DECEMBER 2018

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Barbara McCloskey – Maribeth Hugelmeyer
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SPECIAL COMMITTEES
Linda Babeuf – Annette Bortone

APPOINTMENTS
Ann Quinn – Maureen Costello

FROM ALL OF US TO ALL OF YOU
A HAPPY, HEALTHY, HOLIDAY SEASON!

Mary E. Wolfe, State President
and the
NJFWC Board of Directors
This Officer read recently that this is the season where dusk comes early and dawn comes late, leaving us plenty of time for rest, reflection, home and hearth. Ha! I don’t think the author of that quote was referring to NJSFWC! This is the season where our members jump to action to make sure that others are not forgotten.

Christmas will be happier for 1,723 of our military personnel as a result of your donation of filled stockings for Boatsie’s Boxes Operation Christmas Stocking! Thank you to Public Issues CSP Chairman Lisa Levin and to all of her helpers for coordinating the collection this year and THANK YOU to all of the clubs who supported this effort. Because of the overwhelming response to this wonderful program, we’ll be continuing the project next year. I know many clubs will start planning ahead when it comes time to shop for year-end bargains.

There will be smiles on the faces of 98 children who will receive new pajamas – pjs that were donated by attendees to State Fall Conference and donated to the Children’s Home Society. Thank you to Advocates for Children Chairman Jean Battaglia for promoting this idea and for personally making the delivery. And THANK YOU to all who donated pajamas for the children.

One hundred eighty-one gift cards were collected and divided evenly among the New Jersey CASA affiliates as a result of the collection held at State Fall Conference. Monetary donations collected that day were used to purchase additional gift cards. Many thanks to Special State Project Chairman Lynn Webb for taking charge of the project and THANK YOU to all of who made a donation.

Seventy members took advantage of Walgreens Get A Shot, Give A Shot by getting a flu shot and 18 members received pneumonia shots at State Fall Conference. If you were one of those who got a shot and therefore gave the gift of helping to provide a lifesaving vaccine to a child in a developing country through the United Nations Shot@Life Program, THANK YOU.

As you can tell from the above paragraphs, State Fall Conference was the place to be on October 22nd! Chairman Susan Fosdick and her committee did an outstanding job planning the event, which was both informative and entertaining. I’m pleased to report that we had a registration of 291 attendees.

On Saturday, November 3, twenty-four members attended Ambassador Training led by CASA NJ staff members and held at NJSFWC Headquarters. Those attending the 2 ½ hour workshop learned about the role of the Court Appointed Special Advocate in the life of a child and heard some troubling statistics. For
instance, last year approximately 11,000 children in New Jersey were in the foster care system or out-of-home placement. Only 36% of those children are fortunate enough to have a CASA advocating on their behalf. Through role playing and developing an elevator speech, the Ambassadors were prepared with the facts they need to spread the news about this much-needed organization – our Special State Project, Court Appointed Special Advocates. Why not arm yourself with the facts and share information about CASA when you’re visiting with your family, friends, neighbors and business associates this holiday season? Word of mouth is a powerful tool we can easily use to promote CASA NJ.

Did you attend our Open House last month? It was a wonderful opportunity to visit your Federation home, enjoy some refreshments and visit with fellow club members! Congratulations to Headquarters Chairman Joanne Mangels for planning the event, which is always popular.

This year, our Open House served a dual-purpose since it also served as the kick-off of the celebration of NJSFWC’s 125th Anniversary year. We hope you’ll take advantage of this opportunity to learn more about our Proud Legacy by requesting a speaker on the history of our Federation. You can contact Joyce Fredericks at fredericks@njsfwc.org to arrange for a program. We are preparing to pave the way for a Shining Future, with the start of our Shining Future Endowment Campaign to raise much-needed funds and enable us to continue our mission for at least another 125 years! Women Who Reach for the Stars Chairman Linda Babeuf has undertaken a huge task and, with your help, she and her committee will surpass all expectations! THANK YOU in advance for your cooperation and support!!

I know that so many people will have brighter holidays, thanks to volunteers like you! I wish you many blessings this month and nothing but happiness. Please take time for yourself, even if it’s just an hour or so, to relax and recharge and know that you are appreciated. THANK YOU for being a volunteer!

Warm wishes,

Mary
As a leader of your club you face a big challenge to your leadership skills when it comes to report writing. You need to convince your members of the importance of reporting and lead them through the challenge of filling out the reports which is not everyone’s favorite activity. With the help of your members you need to fill out the Leadership report.

Make sure you give details for projects. If you held an Orientation or Transition meeting explain what subjects you covered, how many attended and what you accomplished. If you have a mentor program for new officers, give the details. If you hostess a District meeting, describe how you got your members to participate. Expand beyond a yes or no answer, include details. Even if you only have one good project, please report it.

Helpful Hint: In order to win a GFWC $50 Creativity Award you have to submit a State Report with narratives about your best programs in the Leadership Program.

APPLICATIONS FOR THE 2019 LEADS PROGRAM ARE DUE BY JANUARY 1, 2019. More information can be found in the November ALMANAC.

There are two state project forms for 2018 – One for Prevent Child Abuse - NJ which will account for the work clubs did from January 1 to April 30. Anything done after April 30th for PCA-NJ will be reported on the Domestic Violence Awareness report form.

The other is the Court Appointed Special Advocates (CASA) Report Form. Please remember, as in all of the state projects that have come before this one, that all monetary donations for CASA must be sent to Headquarters in order to be counted. You can send them to Headquarters on the Continuing Funds Form or you can send a check earmarked for CASA of NJ. Clubs received a summary of how CASA of NJ will use the money we raise included with the ballot for Special State Project.

One of the things that the State Chairman are asked to send to GFWC is the most creative project in their area. In order to do this, the Chairman need narratives to select an entry. Please, please write a few sentences about those great projects you are doing within your clubs.

New this year at Convention, certificates will be presented to those clubs whose projects have been submitted to GFWC. Each National Chairman pick their favorite, most creative project and the club receives a certificate and $50. Again, very important to write narratives even if it is just a few lines.

Don’t forget if you have a member serving on State Board or a member who serves your District, you can include their hours in your leadership report.

Maybe the best change in report writing this year is the fact that we now have fillable reports thanks to Denise Hosier, Webmaster and they are on the website. You will be able to type on the report forms, save the form, print it and mail to the chairman. Very important, clubs must still mail (via US Post Office) their printed forms to the appropriate chairman. This new change was developed because of feedback received from club members.

Travel with your Federation Sisters

England, Scotland & Wales – October 4-10, 2019

For more information go to www.njsfwc.org or contact NJSFWC Headquarters at 732-249-5474
NJSFWC THIRD VICE PRESIDENT

Barbara McCloskey

Membership Matters!

Congratulations to the clubs who were awarded certificates at Fall Conference for the highest overall net gain in their District.

GFWC’s goal is to increase membership by 20% by 2020. Now is the time to start making some changes and developing that ‘plan’!

As this Officer stated in her speech at State Fall Conference, if we do not start making some changes in our projects and our clubs, and more importantly how we go about attracting new members, where will our membership be in five or 10 years?

Where will the organizations we support be: the food closets, the animal shelters, the battered women’s and homeless shelters, our veterans, the list goes on and on. What would happen to them if we could no longer support them?

Change is always difficult and we need to start to think outside the box and be more creative in our projects, programs and fundraisers to attract and keep members.

Instead of having the old reliable ‘membership tea’, call it an Ice Cream social or hold a Mah Jong tournament or Bunco for prospective members. Invite women to a ‘knitathon’ at the library, coffee shop or even the Mall, and challenge them to knit or crochet a hat, scarf or baby blanket for charity.

Check out the programs that the local libraries are holding and ask them what topics receive the most attendance. Offer to partner with them in the future or invite those speakers to your club. Partner with another club if there is a fee or you want to advertise to a wider audience.

Be sure to visit the NJSFWC website and GFWC website, as there are plenty of materials and information that can assist you.

The tools are out there, you just need to take the first step.

Email this Officer with your success stories!

NJSFWC TREASURER

Joyce J. Fredericks

INCORPORATION

One of the most important legal protections that your club can have is to Incorporate. If incorporated, the club can only be sued for the assets of the club. If not incorporated, then the personal assets of each and every member is at risk.

If you were incorporated some time ago, but your annual payments are not up to date, call the State of NJ at 609-292-7962. More information is available on line at www.nj.gov/njbusiness/registration/.

If your club is Incorporated, you must file the Annual Corporate Report with the State of New Jersey EACH YEAR. The Fee is $25. Put the item in your budget as it will serve as a reminder that you need to file.

a. There is no longer a reminder from the State for non-Corporate Business tax payers at this time. So don’t wait for one to renew.

b. The on-line filing system is available for use by all business types at www.nj.gov/njbs; then click “file annual reports” in left column.

c. You will need your EIN (employee Identification number), business type (incorporated), and the month/year the club qualified in NJ.

d. Filing fee is $25 per year and payment needs to be made by credit card.

As with ALL important papers, make copies for the President’s file, Treasurer’s file and Secretary file. Consider getting a Safe Deposit Box to file your papers in. If you are a 501(c)3 club, your Letter of Determination and all paperwork associated with 501(c)3 determination should also be put in the safe deposit box.
Is your club looking for a few fundraising ideas? Here are a few interesting ideas your club might consider:

The North Brunswick Woman’s Club held a Scoops for Scholarships at Haagen Daz in the Shoppes of North Brunswick. Bet it was yummy and made a nice profit! Who can resist ice cream?

The Book and Needle Club of Oradell sponsored a unique and timely event – an evening with John Holl author of *Drink Beer, Think Beer, Getting to the Bottom of Every Pint*. The event included beer tasting, light fare, a signed book and a silent auction.

Similarly, The Haddon Fortnightly sponsored their own author event. An Afternoon in Giverney. Author Aileen Bordman discussed her latest book *Everything Monet*. The event featured Monet inspired light fare and beverage.

The cost of each of these author events was $40 for the reception and a signed copy of the book. A nice profit can be realized from this type of event.

Are you aware of Shop with Scrip formerly the Great Lakes Scrip Program? It’s a win-win fundraiser. Members, friends and family members order gift cards from the tons of merchants on a list. Orders are submitted and actual gift cards for the full amount are received within one week. Every merchant provides a different percentage which is given directly to the club. For example, if a member orders a $100 Acme gift card, the club receives 4% which is $4.00 with no effort at all and the member spends her $100 gift card at the Acme. Some clubs even have the gift cards, like Starbucks, Shoprite, CVS, etc., on hand to sell at meetings. With the Holidays upon us, consider Scrip for gift giving. Go to www.shopwithscrip.com.

Do you have a unique fundraising idea? If so, please send it to me at dimatties@njsfwc.org and this officer will share it in future ALMANAC articles.

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**CORRECTION**

Unfortunately, misinformation was disseminated in the November 2018 ALMANAC. I apologize for the error. Below is the correct information which comes from the Legalized Game of Chance Control Commission.

1. The entire net proceeds of the games of chance must be devoted to authorized purposes.

**RULES OF LEGALIZED GAMES OF CHANCE LAW AND PUBLIC SAFETY**

Chapter 47 Page 12 of 212 Last Revision Date: 8/3/2015

**SUBCHAPTER 1.**

**DEFINITIONS**

**13:47-1.1 WORDS AND PHRASES DEFINED**

“*Authorized purpose*” means an educational, charitable, patriotic, religious or public-spirited purpose, which terms are defined to be the purpose of benefiting an indefinite number of persons either by bringing their minds or hearts under the influence of education or religion, by relieving their bodies from disease, suffering, or constraint, by assisting them to establish themselves in life or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government or, in the case of an organization or association of veterans or a senior citizen association or club, the support of such organization, association, or club. Authorized purpose includes capital improvements to a facility owned by the licensee as limited by N.J.A.C. 13:47-6.3. Authorized purpose does not include the erection or acquisition of property, real, personal or mixed, unless such property is and shall be used exclusively for one or more of the purposes hereinabove stated.

2. Proceeds must stay in the account assigned to gaming and checks have to be drawn from that account for “Authorized purposes”.

**13:47-6.2 MEMBER IN CHARGE OF PROCEEDS; SEPARATE BANK ACCOUNT**

a) The officers of a licensee shall designate an officer or member to be in full charge of, and responsible for, the proper utilization of the entire net proceeds of the games of chance in accordance with the law and the rules and regulations of this Chapter.

b) Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution in which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
**COLLEGE DISTRICT**

Christina Burlew

While our members are busy preparing for the Holiday Season, they are setting aside time to celebrate with their Federation sisters and giving back to their communities.

Local pianist, Steve Croce, and guest musicians will entertain the Kalmia Club at their social. The Woman's Literary Club of Bound Brook and Cedar Wood Woman's Club will have a Holiday Luncheon while Branchburg Woman's Club will have a party. The East Brunswick Woman's Club will have a dinner and raffle for needy families. Woman's Club of Hopewell will have a Christmas Tea at a member’s home.

At their regular meeting Bridgewater Woman's Club members will bring/talk about item/s representing holiday memories and collect toys for distribution by the Salvation Army.

High school musical groups will perform for the Flemington Woman's Club and Franklin Woman's Club.

The Suburban Woman's Club of South Plainfield is sponsoring a Theater Party and donating a Christmas Basket to the Senior Center.

At their Christmas celebration the Woman's Club of Clinton will be making donations to support Operation Smile. Holland Township Woman's Club will be having a Boscov's Wrapping Fundraiser and donating gift cards to families in need at their local school. The club will consult with the school nurse.

Cranbury Woman's Club will participate in the Town Christmas Tree Lighting and help the Girl Scouts with a Santa Workshop prior to lighting. North Brunswick Woman's Club will also participate in their Township Tree Lighting. Some of their members will lead a group sing-a-long.

**EVENING MEMBERSHIP**

Claire J. Hill

Ladies of the EMD are very busy with special holiday plans.

The Woman's Club of Merchantville EMD is busy shopping for Operation Santa where they will try to grant three wishes for many children in their community. The Knit Wits are making scarves and blankets to donate to CASA of NJ.

The Bag, Book, and Chat group are reading and discussing various books.

Their December meeting will be a holiday celebration. They will be enjoying the best part of a meal - appetizers and dessert.

Woman's Club of Ridgefield Park EMD members are working to make a wonderful Christmas for two welfare families with gifts of toys, clothing and gift certificates to a local food market. Christmas Trees from home will also receive donations, along with handmade wool hats for the soldiers.

Wreaths Across America has kept several EMDs busy with selling wreaths to be placed at Arlington National Cemetery to honor veterans.

EMD of Arlington Woman's Club will be enjoying music from the Kearny School Chorus while getting ready for the holidays.

The Haddon Fortnightly EMD is holding their 1st annual Snowflake Run in December, a certified 5K run through the beautiful streets of Haddonfield. This is an enormous event and will involve most of their members in one way or another. They have reached out to their General Club and to The 65 Club, (retired men) for the day of event help.

EMD of Long Valley Woman's Club will have its annual Christmas meeting at a member’s home with appetizers and dessert.

The Woman's Club of Maplewood EMD packed ten large plastic containers with food which was given to the Maplewood Township Welfare Director for distribution to local families. In December they will rest at their Christmas Dinner to be held at their favorite Chinese restaurant.
GARDEN DISTRICT

Service projects are blooming in the Garden District for the holiday season. The Woman's Club of Moorestown has done their Wish Trees for the past 34 years to benefit 700 children in Burlington County. Boscov's and the Moorestown library hosted a tree. New toys and clothing were collected. Deliveries were made to Emergency Services of Catholic Charities.

Also the Woman's Club of Woodstown sponsored a “Warm Tree” in the Woodstown-Pilesgrove Library where their members and public placed hats, gloves, scarves, and mittens on the tree. The items were distributed to the Children’s Home Society in Trenton and the Salem County Domestic Violence Shelter.

The Gloucester County Women’s Club had two families from their Mother’s Cupboard with a total of five children. They used the monies raised over the year for the gifts. They collected $833, with two $100 ShopRite gift cards, one for each family. The remainder was divided among the number of children. There was a shopper who volunteered for each child. They also obtained a gift from Mother’s Matters for the female parent and if there was a male parent, $20 was used to purchase a gift. Members loved buying toys, which were donated to Toys for Tots.

The Woman's Club of Penns Grove/Carney’s Point did a similar project with members bringing a multitude of gifts for their families that they sponsored for the holiday season. Food baskets and gift cards were given to the adult family members.

HIGHLANDS DISTRICT

The holiday season is approaching and the women of the Highlands are busy setting up holiday wish trees, answering letters written to Santa, hosting breakfasts with Santa, and collecting gifts for Family Promise, CASA-NJ, DASI, Earth Angels, Head Start, local nursing homes and veterans. Holiday celebrations will be enjoyed by our clubwomen.

The local high school has invited the Blair Woman’s Club to have their meeting at the school. The students will prepare dinner for the club members and entertainment will be provided by the music department.

The Junior Woman’s Club of Sparta provided the Sparta Library with a Wish Tree for those in need and held a Santa Breakfast as a fundraiser.

The Vernon Township Woman's Club members will be entertained by the high school stringed orchestra at their December meeting.

The Woman's Club of Parsippany-Troy Hills club will sponsor gift wrapping at a local Barnes& Noble as a fundraiser.

The Hopatcong Woman’s Club sponsored a holiday sign painting at the Painted Barn as a fundraiser.

LIBERTY DISTRICT

The ladies of the Liberty District are planning a busy Holiday Season. Veterans and active military will receive stockings or gifts as well as handwritten Holiday cards through Boatsie’s Boxes, or in partnership with local veteran’s organizations. Club women are celebrating the holidays with socials, luncheons, and musical programs by local performers or local school choirs. They are assembling Operation Cookie/Candy packages as well as hosting Cookie Swaps. They are collecting and distributing toys, gifts and food to families in need. All of these ladies are leaving a Proud Legacy and a Shining Future in their communities and beyond.

The Woman's Club of Little Falls is planning their major fundraiser, a Holiday House Tour, on December 8th from 10:00 a.m. - 3:00 p.m. Members knock on doors to ask the homeowners if they will open their homes to become part of the tour. Local sponsors purchase advertisements of their stores and/or services in the Tour Booklet. Tickets are $25.

The Woman's Club of Verona is working with the Junior Woman’s Club of Verona and the Verona Juniorettes, on a “Share Your Light” Luminary Display. Businesses and homeowners purchase the luminaries that are assembled, and delivered, and then displayed on lawns around town beginning on December 8th.
PALISADES DISTRICT

With the holiday season in full swing, the ladies of the Palisades District are in the party mood! We'll be setting the stage, literally, with our Performing Arts Day at the Woman's Club of Paramus newly renovated clubhouse on December 7, 2018.

Woman's Club of Paramus will host a Holiday Program with the music department performing. Blizzard Bags, and homemade cookies were donated to the needy.

Once again, the members of Woman's Club of Lyndhurst have organized a bus trip to GFWC Headquarters on December 5, 2018.

Members of Woman's Club of Dumont will enjoy their yearly holiday bus trip to the theater.

Woman's Club of Westwood has taken on the project of Soles4Souls and we encourage all the clubs in the Palisades District to join in as well. They are also in the planning stages for their 100-year anniversary in May!

To celebrate the holiday season many clubs in the Palisades District have holiday parties. All of our clubs donate to local food pantries, give tray favors or small gifts to residents at local nursing homes and many clubs donated stockings to the soldiers overseas through Boatsie's Boxes. The outpouring of generosity is truly heartwarming!

SHORE DISTRICT

Fall is slowly making its appearance as our Clubs are stepping forward to make a change in our communities and world. Many clubs have had their first large fundraiser and are planning for their holiday food and clothing baskets. Many Clubs are collecting hats and scarfs to decorate trees for disadvantaged children.

Allaire Woman's Club is holding an Avon Fundraiser.

Woman's Club of Brielle is holding its Christmas Scholarship Cocktail Party and they are giving Sweetheart Awards to their husbands for their continuous support of the club.

The Woman's Club of Asbury Park will hold a covered dish luncheon and invite guests from the charities they support.

Woman's Club of Colts Neck will hold its holiday luncheon at the American Hotel in Freehold.

Freehold Township Woman's Club members have a busy December planned. They will be wrapping gifts at Barnes and Noble. They have a theater trip to see A Christmas Carol, the Musical and their holiday luncheon will include a grab bag gift exchange.

Woman's Club of Lacey is raising funds through a pocketbook sale and a themed basket auction. The Lacey Merrilee Singers will perform at the Woman's Club of Point Pleasant holiday party.

Woman's Club of Middletown is donating hats, scarves and gloves for Calico Cat, an agency that offers clothing, baby equipment and household items, free of charge to individuals and families in need. They are also sponsoring a holiday gift tree.

Woman's Club of Point Pleasant will be gift wrapping at Barnes and Noble.

Woman's Club of Spring Lake will be holding a jewelry fundraiser.

Stafford Township Woman's Club is holding a fundraiser at the Surflight Theater.
SOUTHERN DISTRICT

Jane Snyder

This District is on the move being busy with everything imaginable during the holiday season! All Clubs in this wonderful District have embraced the SSP CASA-NJ. The collection of duffel bags, blankets, gift cards, binders and new stuffed animals has been overwhelming and items have been delivered to our local CASA affiliates and to Federation Headquarters. CASA representatives are visiting clubs sharing the objectives and needs. We are all hoping that the service personnel are enjoying the Boatsie’s Boxes stockings that have been assembled and sent to them. In support of Federation doings, clubs are collecting massive amounts of tabs for the Ronald McDonald House.

**Woman’s Club of Absecon** is continuing to collect box tops and ink cartridges for schools, books and magazines for the Absecon Manor Nursing Home and spare change for CARE-Global Hunger Crisis as every penny counts. Shop Rite Cards are always for sale.

**Women’s Community Club of Cape May** is knee-deep in the continuing collection of tabs, box tops, Frito Lay bags, card fronts and used postage stamps. To aid in the support of their treasury, they are continuing to sell Shop Rite cards and Wawa sandwich cards. At the Christmas Luncheon the club collects gloves, hats and scarves for their local charities.

**Colony Club of Ocean City** sponsors the Tree of Warmth in the Community Center’s Atrium, collecting hats, scarves mittens and gloves from the community at large which are being donated to the OC Clothes Closet. At the annual Wounded Warrior Dinner this year, a female soldier was honored and Christmas made happier for her family. A gift exchange with the club members followed. A first time Cookie with Recipes Exchange turned into a great success!

**Country Shore Woman’s Club** is busy with their Christmas festivities and collecting for the local food cupboard as well as collecting items of warmth for the local charities.

**Woman’s Civic Club of Hammonton** has been involved in buying food and gifts for needy families from their elementary school. Seven families (chosen by the school) get a complete turkey dinner (turkey, gravy, stuffing, beans, corn, cranberry sauce, bag of potatoes, dessert, rolls, case of water, etc.) for Christmas. Every child gets an outfit along with a toy. There were 16 children within these 7 families. This year the club is giving one family a cooked Thanksgiving dinner, it is assumed because one of the families is living in a motel.

**Millville Woman’s Club** has its infamous chorus that performs and entertains their club as well as at outside functions. They have their Tree of Remembrance ceremony, also open to the public, where their club chorus and the middle school chorus perform. Cookies and candies are donated to their Senior Center and the season is celebrated with their Holiday Luncheon and gift exchange.

**Woman’s Club of Vineland** members are writing to 3 local soldiers each month. Monies collected from their Boscov’s Friends Helping Friends coupon sale will benefit Youth Advocacy Project’s Christmas dinner as well as CASA-NJ. Tins of cookies and candies are being filled and delivered along with calendars to the Veterans Memorial Home. A Christmas luncheon was planned to be enjoyed by all members.

THE ARTS/CREATIVE COMMUNITY SERVICE PROGRAM

Gail Kovacs-Felici

There are many studies regarding the Arts in connection with Education. To encourage students about the diversity of areas in the arts – painting, photography, sculpture, pottery, etc., start to plan a program for March. March is Youth Art Month. A proclamation for your club to submit to your local mayor is enclosed in this ALMANAC.

Co-ordinate with your elementary school or a pre-school to hold a Youth Art Contest or other activity. Approach the local library to host an after-school or week-end program for high school students to decorate plaster piggy banks and place these in area businesses to collect funds for school art scholarships or art programs. Host a rock painting party for children of any age and display these in the community garden or around the town municipal building.

Publicize the event with flyers, newspaper articles and on social media. Acknowledge the artistic achievements of the youngsters in town by presenting awards – these can be as simple as certificates for all participants or more involved as establishing a perpetual monetary award. Do not forget that GFWC recognizes one club in the nation for project creativity with a $50 cash award!

The Arts Creative NJFSFWC Supplement has a typographical error. Please correct the club’s copy as follows: Category 14. Baking - on the first line after no mixes it should read (except for 14-F). All of the subsequent categories should be renumbered, starting with #15 (Paintings – Oil) and ending with #24 (The World in Pictures – Volunteers in Action).
THE ARTS/PERFORMING COMMUNITY SERVICE PROGRAM

Debbie Edwards

Your club can support the Performing Arts through contributions to the NJSFWC Continuing Funds if you choose to earmark your monetary donations to one of the following:

- The Performing Arts Scholarship which was established in 1953 to be awarded to a Douglass College student majoring in Drama or Speech and is now awarded as a fellowship to an alumnae who is pursuing an advanced degree and who is a graduate of Rutgers University Mason Gross School of the Arts with a preference for those who majored in dance, music, filmmaking or theater.
- The Journalism/English Scholarship established in 1969 to be awarded to a Douglass student majoring in English or Journalism and is now awarded to an alumnae of Douglass College who is pursuing advanced degree in the field of journalism or other writing or communications related field.
- The Walt Whitman Library, for which the funds are used to augment and maintain this Research Library.
- The MacDowell Colony in New Hampshire which allows creative men and women the freedom to concentrate upon their work for long undisturbed periods of time. Clubs contributions and funds from District Performing Arts Festivals are used for maintenance of the New Jersey studio.
- The Meta Thorne Waters Scholarship, established in 1932/Doris Lauden Praino Fellowship, established in 2016 and awarded to Douglass College students majoring in Music for coaching fees in their own specialties of voice or instrument.

Continuing Funds forms were mailed to Club Presidents and are due April 1st to NJSFWC Headquarters. In addition to club donations, these scholarships and fellowships receive a portion of the profit from the District Arts/Performing Days and the State Creative Writing Contest.

CONSERVATION COMMUNITY SERVICE PROGRAM

Bonnie Dann

Help the Environment by Composting

Composting is nature’s process of waste management in which nutrients are recycled back into the soil by the decomposition of organic material. Household garbage and plant debris can be composted easily in your own back yard, with benefits for your garden and the wider environment.

One environmental benefit is the avoidance of greenhouse gases. Garbage buried in landfills decomposes anaerobically (without oxygen), a process that produces methane. Released into the atmosphere, methane is a major cause of global warming. Composting, on the other hand, causes aerobic decomposition and therefore does not produce methane.

Using compost in our lawns and gardens also improves soil structure—thereby reducing water runoff—and reduces the need to add nutrients through the use of chemical fertilizers. Fertilizers, of course, pollute our waterways and add nitrous oxide (another greenhouse gas) to the atmosphere. Micro-organisms in compost are also important in breaking down other organic material.

Essentially, composting requires a pile of organic material. There are four components:

1. “Greens” (grass clippings, kitchen scraps, eggshells, coffee grounds, etc.). Meat, fish, dairy products, and grease should be avoided, since they become smelly and attract animals.
2. “Browns” (leaves, twigs, shredded paper, cardboard scraps, wood chips).
4. Air. Periodically aerate the pile by turning it over with a shovel or pitchfork. (Those who are more ambitious might wish to use a rotating bin, or tumbler.)

The easiest method of composting is “cold” or “passive” composting. Essentially this involves leaving the compost pile to decompose on its own, with little or no attention. It typically takes at least six months—sometimes far longer—for a cold pile to decompose. With “hot” composting, the pile should be in a bin or enclosure about three or four feet square and at least three feet high, with regular turning over and watering. The object is to build and then maintain a core temperature of 140°-160°, which speeds up the decomposition process.
CONSERVATION COMMUNITY SERVICE PROGRAM (continued)

Once the compost has transformed into a crumbly brown humus, this “black gold” is ready to be added to your garden soil.

More information about composting can be found online by using Google Search. Rutgers Cooperative Extension Service has a brochure available at https://www.nj.gov/dep/dwq/pdf/rutgershomecompost.pdf

EDUCATION COMMUNITY SERVICE PROGRAM

As adult community leaders, we have the opportunity to sponsor local teens in well-established leadership programs here in New Jersey. First and foremost is to sponsor a delegate for our own Girls’ Career Institute, where each young woman has occasions to let her leadership abilities shine. GCI this year is June 3-6, at Douglass Residential College. Complete details can be found on our website.

GFWC is now an official partner with HOBY, the Hugh O’Brien Youth Leadership Program. Each spring, more than 10,000 high school sophomores across the country join one of HOBY’s 70 State Leadership Seminars where they:

- Engage in self-discovery and 3 days of life-changing leadership training
- Explore leadership from three perspectives: individual, group, and society
- Discover how personal, group, and societal leadership lead to social change
- Cultivate their leadership skills through fun, interactive workshops
- Become effective, ethical leaders in the home, school, and community
- Return from the seminar with skills and inspiration to take action

HOBY this year is June 7-9 at Kean University. Learn more at HOBY.org/programs

HOME LIFE COMMUNITY SERVICE PROGRAM

Have you ever had bronchitis? Do you have asthma? Ever had pneumonia? Then you know what it’s like to struggle for air. Our lungs literally breathe life into us. The American Lung Association began its effort to eliminate what was America’s number one killer, tuberculosis (TB) in 1907 with The Christmas Seal Campaign. Now their mission continues to try to end so many other lung diseases such as chronic obstructive pulmonary disease (COPD), asthma, and lung cancer.

Lung disease is responsible for one in every six deaths in the U.S., with more than 33 million Americans living with a chronic lung disease today. The American Lung Association not only funds critical research that can lead to cures, it promotes asthma-friendly schools, smoke-free public places, and manages the Better Breathers Club that gives information and peer support to help those with chronic lung disease manage their health.

For more information on how to breathe easier, or to find a local chapter for volunteer opportunities, contact the American Lung Association at 1-800-LUNGUSA or www.lung.org.

INTERNATIONAL OUTREACH COMMUNITY SERVICE PROGRAM

The gift of a milk menagerie includes four milk-producing animals: two goats, a water buffalo and a quality-breed heifer. Families will also receive training on the animal’s care. Your donation of a milk menagerie:

- Provides an abundance of milk to improve both nutrition and income
- Enriches crops with fertilizer, producing better yields
- Sustains farming by providing livestock to work the land
- Improves the lives of families for generations by Passing on the Gift
INTERNATIONAL OUTREACH COMMUNITY SERVICE PROGRAM (continued)

Gallon after gallon of precious milk will provide nourishment for hungry families. Extra milk can be sold, and the money allows families to afford health care and education for those who previously had no access to them. And as the families Pass on the Gift to others in need, this generous gift will provide a better life for generations to come. Families who receive your gift become donors as they pass on the gift to other families in their community. This allows them to help others as you have helped them. For just $1,000 you will be providing four milk-producing animals. All donations, no matter how big or small, are to be sent to NJSFWC and earmarked Heifer-Milk Menagerie. Any amount you send will be greatly appreciated.

For more information see Heifer.org - Milk Menagerie.

PUBLIC ISSUES COMMUNITY SERVICE PROGRAM

Lisa Levin

An idea for a “Year-Round Project” is collecting new birthday cards, anniversary cards, thinking of you greeting cards, etc. for our great women and men serving in the military abroad, for their use. These brave individuals do not have the convenience of having a Hallmark store. The USO has this wonderful program for us to send any type of new all occasion greeting cards to the USO location in Arlington, Va. The USO in turn, will mail the greeting cards overseas.

Please send your all occasion greeting cards to:

USO
ATTN: Kyndele Cooke, Regional Development Manager
2111 Wilson Blvd
Suite 1200
Arlington, VA. 22201

On another note, please remember to do your Public Issues Reporting Worksheets and Narratives explaining all the awesome projects your club did during the year 2018!

ADVOCATES FOR CHILDREN

Jean Battaglia

This is the time of year when many Clubs collect children’s toys and gifts for local charities. Has your club considered purchasing a red wagon? If you are asking “why a red wagon?”, here is the answer. St. Jude Children’s Research Hospital is a GFWC partner, an organization with whom GFWC has established a formal relationship. A red wagon is the preferred mode of transportation through the hospital for the youngest of patients. By purchasing a red wagon, you will be helping to make their hospital experiences a little less intimidating. To learn more, visit https://giftshop.stjude.org/donate-a-patient-wagon

Are your members looking for things to do while staying indoors in the cold winter weather? If they sew, they can make mask straps for the hospital, improving comfort for patients required to wear masks to prevent the spread of infection or to protect them from infection. Club members can fill waiting room fun bags containing items a child or teen can use while waiting to see a doctor. Or, your club can pick a craft and fill bags with the supplies and instructions for completing it. Bags will be distributed at the hospital from the Happy Cart. For patterns, specifics on materials, assembly instructions, and how to mail, visit https://www.stjude.org/get-involved/other-ways/volunteer-at-the-hospital/how-to-become-a-volunteer/at-home-projects.html

Be sure to indicate GFWC and the name of your club when participating in any of these programs.
BYLAWS

An organization’s Bylaws are the basic rules that it follows and are central to its being, similar to a corporate charter. Our NJSFWC has these basic rules that we follow in our activities in accomplishing our mission of providing “opportunities for education, leadership training, and community service through participation in local clubs, enabling members to make a difference in the lives of others one project at a time.”

Each year, these Bylaws may be amended as proposed by the Bylaws Committee, the Executive Committee, the Board of Directors, or the clubs and state organizations. After the Bylaws Committee discusses all possible Amendments and votes on those changes to be considered, the Amendments are then reviewed by the Executive Committee and presented to the Board of Directors at the January meeting for discussion and approval. Those changes approved will be prepared and sent to all clubs with the Call to Convention. The Delegates to the NJSFWC Convention will vote on these Amendments, and those approved will become part of the Bylaws of the NJSFWC Federation for the following year.

After receiving the CALL to Convention, it is requested that each Club discuss these possible Amendments with their club members and decide how their Delegates will vote at the Convention Business Meeting in which they will be presented. By doing this, we each are part of the process of keeping our rules relevant and functional.

COMMUNICATIONS

Last month we explored the 1st C of the 7 C’s of effective communication that apply to both written and oral communication. This month, we will explore Concreteness.

When your message is concrete, your audience has a clear picture of what you’re telling them. There are details, but not too many, and vivid facts. Your message is solid.

Bad Example

Consider this advertising copy: The Lunchbox Wizard will save you time every day.

A statement like this probably won't sell many of these products. There's no passion, no vivid detail, nothing that creates emotion, and nothing that tells people in the audience why they should care. This message isn't concrete enough to make a difference.

Good Example

How much time do you spend every day packing your kids' lunches? No more! Just take a complete Lunchbox Wizard from your refrigerator each day to give your kids a healthy lunch and have more time to play or read with them!

This copy is better because there are vivid images. The audience can picture spending quality time with their kids – and what parent could argue with that? And mentioning that the product is stored in the refrigerator explains how the product is also practical. The message has come alive through these details.

COMMUNITY IMPROVEMENT PROGRAM

CIP project time period for 2018-2019 administration started on January 1, 2018 and will end December 31, 2019. Club entries covering the two-year period must be submitted to this Chairman by March 1, 2020. With the club season well underway, time is of the essence to discuss and select your entry.

Every club is capable of submitting a Community Improvement Program Entry. The Community Improvement Program does not lend itself to specific recommendations for project ideas because the project should be specific to your community. Here are a few things to consider in participating in the Community Improvement Program Award.
COMMUNITY IMPROVEMENT PROGRAM (continued)

**PROJECT ESSENTIALS:**
- Establish a committee to identify and define community need.
- Describe the project selection process.
- Explain how your club engaged community support.
- Describe how project is financed.
- Identify media support and process in which it was obtained.
- Recount how you overcame obstacles.
- Provide a list of collaborating partners, including government agencies, other service groups and professional organizations.
- Describe club’s continuing role in the project.
- Explain the project’s long-term effect on the community.
- Identify results and successes
- Describe how the project influenced changes in your community, i.e., increased awareness, willingness to work together, impact, etc.
- Focus on content.

**AWARD RULES:**
2. Club entries must be postmarked by March 1, 2020 and mailed to the above Community Improvement Program Award Chairman.
3. All entries must include completed Community Improvement Program Award Contest Entry Form/Cover Sheet.
4. Project notebooks containing narrative description(s) and supporting materials must not exceed seven pounds in weight nor measure more than 15”x20” in size
5. Clubs and State Federations must adhere to Contest deadlines and important dates.
6. All monetary awards must be used to further the community improvement.
7. Projects involving two to six GFWC clubs qualify as joint entries. Only one entry form shall be submitted with all club presidents signing the single form. Clubs involved in joint entries are not eligible to submit individual club entries.

See [www.GFWC.org](http://www.GFWC.org), Membership Service; drop down to 2018-2019 GFWC Club Manual, GFWC Awards Contests and Grants “Community Improvement Program Award’ for further information. Future ALMANACS will have the Judging Criteria.

**CONVENTION**

Darlene R. Grady

Why not honor someone in your club and show how special their contributions have been this past year? Does your club have a member that is on State Board? This is the opportunity to congratulate them on the work they do for the Federation with an Ad in the Convention Program Book thanking them.

At this year’s Convention, we’ll be celebrating the 125th Anniversary of our Federation. This would be the perfect chance to honor clubwomen from your club or district for their past contributions to NJFWC by placing an Ad in the Convention Program Book recognizing their accomplishments.

In addition to the ads that will be in the Convention Program Book, there will be a patron listing for Friends of Convention. The cost of adding a name to this list will be $5.00 for each member. Club Presidents are encouraged to ask their members to sign up, be a patron, Celebrating a Proud Legacy.

The forms for both ads and Friend of Convention patrons can be found in this edition of the ALMANAC with all the specific details. The cost of an Ad for members will remain the same as last year: $50 for a full page, $40 for a half page and $25 for a quarter page.

Members who would like to solicit a Convention Program Ad from outside businesses, please be sure to use the correct letter and form that reflects the pricing for outside contributors: $100 for full page, $80 for a half page and $50 for a quarter page ad.
CONVENTION (continued)

The deadline for submitting Ads for the Convention Program is February 15th, 2019; the deadline for Friend of Convention Patrons listings is March 15th, 2019.

We're busy planning this upcoming Convention working our mission to Educate, Enlighten and Entertain.

Look for future updates in the ALMANAC.

FALL CONFERENCE/PROGRAM ASSISTANCE

Susan E. Fosdick

Program Assistance will be part of the January District Council Meeting Agenda. All clubs will be asked to report on three programs they have had during the previous club year. Either your Club President or Program Chairman may present the report. Please bring two copies of the completed Program Assistance Report to the meeting – one copy for the Program Assistance District Chairman and one copy for the NJSFWC Program Assistance Chairman.

Each club is allotted two minutes. Please report on the best program or perhaps the worst program you attended. Please include the following in your report:

- Type of Program
- Cost of Program
- Audience Reaction
- Recommendation
- Complete Contact Information

This Chairman looks forward to hearing your critiques.

GFWC SIGNATURE PROJECT:
DOMESTIC VIOLENCE AWARENESS AND PREVENTION

Ora M. Kokol

Don’t you just love going to and/or giving a party? Well, how about holding a Panty Party, i.e. “Panty Raid”, for your local shelter? Ask your members to bring in new panties of any size, color, or style and then deliver them to a Domestic Violence facility. This could be your Holiday gift to the residents. It is a small thing, but lets them know they are being supported by other concerned individuals.

Remember when these individuals and families leave their homes, they leave with very little, often times with just the clothes on their backs. You can bet they did not have room in their “Go Bags” for a large supply of underwear! This “Raid” does not have to just be only for women, there are teenagers and various ages of children, so you can see where all sizes and styles would be appreciated. Perhaps when shopping for underwear, you could pick up a pair of pajamas for a child.

Keep in mind that the shelter might have limited storage space; however, none of these items suggested consume a great deal of storage – so it is doable! Let’s Go Shopping!

GIRLS’ CAREER INSTITUTE

M. Jill McDonald

December has arrived and we are quickly moving forward with plans for the 2019 Girls’ Career Institute. Many of Clubs picked up additional information at the Fall Conference or have had questions answered there or by phone or email since then. In this ALMANAC issue, you will find DELEGATE and ALTERNATE Registration Forms which should be carefully completed once your girls have been selected. Be sure to include Club Name and District and contact information for your club member coordinating GCI participation. These forms are DUE to the Director by March 1, 2019.

Preliminary forms and information to share with Guidance Counselors were already posted on the NJSFWC.org website as Materials. No member name or password is required to access Materials section. Just scroll to the bottom of the home page and “click”. Then, in the left column, “click” on Girls Career Institute. Scroll down and all the forms available are listed.

Questions or concerns regarding Girls’ Career Institute 2019 should be addressed to Jill McDonald, Director GCI by email to mcdonald@njsfwc.org or by telephone to 856-234-0253.
HEADQUARTERS

Joanne Mangels

DECEMBER IS THE TIME FOR GIVING...why not give locally?

- Are you considering giving a tax-deductible donation to a charity?
- Donate your tax-deductible gift to the 1894 Society.
- 100% of your gift goes directly to pay the land rent.
- Complete the 1894 Society Form in this ALMANAC.

The NJSFWC Headquarters building sits on land leased from Rutgers. Your donation to the 1894 Society ensures that the funds will be available to pay the land rent.

The 1894 Society acknowledges the donors who have made a commitment to the future of New Jersey State Federation of Women’s Clubs of GFWC.

HISTORIAN

Carol A. Niemiec

As this Historian continues taking you back to the early years of Federation, the following are some interesting facts about earlier Past NJSFWC Presidents.

Johanna Hartshorn was the fourth president of the Federation, 1900-1902 from the Short Hills Reading Club, and the Board of Directors now met at 885 Broad St., Newark. Women were entering the factory workforce, and the Federation was active in seeking legislation to require employers of factory help to appoint women inspectors. Club women aided the State of NJ to promote the use of 62 Traveling Libraries available to communities by application to the State. Mrs. Hartshorn was an avid nature lover and advocated vacation school, home and school gardens and devoted her spare time to the study of birds.

Mary McKeen, fifth president of the Federation 1902-1904, hailed from the WC of Camden. Thirty-five charter clubs now grew to 100 clubs and membership certificates were printed for the first time. The State Yearbook was the main tool to keep clubwomen informed. In 1902 a Program Chairman was appointed for clubs to exchange ideas and assist one another. The work begun in 1897 by Federation to preserve the Palisades from destruction was growing and money was collected by clubs for the purpose of purchasing a memorial, a plot of land to be used as a park. The first 10 years of the NJSFWC proved that a woman’s place was not just in the home, but in improving her place in the community.

Emma Newbury, sixth president of the Federation 1904-1906, was from the Jersey City WC. Membership grew to 104 clubs with approximately 1100 club women, and only 36 towns had no clubs. A Chairman of Organization, now known as Membership, was appointed to form and acquaint new clubs with Federation. The Education Department replaced the Department of Libraries, and sewing and basketry was suggested in schools, and clubwomen were encouraged to decorate the interiors of their local schools. Clubs purchased drinking fountains for parks, helped clean up unsanitary conditions of railroad stations and streets, and held contests with prizes for the best kept yards. The Sociology committee was focused on finding quality homes for homeless children, and helping discharged prisoners rehabilitate themselves. To be continued…

This Historian wishes all a Happy and Healthy Holiday Season, and as report writing quickly approaches, remember to document your Holiday Club traditions in an interesting Report Narrative.

HONORS

Laura C. Badger

Clubs should begin the process of considering members to enroll on the Honor Roll or in the Order of the Lily. The Honor Roll is awarded to a member “prominent in club work” as it is considered the highest honor a club can award a member. A club should use its established procedure to select Honor Roll and Order of the Lily recipients. However your club accomplishes this, it is the right way for your club! A clubwoman can only be placed in the Honor Roll once.

A clubwoman who has already been placed on the Honor Roll, even if it was while she was a member of another club, should be considered for the Order of the Lily. There is no limit to the number of times a clubwoman can be awarded the Order of the Lily.
**HONORS (continued)**

Forms for submitting women to be placed on the Honor Roll or in the Order of the Lily will be in the January ALMANAC. Please use the new forms as there have been changes. New this year is a line for the email of the person submitting the tribute. The Honors Chairman will email that person that the tribute has been received.

Each tribute by your club is to be submitted on a separate form, together with the specified fee of $50 for Honor Roll and $25 for Order of the Lily for each recipient. Tributes must be received at Headquarters by the April 1, 2019 deadline. The recipients will be honored at the Annual Convention in May at the Wednesday Morning Business Session.

On the [NJSFWC.org](http://NJSFWC.org) website, under MATERIALS, go to HONORS, AWARDS & ACHIEVEMENTS to find more information pertaining to the Honor Roll and Order of the Lily.

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**LEGISLATION/RESOLUTIONS**

**Carole B. Speechley**

**LAST CHANCE TO SUBMIT A RESOLUTION**

The December 15th deadline for submitting a Resolution to this Chairman is fast approaching. Help write NJSFWC’s future history by writing a Resolution on something important to your club members. This Chairman would be happy to help you write your Resolution or, for information on writing resolutions, see the Legislation/Resolutions section in the Materials section of the [njsfwc.org](http://njsfwc.org) website. The Bulletin from the September 2018 District Council, also in that section of the website, contains additional information on this subject. This Chairman looks forward to reading your Resolution at Convention. Just remember to mail it on or before December 15, 2018 to Carole Speechley, 233 65th Street, Avalon, NJ 08202.

*Legislation is one of the 7 Grand Initiatives of the GFWC 2018-2020 Administration!*  They are called “7 Grand Initiatives” as each of them has 1,000 as a goal. The 5th Grand Initiative is “That 1,000 members join the Legislative Action Center”. Thank you to everyone who joined the Legislative Action Center at State Fall Conference in October – and to all who took the information sheet to sign up at home or to hand out at their club meeting. You are all helping this Chairman reach her goal of getting 1,000 Jersey Girls to sign up. Please remember to report it in January. Have YOU joined yet?

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**SPECIAL STATE PROJECT**

**Lynn Webb**

The total number of duffel bags donated at all of the September District Councils is 796! This is a great beginning for clubs collecting duffel bags in the future. Each CASA of NJ affiliate was grateful for receiving all of them.

Remember to report all your club’s donations on the NJSFWC Reporting Form for the Special State Project during January 2018 thru December 2018. The report form includes the Ambassador and Court Appointed Special Advocate Training and the Proclamation for November’s National Adoption Month. The Report Worksheet and project descriptions must be mailed to this Special State Project Chairman and it must be postmarked no later than February 1, 2019.

Support CASA of NJ by purchasing the Special State Project pin for $5. This pin states “For the Child” and represents the Special State Project “Court Appointed Special Advocates of New Jersey.” (CASA of NJ)

The cold weather is here and that is why we are collecting all sizes of new sweatshirts and sweatpants for the January 2019 Councils. District Chairmen will deliver them to the CASA affiliates around the state.

This Chairman recommends club members read *Garbage Bag Suitcase* written by Shenandoah Chefalo. The book is about the author’s journey. Her parents were abusive and neglectful to her and her half brother as a result of drugs and alcohol abuse. Her half brother came in and out of her life. When he was around he defended her. They were alone and hungry when the parents left the house. A good question to discuss is, “What is a normal family?” Also, there are more questions on page 193 to reflect on our childhood experiences. This book provides public awareness about children being neglected and abused.
WEBMASTER

Denise Hosier

What is https://?

Have you noticed that some websites use “httpS://” but some are still using “http://”? The “s” indicates that the website has obtained a Secure Sockets Layer (aka SSL) Certificate.

SSL is a technology that provides security for sensitive information as it travels on the internet. It’s especially important if you are shopping online and using a credit card. That “S” added to the http at the beginning of the url assures you that your information will be encrypted and protected.

It is needed on your club website even if you are not accepting credit card payments thru your website. It helps to ensure privacy and protection of the data on your club’s website as well as your visitors’ information.

For more information, there are two newsletter articles from GFWC in the MATERIALS section of our NJSFWC website under the “Web Communications” link on the left side.

Tip of the Month: A reminder that Club Presidents and Members no longer need to log in to the NJSFWC website. The MATERIALS section is now accessed by a link at the bottom of the home page.

WOMEN WHO REACH FOR THE STARS CHAIRMAN

Linda F. Babeuf

GOOD NEWS!!!

On November 16, 2018 NJSFWC entered its 125th Anniversary Year!

We are now actively engaged in the Shining Future Endowment Campaign, which will enable NJSFWC to support organizations with expertise in Sexual Assault and Human Trafficking. Funds collected through the Endowment Campaign will also help us increase funding to many of the Continuing Funds, focus on Membership promotion and to invest in our future.

There is a new website page dedicated to the Shining Future Endowment Campaign. It can be reached through a link on the NJSFWC home page or at njsfwcshiningfuture.org. Please visit the site and encourage members and friends to visit it too. The site provides a brief history of NJSFWC, but is also a place where you can make a donation to the campaign through PayPal.

With the upcoming Holidays, why not consider making a donation to the Shining Future Endowment Campaign as a holiday gift for your family and friends?

This is an exciting time for all of us while we work hard to secure the future of the vital work of NJSFWC. Also, to increase membership, educate members and friends about all that has been accomplished in the last 125 years, and through strategic promotion of the Shining Future Endowment Campaign, accomplish a goal that until now has proven to be elusive, and that is for NJSFWC to no longer be “The Best Kept Secret in New Jersey”.

PARLIAMENTARY CONSULTANT TO CLUBS

Maureen K. Costello

There is NO OLD BUSINESS!

In a properly conducted meeting, there is no type or class of business called “old business”. It is a common mistake for the Chair to call for “old business” and under that incorrect category to allow members to bring up again matters that were considered at earlier meetings or matters for which there was merely an informal suggestion that they should be brought up at the present meeting. In fact, what properly comes up under the correct category, “unfinished business,” are:

1. The item (if any) that was actually in the process of being considered when the last meeting adjourned, followed by
2. Any items that were scheduled to come up at the last meeting but were not reached before its adjournment, in the order these were due to come up at that meeting.