

KEY	AP Abridged 100-Page Print Version Sent from GFWC to club presidents and select state chairmen and district presidents
	P Printed Supplements or Publications Available for purchase at the GFWC Marketplace: www.GFWC.org/Marketplace
	CD CD-Rom Version Available for purchase from the GFWC Marketplace: www.GFWC.org/Marketplace
	O Online Version www.GFWC.org/ClubManual

2010-2012 GFWC Club Manual Contents	AP	P	CD	O
2010-2012 GFWC ADMINISTRATION SECTION Includes: • Letter from the GFWC International President • 2010-2012 Administration Calendar	✓		✓	✓
YOUR ORGANIZATION SECTION Includes: • Know Your Organization: Mission Statement, GFWC Founding, “Unity in Diversity” Motto, History of the Emblem, Flag, Federation Flower, Song, GFWC International Headquarters, Goals and Accomplishments, A Record of Achievement, A Collect for Clubwomen, Junior Pledge • Governance & Membership Structure: Information about GFWC policies; Constitution and Bylaws; Resolutions, Elections and Credentials processes; and Membership and Governance Structures		✓	✓	✓
ADVANCEMENT SECTION				
GFWC Fundraising Advancement Guide contains information on creating successful fundraising programs; GFWC Endorsed Fundraisers: Grounds for Change, It Takes Two, and Uncle Al’s Pecans; club and state awards and contests; and more.	✓*	✓	✓	✓
GFWC Leadership Advancement Guide contains information to assist members in developing their leadership skills, including awards and contests; LEADS; club project planning; and more.	✓*	✓	✓	✓
GFWC Membership Advancement Guide contains information on retaining and recruiting members and rebuilding clubs, including the Seasonal Membership Recruitment Campaign; awards, contests, and grants; helpful tools and templates, such as Gold Pin form, Star Pin form, magazine subscription form, New Club Update forms; and more.	✓*	✓	✓	✓
GFWC Public Affairs Advancement Guide contains information pertaining to communications, GFWC identity, legislation, and public policy including: club and state awards and contests; GFWC emblem guidelines; effective communication tips; Federation Day tools; grassroots advocacy resources; and more.	✓*	✓	✓	✓
GFWC Stylebook		✓	✓	✓
GFWC Juniette Guide		✓	✓	✓

Content	AP	P	CD	O
Public Policy Guide to Advocating/Legislation Guide		✓	✓	✓
The GFWC Women’s History and Resource Center Advancement Guide contains information designed to inspire GFWC club members to connect to GFWC’s past, present, and future in a meaningful and productive way, including GFWC Collections information; an overview of resources and project ideas; information on awards and contests; and more.	✓*	✓	✓	✓
GFWC COMMUNITY SERVICE PROGRAMS AND SPECIAL PROJECTS SECTION Section includes: <ul style="list-style-type: none"> • GFWC Signature Project: Domestic Violence Awareness and Prevention • GFWC Juniors’ Special Project: Advocates for Children • Arts Community Service Program • Conservation Community Service Program • Education Community Service Program • Home Life Community Service Program • International Outreach Community Service Program • Public Issues Community Service Program 	✓	✓	✓	✓
Programming with a Purpose		✓	✓	✓
REPORTING SECTION contains Reporting Guidelines and the Reporting Form	✓	✓	✓	✓
Reporting Guidelines with Sample Narratives			✓	✓
AWARDS, CONTESTS, AND GRANTS SECTION Includes: <ul style="list-style-type: none"> • Community Improvement Program Award • Jennie Award • Newsletter Contests • Photography Contests • Website Contests • Writing Contests • Club and District Membership Grants 		✓	✓	✓
CLUB MANAGEMENT SECTION				
Making Successful Appointments		✓	✓	✓
Parliamentary Procedure		✓	✓	✓
Protocol		✓	✓	✓
Nominations and Elections		✓	✓	✓
Nonprofit Guidelines		✓	✓	✓
Installation and Anniversary Services		✓	✓	✓
A Quick and Dirty Guide to Meeting Planning		✓	✓	✓
Model Club Agenda, Budget, Bylaws, Meeting Minutes, Position Descriptions and Responsibilities, and Policies and Guidelines		✓	✓	✓
GFWC Emblem in Various Formats			✓	✓

* Abridged printed version contains an outline and highlights of information that members can find in this Advancement Guide.