



**GENERAL FEDERATION  
of WOMEN'S CLUBS**

# Confirmation of GFWC Officer Visit

## 2016-2018 ADMINISTRATION

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### Instructions

Use this form to provide written confirmation of invitations, details regarding the meeting, and the responsibilities of the invited GFWC Officer. When it becomes available, please also provide the Officer with the state's Official Call.

State Federations should review and abide by GFWC Standing Rules, Finances (5c and 5d), when inviting a GFWC Officer to an official state meeting.

Complete the information requested on the fillable form below, or copy the form (both pages), and submit it by January 15 for a spring convention, or at least 60 days prior to the scheduled meeting to BOTH:

- Invited GFWC Officer (as listed in the Administration Directory)
- GFWC Executive Office via mail, email, or fax: Mail: Executive Office, 1734 N Street NW, Washington, DC 20036 Email: [GFWC@GFWC.org](mailto:GFWC@GFWC.org) Fax: (202) 835-0246

Remember to keep a copy of this form for your files.

Date Submitted:	
Invited Officer:	Title:
Member Submitting Invitation:	Title:
Type of Meeting: <input type="checkbox"/> Convention <input type="checkbox"/> Board of Directors <input type="checkbox"/> Other Official Meeting (please specify)	
State Federation:	
Meeting Start Date & Time:	Adjournment Date & Time:
Meeting Location (Hotel/Facility Name):	
Address of Meeting Location:	
Meeting Location Phone:	Meeting Location Fax:
Nearest Airport to Meeting Location:	Distance to Meeting Location:
Lodging—details regarding accommodations, including confirmation numbers:	
Local transportation to/from airport—Name/contact information, including mobile phone number, for individual meeting invited guest or details regarding taxi/shuttle transportation:	
Anticipated Number of Attendees:	
<i>Officer photographs and biographies are available on the GFWC website.</i>	

**Please provide details regarding the responsibilities of the invited GFWC Officer.**

Use the chart below to provide the following details—see the sample in *italics*.

Type of Function	Date & Time	Attire	Officer Involvement/Time Limits
<i>Opening Night Banquet</i>	<i>5/2/17, 7:00 p.m.</i>	<i>Cocktail Dress</i>	<i>Brief Greetings/2 minutes</i>

Will you be asking the GFWC Officer to conduct an installation?  Yes  No

*If yes, please provide the officer with the names and positions of those being installed.*

Are there any other details that the invited GFWC Officer should know? Please use the space below to provide that information regarding the meeting, transportation, special events or projects, state customs, or agenda that may be helpful to the GFWC Officer as she prepares for her participation at your meeting. Please feel free to include additional pages and information, if necessary.

As more information becomes available, please send an updated form to BOTH:

- Invited GFWC Officer (as listed in the Administration Directory)
- GFWC Executive Office via mail, email, or fax:

Mail: Executive Office, 1734 N Street NW, Washington, DC 20036

Email: **GFWC@GFWC.org**

Fax: (202) 835-0246