



## NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

55 Labor Center Way, New Brunswick, NJ 08901  
Tel: 732-249-5474/5485 Fax 732-249-8822 [www.njsfwc.org](http://www.njsfwc.org)  
Shirley Holly, President



April 2023

## WELCOME TO GCI!

Congratulations on your selection as a Delegate to the **75th Annual Girls' Career Institute!**

The New Jersey State Federation of Women's Clubs, a member of the international General Federation of Women's Clubs, in cooperation with Douglass Residential College offers you this opportunity to experience a few days of college campus life and college exploration.

The 75th Annual GCI will be held June 5-8, 2023, at Douglass Residential College on the Rutgers University campus in New Brunswick. We have scheduled relevant and well-informed speakers, workshops, and discussions of career options for women.

You will experience four days of college life, discuss today's challenges, learn about several career fields, network with delegates from all areas of New Jersey, and have the opportunity to form new friendships which may last a lifetime. In addition to scheduled seminars, we have planned various non-seminar activities and recreation opportunities.

On Monday evening we will be doing ZUMBA at the recreation center. On Tuesday afternoon you have the option of enjoying the pool at the Recreation Center. On the evening of Wednesday, June 7<sup>th</sup>, each dorm wing will present an original skit conceived by you and your dorm mates. If you participate in any Visual Arts you are invited to bring your work to our *Art Exhibition*, while those who are into Performing Arts are invited to be part of our *Talent Showcase* and/or join the GCI Chorus. You will also have the opportunity to participate in a variety of service projects, and to create your own Vision Board.

You, and your parents, will receive an invitation by e-mail to an Orientation Reception to be held in your District between May 8-21. Please make every effort to attend. **A response (yes or no) to the invitation is required.** You will be provided with a list of all eight Orientations across the state. If you cannot attend your local orientation, please make every attempt to attend one of the others. If attending a different reception kindly RSVP to both the host of the local reception you were invited to and the host of the reception you will be attending. Valuable information will be distributed. This is a chance to have any questions answered by the GCI Director.

Watch for the link to arrive shortly by email for registering your choices of career workshop and service projects.

Arrival will be at Lippincott Residence Hall (directions and procedures enclosed) on Monday, June 5<sup>th</sup> between 1 and 2 p.m. Please do not arrive earlier than 1 p.m., as the dorm will not be open. All visitors must leave the

dorm by 2:30 pm. Guests are invited to come early on June 8th to attend the closing session in Hickman Hall which begins at 9 a.m., featuring the GCI Chorus. Checkout time is 11:30 a.m. from the dorm only.

A local NJSFWC Woman's Club has sponsored you. You should expect an invitation to attend a meeting in September or October at their meeting place to relate your GCI experiences.

If you find you are unable to attend GCI for the *entire* 4-day event, you **must** promptly notify the GCI Director, MaryKay Tokar (201) 320-8403 or her assistant Brandi Miller (202) 210-4488, **and** your school. Your spot will then be offered to another student.

We are planning an enjoyable and informative mini-college and career exploration experience for you and look forward to greeting you and your parents on June 5th.

Sincerely,

MaryKay Tokar, Director  
NJSFWC Girls' Career Institute 2023  
[tokar@njsfwc.org](mailto:tokar@njsfwc.org)  
201-320-8403  
"Become Your Best Self"



## GCI DELEGATE CODE OF CONDUCT

We are committed to providing an environment which allows delegates to perform to the best of their ability, free from bullying and intimidation. As a part of our commitment, we have adopted a code to protect all delegates and staff that are involved with our program.

Each delegate and staff member should:

- Perform all duties with a sense of Spirit - promoting a sense of friendship.
- Be safe and feel safe.
- Have fun and experience a sense of fulfillment.
- Be treated with respect, dignity, and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Be listened to.
- Have the opportunity to make their concerns known and have them dealt with in an appropriate manner.
- Represent themselves, their school, their sponsoring Woman's Club and their family with pride and dignity.
- Refrain from gossip and the spreading of false information about others.
- Respect fellow delegates regardless of ability, ethnic origin, cultural background, or religion.
- Avoid smoking, the consumption of alcohol or non-prescription drugs, foul or provocative language or gestures.
- Delegates are expected to show respect to all volunteers, and kindness to all participants.

### Rules for Delegates

- Each delegate will be assigned to a 'house' under the direction of two volunteer 'housemothers'.
- When delegates are not together with their house and housemothers, their housemother must always know where the delegate is.
- If not at a scheduled GCI activity, housemothers must first give permission AND the delegate must have another delegate buddy from her house. No delegate is ever allowed to go anywhere by herself. **A delegate found by herself, away from the group, will be sent home.**
- All delegates MUST be in their own house by 10pm.
- Lights-out in each room is at 11pm. Your housemothers will be checking.
- Delegates found out of their house *without an excuse* after 10pm **will be sent home.**
- Dorm rooms must remain open and unlocked when in the room, unless changing clothing, or when going to bed for the night. When leaving the house, rooms must be locked.
- Delegates are to attend all meals in the cafeteria even if they choose not to eat. Delegates may sit anywhere and with whomever they want. Try to use this time to get to know more delegates.
- All tables MUST be cleared after each meal.
- No outside vendors may deliver to the dormitory during GCI. EXAMPLE – Uber Eats, Door Dash, Grub Hub, Amazon, Instacart, or similar.

Delegate Signature \_\_\_\_\_ Bring this page with you to GCI

# IMPORTANT INFORMATION

## FOR PARENTS AND DELEGATES

- 1) **Cell phones and laptop computers are permitted**, but must be turned off during all General Sessions, Workshops and Meals. Exceptions for notetaking or photos. This rule will be strictly enforced. Security for these items is the responsibility of the Delegate.
- 2) **Please Read and review every page - especially**
  - a) Directions to Lippincott Residence Hall
    - i) Includes drop off procedures on the top.
  - b) Welcome to Girls' Career Institute including the Code of Conduct.
    - i) It is important that each delegate understands her responsibilities during the GCI experience.
  - c) What to Bring
    - i) personal items the delegate will need while at GCI.
  - d) Medication Procedure
    - i) It is especially important that parents understand the medication policy and adhere to it for the safety of all participants. All medications, except emergency items such as Epi-pens, will be kept in the nurse's office.
  - e) Failure to be prepared will result in slowing the check-in process.
- 3) **EMERGENCY CONTACT at GCI** is MaryKay Tokar, GCI Director, at tokar@njsfwc.org or 201-320-8403. Alternate emergency contact is Brandi Miller at miller@njsfwc.org or 202-210-4488.
- 4) **WHEN YOU PICK YOUR CHILD UP ON JUNE 8<sup>TH</sup>**
  - a) The final session of Girls' Career Institute will not be dismissed until approximately 11:30 A.M. on Thursday, June 8<sup>TH</sup>. It is extremely important that your child participates in the closing ceremonies. You are also invited to attend. You are welcome to park at the Nicholas Hall parking lot (adjacent to Lippincott Dormitory) just before the Lippincott circle where you brought your child on Monday. It is a 10–12-minute walk from the Nicholas Parking Lot to Hickman Hall where the closing ceremonies will take place starting at 9:00 a.m. You may also park at the Arts Center near Hickman (Hickman parking lot is scheduled to be closed) Remember, the New Jersey State Federation of Women's Clubs has no recourse regarding any parking tickets placed by university police.
  - b) If you will not attend the closing ceremonies, please plan to arrive between 11:30 a.m. and 12:00 Noon. Please park in Nicholas Parking Lot #76 on map and proceed into Lippincott Residence Hall. ***No delegate will be dismissed before 11:30 a.m., and no delegate will be dismissed from Hickman Hall.***
  - c) Please remember we take very seriously our responsibility for all 166 young women and must insist that all delegates are dismissed from Lippincott Residence Hall to their parent, guardian, or person named on "Return Travel Permission" (with identification).
  - d) ALL Delegates must be picked up **no later than 3 pm.**
- 5) **All delegates' keys and slash cards MUST be returned at dismissal.** There will be an \$80 dollar charge for room keys and \$10 charge for the slash cards which are not returned. This fee is assessed by Rutgers University and must be paid by the parents if their child does not return her key and swipe card at check-out.

# MEDICATION PROCEDURES

## PRIOR TO ARRIVING AT GCI

- **All** medications, prescription or over the counter, must be listed in your online registration form before you arrive at GCI on Monday, June 5.
  - If you think you need to add something to your form, email Ms. Brandi at [miller@njsfwc.org](mailto:miller@njsfwc.org). She will help you make sure you have everything listed correctly.
- All medications must be in the original containers labelled with your name of the medication, dosage instructions and name of prescribing doctor.
- All medications must be in a Ziplock bag with a label on the outside with the delegate's name.
- All medications, including OTC, must be stored with the nurse.
- Any medication that is taken on an "if needed" basis, must be listed that way on her online registration.
- **If the DELEGATE MUST have a certain medication with her at all times,**
  - this must be indicated on the Medical Information form and
  - presented to GCI nurse during registration for verification.
  - Following verification, it will be returned to the delegate.

## When you arrive at Lippincott Residence Hall

- unpack your car onto the sidewalk.
- have the driver move the car to the Nichols Parking Lot
- remove your bag of medicine.
- enter the dorm, with your medications. Enter alone, unless parent needs to speak with the nurse.
- visit the nurse, who will verify your medications against your registration.
- When finished with the nurse, see the Rutgers personnel who will issue your room key and slash card. You must sign for them.
  - Save the envelope they come in for when you return your keys, you put them back in the same envelope.
- Once you have a key, go outside, and collect your belongings and any family members who wish to come inside. All family members must leave by 2:30.

**Set a reminder alarm on your watch** for each time you need to see the nurse for medication.  
**DO NOT** make the nurse come looking for you.

**Every time** you need to go to the nurse.  
Take a buddy.  
Inform your housemother.

When leaving GCI on Thursday, pick up any leftover medications from the nurse then return your keys to Rutgers,

# WHAT TO BRING TO GCI

## Each dorm room has

2 Twin XL beds, 2 dressers with drawers, 2 desks with chairs, 2 closet type cubbies  
one small refrigerator, one overhead light

## **Do Not Over Pack**

you, and anyone with you, need to carry everything to your room,  
which may be upstairs on the second or third floor NO ELEVATOR

If a family member accompanying you needs to use the elevator, see the concierge at the desk for an elevator pass.

## REQUIRED

Bedding – Sheets, Twin XL / Pillow in pillowcase / Light Blanket OR Sleeping Bag  
Towels, Washcloths, Personal Toiletries, old Flip Flops (to be used as shower shoes)  
Personal clothing appropriate for seminars, workshops, and meals (casual)  
Sweatshirt (Hoodie) – The auditorium gets chilly and sometimes downright cold.  
Rain Gear / Umbrella – Dollar store disposable rain poncho works fine.  
Swimsuit, towel, (If you plan to swim)  
Exercise Clothes (Zumba, running/walking/jogging)

## OPTIONAL

Cell Phone (limited use) – doubles as alarm clock, camera, flashlight – bring charger.  
Clothes Hangers (optional) usually none are in the closets.  
Refillable bottle to be filled at water fountains.  
Small lamp (desk top kind) so you have a light you can reach from bed if you'd like.

### **Fan (Dorm is not air-conditioned)**

**Extension Cord – 10 to 20 feet** – outlets may be behind furniture.

Decorating materials for your room, door, or small bulletin board (your housemother will let  
you know your group's theme about 10 days prior to event).

## OPTIONAL - SNACKS and BEVERAGES

A variety of snacks (chips, granola bars, cookies, etc.) and beverages (water, juice boxes, etc.) are  
**provided FREE in the lobby every day.**

A refrigerator and microwave are available in every room. Bring anything you especially want.

Vending machines may be available.

If you plan to use them, bring extra change for the vending machine.

(a \$5.00 bill is not change) – Dollar bills, quarters, nickels, dimes.

## **DO NOT BRING:**

Excessive spending money, credit cards, expensive jewelry

All delegates are responsible for bringing her own personal items, the GCI Staff will not have extra items

### **All Delegates are welcome to take part in the GCI Talent Showcase**

- You may perform as a solo artist or with another delegate (does not need to be from the same house)
- You may do any type of performance – dance, sing, play an instrument, read a favorite poem or story, read an original written piece, twirl, gymnastics, comedic act, or whatever (make sure you check with HM in charge)
- Staff members in charge may exclude any inappropriate material.
- Be sure to bring anything you need (instruments, sheet music, music stand, costume, reading, etc.)
- We will play your music through the auditorium sound system. It needs to be an MP3 or MP4
- All background music must be sent to [miller@njsfwc.org](mailto:miller@njsfwc.org) BEFORE June 5.
- *There are converters available on the internet if your music is not mp3, just google mp3 converter and several free converters come up. YouTube to mp3 is easy. Just save and send it to Ms. Brandi. Ask her for help if you need to.*
- Sometime on Monday, you will be asked to sign-in for the Talent Showcase by completing an index card about your act. It will include your name, any co-performers, your house(s), type of performance, music name and artist, any other pertinent information.
- On Tuesday you will stay behind in the auditorium just before lunch, for a quick practice / run through.
- On Tuesday night, bring anything you need with you to dinner. Once at dinner, you are requested to jump to the front of the dinner line. Other delegates will be told why.
- All Talent Participants will leave dinner early to travel with the staff in charge to Hickman Hall Auditorium to get set up and ready. You will sit together where directed, in order of performance.

### **All Delegates Are Welcome to Take Part in The GCI Art Exhibition**

- You may exhibit any type of visual work. Crafts, ceramics, drawing, painting, photography, sewing, knitting, or crocheting, needlepoint, collage, anything.
- No laptops permitted. They cannot be secured during the exhibition. Please print your work.
- Bring your artwork to the Lobby on Monday when announced.
- Staff members in charge may exclude any inappropriate material.
- A staff member will give you a card to fill out with your name, house, type of artwork or medium, name of piece (if applicable), etc.
- Remember to pick up your art on Wednesday night after Spirit Night.

## ARRIVAL PROCEDURES FOR JUNE 5

- Arrive between 1pm and 2pm. DOORS WILL NOT BE OPENED BEFORE 1:00
- There is a circular driveway for UNLOADING ONLY.
- After unloading, leave belongings on the sidewalk and **immediately** move the car to Nicholas Residence Hall parking lot next to the Lippincott Dorm.
- After parking at Nicholas (Lot 76 on map), you return to Lippincott.
- Enter the dorm by yourself with only your bag of medications (see medication procedures), still leaving your remaining belongings and any family outside.
- If you do not have medications, still enter alone and go straight to Rutgers Staff to pick up key.
- Inside you will see the nurse (if you have medications), then pick up your room key from Rutgers. The key and slash card will be in an envelope with your name on it. You will need to sign for them. There is a fee for lost keys or cards. Keep the envelope for use returning the keys.
- Once you have your key, you may bring your belongings and any family inside to your room.
- All visitors must leave by 2:30pm.

**Directions to  
Douglass Residential College  
Lippincott Residence Hall  
43 Dudley Road, New Brunswick, NJ 08901**

### **From the New Jersey Turnpike (north or south)**

- Take Exit 9, follow signs to Route 18 North.
- Use the 2nd from the right lane to turn slightly left to stay on NJ-18 N.
- Pass exit for Route 1 North-Newark, immediately get into far-right lane for approximately ½ mile.
- Take the exit for Route 1 South-Trenton. Follow Route 1 South.
- Take Exit for College Farm Road (toward Squibb Dr). Make a right onto College Farm Road.
- Make right onto Dudley Road.
- Lippincott Residence Hall is the last building on your left.

### **From Garden State Parkway South**

Take Exit 129 to NJ Turnpike South to Exit 9. Follow the directions above.

### **From Garden State Parkway North**

Take Exit 105 to Route 18 North. Once you pass the turnpike, follow the directions above.

### **From Route 1 South**

Once you pass the New Brunswick Sears, take the College Farm Road Exit. Follow the directions above.

### **From Route 1 North**

Take the College Farm Road Exit. (After DeVry University) Make a right at first light - (to go under Route 1). Proceed to first light and make a right. At the stop sign, take a left, this is College Farm Road. Follow the directions above.

### **From Route 287**

Take exit 9 to River Road-Bound Brook /Highland Park. Proceed east on River Road towards Highland Park, past Rutgers Stadium (on the left), to Route 18 South. Go right onto 18 South. Take Exit for Route 1 South. Follow the directions above.



**Directions to  
Douglass/Cook Residential College  
Hickman Hall  
89 George Street, New Brunswick, NJ 08901**

***This is the site of the closing ceremonies on Thursday June 8, 9am***

Parents are invited to attend. Delegates will **not** be dismissed from Hickman Hall  
Delegates need to return to the Lippincott Dorm (where they were dropped off)  
before they are released between 11:30 and 12.

*Construction at Hickman Hall may have the parking lot closed,  
in which case you will be directed to park at the nearby Arts Center.*

### **From NJ Turnpike**

Take Exit 9 and follow signs for Route 18 North—New Brunswick. Stay right. After you cross Route 1, the highway will split. Take the right fork for Route 172 and immediately keep left. Follow signs for the Douglass/Cook campus and take the George Street exit. Before the first light, turn right and Hickman Hall is the building on your left.

### **From Garden State Parkway South**

Take Exit 129 to the Turnpike South to Exit 9, Route 18 North, to George Street Exit, as above.

### **From Garden State Parkway North**

Take Exit 105 to Route 18 North. Follow the directions above.

### **From Route 287**

Take Exit 9 to River Road-Bound Brook /Highland Park. Proceed east on River Road towards Highland Park, past Rutgers Stadium (on the left), to Route 18 South. Go right onto 18. After the sign for Route 27, move to the right. The road divides; stay right and follow the sign for Commercial Ave. Turn right onto Commercial. At the second light, turn left onto George Street. In about .4 miles, you will come to a circle. Go halfway around the circle, staying on George Street. Before the first light, take the jug handle and cross George Street. Hickman Hall is the building on your left.

**Director, MaryKay Tokar 201-320-8403  
EMERGENCY CONTACT NUMBER: 202-210-4488**

**NJSFWC is not responsible for parking tickets.**