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Juniorette Handbook

EVERYTHING YOU NEED TO KNOW TO
START A GFWC JUNIORETTE CLUB



THE GENERAL FEDERATION OF WOMEN'S CLUBS

is one of the world's oldest and largest women's organizations dedicated to community improvement through volunteer service. Since its founding in 1890, members of local GFWC clubs have addressed the diverse needs of their communities, building an impressive record of accomplishment. In thousands of clubs throughout the United States, and in 20 countries, GFWC members are committed to improving their skills, expanding their rights and applying their abilities and special sensitivities to society's problems. Under the motto, "Unity in Diversity," GFWC members promote education; preserve natural resources; encourage healthy lifestyles; work on behalf of the elderly and people with disabilities; advocate for issues of concern to women, children and families, and support participation in the arts.

The GFWC Juniette membership category was introduced during the 1966-68 administration of GFWC President Carolyn Pearce (Florida). She stated: "I can think of no better means of assuring the continuity of federation work and the influence for community good that we represent than by encouraging the formation of GFWC clubs for Juniettes." Mrs. Pearce stated that the purpose of a Juniette club would be:

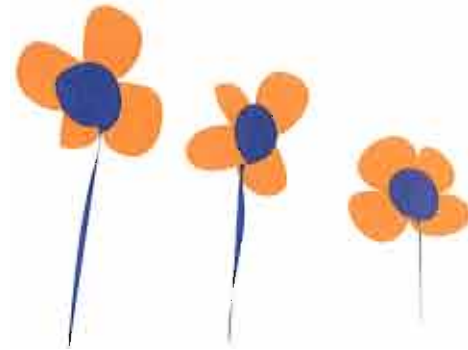
1. To contribute to a meaningful community life
2. To become aware of community problems and how they could be met
3. To learn the pleasures and rewards of working with a group.*

This GFWC Juniette Handbook is designed to encourage, inform and assist those who are interested in organizing, sponsoring and joining a GFWC Juniette club.

* *Reaching Out*, by Mary Jean Houde, p. 344

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GFWC California Federation of Women's Clubs
GFWC Florida Federation of Women's Clubs
GFWC New York State Federation of Women's Clubs
GFWC of North Carolina
GFWC Pennsylvania
GFWC Virginia

Independent Sector
Key Club International
Points of Light Foundation

PART I: ABC'S OF GFWC JUNIORETTES

A: AS STATED IN THE GFWC BYLAWS ARTICLE V. JUNIORETTE CLUBS:

"Section 1. Definition. Clubs whose membership is composed entirely of Middle School/Junior High and High School age young women shall be classified as Juniorette Clubs. Such clubs shall hold active membership and shall participate in the regular programs of GFWC."

"Section 2. Such Juniorette Clubs shall be sponsored by a [General or Junior] club holding active membership in GFWC."

B: A RECENT STUDY BY THE INDEPENDENT SECTOR AND YOUTH SERVICE AMERICA found that "adults who began volunteering in their youth give more money and volunteer more time than adults who began later in life." The study also reported that:

"Of the 45% of adults who volunteer, 66% began volunteering in their youth.

"Adults who began volunteering as youth are twice as likely to volunteer as those who did not volunteer when they were younger.

"High school volunteering recently reached the highest levels in the past 50 years."*

C: BY SPONSORING A GFWC JUNIORETTE CLUB, a GFWC club commits itself to "assuring the continuity of federation work and the influence for community good." The sponsor club extends its legacy of service by passing along GFWC leadership training, education and the experience of engagement to young people who are the promise of the future. Perhaps even more importantly, working with young people keeps one mentally stimulated, opens the window onto the world of "what's happenin' now," and is just plain fun!

* From "Engaging Youth in Lifelong Service," Independent Sector and Youth Service America study, 2001



PART II. What Do We Need to Know?

THE SPONSOR CLUB MUST BE AN ACTIVE GFWC GENERAL OR JUNIOR CLUB

- A committee of knowledgeable club members interested in Juniorette activities can serve as a back-up for the Advisor (see below)
- Joint projects or special events can be developed
- Club newsletters can be exchanged with Junioresses
- Sponsor club members can accompany Juniorette club representatives to district/state/international GFWC meetings

THE GFWC SPONSOR CLUB PROVIDES AN ADVISOR WHO:

- Attends all Juniorette meetings and activities
- Has familiarity with parliamentary procedure to help meetings run smoothly
- Is knowledgeable about GFWC and the state federation
- Serves as a liaison between the sponsor club and the Juniorette club
- Reports Juniorette activities to the sponsor club
- Reports sponsor club activities to the Junioresses
- Is committed to serving as Advisor for a defined period of time, preferably at least one year and hopefully more
- Is prepared to maintain an appropriate "distance" and encourage age-appropriate autonomy
- Is available to give advice and guidance when asked for or needed
- Enjoys working with young people

FINANCIAL OBLIGATIONS OF THE SPONSOR CLUB ARE OPTIONAL AND CAN INCLUDE:

- Sponsor club can help Juniorette club establish an annual budget
- Sponsor club can assist Juniorette club in mechanics of establishing a club bank account
- Sponsor club can provide "seed money" to help Juniorette club get started on a project or program
- Juniorette clubs are NOT automatically covered by the sponsoring club's liability insurance

resource

RKI Group Plans, (1-800-336-3316) is prepared to provide club liability insurance for active GFWC Juniorette clubs.

- Juniorette clubs should carry their own club liability insurance; the sponsor club may choose to cover the cost of this insurance for the first year or two while the Juniorette club gets on its feet.

JUNIORETTE CLUBS JOIN THE STATE FEDERATION

- Refer to State Bylaws for eligibility and membership requirements for Juniorette clubs within the state
- Refer to GFWC Model Bylaws for Junioresses on page 18

- IF Juniorette clubs are already established in the state:

- 1) Contact state Juniorette advisor/chairman/director, if any
- 2) Contact existing Juniorette club sponsors and advisors for advice and guidance

- IF Juniorette clubs are not established in the state:

- 1) Contact the GFWC Juniorette Chairman
- 2) Contact the GFWC Membership Director at GFWC Headquarters
- 3) Contact the State Federation Membership Chairman

JUNIORETTE CLUBS RECEIVE ALL MATERIALS AND MAILINGS SENT TO ACTIVE GFWC MEMBER CLUBS

- The Juniorette club president receives a complimentary subscription to *GFWC Clubwoman* magazine
- The Juniorette club receives the GFWC Club Manual, a binder containing general organizational information, program guidelines and administration materials
- The Juniorette club receives every GFWC "all club" mailing
- The Juniorette club is eligible to receive any free GFWC materials
- The Juniorette club may apply for GFWC grants

DUES:

- Per capita annual GFWC DUES for Junioresses are:

Year	Amount
2005	\$6.00
2006	\$7.00
2007	\$8.00
2008	\$9.00
2009+	\$10.00

"by sponsoring a GFWC Juniorette club, a GFWC club commits itself to assuring the continuity of federation work and the influence for community good"

- ⊗ Each state federation establishes state dues for Junioresettes within their state
- ⊗ Each Junioresette club establishes its own dues amount, which should include GFWC and state federation dues
 - 1) GFWC and state federation per capita dues for each Junioresette are sent to the state according to its dues schedule
 - 2) Junioresette dues are included in the state federation remittance to GFWC by February 15

REPORTING:

GFWC state federations treat Junioresette reporting in a number of different ways. What follows are GFWC's suggestions and expectations for Junioresette reports

- ⊗ Junioresette clubs are encouraged to REPORT [Refer to "Why Report" on page 17]
- ⊗ Refer to and follow the GFWC Reporting Guidelines in the GFWC Club Manual sent to every club. Reports are sent to GFWC Headquarters
- ⊗ Junioresette clubs also receive the GFWC Report Form and Guidelines mailed annually to club presidents in the Fall
- ⊗ Report Junioresette club activities on the GFWC Report Form in the appropriate program area
- ⊗ Forms also may be sent, according to state reporting guidelines, to:
 - 1) Appropriate state department chairmen
 - 2) State Junioresette Chairman/Advisor/Director
- ⊗ State Junioresette Chairman/Advisor/Director sends a report, with narrative, to GFWC Junioresette Chairman
- ⊗ NOTE: GFWC suggests that Junioresette reports be judged and considered for state awards under the same criteria as other state clubs

ACTIVITIES:

- ⊗ Junioresette clubs are volunteer community service clubs
- ⊗ GFWC programs are good starting points for exploring activities in which to participate
- ⊗ Junioresettes focus their activities in areas that coincide with their talents, interests, abilities, and time availability
- ⊗ The Junioresette experience must be fun!
- ⊗ Refer to page 14 for suggested program activities for Junioresettes



PART III. GETTING STARTED

The GFWC Bylaws state that Junioresette clubs are comprised of young people in middle/junior and high school. However, the differences in interests, abilities and maturity between 6th or 7th graders and high school juniors or seniors suggest that, to be successful . . .

A JUNIORETTE CLUB SHOULD BE ORGANIZED FOR EITHER MIDDLE/JUNIOR HIGH SCHOOL MEMBERS -OR- HIGH SCHOOL MEMBERS, NOT BOTH.

The age range of potential Junioresette club members will determine where and how to recruit them. Potential members might be:

- ⊗ Children or grandchildren of club members
- ⊗ HOBY graduates - especially if the club sponsors HOBY programs - and/or other youth leadership programs
- ⊗ High school students with a community service requirement for graduation
- ⊗ Post a "want ad" in the school paper for volunteer help with a sponsor club project
- ⊗ Encourage volunteers who respond and participate to establish a Junioresette club
- ⊗ Understand and accept that the turn-over rate of Junioresette club members will be high if majority of members are seniors in high school intent only on fulfilling a requirement
- ⊗ Contacts suggested by school counselors
- ⊗ Babysitters
- ⊗ Young people responding to volunteer opportunities posted on the club website
- ⊗ Referrals sent from GFWC Headquarters
- ⊗ Remember that "Junioresettes come in pairs"
- ⊗ Encourage referrals to "come with a friend"
- ⊗ Encourage initial contacts to provide additional names to grow a list of potential members
- ⊗ Contacts suggested by Girl Scout and youth group leaders



something to consider:

In some communities, it may make sense to organize a Juniors club in conjunction with the local middle or high school or hold your meetings in the school. In that case, it is MANDATORY that you contact the appropriate school administrators as your first step. Write a letter or pay a personal visit to the person at the school who is responsible for coordinating student/school activities. Find out what requirements you need to meet in order to use school facilities. Emphasize that GFWC clubs - and the Juniors club - are involved in community service, volunteerism and leadership training, with supervision provided. Be sure to include GFWC brochures in an initial letter of introduction or during an initial visit.

BEFORE THE FIRST MEETING:

Becoming involved with GFWC Juniors requires a commitment on the part of the sponsor club, the club advisor and the Juniors club members.

Sponsor Club:

- ✦ accepts responsibility for ensuring the success of the Juniors club
- ✦ serves as a model of leadership, cooperation and understanding
- ✦ understands that homework and school activities come first
- ✦ provides guidance and advice - when asked
- ✦ allows Juniors club to assume and practice as much autonomy as possible
- ✦ keeps lines of communication open

Club Advisor:

- ✦ understands that leadership is a lesson learned by doing
- ✦ explains GFWC procedures, i.e., reporting, dues, deadlines, etc.
- ✦ is flexible, reasonable, patient, and calm

Juniors Members:

- ✦ attend meetings
- ✦ participate in projects
- ✦ promote membership in the club
- ✦ are positive and enthusiastic about the club

HOW TO START:

1) Begin with a core group of potential members

- ✦ Bring 3 or 4 girls together with the club advisor and one or two sponsor club members for an exploratory meeting to determine interest
- ✦ Brainstorm ideas for where and how to find other interested girls
- ✦ Encourage girls to make lists of friends/acquaintances to invite to the first "meeting"

2) The sponsor club is responsible for organizing the first gathering of potential Juniors, including:

- ✦ Time and place
 - Make sure meeting doesn't conflict with exams or major school activity (prom, big football game, vacation, etc.)
 - If meeting is to be held in school, check with school administration regarding any requirements or restrictions
 - Meeting place conveys a message about the club: select a neutral, easily accessible public facility
 - If meeting is held on a weeknight, consider adjourning early enough for a "school night"
- ✦ Invitations
 - Can be hand-written, computer-generated, sent by e-mail, announced on posters, advertised in school newspaper, telephoned
 - Keep the invitation friendly, informative and brief

- Be sure to include "bring your friends"
- Include a "hook" that will appeal to potential members, such as "we need your help to [mention potential project]" or "let us help you graduate [if community service required for graduation]"
- Work from list suggested by the core group and encourage them to personally extend invitations (phone, e-mail, etc.)
- Be sure to include phone number and e-mail address to RSVP

✦ Refreshments are absolutely necessary!

✦ Sign-in sheet/nametags/handouts

✦ Sign-in sheet needs to include name/address/phone/email for follow-up purposes

✦ Nametags are necessary for all attendees, including sponsor club members in attendance

✦ Handouts should include GFWC brochure, sponsor club brochure, "flyer" about Juniors

- Don't overwhelm attendees with too much information

advice for advisors:

(Adapted from Points of Light Foundation)

- 1) Make sure Juniors are involved in the planning process right from the start
- 2) You are a role model; Juniors will reflect what you teach them
- 3) Consider opinions and feelings of Juniors seriously; be willing to learn from them
- 4) Keep your promises
- 5) Consider the situations Juniors have to deal with: transportation, school work and activities, adolescence
- 6) Be upfront, fair and honest; they don't expect you to be perfect
- 7) Communicate: ask questions and listen to the answers
- 8) Clearly explain expectations
- 9) Do not think of the Juniors club as a "mini-sponsor club"

1,2,3: READY, SET, MEET..



I. FIRST MEETING: KEEP IT SHORT, SIMPLE AND SATISFYING

SHORT:

- ⊗ 90 minutes for the entire meeting is about right—shouldn't be longer
- ⊗ Remember that an audience can focus for a maximum of 19 MINUTES on any one subject - and you're dealing with teen-agers here!

SIMPLE:

- ⊗ 10 minute welcome/introduction of all present
- ⊗ Possibly include an ice-breaker: everyone wearing black shoes sit together, brown shoes, athletic shoes, etc.
- ⊗ 20 minute "orientation" (no longer!)
- ⊗ Brief explanation of GFWC (brochure and WHRC brochure helpful here)
- ⊗ Brief description of program areas, including examples of club activities in each area that will appeal to Juniorettes
- ⊗ Brief introduction of officer's roles and duties
- ⊗ If sponsor club officers are present, each one can briefly - very briefly - address her responsibilities
- ⊗ Brief discussion about dues
 - State and GFWC dues - important to explain that:
 - 1) dues convey voting rights and representation at all levels of Federation
 - 2) dues provide eligibility for awards and recognition at national level
 - 3) dues enable club to receive all materials and information from state and national federation
 - Juniorette club sets its own dues
- ⊗ 15-20 minutes for Questions and Answers
 - could go longer if enthusiasm and interest warrants
 - it might help to have a "plant" in the audience who is prepared to get the ball rolling by asking the first question, if necessary
- ⊗ 5 minutes for declaration of intent
 - explain and ask for a motion indicating desire of group to form a new GFWC Juniorette club
- ⊗ 5-10 minutes to establish time and place for second meeting
- ⊗ Organize telephone committee for follow-up and reminder calls

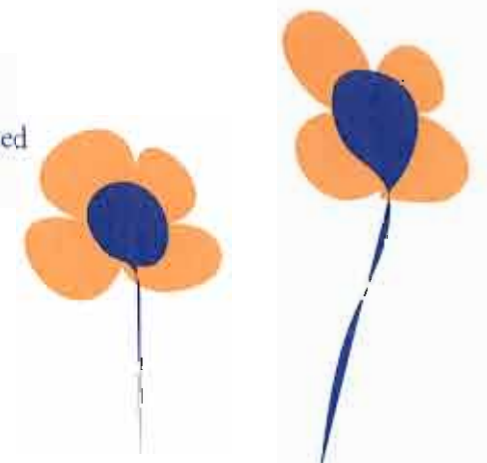
- ⊗ emphasize "bring a friend" to next meeting
- ⊗ 30 minutes for refreshments and informal Q&A

SATISFYING:

- ⊗ Potential Juniorette club members should leave the meeting feeling informed, welcomed and enthusiastic
- ⊗ Stress opportunities to become involved in worthwhile, relevant community service projects
- ⊗ First meeting should consist of FACTS, FOOD AND FUN

2. SECOND MEETING: LET'S GET ORGANIZED

- ⊗ Advisor plays an important role at this meeting by providing guidance and advice on procedural issues—and bringing refreshments!
- ⊗ Prior to meeting, advisor consults with core group to establish an agenda for the meeting
- ⊗ Telephone committee is informed about agenda prior to calling potential attendees
- ⊗ Advisor opens the meeting with a welcome to returning attendees and, hopefully, first-timers
- ⊗ Distribute copies of the Collect to recite together
- ⊗ Introductions/Ice-breaker
 - Ice-breaker to split up and/or avoid cliques (i.e., first names starting with A-G sit together, H-P, Q-Z)
 - Nametags should be used
- ⊗ Elect officers: President, Vice President, Secretary, Treasurer
 - Advisor needs to have brief descriptions available of responsibilities of each position
 - Advisor should know - and explain - proper parliamentary procedure for nominating/electing officers
 - If group is very small (10 or less), it is only necessary to elect a President and a Secretary/Treasurer
- ⊗ Form a Bylaws Committee
 - Refer to Model Bylaws (page 18)
 - Request proposed Bylaws be ready by next meeting
- ⊗ Before next meeting: Advisor and Bylaws Committee meet to draft proposed bylaws for presentation at third meeting



club building basics:

1) CHOOSE CLUB NAME

- **Remember: club name must include GFWC**
- **Name of club conveys a message about the club**

2) DECIDE ON PERMANENT MEETING PLACE

3) ESTABLISH MEETING SCHEDULE (i.e., once a month, twice a month, etc.)

4) ESTABLISH MEETING TIME

5) ESTABLISH DUES AMOUNT (include GFWC and state dues)

6) START DISCUSSING POTENTIAL PROJECTS AND PROGRAMS

- **Introduce and refer to GFWC and state programs and projects**
- **Ask each member to come to next meeting with suggestions**

7) END MEETING WITH REFRESHMENTS/SOCIAL TIME

3. THIRD MEETING: GET DOWN TO BUSINESS

- ⊗ President opens meeting with welcome
 - Group recites the Collect
 - New members/guests are introduced
- ⊗ Bylaws Committee presents report
 - Discuss Bylaws
 - Adopt Bylaws by majority vote
- ⊗ Collect dues
 - Advisor and Treasurer will open a bank account
- ⊗ Survey the interests and abilities of members
 - Brainstorm (every idea is an idea to consider) types of activities members are interested in pursuing
 - Be reasonable and realistic - consider time and money constraints
 - Refer to Suggested Projects (page 14)
 - Narrow down suggestions to 3 or 4 real possibilities
 - VOTE
- ⊗ President asks for (or appoints) volunteers to form a committee to start organizing the first project
- ⊗ President asks for (or appoints) a Telephone Committee
 - Committee will call members to remind them of next meeting and any assignments or things needed for the meeting
- ⊗ End meeting with refreshments/social time

BUT WHERE DO YOU GO FROM HERE?

Once the Juniorette club has a name, bylaws, officers and established meeting schedule, it is ready to become federated.

- Refer to state Bylaws regarding applications for membership
- Advisor assists Juniorette officers in filing application, including dues check and copy of Bylaws, according to requirements of state federation

Part IV: Junioresettes and GFWC

The Juniorette club becomes a member of the state federation. It is the responsibility of the state federation to forward the dues payment and Juniorette club information to GFWC as soon as the club joins the state federation.

When the Juniorette club information, including dues, is received at GFWC:

- ⊗ The Juniorette club becomes a member of GFWC
- ⊗ The Juniorette club is entered into the GFWC database
- ⊗ The Juniorette club will receive a certificate of membership, letter of welcome from the GFWC International President and the GFWC New Club Packet
- ⊗ The New Club Packet includes the GFWC Club Manual, the GFWC Public Policy manual, subscription forms, brochures, endorsed fundraiser materials, GFWC post-it pad and "GFWC-It's a VOLUNTEER Thing!" button
- ⊗ The Juniorette club president will receive a complimentary subscription to *GFWC Clubwoman* magazine to share with club members
- ⊗ The Juniorette club will receive all mailings sent to GFWC clubs
- ⊗ The Juniorette club can request to be on the "e-GFWC" email list
- ⊗ The Juniorette club will receive voting credentials for the GFWC International Convention

WHAT EVERY JUNIORETTE SHOULD KNOW

Your club benefits from information, materials and resources provided by your parent organization (GFWC). GFWC clubs enjoy the freedom to explore, confront and work on specific problems or conditions within their school, neighborhood and/or community.

You will benefit by being an informed, responsible and active Juniorette club member.

INFORMED:

Knowing what you have gotten yourself into - and how it works - is the most important first step in becoming an effective and capable member of the group. Knowing what GFWC provides to your Juniorette club will save time and effort. You don't have to re-invent the wheel!

- ⊗ *Know the organization: READ and USE THE GFWC CLUB MANUAL:*

- **Administration section:** Relevant information, including current GFWC officers, calendar, staff directory, awards and contests, reporting guidelines and report forms, List of Available Materials from GFWC HQ

- **Department Programs:** This is where to find ideas for club activities and information about resource organizations that can help. Contains guidelines for projects and programs in each of the six GFWC Departments: Arts, Conservation, Education, Home Life, International Affairs, and Public Affairs

Updated or new programs are introduced every two years, with each new GFWC President's Administration, and are sent to GFWC club presidents to add to the Club Manual.

• **Special Projects Section:** Activities that reflect the areas of concern of GFWC's Special Projects and/or Standing Committees, including guidelines for projects and programs in the following areas:

- Community Improvement Contest
- Fundraising
- Junior's Special Project
- Leadership
- Membership
- Public Policy
- Public Relations
- Women's History and Resource Center

• **Club Management** includes two sections: Know Your Organization (the Collect, Federation Facts and Organizational Governance) and Procedure & Protocol (Officer and Member responsibilities, Parliamentary Procedure, basic protocol, and more).

• Know the rules: **READ THE CLUB BYLAWS.**

• Bylaws are rules, adopted by the group, that govern the club, the state federation and GFWC

• All GFWC clubs, at every level, have Bylaws that are based on Robert's Rules of Order, Newly Revised (Visit <http://www.robertsrules.com/> to learn more).

• A basic understanding of parliamentary procedure is a leadership skill that will be valuable, personally and professionally, for a lifetime (Refer to Club Management: Procedure & Protocol in the GFWC Club Manual)

A MODEL MEETING IS . . . participated in by everybody; monopolized by nobody; where everybody is somebody!

RESPONSIBLE:

Each member of any group - family, school, religious organization, club - has obligations to the rest of the group. This is "part of it!" The responsibilities of membership in a Juniorette club mirror those required by every organized group. Learning and putting into practice these skills can establish positive habits for life.

- Attend meetings - and don't be late
- Fulfill financial responsibilities promptly (dues, contributions, etc.)
- Accept the principle of majority rule; respect the rights of the minority

top 10 reasons to be a juniorette

10. **Make new friends locally and across the country**

9. **Participate in service projects that contribute positively to your community**

8. **Gain self-confidence**

7. **Receive national recognition, awards and grants**

6. **Develop social awareness and global consciousness**

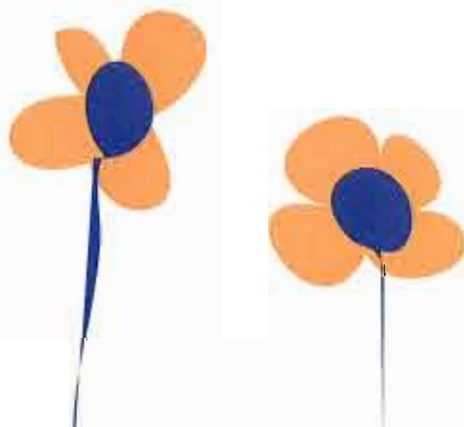
5. **Learn and practice leadership skills**

4. **Participate in diversified social activities**

3. **Explore education and career possibilities**

2. **Fulfill community service graduation requirements**

1. **HAVE FUN!**



• Carry out assignments or, if not possible, ask to be excused

• Participate in discussions and voice your opinion - during the meeting! If you don't stick out your neck during the meeting, don't stick your tongue out afterwards!

• Offer only constructive criticism - especially to those who have accepted officer responsibilities or to speakers

• Vote

• Be courteous - practice the Golden Rule!

• Remember that club business stays in the club

• Be an enthusiastic booster of your club and its activities - otherwise, why are you there??

ACTIVE:

Participating responsibly in club meetings is one part of membership in a GFWC Juniorette club. The fun starts when members are actively engaged in programs and projects that embody the principle of volunteer community service.

What follows are just some of the ways that GFWC Juniorette clubs and members have been involved and can become involved. Take into account the interests, skills, talents and availability of club members when planning a project or program. Refer to suggested programs and projects in the GFWC Club Manual, and take advantage of the resource organizations that can provide additional materials and information to support your programs and projects.



Work with local Senior Citizens facility:

- Read to those who no longer can; give manicures; Halloween, Valentine, Mothers/Fathers Day parties; write letters for those who no longer can; provide computer training; assist with exercise classes
- Adopt a "grand-parent:" send birthday and holiday cards, make/bake special treats, share photos of your family/friends
- Put on a skit, play or musical presentation

Work with children:

- Organize a Dr. Seuss Birthday Party at local library; read and then donate Dr. Seuss books to the library
- Volunteer to work with children in local homeless/woman's shelter; bake/decorate cookies for children at local shelter; craft projects, fitness programs, tutoring at YMCA or shelter after school
- Sponsor a reading contest for 2nd or 3rd graders - throw a party for the class if a certain number of books are read; tutor elementary school students after school (reading, math, etc.); hands-on art projects at after-school programs
- "Trick or Suite:" decorate a hotel room and give out candy to disabled children in a safe environment

- Volunteer at local Special Olympics
- "One More Hug:" clean and repair used stuffed animals to distribute to local emergency care facilities
- Organize a story hour in children's ward at local hospital; club members take turns reading to children

Support national/international organizations with time/money:

- Make dolls for Operation Smile
- Trick or Treat for UNICEF
- Have a bake sale and donate proceeds to Heifer International (sell animal-shaped cookies!)
- Work on a local Habitat for Humanity project
- Organize a dance marathon with proceeds going to a specific cause
- Learn about and observe World Food Day
- Donate food and/or work at a local food bank
- Sponsor a breakfast or luncheon for foreign exchange students at your school or in the community
- Refer to programs and resources in GFWC International Affairs Department [in the GFWC Club Manual]

Sponsor and/or participate in an "appreciation event" for local National Guard troops or Veterans or Firefighters, etc.:

- Take photographs of troops with their families (Polaroid) for them to take with them if/when deployed
- Send "care packages" to local armed services personnel serving overseas
- Volunteer to babysit, mow lawns, rake leaves, etc., for families left behind

Sponsor and/or participate in local conservation/beautification projects:

- "Adopt a Highway" clean up
- Clean up banks of local waterways
- Plant trees in honor of local women of achievement
- Organize a workday to clean up a local playground or park
- Recycle; research what happens to recycled products
- Refer to programs and resources in the GFWC Conservation Department [in the GFWC Club Manual]

Support the arts:

- Sponsor a student art exhibit at your school or in your community during Youth Art Month (March)
- Research well-known artists from your community; mount a mini-art show displaying their work
- Sponsor a poetry contest for elementary school students; judge entries and provide prizes
- Participate in GFWC's Photography contests
- Refer to programs and resources in GFWC Art Department [in GFWC Club Manual]

Support public libraries, public school libraries and reading:

- Research GFWC's traditional support of libraries - did a GFWC club start the library in your town?

- Participate in a Books for Babies project to encourage a love of reading
- Deliver library books to shut-ins in your community
- Collect gently-used children's books to donate to a homeless shelter
- Volunteer to staff a "story hour" at local public library
- Refer to programs and resources in GFWC Education Department [in GFWC Club Manual]

Safety First!

- Contact local Red Cross chapter to give a First Aid Training and/or CPR course to club members
- Distribute information to remind people to change batteries in smoke detectors
- Organize a safe driving seminar for young people in your school or community
- Hold a program with a local auto mechanic (learn how to change a tire, check the oil, etc.) to ensure car safety
- Have a self-defense program given by a personal defense expert
- Refer to programs and resources in GFWC Public Affairs Department [in GFWC Club Manual]

Health and Well-Being:

- Sell pink ribbons for Breast Cancer Awareness
- Research and create a list of local clinics/health facilities for underserved women; distribute at shelters, churches, etc.
- Collect sundries for local women's shelter: toothbrushes, toothpaste, soap, shampoo, deodorant, mouthwash, etc.
- Stop smoking; create positive presentation on dangers of smoking to present to young children
- Collect gently worn professional clothing and donate to local Welfare to Work program
- Participate in various walks, runs, bike rides, etc. to raise funds for charities of club choice
- Invite a skin care/make-up professional to present a program to club
- Invite a local chef to give program on preparing and eating healthy snacks
- Invite a local physician to give program on eating disorders
- Refer to programs and resources in GFWC Home Life Department [in GFWC Club Manual]

Need Funds?

- Staff a gift-wrap booth at a local mall during Holiday Season
- Hold a Topless Car Wash: \$5 will wash a car, except for the roof; \$1 more will include the "top"
- Hold a Dog Wash
- Sponsor an Easter Egg Hunt; charge small fee to participate
- Sell GFWC endorsed fundraising products
- Bake sale at the polls on Election Day
- Order FREE "GFWC Guide to Successful Fundraising" from the GFWC Materials Center [Refer to List of Available Materials in Administration Section of GFWC Club Manual]

The projects, programs and activities of a GFWC Juniorette club are unlimited. GFWC Program Guidelines are a starting point for ideas and inspiration. Use your collective imagination, creativity and ingenuity to develop activities that are meaningful, relevant, solid and fun.

And...please REPORT!

why report?

1. Reports are a "diary" of the club's activities during the year, providing a picture of the achievements of the group and the accomplishments of individual members
2. Reports are the heart and soul of a club history, reflecting the concerns and interests of club members at a particular point in time and over time
3. Reports are the basis of a publicity campaign, illustrating what the group has contributed to the community over the years as well as what the group is doing currently
4. Reports are helpful for future club members to plan activities, knowing what was or wasn't successful
5. Reports are useful for a membership recruitment efforts, allowing potential members to gain a realistic picture of the club's purpose
6. Reports are necessary to compete for recognition and awards on the district, state and international levels of GFWC
7. Reports are important when applying for monetary grants, providing evidence of responsibility and ability to initiate and carry out projects
8. Reports provide critical statistical information to help GFWC procure financial support from foundations and corporations
9. **It's the right thing to do!**



Part V: Samples and Suggestions

SAMPLE GFWC JUNIORETTE BYLAWS

Article I. Name

The name of this organization shall be _____

Article II. Object

The objective of this club shall be to bring together young people to develop and encourage the interests and talents of individual members, to work as a unified group and to cooperate with other Federated clubs.

Article III. Membership

- Section 1. Membership shall be limited to individuals in Middle/Junior High School and High school.
- Section 2. An individual can become a member of the club by attending one regular meeting, paying dues and accepting the duties and responsibilities of membership.
- Section 3. Resignations must be submitted in writing to the Corresponding Secretary and presented by her to the membership. No member may resign in good standing unless her dues are paid.

Article IV. Dues

- Section 1. The annual dues shall be determined by the membership by majority vote and will include the dues payable to the General Federation of Women's Clubs and the [state federation].
- Section 2. Dues are payable to the Treasurer on or before [date] of each year. Members in arrears after [date] shall be dropped from the membership for nonpayment of dues.

Article V. Officers, Election and Duties

- Section 1. The officers of the club shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.
- Section 2. All nominations will be made from the floor by a member at the [month] meeting. Elections shall be held at the Annual Meeting in [month].
- Section 3. No member shall hold more than one office or chairmanship at a time. No member shall be eligible to the same office for two consecutive terms, except for the chartering year.
- Section 4. The President shall preside at all meetings of the club and have general supervision of the work of the club. She shall be a member ex-officio of all committees.
- Section 5. The Vice President shall perform the duties of the President in the absence or temporary inability of the President.
- Section 6. The Recording Secretary shall keep the minutes of the club meetings. She shall prepare a written history of the club's events and activities to be presented to the membership at the Annual Meeting each year.
- Section 7. The Corresponding Secretary shall conduct the correspondence on behalf of the club.
- Section 8. The Treasurer shall collect all dues and keep an accurate record of the membership list. She shall send written notice to all members in arrears after [date]. She shall make payment of dues to the General Federation of Women's Clubs and [state federation] not later than [date] annually. She shall receive all monies for the club and deposit them in the club checking account. She shall pay all bills after approval by the membership and present a written report to the membership at each meeting. The books of the Treasurer shall be audited annually.
- Section 9. The fiscal year of the club shall be from the first day of [month] to the last day of [month] of the succeeding year.

- Section 10. When a vacancy occurs in an elective office, the unexpired term shall be filled by the membership at the next regular meeting. When a vacancy occurs in the office of President, the Vice President shall succeed and a new Vice President elected.
- Section 11. A member of the GFWC sponsoring club shall serve as Advisor to the GFWC Juniorette club and shall attend all meetings and activities. She shall serve as Parliamentary Advisor.

Article VI. Meetings

- Section 1. The regular meetings of the club shall be held on the [day] of each month from [month] to [month] inclusive.
- Section 2. The regular meeting in [month] shall be the Annual Meeting.
- Section 3. Special meetings may be called by the President and shall be called at the request of five members. The call shall state the object of the meeting. All members shall be notified of the time and place of special meetings.
- Section 4. Twenty-five percent (25%) of the members shall constitute a quorum for the transaction of club business.

Article VII. Departments and Committees

- Section 1. The membership shall create such Departments and Committees as it deems necessary to complete the work of the club. These shall conform as nearly as possible to those of the General Federation of Women's Clubs and the [state federation].
- Section 2. The Chairman of each committee shall be elected by the members of the Department or committee. She shall prepare a written report of the activities of the Department or committee for presentation to the membership at the Annual Meeting. She shall keep the membership aware of all activities, programs and projects within her area of concern.

ARTICLE VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article IX. Amendments

These bylaws may be amended at any meeting of the club by a two-thirds vote of the members present and voting, provided that the amendment(s) has been read at the previous meeting and transferred to those not in attendance.

SUGGESTED/POTENTIAL COMMITTEES FOR JUNIORETTE CLUBS

GFWC/CLUBWOMAN: Receive and share e-GFWC messages with membership; read and review *GFWC Clubwoman* magazine and share interesting articles and information with membership

HOSPITALITY: Set up refreshment schedule for meetings; send cards to club members for birthdays or when ill; greet and make each member feel welcome at club meetings and events

MEMBERSHIP: Recruit new members for the club; contact members who miss meetings; project and promote a positive image of the club to the public

NEWSLETTER: Issue a newsletter (print or email) to keep all club members informed of club activities; include information about the state federation and GFWC

PUBLICITY: Take pictures of club activities to include in the club scrapbook; contact local media with information about club activities; create and/or update club brochure

PROGRAM/SPEAKERS: Organize programs that are relevant and interesting for club members; invite speakers and serve as their hostess

REPORTING: Compile information and fill out report forms; submit appropriate reports for awards; give out awards

SCRAPBOOK: Purchase a club scrapbook and fill it with photos, newspaper clippings, club newsletters, etc. Think about posterity!

TELEPHONE: Call club members to remind them of meetings and special club activities.

WAYS & MEANS (Fundraising): Organize fundraising projects to support the club and to support community causes.

sample invitation letter

Date

Name
Address

Dear May B. Member,

Your name has been referred to us as a potential member of a new club that is being formed for girls just like you. We think you will enjoy becoming actively involved in our community by working with other girls on volunteer service projects that are meaningful, relevant and fun. [If you have a project in mind, mention it here.]

The club is sponsored by the [Anytown Woman's Club], a member of the General Federation of Women's Clubs. GFWC is one of the world's oldest and largest international women's volunteer community service organizations, with thousands of local clubs in the USA and around the world.

Please join us for an informal get-together to learn more about how you can get involved: Anytown Public Library, Tuesday, April 5, 7:00 pm-8:30 pm. Feel free to bring some friends with you. And check out the GFWC website: www.gfwc.org to learn more about us. For directions, and to let us know you will be coming, please call or email: Susie Jones, 123-4567; sjones@xxx.

We look forward to seeing you soon!

Sincerely,

SAMPLE MEDICAL EMERGENCY INFORMATION

NOTIFY IN CASE OF EMERGENCY:

- Name: _____
Relationship: _____
Address: _____
Telephone: (day) _____ (evening) _____
- Name: _____
Relationship: _____
Address: _____
Telephone: (day) _____ (evening) _____



CURRENT PHYSICAL CONDITION:

Medicine currently taking: _____

ALLERGIES (food, respiratory, medication): _____

Last Tetanus shot: _____

Any special conditions we need to be aware of: _____

PHYSICIAN INFORMATION:

Physician's Name: _____

Physician's Address: _____

Physician's Telephone: _____

INSURANCE INFORMATION:

Medical Insurance Company: _____

Policy Holder's Name: _____

Insurance Identification Number(s): _____

SAMPLE ACTIVITY PERMISSION SLIP

I, *(name of parent/legal guardian)*, give permission for *(name of Juniorette)* to attend *(name of activity/event AND location)*. I understand that transportation will be provided by *(name of driver or bus company, etc.)*. The supervising adult(s) in charge is (are): *(name(s))*.

I understand that every effort will be made to reach me in the event of an emergency or if emergency treatment is necessary. I give *(name of supervising adult)* the right to transport and authorize medical treatment on behalf of my child.

Current Medical Emergency Information has been supplied to the *(name of Juniorette club)*.

(Juniorette member's name) has my permission to go to the above mentioned meeting/event and I acknowledge that the *(state federation)* or members of such or chaperones are not liable for medical expenses, hospital expenses or such charges incurred for such services as may be rendered for or on behalf of my child as a result of injury or sickness, and further acknowledge that the *(state federation)*, members of such or chaperones will not be held liable for injury or illness. I further authorize permission for medical treatment.

Date _____

Parent or Guardian's Signature _____

Get Started!

- Contact a GFWC club in your community to sponsor your GFWC Juniorette club.



- Order any of the following:

- ▲ Juniorette Handbook
- ▲ How to Build New GFWC Clubs
- ▲ Model Bylaws
- ▲ Parliamentary Briefs
- ▲ GFWC Video
- ▲ GFWC List of Available Materials

To find a GFWC club in your area, to order materials or for more information contact:

GFWC Headquarters
1734 N Street, N.W.
Washington, D.C. 20036
Phone: 202/347-3168
FAX: 202/835-0246
E-mail: gfwc@gfwc.org
Internet: www.gfwc.org



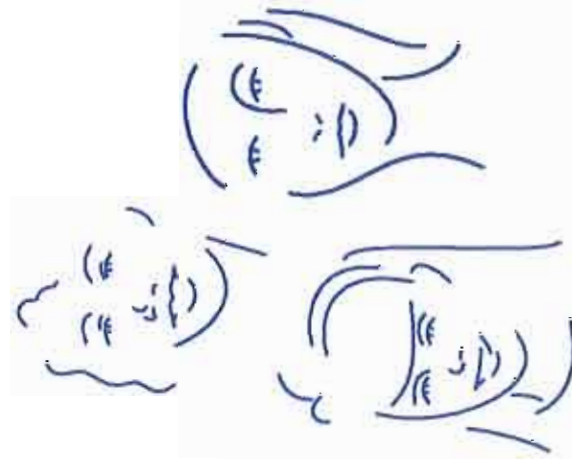
GFWC Juniorette Clubs Are Active In*:

Alabama	Nebraska
Arizona	Nevada
Arkansas	New Hampshire
California	New Jersey
Connecticut	North Carolina
Florida	Ohio
Illinois	Pennsylvania
Indiana	South Carolina
Iowa	Texas
Louisiana	Virginia
Maryland	West Virginia
Mississippi	Wyoming
Michigan	

*2004



GFWC
Juniorettes
Young Women Making A
Difference in Their
Communities



Your
Community
Needs You!

Juniorettes Are...

young women, age 12 to 18, working together to meet the needs of their communities through volunteer service projects. For over 30 years, GFWC Juniorettes have sharpened their leadership skills and put their idealism to work in projects that benefit children, families and communities.



GFWC Is...

one of the world's largest and oldest women's volunteer service organizations. Working locally in thousands of clubs across the nation and in over 20 countries, members of the General Federation of Women's Clubs support the arts, preserve natural resources, promote literacy, encourage healthy lifestyles, stress civic involvement and work toward world peace and understanding.

Clubs shape their local agendas to suit particular community needs and benefit from GFWC program support and resources at the district, state and national levels.

Located in the nation's capital, GFWC Headquarters is a National Historic Landmark, and houses the Women's History and Resource Center, a collection of materials on women's history and women in volunteerism.

Top Ten Reasons To Be A GFWC Juniorette:

- 10 Make new friends locally and across the country
- 9 Work with others to make a positive contribution in your community
- 8 Get involved in group projects
- 7 Sharpen leadership skills
- 6 Develop social awareness and global consciousness
- 5 Participate in diversified social activities
- 4 Clarify education and career goals
- 3 Fulfill community service requirements for school
- 2 Receive national recognition and awards
- 1 **Have fun!**

How Can I Join?

Please contact a local GFWC club or the Director of Membership at GFWC Headquarters (phone: 202/347-3168 or E-mail: gfwc@gfwc.org) for more information about how to join or establish a Juniorette club in your area.

Catch the Volunteer Spirit!

Juniorette clubs across the country are working to improve their communities. Juniorettes make a difference by:

- ▲ Volunteering at homeless shelters
- ▲ Comforting hospital patients
- ▲ Sponsoring baby-sitting clinics and CPR courses
- ▲ Assisting organizations in building homes for needy families

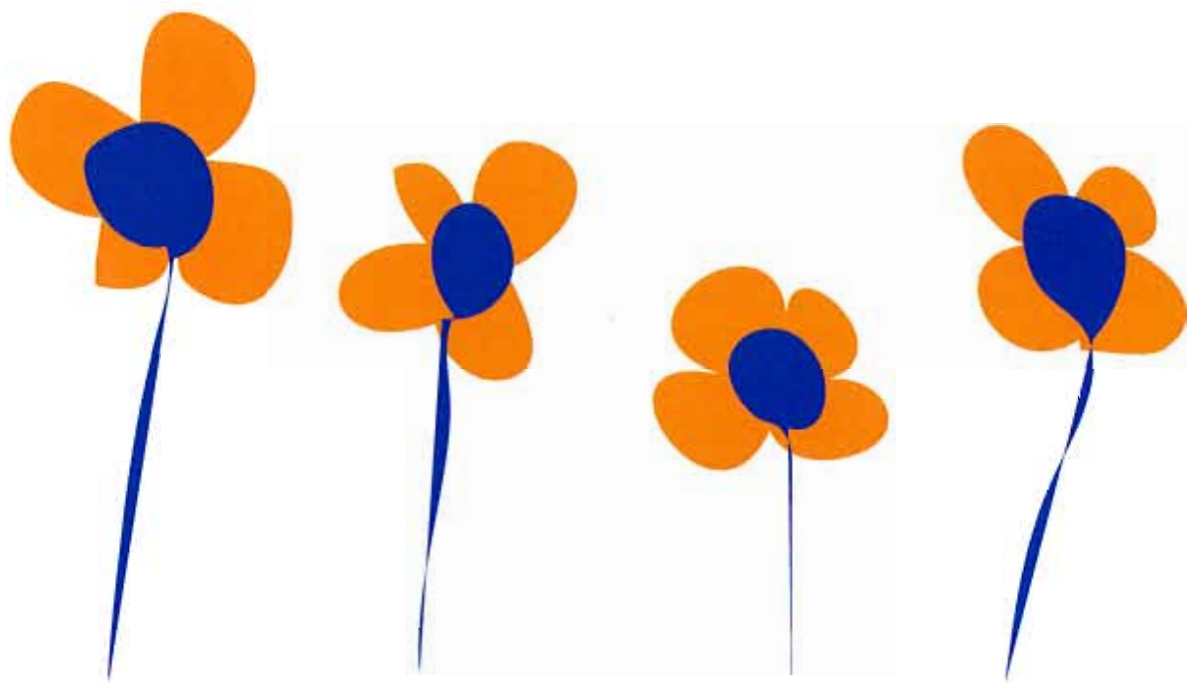


- ▲ Raising money for AIDS and cancer research
- ▲ Adopting highways
- ▲ Participating in youth literacy projects and student tutoring
- ▲ Helping in local libraries
- ▲ Working with Special Olympics participants
- ▲ Planting trees
- ▲ Visiting nursing home residents



OR

Creating projects to fit specific community needs.



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