

Orientate Your Members Effectively by... _____.

holding a Membership Orientation

Purpose	<ul style="list-style-type: none">• To make new and prospective members feel comfortable by explaining the workings of the club and how it fits into a larger organization.• An informed member is likely to be an active member, remain with the club and take leadership positions.
Location	<ul style="list-style-type: none">• Choose a location that is warm and friendly, yet preserves a business like atmosphere.<ul style="list-style-type: none">○ Library○ Park- host a picnic○ A member's home- host a pizza party, tea, etc.○ Club Meeting place
Orientation Team	<ul style="list-style-type: none">• Should include the President, Membership Chairman, several Community Service Program (department) and/or project chairmen, and a few club members, depending on the size and set up of the club.
Prior To	<ul style="list-style-type: none">• The membership committee should send INVITATIONS* well in advance to all new and prospective members.<ul style="list-style-type: none">• Invitations can be store bought and hand written or created on a member's computer• The degree of formality should correspond to the type of program you plan to hold.• Have sufficient PROSPECTIVE MEMBER PACKETS* and/or NEW MEMBER PACKETS and copies of current club newsletters for each attendee.• Prepare NAME TAGS for guests and membership team.• Arrange for a DISPLAY of club memorabilia, i.e., scrapbooks, press books, photographs.• Organize refreshments.
Day or Evening Of Meeting	<ul style="list-style-type: none">• Allow twenty minutes for everyone to assemble.• As the prospective/new members arrive, they should be introduced around, offered refreshments, and given an opportunity to look at club materials.

Orientate Your Members Effectively by... _____
 holding a Membership Orientation (cont'd)

<p>The Official Orientation</p>	<ul style="list-style-type: none"> • Begins with the President explaining when the club was formed and the aims of the club. • She should mention a couple of projects that have made the club an asset to the community, and very briefly, the ties and benefits of being part of the NJSFWC and GFWC
<p>FYI</p>	<ul style="list-style-type: none"> • Most members join a club to make friends, to become more involved in the community, and assist those in need. The advantages of being part of an international volunteer organization are generally learned as membership in the organization progresses! • DO NOT OVERWHELM WITH TOO MUCH INFORMATION.
<p>Orientation Continues</p>	<ul style="list-style-type: none"> • Each of the department/project chairmen should then be introduced to explain briefly their current position, any interesting projects that they are sharing, why they joined the club, and the benefits they have derived from membership. • Each of the new members should be asked to tell about themselves and what aspects of the club interest them. • The Membership Chairmen can complete the ORIENTATION by explaining the responsibilities of membership, and any support provided by the club for new members, such as rides to meetings, buddy system, etc. • KEEP THE MEETING BRIEF. A well-run orientation will serve as a good impression of the club. • All NEW MEMBERS should be encouraged to sign up for the next workshop, project, etc., and become INVOLVED IMMEDIATELY.

Orientate Your Members Effectively by...

providing a New Member Packet

Purpose	<ul style="list-style-type: none">• To better inform the prospective member about the workings of the club.
Design	<ul style="list-style-type: none">• 8 ½” by 11” sheets of paper, used full size or folded in half, and inserted into an appropriately sized folder or binder is the easiest method of preparation and reproduction
Cover Page	<ul style="list-style-type: none">• Should contain the club name, emblem, meeting time, and meeting place.
Contents	<ul style="list-style-type: none">• Welcome letter from the President*• Brief history of the Club• Club President’s annual report• Bylaws of the Club• Directory of Club Members• Club yearbook• Club newsletter• Club officers and their jobs• Club Department Chairmen with brief explanation of the department• Time and place of any scheduled department meeting/s or workshops• Upcoming club projects – description, dates and areas of where help is needed• Glossary of Terms*• Obligation of members*• Advantage of Membership*• NJSFWC Profile and GFWC Profile• Welcome Ceremony for New Members*• NJSFWC FACT PACK FOR MEMBERS• Copy of <u>GFWC CLUBWOMEN</u> magazine• Official club nametag
FYI	<ul style="list-style-type: none">• Samples of starred * items included.

Welcome Letter for New Member

Dear New Member,

Congratulations on becoming a member of the GFWC Woman's Club of Anytown. Our club is known and respected in the community for _____ and especially for our annual scholarship of _____.

By becoming a member of our club, you have automatically become a member of the largest and oldest volunteer women's service organization in the world, the General Federation of Women's Clubs (GFWC), headquartered in Washington, D.C., and of our State Federation, the New Jersey State Federation of Women's Clubs of GFWC (NJSFWC), headquartered in New Brunswick. Our club is in the ____ district of the NJSFWC.

Enclosed please find our Bylaws, Club Yearbook and New Member Packet. This packet offers information to acquaint you with our club and Federation; if you have any questions, please ask. We will be happy to answer them for you. We are a very friendly group, and invite you to participate in any club activities that interest you or attend any of four District meetings held with other clubs in our area during the year. If you would like transportation to a meeting, do let us know. Our contact person is _____, Membership Chairman. She can be reached at _____.

We want your assistance, as well as any ideas you might have. We hope your association with us will be a happy and fulfilling one.

WELCOME TO THE GFWC WOMAN'S CLUB OF ANYTOWN

Sincerely,

Club President

cc: Membership Chairman (name and phone number)

Welcome Letter for Prospective Member

Dear Prospective Member,

We are very pleased to welcome you to the GFWC Woman's Club of Anytown. Our club is known and respected in the community for _____ and especially for our annual scholarship of _____.

By becoming a member of our club, you automatically become a member of the largest and oldest volunteer women's service organization in the world, the General Federation of Women's Clubs (GFWC), headquartered in Washington, D.C., and of our State Federation, the New Jersey State Federation of Women's Clubs of GFWC (NJSFWC), headquartered in New Brunswick. Our club is in the _____ district of the NJSFWC.

This packet offers information to acquaint you with our club and Federation; if you have any questions, please ask. We will be happy to answer them for you. We are a very friendly group, and invite you to participate in any club activities that interest you or attend any of our District meetings held with other clubs in our area during the year. If you would like transportation to a meeting, do let us know.

Please fill out your membership application as soon as possible. We want your assistance, as well as any ideas you might have. We hope your association with us will be a happy and fulfilling one.

WELCOME TO THE GFWC WOMAN'S CLUB OF ANYTOWN

Sincerely,

Club President

cc: Membership Chairman

OBLIGATIONS AND ADVANTAGES OF MEMBERSHIP

Obligations of Membership in the GFWC Woman's Club of Anytown

1. Attend meetings regularly, and if unable to attend, keep abreast with club happenings.
 2. Pay dues on time.
 3. Sign up for those Community Service Programs (departments), committees or projects that interest you.
 4. Assist members of those committees in the running of events, and be willing to organize a workshop/event as you become more knowledgeable in the workings of the organization.
 5. Use your particular skills or knowledge to further the work of the club.
 6. Become knowledgeable about the organization
 7. Vote on matters brought before the club and abide by the will of the majority when you are in the minority.
 8. Offer suggestions and voice ideas for improvement.
 9. Be a reliable member.
-

Advantages of Membership

Membership in the GFWC Woman's Club of Anytown provides opportunities to:

1. Make a difference in the community and to gain satisfaction from doing just that.
2. Meet women with similar interests
3. Learn new skills and utilize those you already have.
4. Network with community officials and members of other organizations.
5. Have a voice in policy making.
6. Be part of a highly respected organization.
7. Benefit from leadership development and self-growth.
8. Build a resume of volunteer activities, which could be an asset in the job market.

Membership Application
GFWC Woman's Club of Anytown

Member of the New Jersey State Federation of Women's Clubs of GFWC
Member of General Federation of Women's Clubs

Name: _____
Address: _____
City and Zip: _____
Home Phone #: _____ Cell Phone #: _____
Occupation: _____ Hours of Business: _____
Business Phone #: _____ Extension: _____
Birthday: Day _____ Month _____

Optional

Husband's Name: _____
of Children: _____ Their Names: _____
Grandchildren: _____
Great-Grandchildren: _____

Other clubs or organizations to which you currently belong:

Other clubs or organizations that you belonged to in the past:

Have you ever been a member of a Federated Woman's Club? If so, please name:

Areas of personal or community concern:

How did you hear about our club? _____

What made you want to join? _____

**Please return this application to _____, Membership Chairman,
GFWC Woman's Club of Anytown, along with a check for the annual dues of _____
(Make checks payable to: GFWC Woman's Club of Anytown)**

For club use:

Date joined _____ Dues paid: _____ Check # _____

Welcome Ceremony for New Members (Suggested)

It is important to give new members a special welcome. Here are some basic ideas, which might prove helpful as you plan your own special club welcoming ceremony.

Using a large candle to represent the club, smaller ones to symbolize the major goals of the club and a candle for each of the new members. These candles may be in your club colors. The President / Membership Chairman lights and holds the large candle; at appropriate times, she lights the smaller ones.

PRESIDENT/MEMBERSHIP CHAIRMAN: (addressing new member) This candle, I hold, represents our club, the _____ club, a member of the General Federation of Women's Clubs, headquartered in Washington, D.C. and of the New Jersey State Federation of Women's Clubs of GFWC headquartered in New Brunswick, NJ. You have accepted membership in a group that has a tradition of service to its members, its community and the world.

We know you are willing to assume certain responsibilities as a member of our club, and we know both you and our club will benefit from your membership. In club work, as you give, so you will receive. EVERY woman has something to give to her club. Somewhere, sometime, someone is touched by what you do. We are individual personalities with talents all our own.

(The installing officer may announce the club's motto and major goals, and lights a candle as she name them. She tells how the club is striving to accomplish each goal. She may also relate some club achievements of the past year.)

Installing Officer to new member(s): Do you pledge to give your best efforts to assist our club in attaining our high endeavors?

(After member(s) answers, "I do", the Installing Officer continues); We invite you to add to the intensity of the flames of service by lighting your candle from ours.

(Installing Officer hands the unlighted candle to the new member and holds her own lit candle so the new member may light hers. After the candle is lit, the Installing Officer continues):

_____ (Name of new member), the _____ Club warmly welcomes you to its membership. You are now a vital part of the largest organization of women volunteers in the world, international in scope and beneficial in purpose.

Why People Volunteer

(Just a few possible motivations)

- ❖ To feel needed
- ❖ To share skills
- ❖ For a change of pace
- ❖ To get to know a new community or neighborhood
- ❖ To help someone
- ❖ Because a family member or friend pressured them
- ❖ To get a change from being a leader
- ❖ To act out a fantasy
- ❖ To do their civic duty
- ❖ To earn academic credit
- ❖ To be with people who are different than themselves
- ❖ To keep busy
- ❖ The agency is geographically accessible
- ❖ To do something with a friend or family member
- ❖ To learn the truth
- ❖ To do one's share
- ❖ To see that resources are well allocated
- ❖ For recognition
- ❖ To make new friends
- ❖ To explore a career
- ❖ Parenthood
- ❖ To demonstrate commitment to a cause or belief
- ❖ To help a family member
- ❖ As therapy
- ❖ To do something different than their daily job
- ❖ For fun!!!
- ❖ For religious reasons
- ❖ To keep skills alive
- ❖ To repay a debt
- ❖ To donate their professional skills
- ❖ As an excuse to do something they love
- ❖ As a family tradition
- ❖ To be able to criticize without personal jeopardy
- ❖ Because there is no one else to do it
- ❖ To get the meals, transportation and benefits
- ❖ To assure progress
- ❖ To protect clients from an institution
- ❖ To feel good
- ❖ To have an impact
- ❖ Because their boss expects it
- ❖ To be part of a team
- ❖ To learn something new
- ❖ To be an advocate
- ❖ To gain status
- ❖ To get out of the house
- ❖ Because they were asked
- ❖ Because of who did the asking
- ❖ To test themselves
- ❖ For escape
- ❖ To become an "insider"
- ❖ To be an agent of change
- ❖ Because of their personal experience with a cause or a problem
- ❖ Guilt
- ❖ Because of interest in or concern for a particular client group
- ❖ To gain access to services for themselves
- ❖ To be challenged
- ❖ To experiment with new ways of doing something
- ❖ As an alternative to giving money
- ❖ To be a watchdog
- ❖ To feel proud
- ❖ To stand up and be counted

Orientate Your Members Effectively by...

re-affiliating former members

Former Woman’s Club, Junior Woman’s Club or EMD Members	<ul style="list-style-type: none">• Previous or former members of Women’s Clubs Junior Woman’s Clubs or the EMD should also receive a letter inviting them to participate in club activities. (Sample letter included)
	<ul style="list-style-type: none">• The Third Vice-President will also send a cover letter to the clubs who receive these names with encouragement and tips to follow up with graduating and previous members. Copies will be sent to the appropriate District Vice President with instructions for following up with the member.
Contact	<ul style="list-style-type: none">• It is important that graduating or previous members are invited to participate in club activities that will peak their interest before an invitation to join the club is given.• The time factor for this letter is crucial.• A club profile and Federation profile should be included in the letter.
“Big Sisters” or Mentors	<ul style="list-style-type: none">• Utilize a committee who can become “de-facto” big sisters or mentors. Their task will be to follow up with these prospective members.

Sample Letter for Previous Members

(Letterhead)

Dear _____,

Where have you been? We have missed you and want you back with us in GFWC _____Name of Club_____.

The New Jersey State Federation of Women's Clubs of GFWC (NJSFWC) has gained much from your membership and both the organization and you can benefit from your personal involvement in education, leadership, and community service. Since you were last in the Club, it has undergone a number of changes and continues to be active in the community. Here are some of our recent highlights:

{Insert some recent projects with a brief explanation}

You are cordially invited to participate in any of these activities:

{List some upcoming activities with dates, times, and meeting places}

You may call _____Give Name and Phone Number_____ for more information. Don't hesitate to invite a friend to come along with you.

Looking forward to seeing you soon.

Signature