



# ALMANAC



November 2018

No. 409

## New Jersey State Federation of Women's Clubs of GFWC

55 Labor Center Way, New Brunswick, NJ 08901

### President's Message—Mary E. Wolfe

Autumn is a busy time of year for members of NJSFWC!

As you read this issue of ALMANAC, the 2018 State Fall Conference has just been held at the Battleground Country Club in Manalapan. Many thanks are extended to SFC Chairman Susan Fosdick and her committee, as well as to our speakers and the State Chairmen who provided project ideas. I hope you were able to attend and bring some useful information back to your clubs. Thank you to the members who participated in the "Get A Shot – Give A Shot" program by getting their flu shot that day. For each shot our members received, Walgreens will donate to the UN Foundation's Shot@Life program.

Those attending State Fall Conference heard a moving presentation from April Aaronson, Director of CASA of NJ. In addition, Third Vice President/State Membership Chairman Barbara McCloskey answered the question, "Are We Going Out of Style?" and Women Who Reach For The Stars Chairman Linda Babeuf shared a thought-provoking Power Point Presentation. During the afternoon session, we were thoroughly entertained by keynote speaker Jamie Novak who spoke about the humorous side of dealing with household clutter!

Congratulations to the club in each District that was recognized for the highest net gain in membership and to those clubs and Chairmen that received awards from GFWC!

If my memory is correct, NJSFWC first started supporting Boatsie's Boxes Operation Christmas Stocking in 2009, when club members brought an overwhelming number of filled stockings

to State Fall Conference – so many stockings that they lined the hallways until they could be loaded into cars to be transported to then-President Anne Redlus' home in South Jersey. Today, our members are still enthusiastic about this project, which benefits our military. As of this writing, the number of stockings donated by clubs in 2018 is not known, but I anticipate another wonderful collection, thanks to the generosity of our members.

Be sure to sign up to attend our Fall Open House on November 15<sup>th</sup> from 1-3:00 p.m. Headquarters Chairman Joanne Mangels and her committee have a fun afternoon planned for attendees. And what could be more fun than spending time with your Federation friends? Please remember that reservations are required by November 6<sup>th</sup>. I hope to see you there!

November 16<sup>th</sup> is the 124<sup>th</sup> Anniversary of the day when 150 women met at Union Hall in Orange, NJ to form the New Jersey State Federation of Women's Clubs. On that day, let us reflect on our proud legacy. As we celebrate this year leading up to our 125<sup>th</sup> Anniversary, we also plan for the future as we launch the Shining Future Endowment Campaign to further our goals and keep our Federation vital for years to come.

As you celebrate Thanksgiving this month, I wish you an abundance of happiness. I want to share this quote, which I love, from an unknown author: Hem your blessings with thankfulness, so they don't unravel. Happy Thanksgiving!

In Federation Friendship,

*Mary*

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**NJSFWC FIRST VICE PRESIDENT****Jan W. Hanson**

As a member of NJSFWC and GFWC you have opportunities for personal growth. One of these opportunities is to attend the GFWC Convention as a LEADS candidate. If selected you will attend the GFWC Leadership, Education and Development Seminar at the GFWC Convention in Austin, TX in June.

The purpose of LEADS is to identify members at the local level who have the potential and desire to assume leadership positions in their State Federations and/or GFWC on the national level. Participation in GFWC LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher offices and serve with distinction.

One attendee from each State Federation is eligible to participate in the annual GFWC LEADS program. GFWC demonstrates its commitment to training leaders by funding a portion of the candidates' expenses. In addition, State Federations may also offer to fund a portion of expenses. LEADS candidates are asked to be responsible for a portion of expenses as an affirmation of their personal commitment to their leadership development and training.

Candidates should demonstrate leadership capabilities at the club level and a commitment to the Federation. They should be involved in their club's programs and projects. They should have an interest in pursuing higher leadership positions and be willing to share information gained from participation in LEADS with others. Interested members should not have held positions at or beyond the state level. Members are not eligible to attend more than once.

Applications can be found in the October ALMANAC or on the NJSFWC Website and are due January 1, 2019. Please contact this Officer if you need further information.

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**NJSFWC SECOND VICE PRESIDENT****Shirley A. Holly**

Did you know that every NJSFWC Community Service Program Chairman chooses one club project from the reports she receives to submit to GFWC for the Club Creativity Award? GFWC Chairmen search reports from each state for one truly creative project that is described in detail. This is one of the reasons why writing a narrative is important. NJSFWC chairmen can't submit your club project if you haven't given any information about the project. It doesn't have to be long, just a short detailed paragraph about your project/s.

The award is presented at the GFWC Convention – which will be in Austin, Texas next June. Along with a certificate, your club is also presented with a \$50 check. Keep track of all of those projects your club does all year, it doesn't matter how big or how small. GFWC is looking for creativity. How exciting it would be to hear your club's name announced at next year's Convention!

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**NJSFWC THIRD VICE PRESIDENT****Barbara McCloskey****Membership Matters!**

Once you have recruited your new members, it would be beneficial to assign a mentor to help them become acclimated to your clubs' procedures and programs.

Now is also a great time to find out what their interests and talents are. If your membership form did not include an area asking new members about their interests, now is the time to ask. Create an orientation packet that includes a questionnaire about their skills and what types of projects they may be interested in, or what organizations they may already support.

You may find out about new project ideas or service projects that a new member can take the lead on.

Consider holding an Orientation Meeting as well. Club meetings can be overwhelming to new members and holding a separate meeting where they can ask questions and speak to members in a smaller group can be beneficial.

**NJSFWC THRID VICE PRESIDENT (continued)**

Hold an Installation Ceremony to welcome new members into the club.

Possibly include a short bio of the new members, and even a photo in your newsletter so others can get to know them, and the new member can feel part of the organization right away.

Encourage new and existing members to visit the NJSFWC and GFWC websites to better acquaint them with our rich history; review all the materials, publications and programs we offer and the support we can offer them and our Clubs.

After a couple of months, have the Membership Chairman, Committee Member or another seasoned member speak to new members, and ask if they have any questions or suggestions. People like to be asked for their opinion and input. Some people are quiet or shy and may not express their opinions at a meeting but will share their thoughts on a one-to-one basis.

At the end of the club year, thank all your members for their commitment and support to the Club. Prepare thank you cards and/or certificates to show your appreciation for their efforts.

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**NJSFWC TREASURER****Joyce J. Fredericks**

The Holidays are almost here and this Officer would like to remind you that if you are shopping online to search the web with Goodsearch.com and they'll donate about a penny each time you search, when you make NJSFWC the recipient of your shopping.

Also, NJSFWC is one of the charities you can designate when you use AmazonSmile. When logging on to Smile.Amazon.com, a number of New Jersey State Federation of Women's Clubs are listed. BE SURE you select the one that specifies NEW BRUNSWICK, in order to benefit Headquarters. Thank you for shopping and making NJSFWC your charity.

Talking about charities...NJSFWC and the clubs that file with us were given an extension for Charitable Registration. If you should get a letter from the NJ State Treasurer saying that you did not file, but you sent in your \$15 to file under NJSFWC, you need to reply back to them that you are filing under the NJSFWC umbrella and our Registration Number is CH-0769800-00. You may have filed on your own or had your own Charitable Registration Number when the State of NJ first made it mandatory that all Charities in the State file with the State. Check to make sure that the CH Number IS NOT THE ONE LISTED ABOVE. If so, answer the letter as instructed saying you filed with NJSFWC.

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**NJSFWC FINANCIAL SECRETARY****Marie E. DiMatties**

According to the Legalized Game of Chance Commission, clubs **MUST** have a separate **Raffle Account** for monies received through any raffle the club may hold.

The bi-annual permit fee that each Club **MUST** have in order to hold a raffle **MUST** be written out of the Raffle Account when applying for and/or renewing the permit.

Per Christine Donahue from LGCCC, checks for the license fee (one for each type of raffle, i.e. basket or 50-50) **MUST** also come out of the Raffle Account. Checks for each raffle are made out to the municipality where the fundraiser will take place and also to the Legalized Games of Chance Control Commission.

All proceeds from the raffles **MUST** be deposited into the RAFFLE Account. The money for the winners of the 50/50 or 50/25/25 may be taken from the money collected for the 50/50 on that day and need not be deposited. The club's portion has to be deposited in the Raffle Account. Basket raffle monies have to be deposited in the account as well. The only exception is a Silent Auction, which does not require a license. Proceeds of a Silent Auction can go in the regular operating account.

## NJSFWC FINANCIAL SECRETARY (continued)

Following the raffle, a **Report of Raffle Operations** must be submitted within **15 days** of the raffle. Regarding money for operating the raffle, there is a place to enter expenses. The expenses can be the cost of the licenses, the cost of the tickets used for the raffles, and the 50/50 cash prize amount to the winner, the cost of the container where the patrons put their tickets and whatever other expenses are incurred in connection with setting up the raffle.

Once the funds from the raffle have been deposited in the Raffle Account, a check can then be written out of the Raffle Account for the NET proceeds (gross income minus expenses) to be deposited into the club's Operating Account.

Once the funds are deposited into the operating account, an administrative fee (10-15%) can be taken and used for operating expenses to cover club's budget, etc. The portion minus the administrative fee is then designated as "restricted funds" for the intended use of the raffle monies, i.e. charitable donation, operating budget, scholarship, etc. The Treasurer should report each month to the club how much of the balance in the checking account is restricted, i.e. the specific purpose the funds were raised for as well as how much are unrestricted and can be used to cover expenses.

If your bank requires you to keep a certain amount in an account to avoid bank fees, you should maintain that amount. Initially when opening a Raffle Account, you should deposit that amount as well as an amount equal to the estimated license fees for your next fundraiser.

If your club holds a fundraiser which includes a meal that attendees pay a ticket price or entry fee, THESE FUNDS DO NOT GO INTO THE RAFFLE ACCOUNT. They should be deposited in the Operating Account and the Treasurer should pay the bills related to the event out of that account. The Chairman of the event should report the profit from the ticket sales separate from the raffle proceeds in her final report of the fundraiser.

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## COLLEGE DISTRICT

**Christina Burlew**

November is the month we give thanks by remembering those less fortunate, honoring and remembering our veterans, and paying closer attention to our seasoned citizens.

The **Woman's Literary Club of Bound Brook** will be collecting monetary donations in order to purchase Shop Rite gift cards and main entrées for needy families in the elementary and middle schools. Since some families do not have an oven or don't like turkey, the committee checks with each family in order to determine what the families would like them to purchase as a main entrée. The school nurses provide the committee with the family names.

The **Bridgewater's Woman's Club** plans on delivering to their local Middle School a dozen or more, hopefully free, donated turkeys, together with \$25 Shop Rite gift cards to their local Middle School nurse for distribution to families in need.

The **Suburban Woman's Club of South Plainfield** will be donating a Thanksgiving Basket to the Senior Center for the needy in town.

The **North Brunswick Woman's Club** will be participating in a ceremony to commemorate the 100<sup>th</sup> Anniversary of the ending of WWI...11<sup>th</sup> month, 11<sup>th</sup> hour, 11<sup>th</sup> day.

The **Holland Township Woman's Club** will participate in Veterans Day Services with the Holland Township Mayor and Township Fathers.

The **Woman's Club of Clinton** will host a special Veteran Appreciation Luncheon and invite members from a local veteran group honoring service to our country.

Carol Simon Levin will give a presentation at the **East Brunswick Woman's Club** about the "Women Airforce Pilots of WWII".

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**EVENING MEMBERSHIP****Claire J. Hill**

EMD Ladies have been busy getting Thanksgiving Ready.

**Maplewood EMD** has collected and packaged boxes containing Thanksgiving dinner with all the fixings, including paper goods, to be donated to welfare families.

The **Haddon Fortnightly EMD** is getting ready for a Winter Wonder 5K run to be held on December 1<sup>st</sup>. Happy Running to all!

**Arlington EMD** will have its first BUNCO night at the Rutherford Clubhouse on November 16<sup>th</sup>. Sounds like a fun night!

**Merchantville EMD** will be helping with the Town's Harvest Festival where they will sell mums and give out membership information. They will be hosting the local Veterans from the American Legion for dinner.

**Ridgefield Park EMD** will be purchasing gift cards for welfare families to allow them to have a good Thanksgiving.

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**GARDEN DISTRICT****Patricia J. Dahl**

The Garden District has "flowered" the community with projects of all kind.

The **Woman's Club of Merchantville** Annual Auction Breakfast was held at the Penn Queen Diner. Attendees were served a full breakfast of eggs or pancakes and a choice of sausage, bacon or scrapple. Before and after breakfast, members and a few occasional other diners bid on new or gently used items donated by members. Prices ranged from twenty-five cents to twenty dollars, some real bargains.

The ladies of the **Porch Club of Riverton** are concerned about their environment and are learning more about the recycling process in Burlington County. They are visiting their local center and are touring with their County Coordinator. It will take two hours to see the facility and guide the members as to how they can contribute to the effort. They will also learn how they can help to educate the public about proper recycling procedures.

The members of **GFWC Woman's League of Mount Holly** partnered with their Township for their 17<sup>th</sup> "Witches Ball". This was an all-day affair. They started with a "baked table" during the "Pumpkin Ball" which was a family friendly event with activities for children, costume contest, and much more. They also had a "Bizarre Bazaar" featuring vendors of the exotic and unusual. In the evening from 7 p.m. to midnight was the "Witches Ball" for adults only, with music, performances, and costume contests with over \$1,000 in prizes.

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**HIGHLANDS DISTRICT****Judy Filippini**

Most clubs are busy collecting and filling stockings for Boatsie's Boxes, collecting for food banks, holding fundraisers for their philanthropic endeavors and planning holiday activities. Clubs held joint meetings to hear about CASA-NJ – who they are and how we can support their efforts.

**Long Valley Woman's Club** provided non-food items and Halloween costumes to the Battered Women's Shelter.

**Sussex Woman's Club** collected over 2,000 pairs of shoes for Soles 4 Souls and will present them to the organization at their November meeting.

**Woman's Club of Parsippany-Troy Hills** is filling decorated coffee cans for Operation Candy Cookie.

**Past Presidents-Tenth District** held their fall meeting with their annual in-house Tricky Tray.

**GFWC Woman's Club of the Denville-Rockaway Area** collected food and female items for Supplies for Soldiers and shoes for Soles 4 Souls.

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**LIBERTY DISTRICT****Jane Mackesy**

The ladies of the Liberty District are gearing up for a busy November and Holiday season.

The **Woman's Club of Allwood** will be filling Christmas stockings for the Veterans Home and for seven moms at Grandma's Place, a home for families displaced due to domestic violence or financial hardship.

The **Woman's Club of Caldwell** is supporting CASA while painting wine glasses and eating pastries at the West Caldwell Civic Center

The **Woman's Club of Little Falls** is working on a Holiday House Tour which will take place on December 8<sup>th</sup>.

The **Eighth District Contemporaries** is sponsoring a bus trip to GFWC Headquarters in Washington D.C. for the Open House.

The **Woman's Club of Upper Montclair** is hosting their annual Holly Berry event on November 3<sup>rd</sup> and 4<sup>th</sup> at their Clubhouse.

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**PALISADES DISTRICT****Marie Sullivan**

Autumn has proven to be especially busy for the ladies of the Palisades District. Our clubs are actively supporting our Special State Project, not only with a generous collection of Duffel Bags, but with many clubs inviting CASA Representatives to speak at their club meetings.

Several of our clubs are participating in the Lord & Taylor "Shop Smart/Do Good" on November 10, 2018.

The **Woman's Club of Paramus** will once again be hosting the District Arts Performing Festival in their newly renovated clubhouse! Please encourage your members to come out on Friday, December 7, 2018. (snow date December 14<sup>th</sup>)

In early December, The **Junior Woman's Club of River Edge** will host its yearly Storytime with Santa at River Dell High School. Pizza, cookies and milk, pajamas and books read by Santa make this event a town favorite. In addition to a photo opportunity with Santa, each child will make a craft and receive a gift from Santa! It's no wonder they sell out their 300-person max capacity every year! [www.jwcriveredge.org](http://www.jwcriveredge.org)

Big congratulations to **New Milford Woman's Club** which celebrated its 70<sup>th</sup> Anniversary in October!

The **Woman's Club of Rutherford** will host its annual Holiday Tea on December 2, 2018. The entire club is decorated for the Holidays and a proper English Tea with finger sandwiches and scones is served. This is so popular 100 tickets sell out every year!

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**SHORE DISTRICT****Gwendolyn M. Lewis**

The Shore District happenings for November: Stepping into Fall and Stepping out with Love to serve and honor our communities.

The **Woman's Club of Colts Neck** will celebrate the 100<sup>th</sup> Anniversary of the end of WWI on November 11, 2018 with a ceremony at the court house, followed by a luncheon at the Colts Neck Library.

**Past State Presidents Club of the Shore District** is planning for their 90th Anniversary.

**Freehold Township Woman's Club** will be filling shoe boxes for the Samaritan's Purse with items for boys and girls ages 5 to 9.

The **Woman's Club of Matawan** will hold a Soup Luncheon and Craft Sale Fundraiser.

**SHORE DISTRICT (continued)**

**Stafford Township Woman's Club** will hold an "Introduction to Collectibles and Appraisals of Your Treasures" by Key Estate Sales and Waretown Coin/Stamp Shop.

The **Woman's Club of Brielle** will be traveling to NYC Neil Simon's Theater on November 1st to see The Cher Show.

The **Woman's Club of Middletown** will be selling pies for Thanksgiving as their Scholarship Fundraiser. They will be preparing items for their 19<sup>th</sup> Holiday Gift Tree Project.

The **Woman's Club of Spring Lake** will be awarding three local elementary school children, who are the winners in their Centennial Essay/Poster contest, a \$50 award. The entries depicted "What Life Was Like 100 Years Ago". The clubs Annual Fall Luncheon will be held on November 14<sup>th</sup> at Spring Lake Bath and Tennis Club. They already have been presented a proclamation from the Mayor and Council. Evening and Day Divisions have planned a joint project to send small favors to a veterans' home. Thanksgiving pies are donated by the Sunrise Senior Living center and are sold to members for \$10 for a profit of \$500.00

**SOUTHERN DISTRICT****Jane Snyder**

This District is on the move being busy with everything imaginable!

The **Woman's Club of Absecon** delivered baked goods twice this month with a tray of holiday themed treats and decorations to their local nursing home. Also delivered were Red Cross Comfort Bags, collected donations (underwear) for a local Women's Abuse Shelter and monetary donations for CARE. They are planning the Christmas social and baking cookies to deliver, along with 2019 calendars, to Nursing and ARC homes.

The **Woman's Community Club of Cape May** is holding its Fall Fashion Show and Luncheon. They collected Duffle bags for CASA of NJ and hosted a CASA of NJ guest speaker. Their website is now up and operational!

The **Colony Club of Ocean City** is excited to host a CASA of NJ volunteer of many years as a guest speaker. They are collecting items for the Food Cupboard and planning the December Tree of Warmth and the Wounded Warrior Dinner.

**Country Shore Woman's Club** has been busy with a wine and cheese party and their famous and successful handbag bingo. A guest speaker was the Special State Project Chairman.

The **Millville Woman's Club** won't be outdone by the other clubs with plans for their annual Thanksgiving Tea featuring the Club's Chorus performance and preparing for their Christmas Social. Amazingly, 40 duffel bags for CASA of NJ have been collected with a gift card collection in progress.

The **Ex-Presidents Club** will rest a bit until the next luncheon meeting on Friday, February 22, 2019 at the Tuckahoe Inn.

**THE ARTS/CREATIVE COMMUNITY SERVICE PROGRAM****Gail Kovacs-Felici**

Art can level a playing field for children with developmental or physical disabilities since it can enhance motor skills, language development, decision making and inventiveness; all of which can lead to improved academic performance and to improved self-esteem.

Here are more facts about the groups listed in the Arts/Creative Supplement and some others which are dedicated to bringing art to the disabled. Each of them is a registered 501(c)3 non-profit organization. In addition, or to better serve your community, contact your local school system to co-ordinate a project with their Special Education Program.

## THE ARTS/CREATICE COMMUNITY SERVICE PROGRAM (continued)

Young Audiences of NJ ([www.yanjep.org](http://www.yanjep.org)) in Princeton has professional teaching artists for disabled students which eliminate barriers to participation. Their media and visual arts programs, among others, are culturally diverse and they strive to inspire young people-

Arts Unbound located in Orange ([www.artsunbound.org](http://www.artsunbound.org)) has visual arts education for all, including coaching and exhibition opportunities for artists with disabilities.

A.R.T. – Artistic Realization Technologies ([www.artrealization.org](http://www.artrealization.org)) created technologies, studio programming and training that empower those who lack the articulate use of their hands to gain individual control of the art making process. They are located in Princeton.

The Visual Arts Center of New Jersey, ([www.artcenternj.org](http://www.artcenternj.org)) which is located in Summit, serves Hudson, Union, Essex and Morris counties. Their community engagement programs reflect their commitment to making art accessible to all audiences.

The Center for Contemporary Art in Bedminster ([www.ccabedminster.org](http://www.ccabedminster.org)) has outreach programs that bring art experiences to children with Autism Spectrum Disorder as well as adults with disabilities.

## THE ARTS/PERFORMING COMMUNITY SERVICE PROGRAM

**Debbie Edwards**

Start your meeting with a patriotic song! Have a sing-a-long for a program at your Club meeting. You can look up the lyrics to songs on the internet. You can go to an elder daycare center or nursing home and have a sing-a-long with the residents there.

This is the perfect time of year to sing Christmas or Hanukkah songs. Learn them, copy them and go sing them to residents of nursing homes or senior centers. Attend Christmas shows or programs as a group and then enjoy lunch or dinner together. Sing at your District Arts/Performing Day and attend your District Arts/Performing Day. An audience is always needed!

## CONSERVATION COMMUNITY SERVICE PROGRAM

**Bonnie Dann**

### Save Our Oceans from Plastic Waste

By 2050, the plastics in our oceans will outweigh the fish. This is the shocking scenario predicted in a report by Project MainStream.

Although plastic consumer products and packaging have been tremendous conveniences in our modern world, there is a major downside: we can't get rid of all this plastic when we're done using it. Because plastics last virtually forever, they keep accumulating in our landfills and our environment—including our oceans.

Each year, 8.8 million tons of plastic enter the ocean, and this amount is rapidly increasing. Already the oceans are estimated to hold more than 150 million tons of plastic waste. It litters our beaches, damages sea life, and creates huge "garbage patches" in the gyres of the Pacific, Atlantic, and Indian Oceans. When it does break down, it forms small "micro plastic" particles that are ingested by fish and end up in our seafood.

We all need to help by reducing our dependence on throwaway plastic. Here are some things we can do:

- Stop buying bottled water. Hydrate responsibly by drinking from cups or reusable bottles.
- Take your own reusable shopping bags to the store.
- Say no to plastic straws. Avoid plastic lids and stirrers.
- Whenever possible, buy soda and juice in glass bottles.
- Choose cardboard packaging over plastic.
- Take your own mug or thermos to the coffee shop.
- Be a dedicated recycler.
- Take containers for leftovers when you go out to eat.

**EDUCATION COMMUNITY SERVICE PROGRAM****Ann Ribinsky Brown**

At a recent September District Council, this Chairman overheard two club women discussing the fact that hosting a spelling bee sounded like a fun thing to do, but they had no idea where or how to begin. "It just sounds too complicated."

This Chairman assures you that all procedures and necessary materials can be found on the NJSFWC website, and that a District Chairman and State Chairman (Brandi-Leigh Miller, (202) 210-4485 or [brandimillernj@gmail.com](mailto:brandimillernj@gmail.com)) are available to assist you with any questions you may have along the way.

Now that you are enthused, you start by getting your club to agree to sponsor a local bee and then form a committee. Decide if you will approach a local school to hold the bee in the school, with your Club providing materials and prizes, or if you want to hold it at your Clubhouse, a library or auditorium, with your club running the event. If it will be a public event, plan to advertise it in local schools, papers or with flyers at the library or town hall to get your contestants. Next, set the date and snow date for a day in January. Remember, this Bee is only for fourth and fifth graders.

Once the "where" decision is made, refer to the instructions on our website in the Materials section, "Organization of a Club Spelling Bee" for assistance with the "how" to run a Bee. Be sure to notify your District Spelling Bee Chairman, your DVP, and the State Spelling Bee Chairman, Brandi-Leigh Miller. All clubs should register their plan to sponsor a bee by November 30<sup>th</sup>. The State Registration Fee is \$15 per club; checks should be sent to NJSFWC Headquarters earmarked Spelling Bee. Before you know it, your club will be submitting the names of three winners to your District Chairman in time for the February District Bee.

As a reminder, American Education Week this year is November 12-16, 2018. American Education Week serves as a special opportunity to shine a light on the great things that schools do. Perhaps your Club could place a box of apples, apple muffins or apple doughnuts in the teacher's lounge with a note that reads "in celebration of American Education Week" and that includes information about your Club.

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**HOME LIFE COMMUNITY SERVICE PROGRAM****Susan A. Chambers**

Emergencies can occur at any time, whether from an act of Mother Nature such as the recent hurricane in the Carolinas or a medical emergency for oneself or a loved one, and we can find ourselves in need of assistance. Illness, pain or fear can prevent us from giving lifesaving information to Police, EMTs, Paramedics or Firefighters – regardless of our age! Let's help **them** to help **us**!

GFWC suggests the Vial of Life Project. Fill out a simple form (included in this ALMANAC) with basic health information and place it in a zipper plastic bag on your refrigerator door in plain sight. Mark it with a decal (see below) and remember to update your health information when it changes. Then place a second decal on or near your front door to alert responders. Give a copy to your relatives, keep one in the glove compartment of your car, in your purse or wallet.

Decals can be ordered for free (up to 10) from Vial of Life at 1-888-931-1010 or [vialoflife.com](http://vialoflife.com). Vial of Life is a division of The Bridge Building Foundation, a 501(c)3 public charity.

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**INTERNATIONAL OUTREACH COMMUNITY SERVICE PROGRAM****Karen Manneback****ShelterBox USA – What is it?**

A program called ShelterBox USA has been brought to my attention by a member of the Woman's Club of Upper Saddle River in the Ramapo District.

**Who they are:**

ShelterBox is made up of people who believe in shelter as a human right – that shelter from the chaos of disaster and conflict is vital. They provide the tools that enable people to rebuild homes and transform their lives. When people are plunged into crisis, normality is suspended. But good, quality shelter can cut through the chaos.

## INTERNATIONAL OUTREACH COMMUNITY SERVICE PROGRAM (continued)

They started life as a small organization in the UK and have grown to make a big impact across the world. They are impatient to see a world where no family is left without shelter when disaster strikes. This drives them to transform the support of donors, fundraisers and volunteers into the hope and power of families all over the world – the power to rebuild homes, lives and communities. Since Shelter Box began in 2000, public support has helped them provide shelter for more than one million people. A million people, who not only have protection from the elements, but a place to call home.

### What they do:

The aid they supply comes in the form of ShelterBoxes and ShelterKits. The sturdy green ShelterBoxes contain family-sized tents specially designed to withstand the elements and provide people with temporary shelter until they are able to start the process of rebuilding a home. They are also designed to hold practical tools and utensils that help to create the framework for everyday life. The contents differ depending on the disaster and the climate, but items such as solar lights, water storage and purification equipment, thermal blankets and cooking utensils help start the process of creating a home.

The ShelterKits contain all of the essential tools people need to start repairing and rebuilding homes including toolkits, ropes and building material. They also know that a home is much more than bricks and mortar or tarps and tent pegs. The kits and boxes contain the items that help transform shelter into a home, like water storage and purification equipment, thermal blankets, cooking sets, solar lights and activity sets for children.

You can help by giving a donation to ShelterBox no matter how small or large. For more information, please see [ShelterBoxUSA.org](http://ShelterBoxUSA.org)

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## PUBLIC ISSUES COMMUNITY SERVICE PROGRAM

Lisa Levin

Thanks so much for your generosity of the filled Christmas Stockings for the Troops or donated checks for Boatsie's Boxes! Your hearts are always huge and make such a difference to boost the morale of the young women and men in the military, who are protecting our country! We will have the final count of stockings and donations in a future ALMANAC.

Election Day is November 6<sup>th</sup>. Please remember to go to your local voting location to cast your vote. Another idea is to volunteer at the polling place the day of elections. Please check with your township to see if there is availability to volunteer on Election Day.

Veterans Day is November 11<sup>th</sup> but celebrated as a National Holiday on Monday, November 12<sup>th</sup>. The purpose of Veterans Day is to honor America's veterans for their patriotism, love of country and willingness to serve and sacrifice for the common good. Please let our veterans know how much they mean to you.

Honor our veterans any day of the year, by picking one or more of these suggestions:

- Take a veteran out to dinner or take dinner in to a Veteran.
  - Ask a veteran about their time in the military, and really listen to their answer.
  - Volunteer to help a Veteran's Service Organization. Visit [www.va.gov/vso](http://www.va.gov/vso) for a list of organizations.
  - Thank a veteran for his/her service while doing errands.
  - Write and send a letter to someone who is currently serving in the military.
  - Help young children make a thank you card and post the cards in the window or at a library or public place.
  - Hang an American flag in your yard.
  - Ask a neighbor about their deployment.
  - Thank a veteran co-worker for their service.
  - Go to a Veterans Day parade.
  - Gather with family and friends to watch a patriotic movie.
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## ADVOCATES FOR CHILDREN

Jean Battaglia

The March of Dimes, a GFWC partner, designates November 17<sup>th</sup> as World Prematurity Day, a day to “LIGHT THE WORLD PURPLE”. Premature birth is birth occurring before 37 weeks of pregnancy. While many advances have been made in treating and supporting premature babies, when born this early, babies are still more likely to die before age one or have hospital admissions or lifelong health problems. The March of Dimes is the only organization focused on premature birth, working to help mothers reach full-term pregnancies and to give all babies the opportunity to thrive.

There are many ways to “go purple”. Go to [www.marchofdimes.org](http://www.marchofdimes.org) to get current information on premature births and discuss it at a club meeting. Wear purple to a club meeting, activity or community event where your club is represented. Find a club member who may have a related story to share and feature her in your club newsletter or at a meeting. Contact your local March of Dimes chapter for a speaker for your meeting. The need is ongoing, but by focusing on it during November, you play a role in raising awareness and working toward solutions.

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## COMMUNICATIONS

Patricia Pasquale

What are the **7 C's of effective communication** that apply to both written and oral communication? Over the next few months, we will be exploring these principles in the upcoming ALMANAC issues.

The first “C” is **Completeness**. The communication must be complete. It seems obvious, right? Well, you need to make sure it conveys **all the facts** required by the audience. The sender of the message must take into consideration the receiver's mindset and convey the message accordingly. The easiest way to do this is to “put yourself in their place” and read or listen to the message from the standpoint of the audience.

A complete communication has the following features:

- It develops and enhances the reputation and message of a club.
  - It provides a cost savings when no crucial information is missing; and no additional cost is incurred in conveying an extra message if the communication is complete. Once words are conveyed, they are hard to take back. We all know that newspaper retractions are rarely noticed or effective, as the original message has already made an impact. (Cost savings in terms of the need to rebuild a club's reputation; and in terms of dollar cost for media corrections.)
  - It leaves no questions in the mind of the receiver.
  - It helps in better decision-making by the audience/readers/receivers of message as they get **all** desired and crucial information.
  - It persuades the audience.
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## CONVENTION

Darlene R. Grady

The annual NJSFWC Convention, “**Celebrate Our Proud Legacy**” is scheduled for May 6 - 8, 2019. We'll be celebrating the 125<sup>th</sup> Anniversary of our Federation. This Chairman wants to extend an invitation to clubwomen, family and friends to attend in May 2019. It's not too early to consider making plans to attend the entire Convention or daily visits to engage in the business and comradery that is a gathering of New Jersey clubwomen.

The Golden Nugget Atlantic City will once again be the host location for this years' memorable Convention. The room rate is \$83.00, which includes all taxes.

We're working on workshops that we hope will be of interest to everyone. The plans are in the works to create a Convention that's sure to Educate, Enlighten and Entertain.

Look for future updates in the ALMANAC.

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**GFWC SIGNATURE PROJECT:  
DOMESTIC VIOLENCE AWARENESS AND PREVENTION****Ora M. Kokol**

Did you know that Domestic Violence increases during the Holiday season? The abusive partner could be stressed over financial concerns with holiday expenses or a number of things, and the family members suffer.

One way to help these individuals and families, is to give them information as to where to go when they decide to leave their current home. You are able to help by supplying them with a contact number which can be found on Palm cards! These small cards contain a wealth of information, and you are able to get a quantity by either going on line to [dcf-publications@dcf.state.nj.us](mailto:dcf-publications@dcf.state.nj.us) or calling 609-888-7915.

Palm cards list ways abused individuals are able to prepare in advance to escape from these dreadful situations. One of the suggestions given was to keep a small bag packed with essentials for you and your children and give them to a friend for safekeeping.

Your club members can provide a real Holiday gift by placing these palm cards around your community, such as: in your town library, laundromats, hair salons, and doctor's offices, to name a few locations.

Let's continue to find ways that we can help put an End to Domestic Violence!

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**GIRLS' CAREER INSTITUTE****M. Jill McDonald**

Forms for the 2019 Girls' Career Institute are available on the [njsfwc.org](http://njsfwc.org) website. Included are the Fact Sheet, Letter for School Counselors, Application and Parent Permission forms, and the Delegate and Alternate Registration forms.

The GCI Registration form for clubs to submit to Headquarters along with their payment of \$250 per Delegate were included in the financial packet for payment of club dues already sent to each club. The deadline for reserving a space for your club's delegate(s) is January 31, 2019. Many clubs prefer to send their reservation sooner, which is certainly a major help to this Director, to ensure that spaces are available. Initial registration is open to 2 Delegates and 2 Alternates per club. Clubs wishing to sponsor additional Delegates should make this known to the Director as soon as possible.

The Deadline for GCI Delegate and Alternate Registration form submission to the GCI Director is March 1, 2019. The Delegate Packet will be mailed to each Delegate in early April. Medical Information Forms will be due to the GCI nurse on May 1. Non-receipt of these forms in a timely manner will be a cause for concern and will be addressed directly with Delegate and sponsoring club. Alternates will not receive this packet unless their status is changed to Delegate. However, there will be a new emphasis to stay in contact with Alternates to know sooner when they are no longer available to attend GCI.

Application forms given to school personnel or delegates must have the name of the Sponsoring Woman's Club, District, and contact name with email and/or telephone information completed. The applicant should fill in the high school they attend, but when further contact is required it is the club connections that are essential. If your club requires that the applicant be a resident of a particular town be sure that information is clear to the school.

Your club can support Girls' Career Institute in a variety of ways besides or beyond sponsoring or selecting your own Delegate. Providing a full or partial scholarship for a Delegate to be selected from an "underserved area" (an area where there is no Woman's Club). Partial donations will be combined with others partial funds to allow another New Jersey high school Junior girl to attend.

Donations of additional funds and in-kind items for supplies, programs, and expenses of GCI are also welcome. Opportunities always exist for additional housemothers and volunteer support staff. The plan is to augment the full-time, four-day staff with volunteers who can assist with specific projects or activities for a full or half day or evening. Please contact the GCI Director at [mcdonald@njsfwc.org](mailto:mcdonald@njsfwc.org) if you would like to discuss additional opportunities for your club or yourself to become a part of GCI.

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**HEADQUARTERS****Joanne Mangels****HEADQUARTERS OPEN HOUSE AND TOUR  
NOVEMBER 15, 2018 from 1 to 3 p.m.**

All members are invited to join their Federation sisters for dessert, refreshments, entertainment, and tour of NJSFWC Headquarters.

- ? *Did you know the Oriental Rug in the foyer was purchased with S&H green stamps?*
- ? *Did your club donate items that are now housed at Headquarters?*

- ❖ Find out as you take a guided tour of the building and NJSFWC history is revealed.
- ❖ Make this a club outing!

**Reservations needed as this popular event fills quickly. See flyer in this ALMANAC.**

**HISTORIAN****Carol A. Niemiec**

November 16, 2019 will mark the 125<sup>th</sup> anniversary of the founding of NJSFWC. One hundred-fifty clubwomen met at Union Hall in Orange NJ, 65 Delegates represented 36 clubs, and the NJSFWC was organized. This Historian will now take you back in time to the beginning, and highlight some interesting facts about our founding State Presidents as stated below, and in upcoming ALMANAC issues.

**Margaret Tufts Yardley** was elected the first President of NJSFWC, 1894-1896. She was from the Woman's Club of Orange, the oldest club in NJ. Margaret served as director and President of the Orange Orphans Society, helped start the first Homeopathic hospital of the Oranges, pioneered the improvements of NJ's child labor laws, and remained active in political work in East Orange well into her eighties. She also founded the Essex County Chapter of the Daughters of the American Revolution. Mrs. Yardley was 50 yrs. old when she became President and died at the age of 84. In 1929 at the State Convention in Atlantic City, her son established, with \$5,000, the Margaret Yardley Fellowship Fund, which is still awarded today.

**Cecilia Gaines Holland**, 1896-1898, from the Odd Volumes Club of Jersey City, was 35 years old when she became the second President of NJSFWC. In 1895, efforts began for the preservation of the Palisades. In 1897, a State Yearbook was published for the first time, and is still the "Federation Bible" to clubwomen throughout the state. The Federation began to request that the Governor appoint a Commission to draft legislation establishing travelling libraries. Mrs. Holland died at the age of 83 and she bequeathed the sum of \$1,000 to be invested by the Board of Directors, and the income from this investment was to be given annually in the form of cash or medal, to a clubwoman doing outstanding civic work in NJ, and is still awarded today.

**Emily Williamson**, 1898-1900, from Elizabeth, NJ was the third NJSFWC President, at the age of 29. Emily founded and was Secretary of the State Charities Aid Association. In 1888, she became the Secretary of the Home for the Care and Training of Women at the Vineland Developmental Center. She visited orphanages throughout New Jersey and observed the poor quality of care provided to children, and went before the State Assembly to speak out on their behalf. Her efforts resulted in the State Board of Children's Guardians in 1899, a forerunner of child welfare agencies of today. The foster home system was a direct result of her efforts. Emily was a founder of the probation system in New Jersey and because of her efforts, Rahway State Prison was founded. It was during her presidency that a Bill providing for the preservation of the Palisades was finally passed in the NJ Legislature and NJ clubwomen were lauded. Emily Williamson died at the age of 60.

To be continued...

**HONORS****Laura C. Badger****Woman of Achievement:**

The deadline of November 15<sup>th</sup> for the nominations is just a few weeks away. There is still time to submit a nomination. The application was in the September ALMANAC. Additional information is on the NJSFWC website.

**Honors Book:**

Have you considered honoring someone who has supported you or your club by enrolling that woman or man in the NJSFWC Honors Book? This tribute is available year-round allowing a timely recognition of those who support the efforts of your club and the Federation. It can be a Clubwoman, a person who always attends your fundraisers, the man who drives members to events, fixes equipment or completes other chores for your activities.

The process is simple. Send her or his name and address and reason for honoring her or him together a check for \$15.00 earmarked "Honors Book" to NJSFWC Headquarters, 55 Labor Center Way, New Brunswick, NJ 08901. A card with a sketch of the NJSFWC Headquarters will be sent to the honoree notifying her or him of your gift.

A club or a club member can submit a name for the Honors Book.

On the [njsfwc.org](http://njsfwc.org) website, under **MATERIALS, AWARDS AND ACHIEVEMENT FORMS** you will find information pertaining to Honor Roll, Order of the Lily, Women of Achievement and Cecilia Gaines Holland Award. You will also find information for Cecilia Gaines Holland Award and Women of Achievement under **Projects**.

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**LEGISLATION/RESOLUTIONS****Carole B. Speechley****RECOGNIZE THE RED**

As you may have read in the 2018-2020 Club Manual, GFWC is launching a legislative action plan called "Recognize the Red". As part of this plan, GFWC will select two pieces of legislation to follow through the legislative process, advocating for these bills at every step of the process.

The list of potential bills was narrowed down to five. To ensure that the process remained member-driven, all members who attended the Region meetings discussed these five bills and voted on the two bills for which they would like to see GFWC advocate. Prior to our Middle Atlantic Region Conference, information about the five bills was emailed to all Club Presidents. As of this writing, many of the region meetings have not taken place, so you will hear about the selected bills in a future ALMANAC article.

**REMINDERS:**

**The DEADLINE for submitting Resolutions is December 15, 2018** – send them to Carole Speechley, 233 65<sup>th</sup> Street, Avalon, NJ 08202. This Chairman would be happy to help you write your resolution or see the Legislation/Resolutions section in the Materials section of the [njsfwc.org](http://njsfwc.org) website for information on writing resolutions. 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.

**Legislation is the second of 2 major emphasis areas for GFWC in the 2018-2020 administration.** Please help establish the GFWC brand with the members of the United States and State Legislatures by joining the "RECOGNIZE THE RED" campaign.

**Legislation is also 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 5<sup>th</sup> Grand Initiative is "That 1,000 members join the Legislative Action Center". **Have YOU joined yet?**

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**SPECIAL STATE PROJECT****Lynn Webb**

November is National Adoption Month and CASA of NJ promotes public awareness about the need for safe homes for children. Please submit a proclamation to your Mayor and Council and have it signed in November. This proclamation is giving a voice for the children who are waiting to be adopted and making your community aware about adoption. A sample is enclosed in this ALMANAC.

There are many opportunities to learn about CASA of NJ and to collaborate with them to support their efforts for the children who are abused and neglected. NJSFWC is sponsoring a program on Saturday, November 3, 2018, at 10 a.m. entitled "How to become an Effective CASA Ambassador". The training will be held at Federation Headquarters, 55 Labor Center Way, New Brunswick, NJ 08901. This will be a good time to bring your questions for CASA of NJ, and learn how to promote our State Project and educate our communities. If you are interested, please let me know. Our limit is 60 people.

Fundraisers for club and district levels are encouraged to meet our goal for CASA of NJ. Remember to advertise on the NJSFWC website so other clubs may attend. Please remember to send all monetary donations to "NJSFWC" at Federation Headquarters, earmarked "SSP-CASA of NJ".

One club invited a speaker from its local CASA affiliate and sent their monetary donation to NJSFWC earmarked "SSP-CASA of NJ". It is important for clubs to follow through with their donations so that CASA of NJ will receive it for their 2018-2020 initiatives, as specified in our State Project agreement.

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**WEBMASTER****Denise Hosier****Changes to the NJSFWC website**

Cyber attacks are on the rise. In the U.S. alone there are about 1,000 successful hacks every single day. According to our website security reports, 46,388 attempted attacks were blocked on our NJSFWC website in August.

Unfortunately, one got through.

The NJSFWC site was hacked in August. Member data was not compromised, but in order to prevent this from happening again we have completely removed all Member and Super Member logins to the website. The logins are an area of vulnerability to the site.

As a result, the way clubs and their members use the site has changed in 3 ways:

1. No more member logins. The MATERIALS section is now accessible through a link at the very bottom of the home page. There is no longer a need to log in to access the MATERIALS.
2. CLUB PAGES that reside on the site are no longer able to be edited by members. All changes must be made by the webmaster, so please email changes to [webmaster@njsfwc.org](mailto:webmaster@njsfwc.org). This does not affect the majority of club websites, which are linked to the NJSFWC site but hosted elsewhere.
3. STATE BOARD MEMBERS are the only ones that need to log in to access Board Minutes and other private Board Info.

With these changes, we hope to keep the NJSFWC website more secure while still giving members the materials that they need.

**Tip of the Month**

Club presidents and members no longer need to log in to the NJSFWC website. The MATERIALS section is accessed by a link at the bottom of the home page.

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**WOMEN WHO REACH FOR THE STARS CHAIRMAN****Linda F. Babeuf**

On November 16, 2018 NJSFWC will enter its' 125<sup>th</sup> Anniversary Year!

This will be a time of celebration and reflection on what we have done. Committee members are ready, willing and able to speak at one of your club meetings. In the Announcement made at the September District Councils, the contact information to schedule a speaker was this Chairman. That direction has changed and NJSFWC Treasurer and Committee member Joyce Fredericks will be the contact at [fredericks@njsfwc.org](mailto:fredericks@njsfwc.org).

The Official kick-off to the Shining Future Endowment Campaign will commence on November 16, 2018 and our outreach to community and corporate partners as well as friends will be underway. The committee is still looking for members to submit contact information for any possible contacts you have. The beauty of this plan is that you will be helping future projects, membership goals and enhancing our Endowment Fund without having to be the one to ask.

The committee members are prepared to contact viable donors. They will supply necessary background and solicitation materials to help those we approach truly understand who we are, what we stand for, what we hope to accomplish in the future, as well as what we have accomplished in the last 125 Years.

Let's make this a true Federation Celebration!! We need everyone's help to make this once in a lifetime Campaign a success. Be on the lookout for The Shining Future Endowment Campaign materials, they will be available shortly.

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**PARLIAMENTARY CONSULTANT TO CLUBS****Maureen K. Costello**

Do I need an agenda to run my meeting?

Instead of following a standard order of business, a group may adopt an agenda. An agenda sets out the order in which specific items are to be considered, and sometimes sets exact times for their consideration. When presiding at a meeting, an agenda is critical for the President to keep the meeting on time and moving forward, to make sure all items to be considered in the meeting are presented to the assembly, and allow all pertinent information for the club to be heard. This includes the reading of the minutes of the previous meeting, the treasurer's report, the reports of all committee chairmen and any special announcements.

An agenda keeps the President on track as far as what has to be accomplished at the meeting so she can keep the meeting running smoothly and efficiently. An agenda is a reliable guide for the President to make sure what has to be presented to the Club is indeed presented and decisions that have to be voted upon are.

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