

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



MANUAL FOR CLUB PRESIDENTS

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Section Five

Overview of Community Service Programs and Contests

Monthly Procedures	• Prepare an agenda for the Executive Board meeting with a copy for the Recording Secretary (to help her keep accurate minutes). • Prepare an agenda for the General Meeting. If possible have copies for all officers as well as Recording Secretary. • Prepare a “President’s Message” for the club newsletter. • Read the ALMANAC each month. It is advisable to order an extra ALMANAC for the Federation Secretary so that she can cut it up or make copies for Club Chairmen. • Read CLUBWOMAN magazine online at GFWC.org.
Annual Procedures	• Prepare message for club yearbook. • Be sure that the Treasurer: ○ Files the annual report to keep the incorporation status in effect. ○ Renews club insurance. ○ Completes the Charity Registration form and sends with \$15 to Headquarters by October 1 if you gross more than \$10,000 a year and less than \$25,000. ○ Files a 990 form after the books are closed and year-end report has been completed. ○ Pays dues bill by November 1. • Order an NJSFWC Yearbook and extra ALMANAC. • Invite the District Vice President to attend the club at least once during the administration. • Review Club bylaws every other year. Appoint a chairman. • Submit any changes to the club’s bylaws to the Parliamentary Consultant to Clubs before a vote is taken to approve them. • Appoint a Nominating Committee, as appropriate. • Appoint an Auditing Committee.
April/May	• <i>Complete the Blue Sheet and return to Headquarters by May 1st</i> with name of President, Recording Secretary and Treasurer for the following club year. Answer questions on reverse side of Blue Sheet. Be sure that the number of reported members is accurate. This is what the NJSFWC dues are based and the club will receive a dues bill for this number. • Attend Convention. Take necessary paperwork including copy of Bylaws amendments and resolutions. Enjoy and learn. Prepare a delegate’s report for the club. • Check on arrangements for the club end of year dinner and installation of new officers, if required. (If you are the outgoing President turn over all files to the incoming President). • The GFWC Club Manual can be found online at www.gfwc.org. Check regularly as it is updated as needed throughout the year. • Meet with Executive Board to plan year. Start a club calendar.

Lead Your Club Effectively by...

using a check list for Presidents (cont'd)

April/May (cont'd)	• Hold a Board Orientation. Pass out GFWC Program Guides in even-numbered year. Explain record keeping. • Meet with Community Service Program (Department) Chairmen to plan projects. • Meet with the Fundraising Chairman to plan type and number of fundraisers required. • Work with the Treasurer to prepare a budget. • Check with town for town events that clubs can be part of Parades, Town Festival, etc. Put on club calendar. • Order NJSFWC Yearbook and Extra ALMANAC. ALMANAC also available online.
June/July	• Attend District GCI Reception with club's delegate. • Attend District Council. Pick up information. Read and pass on. • Begin work on club yearbook. Make sure member in charge receives the list of names and addresses. • Update membership information and have copies ready for distribution. • Plan a club summer get-together.
August	• Receive and give Charity Registration Form to Treasurer. Form is to be completed and mailed with \$15 to Headquarters. • Receive and pass dues bill, Continuing Fund Form and GCI bill to Treasurer for future use.
September	• Supplements are mailed out in even-numbered years. Make a copy for each Chairman, also available online. • Reporting packets are also received. A copy should be made for each chairman and the packet kept in a safe place until reporting time. • Receive and read ALMANAC. Ask a member to read the GFWC Clubwoman and report. • Club Yearbooks should be completed and 2 copies set aside to be given to your District Vice President for distribution. • Attend District Council. Encourage other members to attend. • Consider spending at least one day at the GFWC Middle Atlantic Region Conference, especially if it is being held in New Jersey. • Register to attend State Fall Conference.
October	• Pay Federation dues bill. • Plan a visible Community Project. • Plan a project for World Hunger Day or for UNICEF. • Plan an activity for membership recruitment.

Lead Your Club Effectively by...

using a check list for Presidents (cont'd)

November	• Visit NJSFWC Headquarters Open House. • Submit a nomination for Woman of Achievement deadline 11/15.
December/ January	• Hold a report writing session to complete the NJSFWC reports. • Attend the District Day of Service. • Ask Community Service Program Chairmen to bring a rough draft of their reports with them. • Attend the District January Council and Program Assistance Day. Take other members with you. • Consider nominating a club member for LEADS and/or Cecilia Gaines Holland Awards (deadline, February 1st). • Prepare and mail Club reports (deadline, February 1st). • Prepare a Club Ad for Convention Program.
February/ March	• Register to attend Community Engagement Day or District Day. • Become a patron for Women of Achievement. • Complete Continuing Funds Form and mail to Headquarters with a check. • Attend and/or perform at District Performing Arts Days. • Pre-register items for Achievement Day judging. • Review CALL to Convention. • Write calendar year end report of club activities and submit to District Vice President no later than April 1st. For this report, there is no restriction on length. • Write a 3-minute report of club activities for the year to be given at the Spring Conference or for the District Vice President. (In most districts, you will only give one oral report per administration).
April	• Attend the District Spring Conference. Encourage members to attend with you. • Hold annual meeting for the purpose of hearing year-end reports and electing new officers. Begin looking for new chairmen and thinking new club year.

Lead Your Club Effectively by...

	recognizing the importance of being President
Know the office	• Many congratulations on accepting the office of President! Your position is perhaps THE MOST IMPORTANT ONE in this Federation. Without YOUR CONCERN and DEDICATION, there might not be a club, leaving a void in the community and in our organization. (Most of the clubs that disband do so when the president gives up!) • Inform yourself of your obligations and be ready to represent your club at all times, speaking not as an individual, but in the name of, and as President of your club. • Be enthusiastic, kind, tactful, courteous and loyal to your members. Get to know each of them, including the new members. Learn their interests. Be a friend to ALL. • Train future leaders! Throughout your term be looking for and training someone to follow you!
Know the members	• Despite the number of women who juggle home, family and job, many enjoy the benefits of friendship and service in a WELL RUN ORGANIZATION. Retired people too lead active lives. WELL THOUGHT OUT MEETINGS WITH INTERESTING PROJECTS AND PROGRAMS are needed to attract and keep their interest. Therefore, planning projects to suit the needs of the members and preparing for a meeting by writing an agenda is imperative. • Your members have different interests and lifestyles and the time that they can give will vary! HOWEVER, EVERYONE NEEDS TO BE RECOGNIZED AND THANKED OFTEN!
Your Attitude	• SETS THE TONE for your members! Be enthusiastic about club projects because your members will follow your lead. Compliment the club on work well done. • Let the chairmen know that they can count on you for help. • SMILE. If you complain, they will complain. If you complain, you will ensure that you will not have a successor!

Read	• Be willing to read materials that will HELP you and the club. • Obtain club files from the previous president. Take a look at past club reports, issues of the ALMANAC and GFWC CLUBWOMAN magazine that you might not have seen, the NJSFWC Yearbook and your club's Bylaws. (Do the Bylaws reflect the current needs of your membership? If not, it might be time to consider a Bylaws revision!) • Read through previous agendas and minutes to familiarize yourself with ongoing procedures, projects and running a meeting as well as processing a motion. • Organize your records. Discard materials that are out of date.
Set goals for yourself	• Be sure that the goals are challenging, but attainable and measurable. • Consider surveying your members for their feedback. Hold an idea/planning meeting with your Executive Board.
Attend District Councils	• If you cannot attend, make sure a representative is present. Bring members with you to acquaint them with District events. • Encourage new members to attend a least one district meeting per year. • Always keep your members informed about what occurs at these meetings. • When reporting at a meeting report in the third person - This president attended, spoke at, etc. (Avoid the pronoun "I".)
Review materials obtained from Roundtable Packets and District Council	• Dates, order forms, new information, bulletins from State Chairmen for club chairmen. Share this information and educate members to programs of the organization. • Order a minimum of one NJSFWC Yearbook for the club. Each club president automatically receives the ALMANAC. A second copy should be ordered so pertinent information can be distributed to club chairmen. Information in the ALMANAC is also posted on the NJSFWC.org website. • Every club president can download the GFWC CLUBWOMAN magazine at GFWC.org.
Plan the budget	• With the Treasurer. Include the outgoing President/Treasurer.

Plan Fundraisers	• Meet with the chairman to discuss the number and type of fundraisers needed for the year. • Space them. Some clubs like a lot of little ones, others prefer 1 - 3 larger ones a year. Make sure that fundraisers are carefully thought out to cover internal as well as charity needs. • Include fundraisers that reach out to the public. This helps with publicity and avoids members dipping into their pockets. • REMEMBER, new/old projects and fundraising projects need the support of the entire membership and must be voted on!
Meet with the Department Chairman	• Discuss ideas for programs and projects. • The GFWC Club Manual for the new administration is available online at GFWC.org. It is updated regularly so be sure to check often. • The NJSFWC Supplements are also two year Supplements and will be mailed to all club Presidents in the early fall of the even-numbered year. Reading last year's Supplements will give you a start. Still short of ideas? Look in last year's ALMANAC and GFWC CLUBWOMAN particularly the club news section.
Space Projects to avoid overburdening the members	• Get to know other presidents within the District and find out what projects work for their clubs. • Whatever the project, try to get as much mileage out of it as possible. If you are selling something, have the club name on the item. • Look for ways to partner with other community service organizations. Many hands, make light work.
Keep a calendar	• Of club, District, State, and Town dates.
Plan the Club Year	Food and good programs can increase member turn out. Ideally, programs should educate, be an extension of a club project or be an inspiration to start a new one, but having a few programs just for fun are always enjoyable. Projects such as a summer get-together, a bus trip, a theatre party, a discussion group can increase the bonds of friendship.

Lead Your Club Effectively by...

starting the club year well ...(cont'd)

Plan the Club Year (cont'd)	Never “turn the meeting over to the Program Chairman”. Always “present the Program Chairman, who will introduce the program”!
Meet with Membership Chairman	• To discuss ideas for attracting and keeping members. • Every club needs to invest in membership promotional materials – profile, business cards, invitation to a meeting, and a New Member Orientation Packet. However, a club also needs to maintain INTERESTING PROJECTS AND PROGRAMS to suit members needs!
Create a Club Profile/Brochure	• To let your community know about your club. Use the samples provided by the NJSFWC as a guide.
Maintain a file of Relevant contacts	• It is critical to the organization that a relationship between the club and various community groups and organizations be maintained regardless of a change of Officers.
Plan to attend All State Days	• Fall Conference, Civic Engagement Day, Day of Service, Convention, etc. Have at least one member accompany you, or represent you, if you are unable to attend. • State days afford you an opportunity to learn more about the organization and timely topics as well as meeting members from around the state. All club members (as well as guests) are invited to attend State Days.
Keep files for Your successor	• Keep good files for your successor, the future of your club depends on it!
Any Questions?	• Be sure to ask your District Vice President.

Lead Your Club Effectively by...

knowing how to prepare an agenda

When to start	• No matter how small the club, an agenda is essential for the orderly process of business. It is helpful to start a rough copy of the next agenda early, while memory of the previous meeting is still fresh. Include space to note quorum present. • Add to it during the month or as chairmen are contacted.
Preparation	• Check last year's minutes, the minutes of the previous Meeting, and club Bylaws, for anything overlooked. • Ask members to lead the Collect (prayer) and the Pledge of Allegiance to the Flag of the United States prior to the meeting. (The flag is to the right hand side of the presiding officer as she faces the audience.) The prayer is always first "God Before Country." A patriotic song is sung <i>after</i> the Pledge of Allegiance unless it is the National Anthem when it is sung <i>before</i>. • The president should prepare a brief written report of her activities for the month as well as highlights of councils/meetings attended (unless another member has been asked to report on the event). The reports should be in the third person. It is helpful for the Recording Secretary to have a copy. • Communicate with Community Service Program (department) and project chairmen. Request that reports be in writing to be brief.
New Business	• Confirm that any presentation for a new project has been thoroughly researched and that charts, numbers, etc., are available. Ascertain whether the motion is being made by the Secretary as a board recommendation or by the chairman. Remember, <i>a project requiring club funding or club participation must be voted on by the general membership.</i>
Copy of Agenda	• Should be available for the Secretary for accurate minutes, and if possible, for all officers, as a training tool.
Meeting	• Arrive on time and start promptly. Bring the meeting to order with one tap of the gavel. • Stand to preside and expect those reporting to do the same and from the front of the room. Remember to thank members. • Be a clock watcher. If a program is planned, the President presents the program chairman who introduces the program. (A person known to the audience is presented.) • Add a little fun or a few moments of club/Federation history.

Lead Your Club Effectively by...

knowing what minutes, treasurer's and chairman's reports should contain

Minutes	• Are a record of what was done, not what was said. They should be factual without any personal comments. • They should contain: ○ Type of meeting (regular, board, annual, special) ○ Name of the group, the date and place of meeting ○ Name of presiding officer and who was present ○ Whether the minutes of the previous meeting were approved as read/circulated or corrected ○ Correspondence and any action taken ○ Treasurer's report ○ Highlights of the officer's and project chairmen's reports ○ Motions and the name of the maker of the motion (<u>not the name of the seconder</u>) and whether the motions were adopted or lost and the count if the votes were by ballot or counted ○ Any new members attending ○ Time the meeting was adjourned
Should be signed	• by the Recording Secretary but never "Respectfully Submitted".
Treasurer's Report	• Should contain: ○ Balance on hand as of previous meetings ○ Receipts since that date ○ Disbursements since that date ○ Balance on hand for day of current meeting • The report is better if it is copied and distributed for members to review. • The presiding officer asks if there are questions, then states that the report will be filed (not for audit unless it is being audited). • The Treasurer's books should have a financial review or audit annually and the report read and accepted at the annual meeting. NOTE: See Section 5 for important financial information regarding 501 (c) 3 designations, IRS income tax filings and Charity Registration.
Chairman's Report	• Should be brief and in writing with only pertinent information reported. A chairman should thank her committee for any help. A detailed account is better put in the newsletter.

Lead Your Club Effectively by...

having an agenda for a club meeting

Point of Action	By whom	President says:
1. Call to Order	President	One rap of the Gavel “The Meeting will come to order.”
2. Opening Exercises	President	“ ... Please stand for the Pledge of Allegiance to the Flag of the United States of America, led by ...” - omit if no flag - REMINDER: If a club chooses to say the Collect for Club Women, it is said before the Pledge of Allegiance (God before Country).
3. Welcome and Thought for the Day	President	(to save time this could be eliminated)
4. Recognition of NEW/PROSPECTIVE members	Membership Chairman	“I am pleased to present the Membership Chairman ...” “Thank you.”
5. Minutes of previous meeting	President	“Are there any corrections to the minutes as read/mailed/circulated? ...” “The minutes stand approved as read/circulated/corrected.”
6. Correspondence	President Corresponding Secretary reads a list of outgoing and incoming correspondence (letters can be circulated rather than read.) If action is required on any item of correspondence, it can be taken immediately rather than being postponed until <i>New Business</i> .	“We will now hear the report of the Corresponding Secretary.”
7. Treasurer’s Report	President Treasurer gives balance; members have a detailed copy.	“We will now hear the report of the Treasurer.”
8. Reports of Officers	Starting with the President’s Report (The First Vice President assumes the chair figuratively.) Reports should be brief, but should include anything learned by attending events as the club representative.	After giving her report, the President calls for the reports of the remaining officers, thanking each one after she finishes her report.

Lead Your Club Effectively by...

having an agenda for a club meeting (cont'd)

Point of Action	By whom	President says:
9. Reports of the Chairmen **	President calls for individual reports by each Chairman Pertinent facts ONLY should be given to hold the attention of the members; handouts can fill in the details. Members often forget what is said, however, anything in writing is more meaningful.	"The chair calls for the report of the (respective) Chairman." "Thank you for your report."
10. Unfinished Business	President President should have a list. She should check the minutes of the last few meetings.	
11. New Business	President New Business can be introduced by the chair or any member, through motions, correspondence, resolutions and petitions. Board recommendations are read by the Recording Secretary.	
12. Announcements	President or Secretary Should only be those pertinent to club business.	
13. Adjournment	President	"There being no further business to come before this meeting, we are adjourned."

A program can be held before, during or after the business meeting. Having a program just for fun may be great and needed occasionally, but having a program that leads to a potential project can be very motivating! Program topics should vary as should the format, but ANY program presented should be one that will interest the members. The President presents the Program Chairman who introduces the program.

** Federation Awareness/Leadership Tips/Information (approximately 5 minutes) can also be included in the agenda. If a club has a member serving on the NJSFWC Board or is a District Chairman, she could also be asked to report on Federation information, such as: explanation of the State Project, GFWC Special Project or program, etc. Members could research early history of the club/Federation, town news, club projects from other states (see GFWC Clubwoman Magazine), or present aspects of member orientation, etc.

Lead Your Club Effectively by...

streamlining the meeting

Purpose	• To transact the business of the club efficiently. • To adjust to time constraints of today's members. • To create a favorable first impression with any prospective member, speaker or community guest since the "meeting" is usually the way a club is judged.
How To	• Hold the general meeting at a time convenient to the majority of members. Vary projects or committee meetings to include those unable to attend general meetings. ❖ Start meetings on time, even if members or speakers are late. ❖ Allow for flexibility in the agenda to meet such eventualities. ❖ Follow a written agenda with a copy for at least the Secretary. ❖ Conduct business in a professional manner. It is a job of the presiding officer to keep the meeting on track and on time. All viewpoints should be heard and considered. ❖ Attendance increase if the meetings are stimulating and include discussion on potential interesting projects or programs. ❖ Busy people need a good reason for being involved and giving their valuable time. ❖ The final decision on the type of projects, fundraisers etc., is always by a vote of the membership. ❖ Two hours is a good approximate time frame for the meeting, including the program and social time. It is better to close the meeting on time and defer business until the next meeting, than continue and have the members upset at the lateness of the hour. ❖ Programs should be about 20 minutes to hold maximum interest. ❖ Allow time for socializing with refreshments before or after the meeting, before the meeting is preferable for evening meetings.
Time Can Be Saved By	• Mailing/emailing the minutes of the previous meeting, or including with the newsletter, prior to the upcoming meeting. • Having copies of the Treasurer's report available for members. • Circulating letters addressed to the club on a clipboard. • Avoiding lengthy reports and thank you's which can be part of the club newsletter or part of a handout. • Encouraging chairmen to be brief by writing their report instead of speaking off the cuff. • Containing lengthy discussions by first stating rules of debate.

Lead Your Club Effectively by...

knowing how to process a motion

MAIN MOTION	• Member raises hand or rises and addresses the Chair
Chair	• Recognizes member by name, if possible
Member	• States motion, “I move that (not make a motion) .(states action)”, • Motion is seconded by a member who need not rise. (A second is required to prevent time being spent considering a question favored by only one person). If there is no second, the chair states that the motion is not considered for lack of a second.
Chair says	• “It has been moved and seconded that .. (states motion).....” (The motion should be repeated exactly).
Chair asks	• “Is there any discussion?”
Chair asks Chair puts vote	After discussion ends • “Are you ready for the question?” • “All those in favor ofsay AYE, those opposed say NO”... Or “The question is on the adoption of the motion to As many as are in favor say AYE,.... those opposed say NO”..
Chair states	Announcing the result of the vote • “The Ayes have it and the motion is adopted (or carried) and we will OR “The No’s have it and the motion is lost”
AMENDING A MOTION	• Member – “I move to amend the motion by adding/striking...” • A second is required.
Chair	• It has been moved and seconded to amend the motion by
Chair takes vote	After discussion ends • on the amendment, THEN processes the entire motion. • A motion may be amended twice before it must be processed. • A motion presented by a committee, i.e., the Executive Board, requires no second. The Secretary can read it as a Board Recommendation.

Lead Your Club Effectively by...

motivating members

Motivate Self	• The first step in motivating others is a leader's enthusiastic belief in purpose. A club's accomplishments springs from a positive attitude.
Set Goals	• Can include worthwhile community projects, visibility to attract community volunteers and to be creditable in the community, greater press coverage and individual self-growth.
Run an Effective Meeting	• Plan the meeting carefully. Always use an agenda. Start and finish on time. ○ Do not allow anyone to monopolize the meeting. ○ Make sure everyone feels welcome and comfortable, especially new members. ○ Try to use the newsletter for details rather than meeting time. ○ Use meetings to do "Done in One" projects and achieve a feeling of quick satisfaction.
Plan time for Fun and Enjoyment	• Have refreshments prior to an evening meeting so as not to keep members out late. Make sure that members get to communicate with and know each other. Hold group quizzes etc. or plan group workshops at someone's home. Special food meetings can be fun such as an "Aren't we great" event after reports are done.
Do not over-burden members	• Watch that chairman, do not plan too many projects or fundraisers too close to each other.
Try New Ideas	• Doing the same projects over and over can be stagnating. One of the advantages of belonging to the NJSFWC is having the opportunity to interact with other clubs and to share ideas. The Supplement provides a smorgasbord of projects from which clubs can choose. The ALMANAC also presents ideas monthly. Attendance at Councils, State Fall Conference and Convention provides many other ideas.
Try Programs to Stimulate Interest	• Brainstorming, Discussion groups, Panels, Buzz Sessions, Work groups, Films/Slides, Skits.
Thank members	• Often!

How you are doing as a leader	• NO LEADER can do it all herself and if you are trying to do it all, you are doing it all wrong! Any one person, particularly a President, who takes on too much, starts resenting others who do less. Sometimes that resentment builds so that the person feels the only way out is to resign (burn out), or in the worst case scenario to resign the club as well! DO NOT LET IT HAPPEN TO YOU!
What should you be doing?	DELEGATING, MOTIVATING and TRAINING, TRAINING, TRAINING!
How to delegate	• Need a volunteer to run a project? Avoid making a general announcement at a meeting. Members will try to avoid eye contact! Instead decide who would be a good chairman and vice chairman and ask them privately and personally. (People do not like being taken for granted!) It is also more difficult for a member to say no when asked, and having someone to help is comforting!
Motivating and preparing the volunteer	• Motivating or talking someone into doing something, is only the first step. Never talk a member into a job then leave her alone. She needs guidelines to help her. A President should make time to speak to each of her chairmen. As well as handing out the Supplement, a copy of the report form and ALMANAC articles, she needs to have read the material herself, then serve as a sounding board for project ideas. The same applies to any project or fundraiser. A procedure file should be started.
Letting the person run with the project	• Once a person has the hang of the job she should be allowed to use her own initiative. Of course the President, Board and club need to be kept informed. In many cases, one idea leads to others and if the Chairman is encouraged she is taking the first step towards becoming a future leader!

THE JOB OF PRESIDENT INVOLVES MOTIVATING OTHERS TO KEEP THE CLUB ACTIVE AND INTERESTING, SO OTHERS WANT TO JOIN, WITHOUT OVERBURDENING ANYONE!

The Dispute	• Acknowledge it immediately. Opposition can be healthy and is sometimes needed to obtain a satisfactory solution. An issue is more easily resolved if a sense of cooperation and respect for the opinion of others exists among the members. • Recognize that people tend to be more assertive when an issue is important to them, when they feel confident in their understanding of the issue, when they sense that the issue is contrary to what they prefer or when they feel the issue would give more power to others.
What to do:	• Deal with the issue as soon as it arises. ❖ Evaluate the problem and act as the intermediary. Do not take sides. In many cases, it is lack of understanding and communication that causes the problem in the first place. ❖ Clarify the points of contention to determine the accuracy of the dispute. ❖ Make sure that both sides listen. Many times in an argument people are too busy thinking what they are going to say next instead of listening to the other presentation. ❖ Keep the attention focused on the facts of the issue, supporting reasons and possible course of action. If necessary, stop the discussion and sum up arguments on both sides. ❖ Suggest or encourage alternative solutions. ❖ Do not allow emotion to take over. If the situation seems to be getting out of hand, table the discussion until the next meeting to allow time for more “research”. It can also work as a “face saving” device. If possible, lighten the situation with something “funny”. Humor can be very effective in reducing tension if it does not undermine either side.
Personality conflicts	• Whenever a group of people work together, it is inevitable that there will be personality conflicts or rubs. A leader should sense possible conflicts early enough to head them off. This could be as simple as making sure the individuals concerned work on different projects.

**Should
conflicts arise:**

- Encourage the individuals to discuss their differences between themselves before involving others.
- Schedule a meeting with the parties to discuss the situation.
- Ask direct questions that require people to talk about the situation. Repeat what you are hearing to clarify the conflict.
- Avoid accusations.
- Smooth feathers. Try to get each to compromise and explain your expectations.
- Make each feel important to the success of the club.

Advantages	• Source of information for members, especially new members • Keeps club information together and is a reminder of meetings and events.
Format	• Will depend on club preference and funds available; many clubs prepare the yearbook on computer so it can be updated on an annual basis. Some clubs have their books printed. • Mostly 8" x 11" sheets either full or folded, copied and stapled or put into a three ring binder. • A smaller size yearbook is often easier to slip into a purse or keep by the telephone.
What to include	• Identifying cover with club name, district, year. The Collect Pledge of Allegiance to the Flag of the United States could be on the inside front or back page. • Club information – when organized, when federated, meeting place, time, club motto, club colors, membership number, dues, President's message. • Name of GFWC President, theme and address of GFWC Headquarters. • State President and theme. Address of NJSFWC Headquarters. All NJSFWC Officers, if desired, but definitely any serving from the District with their addresses and telephone numbers. District Vice President, NJSFWC Community Service Program (Department) and Standing Committee Chairmen from the District. • The names of any Vice/Division or Special Chairman from the District. • Name and addresses of District Assistant and District Chairmen List of Club Officers and Community Service Program/Committee Chairmen. • Club calendar incorporating District, State, and GFWC Events. • Membership Roster with addresses, emails, birthdays.
If space permits	• Bylaws and Standing Rules. "How to process a Motion." • History of the club including Past Presidents and/or Club • Honor Roll members. • Project descriptions and local contacts important to the club. • A list of scholarship recipients. • State and local legislators.

One of the best leadership training tools is a **procedure book** that is passed on at the end of a term of office

There should be one for the President, and one for each officer, Community Service Program (department) chairman and for each individual project and fundraiser.

If your club has never used procedure books, consider starting them. Each recipient can add information and make notes for her successor.

**President's
Procedure
Book**

- Zippered pocket in which to keep small items - pen, paper, gavel.
- A list of special duties, responsibilities and helpful guidelines. Example: Model Agenda, Protocol, Parliamentary information, conflict resolution and any leadership materials received from NJSFWC or GFWC.
- A calendar section containing month by month items that need to be attended to. Example – May 1- Blue sheet due.
- Community contacts. Names and addresses of persons with whom your club has contact regarding projects etc.
- Club projects, brochures, speeches, notes of meetings, committees that might be helpful to your successor.
- Agendas, copy of Bylaws and copy of minutes. These are needed when preparing the next agenda!
- Federation section with State and District dates, names and addresses of State and District chairmen, copy of GFWC Outlines, NJSFWC Supplements and reports, project directions, contests etc.
- Club membership directory with notes of members' specific interests.
- Lists of committees.
- Names of prospective members.
- History of the club that can be updated at the end of each administration.
- A large envelope for notes and other items handed to you at the meeting.
- Any other section that may be appropriate for your club.

Community Service Program (Department) Chairman's Procedure Book	• GFWC Program, NJSFWC Supplement and report form. • A copy of last year's report. • Names and addresses of District and State Chairmen. • List of department members. • Reports of previous projects and projects that continue from year to year. • Suggestions for new project. • Ideas from ALMANAC and CLUBWOMAN magazine. • Calendar section. • Community contacts and copies of correspondence.
Officer's Procedure Book	• Duties and responsibilities. • How-to information from NJSFWC Headquarters or from the GFWC Administrative Guide. • Copy of club bylaws. • Deadlines. • Copies of previous minutes, Treasurer's reports etc. • Copies of agendas of the meetings.
Individual Project / Fundraiser Procedure Book	• Step by step instructions detailing the "how to" of the project or fundraiser. Copies of flyers, etc. • Financial reports of the last few years. • List of which members did what part of the project. • Any suggestions for improvements from previous chairmen.

As information is added, these procedure books become a wealth of information. As a president, it is much easier to "sell" a position if there is a guide to follow!

Lead Your Club Effectively by...

knowing procedure for a Federation Day

Federation or Guest Day	• Clubs often wish to celebrate a milestone by inviting guests and neighboring clubs to the event. • These celebrations are generally a major expense in the club's budget and could be held at 5 year intervals, minimum 2 years. • The date should be given to the DVP as soon as possible and should not conflict with a State or District event.
Location	• Restaurants or Country Clubs usually have a substantial room charge on top of the meal, tax and gratuities. • A catered event at a firehouse, community center, church facility or neighboring clubhouse would be less costly. Teas or hors d'oeuvres are generally more cost effective to serve than lunches or dinners, especially if the club handles the food preparation.
Additional expenses	• Invitations, program booklets, name tags, place cards, a program, publicity, centerpieces, table coverings, place mats, china/paper products, cake, decorations etc.
Program	• Does not need to be an expensive one, it can be a high school group or band, or an interesting club history, club performance or reading. These are often more fun! • Do not eliminate all business. Just keep it brief. Guests are interested to know what the club is doing and how.
Who Should Be Invited	• NJSFWC Executive Committee members, Past State Presidents and Board members from the District. • Mayor, local Legislators and Town Council members. • Members of the local Press. • Any Vice or Division Chairman residing in the District, District Assistant and District Chairmen. • Club Presidents with or without a traveling companion. • Send out invitations early (especially to the State President).

Lead Your Club Effectively by...

knowing procedure for a Federation day (cont'd)

Who Should be Invited (cont'd)	• State whether the invitee is expected to speak/bring greetings. Include clear directions and a phone number of the place where the event is being held, in case of an emergency. • To whom to RSVP (address and telephone number) and date.
Publicity	• Prepare a pre and day of press release, especially if members of the Press cannot attend. Pre-release should include anniversary being celebrated, past projects benefiting the town, current community projects, invitation to attend a meeting or participate in a project. Day of release should include what is special about the anniversary, attendees, invitation to learn more about the club - WHO, WHAT, WHEN, WHERE, WHY along with a photo.
Proclamation	• At least two months before the event, request a town proclamation. The request should be in writing and include suitable proclamation information. Members should attend the Town Council Meeting at which the proclamation is read. Ask the mayor to read it at the event.
On the day of	• Provide parking spaces for the honored guests marked with chairs or cones labeled with the person's name. • Have greeters at the door to show the invited guests where to sign in and sit. • Assign Hostesses for the special guests who will take care of them and introduce them to the members.
Seating guests at a Head Table	• The highest ranking guest (generally State President or the Vice President representing her) sits to the right of the presiding officer/club president, the second ranking, (could be the Mayor or a Legislator) to the left, the third (could be the DVP) to the right, fourth to the left and so on. Depending on the length of the Head Table and number of attendees you may just want your most important guests and your top club officers. Other NJSFWC Board members, as well as District Chairmen, visiting club presidents will be at floor tables. If you have several council members attending, they can be interspersed between guests and club officers at the head table.

Lead Your Club Effectively by...

knowing procedure for a Federation day (cont'd)

No Head Table just a lectern	• Seat your guests in the front row in order of rank with the highest ranking sitting closest to the aisle.
Order of introductions	• Begin with the lowest ranking: ○ Charter Presidents ○ Past Club Presidents (earliest to most recent) ○ Club Executive Committee ○ Visiting Club Presidents ○ District Chairmen ○ District Assistant ○ NJSFWC Division, Vice Chairman ○ NJSFWC Committee Chairmen ○ NJSFWC Community Service Program (Department) Chairman seated at the floor tables ○ Head Table, if there is one, should include NJSFWC Past State President, (GFWC Chairmen and Region President), District Vice President and Executive Committee members
Introducing those seated at the Head Table	• Start to the presiding officer's far left and introduce each person to center, then go to the far right and introduce to the center. The most important person is the last to speak. As a courtesy, the entire audience should rise to greet the GFWC President/State President.
When there is no Head Table	• Introduce those seated in the front rows in order of rank from the lowest to the highest ending with the most important guest. • Guests not known to the assembly, are introduced, those known, or presumed known, are presented.
Receiving an invitation	• Reply as quickly as possible. If you have responded "yes" and then are unable to attend, let the club know as soon as possible. It is unfair to let a club pay for a meal unnecessarily. Never just turn up if you have replied "no". • The hostess should keep an accurate list of favorable responses with names, titles, and clubs.
Thank you	• A brief note sent after the event is always appreciated by the Hostess.

Market Your Club Effectively by...

using club stationery and notecards

Purpose	• To create a professional image of the club. • Letterhead stationery should have a simple yet classic look, and be used for all correspondence sent out in the name of the club. • Such correspondence should be typed. • Club notecards are informal and can be used to invite or express thanks. Notes sent on notecards are generally handwritten. • All members who are expected to write on behalf of the club should have access to both types of stationery.
Length	• Stationery should be 8 ½" x 11" good grade paper. • Notecards can be 4" x 5" or any size or texture desired by the club. • Stationery and notecards can be ordered from a local printer or online at minimal cost in a variety of colors with matching envelopes, preprinted with the return address. Stationery and note cards with matching envelopes can also be created using computer word processing software and appropriate paper stock from an office supply store.
Design	• Club stationery should be headed with following: ○ Club name ○ Address ○ Year the club was founded ○ Affiliation with NJSFWC and GFWC (Note: the GFWC and NJSFWC emblems make attractive and professional additions.) • Do not include information that dates the stationery, such as the club president's name. • Consider using "Reply to" if the reply is generally to be sent somewhere other than the address given at the top of the page. • The outer cover of the notecards could include the following: ○ Club name ○ Club emblem and/or ○ GFWC and NJSFWC emblems
	• The NJSFWC offers notecards for sale at Federation Headquarters.



GFWC Woman's Club of Anytown
Organized 1940
Post Office Box 1111
Anytown, NJ 00000-0000



Reply To:

Member:
New Jersey State Federation of Women's Clubs of GFWC
General Federation of Women's Clubs
** (See note below)*

* If your club is a member of another organization, such as Friends of the Library, Chamber of Commerce, etc. this could be included here.

Market Your Club Effectively by...

using club business cards and invitations

Purpose	• To have on hand professional materials that introduce the club or members to the public, officials, to corporations when soliciting funding, to other organizations, to prospective members, etc.
Size	• Business cards are a must. They should be the standard 2" x 3½" in size.
Contents	• The club business card should contain the following: ○ Club name ○ Address ○ Telephone number ○ NJSFWC and/or GFWC emblem for national identity ○ A permanent address, such as a PO Box #, is most useful as is a telephone number that can be used for several administrations. • The President's name and phone number can be added if the budget permits, or a space can be left for a member to write in her name and phone number. • Business cards are fairly inexpensive and can be ordered in quantity from your local printer or can be computer generated. Packets of business cards can be purchased from an office store. • Business card templates are downloadable from www.njsfwc.org
Size	• Preprinted invitations, suitable for inviting prospective members to a club meeting, create a professional image. They should be designed to accommodate easily-obtained envelopes.
Contents	• The prospective member invitations should include the following: ○ Club name ○ GFWC/NJSFWC emblems ○ Meeting place ○ Meeting times and dates ○ Club activities and programs ○ Invitations to join ○ Contact names and phone number
	• <i>See the next page for sample business cards and invitations</i>

SAMPLE BUSINESS CARD AND INVITATION



GFWC Anytown Woman's Club

Member

**New Jersey State Federation of Women's Clubs
General Federation of Women's Clubs**

**P.O. Box 1111
Anytown, NJ 01234**

908-555-5555

Sample Business Card – Additional Samples Can Be
Downloaded from www.njsfwc.org

COME JOIN US

GFWC Anytown Woman's Club

**111 Main Street,
Anytown, NJ 01234**

**1st Wednesdays of the Month
September through June
8.00 P.M.**



**COMMUNITY SERVICE
PERSONAL ENRICHMENT
FRIENDSHIP**

Membership Chairman

Phone Number

Sample Invitation

Market Your Club Effectively by...

designing and using a club profile/brochure

Purpose	• To provide a prospectus for new and current members. • To provide an enclosure with press releases or any official club correspondence. • To utilize as a selling tool.
Contents	• A club profile should contain sufficient information concerning the club and entire organization to stand on its own, or serve as an insert in the Federation profile.
Length	• 8 ½" x 11" tri-folded sheet of paper, printed on both sides
Design	<u>Side One</u> Panel one: tear off/return card with club name and address printed on it Panel two: statewide and national projects (these can be found in the GFWC Club Manual and the NJSFWC Supplements); club awards and recognition from both the community and Federation Panel three club name; club or Federation emblems; meeting dates and place <u>Side Two</u> Panel one : club history; affiliation; with NJSFWC & GFWC; outstanding past projects Panel two: what club does locally; major fund-raisers; membership contact person+ phone number Panel three tear off/return card with name, address, and phone number of prospective member
	<i>Samples of club profiles attached:</i> <i>1. As a guideline to help you prepare your own.</i> <i>2. A completed club profile except for adding your club name, contact number, meeting day and time.</i> <i>3. A club profile that has a blank page inside for you to write your own descriptive paragraphs about your club and its work.</i> <i>4. Downloadable versions are available on njsfwc.org</i>

Please
paste
stamp
here

GFWC Anytown Woman's Club, Inc.
PO Box 1111
Anytown, NJ 00000-0000

Statewide/National Projects

- Feel the Smile of a Child
- Girls' Career Institute
- Special State Projects
- Canine Companions
- TLC Ministries

Club Awards and recognitions

- Chamber of Commerce
"Good Neighbor" Award
YEAR
- Recipient of a grant for
historic preservation
- Governor's Highway
Safety Award,
YEAR
- State CIP Award, YEAR

New Jersey State Federation of Women's Clubs of GFWC

GFWC Anytown Woman's Club, Inc.



COMMUNITY SERVICE



PERSONAL ENRICHMENT FRIENDSHIP

GFWC Anytown Woman's Club, Inc.



GFWC Anytown Woman's Club, Inc., was founded primarily to promote the establishment of Anytown Library. The club's membership today continues to promote education, as well as so many other community improvement projects.

The GFWC Anytown Woman's Club, Inc. is a member of the New Jersey State Federation of Women's Clubs of GFWC (NJSFWC) and is also a member of the General Federation of Women's Clubs (GFWC), the oldest and largest women's volunteer organization in the world.

Outstanding past club projects include:

- Established town library
- Restored Anytown Park
- Originated the Sunshine Day Care Center
- Founded local food pantry
- Sponsored Safety Town.

Sample Local Projects

- Sponsored reading programs in Anytown Library
- Provide scholarships to local students
- Contribute volunteer hours and food to local food kitchen

Major fundraisers include:

- Annual Craft Show
- Art in the park for women's shelter
- Pancake Breakfast for local police and rescue Squad.

For additional information and meeting schedule, please contact:

Jane Doe, Membership Chairman
GFWC Anytown Woman's Club, Inc
PO Box 1111
Anytown, NJ 00000-0000
908-555-5555
Club Email:-

Yes, I am interested in learning more about membership in the
GFWC Anytown Woman's Club, Inc.

Please contact me

Name _____

Address _____

Phone/email _____ / _____

Cut here and mail/ email

WHY JOIN?

- To be a member of an ongoing, respected organization, over 6,000 members in NJ.
- To have the opportunity for friendship, fun and fulfillment while working together.
- To have a voice in policy making
- Involvement in local, state and international affiliation with General Federation of Women's Clubs, with Headquarters in Washington, DC.

Leadership training

The New Jersey State Federation of Women's Clubs of GFWC gives women the opportunity to expand their horizons through individual growth and by working together through a common goal.

You are invited to become a member of the local GFWC/NJSFWC Federated club. Together we can make a difference, within ourselves, and within our communities.

FOR MORE INFORMATION

ABOUT OUR CLUB,

CONTACT US AT:

GFWC

Anytown

Woman's Club, Inc.



***Dedicated
to
Community Service***

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



NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

The New Jersey State Federation of Women's Clubs of GFWC (NJSFWC) founded in 1894, has over 6,000 members in 190 clubs throughout the State. Its members are diverse in age and life experience, but unified in their goal to make a difference in the lives of others. It lists among its accomplishments:

- Founded NJ College for Women (Douglass College) –built Science and Music Buildings – Large sums for Library, Student Center, Art Center Developmental Disabilities Center for Autistic Children
- Donate scholarships at Douglass College for Fine Art/Art History, Performing Arts, Music, International Exchange, Natural/Applied Science, Continuing Education, Journalism/English
- Sponsor Women of Achievement Awards
- Established numerous community libraries
- Preserved the Palisades
- Donated First Night Kits and other items to Domestic Violence Shelters
- Donated almost 43,000 books, valued at \$270,000 to under resourced school libraries

www.njsfwc.org



GENERAL FEDERATION OF WOMEN'S CLUBS

The General Federation of Women's Club, founded in 1890, has more than 100,000 members throughout the United States and around the world. It lists among its many accomplishments:

- Established 75% of the public libraries in America
- Established national model for juvenile courts (1899)
- Turned the tide for the passage of the Pure Food and Drugs Act
- Supported the first child labor law and eight-hour work day legislation
- Endorsed a resolution in support of equal rights and responsibilities for women (1944)
- Sponsored nationwide discussion on changing roles of women in "Which Way Forward for Women?"
- Fulfilled the commitment made at the president's Summit for America's Future to donate \$12.5 million in books and materials to public libraries and public school libraries

www.gfwc.org

Orientate Your Members Effectively by...

holding a Membership Orientation

Purpose	• 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	• Choose a location that is warm and friendly, yet preserves a business like atmosphere. ○ Library ○ Park- host a picnic ○ A member's home- host a pizza party, tea, etc. ○ Club Meeting place
Orientation Team	• 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	• The membership committee should send INVITATIONS* well in advance to all new and prospective members. • 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	• 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)

The Official Orientation	• 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
FYI	• 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.
Orientation Continues	• 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	• To better inform the prospective member about the workings of the club.
Design	• 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	• Should contain the club name, emblem, meeting time, and meeting place.
Contents	• 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 • <u>GFWC CLUBWOMEN</u> magazine, www.gfwc.org • Official club name tag
FYI	• 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: _____
Email: _____ 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	• 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)
	• The Second 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	• It is important that 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	• 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

SUGGESTIONS FOR A SUCCESSFUL CLUB YEAR

1. Simplify club projects. Do those that are more effective and profitable.
2. Don't be afraid to start new projects. A new project can excite and motivate members.
3. Make your community aware of your club. Service work and publicity go hand in hand.
4. Make new members feel like they are an integral part of your club. Get them involved-now.
5. Hold a New Member Orientation. It is very important that your new members understand the nature and organization of your club, and be given a rudimentary explanation of Federation. It will help them feel more like members than rookies.
6. Hold a Federation event. This is a wonderful way to give members a view of the larger picture. Federation history and achievements add a dimension to our organization that makes us unique.
7. Have a "what does it mean" or glossary of terms sheet--an explanation of NJSFWC jargon which "experienced" members understand, but which is a mystery to newer members.
8. Have different members participate in the meeting each month by doing the Invocation, the flag salute, etc.
9. Create a talent file, keeping a record of the special interests and skills of your members. Use your members' talents whenever possible.
10. Use a questionnaire/survey in planning your year. Let the members indicate which projects they would like to see continued and which they would be willing to chair or co-chair. The questionnaire gives the members the benefit of a secret ballot, as well as the opportunity to consider their own personal responsibilities and time commitments before they make choices.
11. Be willing to restructure. It is necessary to grow and change with the times and with each year's change in members.
12. Learn to delegate responsibility. It will help save your sanity, and it will provide training and leadership development opportunities to your members.
13. If you ask and expect your members to meet all deadlines, and if you meet all deadlines set for you, last minute, frantic efforts can be avoided.
14. How things are said are sometimes as important as what is said. You can never give too much praise. SMILE-SMILE-SMILE!

A PRESIDENT'S DUTIES, RESPONSIBILITIES AND PRIVILEGES

A president's duties include:

- a) To be pleasant and gracious in manner, to set an example in fairness, courtesy and obedience to rules.
- b) To report frequently to the membership and keep it informed.
- c) To plan each meeting well in advance and to prepare an agenda including all items of business to come before the club at that meeting.
- d) To call meetings to order on time.
- e) To be absolutely impartial while presiding.
- f) To take the vote on each item of business properly, the affirmative first, then the negative; to clearly announce the result of the vote.
- g) To delegate responsibility to others and to give praise where it's due.
- h) To realize she has no more authority than that which is given to her by the bylaws, and other rules of the club, or by a vote of the assembly.
- i) To refrain from speaking on behalf of the club, unless authorized to do so.
- j) To be familiar with the bylaws and all other rules of the club.
- k) To show, by example, how members may work together as a team to accomplish desired results.

A president's responsibilities include:

- a) To participate in District and Federation activities; to encourage membership participation and attendance at all meetings of the club, District and Federation; to represent the club at meetings of other clubs and organizations and at District and Federation meetings and events.
- b) To answer all mail promptly and to distribute club mail to the proper chairmen.
- c) To be available for help at all times but to refrain from interfering with the work of various departments and committees.
- d) To assist in training future leaders in order to provide for continuity in the work of the club.
- e) To urge new or shy members to take an active part in club work.
- f) To discourage cliques.
- g) To hold an Orientation meeting for the members of the Board after each election.

A president's privileges include:

- a) As a member of the club, the president has all the privileges of membership, including the right to make motions, debate, and vote. In order to be impartial, she will refrain from making motions and debating while presiding. She will call upon the First Vice President, or someone else if the First Vice President is not present, to take the Chair if the president wishes to propose motions and debate AS A MEMBER. She will not resume presiding until after the vote is taken on the motion in question and the result of the vote is announced.
- b) As a member of the club, the president has the right to vote, but she does not exercise this privilege in a voice vote, show of hands vote, or standing vote unless her vote will change the result. She may vote to make or break a tie, but she does not have to do this. In a ballot vote, she will vote with other members but must do so before the ballots are counted. In this case, she may not vote to change the results. In a Roll Call vote, the president's name is called last. She may vote, or she may answer "Present" if she wishes to abstain.
- c) If the club bylaws state that the president serves as a member, ex-officio, of all committees, except the nominating committee, she has all the rights and privileges of other members of the committee, including the right to vote.
- d) The president is considered to be the Hostess at all social functions of the club. When refreshments are served, she is served first, then the guest of honor and other guests are served.
- e) As one who holds the highest office in the club, the president is accorded the honor and courtesy that should be given to a president of a federated club. Every club member should be encouraged to respect THE OFFICE.

CLUB FINANCIAL RESPONSIBILITIES

501(c) 3 DETERMINATION

There are many benefits to a club and its membership in becoming 501(c)3 tax exempt. Club dues, mileage, and donations become tax deductions for your members. The club can then apply for New Jersey Sales and Use tax exemption, saving them money on purchases. Also, when the club holds a meeting at a restaurant, there is no sales tax.

If your club is not currently 501(c)3 tax exempt, the easiest way to obtain this status is to join the NJSFWC's Group Letter of Determination. A package is available for \$2.00 from Headquarters that explains how your club can be covered under the NJSFWC tax exempt determination and includes the necessary form. In addition to the \$2.00 fee for the paperwork, there is a one-time application fee of \$50.00, which is far below the charges collected by the IRS for a club to apply on their own. To be included, you must complete the form and return it to Headquarters by the December 15th deadline.

To find out if your club is 501(c)3 tax exempt, you can call 1-877-829-5500, the toll free number of the IRS unit that deals with Exempt Organizations. The NJSFWC Financial Secretary can tell you if you are part of the NJSFWC Group Letter of Determination.

Note that if your club has 501(c)(3) status on its own, there is no benefit to joining the Federation's group. If your status has been revoked by The Internal Revenue Service for nonfiling, the club cannot reapply under the NJSFWC Group Letter of Determination.

If you have any questions about the rights and/or responsibilities of a 501(c)(3) organization:

- a. Visit the web site www.irs.gov/eo for a variety of informational links,
- b. Visit the web site www.irs.gov/formspubs to download Publication 4221 Compliance Guide for 501(c)(3) Tax-Exempt Organizations (excellent) and Publication 557 Tax-Exempt Status for Your Organization (technical),
- c. Call 1-800-829-3676 to request Publication 4221 or 557, or
- d. Call 1-877-829-5500. This toll free number is to the unit that deals with Exempt Organizations.

Another good source of information is StayExempt.org. This educational web site, developed by IRS Exempt Organizations, features an online version of a popular workshop for Small and Mid-Sized 501(c)(3) organizations, as well as mini-courses on various topics of interest to exempt organizations, including deductibility of contributions, applying for exemption and foundation classification and applying for exemption.

Be sure to keep your 501(c)(3) Letter of Determination in a safe place and make sure that both the President and Treasurer of the club have copies and know where the originals are.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

IRS INCOME TAX FILING REQUIREMENTS

IRS form 990, 990-EZ, or 990N are the income tax forms for tax exempt clubs. **All tax exempt clubs** are required to file one of these forms annually. **This applies whether your club achieved 501(c)(3) status on your own or if you are part of the NJSFWC Group**

Letter of Determination. Your club is responsible to file individually. The Pension Protection Act requires the IRS to revoke the tax exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. **Therefore, organizations that do not file the e-Postcard (Form 990-N), a Form 990 or a 990-EZ for three consecutive years, will have their tax-exempt status revoked as of the filing due date of the third year.** If you are not sure if your club has 501(c)(3) status, you may check by calling the IRS Exempt Organizations Unit at 877-829-5500. They will ask for your club's Employer Identification Number (EIN).

IRS form 990 or 990-EZ is the annual income tax form for a club with gross receipts (every penny deposited in your bank accounts) over \$50,000. This form is due the 15th day of the fifth month after the end of your fiscal year. Unless your club bylaws state differently, your club fiscal year would be your club year. So, if your club year is May 1 to April 30, and the club had gross receipts over \$50,000, the IRS form 990 or 990EZ needs to be filed by September 15th. Any club that is part of the NJSFWC Group Letter of Determination must file by September 15th regardless of their club's fiscal year because this is the deadline for NJSFWC.

With the enactment of the Pension Protection Act of 2006, small 501(c)(3) tax exempt organizations with **gross receipts** less than \$50,000 since the 2010-2011 club year are now required to file electronically Form 990N, also known as the e-Postcard, with the IRS annually. It must be completed online, there is no paper version. **The e-postcard is easy.** The first step is to register as a new user. Go to www.irs.gov. Click on the "Charities & Non-Profits" tab at the top. The first article that appears is about the Annual Electronic Filing; click on the link. In the middle of the page is a box entitled "How To File." Follow this link and accept to leave the official IRS website. There is a private company handling this for the IRS. There is a link to register as a new user. You will need the club's Employer Identification Number (EIN) to establish a log-in ID. They will ask for you to create a password plus give your name, e-mail address and daytime phone number. You will be sent an e-mail containing an activation link. When you click on this link, you will be asked the club name, address, employer identification number, contact person, and a statement that the gross receipts were under \$50,000. Just like the other versions of the form 990, this new 990N will be due the 15th day of the fifth month after the end of the club's fiscal year. Remember to keep your EIN Number and password in a safe place to use the next year.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

CHARITY REGISTRATION

Does your club:

- Raise money from the public?
- Have a raffle license permit?
- Utilize the services of a professional fundraiser (in the past fiscal year)?

If so, you must register yearly with the Division of Consumer Affairs by completing the appropriate Charities Registration Form within five months of the end of your fiscal year.

If the **GROSS CONTRIBUTIONS (the sum total of all money deposited in your treasury from FUNDRAISING EVENTS before deducting expenses) were over \$10,000 and under \$25,000** and you did not use a professional fundraiser, you may take advantage of registering through NJSFWC by **October 1st**. By early September, Club Presidents receive a mailing with the necessary one page form and directions. The cost is \$15.00 payable to NJSFWC.

If the **GROSS CONTRIBUTIONS were over \$25,000 or if you used a professional fundraiser**, you must file on your own. For information about the Charity Registration and Investigation Act or to request an application, you may visit www.njconsumeraffairs.gov/ocp.htm#charity or call the Division of Consumer Affairs, Office of Consumer Protection in Newark at 973-504-6215.

If you qualify to file under the NJSFWC, do not miss the October 1st deadline to be part of NJSFWC's registration or you will have to register on your own!

The Charity Registration number is necessary to renew or apply for a raffle license and the potential fine for not registering is \$7,500. **Complete our one page form as soon as you receive it and return with your \$15.00 payment.**

IMPORTANT! In the past, if a club has ever filed the Charities Registration on their own, they could not switch to filing the Charities Registration under NJSFWC because they have their own number issued by the state. **However**, if your club now qualifies to be part of the NJSFWC group, you may contact the NJSFWC Treasurer and ask that she write a letter requesting that you be added to our group.

SALES TAX?

"Any person or organization engaged in selling taxable goods or services in this State must register with the State for sales tax purposes by filing a business registration application (Form NJ-REG)..."

If your club sells anything that, if purchased in a store, you would pay sales tax on, your club should be collecting sales tax and sending it to the state on at least a quarterly basis. There used to be a coupon book for monthly and/or quarterly remittance, even if the numbers were all zero. Do you have ST-3, ST-4, or ST-5 forms in the club files? What about a Certificate of Authority or an old book of coupons? These all indicate that sometime in the past the club was registered.

Over time your club may have turned away from direct sales (such as candy bars or hoagies) as fund raising projects. Maybe when you have sales of a product (Innisbrook for example) you collect the sales tax and pay it to the vendor. It is quite possible the need to complete the paperwork has been overlooked for several club administrations. In 2004, the State of New Jersey went paperless for filing and paying collected sales tax (Form ST-50). This online filing has added to the oversight problem for there is no longer a coupon book to remind the treasurer to file the report.

Or, maybe someone in the recent club history filed a **Request To Be Placed On a NonReporting Basis Form (C-6205-ST)** and your club is no longer obligated to file forms full of zeros. Only when you sell items for which sales tax needs to be collected will the club be required to go online and complete the ST-50. How can you find out if this non-reporting status has been granted to your club? Call the Division of Taxation's Customer Service Center at 609-292-6400. They can tell from your Employer Identification Number (EIN) what the status is for your club and send you the C-6205-ST Form if needed.

BUT, IF YOUR CLUB IS 501(C)(3) AND FILED WITH NEW JERSEY TO BE AN EXEMPT ORGANIZATION, DO YOU STILL NEED TO COLLECT SALES TAX?

In this case, your club need not collect sales tax if you hold infrequent sales of taxable items. This means holding sales once or twice a year or for a short duration, such as running the refreshment stand during baseball season.

If on the other hand, your club has a weekly hoagie sale, sales tax must be collected and paid to the state. Visit www.state.nj.us/treasury/taxation/index.html and click on the "Publications" link for a variety of bulletins on sales tax that can answer your questions.

MONEY LINGO

Many of our clubs have monies for a variety of purposes held in one checking account and this is OK if your recordkeeping is good. When members ask at a meeting how much money is available to give for an unplanned donation the treasurer can not just look at the check book current balance and say "We have \$2,000." Within that account there are monies for the budget, specific charities, unrestricted charities, and what is called "exchange."

Budget Monies – usually these are funds raised from dues to meet the operating expenses of the club. Some examples of these expenses would include GF and NJSFWC dues, insurance,

annual report filing fee, post office box, printing, postage, and Delegate Registration to Convention. Total anticipated receipts and disbursements should match to make the budget balance.

A specific fundraiser (advertised to the public as for the operating expenses of the club), an internal event involving only members, or a minimal administrative fee of 5% to 10% charged to all fund raising events may be necessary to increase the receipts.

You cannot just take other money in the checking account to cover a budget expense.

Charity Monies – these are the funds raised from the public for the good works done by the club and may be considered “restricted” or “unrestricted.” When the club has an event such as a fashion show and the ticket or advertising states the event is to benefit the scholarship fund, than all the profits from this event are restricted to use for scholarships. If the ticket said to benefit the scholarship fund and other charities, than the club should have determined when the project was approved what percentage or dollar amount was to be for scholarships and what amount was for unrestricted charities. Only these unrestricted funds are available during the year for donation.

At the end of the club year a pot of unrestricted monies may have been disbursed to a variety of charities. If one donation was to sponsor a youth basketball team for the Parks and Recreation Department in town and the check was not to be written until November, the funds became restricted.

Exchange Monies – are funds collected from members for specific expenses. One example would be members giving the treasurer money to purchase state project pins. This money will go in and out of the account. Collecting installation dinner or Convention expense money, so that one club check can be written, are other examples.

So, how much money is available to make that special donation? If the treasurer has kept proper ledger sheets and knows what monies are committed, she can say with confidence “We have \$150 in unrestricted charities.”

FEDERATION EVENTS

Club presidents receive information and reservation forms for all upcoming events sponsored by the NJSFWC. Some of the events held yearly are as follows:

Achievement Day may or may not be held in conjunction with Spring Conference. Club members enter their personal handiwork and plants which they have grown in District-wide contests. The categories of the contests are determined yearly by the state chairmen of the Arts/Creative Department and the Environment Department. The winning entries in each District go on to compete on a statewide level at Convention.

Convention - The annual Convention is the official business meeting of the organization. All members of the club may attend the Annual Convention, but the number of those members that are official delegates is dictated by the Bylaws of the organization. In addition to business meetings, Conventions offer workshops, banquets, and many learning opportunities.

District Councils are held in June, September, January, and March/April. Every member is invited to attend, and it is hoped that each club will have at least one representative. State and District chairmen bring useful information to each Council meeting, and written materials are distributed.

Fall Conference is held annually, usually in October. There are a variety of workshops offered in the morning. Following a luncheon, there is a keynote speaker, program updates and presentation of membership awards.

Leadership Workshop may be held every other year, usually in February or March. This special day at Headquarters is provided for incoming and continuing club presidents. Members of the state Executive Committee explain various aspects of club leadership, and written material on many topics is distributed.

Middle Atlantic Region Conference (GFWC) - GFWC divides the country into eight regions. New Jersey belongs to the Middle Atlantic Region, along with Pennsylvania, New York and Delaware. Every year a region conference, a mini-GFWC Convention, is held in one of the four states. There are informative workshops and other learning experiences, as well as visits from the GFWC International President and the GFWC President-elect.

Performing Arts Festival - Club members entertain other District members with their talents at this District event. There are group skits, individual and group singing, serious or comic readings, musical and acting performances. This is a fun day for everyone.

Program Assistance Day is held yearly in each District at the January Council Meeting. Each club shares information about the programs they have held at their club meetings, and indicate if the program was worthwhile or not.

Civic Engagement & Outreach Day is held in March. Several invited speakers inform our members, and answer members' questions. Proceeds from the day are given to the Political Science Scholarship.

Spring Conference - The March/April District Council meeting is designated Spring Conference and includes club presidents' reports, a keynote address from the State President or President-elect, a luncheon and awards.

Women of Achievement is co-sponsored with Douglass Residential College. A group of outstanding New Jersey women, as selected by a committee of Douglass and NJSFWC representatives, is presented. Each woman is given the opportunity to speak about her area of experience, and is presented an award for her achievements.

What does the NJSFWC offer your club?

FINANCIAL/TECHNICAL HELP

1. The opportunity to register for the State of New Jersey Charity Registration and Investigation Act with a minimum of effort.
2. The opportunity to become tax-exempt on the Federal level as part of the Federation's tax exemption. Once this has been accomplished, the club will be eligible for state sales tax exemption.
3. The opportunity to get \$2 million worth of liability insurance for less than \$200 as part of the Federation's policy.
4. A press release for every Federation event.
5. Every club receives a Manual for Club Presidents, which includes free materials designed to help with membership and the operation of the club. Recent examples, Market Your Club Effectively, Retain Your Members Effectively, Treasurer's Handbook, Protocol, and the GFWC Club Manual which is available at GFWC.org and includes information on how to process motions, writing an agenda and what the minutes should contain.
6. Every club receives a free copy of the ALMANAC eight times a year and the GFWC CLUBWOMAN magazine is available at GFWC.org. Included in these publications are information from your state and national officers, parliamentary tips, sample proclamations and updated project information and ideas.
7. The members of the NJSFWC Board and Headquarters Staff, are always available to assist your club and to answer questions.
8. Access to websites for further information njsfwc.org and gfwc.org
9. Clubs receive sources for new and interesting programs through the District Program Assistance Day, and the Classified Program Booklet.

PROJECT ASSISTANCE

1. Clubs have received ideas for easy projects with the receipt of Done In One.
2. The ALMANAC and GFWC CLUBWOMAN magazine offer project ideas in every issue.
3. Hundreds of project ideas are listed in the GFWC Programs (at GFWC.org) and the NJSFWC Supplements, which are sent to every club and available online at njsfwc.org

PERSONAL GROWTH FOR INDIVIDUALS

1. The opportunity to attend national, regional, state and district days for continuing education, new ideas and socialization with members from across the state.
2. Achievement Day and the Performing Arts Festival give members the chance to showcase their personal talents and learn from other members.
3. Workshops at Convention, State Fall Conference and District Council; meetings provide information to support club leaders and educate individuals.
4. Federation gives each member recognition for her inherent worth. She is not seen as a mother, wife, employee, etc.
5. Federation gives each member an avenue for sharing those causes that are most dear to her. Members can bring their concerns to the club, the district and the state and make an impact by adding their voice to that of other members.
6. Most importantly, each member has the opportunity to meet and become friends with women she would not have met without her Federation membership.

FEDERATION – A BRIEF HISTORY

(from Federation Milestones)

GENERAL FEDERATION OF WOMEN’S CLUBS

In 1868, a newspaper writer named Jane Cunningham (Jennie June) Croly was refused admission, because she was a woman, to a dinner given by the Press Club of New York, honoring Charles Dickens. Her indignation was such that she interested some of her friends in forming a club for women which was named “Sorosis” (a collective fruit formed by the union of many flowers of pulpy mass). In 1890, “Sorosis” was 22 years old with 97 other such clubs in existence in different states. Representatives were invited to a meeting in New York to create a permanent organization – the General Federation of Women’s Clubs. Charlotte Emerson Brown of Orange, New Jersey, was elected as the first President and on December 29, 1893, the General Federation of Women’s Clubs was incorporated in Newark, New Jersey.

The establishment of a permanent headquarters was considered in 1920. Agnes Schermerhorn, former New Jersey President and GFWC Second Vice President, was appointed chairman of a committee to establish a headquarters in Washington, DC. She located a beautiful, historic site and began fundraising for its purchase.

The GFWC motto “Unity in Diversity” was first stated in 1889 by Ella Dietz Clymer, President of Sorosis. She told those pioneering clubwomen, “We look for unity, but unity in diversity. We hope that you will enrich us by your varied experience.” Today GFWC has membership in more than 4,000 clubs and affiliates in more than a dozen countries around the world. As women’s lives and the multiple demands on their time have change, GFWC has continued to be the organization of choice for those who make volunteer community service a priority.

Causes for which GFWC members have worked or are working include: first Child Labor Law, Cancer detection campaigns, human rights, crime reduction, enactment of the 8 hour work day, protection of children, election reform, equal rights and responsibilities for women, consumer protection legislation, creation of the Food and Drug Act, establishment of the Women’s Bureau, establishment of 75% of the nation’s public libraries, right to work, standards of educational improvement, promotion of international peace, betterment of life for older Americans, Workmen’s Compensation Act, responsible media, juvenile justice, Cooperative Forest Management Act, uniform Probate Code, responsible fiscal policy, protection of private enterprise system, domestic violence awareness and protection, volunteer rights and responsibilities, multiple use of federal lands, Social Security/Pension equality, lowering health care costs, and improvements of FCC regulations.

NEW JERSEY STATE FEDERATION OF WOMEN’S CLUBS

The NJSFWC was born on November 16, 1894 when approximately 150 women representing 36 clubs met in Union Hall, Orange, New Jersey. Before the day ended, a constitution and bylaws had been written and adopted and officers elected. Margaret T. Yardley was the first President. At the third Board of Directors meeting, a badge in the shape of a shield with a plow, a rising sun and the word UNITY and the letters NJSFWC was accepted. Later, the lily of the valley was chosen as the Federation flower, and buff and continental blue as the Federation colors.

By 1897, the first state Yearbook had been published listing five departments. It was during the 1902-04 administration that clubs were first asked to send reports of their work to the Federation so that the information could be used to aid other clubs. By 1906, the Federation had grown to such an extent that it became necessary to reconstruct the organization by forming districts. Ten District Vice Presidents were appointed to head each district. Re-districting took place several times. In the years 1947-1950, the 6th District was divided into two making 11 Districts. During the 2004-2006 administration, the number of districts was reduced to 8. In 1911, “A Collect for Club Women” written by Mary Stewart, was read at the semiannual meeting of the Federation. This, as revised, became the official collect for all federated clubs. The JM was organized in 1923, the EMD in 1937, and the Juniorettes in 1948.

The achievements of the NJSFWC have been many, including the founding of the New Jersey College for Women (now called Douglass Residential College), providing the Arts Center at Douglass, raising funds for the building of the Douglass Disabilities Center for Autistic Children, providing two dormitory rooms at Canine Companions for Independence Northeast Regional Center, supporting Special State Projects which have included the Valerie Fund, Community Food Bank of New Jersey, Domestic Violence Awareness, Autism New Jersey, CASA New Jersey, NAMI, Operation Chillout and the Emmanuel Cancer Foundation.

NJSFWC HEADQUARTERS

The NJSFWC is one of the few State Federations to have its own Headquarters building. It is located centrally in the state, in New Brunswick. Prior to 1959, the NJSFWC met in Newark in any building where they could obtain a room. Then in 1959, the Federation moved to a four-room suite in the Griffith Building, where, for the first time, records could be stored. In 1964, a committee met to formulate plans for the establishment of a new headquarters, and it was suggested that fundraising be accomplished through redemption of trading stamps.

A suitable site was researched in the Trenton, Princeton, and New Brunswick areas. A two-acre tract on Clifton Avenue adjacent to the Douglass College campus was found to be ideal, and on October 15, 1964, the final approval for the leasing of the land was granted by the Rutgers trustees. Fundraising began in earnest, and each club appointed a stamp chairman. The Juniors voted to include Headquarters as their 1965-1966 State Project. Construction began in October, 1965, and the building was formally dedicated at 2:00 p.m. on May 1, 1966. Over half the funds for the building had been raised by collecting trading stamps. The first President to occupy Headquarters and assume responsibility for internal furnishings and maintenance was Geraldine V. Brown Sentell.

ABC's of Federation

ALMANAC - Newsletter published monthly September through April

by **NJSFWC**

CGH - Cecilia Gaines Holland

CIP - Community Impact Program Award Contest

DVP - District Vice President

EMD - Evening Membership Department

ESO - Epsilon Sigma Omicron (Continuing Education Reading Program)

GCI - Girls' Career Institute (Formally Girls' Citizenship Institute)

GFWC - General Federation of Women's Clubs

MAR - Middle Atlantic Region (one of 8 GFWC Regions)

MYFF - Margaret Yardley Fellowship Foundation

NJSFWC - New Jersey State Federation of Women's Clubs

SSP - Special State Project

WC - Woman's Club

WOA - Women of Achievement

GLOSSARY OF TERMS

GFWC	General Federation of Women's Clubs formed in New York City in 1890, world's largest and oldest women's volunteer organization. GFWC comprises 100,000 members in affiliated clubs in every state and more than a dozen countries ranging from teenagers to retired persons. Members are united by a dedication to community improvement through volunteer services. The motto "Unity in Diversity" was taken from a welcoming speech to delegates considering the formation of the General Federation. The GFWC International President resides at GFWC Headquarters, 1734 N Street, Washington, D.C. during the term of her administration.
gfwc.org	Website for information on the General Federation of Women's Clubs
NJSFWC of GFWC	New Jersey State Federation of Women's Clubs of GFWC was formed when 150 women representing 36 clubs met in Union Hall, Orange, NJ on November 16, 1894. The NJSFWC became a member of the GFWC the same year. Currently, the NJSFWC has more than 5,000 members in 185 Woman's Clubs and Juniorette Clubs. The NJSFWC boasts over one hundred-twenty five years of achievement, which includes the founding of a College for Women, now called Douglass Residential College, and the saving of the Palisades from commercial destruction. NJSFWC Headquarters is located on the corner of the Douglass Campus in New Brunswick. The President of the NJSFWC also serves on the GFWC Board of Directors.
njsfwc.org	Web site for information on the New Jersey State Federation of Women's Clubs
WC	Woman's Club, an individual club of the Federation (NJSFWC and GFWC) whose members are over the age of 18. While a club's bylaws cannot be in conflict of those of the federation, each club is autonomous. Many clubs are tax exempt, and incorporated for their protection. Among many valuable materials and services offered clubs by the Federation is insurance coverage through an umbrella policy and registration with the State under the Charitable Registration and Investigation Act. Included in each member's dues to the club are \$15 dues to NJSFWC/GFWC.
Juniorette	A member of a club composed of girls between the ages of 12 and 18 years of age. The aim of the club is still community service. A Juniorette club may be sponsored by a Woman's with a member serving as advisor.
EMD	Evening Membership Department is an evening department of a daytime Woman's Club, organized to accommodate members of the club who are not able to make daytime meetings.
Community Service Program (Departments)	Areas of work for members of the Federation; The Arts & Culture, Arts Performing, Environment, Education & Libraries, Health & Wellness, Civic Engagement & Outreach.

GFWC Clubwoman Magazine	The GFWC magazine published 6 times a year containing news, features, department updates, suggested projects and club information, etc. Go to GFWC.org to read/download.
ALMANAC	Newsletter containing pertinent news and updates published by the NJSFWC. Eight (8) issues are published each year. A copy is mailed free to each club president. Additional copies for members can be ordered from Headquarters at a subscription fee of \$20. The ALMANAC is also posted on the njsfwc.org website.
DVP	District Vice President is the leader in each district of the Federation who conducts council meetings for the purpose of disseminating information from the NJSFWC Board, and sharing of ideas between the clubs in the district. The NJSFWC has 8 districts. The DVP is known as the District President at the GFWC level.
MAR	Middle Atlantic Region is made up of the States of NJ, NY, PA and Delaware. Meetings are held bi-annually to share ideas between states. GFWC is divided into 8 regions.
CIP	Community Impact Program Award Contest is a GFWC program with cash awards as incentives to encourage clubs to undertake and report outstanding community programs.
SSP	Special State Project is a project or program selected each administration either by the State President or by a vote of the clubs and on which all the clubs of the Federation can participate. Some examples of State Projects include: Domestic Violence Awareness, Headquarters Foundation Fund, Community Food Bank of New Jersey, Canine Companions for Independence, The Valerie Fund, Autism New Jersey, Family Promise, and National Alliance on Mental Illness (NAMI NJ)
GCI	Girls' Career Institute is an annual program held at Douglass College and sponsored by the NJSFWC for high school Junior girls to explore women's issues, career goals and encourage awareness to contemporary problems. Clubs work with their local high school to select a candidate.
Convention	Annual meetings of the NJSFWC, held in early spring, and GFWC, held in June, at which each Federated club may be represented by delegates and alternates for the purpose of hearing annual reports and transacting the business of the Federation, such as taking action on Resolutions and Bylaws.
News & Notes	GFWC's weekly e-newsletter keeps clubwomen up-to-date on GFWC activities
eConnection	NJSFWC e-newsletter emailed to club members at no cost. This tool is used to share information in a timely manner.

“KNOW YOUR STATE YEARBOOK”

- Blue Sheet – Due May 1
- Federation Information – number of members, colors, flower, address, telephone and fax numbers, hours of lunch for the Office personnel
- Board members names, addresses, phone numbers and e-mails
- Past State Presidents, Past Junior Directors, Past EMD Chairmen
- Calendar (state and district) for the year – September to June
- Assigned District Days
- General Rules for Use of Headquarters Building
- GFWC Executive Committee members and names and addresses, plus New Jersey Representatives on the GFWC Board
- Important Notes
- Items for Sale at Headquarters, with the prices
- Minutes of the State Fall Conference
- Minutes of the Annual Convention including Resolutions adopted, Reports of Officers, and Auditor's report
- Community Service Program (Department) Reports and Committee Members of Arts & Culture, Arts Performing, Environment, Education & Libraries, Health & Wellness, Civic Engagement & Outreach – plus any applicable District Chairmen names, addresses and phone numbers
- Standing Committee Reports and Committee Members where applicable for ALMANAC, Annual Convention, Bylaws, Cecilia Gaines Holland/Margaret Yardley Fellowship, Communications, Community Impact Program Contest, Credentials and Registration, Domestic & Sexual Violence Awareness and Prevention, Fall Conference, Girls' Career Institute, Headquarters, Historian, Honors, Leadership, Legislation/Resolutions, Membership, Program Assistance, and Special State Project – plus any applicable District Chairmen names, addresses and phone numbers
- Special Committee Reports and Committee Members
- Appointments – Report for Parliamentary Consultant to Clubs and Day of Service
- Directories (alphabetically) – General Clubs, State Organizations, Juniorette Clubs and Evening Membership Departments
- DIRECTORY BY DISTRICT
 - Number of clubs, number of members in the District, District Vice President name, address and phone number

- District Assistant
- Clubs listed alphabetically – for all General Clubs, State Organizations, Juniorette and EMD
 - Club (County), number of members (billed by Treasurer)
 - Date organized, date Federated
 - Day club meets, time club meets
 - Name, address and phone number of President, Recording Secretary and Treasurer □
Meeting place with address and phone number
- Explanation of Contributions – General Clubs and EMD
- Charter Member Clubs
- Centennial Clubs
- Amended Certificate of Incorporation
- Bylaws
- Standing Rules – General Clubs and EMD
- Index
- Map and Directions to Federation Headquarters
- Member Transfer Form
- Back Cover – Collect

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS of GFWC
55 Labor Center Way
New Brunswick, NJ 08901

Only pins and printed materials will be sent through the mail. All other items must be picked up at Headquarters. There is a minimum shipping and handling charge of \$3.00 on all materials mailed, unless otherwise specified. All prices include tax. Make checks payable to: NJSFWC and mail to above address.

WOMEN'S CLUBS			
Club Presidents Pin (Gold Filled)		\$100.00	
Past President Pin (Gold Filled)		\$100.00	
Past Presidents Bar (Gold Filled)		\$25.00	
Past Presidents Pin with Bar Attached (Gold Filled)		\$115.00	
Gavel Guard - For Founding Presidents Only (Gold Filled)		\$8.00	
JUNIOR MEMBERSHIP			
Junior Club Presidents Pin (10K Gold)		\$60.00	
Junior Past Presidents Pin (Gold Filled)		\$17.00	
Junior Membership Pin w/ JM attached		\$8.00	
EVENING MEMBERSHIP			
EMD Past Chairman Pin (Gold Filled)		\$17.00	
FEDERATION STATE BOARD PINS			
District Vice President Pin		\$35.00	
State Board Pin		\$18.00	
EX Club Pin (Gold Filled)		\$50.00	

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PRINTED MATERIALS

Model Agenda.....	\$.25
Model Bylaws.....	\$.25
Duties of a Federation Secretary.....	\$.25
Conference Arrangements.....	\$.25
Parliamentary Pointers.....	\$.35
Conducting a Club Meeting	\$.50
The Way to Conduct a Meeting	\$.50
Parliamentary Terms.....	\$.50
Participating Member	\$.50
Committees and How They Function.....	\$.50
Membership Motivation.....	\$.50
Hat of Leadership... ..	\$ 1.00
Pearl A. Mentary, Presided.....	\$ 1.00
Protocol.....	\$ 1.00
Classified Program Pamphlet... ..	\$ 1.00
ESO Reading List.....	\$ 2.00
Treasurer's Handbook.....	\$ 2.00
Tax Packet.....	\$ 2.00
Schongar's Procedure, Policy and Protocol	\$ 2.00
Fund Raising Booklet.....	\$ 2.00
Done-In-One... ..	\$ 2.00
Schongar's Parliamentary Maneuvers.....	\$ 3.00
Legislation Letter Writing Workshop Kit... ..	\$ 3.00
NJSFWC Active Resolutions Booklet.....	\$ 5.00
Golden Moments..... (Picked Up at Headquarters).....	\$ 4.00 (Mailed).. \$ 7.00

FEDERATION ITEMS

NJSFWC Desk Organizer	\$ 5.00
NJSFWC Static Cling Decals.....	\$ 2.00
NJSFWC Shield Decal	\$ 1.00
NJSFWC Decal Stickers (Strip of Eight)	\$ 1.00
NJSFWC Logo Notepaper	\$ 10.00
NJSFWC Flower Note Cards	\$ 10.00
NJSFWC Headquarter Building Cast.....	\$ 10.00
NJSFWC Nail Files	\$ 1.00
NJSFWC Luggage Scale... ..	\$ 10.00
NJSFWC Lunch Bags.....	\$ 8.00
NJSFWC Cooler Bags	\$ 5.00
NJSFWC Cell Phone/iPhone/iPod Media Lounger.....	\$ 3.00

Federation Profiles.....(Picked Up at Headquarters).....FREE

Collect Cards..... \$.05

Calendar Date Books..... \$ 8.00

State Yearbook.....(Picked Up at Headquarters).....\$ 30.00(Mailed).... \$ 35.00

ALMANAC..... (8 issues, mailed to every Club President) FREE
(8 issues, additional subscriptions)..... \$ 20.00

A Century of Challenge - NJSFWC First 100 Years.....(Picked Up at Headquarters).... \$ 10.00
(Mailed)... \$ 15.00

From the Beginning: A Page of History - Volume II.....(Picked Up at Headquarters) \$ 10.00
(Mailed)... \$15.00

Please always include your name, address with zip code, phone number, Club, District and any other instructions regarding your orders.



Overview of NJSFWC and GFWC Community Service Programs and Contests

NJSFWC Community Service Program	GFWC Community Service Programs	NJSFWC Member Contests	GFWC Member Contests
Arts & Culture	Arts & Culture	Achievement Day (Arts/Crafts/Baking/Photography)	Photography
Arts/Performing		Creative Writing (Member & Youth)	Short Story and Poetry (Member & Youth)
Civic Engagement & Outreach	Civic Engagement & Outreach	N/A	N/A
Education & Libraries	Education & Libraries	N/A	N/A
Environment	Environment	Achievement Day (Plants & Flowers)	N/A
Health & Wellness	Health & Wellness	N/A	N/A

CLUB CONTESTS:

- Community Impact Program Award Contest - A club project in any area of work may be entered in the GFWC Community Impact Program Award. All entrants will receive a certificate, and the winning clubs at the state and national levels also receive cash awards to assist the club in furthering their community improvement project.
- “Best All Around Work”— Clubs that submit annual reports are eligible for the NJSFWC and GFWC club competitions. Certificates are awarded at the District and State levels for “Best Reported Work” in a particular department. Outstanding club work in GFWC programs and/or focus areas are eligible for \$50 cash awards. The NJSFWC State Chairmen submit the outstanding club reports to GFWC for consideration.

NOTE: For more information about project ideas, resources and the various contests, see the GFWC Club Manual, NJSFWC Supplements, NJSFWC Yearbook and/or the Federation website njsfwc.org or gfwc.org).