

**NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC
ONE HUNDRED THIRTY FIRST ANNUAL CONVENTION
Barbara McCloskey, President**

CHECKLIST FOR CLUB PRESIDENTS

READ the registration material enclosed. CHECK OFF each item when completed.	COMPLETED
<p>Review the Voting Registration Form which lists the number of Delegates & Alternates your club is entitled to send to Convention. Elect or appoint your club's Delegates and Alternates, including any from your EMD if you have one, and list them on the blue Voting Registration Form. Alternates must be listed on this sheet should it become necessary to serve as a Delegate. Please refer to NJSFWC BYLAWS XI, Section 11.2D (page 221 of the 2024-2025 NJSFWC Yearbook): "No delegate or alternate shall be registered to represent more than one club or state organization."</p>	
<p>Both the President and the Recording Secretary must sign the Voting Registration Form.</p>	
<p>Return one copy of the Voting Registration Form and one copy of the Woman's Club Registration and Meals Form, along with one Club Check, payable to: NJSFWC ANNUAL CONVENTION earmarked Credentials/Registration, to Credentials and Registration Chairman Carole Thompson postmarked by April 4, 2025. If your envelope is postmarked April 5th to April 12, 2025 a late fee of \$10.00 must be added to each Registration Fee, for a total fee of \$55.00, for each Delegate, Alternate, Member and Visitor/Non-Member. NOTE: Registrations will not be accepted if postmarked after April 12th. The Club's CHECK is the receipt. (Please bring a copy of your club paperwork to verify your choices if questions arise.)</p>	
<p>Members will receive all credential cards and meal tickets when they register at Convention. Members arriving after the close of registration on Monday and Tuesday who registered for that night's meal can get their registration sheet from 6:30 to 7 in the back of the Hollywood Ballroom.</p>	
<p>If an Alternate's status changes to a Delegate, she must have the Delegate's Credentials, as well as her own. This change can only be made by the Credentials and Registration Chairman at the <u>Registration Desk</u> and must be done by 10 a.m. on Tuesday.</p>	
<p>SPECIAL MEAL REQUESTS: Please keep in mind that there will be NO special meal requests honored tableside at any Banquet. If you have dietary restrictions or allergies, they MUST be noted on the Registration and Meals Form. Having your Meal Tickets will be strictly enforced.</p>	
<p>Fill out the blue Workshop Pre-Registration Form and return it with the Registration and Meals and Voting Registration forms. Members must pre-register for workshops.</p>	

<p>Make Hotel Reservations by following the Instruction Sheet included in the CALL packet. It would be advisable for one person to reserve a room, listing the names of any roommates. Reservations are made <u>directly with the hotel</u>. Deadline for Room Reservations is April 25, 2025.</p>	
<p>In order that the club president/co-presidents be included in the processional which opens the President’s Banquet (Tuesday), it is important that the form at the bottom of the “Presidents Processional Announcements” sheet be completed and returned with the Workshop Pre-Registration Form, your Registration and Meals Form and your Voting Registration Form – <u>ALL BLUE colored forms</u>.</p>	
<p>Review with club members the Proposed Amendments to the Bylaws and the Proposed new Resolutions to determine the club membership’s position on them. Bring to Convention a copy of the Proposed Amendments to the Bylaws (enclosed in the CALL) and the Proposed new Resolutions (mailed separately to club presidents). These are the only copies that will be provided. No copies will be available at Convention.</p>	
<p>After registering with the hotel, you will need to register with the Credentials and Registration Committee. From the hotel registration area, go up the escalator near Elvis’ car and bear to your right, go past the Hollywood Ballroom to the Big Cypress Foyer where you will find the Credentials & Registration Committee ready to greet you. Each delegate, alternate, member, guest/visitor must register and sign for her credentials. No member may register another member. Once registered, the convention packet and meal tickets will be distributed.</p> <p>Complete the medical information form on the back of the credentials card and insert the card into the plastic holder of the lanyard given to you when you register.</p>	
<p>Credentials Cards must be displayed for admittance to all meetings, programs, workshops and exhibit areas. Meal tickets will be needed for banquet admittance, table seating verification, and meal selection. NO CHANGES will be made at Convention.</p>	
<p>Read all information carefully! If assistance is needed during the Convention, come to the Credentials and Registration area in the Big Cypress Foyer.</p>	

**MARK YOUR CALENDAR FOR May 5--7, 2025
NJSFWC OF GFWC
ONE HUNDRED THIRTY FIRST ANNUAL CONVENTION**

Should you need additional information regarding the Convention and/or Registration, please call:

Vivien Finn, Chairman
CONVENTION
H: (973) 857-2039 C: (973) 204-0358

Carole Thompson, Chairman
CREDENTIALS & REGISTRATION
C: (609) 468-4039