints will be investigated by SCWBI if they fall within the scope of SCWBI's Anti-Harassment Policy. Depending on the results of the investigation, SCWBI will determine whether a sanction is appropriate.

Sanctions for faculty, speakers, staff or board members may include any of the following:

- warning the party involved that the particular behavior is inappropriate and must be ceased;
- immediate removal from a particular event;
- denial of access to SCBWI spaces and venues on a temporary or permanent basis;
- withholding of a contracted honorarium;
- prohibition from future speaking engagements;
- prohibition from future faculty appointments;
- expulsion from SCBWI; and/or
- removal from the Board of Advisors or Board of Directors, when appropriate.

Sanctions for attendees, members, and guests can include any of the following:

- warning the party involved that specified behavior is inappropriate and must be ceased;
- immediate removal from a particular event, without refund;
- denial of access to SCBWI spaces and venues on a permanent or temporary basis;
- termination of SCBWI membership, without refund; and/or
- prohibition of future SCBWI membership.

If the conduct at issue involves one of SCBWI's employees, SCBWI will handle utilize whatever corrective action is appropriate based on the result of the investigation and subject to SCBWI employment policies and practices.

Confidentiality

SCBWI will make every reasonable effort to conduct all investigations into allegations of harassment, intimidation, or discrimination in a manner that will protect the confidentiality of all parties and witnesses. Notwithstanding the above, confidentiality is not absolute, and those with a legitimate business reason to know and be informed of the allegations will be so informed. Parties to the complaint should treat the matter under investigation with discretion and respect the reputation of all parties involved.

If you wish to file a complaint or an anonymous complaint, [CLICK HERE](#) to access the [Anti-harassment Report Form](#).

If you have questions regarding this policy, you may send an email to info@scbwi.org. Please include the words "anti-harassment policy" in the subject line.

Other Policies*

Privacy Policy*

The SCBWI takes very seriously the responsibility of maintaining our members' privacy. It has long been, and will continue to be, our policy not to share or sell members' personal information, including contact information or membership activity, such as conference or workshop attendance. Communications from the SCBWI to its members are limited to information regarding the field of publishing and related endeavors,

If members were to receive questionable correspondence from someone outside of the organization or believe their contact information may have been shared or hacked by an outside entity, please contact us at once at scbwi.org. We will investigate the source and, if necessary, issue an immediate cease and desist order to the offending party,

Weapons Policy*

It is the policy of the Society of Children's Book Writers and Illustrators to maintain an environment that is safe for all persons. To achieve this objective, it is the SCBWI's policy to maintain a firearms and weapons free environment at all of our events and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. Weapons are defined as anything that is intended to cause harm to another person.

Here is the link to a sign stating this policy. <https://www.scbwi.org/wp-content/uploads/2018/12/Anti-Weapon-Sign.jpg>

Non-Solicitation Policy*

The SCBWI has a very strict policy on the use of any and all member and Regional Volunteer contact information. This applies to all published materials from the SCBWI and information on the SCBWI website and on its regional websites. This includes all email addresses, member information and chapter volunteer contact information, including but not limited to Regional Advisors, Assistant Regional Advisors and Illustrator Coordinators. THIS CONTACT INFORMATION MAY NOT BE USED FOR ANY SOLICITATIONS, ANNOUNCEMENTS, OR OTHER ITEMS OF ANY KIND. Violation of this policy will result in immediate termination of your membership.

**** All Network attendees (regardless of membership) are subject to the above policies.***