



# GEFWC CLUB MANUAL 2022-2024 ADMINISTRATION



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# LETTER FROM THE PRESIDENT

Dear Fellow Members,

Welcome to the 2022-2024 GFWC Administration. I am humbled and honored to serve as your 54th GFWC International President. Please join me in embracing the leadership and service opportunities that will be ours over the next two years. Together, let's serve both GFWC stateside and our communities around the world.

The 2020-2022 Administration brought us outstanding accomplishments, such as celebrating the 100th Anniversary of the purchase of our beloved Headquarters; celebrating the generosity of our GFWC members, clubs, and states on the incredible Campaign for the Future; and recognizing the 20th Anniversary of our amazing Leadership Educational and Development Seminar (LEADS)! And most importantly, over these past two years, we learned nothing stops a GFWC clubwoman!

In preparing for these next two years, my hope for GFWC is to continue strengthening the many facets of leadership necessary to ensure the future and sustainability of this organization. I thank our dedicated GFWC leaders: the GFWC Executive Committee, Chairmen, and Committee Members, for developing this Club Manual, which includes important information on our GFWC Special Programs, GFWC Community Service Programs, and GFWC Advancement Plans. Please share this information with your club leadership and club members!

Always remember every gift you share as a member of GFWC has tremendous value and significance. The common bond of compassion, service, and philanthropy connects us all, no matter how young or old we are and no matter where we live. For it is through the giving and sharing of GFWC that we discover its true reward.

So together, let's Dream Big...Sparkle More...and we will indeed Shine Bright, for the Federation's greatest gifts are certainly YOU, the timeless, priceless members of GFWC. I want to thank each of you for bringing such brilliant Light to the lives of others!

*Live the Volunteer Spirit every day!*

*Deb Strahanoski*

Debra A. Strahanoski  
GFWC International President





2022-2024



# ADMINISTRATION CALENDAR

## 2022

June 25-28	GFWC 2022 Annual Convention, Hilton New Orleans Riverside, New Orleans, LA
June 28	Installation of 2022-2024 GFWC Officers and Adjournment
June 29	Post-Convention GFWC Executive Committee Meeting
June 29	Post-Convention GFWC Board of Directors Meeting (flights after 3 p.m.)
August 15-16	EC & Staff Retreat (Monday afternoon & Tuesday)
August 13-18	GFWC Executive Committee Meeting
August 18-21	GFWC Board of Directors Meeting, Fairmont, Washington, DC - Georgetown
August 25-28	GFWC Western States Region Conference, Alaska
September 15-18	GFWC Mississippi Valley Region Conference, North Dakota
September 22-25	GFWC New England Region Conference, Rhode Island
Sept. 29-Oct. 2	GFWC Great Lakes Region Conference, Wisconsin
October 6-9	GFWC Middle Atlantic Region Conference, New York
October 13-16	GFWC South Central Region Conference, Arkansas
October 20-23	GFWC Southern Region Conference, Georgia
October 27-30	GFWC Southeastern Region Conference, Kentucky
October 23-29	GFWC Advocates for Children Week
December 5-10	GFWC Executive Committee Meeting
December 7-9	GFWC Resolutions Committee Meeting
December 7	GFWC Holiday Reception

## 2023

January 9-11	GFWC Strategic Planning Committee Meeting
January 11-15	GFWC Executive Committee Meeting
January 11-13	GFWC Bylaws Committee Meeting
March 6-8	GFWC Budget & Finance Committee Meeting
March 8-12	GFWC Executive Committee Meeting
March 8	GFWC Women's History Celebration
April 23-29	GFWC Volunteers in Action Week
April 24	GFWC Federation Day





# ADMINISTRATION CALENDAR

<p>June 6-7 June 8 June 9 June 10-12</p> <p>August 24-27</p> <p>September 6-7 September 7-10 September 14-17 September 21-24 Sept. 28-Oct. 1</p> <p>October 5-8 October 19-22 October 26-29 October 22-28</p> <p>November 2-5</p> <p>December 3-9 December 5-8 December 6</p>	<p>GFWC Executive Committee Meeting GFWC Convention Tours GFWC Board of Directors Meeting, LEADS, Kentucky State Night Banquet GFWC 2023 Annual Convention, Louisville Marriott Downtown, Louisville, Kentucky</p> <p>GFWC Western States Region Conference, Oregon</p> <p>GFWC Executive Committee Meeting GFWC Board of Directors Meeting, Denver, Colorado GFWC Mississippi Valley Region Conference, Missouri GFWC New England Region Conference, Connecticut GFWC Middle Atlantic Region Conference, New Jersey</p> <p>GFWC Great Lakes Region Conference, Indiana GFWC South Central Region Conference, New Mexico GFWC Southern Region Conference, Mississippi GFWC Advocates for Children Week</p> <p>GFWC Southeastern Region Conference, West Virginia</p> <p>GFWC Executive Committee Meeting GFWC Resolutions Committee Meeting GFWC Holiday Reception</p>
<b>2024</b>	
<p>January 4-7 January 7-10 January 10-14 January 11-12</p> <p>March 4-6 March 6-10 March 6</p> <p>April 21-27 April 24</p> <p>June 25-26 June 27 June 28 June 29-July 2 July 2</p>	<p>2024-2026 Administration Orientation Meeting GFWC Strategic Planning Committee Meeting GFWC Executive Committee Meeting GFWC Bylaws Committee Meeting</p> <p>GFWC Budget &amp; Finance Committee Meeting GFWC Executive Committee Meeting GFWC Women's History Celebration</p> <p>GFWC Volunteers in Action Week GFWC Federation Day</p> <p>GFWC Executive Committee Meeting GFWC Convention Tour GFWC Board of Directors Meeting, LEADS, Illinois State Night GFWC 2024 Annual Convention, Hilton Chicago, Chicago, IL Installation of 2024-2026 GFWC Officers and Adjournment</p>



# STATE STATISTICAL FORM & AWARD ENTRY FORMS

In order to compile our annual report, GFWC requires all of its State Federations to submit statistical totals each year. Clubs may also compete in the GFWC Awards Program by submitting the GFWC Award Entry Forms.

The major points of the process include:

- Clubs will report to their respective State Federations in accordance with their respective guidelines.
- Each State President will provide GFWC with a completed State Statistical Form that includes the totals from all Woman's, Junior Woman's, and Juniette clubs in her respective state. Statistics for projects with Affiliate Organizations are recorded in the most appropriate Special Program or Community Service Program according to the intent of the project.
- There will be an Awards Program for states based on membership categories established at the beginning of each administration.
- States that do not submit the Statistical Form by the deadline are ineligible to receive state membership category and club creativity awards.
- In accordance with the State Award Entry Cover Sheet guidelines, each State Federation may submit one entry for each of the two Special Programs, one for each of the five Community Service Programs, one for each of the six Advancement Plans, and one for Epsilon Sigma Omicron (ESO). Such State Award Entries may include projects from Woman's, Junior Woman's, and Juniette clubs as well as projects completed with Affiliate Organizations. Judging criteria will be based upon the community or club impact of the projects submitted. The Awards Program is optional.
- In accordance with the Club Creativity Award Entry Cover Sheet guidelines, each State Federation may submit one club entry for each of the two Special Programs, one for each of the five Community Service Programs, one for each of the six Advancement Plans, and one for Epsilon Sigma Omicron (ESO). Judging criteria will be based upon the creativity of the projects submitted. Clubs will not submit entries directly to GFWC. The Club Creativity Awards are optional.

For more information, refer to the Awards, Contests, and Grants section of the Club Manual or contact the GFWC Programs department at [Programs@GFWC.org](mailto:Programs@GFWC.org).



**GENERAL FEDERATION**  
*of* **WOMEN'S CLUBS**

# State Statistical Form

**Annual Reporting Period: January 1 – December 31, 2022**

State Federation Name:

State President Name:

Email Address:

State President Mailing Address:

City:

State:

Zip:

Phone:

## INSTRUCTIONS

Complete this form to include total statistics from your State Federation, including Woman's, Junior Woman's, and Juniorette clubs, for each Special Program, Community Service Program, Advancement Plan, and the Epsilon Sigma Omicron (ESO). If clubs have provided statistics for projects with Affiliate Organizations, such statistics are recorded in the most appropriate Special Program or Community Service Program according to the intent of the project.

Submit this statistical form to ***Programs@GFWC.org*** and ***WCarriker@GFWC.org*** no later than 11:59 p.m. (ET) on March 15, 2023, or send via postal mail postmarked by this date to:

GFWC  
Attn: Programs Department  
1734 N Street NW  
Washington, DC 20036-2990

|  
**-AND-**  
|

Wendy Carriker, GFWC First Vice President  
483 Farmbrook Road  
Mount Airy, NC 27030-5751

**Deadline: March 15, 2023**

**Do not attach your entries (narratives) for awards with this form. This is a statistical report only. Refer to the Award Entry Cover Sheets and use these cover sheets when submitting your award entries.**





**GENERAL FEDERATION**  
*of* **WOMEN'S CLUBS**

# State Statistical Form

## DEFINITIONS

**Community Service Programs** are the programs and projects members initiate and participate in to serve their communities, including projects with GFWC Affiliate Organizations.

**Number of Projects** is the numerical account of the programs and projects initiated and participated in by the clubs in your State.

**Volunteer Hours** is the amount of time that members worked on club approved programs and projects.

**Dollars Donated** is the monetary amount given to programs and projects.

**In-Kind Donations** reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at [www.GFWC.org](http://www.GFWC.org).

**Dollars Spent** are costs incurred by members, clubs, or State Federations to achieve Advancement Plan goals.

**Dollars Raised** reflects the dollars earned from fundraising and development programs and projects.

		Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
GFWC SPECIAL PROGRAMS					
GFWC SIGNATURE PROGRAM: DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION	All Club/Community Projects				
GFWC JUNIORS' SPECIAL PROGRAM: ADVOCATES FOR CHILDREN	All Club/Community Projects				
GFWC COMMUNITY SERVICE PROGRAMS					
ARTS AND CULTURE	All Club/Community Projects				
CIVIC ENGAGEMENT AND OUTREACH	All Club/Community Projects				
EDUCATION AND LIBRARIES	All Club/Community Projects				
ENVIRONMENT	All Club/Community Projects				
HEALTH AND WELLNESS	All Club/Community Projects				



**GENERAL FEDERATION  
of WOMEN'S CLUBS**

# State Statistical Form

	Number of Projects	Volunteer Hours	Dollars Spent
GFWC ADVANCEMENT PLANS			
COMMUNICATIONS AND PUBLIC RELATIONS			
LEADERSHIP			
LEGISLATION/PUBLIC POLICY			
MEMBERSHIP			
	Number of Projects	Volunteer Hours	Dollars Raised
FUNDRAISING AND DEVELOPMENT			

	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
WOMEN'S HISTORY AND RESOURCE CENTER				

	Volunteer Hours	Books Read
EPSILON SIGMA OMICRON (ESO)		

We are continually working to develop partnerships with organizations whose mission and scope of work are germane to GFWC. This form will be updated as Special Program, Community Service Program, and Endorsed Fundraiser agreements are finalized.

Submit this statistical form to ***Programs@GFWC.org*** and ***WCarriker@GFWC.org*** no later than 11:59 p.m. (ET) on March 15, 2023, or send via postal mail postmarked by this date to:

GFWC  
Attn: Programs Department  
1734 N Street NW  
Washington, DC 20036-2990

|  
-AND-  
|

Wendy Carriker, GFWC First Vice President  
483 Farmbrook Road  
Mount Airy, NC 27030-5751

**Deadline: March 15, 2023**



## 2022-2024 GFWC CLUB MANUAL



# AFFILIATE ORGANIZATIONS STATE DATA FORM

International/Affiliate Club Name:		
Prepared by:	Email Address:	
Mailing Address:		
City/Country:	Zip:	Phone:

Each International/Affiliate Club President provided a completed Statistical Form and Award Entry Form that included statistics for and descriptions of projects with the GFWC Affiliate Organizations. Such statistics and descriptions were included in the appropriate GFWC Special Program or Community Service Program according to the intent of the project. You are asked to pull all statistics related to projects with each Affiliate Organization and enter them in the designated line below. This information is being gathered to gain the full scope of our work with Affiliate Organizations at the International level and will be shared with each to demonstrate service by GFWC clubwomen.

		Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
GFWC AFFILIATE ORGANIZATIONS					
CANINE COMPANIONS	All Projects				
HEIFER INTERNATIONAL	All Projects				
HOPE FOR JUSTICE	All Projects				
MARCH OF DIMES	All Projects				
OPERATION SMILE	All Projects				
ST. JUDE CHILDREN'S RESEARCH HOSPITAL	All Projects				
UNICEF	All Projects				
UNITED NATIONS FOUNDATION SHOT@LIFE CAMPAIGN	All Projects				

**Affiliate Organizations** are the organizations with which GFWC has a signed Letter of Agreement. GFWC collaborates with these organizations to advance our mutual concerns through hands-on projects, advocacy, and fundraising efforts.

Please return form to:

Programs@GFWC.org with a copy to WCarriker@GFWC.org AND  
JFrankfurth@GFWC.org

-OR-

GFWC  
Attn: Programs Department  
1734 N Street NW  
Washington, DC 20036-2990

|  
-AND-  
|

Wendy Carriker, GFWC First Vice President  
483 Farmbrook Road  
Mount Airy, NC 27030-5751

Jolie Frankfurth, Second Vice President  
17529 Edinburgh Drive  
Tampa, FL 33647

**Deadline: April 1, 2023**





**GENERAL FEDERATION  
of WOMEN'S CLUBS**

**STATE AWARD ENTRY COVER SHEET  
2022 REPORTING YEAR**

<b>Prepared by:</b> Name:		State Federation:	
State Position:			
Address:			
City:	State:	Zip:	
Email:			Phone:
<hr/> <p style="text-align: center;"><b>Name of GFWC Special Program, Community Service Program, Advancement Plan, or ESO</b></p>			

**STATE AWARD ENTRY:**

Entries may be no more than three (3) pages single spaced (excluding cover sheet) and include:

- Up to two (2) pages describing no more than ten (10) specific projects completed by clubs that have made the most impact in a community or club. Include information that describes the "who, what, when, where, how, and why" of the project as well as pertinent statistics for that project.
- One (1) additional page, single spaced, describing the activities at the State Federation level initiated and organized by the State Federation/State Chairman.

**Submit** the award entry to the appropriate GFWC Special Program, Community Service Program, or Advancement Plan Chairman as noted on the first page of the appropriate section of the *Club Manual* no later than **March 15, 2023**, with:

- Cover sheet
- Up to two (2) pages describing no more than ten (10) club projects
- One (1) page describing State Federation activities

**Note:** State Federations are responsible for keeping a copy for their records.



**GENERAL FEDERATION  
of WOMEN'S CLUBS**

**CLUB CREATIVITY AWARD ENTRY COVER SHEET  
2022 REPORTING YEAR**

<b>Prepared by:</b> Name:		State Federation:	
State Position:			
Address:			
City:	State:	Zip:	
Email:		Phone:	
<hr/> <b>Name of GFWC Special Project, Community Service Program, or Advancement Plan</b>			

Club President Contact Information			
Club Name:		Club President's Name:	
Club President's Email:		Club President's Phone:	
Club City:	Club State:	Zip:	

**\$50 CLUB CREATIVITY AWARD ENTRY:**

Send a one (1) page narrative of the most creative project by one club from your State for consideration of the \$50 creativity award (this is judged separately and may also be part of the ten (10) projects listed on the State Federation entry form):

- Judging based on creativity of the project
- State Chairman is responsible for completing Club Entry Cover Sheet and attaching it to the narrative

**Submit** the award entry to the appropriate GFWC Special Program, Community Service Program, or Advancement Plan Chairman as noted on the first page of the appropriate section of the *Club Manual* no later than **March 15, 2023**, with:

- Cover Sheet
- One (1) page narrative on most creative project

**Note:** State Federations are responsible for keeping a copy for their records.



# GF WC ANNUAL GIVING PROGRAM

## HONOR THE LEGACY - INSPIRE THE FUTURE

**"NEVER DOUBT THAT A SMALL GROUP OF THOUGHTFUL, COMMITTED CITIZENS CAN CHANGE THE WORLD; INDEED, IT'S THE ONLY THING THAT EVER HAS." – Margaret Mead**

At various periods in history, GFWC clubwomen throughout the United States and across the world have quietly, efficiently, harmoniously, and steadfastly banded together as united members with a common purpose to achieve the greater good. In fact, for more than 130 years, members have raised funds in support of worthy causes and the organizations that promote them. Now, the time has come for members to also make a significant investment in GFWC by donating annually to the organization.

Beginning July 1, 2022, GFWC embarks with its first Annual Giving Program to encourage monthly donations to support the scope of work of GFWC. This new program is cumulative throughout the next 10 years. The program will be reviewed during the 2032 Administration.

For additional information, contact Shelli R. Fehr, Annual Giving Program Committee Chairman, at 309-737-3884. Your tax-deductible gift to GFWC, a 501(c)(3) organization, is greatly valued and appreciated.



## 2022-2024 ANNUAL GIVING PROGRAM COMMITTEE

**Shelli R. Fehr, Chairman**  
Great Lakes Region  
85 Kennelworth Cir.  
Hampton, IL 61256  
309-737-3884  
shellifehr@hotmail.com

**Tric Heepe**  
Great Lakes Region  
theepe@aol.com

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**Patti Poe**  
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**Ida Dorvee**  
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**Cathi Poer**  
Western States Region  
wsr201618@gmail.com



# 2022-2024 GFWC CLUB MANUAL

## GFWC ANNUAL GIVING PROGRAM

### CUMULATIVE GIVING DONOR LEVELS

GFWC has established an Annual Giving Program to honor our biggest financial supporters from around the world. The funding coming from this special group of supporters helps GFWC continue to achieve its mission. Annual giving has been established at two levels: one for individual members and outside organizations, the other for a group of members, club, state, or Region; each is paired with a range of benefits. Donors will be recognized monthly and at the end of the Administration's calendar year for the achieved level of cumulative giving.

The two new Donor Levels are so exciting because member or organization donations will be added together and count cumulatively even when divided among the *1734 Society*, *Friends of the WHRC*, *Endowment Fund*, *Gravesite Fund*, *Library Replenishment Fund*, *Gifts to Headquarters*, and other funds listed on the *Annual Giving Program Donation Form*! This means contributions can go to what donors care about most and still be counted toward their cumulative giving total.

**VISIONARY DONOR LEVEL** - Membership in this exclusive giving level represents individuals' or organizations' cumulative giving of \$25,000 or more.

- Inclusion of the donor's name on signage at GFWC HQ.
- Visionary Donor Level GFWC emblem pin earned.
- Individually recognized at the Annual Convention and Region Conference.
- Highlighted on special Visionary Donor Level section of the GFWC website.
- Invitation to national and regional Visionary Donor Level events.
- Exclusive access to purchase Visionary Donor Level branded items such as jackets, T-shirts, etc.

**EMPOWERMENT DONOR LEVEL** - Membership in this giving level represents cumulative giving by a group of members, a club, state, or Region over \$10,000.

- Inclusion of the group, club, state, or Region's name on signage at GFWC HQ.
- Group recognition at the Annual Convention and Region Conference.
- Highlighted on special Empowerment Donor Level section of the GFWC website.
- Exclusive access to purchase Empowerment Donor Level branded items.

### ANNUAL GIVING PROGRAM RECOGNITIONS

Participating in the **GFWC ANNUAL GIVING PROGRAM** is just one of the many ways members can annually invest in GFWC's future. Recognition of giving completed from July 1, 2022, to June 1, 2023, will be acknowledged at the 2023 Convention; giving completed from June 2, 2023, to June 1, 2024, will be acknowledged at the 2024 Convention.

#### CUMULATIVE RECOGNITION AMOUNTS (see dates above)

\$100 annual donation (\$8.35/month)

- Listing on Annual Giving Donor Page on GFWC Website

\$500 annual donation (\$41.70/month)

- Previous, plus
- Listing in *Clubwoman Magazine*
- Special Recognition Pin

\$1,000 annual donation (\$83.35/month)

- All previous, plus
- Special recognition at State Convention and Region Conference (badge/ribbon)

\$2,500 annual donation (\$208.35/month)

- All previous, plus
- VIP reception at Annual Convention (Donor Reception)

\$5,000 annual donation (\$416.70/month)

- All previous, plus
- Invitation to annual Federation Day Luncheon at Headquarters
- VIP seating at all GFWC Region and International events

# 2022-2024 GFWC CLUB MANUAL

## GFWC ANNUAL GIVING PROGRAM

### QUARTERLY GIVING RECOGNITIONS 2022-2024

#### **July – September:** *Make the “Gift” Count*

First 100 donors to donate at least \$100 during a quarterly giving campaign will receive recognition.

#### **October – December:** *Season of Giving*

First 100 donors to donate at least \$100 during a quarterly giving campaign will receive recognition.

#### **January – March:** *Give to the Future*

First 100 donors to donate at least \$100 during a quarterly giving campaign will receive recognition.

#### **April – June:** *The Power of Connections*

First 100 donors to donate at least \$100 during a quarterly giving campaign will receive recognition.

# ANNUAL GIVING PROGRAM DONATION FORM

**"HONOR THE LEGACY ~ INSPIRE THE FUTURE"**



## Donated By

☐ Individual ☐ Club ☐ District ☐ State ☐ Region ☐ Member ☐ Group ☐ Outside Organization

## Donor Information

If Individual Donor (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

If Club/District/State Federation/Region/Outside Organization Donation Name and Contact Person  
\_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone (with area code) \_\_\_\_\_

Indicate \$ amount desired for designated area/s:

\$ _____	GFWC Endowment Fund	\$ _____	Friends of WHRC
\$ _____	Jane Cunningham Croly Gravesite Fund	\$ _____	1734 Society
\$ _____	Marquee/Iron Work Fund	\$ _____	GFWC Programs
\$ _____	GFWC Library Disaster Relief Fund	\$ _____	Annual Giving Fund/Unrestricted
\$ _____	GFWC Signature Program: Success for Survivors Scholarship Fund		

\*In Memory/Honor of: \_\_\_\_\_

Person's Name, State, Club Name, Region Name, if applicable

**Total Donation Amount \$** \_\_\_\_\_

☐ Check (Payable to GFWC) ☐ Cash ☐ Credit or Debit Card

\*\*Please write in the memo line of your check **"Annual Giving Program"**

Credit or Debit Card information is accepted by calling GFWC Headquarters at 202-347-2937.

**(Check desired acknowledgment)** ☐ Email ☐ Hardcopy

If different from above, please provide an email address or name and address where the thank you should be sent.  
\_\_\_\_\_

\*If this is in memory or honor of someone, please provide name and address for acknowledgment, if different from above.  
\_\_\_\_\_

Do you wish this to be an anonymous donation? ☐ Yes ☐ No

Complete this form and send it to:

General Federation of Women's Clubs  
1734 N Street NW Washington, DC 20036-2990  
Attention: GFWC Annual Giving Program  
Or email to: [AnnualGiving@gfwc.org](mailto:AnnualGiving@gfwc.org)





## DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION

### SIGNATURE PROGRAM

## ADVOCATING for Victims... EDUCATION for All

**“All advocacy is, at its core, an exercise in empathy.” – SAMANTHA POWER**

**“An investment in knowledge pays the best interest.” – BENJAMIN FRANKLIN**

The goal of the GFWC Signature Program is to increase awareness of and help prevent the widespread occurrence of domestic abuse in communities across the Nation by working with national domestic violence networks, supporting existing activities, working with various established programs, and initiating educational opportunities for club members and local citizens. GFWC aims to be a powerful voice for those who have no voice.

In partnership with GFWC and community members, we pledge to work together with passion and purpose to **advocate** for survivors of domestic and/or sexual violence and **educate** the public on the prevalence of domestic and sexual violence in our local communities and how informing members can improve outcomes for survivors.

The Signature Program has eight areas of focus:

#### Campus Sexual Assault

Campus sexual assault is any type of sexual contact or behavior that occurs on a school campus without the explicit consent of the recipient.

#### Child Abuse

Child abuse includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role that results in harm, potential for harm, or threat of harm to a child.

#### Elder Abuse

Abuse later in life includes the physical, sexual, or psychological abuse, neglect, financial exploitation, or stalking of an adult age 50 years or older.

#### Human Trafficking for Sexual Purposes

Sexual human trafficking is any act that has been induced by recruitment, harboring, transporting, provision, obtaining, patronizing, or soliciting of a person for purposes of a sex act in which anything of value is given to or received by any person.



### 2022-2024 SIGNATURE PROGRAM COMMITTEE

#### Trisha Schafer, Chairman

GFWC Great Lakes Region  
1123 W. Central Avenue  
Princeton, IL 61356  
815-303-0896  
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#### Jean Revis

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momrevis@aol.com

#### Sandy Phillips

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#### Diane Glaze

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#### Crystal O'Neal

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#### Mary Baird

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bairdmaryc@gmail.com

#### Carrie Zimmerman

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czim22@gmail.com

#### Florence Diede

GFWC Western States Region  
fidede2020@gmail.com

## 2022-2024 CLUB MANUAL

# SIGNATURE PROGRAM

### **Intimate Partner Violence**

Intimate partner violence (IPV) includes physical, sexual, or emotional abuse, as well as sexual coercion and stalking by a current or former intimate partner. An intimate partner is a person with whom a person has or had a close personal or sexual relationship.

### **Military Sexual Assault**

Military sexual assault is the use of force, threats, intimidation, or abuse of authority during sexual contact. It also includes instances where the survivor is unable to consent. Survivors of military sexual assault include both men and women.

### **Teen Dating Violence**

Teen dating violence (TDV) — also called intimate relationship violence or intimate partner violence among adolescents or adolescent relationship abuse — includes physical, psychological, or sexual abuse; harassment; or stalking of any person ages 12 to 18 in the context of a past or present romantic or consensual relationship. For more information about teen dating violence, visit <https://nij.ojp.gov/topics/crimes/teen-dating-violence>

### **Violence Against Native American Women**

American Indian and Alaska Native (AIAN) women and two-spirit people in tribal communities are disproportionately affected by sexual and gender-based violence in the United States. Research and advocacy have brought attention to the unique nature of victimization in our AIAN communities.



## COMMUNITY CONNECTION INITIATIVE: RAISE AWARENESS TO HOPE AND HELP



Anthony Blankin, Secretary of State, wrote in a January Press Release, *"Human trafficking erodes the rule of law, the safety of our communities, the security of our borders, and the strength of our economy."* <https://www.state.gov/working-together-to-address-human-trafficking/>

Human trafficking is a horrific crime that affects an estimated 14,500 to 17,500 in the Nation according to the U.S. Department of State, involving 16,658 individual victims annually. Your club's involvement will be critical to our educating communities and offering avenues of assistance.

To raise awareness among employees, community and industry partners, and the public, we encourage clubs to provide the following materials in communities:

- Information cards recognizing signs of human trafficking for all DOT vehicles.
- Wallet cards that include details on what to look for and how to report suspected trafficking.
- Large posters for restaurants, gas stations, and other public areas.
- Restroom stall signs for roadside rest areas and Travel Information Centers in surrounding communities.

These materials raise public awareness and provide victims of human trafficking with critical information on how to reach out for help. Partner with DOT, local businesses, and other Human Trafficking Advocacy groups in the community to provide information cards and install bathroom stickers, large signage, and hotline information throughout your community. <https://www.state.gov/reports/2021-trafficking-in-persons-report/>



### **TEEN DATING VIOLENCE PREVENTION**

The GFWC AI Brown Juniores (NC) focused on Break the Cycle, a website for teen dating violence prevention, in February for Teen Dating Violence Awareness Month. Members made posters and displayed them throughout their school. As a way to promote healthy teen relationships, they organized special emphasis days at school, including "Wear Orange," to spread awareness; "It's Time to Talk;" and "Thunder Clap for National Awareness."



### **WORLD ELDER ABUSE AWARENESS DAY**

GFWC Sylvania Junior Woman's Club (GA) members placed a purple ribbon display outside the front of the public library on June 15, World Elder Abuse Awareness Day. Pictures of the display were featured on their club's Facebook page and on the state's Facebook page.



### **SHOE CARDS**

The GFWC Village Improvement Association of Rehoboth Beach (DE) distributed 500 "shoe cards" in July and August 2020 to six beauty salons with hotline numbers for women needing help related to domestic violence. Obtained from the Delaware Coalition Against Domestic Violence at no cost, the cards are small enough to hide in a woman's shoe.



### **PURPLE PUMPKIN PROJECT**

The GFWC Princeton Junior Woman's Club (IL) helped a local orchard with a project to raise funds for Freedom House, a domestic and sexual violence agency, during October, National Domestic Violence Awareness Month. Club members and five teens painted pumpkins purple, which were sold to provide a monetary donation to the agency. The club also obtained permission from the city to provide a drive-thru pumpkin pick-up in the park. Members used Facebook and other social media to spread the word.

## CONNECT WITH GFWC AFFILIATE ORGANIZATIONS

**Under Development**

## AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Signature Program: Domestic and Sexual Violence Awareness and Prevention projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Signature Program: Domestic and Sexual Violence Awareness and Prevention projects. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.

## RESOLUTIONS

**To be Reviewed after Convention**







## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

**CAMPUS SEXUAL ASSAULT**

Campus sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

More than 1 in 4 women attending college are survivors of campus sexual assault. Women are not the only survivors. About 7% of college men and 23% of gay/lesbian/transgender students are also survivors.

It is not just other students that present a risk; sometimes it is a member of the faculty or staff.

As a college student, the first step in prevention is believing it could happen to you and that it will most likely be by someone you know. The second step is thinking ahead of time how you can safeguard yourself. Decide on boundaries before going on a date, to a party, or other activity.

Colleges must take responsibility for the environment on campus. They should facilitate open discussions with students and employees about the issue and have policies in place for handling reports of sexual assault in a sensitive, compassionate, and professional manner.

It is estimated that less than 5% of campus sexual assaults are reported.

Survivors often do not file a report or seek help or counseling because they are too embarrassed or ashamed or believe they can handle it on their own. Having a supportive environment on campus and with friends can make filing a report easier to do. Staff and campus police need to be fully trained on how to handle reports as well as understanding survivor impact and behavior. Supportive services from a crisis advocate are invaluable in helping survivors navigate the reporting and subsequent legal process.

Survivors of campus sexual assault may need immediate assistance to locate safe housing, obtain counseling, and, if necessary, file a civil restraining order.

If someone you know is assaulted, these are things you can do to help:

- Help get them to a safe location.
- Keep reminding them it was not their fault.
- Be a supportive listener.
- If you observed any part of the assault, take detailed notes about what you saw.
- Go with them to medical and other appointments.
- Continue to follow up with them and encourage them to seek counseling.

**WHAT CAN GFWC DO?**

- Ensure that your campus has appropriate policies and procedures in place to address incidents of sexual assault and follows federal requirements under the Clery Campus Safety Act and Title IX, as well as applicable state and local laws.
- Ensure that resources like safe housing, advocates, counseling, and medical care are available to help survivors.
- Use social media to spread awareness and advocate for social change.
- Hold a bystander intervention session to teach bystanders how to intervene in situations that involve sexual violence.
- Get involved in national campaigns.
- Organize or participate in public awareness initiatives:
  - It's on Us – An initiative through the American Association of University Women that reframes sexual assault in a way that inspires everyone to see it as their responsibility to do something, big or small, to prevent it. <https://itsonus.org>
  - The Clothesline Project – Have people affected by violence decorate a shirt and hang it on a public



clothesline as a testimony to the problem of sexual violence. ([www.theclotheslineproject.org](http://www.theclotheslineproject.org))

- ø Take Back the Night – Take part in an after-dark march on a college campus and make a statement about women’s right to be in public at night without the risk of sexual violence.
- Volunteer at your local rape crisis center.
- Sponsor a door-decorating contest or art contest at your local middle and high schools about healthy relationships/dating abuse/domestic violence and have the winning entry made into a poster to distribute.

## RESOURCES

**National Sexual Violence Resource Center (NSVRC)** [www.nsvrc.org](http://www.nsvrc.org)

**Title IX of the Education Amendments of 1972** [www.justice.gov/crt/overview-title-ix-education-amendments1972-20-usc-1681-et-seq](http://www.justice.gov/crt/overview-title-ix-education-amendments1972-20-usc-1681-et-seq)

**Clery Center for Security on Campus** [www.clerycenter.org](http://www.clerycenter.org)

**Victim Rights Law Center** [www.victimrights.org](http://www.victimrights.org)

**Rape, Abuse, and Incest National Network (RAINN)** [www.rainn.org](http://www.rainn.org)





## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

## Child Abuse

Child abuse includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role that results in harm, potential for harm, or threat of harm to a child. Children and even infants witnessing or experiencing abuse can exhibit negative behavior years later. There are four common types of abuse and neglect:



- Physical abuse is the intentional use of physical force that can result in physical injury. Examples include hitting, kicking, shaking, burning, or other shows of force against a child.
- Sexual abuse involves pressuring or forcing a child to engage in sexual acts. It includes behaviors such as fondling, penetration, and exposing a child to other sexual activities.
- Emotional abuse refers to behaviors that harm a child's self-worth or emotional wellbeing. Examples include name calling, shaming, rejection, withholding love, and threatening.
- Neglect is the failure to meet a child's basic physical and emotional needs. These needs include housing, food, clothing, education, and access to medical care.

Child abuse and neglect are common. At least 1 in 7 children have experienced child abuse and/or neglect in the past year, and this is likely an underestimate. Children living in poverty experience more abuse and neglect. Rates of child abuse and neglect are five times higher for children in families with low socioeconomic status compared to children in families with higher socioeconomic status.

National Child Abuse Prevention Month, also known as Child Abuse Prevention Month in America, is an annual observance in the United States dedicated to raising awareness of and preventing child abuse. April has been designated Child Abuse Prevention Month in the United States since 1983.

Adverse childhood experiences (ACEs) are potentially traumatic events that occur in childhood (0-17 years). For example:

- Experiencing violence or abuse.
- Witnessing violence in the home or community.
- Having a family member attempt or die by suicide.

ACEs can have lasting, negative effects on health, wellbeing, and opportunity. These experiences can increase the risks of injury, sexually transmitted infections, maternal and child health problems, teen pregnancy, involvement in sex trafficking, and a wide range of chronic diseases and leading causes of death such as cancer, diabetes, heart disease, and suicide.

Hotline numbers are a valuable resource for those who are mandated by law to report suspected abuse. Most hotlines staffed by professional crisis counselors are open 24 hours a day, seven days a week. These professionals can offer crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are confidential. Calls can come from children at risk for abuse, distressed parents seeking crisis intervention, and concerned individuals who suspect that child abuse may be occurring. Most states have a division of their health and human services department that people should call if abuse is suspected.

Children need support after suffering abuse. Talking to a professional therapist can help many children, and many abuse-related disorders can be successfully treated with medications. Reporting suspected abuse is critical to helping an abuse survivor get the help and support the child needs.

Child abuse and neglect are serious problems that can have lasting harmful effects on its survivors. The goal in preventing child abuse and neglect is to stop this violence from happening in the first place.

**WHAT CAN GFWC DO?**

- Provide support and supplies to families in need at emergency shelters.
- Advocate for changes in culture and communities to reduce the likelihood of child abuse.
- Accompany victims to court or to the hospital to provide support and assistance.
- Encourage club members to become Court Appointed Advocates (CASA) and/or Guardian ad Litem.
- Collect teddy bears to give to children at a child advocacy center, where children are interviewed and examined after an incident of abuse.

**RESOURCES**

**CASA** [www.nationalcasagal.org](http://www.nationalcasagal.org)

**Childhelp USA/National Child Abuse Hotline** [www.childhelpusa.org](http://www.childhelpusa.org); 1-800-422-4453

**National Link Coalition** [www.nationallinkcoalition.org/how-do-i-report-suspected-abuse](http://www.nationallinkcoalition.org/how-do-i-report-suspected-abuse)

**Children's Defense Fund** [www.childrensdefense.org](http://www.childrensdefense.org); 202-628-8787

**CDC** [www.cdc.gov/violenceprevention/childabuseandneglect/index.html](http://www.cdc.gov/violenceprevention/childabuseandneglect/index.html)  
[www.cdc.gov/violenceprevention/pub/technical-packages.html](http://www.cdc.gov/violenceprevention/pub/technical-packages.html)  
[www.cdc.gov/violenceprevention/childabuseandneglect/aces/fastfact.html](http://www.cdc.gov/violenceprevention/childabuseandneglect/aces/fastfact.html)  
[www.cdc.gov/violenceprevention/pdf/preventingACES.pdf](http://www.cdc.gov/violenceprevention/pdf/preventingACES.pdf)

**Prevent Child Abuse America** [www.preventchildabuse.org](http://www.preventchildabuse.org)

**Healthy Families America** [www.healthyfamiliesamerica.org](http://www.healthyfamiliesamerica.org)

**Domestic Shelters** [www.domesticshelters.org/help#?page=1](http://www.domesticshelters.org/help#?page=1)





## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

## Elder Abuse

Abuse later in life includes the physical, sexual, or psychological abuse, neglect, financial exploitation, or stalking of an adult age 50 years or older.

Seventy-seven million baby boomers are aging and approximately 10,000 turn 65 every day. People 85 and older, the fastest growing segment of the population, are disproportionately women. Unfortunately, as the population ages, so does the opportunity for abuse.



In most cases, the survivor is in an ongoing relationship with the perpetrator, such as a spouse, partner, family member, or caregiver, where society expects there to be a trusting and caring connection. Research indicates that for every incident of abuse reported to the authorities, 23 incidents remain undiscovered.

Older individuals face unique challenges when seeking assistance or services. Older survivors may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a spouse, adult children, grandchild, or caregiver. They may also be intimidated by threats of being placed in a nursing home. Signs of elder abuse may be missed by professionals working with older Americans because of a lack of training on detecting abuse. Professionals must be trained to be diligent about doing physical body exams for abuse.

It is estimated that elders throughout the U.S. lose a minimum of \$2.9 billion annually due to elder financial abuse and exploitation. These numbers are staggering. We need to support and educate our elder population and their caregivers. With so many entities playing a role, there is a growing recognition of the need for multidisciplinary collaboration. Depending on the nature of the abuse, additional expertise and assistance may be sought from health care providers, social service agencies, financial institutions, civil attorneys, and others.

### WHAT CAN GFWC DO?

- Contact senior centers to hold educational programs and provide speakers and materials.
- Support and plan projects during Older Americans Month in May and World Elder Abuse Awareness Day on June 15.
- Create awareness during National Family Caregivers Month in November.
- Provide resources in nursing homes, such as "Pass It On" materials, available at [ftc.gov/PassItOn](https://www.ftc.gov/PassItOn).
- Organize a "Letter to the Editor" writing campaign to raise awareness not only of Elder Abuse but of the local resources that are available in your community on aging offices. Be sure to include contact information and hotline/helpline information.
- Distribute Elder Abuse public awareness materials at local sporting events, concerts, fairs, and grocery stores.
- Hold a community yard sale at a central location such as a senior center or church with proceeds going to an Elder Abuse support group or community outreach program to help support elders in crisis.
- Learn to identify the risk factors and warning signs of abuse. Offer to bring them to an adult protective services agency or to help them seek medical care.
- Support the investigation and prosecution of Elder Abuse cases by providing funds and/or advocating for funds for training and resources to federal, state, and local investigators and prosecutors.
- Enhance services to Elder Abuse survivors by improving identification of elder abuse and enhancing response and outreach to individuals who experience abuse.
- Develop a public awareness campaign, with clear and consistent messaging, to raise awareness and understanding of elder abuse, neglect, and exploitation.
- Organize training for survivor service providers, health care professionals, community organizations, faith-based advocates, and local agencies to better serve survivors of abuse in later life.
- Work with local nursing homes to ensure their staff is knowledgeable and has had the proper training.
- Commit to the prevention of elder abuse by holding education seminars at Senior Centers.
- Provide Nursing Homes with support material.



- Partner with a local nursing home on June 15, for a World Elder Abuse Awareness Day BBQ or picnic. Include activities and food for residents and their families, staff, and the community. Ask volunteers to bring food and games to play and coordinate the activities with nursing home staff. Invite the press for added exposure and increased elder abuse awareness.
- Organize a collection of robes, socks, pajamas, sweatpants, and shirts that can be donated to senior citizen centers or nursing homes.

## RESOURCES

**National Committee for Prevention of Elder Abuse (NCPEA)** [www.preventelderabuse.org](http://www.preventelderabuse.org)

**Elder Abuse National Institute on Aging** [www.nia.nih.gov/health/elder-abuse](http://www.nia.nih.gov/health/elder-abuse)

**National Center on Elder Abuse (NCEA)** [www.ncea.gov](http://www.ncea.gov)

**Centers for Disease Control and Prevention** [www.cdc.gov/features/elderabuse/index.html](http://www.cdc.gov/features/elderabuse/index.html)

**Federal Trade Commission** [www.ftc.gov/PassItOn](http://www.ftc.gov/PassItOn)





### HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

# Human Trafficking For Sexual Purposes

Sexual Human Trafficking is any sex act that is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age. Victims of sex trafficking can be women, men, children, and LGBTQ (lesbian/gay men/bisexual/transgender/questioning) individuals. Vulnerable populations are frequently targeted by traffickers, including runaway and homeless youth, as well as victims of domestic violence, sexual assault, or social discrimination. Women and children are the most common victims. More recently, LGBTQ identifying individuals, especially transgender individuals, are increasingly found to be victims of sexual exploitation across international borders. The average age of a trafficked child is 15 years old.



Many survivors become romantically involved with someone who then forces or manipulates them into prostitution. Sexual exploitation occurs in various settings, including (but not limited to) brothels, strip clubs, massage parlors, online ads, escort services, on streets or truck stops, at hotels, motels, or in private homes. Others are lured in with false promises of a job, such as modeling or dancing. Some are forced to sell sex by family members. Individuals are trafficked domestically and across international borders. They may be involved in a trafficking situation for a few days or weeks — or may remain in the same trafficking situation for years.

Sex traffickers use threats, manipulation, lies, debt bondage, and other forms of coercion to compel adults and children to engage in commercial sex acts against their will. Under U.S. law, any minor under the age of 18 years induced into commercial sex, is a victim of sex trafficking — whether the trafficker used force, fraud, or coercion. The Trafficking Victims Protection Act of 2000 (TVPA) recognizes that traffickers use psychological and physical coercion as well as bondage. Coercion includes threats of serious harm to a person and any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to any person.

### WHAT CAN GFWC DO?

- Learn the indicators of human trafficking and report suspicions to the National Human Trafficking Hotline (1-888-373-7888).
- The Trafficking Victims Protection Act (TVPA) is the first comprehensive federal law to address trafficking in persons. The law provides a three-pronged approach that includes prevention, protection, and prosecution.
- Many victims of sex trafficking benefit from mental health services. Providers can help victims in dealing with their trauma while helping them become survivors through mental health support, job training, affordable care, and access to services.
- January is Human Trafficking Awareness Month. Participate in awareness campaigns in your community. Educate yourself about human trafficking. Take this quiz to learn how social media is used by traffickers: [www.polarisproject.org/human\\_trafficking\\_recruitment\\_quiz](http://www.polarisproject.org/human_trafficking_recruitment_quiz). Advocate to stop legislation that decriminalizes pimping, brothel-keeping, and sex buying. Help unmask human trafficking networks and urge Congress to pass legislation that will help find traffickers and hold them accountable.
- Collaborate with an organization advocating against sex trafficking.
- Study the culture and reasons for this activity. Read articles and books on the subject and invite guest speakers.
- Partner with an advocacy group to bring education to school-age children alerting them to how traffickers work online to grow relationships and earn trust of unsuspecting youth.

**RESOURCES**

**Current Federal Laws/Polaris** [www.polarisproject.org/current-federal-laws](http://www.polarisproject.org/current-federal-laws)

**National Human Trafficking Hotline** [www.humantraffickinghotline.org](http://www.humantraffickinghotline.org); 1-888-373-7888

**U.S. Department of Justice National Strategy to Combat Human Trafficking** [www.justice.gov/humantrafficking/page/file/922791/download](http://www.justice.gov/humantrafficking/page/file/922791/download)

**Department of Homeland Security (ICE) Most Wanted Sex Traffickers Photos (updated daily)** [www.ice.gov/features/human-trafficking](http://www.ice.gov/features/human-trafficking)

**Covenant House** [www.covenanthouse.org/homeless-issues/human-trafficking](http://www.covenanthouse.org/homeless-issues/human-trafficking)

**Erase Child Trafficking: Human Trafficking Victim Recovery** [www.erasechildtrafficking.org/human-traffickingrecovery](http://www.erasechildtrafficking.org/human-traffickingrecovery)

**Rahab's Daughters** [www.rahabsdaughters.org](http://www.rahabsdaughters.org)

**U.S. Institute Against Human Trafficking (usiaht) Safe Homes** [www.usiaht.org/our-safe-homes](http://www.usiaht.org/our-safe-homes)

**U.S. Dept. of Health and Human Services** <https://www.acf.hhs.gov/trauma-toolkit/victims-of-human-trafficking>

**Sustainable Recovery for Trafficking Survivors (THORN)** [www.thorn.org/blog/sustainable-recovery-traffickingsurvivors](http://www.thorn.org/blog/sustainable-recovery-traffickingsurvivors)





## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

## Intimate Partner Violence

Intimate partner violence (IPV) includes physical, sexual, or emotional abuse, as well as sexual coercion and stalking by a current or former intimate partner. An intimate partner is a person with whom a person has or had a close personal or sexual relationship.



Domestic or Intimate Partner Violence happens in all types of relationships, including dating couples, married couples, same-sex couples, former or ex-couples, and couples who live together but are not married. Intimate Partner Violence happens more often among younger couples. Almost half of American Indian and Alaskan Native women, more than four in 10 African American women, and more than one in three white and Hispanic women have experienced sexual or physical violence or stalking by their intimate partner. While 24% of Intimate Partner Violence is conducted by women, 76% of Intimate Partner Violence is conducted by men. The male conducted abuse tends to be more violent, more controlling, and is more likely to require medical services or the use of a women's shelter.

Safety is the most important concern. Those in immediate danger should call 911. Domestic violence often results in physical and emotional injuries; get medical care. It can also lead to other health problems, reproductive health challenges, and mental health conditions such as depression and suicide. Women affected by Intimate Partner Violence are also more likely to use drugs or alcohol to cope. After the physical injuries have been treated, a mental health professional should be used to help cope with emotional concerns. A counselor or therapist can help survivors deal with emotions in healthy ways, build self-esteem, and help develop coping skills.

Make a safety plan to leave, save the evidence, find out where to get help in the local community, talk to someone and look into a restraining order, call a helpline for free, anonymous help.

### WHAT CAN GFWC DO?

- Support programs that:
  - ◊ Teach safe and healthy relationship skills to school-aged children.
  - ◊ Engage influential adults and peers.
  - ◊ Disrupt the developmental pathways toward partner violence.
  - ◊ Create protective environments.
  - ◊ Strengthen economic support for families.
  - ◊ Support survivors to increase safety and lessen harms.
- Assemble SHARP (Stalking, Harassment, and Rape Prevention) Kits, and donate them to a Rape Crisis Center. Each kit contains a cell phone and charger, a small paper tablet and pen, a flashlight, a whistle, a datebook, and a canister of pepper spray in non-transparent cosmetic bags.
- Apply for Walmart's Community Grant program ([www.walmart.org/how-we-give/localcommunitygrants](http://www.walmart.org/how-we-give/localcommunitygrants)) to finance a project for your local shelter or to raise awareness.

### RESOURCES

**Centers for Disease Control and Prevention** [www.cdc.gov](http://www.cdc.gov)

**National Coalition of Anti-Violence Programs (NCAVP)** [www.avp.org/ncavp](http://www.avp.org/ncavp); or 212-714-1141 for 24-hour assistance in English or Spanish

**National Domestic Violence Hotline** [www.thehotline.org](http://www.thehotline.org); 1-800-799-7233

**World Health Organization** [www.who.int](http://www.who.int)



## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

# Military Sexual Assault

Military sexual assault is the use of force, threats, intimidation, or abuse of authority during intentional sexual contact. It also includes instances where the survivor is unable to consent. Survivors of military sexual assault include both men and women.



In the military, the Commanding Officer within the unit of the military personnel is the authority and decision-maker within the Uniform Code of Military Justice (UCMJ). Survivors may also seek services through civilian authorities and public/private agencies.

There is a Family Advocacy Program located at every military installation in the U.S. and internationally where families are assigned. The Department of Defense (DOD) recognizes that families and individuals seeking help have the right to choose which services work best for them, including civilian programs outside of the military. DOD partners with civilian domestic violence programs and community-based advocates to protect survivors, lessen the impact of abuse, and give survivors a choice in their path to safety.

The DOD Safe Helpline will connect the caller to local help, and upon request, the Telephone Helpline staff can directly transfer the caller to the following resources: crisis intervention; emotional support; referrals to both military and civilian resources in the requested area; Sexual Assault Resource Centers (SARCs); Sexual Assault Prevention and Response Victim Advocates (SAPR VA's); Chaplain; Special Victims Counsel or Victim's Legal Counsel (SVC/VLC); medical/mental health care services; Veteran's Suicide Prevention Lifeline; local civilian sexual assault service providers; information on military reporting options (Restricted and Unrestricted); information for family and friends of survivors; information for leadership; and many others.

Use this information and the resources below to assist survivors in finding support, shelters, and advocacy services.

## WHAT CAN GFWC DO?

Some recommendations for prevention include improving reporting, modifying laws that create barriers to reporting or are used in retaliation against survivors, and increasing support for survivors.

- Donate to the National Network to End Domestic Violence (NNEDV) or the National Coalition of Domestic Violence (NCADV).
- Train locally to work the local hotline.
- Contact advocacy groups in your area and find out what supplies and collections are needed in local shelters.
- Contact local military installations and speak to someone at the Family Advocacy Program to find out what ways your group could help their clients.
- Support local resources such as: safe houses, advocates, counseling services, and medical care for the survivors.
- Start a book club in a base or local library nearby to read about and discuss domestic violence issues.
- Volunteer for local agencies that support the survivors of military abuse.

## RESOURCES

**National Coalition Against Domestic Violence (NCADV)** [www.ncadv.org](http://www.ncadv.org)

**National Network to End Domestic Violence** [www.nnedv.org](http://www.nnedv.org)

**National Domestic Violence Hotline** [www.thehotline.org](http://www.thehotline.org); [www.WomensLaw.org](http://www.WomensLaw.org); 1-800-799-7233

**Protect Our Defenders Foundation** [www.protectourdefenders.com](http://www.protectourdefenders.com)

**DOD Safe Helpline** [www.safehelpline.org](http://www.safehelpline.org)



## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

# Teen Dating Violence

Teen dating violence (TDV) is a type of Intimate Partner Violence. It occurs between two people in a close relationship.

TDV includes four types of behavior:

- Physical violence is when a person hurts or tries to hurt a partner by hitting, kicking, or using another type of physical force.
- Sexual violence is forcing or attempting to force a partner to take part in a sex act, sexual touching, or a non-physical sexual event (e.g., sexting) when the partner does not or cannot consent.
- Psychological aggression is the use of verbal and non-verbal communication with the intent to harm another person mentally or emotionally and/or exert control over another person.
- Stalking is a pattern of repeated, unwanted attention and contact by a partner that causes fear or concern for one's own safety or the safety of someone close to the survivor.



TDV is common; it affects millions of teens in the U.S. each year. Data from CDC's Youth Risk Behavior Survey and the National Intimate Partner and Sexual Violence Survey indicate that:

- Nearly 1 in 11 female and approximately 1 in 15 male high school students report having experienced physical dating violence in the last year.
- About 1 in 9 female and 1 in 36 male high school students report having experienced sexual dating violence in the last year.
- 26% of women and 15% of men who were victims of contact sexual violence, physical violence, and/or stalking by an intimate partner in their lifetime first experienced these or other forms of violence by that partner before age 18.
- The burden of TDV is not shared equally across all groups—sexual minority groups are disproportionately affected by all forms of violence, and some racial/ethnic minority groups are disproportionately affected by many types of violence.

Dating violence can take place in person or electronically, such as repeated texting or posting sexual pictures of a partner online without consent. Unhealthy relationships can start early and last a lifetime. Teens often think some behaviors, like teasing and name-calling, are a "normal" part of a relationship—but these behaviors can become abusive and develop into serious forms of violence. However, many teens do not report unhealthy behaviors because they are afraid to tell family and friends.

Safe Dates curriculum for Teen Dating Violence is a good resource. It covers the different types of abuse - verbal, physical, emotional, financial - and explains the differences. It facilitates discussions on stalking and digital abuse, as well. Learning to identify "red flags" in relationships and talking about safety planning is important.

Learn to recognize the signs of TDV. Unhealthy, abusive, or violent relationships can have severe consequences and short-term and long-term negative effects on a developing teen. For instance, youth who are victims of TDV are more likely to:

- Experience symptoms of depression and anxiety.
- Engage in unhealthy behaviors, like using tobacco, drugs, and alcohol.
- Exhibit antisocial behaviors, like lying, theft, bullying, or hitting.
- Think about suicide.



Violence in an adolescent relationship sets the stage for problems in future relationships, including Intimate Partner Violence and sexual violence perpetration and/or victimization throughout life. For instance, youth who are victims of dating violence in high school are at higher risk for victimization during college.

To help victims of TDV:

- Encourage her/him to talk about it with someone, a friend, family member, or other trusted adult.
- Help her/him to keep a record or journal of the abuse, documenting each instance.
- Accompany her/him to seek medical attention or psychological support, as needed.

Supporting the development of healthy, respectful, and nonviolent relationships has the potential to reduce the occurrence of TDV and prevent its harmful and long-lasting effects on individuals, their families, and the communities where they live. During the pre-teen and teen years, it is critical for youth to begin to learn the skills needed—such as effectively managing feelings and using healthy communication— to create and foster healthy relationships.

### **WHAT CAN GFWC DO?**

- Inform pre-teens and teens of safe and healthy relationship skills.
- Engage influential adults and peers to assist with forums in school settings.
- Interrupt the developmental pathways toward partner violence by advocating with information and education.
- Create protective environments and publicize locations.
- Strengthen economic supports for families by advocating for funding.
- Facilitate an information session for parents on teen dating violence at a local school.
- Sponsor art classes for local high schools in which students make posters about dating abuse and domestic violence awareness and prevention. Encourage the use of photography, computer graphics, and artwork to make the posters unique. Work with your local library or community center to post finished artwork for the entire community to view.

### **RESOURCES**

**Centers for Disease Control and Prevention** [www.cdc.gov](http://www.cdc.gov)

**Freedom House** [www.freedomhouseillinois.org](http://www.freedomhouseillinois.org)

**Office on Violence Against Women** [www.justice.gov/ovw/dating-violence](http://www.justice.gov/ovw/dating-violence)

**Safe Place** [www.nationalsafeplace.org/teen-dating-violence](http://www.nationalsafeplace.org/teen-dating-violence)





## HOW YOUR CLUB CAN ADVOCATE AND EDUCATE:

# Violence Against Native American Women

American Indian and Alaska Native (AIAN) women and two-spirit people in tribal communities are disproportionately affected by sexual and gender-based violence in the US. Research and advocacy have brought attention to the unique nature of victimization in our AIAN communities.



- Approximately half of Native American women have experienced sexual violence and that approximately half have experienced physical violence by an intimate partner.
- Murder is the third-leading cause of death for AIAN women in the United States.
- AIAN female victims are more likely to need victims' services such as medical care and legal services, but more than a third were not able to access or receive those important services.
- AIAN victims are more likely to be victimized by non-Native perpetrators.

## WHAT CAN GFWC DO?

Inclusive messaging and advocacy will help bring attention to the unique and common characteristics of violence against all women.

- Bring Awareness to Missing and Murdered Indigenous Persons Awareness Day on May 5 of each year. Plan a campaign to bring attention to missing and murdered AIAN persons and help bring justice for victims.
- November is Native American Heritage Month. Plan a campaign to celebrate and honor Native American heritage and culture.
- Educate members and communities about issues domestic and sexual assault issues facing AIAN women. Research, share, and advocate for legislation and public policy like the Not Invisible Act of 2019, Savanna's Act, and the Violence Against Women Act.
- Volunteer with or donate to victim service organizations who serve AIAN victims. Help your community connect to the government and non-profit organizations doing research, sharing resources, seeking justice, and serving victims of violence.
- Collect gently used purses and tote bags and fill them with health and beauty aids, jewelry, children's items, and other toiletries. Present them to your local shelter.

## RESOURCES

**Indian Law Resource Center** [www.indianlaw.org](http://www.indianlaw.org)

**National Indigenous Women's Resource Center (NIWRC)** [www.niwrc.org](http://www.niwrc.org)

**National Center on Domestic and Sexual Violence** [www.ncdsv.org/ncd\\_linksnativetribal.html](http://www.ncdsv.org/ncd_linksnativetribal.html)

**StrongHearts Native Helpline** [www.strongheartshelpline.org](http://www.strongheartshelpline.org); 1-844-762-8483

**Tribal Law and Policy Institute** [www.home.tlpi.org/violence-against-native-women-publicatio](http://www.home.tlpi.org/violence-against-native-women-publicatio)



# JUNIORS' SPECIAL PROGRAM:

## ADVOCATES FOR CHILDREN

**"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world."** — HARRIET TUBMAN

GFWC Juniors' Special Program: Advocates for Children is designed to encourage all Woman's, Junior Woman's, Juniorette, and International Affiliate Clubs to make a difference in the life of a child by being an advocate. The program was envisioned as a way for clubwomen to provide a voice for children and to teach and encourage parents and other caregivers to advocate for children at the grassroots level.

The definition of child advocacy is "support for children who are in a vulnerable position in society or in a vulnerable situation." We aim to honor our roots and be a voice for children.

Clubwomen can be an advocate by working to:

- Ensure that children are protected from harmful situations.
- Encourage healthy physical and emotional lifestyles.
- Impact policy to improve children's lives.

Children also depend on the advocacy of others, especially their parents and caregivers, to protect and promote their interests in an emergency or long-term health situation. First-rate children's healthcare should be available to everyone, and family voice and choice are essential in providing the best healthcare plan for each unique situation. Educate yourself and others about medical resources and organizations that will help you be the best advocate possible for children.

The Juniors' Special Program: Advocates for Children encourages advocacy and projects that will assist and protect children in crisis, including those experiencing:

- Child abuse
- Cyberbullying
- Depression and suicide
- Foster or residential care
- Homelessness
- Human trafficking
- Life-threatening illness
- Limits on screen time
- Poverty
- Texting while driving



### 2022-2024 JUNIORS' SPECIAL PROGRAM

**Katie Robey, Chairman**

97 Hudson Street  
Marlborough MA 01752  
kdrobey@robeybaur.org



## COMMUNITY CONNECTION INITIATIVE: REFRESH AND REVIVE



As a club, work with a local shelter, youth center, social service office, or other emergency location to add a little “sparkle” to one or many of their rooms. Club members can come together to clean, paint, and add new items to the room to bring warmth and caring into the surroundings. Invite potential members to join and work with local merchants on donating supplies for the refresh. Get the word out to your community on what you are doing and maybe one room can turn into many rooms that will assist with making the situation more manageable for the child.

### **GFWC ADVOCATES FOR CHILDREN WEEK**

Sunday, October 23, to Saturday, October 29, 2022

Sunday, October 22, to Saturday, October 28, 2023

The emphasis for Advocates for Children Week will be to promote a collection of personal hygiene items, clothing, and blankets to local organizations for children removed from homes due to unsafe conditions.





### **PARTY IN A BOX**

The GFWC F.J. Scott Woman's Club (TX) supports a Christmas Party each year to honor children within the Child Protective Services organization. This year, due to COVID-19 restrictions, they adapted to create the "Party in a Box." The box contained gifts, food, and non-food gift cards, and were assembled and distributed to the children.



### **BOOKS ON BIKES**

The GFWC Junior Woman's Club of Hilton Village (VA) helped support a local elementary school with their "Books on Bikes" program. The club donated 340 books and, along with Yates Elementary staff, rode bikes and delivered a snack, book, and safely-distanced greeting to students from their beloved teachers and helpers.



### **SENSORY HALLWAY**

GFWC Menominee Woman's Club (MI) created a sensory hallway to welcome students to school and to help students with emotions, excess energy, and positive imagery. Members and teachers placed decals on the floor as an obstacle course, then brightened the white walls by creating a mural that complemented the nature theme on the decals. Finally, colorful hands were painted at different levels on the walls where students could work off excess energy by doing hand push-ups.





# 2022-2024 GFWC CLUB MANUAL

## JUNIORS' SPECIAL PROGRAM

### PROJECT IDEAS

Be inspired by this list of how GFWC clubs can use local resources and creativity to be the voice for children. Find further information about organizations named here under Resources.

### ADVOCACY EFFORTS

- Work with your city, county, or state to have the fourth week in October recognized as Advocates for Children Week. Send a copy of the proclamation to Juniors' Special Program Chairman Katie Robey at [kdrobey@robeybaur.org](mailto:kdrobey@robeybaur.org).
- Advocate through your state legislature for bills that benefit children's physical and mental health.
- Advocate for law enforcement training on mental health awareness for children.
- Research and engage with advocacy groups in your area that support children's physical and/or mental health.
- Advocate for Big Brothers/Big Sisters and other programs that provide children with mentors and/or offer activities to help them develop positive social skills.
- Investigate grants, such as those available through the U.S. Department of Education, including the Student Support and Academic Enrichment Grants and the 21st Century Community Learning Center Funding.
- Visit the extremely comprehensive and informative Art Advocacy and Resources page of Incredible@rt Department for additional ideas on art advocacy.
- Advocate for support programs, such as Ronald McDonald House Charities, to establish a chapter in your community. Volunteer as a club or individuals to cook a meal at your local shelter or Ronald McDonald House.
- Juice Box Challenge: Challenge clubs to donate at least one juice box per member to their local Child Advocacy Centers (CAC). Juice boxes help CAC staff build rapport with children as they discuss difficult issues.
- Child Advocacy Ribbons: Create awareness ribbons in royal blue and attach to bookmarks or business cards to be left at local libraries, businesses, or healthcare centers with information about your local Child Advocacy Center and the services they provide.

### SPONSOR A PROJECT

- Paint and decorate a room or rooms at a local shelter, youth center, or visitation room at the social service office.
- Sponsor a creative art activity, such as modeling with clay, that provides additional benefits for children with motor disabilities.
- Engage in art therapy projects with children in hospitals, shelters, and other facilities.
- Support an outdoor performance at a local park.
- Sponsor a library program featuring an author who focuses on outdoor activities for school-age children.
- Partner with a local school to build an outdoor classroom or school garden, using resources from Project Learning Tree such as *School Site Investigation* and *Creating an Outdoor Classroom*.
- Purchase mittens and beanies for Head Start and Preschool children to deliver in December.
- Pediatric Unit Playtime: Ask members to donate items such as coloring books, small jigsaw and cube puzzles, Play-Doh, and other small toys for hospitalized pediatric patients to enjoy during their stay in your local pediatric unit.

### FOCUS ON CHILDREN'S HEALTH AND SAFETY

- Use resources from Kids Health, a nonprofit organization that provides doctor-reviewed advice on hundreds of health issues, to present a club or community program that will give families the tools and confidence to make best-health choices. Augment the program with other information resources, such as those available from the National Institute for Children's Health Quality and the National Institute of Child Health and Human Development.
- Learn from and inform new parents about HealthyChildren.org, sponsored by the American Academy of Pediatrics, for information on optimizing children's health, dealing with injuries and emergencies, and evaluating treatments for long-term health situations such as asthma, diabetes, autism, learning disabilities, and others.





## 2022-2024 GFWC CLUB MANUAL

# JUNIORS' SPECIAL PROGRAM

- Inform parents and other caregivers about NAMI, the nation's leading voice on mental health, and their resources and services, including the NAMI Helpline (1-800-950-NAMI or info@nami.org). Consider hosting a community program that specifically addresses depression and suicide in children and teens.
- Learn about and share information on ACEs (Adverse Childhood Experiences), such as information provided by the Centers for Disease Control and Prevention, and advocate for community education programs that create and sustain stable, safe, and nurturing relationships and environments for all children.
- Furniture Safety: Raise awareness in your community and help save a child's life by planning a program about the dangers of furniture tip overs and other hazards in the home. Distribute anchoring kits to help secure heavy furniture.
- Screen Time Awareness: In this age of digital media, children are being exposed to cell phones, tablets, and electronic screens as early as infancy. Too much screen time for children can lead to issues such as obesity, irregular sleep schedules and shorter duration of sleep, behavioral problems, loss of social skills, violence, and less time for play. Educate the members of your club about the new guidelines for screen time use for young children.
- Children's Choking Awareness: The Toilet Paper Roll Safety Project consists of attaching a decorated toilet paper roll to cardstock paper with the following statement: "Any toy or toy part that can pass through is a choking hazard for children less than three years of age."

### WORK WITH SPECIAL NEEDS/FOSTER CARE

- Work with special needs children to create Vision Boards or Dream Boards using magazine cut-outs.
- Support Save the Children's HEART (Healing and Education through the Arts), a therapy program for children with serious and chronic stress.
- Learn about and promote Ecotherapy or Nature Therapy, which can help children with anxiety, depression, mental fatigue, eating disorders, feelings of isolation, and other emotional and mental illness.
- Volunteer with and/or support equine therapy programs.
- Undertake projects that provide a sense of security for children in foster care, such as making or customizing duffle bags for carrying their clothes and/or creating overnight kits with hygiene and comfort items.

### PROVIDE SCHOLARSHIP OPPORTUNITIES

- Support local parks and recreation centers by volunteering or providing scholarships and/or supplies for summer camps and other programs.
- Partner with local businesses to sponsor a family day or family night at a sporting event or another activity in April for Child Abuse Awareness Month.
- Sponsor an international child through Save the Children to secure educational opportunities and health services.

### CONNECT WITH GFWC AFFILIATE ORGANIZATIONS

Undertake these and other projects with GFWC Affiliate Organizations that fit within the guidelines for the Juniors' Special Program: Advocates for Children.

#### MARCH OF DIMES

- The March for Babies is a fun event to raise funds to help support mothers and premature babies and raise awareness of the research needed to find solutions and advocate for policies that prioritize mom and baby health. March of Dimes provides instructions, guidance, and a web page to organize an event. [www.marchforbabies.org/Home/SearchtoDonate](http://www.marchforbabies.org/Home/SearchtoDonate)

#### OPERATION SMILE

- Help Operation Smile provide the necessary equipment and medications to enable the delivery of the safest surgeries. <https://catalog.operationsmile.org/provide-medicines-supplies>



#### **ST. JUDE CHILDREN'S RESEARCH HOSPITAL**

- The St. Jude Trike-A-Thon is a fun, service-learning program for daycares and preschools that teaches trike and riding toy safety while helping the children of St. Jude. Any advocate for children can make a difference with the St. Jude Trike-A-Thon. If you sign up to become a coordinator, St. Jude will provide everything you need to have a great event at a preschool or daycare in your area. Log on to [www.stjude.org/get-involved](http://www.stjude.org/get-involved) to find out more.
- Waiting Room Fun Bags. Fill a sealed zippered plastic bag with fun things a child or teen can do as they wait to visit the doctor.

#### **UNITED NATIONS FOUNDATION SHOT@LIFE CAMPAIGN**

- Promote World Immunization Week as an opportunity for the global health community to come together to urge our leaders to make #VaccinesWork for all.
- Encourage young people to enroll in Shot@Life's Student Advocacy Program. This program offers a great opportunity for students to build leadership skills and engage in global health issues to support vaccination efforts for children in developing countries. <https://shotatlife.org/champions>

#### **UNICEF USA**

- Host a "Trick or Treat for UNICEF" event, a long-time tradition in our country to collect donations for their general fund. At your October meeting decorate and include UNICEF Trick or Treat on each table for donations. [www.unicefusa.org/trick-or-treat](http://www.unicefusa.org/trick-or-treat)



# 2022-2024 GFWC CLUB MANUAL

## JUNIORS' SPECIAL PROGRAM

### GFWC RESOURCES

**Advocacy for Healthy Children Child Abuse** <https://www.nationalcac.org/about-child-abuse/>

**Big Brothers Big Sisters of America** [www.bbbs.org](http://www.bbbs.org)

**Boys and Girls Clubs of America** [www.bgca.org](http://www.bgca.org)

**Boy Scouts of America** [www.scouting.org](http://www.scouting.org)

**Bureau of International Labor Affairs** [Dol.gov](http://Dol.gov) | Child Labor, Forced Labor & Human Trafficking | U.S. Department of Labor

**Centers for Disease Control and Prevention ACEs** [www.cdc.gov/violencepreventionchildabuseandneglect/acestudy/index.html](http://www.cdc.gov/violencepreventionchildabuseandneglect/acestudy/index.html)

**Connect with a Crisis Counselor** Crisis Text Line | Text HOME To 741741 free, 24/7 Crisis Counseling

**Distracted Driving** Distracted Driving | Motor Vehicle Safety | CDC Injury Center

**Ending Distracted Driving is Everyone's Responsibility** [nsc.org](http://nsc.org) | Distracted Driving - National Safety Council  
**4-H** [www.4-h.org](http://www.4-h.org)

**Girl Scouts of the USA** [www.girlscouts.org](http://www.girlscouts.org)

**HEART** [www.savethechildren.org/us/what-we-do/global-programs/protection/healing-and-education-through-the-arts](http://www.savethechildren.org/us/what-we-do/global-programs/protection/healing-and-education-through-the-arts)

**Kids Online** <https://www.kids-online.org/> | Kids Online | FTC Consumer Information

**National Children's Alliance** <https://www.nationalchildrensalliance.org/>

**Net Cetera** Chatting with Kids About Being Online Net Cetera: Chatting with Kids About Being Online | FTC Consumer Information

**Parent Guides from ConnectSafely** [https://www.connectsafely.org/parentguides/#:~:text=By%20parents%2C%20for%20parents%3A%20A,%2C%20please%20let%20us%20know\).](https://www.connectsafely.org/parentguides/#:~:text=By%20parents%2C%20for%20parents%3A%20A,%2C%20please%20let%20us%20know).) | Parent Guides from ConnectSafely - ConnectSafely

**Prevent Child Abuse America** <https://preventchildabuse.org/>

**Project Learning Tree** <https://www.plt.org/>

**Save the Children** <https://www.savethechildren.net/>

**School Site Investigation** [www.plt.org/wp-content/uploads/pdf/PLT-GreenSchools-School-SiteInvestigation-2018.pdf](http://www.plt.org/wp-content/uploads/pdf/PLT-GreenSchools-School-SiteInvestigation-2018.pdf)

**Student Support and Academic Enrichment Grants** [www.ed.gov/programs/ssae/index.html](http://www.ed.gov/programs/ssae/index.html)

**Suicide Prevention Lifeline** [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) | Youth: Lifeline

**The Dangers of Distracted Driving** [fcc.gov](http://fcc.gov) | The Dangers of Distracted Driving | Federal Communications Commission

**The Trafficking Victims Protection Act of 2000** [justice.gov](http://justice.gov) | Key Legislation

**21st Century Community Learning Center Funding** [www2.ed.gov/programs/21stcclc/applicant.html](http://www2.ed.gov/programs/21stcclc/applicant.html)

**What Is Human Trafficking?** [dhs.gov](http://dhs.gov) | Homeland Security

**Youth Suicide Warning Signs** [Youth.gov](http://Youth.gov) | Youth Suicide Warning Signs

**Youth Mental Health** [Youth.gov](http://Youth.gov) | Risk and Protective Factors for Youth

### SAMPLE ADVOCATES FOR CHILDREN WEEK PROCLAMATION ATTACHED



## AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Juniors' Special Program: Advocates for Children projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Juniors' Special Program: Advocates for Children projects. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.

## RESOLUTIONS

**To be added after 2022 Annual Convention**



## **SAMPLE GFWC ADVOCATES FOR CHILDREN STATE PROCLAMATION**



WHEREAS, the General Federation of Women's Clubs will celebrate its dedication to the awareness and promotion of the physical and emotional well-being of children on (INSERT DATE HERE); and

WHEREAS, GFWC is an organization of women from all walks of life that have the common goal of making the world a better place by enhancing the lives of others through volunteer service; and

WHEREAS, GFWC has played a role in many national efforts including powerful advocacy for the physical and emotional well-being of children, including current affiliations with distinguished organizations such as St. Jude Children's Research Hospital and March of Dimes, and has historically worked for the passage of child labor laws and the Pure Food and Drug Act, supported public education, and was credited in 1933 with establishing 75% of US public libraries; and

WHEREAS, over the past 130 years, millions of GFWC clubwomen have given their time, talent, and resources to improve the lives of children, including women in the GFWC State Federation of (INSERT STATE HERE); and

AND WHEREAS, it would be a tremendous honor for GFWC to mark its dedication to the well-being of children with recognition from the nation's governors from across the country, therefore

RESOLVED, that the GFWC (INSERT STATE HERE) State Federation is honored and recognized on this milestone anniversary with a proclamation and declaration that (INSERT DATE HERE), will be known to all as GFWC Advocates for Children Week, in (INSERT STATE HERE).





# ARTS AND CULTURE

## COMMUNITY SERVICE PROGRAM

**“IF ART IS TO NOURISH THE ROOTS OF OUR CULTURE, SOCIETY MUST SET THE ARTIST FREE TO FOLLOW HIS VISION WHEREVER IT TAKES HIM.” – JOHN F. KENNEDY**

From the cave paintings at Lascaux to the pyramids of Egypt, Art and Culture have been entwined to explain the who, what, when where, how, and why we are. This has not been lost with time. Modern day art is an expression of ideas or feelings that manifest through a variety of media that are created with imagination and skill.



### 2022-2024 ARTS AND CULTURE COMMUNITY SERVICE PROGRAM

#### **Pam Ament**

4203 West 179th Street  
Torrance, California 90504  
ament.pam5@gmail.com

Culture consists of the characteristics and knowledge of a group of people, encompassing their art, beliefs, customs, food, language, literature, music, social habits, religion, and other interpersonal connections.

The study of art and culture enriches the human experience. Art education improves problem solving and critical thinking skills, builds focus and perseverance, and nurtures creativity, confidence, and collaboration. Cultural awareness promotes effective communication and profoundly increases the ability to appreciate and enjoy a variety of new people and experiences.

Both art and culture articulate human values and give us a means to relate to and understand one another. They help us empathize with those who are different from ourselves and give us a context to build relationships. Together they are the spark that unites peoples of all times and ages.

Clubs and states should take an active role in sponsorship, scholarship, production, direction, and performance in every aspect of all arts and from all cultures. Be proactive in the support of all forms of Art and Culture in your community; Theater, Music, Fine Art, Dance, Improvisation, Singing, Creative Writing, Photography, and Speech.

The introduction of both artistic and cultural histories and beliefs from all times, worldwide, will add to the depth of childhood development. The initiation of Arts and Culture to children and teens is instrumental to their education. Art and Culture each add fully to skills learned for implementation of many people skills later used for all aspects of life and lessons. Exposure to Arts and Culture to our youth is critical in the meeting of the right and left brain.

Further, the GFWC Arts and Culture Community Service Program hopes to expand the understanding of Arts and Culture on every level, from local and regional to national and international. Our goal is to create projects and opportunities, and other manifestations of Art and Culture that develop skills, awareness, and appreciation of both Art and Culture. It is designed to inspire clubwomen and ignite within them a desire to make the world a more beautiful, thoughtful, and caring place.



Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Arts and Culture Community Service Program Chairman or GFWC Programs Department at **[Programs@GFWC.org](mailto:Programs@GFWC.org)**.



## COMMUNITY CONNECTION INITIATIVE: CREATING A PATH TO COMMUNITY GEMS



What gems does your community hold; what is the sparkle that makes your community special? GFWC encourages clubs to take an active role in creating and enhancing their community by partnering with the local City Hall and Chamber of Commerce to create a digital or printed brochure indicating where visitors and families may go to experience the Art and Culture of their community.

Highlight trails for walking, jogging, and bikes; concerts; historical buildings and architecture; companies that founded their area; stores that sell local artist wares; Farmer's Market days and location; dog parks; library; City Hall; clubhouses; theatres and movie houses...let your ideas flow and don't forget to brand your brochure with your club's name, location, email address, and meeting dates. Let your brochure show that your town does indeed welcome both residents and visitors to *Dream Big, Sparkle More, and Shine Bright*.





### **HAWAIIAN NIGHT SOCIAL**

The Woman's Club of Cayce (SC) hosted a Hawaiian Night Social featuring a catered meal and two hula dancers from Pacific Islands Dance Arts, a division of Halau Hula Alohalani. In addition to performing several hula dances, the dancers taught a hula class and gave a short lecture on Hawaiian culture, musical instruments, and the history of the hula. Participants were also treated to a Hawaiian barbeque and a cakewalk.



### **COMFORT QUILTS**

The Somer's Women's Club (CT) participated in the Comfort Quilts for Hospice Project. Quilters worked at home and remained quite productive. Most of the materials had been donated, so the club incurred very little expense. They completed 16 lap quilts that were donated to the Evergreen Rehab and Johnson Memorial Hospital in Stafford Springs, CT. They also created one full-sized quilt and one lap quilt for a club raffle.



### **CHALK ART CONTEST**

The North Arlington Woman's Club (NJ) hosted a summertime chalk art contest. They encouraged children ages 6 to 18 to create a "thank you" to local healthcare workers in chalk and then submit their artwork to the club. The artwork was displayed on the town's website and the club's Facebook page. The children who participated received a certificate for a free Italian ice. There were many talented artists in their town.



### **SCARECROW STROLL**

The Homer Glen Junior Woman's Club (IL) searched for an activity to bring the community together that allowed for social distancing, and they worked with the village to create a Scarecrow Stroll. Participants purchased the base post provided by the club and the village, dressed it, and returned it for display. Sixty scarecrows were on display during October.

## PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Arts and Culture Community Service Program. Find further information about organizations named here under Resources.

## COMMUNITY RICH IDEAS FOR ALL AGES

- Sponsor an author visit to your local library.
- Use an artistic event to raise funds to sponsor local community art and cultural programs.
- Sponsor an Artist in Residence program for local seniors to attend. Donate the supplies needed and provide transportation to and from the classes.
- Work with your City to sponsor and promote an outdoor Classic Film Festival showing movies with themes such as Musicals, Foreign Language, and Academy Award Winners.
- Have a neighborhood or City music event such as a Battle of the Bands for teens or an outdoor Concert Series featuring area bands.
- Set up a member craft table to sell art at a hometown Farmer's Market or craft fair. Make sure there is also plenty of information on how to join a local GFWC Club at your booth.
- Support your local Community Theatre by ushering, assisting at intermission, or holding a Fundraiser at a performance and donating the proceeds back to the Theatre.
- Be the Hostess in a Home Tour where participants stop by for coffee and cookies and view the historical culture of your club through your scrapbooks and other historical items.

## MEMBER CREATED ART AND CULTURE

- Create a Yard of the Month project partnering with the water authority or City. Have members decide which yard in their community deserves recognition with signage.
- Paint rocks with inspirational words and place them all over the city in places where they can be found. A good word for a stranger goes a long way.
- Make jewelry and cards for distribution to the homes of teen mothers or wives of soldiers serving overseas. Give them out on Mother's Day.
- Make homemade holiday cards for nursing home residents or Meals on Wheels recipients.
- Hold a recycled art contest for art projects made using recycled materials for area artists or the Art Association.
- Host an art supply drive within your club. Contact local schools, daycare centers, and/or community centers to see what is needed.
- Design and decorate the garden in front of your clubhouse or meeting space, maintain it with local flora and signage on when your club meets.
- Help build, paint, register, maintain, and decorate a Little Free Library.
- Provide artwork and help decorate a reading nook at the library, a local laundromat, or other location in your community.
- Donate books with an art and/or cultural theme to the public library, a school library, or a Little Free Library.
- Donate art books, sketch books, coloring books, crayons, and other art supplies to hospitals, doctor/clinic waiting rooms, schools, and shelters.
- Attend public art displays, plays, and concerts as part of a social event for your club.
- Visit or hold a club meeting at an art gallery, museum, local cultural center, or tourist center.
- Explore museums online with Google Arts and Culture or visit Art Galleries and Art Museums through their websites for virtual gallery tours.
- Hold a holiday centerpiece/wreath-making workshop at a local florist as a club program.
- Decorate a city park or municipal plaza for holidays and/or the seasons.
- Sponsor ads in local theatre or school theatre playbills.
- Host a craft time at the library to make simple crafts with children. Coordinate with the library story time and match the book theme or make a seasonal or holiday themed craft.
- Decorate ceramic piggy banks or have local artists, art classes, or town officials decorate them. Put them in area businesses to collect money for high school scholarships or to support the local high school theater programs, band programs, and glee club.
- Participate in your club, district, and state arts and crafts contests by entering your crafts, needlework, sewing,



## ARTS AND CULTURE

painting, and photography items. Enter photographs in the GFWC photography contests.

- Celebrate international holidays, such as the Chinese New Year, Oktoberfest, Cinco de Mayo, and Bastille Day, and learn more about the historical attire, customs, food, and entertainment of those cultures.
- Host welcome events for international students at the local university and local boarding schools.
- Invite foreign exchange students to speak about their life and culture at meetings.
- Learn about Native American culture and its various forms from one part of the country to another. When traveling, visit museums on Native American culture.

### VALUABLE IDEAS FOR YOUTH

- Hold a “Chalk the Walk” contest for elementary school children on sidewalks in front of a municipal building, library, elementary school, or other public venue. Choose a theme and have your club supply the chalk and ribbons for the winners.
- Utilize local student jazz combos, string quartets, or even the whole band to perform at club events and fundraisers.
- Hold a fundraiser to purchase a large piece of equipment for your local schools’ art, music, or drama departments, such as a potter’s wheel, kiln, microphones, or technology.
- Work with local Girl Scouts or Juniors clubs to foster a safe Halloween by offering free face painting to children before they trick or treat. Invite the Girl Scouts to have a cookie sale in your club to support their efforts and then donate the cookies to schools or the area USO.
- Develop an art scavenger hunt at a local or online museum for your members or students. Select items for participants to find and snap photos (if allowed) or document the location in a notebook. Discuss the art pieces after the hunt.
- Use member art or children’s art for club cookbook covers, greeting cards, program covers, etc.
- Establish scholarships for students studying the arts such as literature, drama, or music. This could be to attend an arts school or summer camp.
- Establish awards that acknowledge the artistic achievements of club and community members.
- “Love the Police, Bus Drivers, Firefighters, or Veterans” – Assist local elementary students in making Valentine cards for town police, bus drivers, firefighters, and veterans.
- Include a category in Art Contests that is specific to special needs children. Many times, these students never receive recognition for their creativity.
- Host a craft time at the library to make simple crafts with children. Coordinate with the library story time and match the book theme or make a seasonal or holiday themed craft.
- Volunteer at a school to teach a lesson from your cultural heritage to students. Include information about the food of the culture and provide samples for the students to taste.
- Sponsor a bus and tickets for children to learn more about well-known international ballets, operas, musical composers, museums, and artists. Let them see and share the experience of a live performance.

### CONNECT WITH GFWC AFFILIATE ORGANIZATIONS

#### CANINE COMPANIONS

- Purchase bolts of fabric for Canine Companions to sew vests for dogs or stuffed puppies.
- If you live near the Regional Centers, offer to provide meals, etc., when team training is being offered.
- Make donations for dorm rooms or decorate the dorm rooms at Regional Centers.
- Contact your closest Regional Center to see if your club can fulfill any items on their wish lists.
- Visit and tour a regional training center.
- Participate in the Canine Companions Signature Event—DogFest Walk ‘n Roll. For more information visit [www.cci.org/dogfest](http://www.cci.org/dogfest).

#### HEIFER INTERNATIONAL

- Construct and decorate a parade float designed to promote Heifer International and join in the next parade in your community. Hand out bookmarks and “Cow Tail Candy” along the parade route.
- Support Heifer’s “Women’s Empowerment and Entrepreneurship” project and help women earn living incomes in traditionally male-dominated cultures. [www.heifer.org/gift-catalog/womens-empowerment/index.html](http://www.heifer.org/gift-catalog/womens-empowerment/index.html)



### **MARCH OF DIMES**

- Create blankets for babies. Create a pattern just for your club. The blankets will be distributed to military moms at baby showers sponsored by March of Dimes.
- Create baby hats with your club's special colors. March of Dimes has a toolkit that provides instructions and guidance for pattern and size. [www.marchofdimes.org/materials/Advocacy-Toolkit-Q3-2019-v2.pdf](http://www.marchofdimes.org/materials/Advocacy-Toolkit-Q3-2019-v2.pdf)

### **OPERATION SMILE**

- See how your club can help prepare a child for life-saving surgery with coloring pages, stuffed animals, and games to relieve the stress of surgery. <https://catalog.operationsmile.org/prepare-kids-for-surgery-0>
- Host a neighborhood ice cream social to share the mission of Operation Smile and the resulting improvement in the quality of life for children. Accept donations to support an operation.

### **ST. JUDE CHILDREN'S RESEARCH HOSPITAL**

- Sew mask straps. Do you have seamstresses in your club? Consider meeting to assemble bags with materials to make mask straps for the children at St. Jude and having seamstresses take the bags home to complete the project with their personal sewing machines.

### **UNICEF USA**

- Consider how individuals in other countries are handling the COVID-19 pandemic. Utilize UNICEF's website to gather information on how different cultures are tackling the pandemic and how UNICEF has already helped reach over half a billion people with COVID-19 prevention messaging. [www.unicefusa.org/mission/covid-19](http://www.unicefusa.org/mission/covid-19)

## **GFWC RESOURCES**

**Americans for the Arts** [www.americansforthearts.org](http://www.americansforthearts.org)

Americans for the Arts builds awareness and support for the value of the arts and works to ensure that every American has access to their transformative powers.

**A.R.T. (Artistic Realization Technologies, Inc.)** [www.artrealization.org](http://www.artrealization.org)

A.R.T. has created technologies, studio programming, and training that empowers those who lack the articulate use of their hands to gain perfect individual control of the artmaking process start to finish. Contact A.R.T. at [a.r.t.lefens@artrealization.org](mailto:a.r.t.lefens@artrealization.org) or 908-359-3098.

**Google Arts and Culture** <https://artsandculture.google.com/>

Google Arts and Culture provides virtual tools to explore works of art and tour famous sites and landmarks, offers information about nearby museums and other centers of arts and culture, and supplies space to create a virtual gallery of your favorites.

**National Endowment for the Arts** [www.arts.gov](http://www.arts.gov)

The National Endowment for the Arts is an independent federal agency that funds, promotes, and strengthens the creative capacity of our communities by providing all Americans with diverse opportunities for arts participation. This site also lists Arts Councils in each state: [www.arts.gov/partners/state-regional](http://www.arts.gov/partners/state-regional). In partnership with state and jurisdictional arts agencies and regional arts organizations, the NEA provides federal support for projects that benefit local communities.



**National Organization for Music Education** [www.nafme.org](http://www.nafme.org)

The National Organization for Music Education advocates and provides resources for music education, hosts professional development events, and offers opportunities for both students and teachers.

**AWARDS**

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Arts and Culture Community Service Program projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Arts and Culture Community Service Program projects. Clubs do not submit entries directly to GFWC.

**RESOLUTIONS**

**To be added after 2022 Annual Convention**





# CIVIC ENGAGEMENT AND OUTREACH

## COMMUNITY SERVICE PROGRAM

**“TRUE PATRIOTISM SPRINGS FROM  
A BELIEF IN THE DIGNITY OF THE  
INDIVIDUAL, FREEDOM AND EQUALITY  
NOT ONLY FOR AMERICANS BUT FOR ALL  
PEOPLE ON EARTH.” — ELEANOR ROOSEVELT**

In the *Preface of Civic Responsibility and Higher Education*, an authoritative work edited by Thomas Ehrlich and published by Oryx Press in 2000, it is noted that “Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community through both political and non-political processes.”

The GFWC Civic Engagement and Outreach Community Service Program reminds GFWC members that each of us is a part of a larger society and is responsible for undertaking actions that will create a better quality of life and foster a sense of community—locally, regionally, nationally, and globally. GFWC will focus on addressing issues of public concern.

Volunteering is one of the best ways to put civic duty into action and it is often the first step in building a stronger connection to community, but there are other ways to contribute, such as advocating, fundraising or donating, and problem solving. Locally, even supporting small businesses and keeping an eye on your neighbor can play a part in improving the community. The possibilities are endless. *We advocate because there is a need, we volunteer because we are needed. Our focus continues to be addressing issues of public concern.*

Civic Engagement and Outreach are highlighted and encouraged, including Citizenship; Crime Prevention, Safety, and Disaster Preparedness; the Needy, Hungry, and Homeless; and Our Military Personnel and Veterans. Beyond these suggestions, look within your own community and to the wider world for ways to make a positive impact.



**2022-2024  
CIVIC ENGAGEMENT AND  
OUTREACH COMMUNITY  
SERVICE PROGRAM**

**Sharon Oliphant, Chairman**  
871 NW 251st Drive  
Newberry, FL 32669  
Solip561@aol.com



Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Civic Engagement and Outreach Community Service Program Chairman or GFWC Programs Department at **[Programs@GFWC.org](mailto:Programs@GFWC.org)**.



# COMMUNITY CONNECTION INITIATIVE: A LITTLE THANKS GOES A LONG WAY



Civic engagement is the process of connecting individuals in society with one another, to share common interests, and work for the common good. [www.study.com](http://www.study.com)

GFWC clubs are encouraged to focus efforts on giving thanks and advocating for the essential workers in the community. Essential workers in the community include many fields of work not only medical care providers and first responders, but also the many 911 dispatchers, teachers, civil service employees, farmers, truckers, utility workers, pharmacy providers, bank employees, delivery services, sanitation employees, and military personnel as examples. To be involved is to care about your community and working with others to make it a more positive place to live, work, and socialize.

Ways in which you can advocate for their efforts on behalf of your community:

- Present a Proclamation for “Essential Workers Week.”
- Deliver food to their place of business.
- Distribute care packages the first of every month.
- Display GFWC “Essential Workers - Keep Our Country Moving Forward” on car windows and mailboxes.
- Throw a neighborhood or community parade and showcase essential workers of all fields.
- Highlight an essential worker in your club’s newsletter and partner with local PR to ensure that the community is aware of these individuals.
- Create signage for your Main Street to highlight the companies and/or individuals who are working to make your community a better place.







### **MILITARY TREE OF HONOR**

A "Military Tree of Honor" was created by the GFWC Sylvania Junior Woman's Club (GA) in partnership with the public library. A white tree was erected with an American flag topper, red and blue ornaments, an Americana tree skirt, and combat boots that were worn in Afghanistan around the base. One hundred photos of living, deceased, active, or retired service members were submitted. Photos were scanned onto cardstock and labelled with the service member's name, rank, and branch.



### **LADIES OF LIBERTY**

The Mary Stewart Woman's Club (NC) members donated various items to deployed female service members through Ladies of Liberty, part of the Soldiers' Angels organization that provides care packages to women serving overseas. Members donated snacks, medicines, personal health and hygiene items, and filled USPS military boxes to ship overseas. The first shipment was so popular, club members decided to repeat the project. Twenty-nine female service members were served by the second shipment.



### **TEENS IN TRANSITION**

The Dover Area Woman's Club (NH) supports the Teens in Transition Program by distributing donated items throughout the year. This program is for students who are homeless and spend their nights on the street, in a car, or moving from one friend's house to another. Members collected and donated clothing, food, snacks, and personal care items to the Teen Closet at the local high school.



### **SAIDIE'S CUPBOARD**

The Salem Woman's Service Club's (OR) program, Saidie's Cupboard, partners with local public health nurses and a teen parent program to create "family bags" of basic household items and "infant bags" for basic newborn needs such as clothing, blankets, diapers, toys, and books. The club supplies the bags whenever requested by the agencies, who then distribute them to needy families. Within the past year, 88 family bags, 15 infant bags, and 1,982 diapers were donated.



## PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Civic Engagement and Outreach Community Service Program. Find further information about organizations named here under Resources.

Remember, these are guidelines, and all projects are part of our community service under the community service program. Go outside of the norm and find a need in your community that could be specific to your club, your neighborhood, or your state.

## CITIZENSHIP

- Work together with other community members or organizations to create a social media platform, such as Facebook or Twitter page, to engage the larger community on key issues, identify positive solutions, and stimulate public policy initiatives.
- Honor and celebrate patriotic holidays by hosting or volunteering for events commemorating Presidents' Day, Memorial Day, Independence Day, Veterans Day, Constitution Day, and others. Consider purchasing or printing copies of the United States Constitution for distribution. One organization that provides copies at a bulk rate is Freedom Factor.
- Work together to "Get Out the Vote!" Encourage others to register and vote, provide information about early voting or polling locations and times, and offer transportation if needed. Pair with another club and assist at the polls.
- Provide information on correctly folding a United States flag, plus the meaning and symbolism in the flag folding ceremony, to scouts, school groups, and others. The American Legion offers clear and concise instructions.
- Help an individual or a small group study for the U.S. Citizenship test.
- Collaborate with bookstores or libraries to create a prominent display of nonfiction books that commemorate Women's History Month in March, tell the "herstory" of women's suffrage.
- Collect books that celebrate women of the suffrage movement or other women and girls of historical or societal importance, including biographies, nonfiction, and historic fiction, and donate them to local schools, libraries, and programs such as the Boys and Girls Club, YWCA, and Girls, Inc.
- Visit state monuments, notable homes, and other historic sites, perhaps as part of a State or Region meeting. Collect a donation or hold a fundraiser to help support the site or its mission.
- Create a play, puppet show, or exhibit to teach young students about "Symbols of the United States," including the US flag, Uncle Sam, the Liberty Bell, the bald eagle, the Statue of Liberty, and others.
- Sponsor a Candidates Forum for town officials and/or state representatives, with club members serving as hosts and moderators. Invite media to cover the event.
- Join the Chamber of Commerce to increase brand recognition through networking and publicity. Use Chamber publications and calendars to help spread the word about club events.
- Invite a speaker from the League of Women Voters to provide information on voting rights and how to increase participation and educate voters.
- Have club members bring women's history and your club history to a meeting. Learn about the impact of your club in the community.

## CRIME PREVENTION, SAFETY, AND DISASTER PREPAREDNESS

- Prevent crime and make homes and communities safer by providing information on crime prevention strategies, such as neighborhood/park watches and suspicious activity reports. For helpful information, provide a listing of non-emergency numbers or websites for your community.
- Support and thank local Police and Fire Departments for keeping the community safe. Consider making gift bags that include snacks, beverages, gift certificates, other small treats or necessities, and a handwritten thank you note. Or, provide a monthly meal and/or dessert to these first responders, with groups of club members working together.
- Spread the word about the danger of carbon monoxide poisoning in the home by providing information from the Centers for Disease Control and Prevention, including the signs and causes of poisoning, and how to prevent it. Collaborate with a local merchant to purchase carbon monoxide alarms at cost and then provide them to the elderly and/or needy.



## 2022-2024 GFWC CLUB MANUAL

# CIVIC ENGAGEMENT AND OUTREACH

- Sponsor CPR or first aid classes for moms' groups, childcare providers, teens, and others. Assist with the setup and help with a class that allows moms, dads, caregivers, and grandparents to attend.
- Alert parents and caregivers to the hazard of furniture tip-overs that endanger the lives of children, the disabled, and the elderly. According to the Consumer Product Safety Commission, someone in the U.S. is injured every 17 minutes by a furniture, TV, or appliance tip over. Create awareness through social media on how to anchor furniture or offer facts and free furniture anchors at a community-wide event.
- Warn club members and others by sharing information on Identity Theft from USA.gov, including potential victims, types of theft, warning signs, and prevention.
- Go to the National Council on Aging for information about scams against seniors that target grieving spouses, worried grandparents, and those with medical concerns. Share fact sheets with members and friends, including "The Top Ten Financial Scams Targeting Seniors," and "Eight Tips for How Seniors Can Protect Themselves from Money Scams."
- Hold a bicycle safety workshop for children during National Bicycle Safety Month in May.
- Utilize materials from the National Safety Council and other experts to educate teen drivers about the dangers of distracted driving during Distracted Driving Awareness Month in April.
- Work with first responders and your local high schools to provide motivational presentations on at-risk driving practices, such as texting and failure to use seat belts.
- Learn to stop traumatic injury bleeding, which is the leading cause of preventable death in a severely injured person. Find tools through the national awareness and training campaign, Stop the Bleed, directed by the American College of Surgeons. Sponsor a course for club and community members that offers hands-on practice to apply direct pressure, pack a wound, and use a tourniquet.
- Plan a club or community program with first responders in September, National Preparedness Month, on possible emergency situations, natural disasters, and how to be ready at home.
- Provide information to community members on how to make a Disaster Preparedness Toolkit.
- Create and provide Disaster Preparedness Toolkits to first responders that can be distributed throughout the community in a time of need.
- Coordinate efforts to provide disaster victims with monetary or in-kind donations.



### THE NEEDY, HUNGRY, AND HOMELESS

- Consult your local welfare office, shelters, churches, and other community-assistance organizations to determine community needs and help provide provisions for the needy.
- Assist Habitat for Humanity by providing volunteer labor or donations such as furniture and household goods. Consider making or providing meals and/or snacks for volunteers.
- Put together a Women Build team for Habitat for Humanity and work in tandem with construction professionals and future homeowners.
- Organize a club day of service at a local food pantry by donating essential goods and sorting and organizing their shelves. Offer a few surprises, such as "Birthday Bags" filled with cake mix, a can of icing, candles, a baking pan, and a birthday card.
- Place a strong emphasis on childhood hunger and work with or establish local programs that provide weekend and summertime meals for needy children. Consider offering family nutrition tips that help parents shop for and cook healthy, affordable meals.
- Organize a winter clothing drive in the fall, collecting, sorting, and cleaning gently used coats, jackets, sweaters, hats, scarves, and gloves. Partner with a school, church, or another local agency to distribute the clothing.
- Work with your local schools to establish "closets" within the schools where clothing, shoes, backpacks, underwear, socks, outerwear, and personal hygiene items are organized and stored for distribution to children in need. Sponsor the clothes closet and stock it regularly.
- See if there is an affiliate of Family Promise or another shelter for homeless families in your area. Investigate their needs and determine if there is a project that is right for your club.



## 2022-2024 GFWC CLUB MANUAL

# CIVIC ENGAGEMENT AND OUTREACH

- Collect socks at a club, district, or state meeting and donate this “number one most requested item” to homeless shelters.
- Hold a collection drive for I Support the Girls, an organization that provides bras, underwear, sanitary napkins, and tampons to women and girls in need. Donate the items to the closest I Support the Girls affiliate location or a similar local nonprofit organization, so they can be distributed in your area. Work with the local school guidance counselors and help with “stocking the shelves with sanitary items.”
- Learn about Days for Girls, an organization that provides access to menstrual care and education for girls around the world. Fundraise for a monetary donation or create sustainable menstrual care kits that provide safe, beautiful, washable, and long-lasting sanitary protection.
- Advocate for “Housing not Handcuffs,” a campaign of the National Coalition for the Homeless that aims to put an end to homelessness and the criminalization of the homeless.
- Research the ground-level services in your backyard and make cards with nearby shelter information, maps, to promote the nearby shelters.
- Participate in your city’s Point-in-Time Count where volunteers team-up and spread-out across the city to perform a head count of the homeless individuals.
- Partner with The Right to Shower (<https://www.therighttoshower.com/>) by holding a Hygiene Kit Drive, applying for grants to start a Mobile Shower Service, Pop-Up Care Village, or building a portable Handwashing Station.
- Locate and assist with a local mobile-laundry service .
- Research your local candidates. Politicians often dictate your community/city policies and funding levels.

### OUR MILITARY PERSONNEL AND VETERANS

**“Our debt to the heroic men and valiant women in the service of our country can never be repaid. They have earned our undying gratitude. America will never forget their sacrifice.” — Harry Truman**

- Encourage members to research local or national programs that support our military. The United States Department of Veterans Affairs can direct you to assistance programs for those currently deployed, military families, and/or veterans. If your club wants to work specifically with women veterans, contact the Women Veterans Program Manager at your VA Medical Center or local residential living or assisted living manager.
- Support active military personnel with programs through the USO, such as *Wishbook*, to provide gifts of comfort food packages, phone calls home, and long-distance bedtime stories, or USO2GO Kits, which provide snacks, toiletries, and fun diversions (music and games) to troops deployed to remote areas.
- Keep military loved ones together during medical treatment by supporting the Fisher House Foundation, which builds comfort homes at military installations and VA Medical Centers around the world. Clubs can also support the Foundation’s Hero Miles program, which uses donated airline miles to bring family members to the hospital bedsides of the injured, and Hotels for Heroes, which uses donated hotel points, and/or its grant program and scholarship fund.
- Create awareness about the three primary mental health concerns of military personnel and veterans: Posttraumatic Stress Disorder (PTSD), Depression, and Traumatic Brain Injury (TBI). Support organizations such as the National Alliance for Mental Illness (NAMI) and others that provide help.
- Create awareness about the high rate of suicide among veterans and suicide prevention programs such as the Veterans Crisis Line and S.A.V.E., a VA online training program that teaches simple preventive steps (Signs, Ask, Validate, Encourage, Expedite) that anyone can follow with those at risk.
- Consult the Suicide Prevention Coordinator at your VA Medical Center to determine what help and support your club can provide. Consider a program specifically for women veterans, who have a suicide rate that is twice that of non-veterans. If women veterans have suffered sexual trauma, they





may require personal rather than VA transportation, which can be provided with pre-paid UBER or credit cards.

- Contact local homeless shelters to ask if any current residents are veterans. If so, work with the shelter administrator to determine what additional support or resources may help these veterans become more self-sufficient.
- Donate clothing, nonperishable food items, backpacks, and other items to Stand Downs, VA events that provide necessities, health screenings, and referrals for homeless veterans. *Ask for the wish list and each month provide a few items on that list. It changes per season and by the number of homeless veterans.*
- Work with your VA to identify veterans who need household supplies and furniture, employment assistance, educational scholarships, or other help. Consider establishing an ongoing relationship with one or more veterans.
- Contribute to Wreaths Across America by sponsoring wreaths or volunteering at Veteran Cemeteries to place or remove wreaths.
- Contribute to the Honor Flight Network by donating, volunteering as a "Guardian" to accompany an honoree, and/or being part of a "Welcome Home" congregation. *Write cards for the on "Mail Call" during the return home.*
- Support the Quilts of Valor Foundation by donating fabric, quilt squares, or quilts, or by making monetary contributions or becoming a sponsor.

### **SUPPORT AND AID WOMEN VETERANS**

Connect with women veterans to support health needs, reduce isolation and depression, and provide comfort and encouragement, with the assistance of a Women Veterans Program Manager\* at your VA Medical Center. Here are specific ideas provided by a WVP Manager:

- Donate comfort and useful items such as soothing lotions and bath gels, beauty products, cozy socks and slippers, adult inspirational coloring books and colored pencils (a great favorite!), games and playing cards, and/or gift cards to salons, coffee shops, and retail and grocery stores.
- Supply beverages and snacks for the waiting area of the Veteran Women's Health Clinic, with a small group of members hosting to provide camaraderie and new contacts.
- Collect new and slightly used jewelry and hold a club social for polishing and packaging the jewelry in decorated boxes or bags for distribution at the Veteran Women's Health Clinic.
- Work with the Veterans Administration Medical Center to hold a games afternoon or painting social. Make new friends and have fun!
- Coordinate with the WVP Manager to help women veterans celebrate special moments in their lives, with gifts and thoughtful cards for new babies, family birthdays, and other meaningful occasions.

*\*If your community does not have a WVP Manager, reach out to a local assisted residential living manager that can identify those in their care who are female Veterans.*

## **CONNECT WITH GFWC AFFILIATE ORGANIZATIONS**

### **CANINE COMPANIONS**

- Sign Online Petition to Stand Against Service Dog Fraud. When untrained pets posing as service dogs behave badly, people who truly need assistance dogs can face added discrimination and lose access to public places, both violations of the Americans with Disabilities Act. [www.cci.org/news-media/latest-news/take-a-stand-against-service.html](http://www.cci.org/news-media/latest-news/take-a-stand-against-service.html)
- Promote puppy raising. Volunteers are needed to raise puppies from eight weeks to 1.5 years old, attending dog obedience classes, and socializing the puppy in public settings. Assistance is needed in getting the word out on the need for volunteers.
- Meet the Canine Companions Chapter leadership near you and see how you can work together.
- Raise funds to help place a dog with a veteran.



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- Share your commitment to CC with suggested Canine Companions by using these hashtags: #giveadogajob, #WeAreIndependence, #ccivolunteer, #ccipuppy, #ccipuppyraiser, #ccigraduate #ccicanine, and #caninecompanions.
- Become familiar with the following organizations:
  - Assistance Dogs International, Inc. <https://assistedogsinternational.org>
  - International Association of Assistance Dog Partners. [www.iaadp.org](http://www.iaadp.org)
  - U.S. Department of Justice ADA and Americans with Disabilities Act information, resources, and updates U.S. government website ([www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)) contains a vast array of resources for individuals with disabilities, including information about health, housing, education, transportation, recreation, and employment. See Commonly Asked Questions about service dogs in places of business. ADA Info Line: 800-514-0301 (voice); 800-514-0383 (TTY). Workplace Accommodation Information ([www.ada.gov/pubs/adastatute08.htm#subchapterI](http://www.ada.gov/pubs/adastatute08.htm#subchapterI)) | Public Access with an Assistance Dog Info ([www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)) | Employment Equal Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov))
  - Children with Disabilities offers information about advocacy, education, employment, health, housing, recreation, technical assistance, and transportation covering a broad array of developmental, physical, and emotional disabilities. [www.childrensdisabilities.info](http://www.childrensdisabilities.info)
  - Institute on Disability and Human Development is an online resource dedicated to promoting the independence, productivity, and inclusion of people with disabilities into all aspects of society. <https://ahs.uic.edu>
- Join the Canine Companions Facebook page ([www.Facebook.com/CanineCompanions](http://www.Facebook.com/CanineCompanions)) and help them build their network of “likes.”
- Follow Canine Companions on Twitter @ccicanine.
- Subscribe to their YouTube channel, [www.YouTube.com/CanineCompanions](http://www.YouTube.com/CanineCompanions), and their blog, Help is a Four-Legged Word, [www.Blog.CCI.org](http://www.Blog.CCI.org).
- Sign up to receive monthly e-newsletters on Canine Companions updates and forward the emails to your friends. [www.CCI.org/sign-up](http://www.CCI.org/sign-up)

### HEIFER INTERNATIONAL

- Support Heifer by sponsoring a Community Animal Health Workers Kit. This kit includes tools such as thermometers, stethoscopes, hoof trimmers, gloves, disinfectants, medicine for animals, and more. It also trains participants in properly caring for gift animals. Visit [www.heifer.org/campaign/gfwc.html](http://www.heifer.org/campaign/gfwc.html) and navigate to the Health Workers Toolkit.
- Inspire students to become global citizens through Heifer’s free educational and fundraising programs catered to any age group. [www.heifer.org/what-you-can-do/get-involved/schools/index.html](http://www.heifer.org/what-you-can-do/get-involved/schools/index.html)

### MARCH OF DIMES

- Use the March of Dimes Advocacy Toolkit to make your voice heard by contacting Members of Congress about how you feel about Maternal Health, Access to Care, and Newborn Screening. [www.marchofdimes.org/materials/Advocacy-toolkit-q3-2019-v2.pdf](http://www.marchofdimes.org/materials/Advocacy-toolkit-q3-2019-v2.pdf)

### OPERATION SMILE

- Coordinate with members, friends, and family to sew, collect, or prepare specific supplies that are needed for medical missions. [www.operationsmile.org/content/community-fundraising-and-service-projects](http://www.operationsmile.org/content/community-fundraising-and-service-projects)
- Sew Smile Splint arm bands to prevent a child from bending their arms and touching their face. An arm band is inserted with tongue depressors to create a simple splint. To request a copy of this pattern, or if you have any questions, please contact Operation Smile at [communityrelations@operationsmile.org](mailto:communityrelations@operationsmile.org), or 1-888-677-6453.
- Make Smile quilts, blankets, and afghans.
- Make Smile dolls. To children that have never seen a doctor, a visit to a hospital can be scary.
- Sew hospital gowns so each child is provided their own gown.
- Go on YouTube and download videos to present at your club meeting.



### **ST. JUDE**

- Volunteer at a St. Jude Walk/Run to End Childhood Cancer event near you by visiting [www.stjude.org/walk/run](http://www.stjude.org/walk/run) and clicking on “volunteer.”
- Join us on social media @StJude and use the Hashtag #ShowYourGold to show your support.

### **UNITED NATIONS FOUNDATION SHOT@LIFE CAMPAIGN**

- Encourage club members to apply for the annual Shot@Life Summit. Learn how to advocate and put it into practice in support of funding global vaccines. <https://shotatlife.org/championsummit>
- Utilize the Race to Erase Toolkit when meeting with state legislators. Together we can make sure that legislators know their constituents support global vaccination efforts. <https://shotatlife.org/wp-content/uploads/2018/10/Race-to-Erase-2018-Toolkit.pdf>

### **UNICEF USA**

- Promote Equality for Girls Program by promoting education for girls so they can become the artists, engineers, and advisors of tomorrow. [www.unicefusa.org/mission/equality-girls](http://www.unicefusa.org/mission/equality-girls)
- Visit UNICEF’s USA Action Center: Advocate to Put Children First. Enter your zip code to see the campaigns currently being promoted in your area. [https://act.unicefusa.org/?\\_ga=2.56491243.1930969479.1592003084-1296862387.1592003084](https://act.unicefusa.org/?_ga=2.56491243.1930969479.1592003084-1296862387.1592003084)
- Create “STOP Sign” stickers to place in rest area bathrooms of highly traveled roads in your community. Include the phone number of the national hotline for survivors of human trafficking.





## **GFWC RESOURCES**

**American Legion** [www.legion.org](http://www.legion.org)

For specific information on flag folding, go to [www.legion.org/flag/folding](http://www.legion.org/flag/folding).

**Consumer Product Safety Commission** [www.consumerreports.org](http://www.consumerreports.org)

For specific information on anchoring furniture go to [www.consumerreports.org/furniture/how-to-anchor-furniture-to-help-prevent-tip-overs](http://www.consumerreports.org/furniture/how-to-anchor-furniture-to-help-prevent-tip-overs)

**Days for Girls** [www.daysforgirls.org](http://www.daysforgirls.org)

**Family Promise** [www.familypromise.org](http://www.familypromise.org) affiliates work in 43 states as a leading nonprofit addressing the issue of family homelessness. The organization is 501c3 with a 4 Star Charity navigator standing. Blankets, pillows, towels and washcloths, school snacks, and meals are appreciated donations.

**Fisher House Foundation** [www.fisherhouse.org](http://www.fisherhouse.org)

**Freedom Factor** [www.freedomfactor.org](http://www.freedomfactor.org)

For specific information on the cost of copies of the United States Constitution and the Declaration of Independence go to [www.freedomfactor.org/collections/designer-pocket-constitutions/products/pocket-constitution-independence-hall](http://www.freedomfactor.org/collections/designer-pocket-constitutions/products/pocket-constitution-independence-hall).

**Habitat for Humanity** [www.habitat.org](http://www.habitat.org)

**HOBY** [www.hoby.org](http://www.hoby.org)

**Honor Flight Network** [www.honorflight.org](http://www.honorflight.org)

**I Support the Girls** [www.isupportthegirls.org](http://www.isupportthegirls.org)

**League of Women Voters** [www.lwv.org](http://www.lwv.org)

The League of Women Voters encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

**National Alliance on Mental Illness (NAMI)** [www.nami.org](http://www.nami.org)

For specific information on supporting military personal and veterans go to [www.nami.org/Find-Support/Veterans-and-Active-Duty](http://www.nami.org/Find-Support/Veterans-and-Active-Duty).

**National Council on Ageing** [www.ncoa.org](http://www.ncoa.org)

For specific information on scams against seniors go to [www.ncoa.org/economic-security/money-management/scams-security](http://www.ncoa.org/economic-security/money-management/scams-security).

**National Safety Council** [www.nsc.org](http://www.nsc.org)

For specific information on distracted driving go to [www.nsc.org/road-safety/safety-topics/distracted-driving](http://www.nsc.org/road-safety/safety-topics/distracted-driving).

**National Women Veterans United** [www.nwvu.org](http://www.nwvu.org)

**National Coalition for the Homeless** [www.nationalhomeless.org](http://www.nationalhomeless.org)

For specific information on "Housing not Handcuffs" go to [www.housingnohandcuffs.org](http://www.housingnohandcuffs.org).

**National Crime Prevention Council** [www.ncpc.org](http://www.ncpc.org)

**Quilts of Valor Foundation** [www.qovf.org](http://www.qovf.org)

For specific information about making quilts go to [www.gov.org/make-a-gov](http://www.gov.org/make-a-gov).



**The Right to Shower** [www.therighttoshower.com](http://www.therighttoshower.com)

**USA GOV** [www.usa.gov](http://www.usa.gov)

For specific information on identify theft go to [www.usa.gov/identity-theft](http://www.usa.gov/identity-theft).

**U.S. Department of Veteran Affairs** [www.va.gov](http://www.va.gov)

For specific information on Stand Downs go to [www.va.gov/homeless/events.asp](http://www.va.gov/homeless/events.asp).

**USO** [www.uso.org](http://www.uso.org)

For specific information on Wishbook go to [www.usowishbook.uso.org](http://www.usowishbook.uso.org).

**Wreaths Across America** [www.wreathscrossamerica.org](http://www.wreathscrossamerica.org)

## AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Civic Engagement and Outreach Community Service Program projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Civic Engagement and Outreach Community Service Program projects. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.

## RESOLUTIONS

**To be added after 2022 Annual Convention**





# EDUCATION AND LIBRARIES

## COMMUNITY SERVICE PROGRAM

**“EDUCATION IS FOR IMPROVING THE LIVES OF OTHERS AND FOR LEAVING YOUR COMMUNITY AND WORLD BETTER THAN YOU FOUND IT.” — MARIAN WRIGHT EDELMAN**



Education for all is the key to acquiring the knowledge to succeed in our ever-changing world. Whether it be in the classroom or via the internet we gain the knowledge and understanding that forms our perspective, our ideas, and our opinions. It is important that society provide the best education to all with no exception to race, ethnicity, gender, or community.

### 2022-2024 EDUCATION AND LIBRARIES COMMUNITY SERVICE PROGRAM

**Sandy Hauenstein**  
376 Stonehedge Lane  
Mechanicsburg, PA 17055-7012  
[sandygfwc@outlook.com](mailto:sandygfwc@outlook.com)

STEM (Science, Technology, Engineering, and Math) education has come to the forefront encouraging students to pursue careers in the STEM fields. Students learn through interaction, problem solving, creativity, communication, and collaboration. We must inspire our youth with this approach to learning to meet the challenges of the future and enable them to be successful individuals.

Public libraries serve a critical purpose and essential role in our communities not only from books and resources but also as a safe place to meet, learn, and study for all ages. Shining light on public libraries is an important mission to meet the needs of its patrons and the community. They offer free access to all people for information through books, online services, classes, workshops, etc. Libraries can be a safe place for children and adults to learn and interact with friends. Librarians and other staff are the keys to the success of your library in planning events, ordering books, and assisting patrons. Financial support of our libraries is most important, and we must encourage our local and state government to make libraries a priority for funding.

In the 1930's, women's clubs were credited by the American Library Associations as having founded over 474 free public libraries and 4,655 traveling libraries. Supporting local libraries continues to be a Federation priority today. Above all, be supportive of your library and implement a project at your library your club can be proud of. Seek out the history of your library. Was it started by a women's club? Collaborate with the library to share its history and promote its many benefits and opportunities through your club social media and events to inspire the community to use and support the library.

Epsilon Sigma Omicron (ESO) is an honorary educational society open to all per-capita dues paying GFWC federated clubs. The purpose of ESO is to provide clubwomen with a structural reading program, which is educational and stimulates a desire for self-improvement. Are you an ESO member?

As clubwomen, GFWC members promote education in both children and adults. Projects in the Education and Libraries Community Service Program are designed to foster schools, as well as other educational institutions and opportunities, and to promote libraries, literacy, and the love of a good book. Through these efforts, we encourage the growth of individuals and communities at home and around the world.



Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Education and Libraries Community Service Program Chairman or GFWC Programs Department at [Programs@GFWC.org](mailto:Programs@GFWC.org).

## COMMUNITY CONNECTION INITIATIVE: BRING THE SPARKLE TO PUBLIC LIBRARIES



Establish a working relationship with librarians at your local libraries to plan beneficial services, programs, and activities. Libraries bring people together. Engage your members to participate with their ideas, talent, and time. Bring cohesion to the Education and Libraries by helping people learn and grow by offering training classes for all ages: computer skills, lunch and learn workshops, GED, ESL, literacy, current topics for seniors, and more.

Collaborate activities with your schools to enhance enthusiasm for students to use the library for reading and resources. Create programs for teens with an emphasis on issues they face daily using library resources. Is there a need for a book delivery service for shut-ins or books on tape for the visually impaired? Sponsor a contest to name a library mascot or to design a button or bookmark. Be creative and enthusiastic.

### **Other Ideas:**

- Advocate for local and state funding for your library.
- Volunteer at your local library.
- Donate books to public libraries including books on STEM and STEM careers; teach a class.
- Honor your librarians on National Librarian Day April 16, 2023, and April 16, 2024.
- Celebrate library recognition days (see calendar at [ala.org](http://ala.org)) with social media posts.
- Partner with daycares and summer camps on reading activities for children.
- Establish reading programs at veteran and senior facilities.
- Partner with businesses and civic groups to purchase books related to their work.
- Sponsor a Book Festival with local authors, a book character parade for children with prizes, and library-inspired activities for all ages.





### SEEDS READS PROGRAM

The GFWC Fine Arts Club of Bruce (MS) collaborated with the University of Mississippi's SEEDS Reads Program about food insecurity and food-based STEM education. Members assisted with distributing weekly packets containing lunches and a food-based STEM activity with supplies and a book for children. STEM activities were literary-themed, based on *Jack and the Beanstalk* and *The Pop Corn Dragon*. Four hundred lunches and packets were delivered to various places.



### LAUNDRY LIBRARY LEAGUE

The GFWC Parkersburg Woman's Club (WV) initiated the first Laundry Library League in their state. The club partnered with the organization to provide children's books in nine laundromats with a total of 120 books to start the first library. Members began book drives and collected, purchased, and stamped the Library Laundry League's logo on each book. The 19 club members rotate weekly to maintain the library.



### LITTLE FREE LIBRARY

The GFWC Tifton 20th Century Woman's Club (GA) received 20 used metal newspaper boxes from the local newspaper company. The club creatively repurposed the boxes into Little Free Libraries. They hosted decorating parties with members and local Girl Scout troops, who repurposed the boxes to be placed throughout the community with free books.



### BEST GALA THAT WON'T HAPPEN

The GFWC Evening Chapter of Mesquite Club of Las Vegas (NV) adapted their annual holiday craft charity auction, which funds student scholarships, to the "Best Gala that Won't Happen" event. Invitations were sent and donors were asked to cozy up at home and send donations to the scholarship fund if they were able. Three female high school seniors were chosen to receive the \$1,500 scholarships. Funds were raised for both the current and next scholarship year.



### PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Education and Libraries Community Service Program. Find further information about organizations named here under Resources.

#### EDUCATION

- Establish a scholarship for a local student using these steps:
  - ◊ Determine the purpose of the scholarship (reason for awarding it and the target audience, for example—the scholarship could be in honor or memory of a club or community leader, or it might help a student with a special need). Consider a scholarship for a trade school.
  - ◊ Set a timeline (including development, fundraising, advertising, application evaluation, award presentation, etc.).
  - ◊ Create the application (incorporating components that fit the purpose of the scholarship, such as essay, resume, transcripts, financial need information, letters of recommendation, etc.).
  - ◊ Determine the duration of the award (one or multiple years).
  - ◊ Determine the funding source.
  - ◊ Select the recipient and plan the award presentation.
- Advocate for and assist children and adults with special needs by:
  - ◊ Researching learning disabilities on the website of the Learning Disabilities Association of America (<https://ldaamerica.org/>) and subscribe to their newsletter, or follow them on Twitter, for news on advocacy efforts and how you can help.
  - ◊ Volunteering in the Special Education Department of a local school.
  - ◊ Sponsoring events for children with special needs such as holiday parties, proms, or athletic events.
  - ◊ Adopting a special needs teacher for the school year, providing class incentives, teaching or craft materials, and other needed support.
  - ◊ Initiating a reading program or book club for children and adults with special needs, and/or donating books to special needs groups.
- Support schools, educators, and students with donations:
  - ◊ Obtain a supply list from a local school and organize a club or community drive to supply book bags, notebooks, binders, and other recommended items to underserved students.
  - ◊ Provide local teachers with supplies for their classrooms, including “treasure chest” stickers or small items that can be used as incentives for positive behavior.
  - ◊ Consider and provide for the needs of local preschool toddler reading programs and/or Head Start Programs.
  - ◊ Replace or add to playground equipment, including a buddy bench.
  - ◊ Provide reading software, other materials, or funds for after-school enrichment programs.
  - ◊ Fund fieldtrips for underserved students.
- Support STEM programs in schools and the community.
  - ◊ Advocate for and support STEM for Her in local schools. STEM for Her is an organization that encourages girls to pursue STEM-related careers. Visit the website ([stemforher.org](http://stemforher.org)) to learn more about STEM for Her programs.
  - ◊ Support and volunteer with STEM Scouts, helping girls and boys learn about science, technology, engineering, and math through creative, hands-on activities, field trips interaction with STEM professionals. [stemscouts.scouting.org](http://stemscouts.scouting.org)
  - ◊ ProjectCSGirls is a 501(c)(3) nonprofit organization working to cultivate a love for technology and computer science in girls and encourage them to pursue their interests and careers in these fields.
- Support first-year teachers by providing welcome messages and snacks for their teacher orientation. Consider providing books for their classroom library or supplies such as Band-Aids, tissues, a sewing kit, small hand lotions, and other useful items.
- Host a special event on Teacher Appreciation Day (the first Tuesday in May), such as a celebratory breakfast or lunch, or provide thank you cards or other expressions of gratitude.
- Organize a group of members who would like to work together to support a local school by volunteering to help a teacher or several teachers set up their classroom at the beginning of the year. Stay connected by volunteering in the classroom(s) and providing other assistance as needed.





- Become a partner in education with a Title 1 school by volunteering one-on-one time with students, providing take-home snacks for weekends, supplying toiletries that can be distributed as needed, and assisting or donating to special programs where children can flourish, such as music, art, and athletics.
- Sponsor recognitions, such as student of the month. Provide goody bags, ice cream tokens, or books.
- Partner with the local PTA/PTO on an important issue, such as raising awareness about internet safety.
- Work with school counselors to support an anti-bullying campaign in October, during National Bully Prevention Month. PACER's National Bullying Prevention Center offers free classroom resources.
- Assist GED candidates by tutoring or establishing a fund to pay for tests and/or babysitting.
- Organize literacy events to "get your school reading." Organize book-themed events, such as a book walk, book fair, book bingo, book drive or swap, book reading challenge, book club of "reading buddies," or a book report contest on "My Favorite Book." Donate or solicit prizes for awards.
- Promote summer reading by providing books to be given to children at the close of the school year along with a flyer or calendar of summer reading events scheduled at local libraries.
- Organize a Read Across America event in March during National Reading Month. Consult the Read Across America website (<https://www.nea.org/professional-excellence/student-engagement/read-across-america>) for suggested books, event ideas, and promotional materials.
- Create nooks for reading at welfare offices, health departments, doctor clinics, shelters, children's hospitals, laundromats, and other places children might visit, and stock them with a variety of books. Add a club sticker with the message, "If you read a story while you wait, the less time it will take."
- Promote reading among older students by sponsoring a Reading Bowl or Global Reading Challenge.
- Invite an author to speak at a school or community event or a club meeting.
- Provide books for a VA hospital or Veteran's home, a local nursing home, a Habitat for Humanity home, or other places where books would be a special treat.
- Celebrate Children's Book Day/Día de los Niños on April 30. Donate books in English and Spanish to local Head Start programs.
- Promote DEAR (Drop Everything and Read) Day by posting photos on social media of community leaders, such as the mayor, police chief, and your club president with their nose in a book. DEAR Day, celebrated on April 12, reminds families to make reading a priority in their lives by setting aside at least 30 minutes that day to enjoy books together.
- Plan a pajama and book drive for Pajama Program, an organization that promotes and supports a comforting bedtime routine for all children to help them thrive. Visit the Pajama Program website for information on contributing pajamas and/or books, fundraising, and volunteering.
- Support local English as a Second Language (ESL) programs by tutoring students and/or funding their classes or materials.
- Plan or sponsor a "Books Alive" program for your community by bringing a favorite children's book to life as a play or puppet show.
- Learn more about established reading programs such as Dolly Parton's Imagination Library, Reach out and Read, Reading is Fundamental, Reading Rockets, Room to Read, and 1000 Books Before Kindergarten, and see if your club can get involved in, donate to, or sponsor an event in your community.
- Celebrate World Read Aloud Day, a program sponsored by LitWorld, on February 5. Celebrate at schools, work, and a club meeting. Create and wear reading crowns that illustrate what you are thinking as you read. Visit the LitWorld website to register, gather ideas for community engagement, and find other resources.

### LIBRARIES

- Support your local public library (or school library if appropriate). Club projects could include:
  - Donating books, books on tape, movies, music, and other resources.
  - Providing exploratory tours for children that enable them to navigate the facility and use its electronic search tools.
  - Sponsoring materials and programs for the underserved, disabled, and/or non-native speakers.
  - Funding online education classes.
  - Promoting library history, events, and services on social media or through alternate means.
  - Encouraging the selection of a mascot and then helping develop a publicity/public-relations plan.
  - Making and wearing promotional buttons or pins for the library.
- Establish a group of club members who would like to offer volunteer assistance at the library, such as:



- Ø Assisting library patrons.
  - Ø Assisting with library programs, such as children's story hours and craft projects.
  - Ø Shelving books or tidying library shelves.
  - Ø Creating a bulletin board or other educational displays.
  - Ø Decorating for various holidays.
  - Ø Repairing and cleaning books.
  - Ø Sorting book donations.
  - Ø Providing clerical services or helping with newsletters.
  - Ø Maintaining outdoor displays and/or beautifying flower beds.
  - Ø Assisting at fundraisers and book sales.
- Organize and/or sponsor public service or community enrichment programs at your public library (or a school library if appropriate). Programs could include:
  - Ø Tutoring and/or homework assistance for students.
  - Ø Supporting summer reading events and classes for students.
  - Ø Hosting children's events such as a Book Character Parade or Literary-themed poster contest.
  - Ø Assisting with ESL classes.
  - Ø Presenting creative endeavors such as book readings, film screenings, or art displays.
  - Ø Promoting classes in Art or Art History, Creative Writing, Gardening, and other creative pursuits.
  - Ø Hosting a murder mystery event.
  - Ø Offering "Library Lunches" that examine and/or problem-solve local issues.
- Celebrate National Library Week and National Library Workers Day in April by saying #ThankYouLibraries on social media with photos and stories about the library. Or, organize a special event for library patrons and staff, such as a book reading by an author.
- Establish a Little Free Library in your community, choosing an area where books are scarce. Find free plans plus tips on stewardship and other helpful information on the Little Free Library website. Consider partnering with a local scout troop or carpentry class to build the library.
- Organize a mobile book program to serve rural or underserved areas of your community.
- Encourage club and community members to become a member of Friends of the Library (or organize a group if none exists), to serve as a Library Trustee, and to advocate for library funding and other important library concerns. Find more information on these initiatives and others on the I Love Libraries website.
- Establish or support an existing service to deliver books to homebound library patrons.
- Celebrate Library Card Sign-up Month in September with an event such as a Fall for Books Funfest for children with games, face painting, prizes, and a library card sign-up table.
- Organize a display for Banned Book Week, held the last week in September, which highlights the value of free and open access to information. For other event ideas and a list of restricted books, visit the Banned Book Week website.
- Work with the library to establish a teen advisory board to form a teen book review, develop teen services, and recommend additional library resources for teens.
- Sponsor a photography contest for teens that features the library, with winners receiving gift certificates or cash awards. Use the winning photos as screensavers on library computers and display them on club and library social media.
- Work with the library to organize a homework help line or a term paper clinic.
- Collaborate with other groups, such as the local Chamber of Commerce, to develop small business services at the library, such as information centers that include a video conference room, staff training workshops, and other resources.
- Consider supporting a library in another part of the world. Check the websites of The Library Project (rural Asia) and the African Library Project. Or donate books to Books for International Goodwill.

### ESO

Epsilon Sigma Omicron is an honorary educational society open to all GFWC members. ESO provides clubwomen with a structured reading program that is both educational and stimulates a desire for self-improvement. ESO materials are available on the GFWC website. Support ESO in your state with these activities.

- Verify the charter of an ESO Chapter in your state by contacting the State President or GFWC Education and Libraries Chairman. If none currently exists, work with your State President and the State Education



and Libraries Chairman to establish a State ESO Chapter.

- Refer to the ESO Reading List on the GFWC website and then select one or two books from the reading list to discuss at a meeting and/or highlight through your club newsletter. Any books not listed may be deemed eligible by the State ESO Chapter.
- Establish an ESO reading group for study and discussion.
- Maintain a reading log, which is provided to the State ESO Chairman to achieve ESO levels.
- Participate in the online GFWC ESO reading book club. The online reading book club has selected one book per month from various categories. Search for the Facebook page: GFWC 2022-2024 ESO Book Club.

### CONNECT WITH GFWC AFFILATE ORGANIZATIONS

#### CANINE COMPANIONS

- Assist with outreach to veteran organizations, including presentations, outreach booth staffing, literature, as well as poster and video distribution.
- Arrange for a Canine Companions team to speak at your club meeting to learn more about assistance dogs and Canine Companions.

#### HEIFER INTERNATIONAL

- Encourage the educational resources that Heifer offers to schools at the elementary and secondary levels. [www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html](http://www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html)
- Publicize the books and reading resources as well as the virtual field trips for children who are homeschooled. [www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html](http://www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html)

#### OPERATION SMILE

- Organize a community event to bring awareness to the work of Operation Smile.
- Request a local medical volunteer speaker from Operation Smile Speakers Bureau to share their stories of medical missions and the patients whose lives are changed through our work. [www.operationsmile.org/content/community-fundraising-and-service-projects](http://www.operationsmile.org/content/community-fundraising-and-service-projects)

#### ST. JUDE CHILDREN'S RESEARCH HOSPITAL

- Bring awareness to Childhood Cancer Awareness Month and how St. Jude provides an opportunity to educate communities and supporters about what they can do to help these kids fighting for their lives.
- Mention Childhood Cancer Awareness Month at your club meeting. Visit [www.stjude.org](http://www.stjude.org) for current information.
- [Stjude.org/leadershipsociety](http://Stjude.org/leadershipsociety)
- [Stjude.org/epic](http://Stjude.org/epic)

#### UNITED NATIONS FOUNDATION, SHOT@LIFE CAMPAIGN

- Contact GFWC members who have attended the Shot@Life Summit and invite them to present what they learned about the importance of global vaccines and the impact The Summit had on their lives.
- Register for one of Shot@Life's training sessions or webinars. Make it a club program!

#### UNICEF USA

- Partner with local organizations to educate the community about the growth of human trafficking. Use information provided by UNICEF USA to plan a Fair Trade luncheon and show the Robert Bilheimer film, "Not My Life." [www.unicefusa.org/mission/protect/trafficking/end](http://www.unicefusa.org/mission/protect/trafficking/end)
- "Shop for a Cause" to provide educational materials for children around the world. Prepare educational items for display and donate them to a local school. [www.market.unicefusa.org/inspired-gifts](http://www.market.unicefusa.org/inspired-gifts)



## **GFWC RESOURCES**

**Before Kindergarten** [www.1000booksbeforekindergarten.org](http://www.1000booksbeforekindergarten.org)

**American Library Association** [www.ala.org](http://www.ala.org)

**African Library Project** [www.africanlibraryproject.com](http://www.africanlibraryproject.com)

**Banned Books Week** [www.bannedbooksweek.org](http://www.bannedbooksweek.org)

**Books Alive** [www.books-alive.org](http://www.books-alive.org)

**Books for International Goodwill** [www.big-books.org](http://www.big-books.org)

**DEAR** [www.readingrockets.org/calendar/dear](http://www.readingrockets.org/calendar/dear)

**ESO** [www.gfwc.org/what-we-do/community-service-programs/epsilon-sigma-omicron](http://www.gfwc.org/what-we-do/community-service-programs/epsilon-sigma-omicron)

**Global Partnership for Education** [www.globalpartnership.org](http://www.globalpartnership.org)

**HOBY** [www.hoby.org](http://www.hoby.org)

**I Love Libraries** [www.ilovelibraries.org](http://www.ilovelibraries.org)

**Imagination Library** [www.imaginationlibrary.com](http://www.imaginationlibrary.com)

**Learning Disabilities Association of America** [www.lidaamerica.org](http://www.lidaamerica.org)

**Little Free Library** [www.littlefreelibrary.org](http://www.littlefreelibrary.org)

**LitWorld** [www.litworld.org](http://www.litworld.org)

For information on Read Aloud Day go to [www.litworld.org/worldreadaloudday](http://www.litworld.org/worldreadaloudday)

**National Education Association** [www.nea.org](http://www.nea.org)

**PACER Center—Champions for Children with Disabilities** [www.pacer.org](http://www.pacer.org)

For information on the National Bullying Prevention Center go to [www.pacer.org/bullying](http://www.pacer.org/bullying)

**Pajama Program** [www.pajamaprogram.org](http://www.pajamaprogram.org)

**ProjectCSGIRLS** <https://www.projectcsgirls.com>

**PTA** [www.pta.org](http://www.pta.org)

For information on Safer Internet Day go to [www.pta.org/home/events/safer-internet-day](http://www.pta.org/home/events/safer-internet-day)

**PTO** [www.pto.org](http://www.pto.org)

**Reach Out and Read** [www.reachoutandread.org](http://www.reachoutandread.org)

**Read Across America** [www.readacrossamerica.org](http://www.readacrossamerica.org)

**Reading is Fundamental** [www.rif.org](http://www.rif.org)

**Reading Rockets** [www.readingrockets.org](http://www.readingrockets.org)

**Room to Read** [www.roomtoread.org](http://www.roomtoread.org)



**STEM for Her** [www.stemforher.org](http://www.stemforher.org)

**STEM Scouts** <https://stemscouts.scouting.org>

**The Library Project** [www.library-project.org](http://www.library-project.org)

### GFWC LIBRARY REPLENISHMENT FUND

In order to assist GFWC communities affected by man-made and natural disasters, GFWC established the GFWC Library Replenishment Fund. GFWC clubs have a long history of founding, maintaining, and promoting libraries. Grants will be provided to GFWC clubs to help replenish affected libraries in their communities. Donations to this fund count toward the Annual Giving Program.

### AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Education and Libraries Community Service Program projects and Affiliate Organization projects as follows:

- Certificates to one State Federation in each membership category
- \$50 Award to one club in the nation for a club creativity project
- Certificates to one State Federation in each membership category for ESO
- \$50 Award to one club in the nation for an ESO club creativity project

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Education and Libraries Community Service Program projects. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.

### RESOLUTIONS

**To be added after 2022 Annual Convention**





# ENVIRONMENT

## COMMUNITY SERVICE PROGRAM

**“THE ENVIRONMENT IS WHERE WE ALL MEET; WHERE ALL HAVE A MUTUAL INTEREST; IT IS THE ONE THING ALL OF US SHARE.” — LADY BIRD JOHNSON**

Our environment is the sum of all living and non-living elements and their effects that influence human life. It functions to provide a supply of resources, both renewable and non-renewable. It sustains and enhances the quality of life, as well as assimilates waste. Humans enjoy the beauty of nature from flowing rivers, towering mountains, waves of grassy life, and vast spaces of desert.

Humans are the caregivers of the earth and influence the continual changes of the natural ecological process with our actions. Deforestation, pollution, habitat destruction, extinction of species, and fossil fuel emissions have all placed the habitat of humans, animals, and plants in jeopardy.

As caretakers of our most precious of resources, our environment, there is much we can do as stewards of the earth by working to preserve the world's resources, protect wildlife and domesticated animals, live sustainably, beautify our communities, and enjoy nature. With much of the world's scientists forecasting a climate emergency, we are called to act now. It is vitally important we do our responsive part within our power to care for our world.



### 2022-2024 ENVIRONMENT COMMUNITY SERVICE PROGRAM

**Tina Neese, Ed.D., LPC**  
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Gainesville, GA 30501  
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Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Environment Community Service Program Chairman or GFWC Programs Department at [Programs@GFWC.org](mailto:Programs@GFWC.org).



## **COMMUNITY CONNECTION INITIATIVE: SPARKLING SEEDS, BRILLIANT BUTTERFLIES, GLAMOROUS GARDEN GLOVES!**



Community gardens provide green spaces in urban areas, give growers without land of their own a place to work, and promote a real sense of community. Enrich your community by partnering with local businesses, other community groups, and/or schools to plan, develop, and grow a community garden. Look toward local gardening companies to help sponsor or donate. Enlist the help of master gardeners, landscape architects, or garden clubs to assist with designing the best garden for your community using native plants, including the needs of pollinators, and providing water and shelter. Use your community garden as an outdoor garden learning center and teach students about the benefits of gardening.

Work with local nursing homes and assisted living facilities to bring some sunshine into the lives of our more experienced generations. Gardens can be as large or as small as your space allows. Don those gloves to help your seeds sprout into a community garden that brings benefits to many. Check out the Community Garden Fundraising link in Resources.





### KEEPING WATERWAYS CLEAN

GFWC North Pinellas Woman's Club (FL) partnered with "Keep Pinellas Beautiful," which has initiated a new program in conjunction with the University of Florida to collect, filter, and microscopically identify the presence of microplastics in their local waters. Nine of their members trained to test waters and identify microplastics. Microplastics are plastic particles that are less than .2 inches long and pose a danger to oceanic wildlife and the food chain.



### MASON BEE REVOLUTION

GFWC Hartwell Woman's Club (GA) watched a PBS show called *Growing a Greener World*, which included a segment on the "mason bee revolution." According to the segment, mason bees are 30 to 60 times more effective at pollinating than honeybees – one female mason bee is similar to having 100 honeybees – and they are non-aggressive and safe for children to observe. They ordered mason bees, built a stand, and set up their hut in the "Sun Perennial Garden" in the Hart County Botanical Garden.



### REPURPOSING PLASTIC BAGS

GFWC Hastings Women's Club (MI) made sleeping mats from plastic bags. They collected more than 600 bags, cut them into strips known as plarn, rolled them into a ball, and crocheted them into mats. They presented remotely on how to make the mats from beginning to end. The presentation was nearly two hours long with step-by-step instructions from three club members. Eighteen members across the state attended this Zoom presentation.



### COLLECTING CORKS

GFWC Greensboro Woman's Club (NC) held a program to recycle corks through the Cork Club, a sustainability initiative funded by Widget Co., Inc. This organization donates up to two cents for each natural wine cork received toward forest and ocean conservation. Shipments are a minimum of 500 corks and the club collected corks from area restaurants, bars, and local families to ship 33,864 corks or 338 pounds of cork.



### PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Environment Community Service Program. Find further information about organizations named here under Resources.

### PRESERVE RESOURCES

- Join the Arbor Day Foundation and receive ten free trees to plant or donate ten trees to be planted in a threatened rain forest or one of our National Forests. Visit the Foundation's website for information on its many programs, including Celebrate Arbor Day (last Friday of April), Tree City USA, or Rain Forest Rescue.
- Donate to the Plant a Billion Trees campaign of the Nature Conservancy, which aims to reach the goal of major reforestation around the globe by 2025. Visit the website to access this and various other program resources, including nearby volunteer and event opportunities, information on urgent conservation issues, and a carbon footprint calculator.
- Save trees by initiating a "Go Paperless" campaign, encouraging club and community members to opt out of junk mail lists, sign up for e-statements, pay bills online, digitize documents, reconsider printed newspapers, and purge and recycle.
- Coordinate with local leaders to celebrate Earth Day (April 22) with a project designed from one of the many Earth Day Science and Education toolkits, such as the Plastic Pollution Primer and Action Toolkit or the Protect Our Species Toolkit.
- Strategize ways to reduce energy consumption and create a program to track the success of members as they put ideas into practice.
- Educate members on the dangers of poor air quality, which is the number one cause of premature death around the world. Encourage club and community members to improve air quality by planting trees, driving electric or hybrid cars, and supporting legislation that limits tailpipe and industrial emissions.
- Learn about the dangers associated with fracking, such as air and water pollution, and human health issues. Consider a program on the pros and cons of this issue or another questionable environmental practice. Consider all viewpoints and then take a blind poll (pro, con, or unsure) to hear what members think.
- Promote water conservation indoors and outdoors by sharing ways to be mindful of personal water-use practices, such as installing low-flow showerheads, using water-efficient dishwashers and washing machines, adopting xeriscape principles, adding mulch on planting beds, and planting drought-resistant grasses, flowers, shrubs, and trees.
- Support wetland conservation and learn how wetlands are a deterrent to both flooding and drought, and how they filter and purify water that enters streams, rivers, and larger bodies of water.
- Hold a beach sweep on September 20 for International Coastal Cleanup Day or participate in one of the many Ocean Conservancy programs, such as Trash Free Seas or Clean Swell.
- Challenge members to learn about ocean acidification from the National Oceanic and Atmospheric Administration and the effects it is having on marine life, people, and local, regional, and national economies. Promote ways to fight climate change in your community.
- Look for ways to minimize the harmful effects of stormwater runoff in your community and advocate for change, such as the establishment of bioswales, vegetated canals, or rain gardens.
- Organize a household hazardous waste collection with your local services, to ensure these dangerous materials are disposed of properly.
- Support legislation that protects our National Parks and other protected areas.
- Schedule outings to remove invasive plants from community parks and other public areas to preserve native species of plants and animals.
- Participate in the National Public Lands Day (4th Saturday in September), the nation's largest, single-day volunteer event for public lands.
- Support community gardening. Work with city officials to establish or maintain a garden in your community.

### PROTECT WILDLIFE AND DOMESTICATED ANIMALS

- Share information with club and community members from the National Wildlife Federation about the impact of wildlife gardens, encourage the formation of personal and public wildlife gardens, and spread the news about signing up for the free electronic NWF newsletter. Consider sponsoring a subscription to National Wildlife or one of the many children's publications, such as Ranger Rick, for a shelter, family center, or classroom.



- Educate club and community members about the importance of pollinators and how to create healthy habitats where they can thrive.
- Establish a butterfly garden in the community and offer on-site programs that identify butterflies and provide information about the lifecycle of these beautiful and useful insects.
- Offer a workshop on building birdhouses and provide information on bird species, their characteristics and behaviors, and their varying habitat requirements.
- Invite a speaker from the Audubon Society to give a program on birds and birding. Or, use Audubon Society resources to learn about backyard birding, identifying birds, creating bird-friendly communities, and conservation policies.
- Become an Audubon member. Sponsor an Audubon scholarship for those who are unable to pay to become a Master Birder. Investigate the various offerings of Audubon Society's, such as conversation career series webinars, master birder certification, book clubs, curriculum, adult education, and professional educator learning.
- Provide a program for club and community members that highlights the best native plants for food and cover. Organize a planting of native flowers, shrubs, and trees on public and private lands that will nourish and sustain wildlife.
- Invite a speaker from the Department of Natural Resources to provide information about nearby Heritage Preserves and/or Wildlife Management Areas, or consider a program on hunting regulations and concerns, such as the dangers of lead shot.
- Engage with the World Wildlife Fund to learn about the world's most endangered wildlife species and programs that help their cause, such as Sign On to Stop Wildlife Crime and Adopt a Tiger.
- Advocate for and support regulations that limit light pollution, which is dangerous to nocturnal wildlife and disruptive to ecosystems.
- Build recycling bins for monofilament fishing line, which is hazardous to marine life, scuba divers, and watercraft. Install and maintain the bins in high traffic fishing areas such as boat ramps and marinas. Reel In & Recycle, a program sponsored by BoatUS, provides a how-to video and offers a source for recycling monofilament.
- Learn about ocean wildlife in peril, such as sea turtles and manatees, and organize volunteer or fundraising opportunities to help protect these species.
- Donate funds or needed items to local wildlife shelters that rehabilitate and care for injured animals. Or, hold a drive to collect needed items. Share information with club and community members on what to do if they find an injured or sick wild animal and which agency or organization to call for help.
- Establish a club relationship with a local shelter for domestic animals. Club members can volunteer at the shelter, help with fundraising events and activities, spread the word about animals that are offered for adoption, and collect needed supplies.
- Partner with local rescue shelters and veterinarians to provide the cost of neutering and spaying to help reduce the number of unwanted and euthanized animals. Provide information to the community on the benefits of neutering and spaying animals.
- Inform club and community members about the signs of animal abuse and the proper channels for reporting cases of misuse and/or cruelty.
- Work with your local humane society to help stop puppy mills. Learn more about puppy mills and educate your club and community. Be an advocate to work with passage of laws to improve the lives of dogs in puppy mills.
- Teach students about caring for their pets using the Humane Society's developed curriculum "Nose to Tail" for grades K-5.
- Start a beauty revolution by supporting the Stop Cosmetic Testing on Animals campaign. Inform club members, the community, and legislators about prohibiting animal testing by supporting the Humane Cosmetics Act (H.R. 6207/S. 3357).
- Join the fight to end trophy hunting and pledge your sport to end cruel and unsportsmanlike hunting. Forty-three states currently allow cruel and unsporting wildlife killing contests and 1,200 species are killed as trophies worldwide. Research your state's laws and support the Humane Society's goal in banning trophy hunting.
- Make your backyard a safe place for wildlife. Create a haven for local wildlife, instead of viewing as a nuisance as more and more wildlife habitats are lost to the spread of development. By providing basic needs like water, food, and shelter, each club member can make a difference in her backyard. Sign up to receive a Backyard Sign, gardening gloves, and *All Animals* magazine from the Humane Society.
- Volunteer with your local humane society. Sponsor drives to provide necessary supplies. Become a foster parent to rescued animals.





- Explore National Wildlife Refuges near you using the Fish and Wildlife Services interactive map. Volunteer by leading tours, restoring habitats, rescuing turtles, conducting plant and animal surveys, removing invasive plants, or teach students about the importance of healthy ecosystems. Assist at refuge events such as bird festivals, kid's fishing days, or staff a refuge nature store.
- Join the Christmas Bird Count with the Audubon Society annually December 14 to January 5. Join in February of each year to participate in the Backyard Bird Count.
- Celebrate World Penguin Day (April 25) by creating social awareness of these creatures and the 11 of the 17, which are endangered or at risk. Work to help protect the waters from pollution. Sponsor an art contest of penguin drawings with children.

### LIVE SUSTAINABLY

- Chart a path towards zero waste in your community by using tools suggested by the U.S. Environmental Protection Agency.
- Find a solution for hard-to-recycle waste streams, such as fluorescent bulbs, at Terracycle, which supplies many free recycling programs, plus a variety of resources and ideas for do-it-yourself upcycling.
- Commemorate America Recycles Day (November 15), a program of Keep America Beautiful, by organizing a special event. Visit the website for toolkits, event activities, promotion ideas, and more.
- Participate in Nike's Reuse-A-Shoe Program, which accepts worn out sneakers and makes Nike Grind, a material used in sports surfaces and playgrounds.
- Donate gently-used shoes to Soles4Souls for distribution to individuals in need.
- Coordinate a children's poster contest on recycling.
- Collect used materials from club and community members and hold a sewing party that produces cloth shopping bags that can be distributed with club information at a community event.
- Hold a community workshop on sustainable gardening, offering information on how to build and conserve the soil with cover crops and other methods, make a rain barrel and/or a compost bin, and garden organically.
- Create a community garden that promotes self-sufficiency and teaches principles of good gardening.
- Advocate for locally grown food and farmers' markets to serve the community.
- Learn and share information about the issues of GMO seeds (GMO=genetically modified organism) and the dwindling biodiversity in our food system.
- Explore renewable energy sources that can be utilized in your community, such as solar and wind power, and see how your club can support their use.
- Encourage club and community members to take one day a week, or one day a month, to reduce energy consumption by adjusting thermostats and shutting off lights, televisions, computers, optional appliances, and other electronics.
- Start a campaign to say "no" to disposable items and purpose reusable alternatives. Consider the life expectancy of every item purchased and resell or donate what is no longer needed.
- Hold a club yard sale to repurpose gently-used items and donate the proceeds to various charities.
- Host an "upcycling" event in your club or community. Use as a fundraiser, presentation from artists who upcycle items, or gallery for members and the community.

### BEAUTIFY COMMUNITIES AND ENJOY NATURE

- Ensure clean drinking water while hiking or during emergencies by visiting the American Hiking Society's website to research water filters and other purifying products, and/or donate safe water to communities around the world through Water.org or other charitable organizations.
- Adopt-A-Highway through your state Department of Transportation to keep a stretch of roadside clean and build community pride.
- Plan a clean-up day in the community by coordinating groups of volunteers to clean eyesore areas and properly discard the waste.
- Organize a trash pick-up after a sporting event or community fair or festival.
- Work with pre-school classes, or other groups of young children, to teach them to enjoy and understand nature through simple projects such as creating a bird treat, collecting colorful leaves, or going on a nature walk to spot birds, squirrels, turtles, frogs, butterflies, and bugs.
- Collect or purchase children's books about nature and other environmental issues and donate them to schools, libraries, shelters, and family centers. Or, host a story time at the local library, featuring a book about



nature and then allow each child to choose a nature book to have for his or her own. Host a scout meeting and work on certain badges related to the environment.

- Sponsor a “Yard of the Month” or other monthly beautification contest that recognizes community enhancement. Rotate judges to involve various groups: Girl Scouts, 4-H members, and assisted living residents.
- Organize a local garden tour and donate the proceeds to a community garden or conservation project. Consider providing an earth-friendly gardening or wildlife tip at each location.
- Invite a Master Gardener or another local expert to give a program on ornamental plants that grow best in your climate or on another topic of interest to members.
- Host a tree identification workshop for the community, providing information about various tree species and how they contribute (or not) to the local ecosystem.
- Plan an outing for club members to visit a botanical garden or important conservation site.
- Establish a hiking or biking trail in the community, encouraging people to learn more about nature and enjoy the outdoors. Or, help maintain or provide maintenance funding for an existing trail.
- Plan a series of 5-minute features on U.S. National Parks, providing one highlight at each club meeting throughout the year. Encourage members to join the National Parks Conservation Association and to stay at National Parks when they travel.
- Support National Parks by donating in honor or memory of a loved one, give monthly, become a member of the Champions Society, or create a fundraiser on your club’s Facebook page. Volunteer at state or national parks in cleanup efforts. Find volunteer efforts at [volunteer.gov](http://volunteer.gov).
- Join more than 200 other non-profit philanthropic park partners or friends groups to carry out national park projects and programs through the Strong Parks, Strong Communities initiative.
- Visit a national or state park. Share your park experience by posting photos on the National Parks website to encourage others to visit national parks. Not sure where to travel? Take the “Find Your Park Quiz” on the National Parks website.
- Celebrate National Parks Week, typically held in April of each year.
- Follow the National Parks theme to #RecreateResponsibly.
- Educate children about the National Park’s Junior Ranger Program. Donate to their program to provide an opportunity for a child to get outdoors with their OutDoor program.
- Plan a club event to take a virtual tour of National Parks. Host a glamping event, bring your canteen, and roast some s’mores together as you learn about various parks across the nation. Test your club members national park knowledge with a trivia game or play park bingo (game and cards found on the National Park Service website).
- Enjoy fee free entrance days to the more than 400 National Parks on MLK Day (3rd Monday of January), first day of National Park Week (held in April), Anniversary of the Great American Outdoors Act on August 4, National Public Lands Day on September 24, and Veterans Day on November 11.
- Purchase annual passes to National Parks as a gift. Promote to current and military veterans and disabled citizens their free annual pass to parks. Members 62 and over can purchase a lifetime senior pass. Purchase as a gift or door prize for eligible members in your club.

## CONNECT WITH GFWC AFFILIATE ORGANIZATIONS

### HEIFER INTERNATIONAL

- Heifer promotes agroecology, working with famers to integrate climate-smart agricultural practices to increase resilience and crop production. [www.heifer.org/gift-catalog/caring-for-the-earth/index.html](http://www.heifer.org/gift-catalog/caring-for-the-earth/index.html)
- At your next meeting or community event, set up a table to promote the goal of donating a bee-hive. Wear bee antennae headbands to draw attention to the project. For any donation, offer a packet of wildflower seeds to promote local bee activity. Have information about Heifer and your own club available.
- Host a “Pig out for Heifer” event by collaborating with a local BBQ restaurant. Place a piggy bank by the register to collect donations, ask for a night to earn a percentage of sales, serve and donate tips received, or host your own BBQ to sponsor a pig to help a farmer.
- Teach schoolchildren about Heifer’s mission by using the free curriculum. Adopt classrooms, read “The Chicken and the Worm” where children discover worms, learn about eggs, and enjoy dirt cupcakes as they explore about farming and helping others. Provide a copy of a nature/farm type book to each child.
- Host a duck pond game to raise money to sponsor ducks. The matching duck game is easy to set up using a





duck set, toddler pool or container, water, and some prizes. This can be done with adults, teens, or children. Have participants buy a turn for \$1.

- Make clean water possible for families by hosting a party with a purpose either on social media or in person.

### UNICEF

- Is your community a child friendly city? UNICEF USA Child Friendly City Initiative brings a flexible, dynamic, child-rights focused framework, and communities are improved as neighborhoods become safer, schools and health systems function better, and infrastructure is strengthened for all citizens. [www.unicefusa.org/mission/usa/childfriendlycities](http://www.unicefusa.org/mission/usa/childfriendlycities)
- Present information and videos from UNICEF USA initiative about the need for accessible clean water and the significant difference it makes in the lives of women and children. [www.unicefusa.org/mission/survival/water](http://www.unicefusa.org/mission/survival/water)
- Host a water walk to promote how children around the world walk several hours each day to find potable water.
- Support UNICEF's WASH Project to improve water, sanitation, and hygiene. Ideas to raise awareness and funds include hosting a souper party, clean-a-thon, car wash, dance off, game night, or raffle.

### GFWC RESOURCES

**American Battlefield Trust** [www.battlefield.org](http://www.battlefield.org)

**American Hiking Society** [www.americanhiking.org](http://www.americanhiking.org)

For information on water purifications go to [www.americanhiking.org/resources/water-purification](http://www.americanhiking.org/resources/water-purification)

**America Recycles Day** [www.americarecyclesday.org](http://www.americarecyclesday.org)

**American Whitewater** [www.americanwhitewater.org](http://www.americanwhitewater.org)

**Antarctic and Southern Ocean Coalition** [www.asoc.org](http://www.asoc.org)

**Animal League** <https://www.animalleague.org/>

**Appalachian Trail Conservancy** [www.appalachiantrail.org](http://www.appalachiantrail.org)

**Arbor Day Foundation** [www.arborday.org](http://www.arborday.org)

**Audubon Society** [www.audubon.org](http://www.audubon.org)

For information on birding go to [www.audubon.org/birding](http://www.audubon.org/birding)

**BoatUS Foundation** [www.boatus.org](http://www.boatus.org)

For information on Reel In & Recycle go to [www.boatus.org/monofilament](http://www.boatus.org/monofilament)

**Bureau of Land Management** [www.blm.gov](http://www.blm.gov)

**Bureau of Reclamation** [www.usbr.gov](http://www.usbr.gov)

**Center for Biological Diversity** [www.biologicaldiversity.org](http://www.biologicaldiversity.org)

**Center for Clean Air Policy** [www.ccap.org](http://www.ccap.org)

**Chesapeake Bay Foundation** [www.cbf.org](http://www.cbf.org)

**Climate Reality Project** [www.climate realityproject.org](http://www.climate realityproject.org)

**Conservation & Preservation Charities of America** [www.conservenow.org](http://www.conservenow.org)



**Department of Natural Resources:** Google your state's name + DNR

**Earth Day** [www.earthday.org](http://www.earthday.org)

For information on Earth Day Science and Education Toolkits go to [www.earthday.org/our-toolkits](http://www.earthday.org/our-toolkits)

**Gardening Know How:** <https://www.gardeningknowhow.com/special/urban/community-garden-fundraising.htm>

**Gettysburg Foundation** [www.gettysburgfoundation.org](http://www.gettysburgfoundation.org)

**Great Backyard Bird Count** [www.bircount.org](http://www.bircount.org)

**Greater Yellowstone Coalition** [www.greateryellowstone.org](http://www.greateryellowstone.org)

**Green Empowerment** [www.greenempowerment.org](http://www.greenempowerment.org)

**Greenpeace Fund** [www.greenpeacefund.org](http://www.greenpeacefund.org)

**Hawk Mountain Sanctuary Association** [www.hawkmountain.org](http://www.hawkmountain.org)

**Heifer International** [www.heifer.org](http://www.heifer.org)

**Humane Society** [www.humanesociety.org](http://www.humanesociety.org)

**Keep America Beautiful** [www.kab.org](http://www.kab.org)

**National Parks Conservation Association** [www.npca.org](http://www.npca.org)

**National Park Foundation** [www.nationalparks.org](http://www.nationalparks.org)

**National Park Service** [www.nps.gov](http://www.nps.gov)

**National Oceanic and Atmospheric Administration** [www.noaa.gov](http://www.noaa.gov)

For information on ocean acidification go to [www.oceanacidification.noaa.gov](http://www.oceanacidification.noaa.gov)

**National Wildlife Federation** [www.nwf.org](http://www.nwf.org)

For the free NWF newsletter go to [www.support.nwf.org/page/17932/subscribe/2](http://www.support.nwf.org/page/17932/subscribe/2)

**Nature Conservancy** [www.nature.org/en-us](http://www.nature.org/en-us)

For information on Plant a Billion Trees go to [www.nature.org/en-us/get-involved/how-to-help/plant-a-billion](http://www.nature.org/en-us/get-involved/how-to-help/plant-a-billion)

**Nike Reuse-A-Shoe** [www.nike.com/help/a/recycle-shoes](http://www.nike.com/help/a/recycle-shoes)

**Ocean Conservancy** [www.oceanconservancy.org](http://www.oceanconservancy.org)

For information on Trash Free Seas go to [www.oceanconservancy.org/trash-free-seas](http://www.oceanconservancy.org/trash-free-seas)

**Soles4Souls** [www.soles4souls.org](http://www.soles4souls.org)

**Terracycle** [www.terracycle.com/en-US](http://www.terracycle.com/en-US)

**The Archaeological Conservancy** [www.archaeologicalconservancy.org](http://www.archaeologicalconservancy.org)

**UNICEF** [www.unicef.org](http://www.unicef.org)

**U.S. Environmental Protection Agency** [www.epa.gov](http://www.epa.gov)

For information on zero waste go to [www.epa.gov/transforming-waste-tool](http://www.epa.gov/transforming-waste-tool)



**U.S. Forest Service** [www.fs.usda.gov](http://www.fs.usda.gov)

**U.S. Fish & Wildlife Service** [www.fws.gov](http://www.fws.gov)

**USAGrant Applications:** <https://usagrantsapplications.org/>

**Volunteer.gov** [www.volunteer.gov](http://www.volunteer.gov)

**Water.org** [www.water.org](http://www.water.org)

**Wells of Hope International** [www.wellssofhopeinternational.org](http://www.wellssofhopeinternational.org)

**World Wildlife Fund** [www.worldwildlife.org](http://www.worldwildlife.org)



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### AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Environment Community Service Program projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Environment Community Service Program projects. Clubs do not submit entries directly to GFWC.

### RESOLUTIONS

**To be added after 2022 Annual Convention**





# HEALTH AND WELLNESS

## COMMUNITY SERVICE PROGRAM

**“A HEALTHY ATTITUDE IS CONTAGIOUS BUT DON’T WAIT TO CATCH IT FROM OTHERS. BE A CARRIER.” — TOM STOPPARD**



Health vs. Wellness – what is the difference? In the words of Sydney Lappe, MS, RDN, “The primary difference between health and wellness is that *health* is the *goal* and *wellness* is the *active process of achieving it*. We cannot always choose the state of our health, but we do have the conscious choice to make active decisions towards wellness.” Wellness has a direct influence on overall health, which is essential for living a healthy, happy, and fulfilled life.

So, let’s **Get Fit Within** our **Communities** – fit in body, in mind, and in spirit. Educate, practice, and promote the three fundamental areas of this Community Service Program.

This Community Service Program aims to explore the various opportunities for awareness and advancement of each of these vital areas:

- Disease awareness and prevention is the knowledge of the factors that cause a disease (including social determinants and health inequity), the symptoms, and the ways to prevent it. This is to include screenings, vaccinations, and shared information.
- Nutrition is a key element in the quest for good health. Wise food choices, proper usage of vitamins and supplements, and food allergy awareness help maintain a healthy lifestyle free of weakened conditions and chronic illness.
- Physical and emotional care encompasses behaviors to manage a healthy body, mind, and spirit throughout life. This includes physical, intellectual, emotional, spiritual, environmental, and social wellbeing.

A few facts from the Center for Disease Control and Prevention and Mayo Clinic:

- 19.3% of the nation’s children aged two to 19 are obese. Experts blame two factors: poor nutritional habits and lack of physical activity.
- The risk of heart disease and stroke, two of the leading causes of death in the United States, can be reduced with moderate-intensity aerobic activity.
- A regular fitness regimen can also reduce your risk of developing type 2 diabetes and several cancers such as bladder, breast, colon, and lung.
- As we age, physical activity can slow the loss of bone density, reduce the risk of falling, and help with arthritis and other rheumatic conditions affecting the joints.
- And regular physical activity helps in keeping your thinking, learning, and judgment skills sharp and reduces your risk of depression and anxiety and helps you sleep better.

### 2022-2024 HEALTH AND WELLNESS COMMUNITY SERVICE PROGRAM

**Dale Fisher, Chairman**

9079 Park Avenue  
Manassas, VA 20110  
dalegfwc86@gmail.com



Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Health and Wellness Community Service Program Chairman or GFWC Programs Department at **[Programs@GFWC.org](mailto:Programs@GFWC.org)**.

## COMMUNITY CONNECTION INITIATIVE: PHYSICAL FITNESS - GIVE THAT GLIMMER AND GLOW



Regular physical activity – aerobic, muscle strengthening, and balance training – is one of the most important things you can do for your health. Regardless of age, abilities, ethnicity, shape, or size everyone can experience the benefits of physical activity.

Considering the facts provided, GFWC clubs are encouraged to plan a year-long project that will promote physical activity for any age group.

- Partner with a home improvement store and other service organizations such as a Lions Club or Boy Scouts to purchase and build playground equipment for a shelter or special needs facility.
- Partner with a sports store to provide fitness apparatus for a senior center or nursing home and sponsor classes in their use.
- Plan a fitness trail in your community.
- Partner with a shopping mall to sponsor walking clubs which include weekly or monthly physical fitness and nutrition presentations.
- Work with local schools to implement the Presidential Youth Fitness Program in their curriculum.

So, let's **Get Fit Within** our **Communities**. Give and get that glimmer and glow that a physical fitness activity will add to life.







### **FALL FEST FITNESS**

The GFWC Home Glen Junior Woman' Club (IL) collaborated with the village of Homer Glen to sponsor a Fall Fest Fitness Activity circuit at the Scarecrow Festival in the local park. The club created 25 Halloween/fall-themed activity posters with events like 10 jumping jacks, 15 burpees, eight push-ups, and instead of bear crawls it was titled "spider crawls." Each poster displayed a fun Halloween/Fall picture on it that matched the exercise.



### **WHITE BAGS OF COURAGE**

The GFWC Chapin Woman's Club (SC) supported cancer patients receiving chemotherapy at South Carolina Oncology Associates. Club members filled 50 bags with lap blankets, bottled water, energy bars, note cards, crossword books, lip balm, journals, and other goodies. Each bag also had a handout tied with a blue ribbon full of quotes about courage from people of all walks of life, from Mother Teresa to John Wayne. Before delivery, each bag was stuffed with blue tissue paper to make a festive



### **SAY CHEESE!**

The Junior Women's Club of Barnesville (OH) partnered with Colgate-Palmolive and created oral health packets containing family-size toothpaste, children's toothbrushes, dental floss picks, and kids' disposable face masks. The club donated the packets to low-income children without health insurance and no preventative dental care.



### **CAMPAIGN TO CHANGE DIRECTION**

The GFWC Woman's Club of Lake Wales (FL) promoted the Campaign to Change Direction, a program to change the culture of mental health. Club members took the official pledge to know the five Signs of Emotional Suffering. The Campaign was promoted on the club's Facebook page, businesses and doctors' offices received literature, and the club developed a video entitled "It's Time to Talk" to increase awareness of the signs of depression brought on by isolation and how to combat the effects in a positive manner.





### PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Health and Wellness Community Service Program. Find further information about organizations named here under Resources.

### DISEASE PREVENTION

- Support and/or sponsor immunization programs at home and abroad. These programs remain one of the most successful and cost-effective public health interventions, improving health, and providing the best chance for a meaningful life.
- Utilize promotional toolkits from Vaccines.gov and the U.S. Department of Health & Human Services to provide information about vaccines during National Immunization Awareness Month in August. Toolkits include graphics, videos, promotional newsletter and email content, and pre-written social media posts.
- Share information with club and community members on various topics from the Centers for Disease Control and Prevention (CDC), such as disease and conditions, healthy living, traveler's health, emergency preparedness, and more. Learn key facts and prevention strategies for the "Disease of the Week," and take a quiz to test your knowledge of common and serious diseases for people of all ages. Clubs can also use the site for program ideas and as a resource for specific health information.
- Learn and share information on how oral health impacts the body's overall health by visiting Mouth Healthy, sponsored by the American Dental Association. Help children learn the importance of dental care with the website's coloring and activity sheets or by providing oral health tools such as toothbrushes and floss to schools and early learning centers.
- Share information about the early signs and symptoms of diabetes in children and adults.
- Celebrate American Heart Month in February by planning programs on women's heart health and posting support for National Wear Red Day® (on the first Friday), with information from the National Heart, Lung, and Blood Institute.
- Promote local breast and cervical cancer screenings and diagnostic services for low-income, uninsured, and underinsured women. Find a screening program in your state on the CDC website.
- Provide care items for cancer patients, such warm blankets and socks, moisturizers and lip balm, water and hard candy, and diversions such as books, magazines, crossword puzzles, and more.
- Post and/or share information on the safe disposal of unwanted medications and the location of local medication disposal drop boxes.
- Learn about and share information on social media about the many National Health Observances such as Save Your Vision Month (March), and Childhood Cancer Awareness Month (September). To find a comprehensive list, visit Health.gov or the Wellness Council of America (WELCOA) website for monthly health observances.
- Establish a Medical Loan Closet for your community, stocked with canes, crutches, walkers, wheelchairs, personal care items, etc.
- Participate in or sponsor a local Wellness Fair. Include dentists and eye doctors for screenings and nurses for blood pressure readouts. Distribute coloring/activity books on dental care and eye care.
- For resources visit [positivepromotions.com](http://positivepromotions.com).
- Hold a BraHaHa or ARTragious Bra decorating contest to raise funds for breast cancer awareness.
- People with dementia often find comfort in having something for their hands to do. Make Fidget Quilts or wrist bands for dementia and Alzheimer patients. Visit [seniorcorner.com/sensory-stimulation-seniors-dementia-4148](http://seniorcorner.com/sensory-stimulation-seniors-dementia-4148).
- Make attractive cloth bags and fill with feminine hygiene products. Donate them to middle or high schools for the school nurse to discreetly distribute to young girls in need.
- Educate members on female reproductive issues such as endometriosis and gynecological cancers. Cervical cancer is the only gynecological cancer with a screening test. Additionally, have a Menopause Party with educational materials on the symptoms and treatment of menopause, fans as favors, creative refreshments, and menopause trivia games. See Pinterest or Etsy for party ideas.
- With the increasing use of computers for all age groups, observe Eye Care Month (January) or Save Your Vision Month (March).



## **NUTRITION**

- Share information with club and community members about making wise food choices. Two sources of trusted information include Health.gov, which is coordinated by the Office of Disease Prevention and Health Promotion, and Nutrition.gov, a resource of the U.S. Department of Agriculture.
- Host a community Wellness Fair that provides healthy recipes and handouts on nutrition, such as those offered on Nutrition.gov or Medline Plus, a program of the U.S. National Library of Medicine.
- Celebrate National Nutrition Month in March with a healthy potluck dinner at your club's monthly meeting. Or, organize a community event, such as a "Recipe Makeover Contest," which transforms a favorite dish by cutting calories and increasing its nutritional value.
- Invite a local nutritionist to provide a club program on eating healthy and vitamin/supplement use.
- Hold a "Healthy Food Drive," requesting donors to contribute nutritious foods from Feeding America's Healthy Food Donation List. When choosing items, look for labels that note: low sodium, no added salt, no added sugar, unsweetened, or 100% fruit juice. Possible recipients include community food banks, pantries, and soup kitchens, or programs coordinated by schools, shelters, and children's organizations.
- Donate healthy food items and/or funds to a college campus food bank, such as one affiliated with the College & University Food Bank Alliance. Monetary donations to food banks are an excellent way to take advantage of their large-scale negotiating and wholesale buying power.
- Volunteer with Meals on Wheels to provide nutritional support to seniors.
- Establish a school garden, or expand an existing school garden, to emphasize nutrition with strategies established by Growing Minds, a program of the Appalachian Sustainable Agriculture Project.
- Engage club and community members in a Plant a Row for the Hungry Campaign, a program sponsored by Garden Communicators International, to provide fresh and nutritious produce for local soup kitchens and food pantries.
- Ensure a year-round supply of fresh produce in the community by establishing or supporting a local farmers market. Promote the market on social media and coordinate special events, such as a seasonal taste testing or children's poster contest.
- Participate in Backpack Buddies to provide nutritious foods for school children over the weekend. Donate nutritious food/snacks. Include a coloring/activity sheet for the backpack.
- Educate members and your community on the importance of food safety in a disaster or emergency. Resources available from FoodSafety.gov include Foodkeeper App; 4 Steps of Food Safety; Food Safety in a Disaster or Emergency.
- Utilize Nutrition.gov/topics/nutrition-age for KidsCorner coloring & activity sheets and My Plate Grocery Store BINGO.
- Partner with the Legislation and Public Policy Committee to promote advocacy.
- Every 3 minutes a food allergy sends someone to the emergency room. Bring awareness to food allergies by providing non-food items, such as plastic spider rings or Halloween themed pencils, for trick-or-treaters. Have your club participate in a local *Trunk or Treat* using FARE resources. Visit Food Allergy Research Education – Teal Pumpkin Project for information and resources.

## **PHYSICAL AND EMOTIONAL CARE**

- Integrate physical fitness activities during club meetings. Practice chair yoga, line dancing, balance training, or flexibility exercises. Or start an exercise and/or walking group in your club and use an app such as Charity Miles or FitBit Challenge.
- Partner with a local assisted living home to provide senior exercise equipment such as leg pedaling machines, resistance bands, and yoga mats, or to support their exercise program in other ways.
- Sign up to receive the monthly newsletter from the National Institutes of Health, News in Health, to share new research with club and community members through club newsletters, social media, and other means.
- Promote physical activity in the community with a Move Your Way Campaign using materials and information from Health.gov.
- Hit the mat with a workshop for club and community members on yoga and meditation, an alternative form of exercise to stay fit, healthy, and happy. Yoga improves balance, flexibility, endurance, and strength, while meditation releases stress and focuses the mind. Practiced together, they enhance the mind/body connection and provide confidence and a sense of wellbeing.
- Support Special Olympics and other athletic contests, therapeutic sports, and/or social programs and opportunities for the challenged and disabled.



- Learn about and share information from the Choose Love Movement, a nonprofit organization founded after the mass shooting at Sandy Hook Elementary School, which teaches life skills and fosters a school culture that reduces violence. Now used across the U.S, the Choose Love Enrichment Program offers lessons in courage, gratitude, forgiveness, and compassion to boost confidence, promote positive decision-making, and to create and enhance communication, connection, and relationships.
- Offer resources and/or promote programs that prevent bullying, so children and youth are safeguarded and supported at school, in the community, and online. Set up an anti-bullying booth at a parenting fair, health fair, or other community event and distribute brochures, articles, and posters to attendees.
- Join the Campaign to Change Direction by pledging to learn the five signs that could mean that someone is in emotional pain and might need help: personality change, agitation, withdrawal, poor self-care, and hopelessness. Educate others with free posters and public service announcements from Change Direction, which works to change the culture surrounding mental illness. Help spread awareness by posting photos of club members on social media, hand up to pledge and stand with #ChangeMentalHealth.
- Inform club and community members about the many issues surrounding substance abuse with information from the Substance Abuse and Mental Health Services Administration, which is a part of the U.S. Department of Health and Human Services. From opioids and meth to alcohol abuse, addiction changes the brain and alters decision making. The site offers brochures, information sheets, research reports, news about assistance programs, treatment locator services, and more.
- Work with the National Alliance on Mental Illness (NAMI) by educating, advocating, and/or donating during Mental Health Awareness month in May, or anytime of the year. Consider sponsoring a NAMI volunteer to bring an education class to your community, such as NAMI Basics for parents and caregivers of youth with mental health symptoms. Participate in NAMI's annual walk.
- Eating disorders are actual serious and often fatal illnesses and not a lifestyle choice. They are associated with severe disturbances in people's eating behaviors and related thoughts and emotions. Preoccupation with food, body weight, and shape may also signal an eating disorder. Common eating disorders include anorexia nervosa, bulimia nervosa, and binge-eating disorder. Get free brochures and shareable resources from the National Institute of Mental Health (NIMH).
- Learn and share the risk factors and signs and symptoms of someone in danger of suicide, as outlined by the NIMH. Consider holding a club or community program on the five action steps to help someone in emotional pain and/or distribute the number for the National Suicide Prevention Lifeline (1-800-273-TALK).
- Send notes or cards to residents of nursing homes to boost their emotional well-being.
- Paint "Encouragement Rocks" with images or sayings symbolizing a sense of hope and faith. Place them around your town, on the hospital grounds, outside cancer centers, and at schools.
- Youth need a minimum of sixty minutes per day of physical activity for good health. The Presidential Youth Fitness Program helps schools achieve excellence in physical education through quality fitness education. Work with your local elementary schools to implement the program and assessment process. Provide funding for PYFP awards – medals, certificates, patches, or t-shirts. Visit PYFP.org for information.
- November is National Family Caregivers Month. Take the burnout symptoms quiz at <https://homecareassistance.com/caregiver-burnout-quiz>. Host a community thank you reception for caregivers. Donate a food delivery, your time, or gift cards to a caregiver in your club. Distribute free care guides, legal checklists, and information on care options as found at [aarp.org](http://aarp.org).

### CONNECT WITH GFWC AFFILIATE ORGANIZATIONS

#### CANINE COMPANIONS

- Work on the Veteran's Initiative. [www.cci.org/assistance-dogs/Our-Dogs/veterans-initiative.html](http://www.cci.org/assistance-dogs/Our-Dogs/veterans-initiative.html)
- Support the "Give A Dog A Job" program.
- Order Give a Dog a Job Community Supporter Toolkit featuring turnkey marketing and PR materials plus a step-by-step guide for your in-person and online fundraiser. [https://secure.cci.org/site/SPageNavigator/2019\\_Give\\_a\\_Dog\\_a\\_Job.html?s\\_src=MEDID19SPD](https://secure.cci.org/site/SPageNavigator/2019_Give_a_Dog_a_Job.html?s_src=MEDID19SPD)



### HEIFER INTERNATIONAL

- To address global hunger, create a Heifer International “farm.” At each monthly meeting, chose a farm animal and decorate featuring the animal (chicken, rabbits, etc.).
- Initiate “Operation Santa’s Cookies and Milk” to raise funds to help Heifer International’s Milk Project and provide a carton of nutritious milk to children.

### MARCH OF DIMES

- Many moms arrive at the hospital to deliver a premature baby without any personal items. Create Neonatal Intensive Care Unit (NICU) Mom Care Packages. March of Dimes provides a toolkit for what moms need at the hospital. [www.marchofdimes.org/materials/Advocacy-Toolkit-Q3-2019-v2.pdf](http://www.marchofdimes.org/materials/Advocacy-Toolkit-Q3-2019-v2.pdf)

### OPERATION SMILE

- Donate quilts, blankets, and afghans to comfort a child in a hospital after surgery.
- The Child Life Station is where children can relax and play before surgery. Donate new and gently-used stuffed animals, art supplies, liquid bubbles, and other toys to help with screening and pre-surgical/post-surgical play therapy. [www.operationsmile.org/content/community-fundraising-and-service-projects](http://www.operationsmile.org/content/community-fundraising-and-service-projects)

### ST. JUDE CHILDREN’S RESEARCH HOSPITAL

- To share information at club meetings or to learn more, please visit [www.stjude.org/aboutus](http://www.stjude.org/aboutus) or [www.stjude.org/waystogive](http://www.stjude.org/waystogive) or [www.stjude.org/getinvolved](http://www.stjude.org/getinvolved). You may also visit [www.stjude.org/volathome](http://www.stjude.org/volathome) to find great activity ideas for your club to connect to the St. Jude mission.
- Rally friends, family, and community members and register for St. Jude Walk/Run to End Childhood Cancer. Visit [www.stjude.org/walkrun](http://www.stjude.org/walkrun) to find an event near you.

### UNITED NATIONS FOUNDATION, SHOT@LIFE CAMPAIGN

- Support Shot@Life with a “Pop a Shot” fundraiser, with shooting baskets for prizes.
- Support Walgreens “Get a Shot, Give a Shot” for flu vaccinations. Gather after for a fun lunch to celebrate how many vaccines you have provided. <https://shotatlife.org/partner/walgreens>

### UNICEF USA

- Hold a Halloween-themed cornhole tournament for UNICEF for a “hole” lotta fun.
- Share UNICEF USA Kid Power with Junioresettes as a project. Participate as a group and/or engage their local schools and organizations such as Girl Scouts. Kids wear activity bands that measure their steps and physical movement for points to unlock funding from UNICEF partners to provide ready-to-use-therapeutic food (RUTF) to severely malnourished children around the globe. [www.unicefkidpower.org/?\\_ga=2.26213757.1930969479.1592003084-1296862387.1592003084](http://www.unicefkidpower.org/?_ga=2.26213757.1930969479.1592003084-1296862387.1592003084)

### GFWC RESOURCES

**Campaign to Change Direction** [www.changedirection.org](http://www.changedirection.org)

**Centers for Disease Control and Prevention** [www.cdc.gov](http://www.cdc.gov)

For information on Diseases and Conditions go to [www.cdc.gov/DiseasesConditions](http://www.cdc.gov/DiseasesConditions)

For cancer screening programs go to [www.cdc.gov/cancer/nbccedp/screenings.htm](http://www.cdc.gov/cancer/nbccedp/screenings.htm)

**Charity Miles** [www.charitymiles.org](http://www.charitymiles.org)

**Choose Love Movement** [www.jesselewischooselove.org](http://www.jesselewischooselove.org)



# 2022-2024 GFWC CLUB MANUAL

## HEALTH AND WELLNESS

**College & University Food Bank Alliance** [www.cufba.org](http://www.cufba.org)

**Feeding America** [www.feedingamerica.org](http://www.feedingamerica.org)

For information on healthy donations go to [www.hungerandhealth.feedingamerica.org/wp-content/uploads/legacy/mp/files/tool\\_and\\_resources/files/healthy-food-donation-list.pdf](http://www.hungerandhealth.feedingamerica.org/wp-content/uploads/legacy/mp/files/tool_and_resources/files/healthy-food-donation-list.pdf)

For information on food allergies and the Teal Projects visit [FoodAllergy.org](http://FoodAllergy.org)

Food Safety.gov – Foodkeeper App; 4 Steps of Food Safety; Food Safety in a Disaster or Emergency

**Growing Minds** [www.growing-minds.org](http://www.growing-minds.org)

For information on school gardens go to [www.growing-minds.org/school-gardens](http://www.growing-minds.org/school-gardens)

**Health.gov, Office of Disease Prevention and Health Promotion** ([www.health.gov](http://www.health.gov))

For information on nutrition go to [www.health.gov/our-work/food-nutrition](http://www.health.gov/our-work/food-nutrition)

For information on National Health Observances go to [www.health.gov/news/category/national-health-observances](http://www.health.gov/news/category/national-health-observances)

For information on the Move Your Way Campaign go to [www.health.gov/moveyourway](http://www.health.gov/moveyourway)

**Mouth Healthy, American Dental Association** [www.mouthhealthy.org](http://www.mouthhealthy.org)

For children's coloring and activity sheets go to [www.mouthhealthy.org/en/resources/activity-sheets](http://www.mouthhealthy.org/en/resources/activity-sheets)

**Meals on Wheels** [www.mealsonwheelsamerica.org](http://www.mealsonwheelsamerica.org)

**Medline Plus, U.S. National Library of Medicine** [www.medlineplus.gov](http://www.medlineplus.gov)

For information on recipes go to [www.medlineplus.gov/recipes](http://www.medlineplus.gov/recipes)

**National Alliance on Mental Illness (NAMI)** [www.nami.org](http://www.nami.org)

For News in Health [www.newsinhealth.nih.gov](http://www.newsinhealth.nih.gov)

**National Institute of Mental Health** [www.nimh.nih.gov](http://www.nimh.nih.gov)

**Nutrition.gov, U.S. Department of Agriculture** [www.nutrition.gov](http://www.nutrition.gov)

For information on recipes go to [www.nutrition.gov/topics/shopping-cooking-and-food-safety/recipes](http://www.nutrition.gov/topics/shopping-cooking-and-food-safety/recipes)

**Prevent Child Abuse America** [www.preventchildabuse.org](http://www.preventchildabuse.org) (and local chapters)

**Presidential Youth Fitness Program** [www.pyfp.org](http://www.pyfp.org)

**Plant a Row for the Hungry Campaign** [www.gardencomm.org/StartPARCampaign](http://www.gardencomm.org/StartPARCampaign)

**Special Olympics** [www.specialolympics.org](http://www.specialolympics.org)

**Substance Abuse and Mental Health Services, U.S. Department of Health and Human Services** [www.samhsa.gov](http://www.samhsa.gov)

**U.S. Food and Drug Administration's Office of Women's Health**

For free publications on women's health go to [www.orders.gpo.gov/fda-womens-health.aspx](http://www.orders.gpo.gov/fda-womens-health.aspx)

**Vaccines.gov, U.S. Department of Health and Human Services** [www.vaccines.gov](http://www.vaccines.gov)

For toolkits on vaccines go to [www.vaccines.gov/resources/videos\\_and\\_tools/toolkits](http://www.vaccines.gov/resources/videos_and_tools/toolkits)



## **AWARDS**

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Health and Wellness Community Service Program projects and Affiliate Organization projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Health and Wellness Community Service Program projects. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.

## **RESOLUTIONS**

**To be added after 2022 Annual Convention**







# AFFILIATE ORGANIZATIONS INFORMATION

## PLATINUM



### HEIFER INTERNATIONAL

**Contact: Beth Gunzel, Donor Relationship Manager**

**E: [Beth.Gunzel@heifer.org](mailto:Beth.Gunzel@heifer.org)**

**P: 312-340-8866**

SEND ALL CONTRIBUTIONS TO:

Heifer International, Attn: Donor Services, P.O. Box 8058, Little Rock, AR 72203

Reference code #V0MY00GFW000

Download an order form or donate online at [www.heifer.org/gfwc](http://www.heifer.org/gfwc).

General Federation of Women's Clubs (GFWC) and Heifer International share a common desire to make life better for our neighbors worldwide. GFWC has supported Heifer projects for decades by donating gifts of livestock that enable families to lift themselves out of poverty and reach a living income. At Heifer, we believe that women-led, small-holder farming is key to ending hunger and poverty through the gifts of livestock and training. When women have control over their assets and incomes, they reinvest in their families.

Here's how your club can get involved with helping end hunger and poverty and impact the lives of women farmers around the world.

- [Request a virtual or in-person presentation](#) to learn about Heifer's history, mission, and current projects.
- Host a virtual or in-person Living Gift Market. At this fundraising event, clubwomen can purchase gifts of livestock like goats, chicks, and bees for a family in need. To get started, download a free copy of our [Living Gift Market Leader's Guide](#).
- Help kids make a difference by reading books with our Read to Feed program by partnering with a local school or library. To learn more, watch our official [Read to Feed video](#) and download our digital school resources.
- Buy fair trade, artisan friendly, and ethically sourced gifts that help Heifer's mission of ending hunger and poverty on our Shop@heifer [website](#).
- Keep up to date about Heifer's work and the impact of your club's support by visiting our Heifer [blog](#) ([www.heifer.org/blog](http://www.heifer.org/blog)) and by following us on [Facebook](#), [Twitter](#), and [Instagram](#).

# AFFILIATE ORGANIZATIONS INFORMATION



## HOPE FOR JUSTICE

### Contact:

Rachael Hille, Partnerships Development Manager

P.O.Box 280365,

Nashville TN 37228

P: 615-356-0946

### A Partnership to Fight Human Trafficking

Hope for Justice and General Federation of Women's Clubs (GFWC) share a common mission and vision: to live in a world free from trafficking. We see a world where every human is free and equal. We believe every person can be a force for good. Human trafficking is a global problem and Hope for Justice brings a global solution. We target our resources where they will have the most impact and help the most people. We want to create nations and societies that are hostile to trafficking - because what you tolerate, you will never change.

At Hope for Justice, we believe in safe communities for all people, especially women. We share GFWC's vision for building a community that encourages learning, growing, and connecting one another to freedom and independence.

We value your partnership and need your support now more than ever.

By collaborating with GFWC across the country, we can be the generation that ends human trafficking by embedding our education, awareness, and learning programs, rescue and aftercare support services, and expert thought leadership deeper into all communities. YOU can be a part of ending human trafficking.

### Human Trafficking in the United States and Abroad:

Human trafficking is a crime that involves the exploitation of a person for labor, services, or commercial sex. Victims are unable to leave their situation of exploitation and are controlled by threats, violence, coercion, and deception.

It is happening all around us and victims are often hidden in plain sight:

- Estimated 40.3 million victims globally.
- Over 403,000 people affected right here in the U.S.
- Women and girls are disproportionately affected by human trafficking, accounting for 71% of victims.
- The U.S. Department of Labor has identified 148 goods from 76 countries made by forced and child labor.
- It is a \$150 billion criminal industry—estimates on the economics of trafficking approximate that commercial sexual exploitation generates \$99 billion a year, and that \$51 billion is generated by forced labor and domestic servitude.
- The National Center for Missing & Exploited Children estimates that 1 in 6 endangered runaways reported were likely sex trafficking victims.
- The National Center for Missing & Exploited Children shows a 130% increase in online enticement reports in 2021 compared to 2019.

### Here's how YOUR Club can join the fight against human trafficking:

#### DONATE:

**Online:** Please visit [www.hopeforjustice.org/GFWC](http://www.hopeforjustice.org/GFWC) to make your donation. In the donation description, please indicate that you are a member of GFWC.

**Call:** Please call 615-426-4724 to make a donation. When making a donation, reference GFWC and your club and state so it will be coded properly.

# AFFILIATE ORGANIZATIONS INFORMATION

**Mail:** If you are writing a check, please include GFWC and reference your club in the memo line. Please send to **Hope for Justice: PO Box 280365, Nashville, TN 37228.**

## GET INVOLVED IN THE FIGHT AGAINST HUMAN TRAFFICKING

**There are so many ways to help prevent exploitation, rescue victims, restore freedom, and reform society. Contact us today for opportunities, events, and partnerships.**

- Invite a Hope for Justice Representative to your club meeting to present: ***Human Trafficking in the United States: The Truth and What You Can Do About It*** to empower and educate your members to spot the signs of human trafficking.
- Engage with the ***Hope for Justice Learning Academy***, which provides online human trafficking training, tailored to the needs of different groups who are vital in the fight against exploitation.
- Host an event to share information and awareness of human trafficking (lunch & learn, freedom brunch/dinner).
- Host a fundraising event. Whether in-person or virtual, Hope for Justice has the tools to make your fundraiser a success.
- January is Human Trafficking Awareness Month, July 30 is World Day Against Trafficking in Persons, and October 18 is Anti-Slavery Day – Take Action! Hope for Justice will support you with resources to help you move forward in your anti-trafficking work and advocacy.
- Volunteer – some opportunities available to assist Hope for Justice in the fight against human trafficking, including:
  - Ø Events: contact Hope for Justice for event opportunities in your area.
  - Ø Break the Cycle 200: Use your love of cycling to raise awareness and resources to end human trafficking. To find an event in your location, visit us at: <https://breakthecycle200.com/where-we-ride/>

### **More Information**

To share information at club meetings, volunteer, host an event, and learn more about how you can get your club involved, please contact us today!

# AFFILIATE ORGANIZATIONS INFORMATION

## UNITED NATIONS FOUNDATION, SHOT@LIFE CAMPAIGN



Invest in a healthier world.  
Immunize a child.



**Contact: Rebecca Maxie, Manager of National Grassroots Strategy**  
**1750 Pennsylvania Avenue NW, Suite 300, Washington, DC 20006**  
**E: [rmaxie@unfoundation.org](mailto:rmaxie@unfoundation.org)**  
**P: 202-854-2364**  
**C: 202-340-5867**

Every 20 seconds, a child dies from a vaccine-preventable disease, but you can help us change the course of history! Shot@Life's long-term partnership with GFWC aims to expand access to lifesaving vaccines for children in developing countries

and stop unnecessary childhood deaths. We accomplish this mainly through education, fundraising, and advocacy training to build relationships with members of Congress.

The Shot@Life Awards Program focuses on providing as many vaccines and immunization services as possible to children in developing countries. Vaccines for diseases such as polio, measles, pneumonia, and rotavirus—the biggest killers of children under five—are an extremely cost-effective way to make an impact on the life of a child. Efforts to raise awareness and funds for

Shot@Life will be tracked, and the top clubs and states will be recognized annually at the GFWC Annual Convention. The Shot@Life Awards Program levels are:

- Bronze: Raise \$500 to help provide essential vaccines to 20 children a day
- Silver: Raise \$750 to help provide essential vaccines to 30 children a day
- Gold: Raise \$1,000 to help provide essential vaccines to 40 children a day
- Platinum: \$2,500 to help provide essential vaccines to 100 children a day

Donations can be sent to Shot@Life, 1750 Pennsylvania Avenue NW, Suite 300, Washington, DC, 20006 or submitted online: [shotatlife.org/gfwcdonate](https://shotatlife.org/gfwcdonate) \*Make sure you include the name of your club to ensure you get credit toward the Awards Program!

Advocacy is the most important thing we can do to unlock millions of dollars for child immunization programs.

Shot@Life recognizes advocacy actions done by individuals or clubs within the Shot@Life Champion Program, which anyone is welcome to join by attending one of our monthly Champion training webinars. We will provide you all the tools and talking points for any actions you take! Some of the advocacy activities you can get involved with include:

- Hosting an event, such as a phone bank to call your members of Congress, or a fundraiser with a raffle benefitting Shot@Life. You can even apply for a GFWC/Shot@Life grant of up to \$100 to throw your fundraising or advocacy event! If interested, contact [champions@shotatlife.org](mailto:champions@shotatlife.org).
- Encouraging your club to take simple actions, like sending letters/emails to their members of Congress in support of global vaccination programs.
- Attending a live webinar training right from your computer: [shotatlife.org/training](https://shotatlife.org/training). We offer live, hour-long trainings every month, and we are also happy to schedule individual trainings customized to your club or send you links to watch the training on your own time.
- Attending our Annual Champion Summit in Washington, DC, at the start of the year to be trained as advocates for global childhood immunization programs, meet with legislators on Capitol Hill, connect with other Champions, and hear from amazing speakers.

Please keep in mind that we have resources and materials for all activities and have a range of options for individuals and clubs to be involved as little or as much as they want throughout the year! Visit [shotatlife.org/gfwc](https://shotatlife.org/gfwc) to learn more.

# AFFILIATE ORGANIZATIONS INFORMATION



## ST. JUDE CHILDREN'S RESEARCH HOSPITAL

**Contact: Beth Perkins**

**Principal Advisor, Partnership Development & Stewardship**

**W: [www.stjude.org](http://www.stjude.org)**

**P: 901-216-1148**

**E: [Beth.Perkins@alsac.stjude.org](mailto:Beth.Perkins@alsac.stjude.org)**

St. Jude Children's Research Hospital is leading the way the world understands, treats, and defeats childhood cancer and other deadly diseases. Families never receive a bill from St. Jude – for treatment, travel, housing, or food – because all a family should worry about is helping their child live.

St. Jude continues the vision of its founder, Danny Thomas, that no child is denied treatment based on race, religion, or a family's ability to pay. By sharing knowledge freely and exchanging ideas openly, it inspires more collaboration between doctors and researchers worldwide, and, as a result, more lifesaving treatments for children everywhere. Treatments invented at St. Jude have helped push the overall childhood cancer survival rate from 20 percent to 80 percent since it opened 60 years ago. St. Jude is working to drive the overall survival rate for childhood cancer to 90 percent in the next decade.

### WAYS TO DONATE

**Please visit [www.stjude.org/gfwc](http://www.stjude.org/gfwc) and click on the donate button on the left. This will automatically be credited to GFWC. You can donate via credit card, check, PayPal, or Amazon Pay. You can also make your gift an honorarium or memorial.**

### WAYS TO HELP

#### FITNESS Programs

##### St. Jude Walk/Run

September is Childhood Cancer Awareness Month. This year, parents of nearly 16,000 children in the U.S. will hear the words: "Your child has cancer." One in five of those children won't survive. St. Jude Children's Research Hospital will focus on raising awareness and funds for this very important issue.

Childhood Cancer Awareness Month provides St. Jude an opportunity to educate communities and supporters about what they can do to help these kids fighting for their lives. Throughout the month of September, supporters can join our movement and help support the patients and families at St. Jude in their big fight against childhood cancer.

The St. Jude Walk/Run is a nationwide **5K hybrid event, taking place in person and virtually**. Participants come together during Childhood Cancer Awareness Month to help support the lifesaving mission of St. Jude: Finding cures. Saving children.®

GFWC has a National Team, so your club can support St. Jude and GFWC by participating in a Walk/Run near you. No Walk/Run in your hometown? Create a Virtual Walk team and join efforts with clubwomen around the country to help the kids of St. Jude.

- Rally friends, family, and community members and register for St. Jude Walk/Run to End Childhood Cancer.
- Visit [www.stjude.org/walkrun](http://www.stjude.org/walkrun) to find an event near you.
- Volunteer at a St. Jude Walk/Run to End Childhood Cancer event near you by visiting [www.stjude.org/walkrun](http://www.stjude.org/walkrun) and click on "volunteer."
- Mention Childhood Cancer Awareness Month at your club meeting. Visit [www.stjude.org/stjudewalkrun](http://www.stjude.org/stjudewalkrun) for current information.

# AFFILIATE ORGANIZATIONS INFORMATION

## EVENTS

Through our St. Jude dinners, golf tournaments, and galas program, we are able to offer over 100 events across the country as a way for GFWC membership to engage with St. Jude. These events raise significant funds for St. Jude and allow us to continue our life-saving mission of finding cures and saving children. There are a variety of opportunities available:

### Pre-Event Support

- Committee Leadership Roles – These roles drive our Sponsorship, Table and Ticket Sales, Auction Recruitment, Restaurant Recruitment, PR & Marketing, and Recruiting of Volunteers. Committee development is vital to the success of our events.
- Office Help – Our lead staff need help with mailings, follow-up calls, computer data entry, goodie bags, favors, and event set-up and teardown.

### Day-of Event Support

- Event Guests – Events are open for you and your friends to purchase a Sponsorship or Ticket.
- Volunteer – During our events, volunteers are needed to assist as Greeters, Registration – Check-In, Auction and Auction Solicitation for Bids, Spotters for Live Auction & Give to Live, and Auction Check-Out. (All volunteers are trained on their specific role.)

### Volunteer Sign Up

- To register to volunteer for St. Jude events, please go to [www.stjude.org/gfwc](http://www.stjude.org/gfwc) and click on Get Involved. This will direct you to our Volunteer Management System and once you have registered, you will receive emails regarding events in your area!

## NEXT GEN/Youth Programs

### Trike-A-Thon

The St. Jude Trike-A-Thon is a fun, service learning program for daycares and preschools that teaches trike and riding toy safety while helping the children of St. Jude. Any advocate for children can make a difference with the St. Jude Trike-A-Thon. If you sign up to become a coordinator, St. Jude will provide everything you need to have a great event at a preschool or daycare in your area. Log on to [www.stjude.org/get-involved](http://www.stjude.org/get-involved) to find out more.

### St. Jude Epic Challenge

Participating kids research, create, and present an [invention or idea](#) that would improve life for kids like those at St. Jude. Designed by educators, St. Jude EPIC Challenge meets Next Generation Science Standards. St. Jude EPIC Challenge follows a flexible five-lesson format that can be implemented in the classroom or from home.

For more information, visit [www.stjude.org/epic](http://www.stjude.org/epic)

### St. Jude Leadership Society

Inspired by the vision of our founder Danny Thomas and the ALSAC preamble, St. Jude Leadership Society (SJLS) has been a distinguished membership of high-performing high school and young collegiates who share a passion for leadership, service, and community since 2019. During a six-month period, members will have an opportunity to exercise their leadership skills while raising funds and awareness for the kids of St. Jude. SJLS gives members an opportunity to give back through service and leadership by promoting and supporting the mission of St. Jude Children's Research Hospital: Finding cures. Saving children.®

For more information, email Beth Perkins at [beth.perkins@alsac.stjude.org](mailto:beth.perkins@alsac.stjude.org) or visit <https://www.stjude.org/get-involved/school-fundraising-ideas/high-school/leadership-society.html>



## AFFILIATE ORGANIZATIONS INFORMATION

### Mask Straps for St. Jude Patients

Do you have seamstresses in your club? Consider meeting to assemble bags with materials to make mask straps for the children at St. Jude and having seamstresses take the bags home to complete the project with their personal sewing machines. Mask straps are used to improve the comfort level for patients required to wear masks to prevent the spread of infection or protect our patients from infection. These mask straps replace the elastic band that comes standard on the mask. Patients report the flannel and fleece material feel much better against their cheek and causes far less rubbing than the original elastic band. Patterns and specific information for this project can be found at

[www.stjude.org/get-involved/other-ways/volunteer-at-the-hospital/how-to-become-a-volunteer/at-home-projects/mask-straps.html](http://www.stjude.org/get-involved/other-ways/volunteer-at-the-hospital/how-to-become-a-volunteer/at-home-projects/mask-straps.html).

### Waiting Room Fun Bags

Fill a sealed, zippered plastic bag with fun things a child or teen can do as they wait to visit the doctor. Make bags age-specific but generic enough for a boy or a girl. Include things such as: crayons, markers, colored pencils, paper, coloring books, and stickers. Items may be sent to St. Jude Children's Research Hospital, Attention Vilma Carnahan and Volunteer Services, 595 North Parkway, Memphis, TN 38105.

### More Information

To share information at club meetings or to learn more, please contact Beth Perkins at 901-216-1148 or [beth.perkins@alsac.stjude.org](mailto:beth.perkins@alsac.stjude.org)

# AFFILIATE ORGANIZATIONS INFORMATION

## GOLD

### CANINE COMPANIONS



**Contact: Nancy Murray, National Events Manager**  
**P.O. Box 446**  
**2965 Dutton Avenue**  
**Santa Rosa, CA 95402-0446**  
**W: [www.canine.org](http://www.canine.org)**  
**E: [NMurray@canine.org](mailto:NMurray@canine.org)**  
**P: 707-577-1781; Toll Free 1-800-572-BARK (2275)**

The concept of service dogs for people with physical disabilities began with Canine Companions in 1975 in a home office and a garage. In the 47 years since, thanks to the unparalleled generosity and dedication of our supporters such as the GFWC, we've grown tremendously.

One in four Americans live with a disability and Canine Companions is here to help. As the leader of the service dog industry, we enhance independence for children, adults, and veterans with disabilities through expertly trained service dogs. We use cutting-edge research and training programs to ensure the success and quality of our teams.

Canine Companions is the largest provider of service dogs in the world and all follow-up support is provided free of charge to recipients. Demand for our highly trained service dogs is ongoing and growing. To support the mission, GFWC members can:

- Promote puppy raising. Volunteers are needed to raise puppies from eight weeks to 1.5 years old attending dog obedience classes and socializing the puppy in public settings. Assistance is needed in getting the word out on the need for volunteers.
- Give each member a container to save pennies during the month or pass the hat at every meeting collecting pennies.
- Visit and tour a regional training center.
- Meet the Canine Companions chapter leadership near you and see how you can work together.
- Participate in the Canine Companions Signature Event — DogFest. For more information, visit [www.canine.org/dogfest](http://www.canine.org/dogfest).
- Clubs near the regional centers could provide meals, etc., when team training is being offered.
- Make donations for dorm rooms or decorate the dorm rooms at Regional Centers.
- Contact your closest regional center to see if your club can fulfill any items on their wish lists.
- Arrange for a Canine Companions puppy raiser, staff member, or graduate team to speak at your club meeting to learn more about service dogs and Canine Companions.
- Volunteer at a regional center or staff a booth.
- Assist with outreach to veteran organizations, including presentations, outreach booth staffing, literature, as well as poster and video distribution.
- Raise funds to help place a dog with a veteran.
- Join the Canine Companions Facebook page: ([www.facebook.com/CanineCompanions](https://www.facebook.com/CanineCompanions)) and help them build their network of "likes."
- Follow Canine Companions on Instagram (@CanineOrg) and Twitter (@CanineOrg).
- Subscribe to their YouTube channel ([www.youtube.com/CanineCompanions](https://www.youtube.com/CanineCompanions)).
- Sign up to receive monthly e-newsletters on Canine Companions updates and forward the emails to your friends ([www.canine.org/signup](http://www.canine.org/signup)).

## AFFILIATE ORGANIZATIONS INFORMATION

### CANINE COMPANIONS REGIONAL CENTERS

Support regional activities at one of Canine Companions' six regional centers near you:

#### **Northeast**

*(New York, New Jersey, Connecticut, Delaware, Pennsylvania, Maryland, Washington, DC, Virginia, West Virginia, Massachusetts, Rhode Island, Vermont, New Hampshire, and Maine)*

286 Middle Island Road

Medford, NY 11763

P: 631-561-0200

#### **North Central**

*(Ohio, Western Pennsylvania, Kentucky, Michigan, Indiana, Wisconsin, Illinois, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, and Kansas)*

4989 State Route 37 East

Delaware, OH 43015-9682

P: 740-833-3700

#### **Northwest**

*(Alaska, Idaho, Montana, Northern Nevada, Northern California, Oregon, Washington, and Wyoming)*

2965 Dutton Avenue

P.O. Box 446

Santa Rosa, CA 95402-0446

P: 707-577-1700

#### **Southeast**

*(Florida, Georgia, Tennessee, North Carolina, South Carolina, Mississippi, and Alabama)*

P.O. Box 680388

Orlando, FL 32868-0388

P: 407-522-3300

#### **South Central**

*(Arkansas, Louisiana, Oklahoma, and Texas)*

7710 Las Colinas Ridge

Irving, TX 75063

P: 214-259-4700

#### **Southwest**

*(Arizona, Utah, Colorado, New Mexico, Southern California, Southern Nevada, and Hawaii)*

P.O. Box 4568

Oceanside, CA 92052-4568

P: 760-901-4300

# AFFILIATE ORGANIZATIONS INFORMATION

**HEALTHY  
MOMS.  
STRONG  
BABIES.**



## MARCH OF DIMES

**Contact: Patricia Gentry**

**Director, Volunteer Engagement and Mobilization**

**W: [www.marchofdimes.org](http://www.marchofdimes.org) or [www.nacersano.org](http://www.nacersano.org)**

**W: <https://volunteer.marchofdimes.org/the-general-federation-of-womens-clubs/>**

**E: [pgentry@marchofdimes.org](mailto:pgentry@marchofdimes.org)**

**P: 571-257-1199**

March of Dimes leads the fight for the health of all moms and babies. We imagine a world where every mom and baby is healthy regardless of wealth, race, gender, or geography. Every family deserves the best possible start. But that's just not the case. The U.S. remains among the most dangerous developed nations for childbirth - with COVID-19 only elevating the stakes and exacerbating persistent health disparities.

Each year, one woman dies every 12 hours from pregnancy-related causes, and 1 in 10 babies is born too soon.

### We have to do better.

From advocacy to education to research, March of Dimes is working to level the playing field so that all parents, babies, and their families are healthy and strong. March of Dimes was established by President Franklin D. Roosevelt in 1938 to combat polio. Since that time, our mission has evolved to fight for the health of all families. March of Dimes does this by:

1. Supporting research to find solutions so every family gets the best possible start.
2. Advocating for policies that prioritize the health of moms and babies.
3. Providing resources and programs to help moms throughout their pregnancies.
4. Educating health professionals to improve mom and baby care.
5. Uniting local communities across the nation through events and collaboratives.
6. Partnering with organizations and companies committed to helping moms and their families.

### We know we can't do it alone.

When we come together as a community, even the toughest problems can be solved.

Since 1938, General Federation of Woman's Clubs (GFWC) have worked alongside March of Dimes to change outcomes for families through service, advocacy, and fundraising. By partnering with GFWC across the country, together we can create lasting change to make America more equitable for all and help every family get the best possible start.

Join us in the way that works best for you and your club members. From blankets to #blanketchange, our hope is that members will fight with us for the health of all moms and babies.

### Check out each of the ways below.

#### Volunteer:

- **Make blankets and hats for babies connected to Mission: Healthy Baby®.** Mission: Healthy Baby® is a March of Dimes program that is designed specifically for military families and provides free pregnancy and newborn health information, as well as support services to help them have one less thing to worry about and have healthy, full-term babies. Through the military baby showers, military families receive resources and health information along with donated products to defray costs of baby essentials. Every parent wants each child to feel cared for and special. These handmade hats and blankets go a long way in helping with just that.

**Timing:** Year-Round Activation; Great for club projects connected to our virtual military showers.

This is an activity for anyone who wants to use a little creative skill to make baby blankets and/or hats for babies and children connected to March of Dimes Military Baby Showers. Items can be handmade or purchased. Gender neutral preferred.

# AFFILIATE ORGANIZATIONS INFORMATION

- **Assemble personal care kits for parents whose babies were born too soon, or unexpectedly.**

**Timing:** Year-Round Activation; Great for club projects connected to Prematurity Awareness Month in November.

Becoming a parent can be an exciting and challenging time. This activity puts together personal care kits for parents whose babies were born too soon, or unexpectedly. These kits can make a huge impact on the well-being of parents whose babies are in the Neonatal Intensive Care Unit (NICU)/hospital site due to pregnancy-related complications.

- **Make costumes for babies in the NICU.**

**Timing:** Year-Round Activation; Great for club projects during the summer.

This is an activity for anyone who wants to use a little creative skill to make handmade costumes for babies in the NICU. These costumes are simple to make but make a huge impact and help families connect with their babies. Instructions for making NICU costumes can be found in the "Affiliate Organizations" subfolder of the "A" Resources folder in the Member Portal Digital Library. Gender neutral preferred.

## Fundraise:

- **Fundraise through March for Babies A Mother of a Movement.**

**Timing:** Year-Round Activation; June 30th cut off for donations considered for National Awards Celebration.

When you join a March for Babies A Mother of a Movement, you make a statement that you want to live in a world where healthy moms and strong babies are a priority for us all. Together we hope, remember, and celebrate. Join a General Federation of Women's Clubs March for Babies Team at: <https://www.marchforbabies.org/gfwc>

- **Take part in a Day of Impact this fall.**

**Timing:** September 11 (donations can also be sent in after this date)

Mark your calendars for September 11, 2022. We are rallying GFWC Club members to donate \$22 in 2022 to support March of Dimes. Our goal is for at least 700 members to make a personal contribution on this day!  
[www.marchofdimes.org/gfwcdayofimpact](http://www.marchofdimes.org/gfwcdayofimpact)

## Advocate:

- **Join the #BlanketChange Movement.**

**Timing:** Year-Round Activation

General Federation of Women's Clubs signed on as a partner to demand #blanketchange. March of Dimes and partners across the country are calling on policymakers to demand #BlanketChange to improve the health of every mom and baby. The movement uses the hospital receiving blanket that most parents are familiar with to raise national awareness to call for equity, access and prevention. Members can post a #BlanketChange message and tag friends to join the movement on social media and take action directly to call on Congress to improve mom and baby health here: <https://www.marchofdimes.org/blanketchange.aspx>.

- **Get involved and raise your voice during Prematurity Awareness Month.**

**Timing:** Each November; World Prematurity Awareness Day on November 17

Unite around the health crisis of preterm birth – when a baby is born too soon (before 37 weeks of pregnancy) – by committing to taking action during November. Together we can raise awareness by wearing purple, educating others, and donating funds to fight for healthy moms and strong babies. Learn more and download the toolkit here: <https://volunteer.marchofdimes.org/the-general-federation-of-womens-clubs/>.

- **Register for March of Dimes Advocacy Action Alerts.**

**Timing:** Year-Round Activation

Be the first to get information on legislative efforts and learn how you can make an impact on the health of moms and their babies. Sign up today at: [www.MarchofDimes.org/gfwcAdvocacy](http://www.MarchofDimes.org/gfwcAdvocacy)

## AFFILIATE ORGANIZATIONS INFORMATION

### Make a personal contribution:

Your donation helps March of Dimes tackle issues that threaten the health of every mom and every baby. Here are three ways to support the work of the March of Dimes:

- **Phone:** Call 800-658-6674 to speak to one of our representatives to make a donation. Reference GFWC and your club and state so we may code your donation properly.
- **Mail:** If you are writing a check, please make it payable to March of Dimes, include GFWC and reference your club in the memo line. Mail your donation to: March of Dimes, Donation Processing Center, P.O. Box 18819, Atlanta, GA 31126.
- **Online:** You may make a one-time or ongoing donation to support the important work of the March of Dimes at [www.marchofdimes.org/giving](https://www.marchofdimes.org/giving). It's a beautiful way to celebrate the birth of a baby or grandbaby. You will have the option of making a donation in honor of a baby or in memory of a baby.

### Become a Volunteer Leader - Lead the fight for the health of all moms and Babies

Leverage your leadership, experience, and network to support the health of all families by committing to a longer-term volunteer role. Volunteer Leaders support our work at the local and/or national levels through Market Boards, Event Leadership and professional committee roles in Maternal and Child Health or Advocacy. If you are interested in becoming a volunteer leader, we encourage you to complete our volunteer profile form and we will begin to match your skills and experience to a volunteer role we may have open. Fill out the form here: [https://marchofdimes.formstack.com/forms/volunteer\\_profile\\_form](https://marchofdimes.formstack.com/forms/volunteer_profile_form).

**Questions?** Contact your local March of Dimes staff partner or reach out to your March of Dimes liaison Patty Gentry at [pgentry@marchofdimes.org](mailto:pgentry@marchofdimes.org).



# AFFILIATE ORGANIZATIONS INFORMATION



## OPERATION SMILE

**Please send all contributions to:**

**Operation Smile**

**Attn: GFWC**

**3641 Faculty Boulevard, Virginia Beach, VA 23453**

**Reference your official club name in the memo line of your check.**

**W: [www.operationsmile.org](http://www.operationsmile.org)**

**Please direct all questions to: Lizzy Plumb, Donor Experience Gratitude Specialist**

**E: [Lizzy.Plumb@operationsmile.org](mailto:Lizzy.Plumb@operationsmile.org)**

**P: 757-901-4621**

**Together, we can heal children's smiles! We believe every child suffering from cleft lip or cleft palate deserves exceptional surgical care.**

**Why worry about the smile?** Children born with a cleft lip and/or palate face serious medical problems. The immediate concern for babies is if they are able to receive the proper nutrition to be healthy. Other issues facing children include speech development, hearing loss, and dental. Children often face serious cultural stigmas, too. In a safe surgical setting the defect can be easily corrected. However, for too many families in the world, safe surgery is not possible.

Each year, Operation Smile provides safe, effective and well-timed surgery to more than 20,000 patients in 30+ countries. For the last 35 years, Operation Smile has provided hundreds of thousands of free surgeries for children and young adults in developing countries who are born with cleft lip, cleft palate, or other facial deformities. As one of the oldest and largest volunteer-based organizations dedicated to improving the health and lives of children worldwide through access to surgical care, we work to build self-sufficiency and sustainable health care infrastructures through training, capacity building, and engaging in public-private partnerships in the countries where we work.

Your club can help heal children's smiles worldwide by joining Operation Smile to:

- Fundraise to help cover the cost of surgery, medical missions, education, and training.
- Fund a surgery — as little as \$240 can change a child's life forever!
- Host a fundraising contest, tournament, event, or charity auction.
- Request an Operation Smile Donation Box to collect change at the register of your favorite hot spot.
- Participate in our Service Projects to provide comfort to our patients during missions.
- Make Smile Splints (formerly No-No Armbands), children's hospital gowns, blankets/quilts/afghans, and Smile Bags for our patients.
- Collect needed items for our Child Life Therapy list and Smile Bag kits.
- Please help ensure your club gets credit for your donations by including your club name and contact information with each donation and by writing GFWC on the memo line. An inventory form or donation form are both available by contacting [gfwc@operationsmile.org](mailto:gfwc@operationsmile.org) or 877-240-7196.

Thank you for helping us to give children bright smiles and brighter futures!

# AFFILIATE ORGANIZATIONS INFORMATION



## UNICEF USA

**Kelly Procida**  
**Manager, Global Cause Partnerships**  
**E: [kprocida@unicefusa.org](mailto:kprocida@unicefusa.org)**  
**P: 212-922-2522**  
**W: [www.unicefusa.org/GFWC](http://www.unicefusa.org/GFWC)**

### SUBMITTING CONTRIBUTIONS

Electronic contributions are preferred, and you can submit them online at: [www.unicefusa.org/GFWC](http://www.unicefusa.org/GFWC)

If needed, you may also send a check to:

UNICEF USA  
 c/o Global Cause Partnerships  
 125 Maiden Lane  
 New York, NY 10038

*\*In the memo, please note your GFWC club name and the program of support "Joint Investment Mechanism." During times of emergency, if you wish to direct your funds to UNICEF's emergency response please note in the memo line the country you wish your funds to go towards.*

### WAYS TO GET INVOLVED

Check out the website for more resources on the program, how to get involved, and ways to fundraise and spread awareness in your community.

### Working together to achieve the Sustainable Development Goals through the Joint Investment Mechanism

Over eight decades, the United Nations Children's Fund (UNICEF) built an unprecedented global support system for the world's children. UNICEF relentlessly works day in and day out to deliver the essentials that give every child an equitable chance in life: health care and immunizations, safe water and sanitation, nutrition, education, emergency relief, and more. UNICEF USA advances the global mission of UNICEF by rallying the American public to support the world's most vulnerable children. Together, we have helped save more children's lives than any other humanitarian organization.

For over six decades, the General Federation of Women's Clubs (GFWC) has supported UNICEF's efforts to ensure access to clean water, proper sanitation facilities, health services, education, child protection, and in times of emergencies.

The challenges facing children have never been more complex. Despite comprising one-third of the global population, children represent half of those struggling to survive on less than \$1.90 a day. **An estimated 365 million children live in extreme poverty.** What's more, children in countries across the world remain effectively uncared and unrepresented in national registries, making it impossible to track their wellbeing and challenging for them to access critical services.

Given the multiple setbacks resulting from the COVID-19 pandemic, now is the moment to make critical investments to overcome gaps and get progress toward achievement of the Sustainable Development Goals (SDGs) back on track.

**As the first new commitment to support the Joint Investment Mechanism (JIM), GFWC is pioneering a path for other supporters to join us.**

The JIM was established by UNICEF and the Bill & Melinda Gates Foundation to work hand in hand with governments to make significantly accelerated progress toward achieving the SDGs. The JIM will achieve results at scale by leveraging the foundation's technical expertise with UNICEF's extensive country knowledge, far-reaching global footprint, and more than 75 years of experience advocating for children's rights.

# AFFILIATE ORGANIZATIONS INFORMATION

In addition, JIM funding is 100% flexible, so UNICEF country offices on the ground can determine where funds will have the greatest impact for children. This first of its kind flexible mechanism allows UNICEF to commit funds where they are needed most, to scale promising practices, or to bolster programs hit hardest by the pandemic. Launched in 2021, the catalytic project's first phase is set up to run through 2025 in Burkina Faso, the Democratic Republic of the Congo, and Kenya.

Through this new approach, the JIM, UNICEF, and the foundation aim to achieve the following goals:

1. End preventable maternal and child deaths.
2. Accelerate gains on maternal and childhood nutrition.
3. Increase cognitive development outcomes.
4. Improve adolescent health and well-being.

Through GFWC's support of the JIM, it will focus on rebuilding more resilient systems across these goal areas, helping countries prepare for future shocks and emergencies. Below are a handful of the many targets that JIM aims to achieve.

## **Burkina Faso**

- 250,000 pregnant and lactating women receive infant and young child feeding counseling services.
- 56,000 children aged 0 to 5 years with symptoms of pneumonia receive appropriate care.

## **The Democratic Republic of the Congo**

- 9,000 children are registered within the legal deadline and receive a birth certificate.
- 90 percent of live births are attended by a skilled health professional.

## **Kenya**

- 95 percent of pregnant women living with HIV receive antiretroviral medicine to reduce the risk of mother to child transmission.
- 90 percent of children under the age of one are vaccinated against measles.

**UNICEF and the Bill & Melinda Gates Foundation are excited to have GFWC join them in aligning to track the SDG's and measure progress in Burkina Faso, the Democratic Republic of the Congo, and Kenya.**

The goal is clear: achieve the Sustainable Development Goals!



# COMMUNICATIONS AND PUBLIC RELATIONS

## ADVANCEMENT PLAN

Today, communication truly takes on all tactical forms – visual, written, digital, and audible. For your club to become even more efficient and resourceful, you must consider taking the time to develop and execute a strong communications strategy, one that employs all these forms to effectively engage your members.

Engaged members are more satisfied, will see more value in their membership, and will participate in more activities. But how do you create an experience that's truly meaningful to your members?

You need to first create a **COMMUNICATIONS STRATEGY**. It is the first step in understanding your membership! It is how you will shape content that will educate, inform, and inspire current members as well as potential NEW members. Executed properly, a good membership communications strategy will also help you RETAIN members.

### BEFORE YOU BEGIN - ASK THE HARD QUESTIONS!

What do you want your communications to do? Once you define your goal, you'll need to figure out how to reach it by employing one or more of these tactics or tools.

Next, you'll want to establish how you expect your communications to influence your members. What do you expect to happen as a result? Understanding and having a realistic expectation of results defined in your overall strategy is key when evaluating the success of each tactic and can help when adjustments are needed.

This guide will walk you through creating a solid communications strategy, define the following tactics, and outline the tools that you can utilize to reach your club's goals and objectives.

- Branding
- Public Relations
- Club Communications
- Website
- Social Media
- Digital Meeting Capabilities

### 2022-2024 COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE

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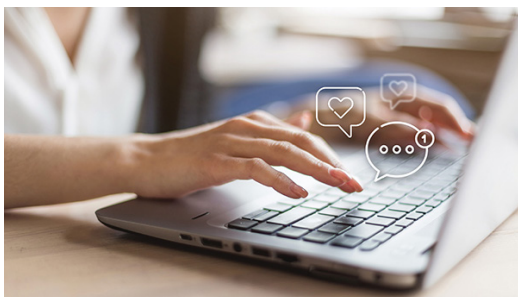
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#### Nancy Kaufman

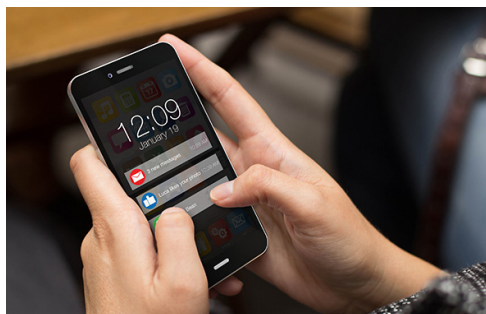
GFWC Western States Region  
npkauf@comcast.net

### PROJECT IDEAS:



#### #IamGFWC

GFWC Ackerman Twentieth Century Club (MS) created 15 testimonial Facebook posts during their October membership drive. Each post highlighted an individual club member using the hashtag #IamGFWC. Posts included the club's name and logo, a photo of the member, and why she belongs to the club. The posts were viewed 6,370 times during the campaign.



#### There's an App for That

GFWC Marlborough Junior Woman's Club (MA) introduced an app to its membership that could be used on their phone. The app emails all members and keeps documents like Bylaws, Standing Rules, past newsletters, and more in one place. It also can notify members of meetings and send a remote meeting link, as well as post upcoming events.



#### Supporting the Community

Woman's Club of Hermosa Beach (CA) supported the local restaurants that donated goods to their club in the past. Each week for 12 weeks, they featured a local restaurant and encouraged the community to order takeout and share their experience on social media. They created yard signs, stickers, and window signs that read, "Support Local." The signs also featured the club's 100th anniversary and had a QR code with information on the club.



#### Farmer's Market in the Park

Woman's Club of Wenonah (NJ) expanded the Wenonah Farmer's Market, a community outreach program they started in 2019. They reached a massive audience through social media advertising. Their market website featured all vendors and offered pre-ordering. They also established a Facebook page and an Instagram account for the market. More than 1,200 people were served and most transactions were hands-free with curbside pickup available. This project gives them broad exposure in the community!

# 2022-2024 GFWC CLUB MANUAL

## COMMUNICATIONS AND PUBLIC RELATIONS

### BRANDING

What does “having a brand” really mean? Your brand emotionally connects you to your audience. It is what you stand for as an organization; it is your reputation. Someone may have heard of your club, but a good brand ensures they already know what you do. There is a difference!

The GFWC brand is our image to the public—it is the collective GFWC identity that conveys an image of friendship and volunteer service to our target audiences. The GFWC brand consists of several different elements: the emblem, motto, and tagline. Together, these elements establish the GFWC brand as a significant and differentiated presence in the world.

The GFWC emblem is the foremost example of our brand identity and our image to the public. It is an intangible image of our reputation. Club members themselves participate in developing and protecting the GFWC brand by being ambassadors of our image through volunteer activities within the community.

Additionally, the GFWC brand is made up of other communication tools and identifying features, such as our registered motto (GFWC Unity in Diversity®), and tagline *Living the Volunteer Spirit!*

All GFWC members must fiercely protect and continue to establish our unique brand. It is this image within our community that represents our members as an international women’s organization dedicated to community improvement by enhancing the lives of others through volunteer service.



#### CPR TIPS

1. Download the *GFWC Stylebook* and ensure all members of your leadership team adhere to the guidelines to ensure brand continuity.
2. Consider creating your own Stylebook for your club’s brand identity so that your communications are consistent throughout your printed and digital communications.

### GFWC STYLEBOOK

The *GFWC Stylebook* is the primary reference for maintaining the GFWC brand, communicating our vital messages, reinforcing our standards, and enhancing the image of GFWC and GFWC members. At the same time, there are restrictions and specific guidelines for word and emblem use, publications and advertising design, Web design, merchandising, and more.

GFWC clubs and members have responsibility for, and a role in protecting and enhancing, our brand. It is imperative that every member responsible for creating communications for her club familiarizes herself with the *GFWC Stylebook*. The *GFWC Stylebook* can be viewed and downloaded at [www.GFWC.org/memberportal](http://www.GFWC.org/memberportal).

### PUBLIC RELATIONS

The primary goal of public relations is to garner positive publicity for an organization’s mission, policies, and practices. In this section, we will define public relations efforts with an emphasis on media relations.

Public relations efforts and tactics extend ***beyond the media*** to the public.

- Create a public service announcement highlighting your club’s selected charity and ask local news outlets to promote it.
- Ask local news outlets to promote and attend your events/fundraisers.
- Write op-eds and letters to the editor of your local publications focusing on topics or issues your club is involved in on a local level.
- Promote your club’s social media pages in a variety of community-based social media platforms.
- Invite a local celebrity to attend your Convention or event.
- Ask to be recognized by your city council or village board.



**MEDIA RELATIONS**

“Media relations” refers to the connection between an organization and journalists: most often used is a press release. A press release provides the media with the basics needed to prepare a story. The information should be written in a concise and straightforward manner; cover club projects, programs, and accomplishments; and highlight the news value of GFWC’s work in the community. Develop a news angle or hook to pique the media’s attention and increase the chances for media coverage. Consider the following:

- Is this relevant beyond GFWC?
- What is the impact (i.e., dollars raised, people served, community improvement)?
- Why is this story significant?
- Is it unique or unusual?
- Does it improve people’s lives?
- What are the major achievements (i.e., significant anniversary, recognition from a program partner or legislative body)?
- Is there a human-interest angle?
- Proofread! Always proofread your work before sending the release.
- Follow up with your media contacts to ensure they received the press release and determine if they have any questions. Ask about publication status if time sensitive material is submitted.

**PRESS RELEASE SUBMISSION TIPS**

News stories should emphasize your club’s activities and accomplishments, focusing on why they are interesting. Human interest, humor, and innovative ideas make the best story topics.

- Has your club implemented a modern solution to an old problem?
- Is your club engaged in any legislative efforts or working on any projects that relate to GFWC Resolutions?
- Numbers and statistics are nice, but a good narrative is better.
- Include photographs! Send photos as email attachments, never embedded in the body of your email or in a Word document. Photos should be in the highest resolution possible, but no less than 300 dpi (dots per inch).

**DEVELOPING A GOOD EYE FOR PHOTOGRAPHY**

A good photograph tells a great story. Photographs entice people to read the article.

- **PLAN YOUR PHOTO** so something is happening. People standing or posing together do not make interesting photos.
- **LIMIT PHOTOGRAPHS** to no more than five people. Do not cram a lot of people into the frame.
- **STRIVE FOR SIMPLICITY.** Remove water glasses, soda cans, purses, wastebaskets, and anything that clutters the photo.
- **CREATE EMPHASIS.** If you’re photographing a person, bring the subject forward from the background so the emphasis is on him or her. Subjects should not be leaning up against a wall.
- **POSITION THE SUBJECT** so his or her body is slightly angled (not directly facing the camera) with the head turned to face you.
- **EXPERIMENT** with different angles and try several different ideas. Try moving the person in the scene. Have them move forward or position themselves differently.
- **SMARTPHONE PHOTOGRAPHY** has become the popular choice for taking pictures, the tips above still hold true. Other tips for Smartphone Photography are:
  - ø Hold your smartphone sideways to take all pictures.
  - ø Keep your smartphone still to get a clear shot.
  - ø Clean the camera lens – your smartphone can get dirty “living” in pockets, purses, and bags.
  - ø Avoid using the digital zoom as it decreases the quality.
  - ø Observe camera etiquette.

# 2022-2024 GFWC CLUB MANUAL

## COMMUNICATIONS AND PUBLIC RELATIONS

### GFWC BOILERPLATE

All members are encouraged to use the following GFWC boilerplate in written communication, such as press releases, letters, newsletters, etc.:

*The General Federation of Women's Clubs is a unifying force, bringing together local women's clubs, with members dedicated to strengthening their communities and enhancing the lives of others through volunteer service. With nearly 80,000 members in affiliated clubs in every state and more than a dozen countries, GFWC members are community leaders who work locally to create global change by supporting the arts, preserving natural resources, advancing education, promoting healthy lifestyles, encouraging civic involvement, and working toward world peace and understanding. For more information, please visit [www.GFWC.org](http://www.GFWC.org) or call 1-800-443-GFWC (4392).*

### CLUB COMMUNICATIONS

Creating effective ways to communicate with your membership is crucial to the HEALTH of your club/State Federation/Region. Do you really know how your members like to receive information? Print or electronically? If not, you will want to take time to survey them. Are they open to change? If not, you may need to create a MIX of new AND familiar ways of communication.

You can save hundreds or even thousands of dollars by knowing the answers to these questions. Even more importantly, by taking the time to understand the communication style and needs of your membership, your members will feel "heard" and will feel valued.

### NEWSLETTERS (PRINT OR EMAIL)

Club newsletters are one of the most effective and efficient methods of informing GFWC members about projects, programs, events, partnerships, and issues. Appoint a newsletter chairman for your club and/or State Federation.

- Identify a layout and media (electronic, hard copy, or both) that works best for your membership and budget.
- Determine the newsletter's frequency (i.e., monthly, bi-monthly, or quarterly).
- Create an editorial calendar and set deadlines for article submission. Suggested topics include:
  - Ø President's Column – Letter from your club, District, State, and/or Region president.
  - Ø Member Profiles – A glimpse into the lives of fellow club members and their experiences. Feature a different member in each issue.
  - Ø Calendar of Events – Important dates, such as meetings, programs, events, Federation Day, your club anniversary, holidays, observances, and member birthdays.
  - Ø Club News – Program updates, accomplishments, recent events, awards, accolades, and community recognition.
- Include information distributed from all levels of GFWC leadership and solicit articles from all levels, as well.

GENERAL FEDERATION  
of WOMEN'S CLUBS  
[www.GFWC.org](http://www.GFWC.org)



For Immediate Release

**Contact:** [Club president or appropriate chairman]

**P:** [Contact phone number]

**E:** [Contact email address]

#### HEADLINE USING ALL UPPERCASE LETTERS

*Subtitle in Italics*

**Month, Day, Year (Club's City, State Abbreviation\*)** – The opening paragraph should contain a news angle or hook to pique the media's attention and increase the chance for media coverage. This paragraph should also contain who, what, when, where, why, and how.

The remainder of the body text should include any relevant information, including benefits, statistics, area of impact, etc. Add quotes from your club president, community leaders, Affiliate Organizations, or elected officials. The quote should be based on the press release topic, and you should obtain the individual's permission to use the quote.

*Add Boilerplate:*

#### About the General Federation of Women's Clubs

The General Federation of Women's Clubs is a unifying force, bringing together local women's clubs, with members dedicated to strengthening their communities and enhancing the lives of others through volunteer service. With nearly 80,000 members in affiliated clubs in every state and more than a dozen countries, GFWC members are community leaders who work locally to create global change by supporting the arts, preserving natural resources, advancing education, promoting healthy lifestyles, encouraging civic involvement, and working toward world peace and understanding.

*At the end of the release, insert three number symbols to show that the press release is complete:*

###

\*States listed in the dateline should be written in AP style. For example, use Wash. for Washington State. For a list of AP state abbreviations, view the GFWC Stylebook at [www.GFWC.org](http://www.GFWC.org).

[Club Name]

[Street Address] [City, Postal Code State Abbreviation, Zip]

[www.ClubWebsite.org/com](http://www.ClubWebsite.org/com) P: XXX-XXX-XXXX

### CPR TIPS

1. Always use the GFWC Boilerplate on all press releases to ensure brand continuity.
2. Always review potential platforms and tools with your boards/committees and general membership before implementation.

# COMMUNICATIONS AND PUBLIC RELATIONS

- Cover Community Service Program projects that were completed with or for GFWC Affiliate Organizations and use their logos/emblems whenever possible.
- Assign article writing to club members based on responsibilities as leaders and project organizers.
- Convey knowledge, generate enthusiasm, and enhance your club's public relations outreach, membership recruiting and retention, program development and reporting, and strategic plan.
- Include action photos, when possible, as they add interest to your newsletter.
- Always provide club contact information.

## EMAIL PLATFORMS

To communicate with your members via email, look at two of the most popular email marketing platforms.

### MAILCHIMP

MailChimp is a great resource for club communications because it offers a free option for up to 2,000 email addresses. If you use for your state communications, it may push you over that limit and into a paid model, but it is still very affordable as it is far less than the traditional fees associated with a print magazine or newsletter! It is the largest email marketing application you can use. It also offers easy to read reports and analytics; you can easily see which recipients opened and read your communications. This platform also offers more options for template customization, which is important in keeping your brand identity intact.

### CONSTANT CONTACT

This platform is also extremely easy to use and has a free offering, but only one month per the plan you choose. It offers a gallery of stock images to choose from and has numerous template selections. It also allows you to easily manage your club database and offers outstanding customer support.

Other platforms to consider are Pinpoint and Benchmark. Some will collect funds for your club's events, which can be helpful for conventions or special fundraisers.

### CPRTIPS

1. There are many email marketing platforms out there! Be sure to research what is best for you and your club.
2. A well-designed website is the single best way to attract new members and donors to your club as everyone will visit it before joining or doing business with you.

## WEBSITE

Your club website is the public's first and last impression of you and your members! It is always open, 24/7 for all to see so please make sure it is up-to-date and contains fresh and timely content. Find someone in your club who knows how to create and/or maintain a website. Another resource might be to inquire at local high schools or higher education institutions. This is an important part of your branding, and something you will want to invest in with a third-party.

- Appoint a website chairman for your club and/or State Federation.
- Create a club email account (i.e., GFWCClub@yahoo.com, GFWCStudyClub@gmail.com) and assign someone to check it regularly.
- Identify a technology solution that works for your level of knowledge. Possibilities include working with a website developer or designer; securing assistance from tech-savvy friends, family, or volunteers from local schools looking for practical experience; or running and maintaining the website on your own.
- Secure a domain name that clearly portrays your name and includes GFWC (i.e., www.GFWCFlorida.org, www.GFWCWarrenJWC.org).
- Link to www.GFWC.org to show that your club/State Federation is a part of GFWC.
- Include your club's website address in all printed materials, including press releases, business cards, brochures, fliers, and posters.
- Provide the following information on your website:
  - ø A calendar of meetings, project-related activities, and other club/State Federation events.

# 2022-2024 GFWC CLUB MANUAL

## COMMUNICATIONS AND PUBLIC RELATIONS

- Club/State Federation history, noting important milestones and accomplishments, officers, past presidents, and other achievements.
- Develop a plan for updating the website and share the responsibilities for writing new content.

### SOCIAL MEDIA

According to Google, there are 65 or more social media platforms or sites. Many of these platforms simply do not fit with our goals and interests. We will review several of the most popular ones here, but feel free to research what will work best for your club and members.

If you cannot decide where to start, consider ranking your club's priorities; it may be more effective for your club's brand to focus on maximizing the capabilities of one or two platforms. Whichever platform(s) you choose, set up a team to monitor it regularly. The platforms that allow followers to interact come with (unspoken) expectations that someone will respond very quickly and that there will be a steady stream of real-time content. Never let just one person in the club be responsible for social media efforts; it is far too big of a job!

#### FACEBOOK

If you have not yet established a club, District, or State Federation page, you should consider doing so during this Administration!

Use your club's name as the title and appoint someone in your club to manage it. Continually post updates and photos of your activities, create events for your meetings, and make sure to keep your contact information and club website up to date.

Encourage all members of your club who are on Facebook to like your club's page so they can share the information you post with their friends. Your club's page should also like pages of groups you work with, such as national and local partner organizations, news stations, civic organizations, or other groups with Facebook pages.

#### FACEBOOK LIVE

Facebook Live is a live video streaming service that lets anyone broadcast from their mobile devices straight to their Facebook News Feed, which is perfect for GFWC clubwomen! You can do short, live video clips from your fundraisers, installations, meetings, just about anything you would like to promote in your Facebook feed!

Here are basic instructions on how to go LIVE on Facebook!

1. Tap the camera icon to the left of your search bar.
2. Give Facebook access to your camera and microphone when prompted.
3. Switch to "Live" on the bottom of your camera screen.
4. Choose your privacy and posting settings.
5. Write a compelling description.
6. Tag friends, indicate your location, or add an activity.
7. Set your camera's orientation.
8. Add lenses, filters, or writing and drawing to your video.
9. Click the blue "Start Live Video" button to start broadcasting.



#### CPRTIPS

Do not forget to like GFWC's Facebook page as well! View it at [www.Facebook.com/GFWCMembers](http://www.Facebook.com/GFWCMembers)

#### CPRTIPS

Facebook Live is hard to "practice" since it is live, so be prepared! Do something simple the first few times until you get the hang of narrating.

# 2022-2024 GFWC CLUB MANUAL

## COMMUNICATIONS AND PUBLIC RELATIONS

10. Interact with viewers and commenters.
11. Click "Finish" to end the broadcast.
12. Post your reply and save the video to your camera roll.

### VIDEO SHARING

It is no secret that people love to watch others in action and posting your club/State Federation/Region's videos can be a terrific way to attract new members. There are numerous video sharing platforms, so be sure to do your homework! In this section, we will look at the two largest and most well-known platforms: YouTube and Vimeo. Instagram is also considered a video sharing platform, but we will take a look at that later.

#### YOUTUBE

YouTube is the video sharing giant with more than one billion users and people watch more than one billion hours of video on the site daily. YouTube allows users to upload, view, rate, favorite, share, flag, report, add to playlists, comment on videos, and subscribe to other users.

To sign up for a YouTube account, you must have a Google ID or sign up for a new Google account. To start, go to the **YouTube.com** homepage and click the "Create an Account" button at the top of the screen to go to the basic Google sign-up form and then follow the prompts. Once you have created your account, you can upload your videos and then share them on social media or in your email communications.



#### CPRTIPS

When posting on social media, use short, complete, and clear descriptions and let the photos or video tell the story.

#### VIMEO

Vimeo has similarities and differences with YouTube. Like YouTube, it lets people upload and share videos. Unlike YouTube, the platform has no advertising, and most users must pay for the privilege of uploading their videos. Plans are inexpensive depending on data amount, but there is also a free, basic plan.

Vimeo might not be as open and accessible as YouTube, and it has a smaller audience of around 80 million. To sign up for a Vimeo account, go to **Vimeo.com** homepage and click "Join." Create a username and password and enter your email. Confirm your email by following the instructions sent to your inbox, and you will be in business!



#### CPRTIPS

Twitter is especially important if you need to contact or influence members of Congress. For example, **Shot@Life** has found that when they tweet photos of their visits to Congressional Members, their efforts are more effective!

#### TWITTER

Twitter is another important social media platform. But what is it exactly?

Twitter is a "microblogging" system that allows you to send and receive short posts called tweets. Tweets can be up to 280 characters long and can include links to relevant websites and resources.

You can create your own tweets, or you can retweet information that has been tweeted by others. Retweeting means that information can be shared quickly and efficiently with many people.

Here is the most important thing to understand about Twitter – it **IS** the news. It is as current and up-to-the-minute as you can get. National and local events, celebrity news, weather-related information all break **FIRST** on Twitter. It is an excellent way to get the attention of big brands for sponsorship or to release a public service announcement.

### PINTEREST

Pinterest is another social media platform that most of our members have heard of, perhaps for its recipes, but it does so much more! It is a great place to look for inspirations for your meetings or conventions and even fundraising! Users create and share collections (called “boards”) of visual bookmarks (called “Pins”) that they use to do things like plan trips and projects, organize events, or save articles.

We encourage you to look at and try this platform for your club. It is very visual with lots of photos and can be a useful way to show off a project or event and attract new members with like-minded interests to your club.

### INSTAGRAM

Instagram is a free photo and video sharing platform. People can upload photos or videos to share with their followers or with a select group of friends. It works much like Facebook and can be combined with your Facebook account, and it is primarily used by mobile device users. Instagram is all about visual sharing, so everybody’s main intention is to share and find only the best photos and videos, which makes it a great way to show off your projects and events!

### SNAPCHAT

Snapchat is a free mobile messaging application used to share photos, videos, and text messages that users can only access from a mobile device. It is different than other forms of social media in that its messages disappear from the recipient’s phone after only a few seconds. If your club is marketing to younger members or sponsors a GFWC Juniette club, Instagram and Snapchat are must-haves in your communications strategy.

These are just a few of the many platforms that are out there for you to use for your club activities and membership retention so DO YOUR RESEARCH!

### SOCIAL MEDIA HINTS

Most of these platforms are photo-driven. This means people want to see pictures, not words! Use photos showing your club members in action so that potential members can see themselves as a member of your club. Crop your photos so that there is not a lot of wasted space around the action and the action is easier to see. Also, investigate using paid posts on FB to promote your club’s Membership Drives or fundraisers. It is very inexpensive and usually yields impressive results.

#### CPRTIPS

Gen Z and millennial Snapchat users share a common personality trait: FOMO (fear of missing out). By promoting your local events to FOMO-motivated young ladies, you can make your club relevant to a broader audience and bring in new members!

#### CPRTIPS

The way people communicate is changing and we need to keep up with the trends, not only to thrive but to SURVIVE.

### DIGITAL MEDIA CAPABILITIES

A necessary piece of your communications strategy is utilizing digital communication tools, such as online meetings, text reminders, webinars, and podcasts.

Online or mobile collaboration means improved efficiency and increased productivity, but only if you have the right tools for collaboration in the first place. It also means monetary savings for your club, District, or State Federation budgets.



# 2022-2024 GFWC CLUB MANUAL

## COMMUNICATIONS AND PUBLIC RELATIONS

### **BIGMARKER.COM**

This browser-based platform is a wonderful tool for large-scale webinars, virtual workshops and/or presentation style-meetings. It is professional and couldn't be easier to use, simply click a link to join the virtual event. It runs in the cloud through your web browser - no downloads required.

It also offers tools to engage the audience, which can be used to capture member data. The platform also offers online resources and support and customizable templates.

### **ZOOM**

This longtime Skype alternative allows for easy video calls, online demos, or webinars with your virtual teams. Advanced features include selective screen sharing where some participants can see the presenter's screen and others cannot. If your members use Microsoft Outlook, then this is a top selection: it's easy to [schedule](#) video conferencing meetings from Outlook through the Zoom plugins.

### **SLACK**

Slack is an incredibly smart platform, which you can get on mobile and desktop devices. It enables you to send direct messages (DMs) and files to a single person or a group, and there is the ability to organize conversations into different channels (perhaps for specific projects, general chat, and so forth).

The app also supports video calling. You can use the feature to talk to your committees about projects and work in-depth, without having to type everything into a Direct Message or email. And while this is not a replacement for cloud storage services, you are able to drag, drop, and share files with your colleagues directly within Slack. It is also compatible with services such as Google Drive and Dropbox. Slack has a free version, although it does have limitations (in terms of the number of messages stored, overall storage space, and so forth).

### **GOOGLE DRIVE**

All club records can be stored on Google Drive and can be accessed by all members at any time. No more waiting for someone to send something to you! Google Drive also offers a ton of storage for a low price, so implementing Google Drive and G Suite tools for your whole team is simple and definitely worth the price.



#### **CPRTIPS**

Research what podcast hosting sites/plans will suit your club/State Federation/Region best!

### **DROPBOX**

What made Dropbox the most popular cloud storage app to share documents for more than a decade? It has a user-friendly interface and simple experience! It is like you're storing documents and notes right on your hard drive by dragging the appropriate files over to that little blue and white icon. It is instantly familiar and instantly accessible! Also, you can share files and notes to non-Dropbox users with a simple link.

So many choices and options! When you survey your members, be sure to include a question about digital meetings and communications. Investigate what will work best for you and your club/committees/boards/memberships and you will be rewarded with more efficient and (in many cases) more affordable ways to conduct club business, all while streamlining communications with your members.

### **PODCAST**

Podcasts are a tremendous way to stay connected to your members, especially if they cannot make a workshop, or State Federation or Region presentation. Information can be recorded so members (and potential members) can download and listen to it when it is convenient for them.

People listen to podcasts while driving, flying, at work, or working out! It is all about the convenience and access to information virtually anywhere, anytime, anyplace. Many podcasts are free to download, and some are even free of commercial advertisements.

Podcast productions can range from carefully scripted to totally improvised discussions; what is important is the topic discussed. **Buzzsprout** is a wonderful resource for hosting your club/State Federation/Region's podcast(s), offering a free plan and several low-cost plans, depending on your needs.

## CONTESTS

The Communication and Public Relations Committee oversees two contests: Newsletter and Website. Certificates are awarded to the top three club entries, while State Federations compete for top billing within each membership category. Please refer to the Awards, Contests, and Grants section of the *GFWC Club Manual* for further information.

## AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Communication and Public Relations projects, as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Awards Program. Each State Federation may submit one State Award Entry Cover Sheet and one Club Creativity Award Entry Cover Sheet for the Communication and Public Relations Advancement Plan. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.



## FUNDRAISING AND DEVELOPMENT

### ADVANCEMENT PLAN

**By fundraising, you add  
“sparkle” to your community,  
club, and members.**

**“ONLY BY GIVING ARE YOU ABLE TO  
RECEIVE MORE THAN YOU ALREADY  
HAVE.”**

**— Jim Rohn**

Fundraising is beneficial to your community, your club, and its members. Raising capital for a local project, recognized charity, affiliate organization, your club's outreach plans and operations, or GFWC Designated Funds is also an opportunity to make the achievements of your club known throughout the community. As they work together on a fundraiser, club members learn new skills and much more. Successful teamwork fosters cooperation, provides a sense of accomplishment, cultivates pride and ownership in the organization, and creates life-long friendships—all while building a stronger and better club.

Learn more about choosing a fundraising idea, creating a successful event, advancing your club and GFWC, supporting GFWC Designated Funds, and being recognized by GFWC for your fundraising efforts. Questions or need coaching? Contact any of the Fundraising Committee Members, who are eager to provide help.

#### 2022-2024 FUNDRAISING AND DEVELOPMENT COMMITTEE

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## PROJECT IDEAS:



### **Fight Identity Theft**

The Coronado Woman's Club (CA) held shredding events in the parking lot of a local bank. The people who came were happy to see their documents shredded in front of them, and the club was happy to help the community. The cost for people to participate in the shredding event was \$7 per box, and the club raised \$750 total.



### **"Oh, the Places You Will Go"**

The Village Improvement Association of Rehoboth Beach (DE) developed a fundraising and wellness project for fellow members during COVID-19. This program encouraged members to walk, run, swim, or bicycle. Each member was encouraged to keep an accurate recorded log of the miles covered. They also asked family, friends, and business owner partners to sponsor miles successfully traveled. Eighty-three members and four non-members participated. The member who traveled the most miles each month was awarded \$75. In total, the club raised \$10,556 and traveled 4,488 miles.



### **Speedy Fill and Squeaky Clean – Service Station Attendants**

GFWC Papillion Junior Woman's Club (NE) partnered with a local convenience store and volunteered as gas pump attendants on Saturdays for a month. The club members pumped gas and cleaned windshields for customers. The convenience store owner donated one cent for every gallon of gas sold during the month, and customers donated by placing money in a decorated container.



### **What's The B-U-Z-Z? – Adult Spelling Bee**

GFWC Murray Woman's Club (KY) sponsored an adult spelling bee. Teams of three paid an entry fee to participate. Others in attendance paid an admission fee. Teams could purchase a "spell-again" or pay to pass on a word (prices were lower if purchased in advance). In the first three rounds, an eliminated team could pay to re-enter the bee.

# 2022-2024 GFWC CLUB MANUAL

## FUNDRAISING AND DEVELOPMENT

### PUT THE “SPARKLE” IN FUNDRAISING

Begin your fundraising process by gathering club members together for a brainstorming session. No dream is too big when you work together! Discuss pros and cons, then make your choice and design as many ways as you can to put sparkle into your fundraiser. Some ideas are below.

#### COMMUNITY CAPERS AND EVENTS

- Adult Spelling Bee
- Art in the Park Show & Sale
- Baby Photo Contest
- Children’s Puppet Show or Magician
- Dance Off/Dancing with the Stars
- Father/Daughter Dance
- Festival Face Painting or Photo Booth
- Mardi Gras Party
- Music BINGO
- Paint the Porch Pink (Breast Cancer Walk)
- Rubber Duck Races
- Shredding Events

#### DYNAMO DATE NIGHTS

- Casino Night
- Dances—Rock & Roll, Line Dancing, Ballroom Dancing
- Gala to support awareness and prevention of Human Trafficking
- Movie-Themed Costume Contest and Sing-Along
- Kentucky Derby Party—Hats & Bowties
- Mad Hatter’s Tea Party
- Murder Mystery Party/Dinner
- Oscar Extravaganza
- Progressive Dinner—Three Restaurants/Three Courses

#### FABULOUS FOODS

- Baked Goods Sales
- Chili Supper, Baked Potato Bar, Ice Cream Social
- Chocolate & Wine Sale
- Coffee or Brunch Event with Recipes
- Cultural Dinner—Small Plates
- Hot, Medium, and Mild Pepper Jelly Sale
- Kitchen Tour with Host Chefs
- Meat Sales or Raffles
- Pancake Breakfast

### GIRLS JUST WANT TO HAVE FUN

- Bunco, Bingo, or Card Party
- Mother/Daughter Tea
- Purse Bingo
- Paint Night
- Pajama Party or Pajama Day
- Style Show or Fashion Show
- Trivia Night
- Witches Night Out

#### HOLIDAY HAPPENINGS

- Christmas Tree Delivery
- Egg My Yard—Easter
- Festival of Trees
- Haunted House or Halloween Party
- Holiday Expo or Bazaar
- Holiday Gift Wrapping
- Holiday Open House or House Tour
- July 4th—Fireworks, Flea Market, Parade, Cookout
- Paint a Pallet-Flags, Pumpkins, Snowman
- Poinsettias & Wreath Sale
- *Polar Express* Event—PJs, Hot Chocolate, Cookies, and Santa
- Restaurant Share Nights (percentage of evening sales)
- Santa or Bunny Breakfast
- Scarecrow Contest/Festivals

#### HOUSE AND GARDEN GOODIES

- Garden Tour
- Flamingo Flock—Pay for Removal
- Raffle a Truck Load of Gravel or Mulch
- Plant Sale

#### “LET’S MAKE A DEAL”

- Art & Craft Auction/Show
- Bazaar—Host the Event or a Table
- Book Sale—Used and New, Invite an Author
- Children’s Consignment Sale
- Cookie/Dessert Sale
- Furniture Upscale and Resale
- It’s in the Bag! (Brown Bag Auction)
- Kitchen Utensil Demo & Sale
- Make It, Bake It, or Fake It! (Arts, Crafts, Foods)
- White Elephant/Re-Gift Auction
- Vintage Jewelry and/or Accessories Sale

#### PAMPERED PETS

- Dog or Pet Show
- Pet Homemade Treat Sale
- Pet Photo Contest

# 2022-2024 GFWC CLUB MANUAL

## FUNDRAISING AND DEVELOPMENT

### VIRTUAL IDEAS

- Bingo
- Drive-by Decorated House Tour
- Online Auctions
- Online Gift Card Sales
- See and Sell
- Spin it to Win it
- Trivia Night

### WIDE WORLD OF SPORTS

- Bowling Tournament/Candelight Bowl
- Fishing Tournament
- Golf Tournament/Golf Outing
- Kickball Tournament
- Walk or Road Race

## STEPS TO SUCCESSFUL FUNDRAISING AND DEVELOPMENT

### RESEARCH AND FOLLOW THE APPLICABLE LAWS

Charitable fundraising is regulated in most states. Nonprofit organizations are usually required to register with the state PRIOR to fundraising or soliciting donations and to renew or update that registration periodically. The government official responsible for processing charitable solicitation registrations varies (e.g., Attorney General, Secretary of State, or others). Some states do not allow certain types of fundraisers or contests. Some states have reporting requirements after the fundraisers. It is important to know and follow the law that applies to your fundraising and development efforts. Consider organizing a program or workshop and inviting speakers to explain the relevant regulations.

### APPOINT A CAPABLE FUNDRAISING AND DEVELOPMENT CHAIRMAN

Appoint an energetic and enthusiastic Fundraising and Development Chairman to plan, organize, and add sparkle to your fundraising and development. A team effort is required for successful fundraising and development, and the Chairman is the leader of that team. The Fundraising and Development Chairman should be:

- Energetic and enthusiastic,
- Organized,
- Experienced at setting and meeting goals and objectives,
- Skilled at delegating tasks and monitoring progress on projects,
- Responsible for matching the many tasks to be accomplished with skills, interests, and comfort level of each member.

### SET GOALS AND OBJECTIVES

Keep in mind that a great fundraising and development program can have multiple great outcomes for your club and its mission, including increased public awareness, good will, and membership. Fundraisers are excellent publicity, networking, and membership opportunities. Set goals for maximum impact.

- Evaluate your financial needs.
- Establish your ongoing and specific projects.
- Estimate expected earnings/outcome of the fundraiser.
- Define the desired impact for the community.

## PLAN ALL ASPECTS AND FACETS OF YOUR FUNDRAISING AND DEVELOPMENT PROGRAM

### “Good fortune is what happens when opportunity meets with planning” – Thomas Edison

Once your research is done, your leader is in place, and your goals and objectives are set, it is time for your members to brainstorm and plan every detail of how you will conduct the fundraising and development needed to sustain your club or State Federation and those causes that are a priority for your members.



# 2022-2024 GFWC CLUB MANUAL

## FUNDRAISING AND DEVELOPMENT

- What type of fundraising?
- Which chairmen and committees are needed?
- What is the budget?
- What type of cooperation is needed from?
  - Ø Local Leaders
  - Ø Businesses
  - Ø Civic Groups
- What is the timeline?
- What is the plan for Marketing and Publicity?

### EVALUATE YOUR EFFORTS AND SHOW APPRECIATION TO THE COMMUNITY

**“Fundraising is the gentle art of teaching the joy of giving.” — HANK ROSSO**

After any fundraiser, take time to evaluate what worked and what did not. The Chairman should prepare a written report on the success of the fundraiser.

- After any fundraiser, take time to evaluate what worked and what did not.
- The Chairman should prepare a written report on the success of the fundraiser.
  - Ø Distribute a survey to the members and compile the results in the report.
  - Ø Include Profit/Loss information (expenses and income).
- Is this same fundraiser recommended for the future?
  - Ø If so, what adjustments need to be made for greater success?
  - Ø If not, did this fundraiser spark interest in other or similar fundraisers that might be more successful?
- Were the goals realistic and achievable?
- Was the budget adequate?
- Was the cooperation with all entities beneficial and constructive?
- Were the publicity/marketing strategies effective?
- Was the fundraiser well-received by the community?
- Were members assigned to tasks that matched their skills and interests? Is this same fundraiser recommended for the future? If so, what adjustments need to be made for greater success? If not, did this fundraiser spark interest in other or similar fundraisers that might be more successful?

### GRATITUDE AND APPRECIATION — CELEBRATE!

Remember to maintain the friendly and positive tone of your fundraising efforts until the last expression of gratitude is conveyed. All donations should be acknowledged in a gracious and timely manner and all funds used efficiently for the cause for which they were solicited. Be sure to communicate the successful results of your fundraising project with all those who supported your efforts and with the public. Build on your success to realize an even more successful project in the future.

After evaluating your effectiveness, thanking the members of the community for supporting your efforts, and writing a comprehensive report, it is time to celebrate your success.

There are endless ways to show your appreciation to community entities and your members:

- A small bottle of hand soap or sanitizer with a note that reads, “Thanks for getting your hands dirty!”
- A cute tin of candy with a note that says, “Thank you for being so sweet!”
- An article, picture, or some other recognition on social media.
- A handwritten thank-you note.
- A small award or certificate.
- Small get-togethers, such as a pizza party or social gathering.

## **GFWC ENDORSED FUNDRAISERS**

**Currently Under Review**

### **GFWC FUND DEVELOPMENT**

GFWC Designated Funds support the work of GFWC by providing essential funding in targeted areas. They are vital to continue GFWC's mission of strengthening our communities and enhancing the lives of others. Donations can be made online through the Member Portal at [www.GFWC.org/memberportal](http://www.GFWC.org/memberportal) or by check made out to GFWC, with the individual fund named in the memo field, and mailed to GFWC, 1734 N Street NW, Washington, DC 20036-2990.

### **THE ANNUAL GIVING PROGRAM**

**Stay tuned for more information on "Honor the Legacy, Ignite the Future" Annual Giving Campaign.**

### **FRIENDS OF THE WHRC**

Membership in the ***Friends of the WHRC*** provides special benefits to GFWC members, clubs, and State Federations that make contributions to support the work of the WHRC. Funds are used to purchase preservation supplies, collections management technology, and books for the WHRC research library. In addition, Friends' donations support outreach activities directed toward students, teachers, and others.

### **GFWC ENDOWMENT FUND**

The GFWC Endowment Fund was begun in 1910 to help ensure a firm financial foundation and assist in providing for the future needs of GFWC. Contributions to this fund are permanently restricted, but income earned on the fund is unrestricted and has been used to support program, advocacy and outreach efforts, and overall membership development opportunities.

### **GFWC JANE CUNNINGHAM CROLY GRAVESITE**

Help honor our founding mother by donating to the ***GFWC Jane Cunningham Croly Gravesite Fund***. This fund provides the necessary means to maintain her gravesite in Lakewood, NJ. In 2010, thanks to your generosity, the Croly family gravesite was refurbished. All donations are tax deductible and all donors will be acknowledged by email.

### **GFWC LIBRARY DISASTER RELIEF FUND**

Tying together members' generous financial gifts and passion for literacy with our mission of community improvement through volunteer service, the ***GFWC Disaster Relief—Library Replenishment Fund*** assists in restocking the collections of public and public school libraries that have been affected by natural and manmade disasters.

### **1734 SOCIETY**

Named for the GFWC Headquarters' address at historic 1734 N Street NW in Washington, DC, the 1734 Society is dedicated to preserving and maintaining the building as a National Historic Landmark. Members of the 1734 Society understand the importance of historic preservation and take pride in supporting GFWC Headquarters.

# 2022-2024 GFWC CLUB MANUAL

## FUNDRAISING AND DEVELOPMENT

### **GFWC SIGNATURE PROGRAM: DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION FUND**

Improve the lives of domestic violence survivors around the country by making an investment in their future with a donation to the *GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention Fund*. Money from the fund will allow GFWC to award intimate partner violence survivors with a scholarship, giving them hope for a better tomorrow. The GFWC Success for Survivors Scholarship was created through GFWC's commitment to our Signature Program, to change the lives of survivors as they take the next step in reshaping their future in a positive way through higher education. For nearly half a century, GFWC has fought to eliminate domestic violence, and the establishment of this fund is one way that GFWC moves towards achieving that goal.

### **AWARDS**

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Fundraising and Development projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Fundraising and Development Advancement Plan. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.



## LEADERSHIP

### ADVANCEMENT PLAN

## Leadership Is Personal Development and Influence

This Advancement Plan contains valuable information, including practical ideas and resources to assist states, districts, and clubs in developing leadership skills in their members. Whatever talent you use, leadership always involves taking risks, being innovative, and promoting new directions. Some may talk about being born leaders, but most of us learn how to be a strong leader, and we should never stop learning and stretching. Just as “management” as a philosophy has evolved through the years into “leadership,” there has also been a growing realization that leadership development involves personal growth and improvement and influencing and fostering others.

Specific leadership areas have been addressed in this plan, and we are pleased to revise and expand the Leadership Toolkit. An index and directions for access in the Member Portal is available in this plan. Additionally, we will continue to offer a leadership development online book club and newsletter content to state leadership chairmen.

### HIGHLIGHTED PROJECTS:



#### Team Training: GFWC Tampa Woman's Club (FL)

This club ensured their newly installed leaders received training in the tools of leadership such as protocol, parliamentary procedure, email courtesies, club policies, and procedures, as well as Bylaws and Standing Rules. The new team set goals, reviewed what worked, and what had not. New officers also developed a calendar of events that included future leadership development.

### 2022-2024 LEADERSHIP COMMITTEE

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### CLUB CONNECTION INITIATIVE

#### Find Non-Traditional Leadership Solutions:

Implement a solution to leadership in your club that is outside the traditional method; address concerns of time commitment by having multiple leaders; consider using the experience of past leaders in an unusual way to help the current leadership; make some of your programs related to leadership growth; build those programs around new projects in your club, and create goals that have a leadership development component.



### **DON'T LET SLEEPING DOGS LIE - LEADERSHIP AT ITS BEST: GFWC HOLDEN BEACH (NC)**

This club does not “let sleeping dogs lie!” The club, chartered in 2007, is fortunate to have in membership all former club presidents plus three former state presidents from different states as active members. To take advantage of this talent, the **Past Presidents Committee** was formed and charged with providing leadership ideas and working on projects that benefit our club goals. The main focus was membership retention. To help maintain the connection with members, the committee members made personal phone calls to all members who had not yet paid club dues and reemphasized their value to the club. Their focus, in addition to membership, is the needs of the local community and the GFWC-NC President’s Special Project.



### **Multi-year Plans: GFWC Diamond Bar Woman’s Club (CA)**

Leadership development was the primary focus for this club. Board members read *Good to Great* and *Difficult Conversations*, then taught the principles and strategies in meetings; in particular those strategies related to conflict resolution techniques. They developed and began to implement multi-year plans for leadership development along with other goals. Each Executive Board member created a procedures notebook for her successor and then mentored her in the new position.



### **ROTATING LEADERS: GFWC SALEM WOMAN’S SERVICE CLUB (OR)**

Each of the members of this club experience club leadership. While there is one Club President for official purposes, the task of serving as presiding officer rotates each month. That individual is involved in the planning of the meeting, sending out notices, preparing an agenda, and presiding over the meeting. Each member gains skills and learns she can handle “just one meeting” offering mentoring opportunities.

### EVERYONE IS A LEADER EVERY DAY

*"A good leader inspires people to have confidence in the leader, a great leader inspires people to have confidence in themselves." - Eleanor Roosevelt, author, politician, and diplomat*

From mothers, wives, and sisters, to club presidents, officers, and members, everybody has the opportunity to be a leader in their daily lives. Each day you make decisions on what to wear, the next book you want to read, what project your club will pursue, or how you will fundraise for your local charities. No matter how small a decision may seem, this is leadership. As a leader, you set the example for those around you and take on the responsibility that comes with this role.

Let us spin the concept of "everyday leadership." Here are seven acts of everyday leaders:

- **Commit.** Passion is a strong desire that can get you to do amazing things. Passion is an emotion to be acted upon. Without action, passion yields no worthwhile results. Passion is the fuel for the fire of action. When you have passion for something, you love it even when you hate it. What are you passionate about? Gardening, exercising, helping animals, teaching, reading, writing, politicking, volunteering, shopping, organizing, art? What do you love even when it is not your favorite?
- **Listen.** I have never heard anyone say, "I am a lousy listener." Almost everyone says, "I am a great listener." The fact of the matter is that we are terrible at listening. Everyday leaders engage their power of listening; listen more than you speak. Listen to experts and fellow enthusiasts, including those you disagree with. Absorb their perspectives, insights, and experiences.
- **Communicate.** You have feelings, experiences, opinions, and a voice. All have value. So, share them often. You become an everyday leader by expressing your thoughts and ideas. Even hair-brained, way-out-there input from you is better than silence.
- **Be humble.** We all know so-called leaders who are described as arrogant, entitled, and controlling. Do not be that leader! See yourself as an everyday person whose experiences and voice matter as much as the next person's – no more and no less than your neighbor's. Think of it as coming from a place of community and in the spirit of making life happier for everyone.
- **Innovate.** There are formulas for everything, and they are copied and followed. Predictable books and movies, architectural blueprints and housing developments with no originality, meeting agendas that leave little room for innovation, and how about the unspoken rules! You do not have to shock and awe every chance you get but think about offering something fresh to further the conversation or something original to move the ball.
- **Learn.** If you are human, you have failed. Failure, however, is not an end to the story, it is a beginning. The trick is to "Fail Forward." What did you learn, and what will you change next time? Then, you get back up and keep moving forward. Failure is an everyday leader's protein; it is where the energy comes from.
- **Smile!** Your smile can change the world. It is a powerful tool. Your smile brings hope, light, acceptance, and gratitude.

### WHAT CAN YOU DO TO BUILD LEADERSHIP?

It is important for leaders to be aware of the challenges involved in identifying and developing prospective leaders and to create an action plan to ensure strong, competent leadership for the future. Most often, people will be more likely to accept leadership positions with a clearer understanding if they have a good idea of what is expected and know that you, as the leader, will nurture and support them along the journey.

The leader—whether it is the president, director, or chairman—may consider the following strategies for growing new leaders:

- Consider officers and their responsibilities and prepare a detailed handout for each. Hold a team planning meeting for the new officers, share the responsibilities for each office, discuss the status of activities, and develop a preliminary plan for future projects. By engaging these leaders in understanding their duties and in developing plans, you will help build their understanding and skills.



- Pull members together from time to time, to reflect on progress and needs, and to consider next steps or necessary changes to accomplish the goal.
- Conduct mini-leadership presentations to help members gain a better understanding and develop new skills.
- Step back and allow new leaders to work and grow. While mistakes may be made, if you nurture your new leaders as they find their way, they will grow in skill and confidence. Praise new leaders for the job they are doing.
- Encourage new members to contribute to various activities where their fresh ideas will be helpful.
- Incorporate reports on GFWC activities at club meetings to connect members with the Federation and other GFWC clubs.
- Take advantage of member diversity. Each individual member brings unique skills to the club.
- Mentor new leaders. Support them with suggestions. Encourage participation in all GFWC activities. Travel with them and help with expenses when possible. Provide them with GFWC resource materials. This is an investment that will pay off!
- Share the work. It is easier if members help plan meetings, participate in projects, and write reports.
- Be generous with your appreciation.
- Nurture and prepare successors for their work. Leaders should be supportive.

Leadership roles often include public speaking and that may include asking a member to step out of her “comfort zone.” Public speaking is often reported as one of the top social fears. Don’t hesitate to encourage someone to assume a leadership position because of a fear of public speaking. Leaving an area of comfort requires a little preparation and practice but does result in success. A great resource to help a new leader plan and deliver presentations can be found in the new Communication and Public Relations Toolkit.

### WHERE TO FIND POTENTIAL LEADERS

*“The way to achieve your own success is to be willing to help somebody else get it first.” - Iyanla Vanzant, inspirational speaker & author*

As the leader, it is essential you equip your officers and committee chairmen to function effectively. Together you will help your club make a real difference in your community. To do that, regular training will be extremely helpful to ensure they handle their duties and are growing in their leadership capacity. Reviewing and discussing the guidelines for the various officers, and brainstorming ways your leadership team can grow beyond expectations, will help to build strong leadership. To encourage leadership succession, look to the following:

#### CLUB MEMBER

- Accepts responsibility and takes initiative even when not serving as an officer.
- Motivates others by their enthusiasm and may recognize that their interests lie in planning and implementing projects.
- Demonstrates creativity and is energetic.
- Grows through being included in projects and club work.

#### FORMER CLUB OFFICER

- Serves at the District or State level and has served the club in several positions.
- Has experience and knows the members and their skills.
- Offers valuable suggestions.
- Continues her service to the club when encouraged.

#### CURRENT CLUB OFFICER

- Accepts responsibilities that require attendance at additional meetings and has good organizational skills.
- Demonstrates confidence from other club members who have elected her to the position.
- Asks questions when they are unsure and seeks the advice of respected mentors.

### NEW MEMBER

- Wants to become involved while being an enthusiastic new member.
- Accepts responsibilities if asked by a club leader.
- Serves as a breath of fresh air because she is not limited by preconceived ideas of how things are usually done.

### DELEGATING AND SHAPING NEW LEADERS

As club members are entrusted to take on responsibility, they will become invested in the project and more likely to take on a leadership role. You might be reluctant to delegate because you want to make sure the job is done “right.” However, by keeping an open mind, you will find there are a variety of ways that a job can be done.

### REASONS TO DELEGATE

When leaders delegate responsibilities, members:

- Become more enthusiastic, involved, and dedicated.
- Share tasks, allowing the club to undertake more projects and activities.
- Complete club projects in a time-efficient manner.
- Develop skills and confidence to gain experiences to step into club leadership roles.
- Grow a club that runs smoothly and effectively.

### BENEFITS TO LEADERS

- Maintain calm by not spreading yourself too thin and “burning out.”
- Gain satisfaction from watching members grow and develop.
- Improve your leadership skills in executive and administrative functions.

### WAYS TO DELEGATE

After thoroughly explaining the requirements and deadlines:

- Ask for volunteers by a show of hands or sign-up sheet.
- Appoint or suggest someone for the task. This shows confidence in ability and potential.
- Assign the task to a committee to take the pressure off the individual or new leader.

### GUIDELINES FOR EFFECTIVE DELEGATION

- Know members’ talents and abilities in order to set them up for success.
- Support members by sharing resources, information, knowledge, and plans with them. Delegate meaningful segments or portions of tasks.
- Discuss the assigned task and set mutual goals and objectives. Clearly define the responsibilities, expectations, and bounds of authority for each delegated task. Emphasize the end goal, rather than the steps, to encourage creativity and innovation, while retaining focus. Communicate on the progress of the task but avoid micromanaging.
- Give accurate, honest, and tactful feedback to encourage growth.
- Delegate! As a leader, it can be hard to let go because you like being the “doer,” but let your appointees have ownership of their assigned jobs.

### SETTING THE TONE & CREATING A HEALTHY CLUB CULTURE

Setting the tone for your organization can be difficult at times, as leadership roles inherently come with stress and a glaring spotlight that can be unforgiving if not handled properly.

#### **Be a leader whom you would want to follow.**

When setting the tone for your organization always remember to put yourself in your team's shoes first. If you know that members look forward to coming to club meetings, you have taken a great first step in establishing a culture of success. If the opposite is true, your club's cultural climate could be headed in the wrong direction. Assess your club's activities and how club members interact with each other. Do they respect others' ideas and opinions and work together as a team? Are they invested in the club's projects? Or should a new format or ideas be introduced at meetings to increase interest and engagement? Recognize challenges and do not be afraid to propose changes when needed.

#### **Always be accessible.**

In setting the tone for your club it is always a good policy to make yourself as accessible as possible to your club members. A collaborative atmosphere where people feel at ease with providing their input on any given topic fosters trust within the club, which contributes greatly to a culture of success.

#### **Always maintain your composure.**

Maintaining your composure at all times is a key component to setting a positive tone for any organization you may be a part of. If the leader of a club regularly succumbs to the pressures around her and often loses her composure, you can bet the team around her will follow suit. A cool and levelheaded leader helps to foster a calm, steady culture within the organization.

#### **Stay positive when adversity hits.**

It is a given that every club is going to be hit with adversity. The pandemic of 2020 has taught us that! However, maintaining an eye to the future, keeping a positive outlook, and realizing that every setback is only temporary has a direct impact on how the members around you react. Showing confidence that brighter days lie ahead, which they always do, imbues that confidence in the members around you and goes a long way towards building a positive culture for your club.

#### **Make the mission bigger than yourself or the club.**

As the leader of any club, you have the power to inspire. One of the most effective ways to do this is to clearly articulate the mission you have undertaken and what it contributes to the world around you. Whether serving in your club, District, or State Federation, when members fully understand the lasting impact their efforts will have, there's a buy-in and a passion for fulfilling the mission that goes a long way towards creating a sustainable culture of success. In leadership roles, it is impossible not to contribute to the culture within the organizations we serve. Setting the right tone and staying focused on maintaining it over time can, and should, ensure that leadership efforts have a lasting impact.

### DEVELOPING A LEADERSHIP ACTION PLAN FOR YOUR CLUB

A Leadership Action Plan helps leaders understand the strengths and weaknesses of a club. The plan assists clubs in setting goals and taking actions to become stronger clubs. Consider making a Leadership Action Plan that will encourage self-examination and evaluation, develop action steps to achieve the goals in the plan, and set a timeline for accomplishing goals. Tools located in the GFWC Member Portal in the Leadership Toolkit can be helpful in creating the plan.

Steps to include in a Leadership Plan:

1. Determine the strengths of your club volunteers using surveys and small group meetings to determine interests.
2. Provide training:
  - Develop procedure books for Community Service Program (CSP) chairs or large project chairs.
  - Develop a comprehensive list of responsibilities for officers and chairmen.
  - Hold group training meetings:
    - Ø Provide resources (i.e., GFWC and state websites).
    - Ø Share club reporting information (the “how to,” recording and tracking data for projects, activities, and forms, etc.).
    - Ø Establish important dates for club calendar, including deadlines for newsletters.
    - Ø Determine financial needs either from the club or through donations.
3. Assign mentors to provide guidance for new leaders.
4. Hold a Yearly Planning Meeting to establish goals and set timelines for the year.
5. Hold routine CSP or Advancement Plan committee meetings to plan projects and activities.
6. Evaluate your club projects at the completion of the work.
  - Were they successful/did they achieve the goal established?
  - If not, why? What could you have done differently?
  - Should they be done again?

A Leadership Action Plan is an important tool to ensure that the goals of your club stay at the forefront of all decisions and serve as a guide throughout the year. Revising the Leadership Action Plan periodically will keep the club energized and focused on manageable goals.

### CREATING A PLAN OF SUCCESSION

An orderly transition of officers is the glue that holds an organization together. It implies stability, confidence, and continuity of operation. We must also be prepared for unexpected vacancies with a written succession plan in place. This can help the club handle the inevitable challenges of leadership transition.

#### TIPS FOR LEADERSHIP TRANSITIONS

- Identify present and future challenges and the qualifications necessary for a leader to meet them. Prepare a job description to provide a complete depiction of the role and responsibilities.
- Have an established timeline for leadership succession.
- Establish an Emergency Plan, similar to a lesson plan, to include delegation of duties and authority during an unexpected transition.
- Provide leadership development for all members so they will have a broader knowledge of the club, state, and international activities.
- Be sure to get the support of all members for newly placed officers.
- Help new officers feel confident enough to find their own voice.
- Avoid micromanaging new officers. Give them the opportunity to do their job but assist when asked to do so.

Careful planning is the most important part of a successful transition. Plus, a strong transition plan helps members feel confident and secure. Create a structured process to ensure leadership continuity and to retain and develop knowledge and relationships in the future. A powerful succession plan focuses on ensuring the flow of information is open and concise for the new leadership.

Transition planning also helps the current leaders “let go” through sharing of information. There’s no “easy” button for leaders, but those who have served long-term positions can face especially tough transitions. They are proud of their achievements and are attached to the projects they leave behind.

No matter how long or well a leader has served, it is best for all clubwomen to have a plan for transferring knowledge and authority and letting go of role “ownership.” Somehow, all the information that is stored only in the leader’s head must be accessed and captured. But how? Consider creating a Transition Plan Checklist or use the one that can be found in the Leadership Toolkit.

## **LEADERSHIP & PERSONAL DEVELOPMENT RESOURCES**

### **BOOKS**

We will feature some of these books in our online leadership ESO book club:

*Dare to Lead*, Brene Brown  
*Developing the Leader Within You 2.0*, John Maxwell  
*Find Your Why*, Simon Sinek  
*Getting Things Done*, David Allen  
*How Women Rise*, Sally Helgesen & Marshall Goldsmith  
*Never Split the Difference*, Chris Voss  
*Start with Why*, Simon Sinek  
*Ted Talks Guide to Public Speaking*, Chris Anderson  
*The Infinite Game*, Simon Sinek  
*The Motive*, Patrick Lencioni  
*The Seven Habits of Highly Effective People*, Steven Covey  
*The Speed of Trust*, Steven Covey  
*Think Again*, Adam Grant  
*Tiny Leaps, Big Changes*, Gregg Clunis  
*Who Moved My Cheese?* Spencer Johnson, MD

### **WEBSITES**

LivingAsALeader.com: Good blog articles and book summaries  
ctb.ku.edu/en/building-leadership: Community Tool Box, Building Leadership resources  
Readitfor.Me: Paid subscription service 200+ book summaries  
JamesClear.com: Building systems and habits  
Trello: Free project management, also an app  
Genhq.com: Leader in generational studies

### **TED TALKS**

Amy Cuddy: *Your Body Language May Shape Who You Are* (power posing, the book is *Presence*)  
Simon Sinek: *How Great Leaders Inspire Action* (the book is *Start with Why*)  
Brene Brown: *The Power of Vulnerability* (books are *Dare to Lead*, *Doing Greatly*, *Rising Strong*)  
Dan Pink: *The Puzzle of Motivation* (the book is *Drive*)  
Natalie Fratto: *3 Ways to Measure Your Adaptability, and How to Improve It*  
Stanley McChrystal: *Listen, Learn, then Lead*  
Drew Dudley: *Lollipop Moments*

### **PODCASTS**

*Craig Groeschel Leadership*  
*Next Level Leaders with Nichole Harrop*  
*Nourish Joy*  
*Tiny Leaps, Big Changes*  
*Women Taking the Lead with Jodi Flynn*

### THE GFWC LEADERSHIP TOOLKIT

This well-received resource is a digital library of topics available in the GFWC Member Portal and is updated frequently.

To access the toolkit, you must first have an account associated with your club. Information is available on the GFWC.org website to create a new account.

- Once your account is established, go to GFWC.org and click on Member Login at the top right corner of the page.
- Login with your username and password.
- Click on the small circle in the top right corner and drag to My Digital Library.
- Click on the Resources link.
- Locate the "Items per page" at the bottom, change to 50 to allow for more documents to be revealed.
- Click on L and then click on Leadership Toolkit. You may want to click on GFWC Leadership Toolkit Overview and print this list to help you find the resources in the different sections of the toolkit.

Topics are recommended by GFWC leaders and include the following resources, some of which are also available in this plan:

### LEADERSHIP DEVELOPMENT IS PERSONAL DEVELOPMENT

- Access personal development resources.
- Discover your unique personality and strengths.
- Explore the principles of empowered well-being.
- Learn effective time management.
- Set achievable goals and cast a compelling vision.

### LEADERSHIP DEVELOPMENT OF MEMBERS

- Build leadership and encourage new leaders.
- Create a plan of succession and checklist for leadership transition.
- Provide and receive constructive feedback.
- Prune as a club to encourage new growth.
- Set the tone and create a healthy club culture.
- Strengthen conflict resolution skills.

### CLUB, DISTRICT, AND STATE FEDERATION LEADER RESOURCES

- Accept your fiduciary responsibility.
- Adhere to principles of protocol.
- Celebrate GFWC history and highlights.
- Conduct business utilizing an agenda.
- Develop an effective club budget.
- Enjoy the benefits of belonging to GFWC.
- Follow parliamentary procedure.
- Identify all GFWC Deadlines/Awards/Contests.
- Investigate applying for 501(c)(3) status.
- Know GFWC governance and organizational structure.
- Plan State, District, and Region Meetings.
- Review officer duties & responsibilities.
- Start with sample GFWC Club bylaws.
- Survey your members to understand their needs.
- Teach parliamentary procedure in a workshop.
- Understand nonprofit financial statements.



### GFWC LEADS

The GFWC Leadership, Education, and Development Seminar identifies GFWC members at the local level who have the potential and desire to assume leadership positions in their State Federations and/or GFWC on the national level. Participation in GFWC LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher offices and serve with distinction.

GFWC LEADS is held annually on the day prior to the official opening of the GFWC Annual Convention. The program may include the following:

- Overview of public speaking, time management, vision casting, and conflict resolution.
- Explanation of GFWC resources, materials, and assistance.
- Outline of GFWC policies, parliamentary procedure, and protocol.
- Discussion of tips and techniques for pursuing personal growth and developing leadership opportunities.

One attendee from each State Federation and International Affiliate Club is eligible to participate in the annual GFWC LEADS program, which is free to all attendees. In addition, GFWC demonstrates its commitment to training leaders by funding a portion of the expenses of candidates who are members of per capita dues paying clubs. State Federations may also offer to fund a portion of expenses. LEADS candidates are asked to be responsible for a portion of expenses as an affirmation of their personal commitment to their leadership development and training. Contact your state leadership chairman for an application and deadline information.

### STATE AND DISTRICT LEADS PROGRAMS

States and Districts are encouraged to hold a LEADS program to identify and develop strong potential leaders prepared to assume club, District, and state leadership positions. By implementing a well-designed LEADS event, the leadership gap of some experience will be addressed, and the talent and enthusiasm of a trained, confident group of volunteers will be more effectively used. The individual member, as well as our organization and communities, will benefit. State leadership can determine when the state or District LEADS program is best conducted. A new resource section will be added to the Leadership Toolkit for use in creating half- and full-day LEADS events using materials available in the toolkit. Members of the 2022-2024 GFWC Leadership Committee are experienced and have diverse and comprehensive backgrounds. We are dedicated to GFWC and look forward to developing strong leaders through our partnership. The vision we cast as leaders while engaging our members will ensure even greater impact by our GFWC clubs. Each GFWC Region has a representative on the Leadership Committee. Please reach out to these talented leaders for their assistance and guidance.

### GFWC LEADERSHIP AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Leadership projects as follows:

- Certificate to one State Federation in each membership category.
- \$50 award to one club in the nation for project creativity. An Honorable Mention Certificate is given to the runner-up club.

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Leadership Advancement Plan. Entries should be submitted to the State Leadership Chairman.

Note: Clubs do not submit entries directly to GFWC or GFWC Chairmen.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.



## LEGISLATION/PUBLIC POLICY

### ADVANCEMENT PLAN

## Legislation/Public Policy

**"All advocacy is, at its core, an exercise in empathy."**

**Samantha Power, the United States Ambassador to the United Nations 2013-2017 and currently serving as the Administrator of the U.S. Agency for International Development (USAID)**

For more than 130 years, GFWC members have raised awareness of specific issues requiring attention at the national level through their advocacy efforts. GFWC members' advocacy efforts are practical not political. GFWC members worked to pass laws affecting highway safety, juvenile justice, women's suffrage, the rights of the disabled, equal pay for women, and increased resources for victims of domestic violence, sexual assault, dating violence, and stalking. Our efforts can change lives! Our empathetic members use public advocacy to seek solutions to local, state, and national concerns. Our organization is strengthened by resolutions and advocacy which make a difference.

During the 2022-2024 Administration, the Legislation/Public Policy Committee is guided by our theme, *Together We Advocate for Those in Need*. The goals of the Legislation/Public Policy Committee during this Administration include:

- Increasing participation in the Legislative Action Center.
- Educating members about GFWC's legislative priorities.
- Promoting Legislative Advocacy as the natural extension of our members' volunteer work for each of the Special Programs and all the Community Service Programs.
- Building relationships with the local, state, regional, and national decision makers.
- Establishing the GFWC name as a brand that lawmakers and the community recognizes.
- Mobilizing our members to raise a united voice to advocate for GFWC and its legislative priorities.

#### 2022-2024

#### LEGISLATION/PUBLIC POLICY COMMITTEE

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### CLUB CONNECTION INITIATIVE: LEGISLATION/PUBLIC POLICY SCAVENGER HUNT PROJECT

During the 2022-2024 Administration, GFWC members, clubs, and states are challenged to complete a Legislation/ Public Policy Scavenger Hunt. The items on the Scavenger List will be provided at the Legislation/Public Policy Workshop at the 2022 GFWC Convention in New Orleans, Louisiana, on page 10 herein, and in the Legislative/ Public Policy Toolkit in the Member Portal Digital Library. Members, clubs, and states completing all items, and members, clubs, and states scoring the highest points, will be recognized at the 2024 GFWC Convention in Chicago, Illinois.



## HIGHLIGHTED PROJECTS:



### Equal Pay for Equal Work

GFWC Olympia Woman's Club (WA) hosted a panel discussion on "Equal Pay for Equal Work." Invited speakers addressed various topics including equal pay, pay negotiation, business planning, and the Equal Rights Amendment. The club gave partner organizations an opportunity to set up information tables so attendees could learn about local resources.



### Students Preparing for Legislative Action

GFWC Woman's Club of West Covina (CA) worked with the local high school to provide a program that asked students to review proposed legislation, debate the legislation, and determine how they would vote if they had the opportunity. The club also provided a pizza party to the students to thank them for their participation.



### Vaping Among Teens Resolution

GFWC Juniorette Diamonds of Picayune (MS) worked with their advisors and the Mississippi chapter of the American Heart Association to formulate a proposed resolution dealing with the subject of vaping among teens. The resolution was unanimously approved at the GFWC Mississippi State Convention in April 2019 and was forwarded to the GFWC Resolutions Committee.



### Keeping Members Aware and Involved

Three members of GFWC Selbyville Community Club (DE) attend every meeting of the Town Council so the club could be aware of issues being considered and voted upon at the local level. Members who attended the meeting gave reports to club members, allowing them to be involved in specific issues of importance to the club and community. Issues addressed included improvements to the town's infrastructure and traffic safety measures aimed at protecting pedestrians.

### **MAKING GFWC'S PRESENCE KNOWN: THE 2022-2024 LEGISLATIVE FOCUS**

During the 2022-2024 Administration, the Legislation/Public Policy Committee, in conjunction with the Executive Committee, Special Program Chairmen, Community Service Program Chairmen, and the Resolutions Committee, will identify legislation which impacts each project area. GFWC will ask that GFWC members advocate for the passage of these measures. As part of this project, GFWC will track these bills through the legislative process. Every GFWC member who has signed up with the GFWC Legislative Action Center (LAC) can learn when:

- The bills are introduced.
- A specific bill is referred to a committee.
- A bill is coming up for committee vote.
- A bill has been voted out of committee.
- A bill is scheduled for a floor vote.

At each step of the way, GFWC will let members know what action needs to be taken via the LAC. These actions could include contacting a committee or subcommittee chairman to urge them to schedule a committee vote on the bill; contacting Senate and House leaders to schedule a floor vote on the bill; and contacting your congressional representatives to urge their support of the bill. It is critical that GFWC members respond to these requests for action. Just being a member on paper is not enough, you must advocate.

### **THE GFWC LEGISLATIVE ACTION CENTER: A DIRECT LINK TO CONGRESS**

The GFWC Legislative Action Center (LAC) is the primary tool that GFWC uses to educate and mobilize its members. Members who sign up for the LAC receive updates on specific legislation GFWC is supporting. These updates let members know when to contact their national legislators about a bill. Additionally, if a State Federation provides GFWC with at least 72 hours' notice, GFWC can send out a legislative alert to that state's members regarding one or more pieces of state legislation. To realize the full potential of this tool, however, members must sign up for the LAC.

#### **REGISTERING FOR THE LEGISLATIVE ACTION CENTER (LAC) IS EASY.**

You can sign up for the LAC by going to the GFWC website (GFWC.org), clicking on the "What We Do" tab, then clicking on Legislation/Public Policy, and finally scroll down to click on the image that says, "Legislative Action Center." From here, members will click on the blue button that says "Join Now." The direct link to the LAC is <https://cqrengage.com/gfwc>.

Members fill in their name, address, and email address then click in the boxes under "Remember Me" and "Email Opt-In" in order to receive the notifications issued by GFWC and then "TAKE ACTION" by responding to the notifications that the member supports. Members are encouraged to share the information from the LAC notifications with their family, friends, and local community.

Make signing up for the LAC a club meeting event. Bring a computer to your club meeting to sign up members. Invite a representative from GFWC or your State Federation to answer questions. Explain that they will be notified through their email about action GFWC would like to see taken on a bill, and that they can tell their Senators/Representative how they feel by clicking "Take Action."

### **BUILDING GFWC RECOGNITION: USE THE GFWC EMBLEM**

GFWC's advocacy efforts also help to raise awareness of GFWC as an organization. To maximize this awareness, GFWC encourages members to use the GFWC emblem on all communications, promotional materials, and advocacy efforts.

GFWC members impact our nation and communities through the power of one. One member telling another who tells another is like compound interest – GFWC legislative and public policy initiatives will grow into waves that cannot be ignored! Members can share to their social media accounts, and to the social media accounts of

legislators, when they “take action” on a particular bill.

- When a GFWC member engages in written correspondence (a traditional letter or an email) with her legislator regarding a GFWC legislative priority or a bill supported or opposed by GFWC, she should use the GFWC emblem and sign her name with GFWC (State Federation) and name of her club listed below her signature, and her home address.
- When taking action to a legislative alert, the member should sign her name followed by the name of her club and State Federation, including GFWC if not already part of the club or federation name.
- The GFWC emblem can be downloaded from the GFWC website via the Member Portal.

### RESOLUTIONS AND ADVOCACY

GFWC advocates for or against an issue only if a resolution on the issue has been adopted by its members. Resolutions can be found on the GFWC website via the Member Portal. Resolutions are tools members should use to advocate and educate about important issues at the local, state, and national levels. If a subject is not addressed by a GFWC resolution, members cannot use GFWC’s name to advocate for or against the issue but may advocate as concerned individuals. If members feel an issue needs to be addressed by GFWC, any local club can submit a resolution for consideration to the Resolutions Committee. Every resolution currently in effect started with a proposal to the Resolutions Committee.

### ADVOCACY DO’S AND DON’TS

#### GUESS WHAT?

#### **A 501(c)(3) NONPROFIT ORGANIZATION CAN ENGAGE IN ADVOCACY AND IT IS OK WITH THE IRS!**

Some members are under the impression that because GFWC (or their State Federation or local club) holds Internal Revenue Service (IRS) §501(c)(3) status, its members cannot lobby. IRS guidelines **do not** ban lobbying activities. Rather, the IRS rules limit the types and amount of lobbying that a 501(c)(3) organization may engage in. Lobbying may not be the primary purpose of the organization, nor may it constitute a substantial part of the organization’s activities. If organizational funds are spent in lobbying efforts, those expenses must be reported on the organization’s IRS Form 990 that all 501(c)(3) organizations are required to complete. A 501(c)(3) organization may advocate to raise awareness of an issue or to lobby for or against a piece of legislation. A 501(c)(3) organization may not endorse or oppose specific candidates or political parties. Advocacy by GFWC members is important and GFWC encourages it!

Here is a list of Advocacy “Do’s and Don’ts” to ensure that your State Federation or local club stays within these guidelines:

#### **DO**

- Advocate for action on a specific issue or for a specific piece of legislation.
- Contact your national, state, and local elected officials directly.
- Participate in voter registration drives.
- Hold nonpartisan forums to educate the public about one or more specific issues.
- Sponsor candidate forums, ensuring that all candidates receive a formal invitation to participate.
- Give only facts when referring to or speaking about a specific candidate or incumbent.
- Educate candidates on GFWC’s resolutions and legislative priorities.
- Use the GFWC emblem when advocating on a GFWC-endorsed issue.



### DON'T

- Endorse or oppose a specific candidate or political party.
- Use club funds, facilities, in-kind donations, publications, or events to promote a specific candidate or political party.
- Ask candidates to sign a pledge on any issue.
- Offer opinions about an incumbent or candidate.
- Support legislation that conflicts with a GFWC Resolution.

Note: A State Federation that takes a position in conflict with any GFWC Resolution must register a minority opinion with GFWC. If a State Federation takes legislative action on an issue that reflects this minority opinion, it must make clear that its position does not represent that of GFWC.

### WHAT TO ADVOCATE FOR: UNLOCKING THE GFWC RESOLUTIONS

GFWC's national advocacy efforts are based on GFWC Resolutions. GFWC will never ask our members to advocate for or against any issue that is not addressed by a specific GFWC resolution. Our resolutions address issues that are national or international in scope and that are germane to the work or interests of GFWC members. Currently, there are approximately 200 GFWC resolutions addressing issues such as domestic violence awareness and prevention, education, women's health, promotion of the arts, conservation, highway safety, gun safety, and the United Nations/UNICEF. Many resolutions call for GFWC members to advocate not only for national legislation but also for state laws that address a specific issue. Examples of state legislation that would address a problem national in scope include laws involving domestic violence, gun safety, highway safety, human trafficking, and education.

The GFWC Resolutions are easy to find! Members can download a PDF of the GFWC Resolutions from the GFWC website via the Member Portal, or by calling 1-800-443-GFWC (4392).

### HOW ARE RESOLUTIONS DRAFTED AND ADOPTED?

GFWC individual members control the legislative agenda via the resolutions process. Under the GFWC Bylaws, the Resolutions Committee proposes all resolutions to the GFWC membership for adoption or rejection. The Executive Committee, individual State Federations, and the GFWC Community Service Program Chairmen, Standing Committee Chairmen, Special Committee Chairmen, and International Liaisons Chairman may submit proposed resolutions to the Resolutions Committee. The committee studies the proposed resolutions and determines which resolutions to bring before the GFWC membership. Additionally, the Resolutions Committee may propose resolutions based on its own research or input from GFWC members and/or any of the GFWC committees. Resolutions are debated and voted on by delegates at the GFWC Annual Convention. Prior to Convention, proposed new resolutions (as well as any current resolutions proposed to be continued, amended, or rescinded) are posted on the GFWC website and are included in the "Call to Convention" in the Spring issue of *GFWC Clubwoman Magazine*. When a resolution is brought to the convention floor, delegates can debate and amend that resolution. If a majority of voting delegates vote in favor of a resolution, the resolution is adopted and is a basis for GFWC public policy initiatives and advocacy activities. Attending the GFWC Annual Convention as a delegate makes each member an active participant in GFWC's legislative process. You are the decision makers!

### INTERESTED IN SUBMITTING A PROPOSED RESOLUTION TO GFWC?

Before submitting a new resolution, you should review the current GFWC resolutions to ensure a similar one does not already exist. If there is no resolution addressing that specific issue, the GFWC Executive Committee or any of the GFWC Community Service Program Chairmen, Standing Committee Chairmen, Special Committee Chairmen, or International Liaisons Chairman may draft a proposed resolution and submit it to the GFWC Resolutions Committee. Local clubs or individuals should submit a proposed resolution to their State Federation for consideration at its next state convention.\* Resolutions passed at state conventions should then be forwarded to GFWC. Proposed resolutions must be typed and accompanied by supporting documentation.\*\* All proposed resolutions must be submitted to the GFWC Resolutions Committee Chairman by November 1 of the year preceding the GFWC Annual Convention at which the resolution will be considered (e.g., resolutions to be considered at the 2023 GFWC Annual Convention must be submitted no later than November 1, 2022). For more information about the resolutions process in the GFWC Standing Rules, go to the Member Portal at GFWC.org.



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## LEGISLATION/PUBLIC POLICY

\* Specific procedures for proposing and adopting resolutions at the state level should be outlined in each State Federation's bylaws.

\*\* Supporting documentation would include articles, surveys, statistics, reports, and studies that support the facts on which the resolution is based. The Resolutions Committee needs to understand WHY this issue is important to GFWC members.

### ADVOCATING AT THE LEGISLATIVE LEVEL

Most of GFWC's advocacy efforts take place at the legislative level – our members advocate for or against a specific piece of legislation. We also advocate for the legislature to fund specific programs. Effective advocacy at the legislative level requires that our members engage decision makers and learn that there is an opportunity to advocate at every stage of that process. We all learned in high school how a bill becomes a law, but we are not taught how citizens impact that process. The Legislation/Public Policy Committee wants you to understand your role in the legislative process and how every club member can make an impact.

### THE LEGISLATIVE PROCESS: ENGAGING WITH DECISION MAKERS

On the local, state, and national level, legislative work begins with the introduction of a proposal in the form of a bill. One of the most effective ways a GFWC member can influence the passage of legislation is by encouraging her senators or representative to sponsor or co-sponsor a bill. After a bill is introduced it is assigned to a committee. GFWC members can express their opinions to their legislators serving on the committee. The committee process represents one of the best opportunities for GFWC members to express their opinions. If a bill is scheduled for vote, GFWC members should contact their congressmen to advocate for passage or defeat of the bill. The LAC uses its notification process to alert GFWC members about upcoming legislation actions that require attention.

### EFFECTIVE LEGISLATIVE ADVOCACY

To be an effective advocate, GFWC members need to build relationships with the decision makers who impact their lives. This requires members to contact their legislators. Contact occurs in three ways: personal meetings, written correspondence (letters and email), and telephone calls. Here are some suggestions to help maximize the effectiveness of your advocacy efforts.

### MEET WITH YOUR LEGISLATOR

- Schedule an appointment in advance.
- Open the meeting by identifying yourself as a constituent and explain your GFWC affiliation. Emphasize the fact that you are speaking for yourself and others, if appropriate.
- Assume that neither the legislator nor the legislator's staff has any detailed understanding of the issue at hand or any knowledge about GFWC.
- Be prepared with a short, direct, and fact-based statement of the issue in question and the specific action you are asking the legislator to take. Relate how the issue affects you, other constituents, and/or specific groups. Let them know why the issue is important to their constituents.
- Have a "Leave Behind." Bring information you can leave with the legislative staff. Include the following: a succinct, one-page fact sheet; in-depth materials (for legislative aides who may want more information); information on GFWC and your State Federation or local club; your name and contact information. Place all of these items in a single folder and, if possible, affix a GFWC logo sticker to the front of the folder or purchase GFWC folders through the Marketplace.
- Be sympathetic to the time demands made on legislators and their staff.
- Remain fact-based and focused on the action you want the legislator to take. Do not argue with the legislator or staff member. Always remember that advocacy is about educating so action can be taken. Be passionate – not personal.
- Follow-up after the meeting with a thank-you note and to see if there are any questions or any requests for additional information.
- Once you have established contact with your legislator's office, keep a line of communication open by touching base periodically with new information on the issue you met about or on other issues. Build that relationship.

# 2022-2024 GFWC CLUB MANUAL

## LEGISLATION/PUBLIC POLICY

### WRITE YOUR LEGISLATOR (OR EMAIL)

- Address your legislator as The Honorable, Senator, Representative or Congressman/Congresswoman on the envelope and greeting. Insert the GFWC emblem on your correspondence.
- Open the letter or email by identifying yourself and your GFWC affiliation.
- Explain the reason for your letter/email and refer to the specific legislation you want addressed. Be specific about the action you want your legislator to take. Explain how the issue in question directly affects you, your family, and/or your community.
- Keep the correspondence succinct and direct. Include as many relevant facts as possible, citing sources for those facts, if available. Keep it as short as possible while still getting your point across.
- Address no more than one issue in your letter/email.
- Sign your name and include your home address.
- Understand that due to security concerns, mailed correspondence can be delayed for weeks. When time is short, email is a more effective and timely means of communication.

### CALL YOUR LEGISLATOR'S OFFICE

- Phone calls are an excellent advocacy tool when an immediate vote is scheduled to take place on a bill of interest.
- Unless you are a friend of the senator or representative, you will typically speak with a member of the legislator's staff. Ask that your position be transmitted to your senator or representative and request a written response from the legislator's office.
- At the outset of the phone call, give your full name, address, and GFWC affiliation.
- Identify the specific action you want your senator or representative to take.
- Keep your call short and focused. Remain fact-based and do not engage in debate or argument.
- Do not abuse the phone system - flooding the phone switchboard can result in a negative image of GFWC. Find that happy medium of a recognizable number of phone calls but not an abusive activity.

### INVITE YOUR LEGISLATOR TO SPEAK

- Every GFWC club, State Federation, and Region needs speakers for events. Your local, state, and national legislative representatives are free speakers.
- Invite them to bring greetings, offer comments, and update your members on important local issues.
- Ask a legislator to present a keynote speech at your event. Let them pick the topic or mention areas your members are concerned about, so they know who they are speaking to. Remember that the legislator should not be soliciting campaign contributions or asking for your vote in the upcoming election.
- Ask them to speak about an area of concern they are passionate about. For example, one legislator who was invited to speak had been a registered nurse prior to her election to public office. Her passion was immunizations and the need to educate parents as decision makers in their children's lives. She was an effective speaker, supplied materials clubwomen could take back to their local club, and was a valuable resource when the State Federation was reviewing a proposed resolution.
- Always remember to be respectful. You may not agree with everything the legislator talks about, and it is okay to ask difficult and thought-provoking questions, but never be disrespectful.
- A speaking invitation can open the door to further communications. Once opened, keep your foot in the door to develop a productive relationship.

### ADVOCACY AND ISSUE AWARENESS: PROCLAMATIONS

A significant part of advocacy includes bringing attention to a specific issue or group. State Federations and local clubs can help raise awareness by asking their state or local governments for a proclamation recognizing a specific awareness day, week, or month (e.g., Domestic Violence Awareness Month in October). You can also request a proclamation recognizing Federation Day (April 24), Advocacy for Children Week (10/23/22 to 10/29/22 and 10/22/23 to 10/28/23), or the anniversary of a club or State Federation.

## 2022-2024 GFWC CLUB MANUAL

# LEGISLATION/PUBLIC POLICY

Your chances of receiving a proclamation are greatly enhanced if you present a draft of the proclamation. When drafting a proclamation, follow these guidelines:

- Proclamations usually consist of two to five factual statements about the organization, issue, or event being recognized. Each of these statements should be preceded by the word "WHEREAS." (For example: "WHEREAS, The General Federation of Women's Clubs is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service.")
- Following the factual statements, you should have one or more sentences that present the organization or event being recognized. The first of the sentences begins with the words "THEREFORE RESOLVED," and subsequent sentences begin with the phrase "AND FURTHER RESOLVED." (For example: "THEREFORE RESOLVED that the Town of Jones recognizes April 24 as Federation Day.")
- When presenting the proclamation to officials, have them sign in descending order of rank. You may request proclamations from more than one entity (e.g., you could ask for a proclamation from your state, your county, and your city).
- For each proclamation ask that the entity apply the state/county/city seal to mark your proclamation as official. (Sample Proclamations can be found in the Membership Toolkit)
- Promote the fact that the proclamation was issued on your website and on social media. Ask the local newspaper to print a photo of the proclamation being presented to your club.
- Share the proclamations with GFWC's Legislation/Public Policy Committee Chairman so GFWC can share in your success.

### CLUB LEVEL ADVOCACY

Individual GFWC clubs can create awareness about the need for advocacy and train their members to be effective public advocates. Once a clubwoman becomes an advocate, she plays a vital role in the legislative process.

#### EDUCATE MEMBERS ABOUT GFWC'S ADVOCACY EFFORTS

- Appoint a club Legislation/Public Policy Chairman or designate a member to be responsible for reporting to the club on GFWC's advocacy efforts and resolutions.
- Give a club presentation on the GFWC Legislative Action Center. Have one or more members bring their computer to the meeting and help club members sign up for this advocacy tool.
- Educate members on the GFWC Resolutions by reading one at every club meeting and asking members why it is important in your community.
- Include a short article about a GFWC Resolution in every club newsletter. Do not just reprint them, talk about what it asks from members and why.
- Give a presentation on the Legislative Priorities for the 2022-2024 Administration.
- Reprint information from GFWC in your club newsletter or forward it to members via email.
- Invite a Legislation/Public Policy Chairman or committee member from the national, state, or district level to speak about GFWC's impressive history of advocacy and its current advocacy efforts.
- Provide club members with information about the Woman's History and Resource Center and the history of GFWC, which can be obtained from the GFWC website or purchased through the GFWC Marketplace.

#### EDUCATE MEMBERS ON THE LEGISLATIVE PROCESS AND HOW TO ADVOCATE

- Present a club program on how a bill becomes a law. Consider playing the video "I'm Just a Bill" from Schoolhouse Rock (available on YouTube), which provides lots of information about the legislative process. It is something we have all seen but it is a cute "refresher" course!
- Encourage club members to contact their senators and representatives via written correspondence (email), the LAC, or phone calls. Provide them with the tips for communicating with their legislators found in the Club Manual.
- Draft and distribute a sample letter or email for club members to send on a specific issue.
- Bring paper, envelopes, and stamps to a club meeting and have members write to their senators/representative urging passage of a bill or write to the senator or representative chairing the committee to which the bill was sent urging it be voted out of the committee. Do not forget to include the GFWC emblem on your correspondence.

- Contact the Legislation/Public Policy committee member in your Region to request the use of the LAC to take action on a state bill. The LAC makes it easier for members to email their senators or representative to support or oppose the passage of a bill.
- Write to the senator or representative chairing the committee to which the bill was sent urging it be voted out of the committee. Do not forget to include the GFWC emblem on your email.
- Present a program to teach members about the various levels of government (city, county, state, and national) where they can use their advocacy skills.
- Develop and distribute a directory that lists contact information for public officials and their staff. Include this information in your club directory and update it frequently as office addresses often change.

### EDUCATE MEMBERS ON THE ISSUES

- If your club becomes interested in a specific issue, invite an elected official to a meeting to discuss the issue. Make this an open meeting, where you invite the public to attend.
- Become familiar with women's caucuses at both the state and national level. Determine what issues they are focused on and if those issues also interest your club.
- Educate your members and the community on the effect of budget cuts on programs designed to benefit women and children.
- Ask members to be on the lookout for articles on public policy issues that are of interest and/or concern to them. If possible, email these articles to other members or provide them with copies at the club meeting. Use these articles to foster discussion and debate on public policy issues.

### HELP MEMBERS TAKE ACTION

- Make an appointment with a state or national legislator in his or her home office to discuss GFWC's top legislative priorities.
- If there is an issue before a legislative body that you want to advocate for or against, hold a letter-writing (email) campaign in your club.
- Hold a legislative day for your club, during which you visit your state legislature or local council meeting to advocate for an issue or piece of legislation that is important to you and your community. Consider partnering with other groups. For instance, if the issue is domestic violence, consider partnering with a state or local advocacy group whose sole focus is domestic violence awareness and prevention.
- Sponsor a voter education night in your community to inform voters.
- Sponsor a voter registration drive in your community. Visit NonprofitVote.org ([www.nonprofitvote.org](http://www.nonprofitvote.org)) for information, resources, and handouts.
- Ask a GFWC member who works as a public servant to share how her membership encouraged her to seek her current position and/or enhance her skills.

### AWARDS

GFWC recognizes outstanding and creative work in implementing the Legislation/Public Policy projects as follows:

- A certificate to one State Federation in each membership category
- A \$50 award to a single club for the most creative and effective project

To be eligible for awards, each State Federation may submit one State Award Entry Cover Sheet and one Club Creativity Award Entry Cover Sheet for the Legislation/Public Policy projects. Individual clubs do not submit entries.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.



## GF WC SCAVENGER HUNT

### LEGISLATION/PUBLIC POLICY ADVANCEMENT PLAN

An individual member, club, or State Federation may complete this Scavenger Hunt, which is intended to encourage legislative advocacy on the local, state, and national level, while also raising awareness of GFWC as an organization.

One point is given for each item on the list, unless otherwise indicated, and most items can be done multiple times during the 2022-2024 Administration. Completed Scavenger Hunt Forms should be emailed to Chairman Juliet Casper at [jcasper9200@gmail.com](mailto:jcasper9200@gmail.com) and will be recognized throughout the administration. The individual, club, and state with the highest point totals will be recognized as Legislative Super Stars.

1. Member, club, or state photo in front of state capitol building. BONUS—one point for each person in the photo wearing club or GFWC attire. BONUS—one point for each photo posted to social media with the hashtag “gfwcadvocracy” (#gfwcadvocracy).
2. Member, club, or state photo with an elected official (local, state, or federal). Earn a point for each photo with a different elected official. BONUS—one point for each person in the photo wearing club or GFWC attire. BONUS—one point for each photo posted to social media with the hashtag “gfwcadvocracy” (#gfwcadvocracy).
3. Take action via the Legislative Alert and print out the confirmation that you took action. Clubs and states need to have at least 50% of their members take action. One point for each legislative alert that a member, club, or state acts on. BONUS—one point for sharing that you took action on social media with hashtag “gfwcadvocracy” (#gfwcadvocracy).
4. A copy of a written response (via mail or email) from an elected official to the action you took via the Legislative Action Center.
5. A copy of a local or state proclamation that a member, club, or state requested. One point for each proclamation. Five points for each proclamation for Federation Day and Advocates for Children Week.
6. Member, club, or state photo with the Legislation/Public Policy committee member in your region. BONUS—one point for each photo posted to social media with the hashtag “gfwcadvocracy” (#gfwcadvocracy).
7. A copy of a “Leave Behind” sheet identifying the elected official it was given to. One point for each elected official given the sheet located in the Member Portal. When a member, club, or state meets with an elected official, they should leave behind a one-page fact sheet with information on GFWC and the State Federation or local club, contact information, and fact-based statement of the issue discussed and/or specific action requested.
8. Match a project to a GFWC Resolution. Briefly describe the project then include the Resolution Number and relevant portion that relates to the project. One point for each project matched to a Resolution.

9. Participate in a Virtual Rally on a bill or issue that GFWC supports/opposes, and document your participation with a photo of the event or comment that you posted during the event, or a copy of an email registering for the event or email thanking you for your attendance. BONUS point if you share your participation on social media with hashtag "gfwcadvocacy" (#gfwcadvocacy).

Bonus: Testify at a state legislative committee hearing or legislative session. Provide a copy of the testimony and receive 5 points. Some state legislatures only allow testimony once during the two years of the administration, so to be fair to all states participating, points are given for testifying ONCE during 2022-2024.



# Legislation/Public Policy Scavenger Hunt



**COMPLETED BY:** ☐ Individual \_\_\_\_\_

☐ Club \_\_\_\_\_

☐ State \_\_\_\_\_

## CONTACT INFORMATION:

Mailing Address with State, City, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number with Area Code \_\_\_\_\_

## INSTRUCTIONS:

An individual member, club, or State Federation may complete this Scavenger Hunt, which is intended to encourage legislative advocacy on the local, state, and national level, while also raising awareness of GFWC as an organization.

One point is given for each item on the list, unless otherwise indicated, and most items can be done multiple times during the 2022-2024 Administration. Completed Scavenger Hunt Forms should be emailed to Chairman Juliet Casper at [jcasper9200@gmail.com](mailto:jcasper9200@gmail.com) and will be recognized throughout the administration. The individual, club, and state with the highest point totals will also be recognized as Legislative Super Stars.

ITEM:	POINTS	BONUS	TOTAL
<b>1.</b> Photo in front of state capitol building (1 point)			
<b>a.)</b> Each person wearing a GFWC or club shirt (1 point each)			
<b>b.)</b> Posted to social media with #GFWCadvocacy (1 point)			
<b>2.</b> Photo with elected official (local, state, or federal) (1 point per official)			
<b>a.)</b> Each person wearing a GFWC or club shirt (1 point each)			
<b>b.)</b> Posted to social media with #GFWCadvocacy (1 point each)			
<b>3.</b> Print out the confirmation that you acted upon a Legislative Action Alert (1 point per alert)			
<b>a.)</b> Share that you took action via the Legislative Action Center with #GFWCadvocacy (1 point)			
<b>4.</b> Received a written response from an elected official that you took action via the Legislative Action Center (1 point per alert)			
<b>5.</b> Copy of a local or state proclamation (5 points for Federation Day or Advocates for Children Week)			
<b>6.</b> Member, club, or state photo with member of the Legislation/Public Policy Committee (1 point)			
<b>a.)</b> Each photo posted on social media with #GFWCadvocacy (1 point)			
<b>7.</b> Copy of a "Leave Behind" Sheet identifying elected official it was given to (1 point per official)			
<b>8.</b> Match a project to a GFWC Resolution (1 point for each project matched)			
<b>10.</b> Participate in a virtual rally on a bill or issue that GFWC supports/opposes (1 point)			
<b>a.)</b> Share your participation on social media with #GFWC advocacy (1 point)			
<b>Bonus:</b> Testify at a state legislative committee hearing or legislative session. Provide copy of testimony (5 points)			



## MEMBERSHIP

### ADVANCEMENT PLAN

#### Unity in Diversity

The General Federation of Women's Clubs is proudly represented in thousands of communities around the world by dedicated volunteers who work to better the lives of others, make cities and towns better places to live, and extend the hand of friendship to those near and far. We are individuals of diverse talents, interests, and backgrounds united by a dedication to community improvement through volunteer service.

GFWC offers a network of support for nearly 80,000 clubwomen who volunteer on a local, state, national, and international level. Working together, we constitute a powerful, service-oriented organization that encourages volunteerism through training and coaching, leadership opportunities, personal enrichment, and many other benefits. Various GFWC resources, from members-only materials to legislative alerts, support individuals and clubs in their volunteer efforts.

The many benefits of belonging to GFWC include:

- **STRENGTH IN UNITY.** GFWC members strengthen their voice in shaping public issues and policy through the combined efforts of women serving in their club, District, State Federation, Region, or at the national level.
- **SUPPORT AND ENCOURAGEMENT.** GFWC offers members a network of women with similar interests and concerns. Fun, fellowship, and lasting friendships are a large part of the GFWC experience.
- **LEADERSHIP TRAINING AND PROFESSIONAL DEVELOPMENT.** Knowledge and experience acquired through GFWC volunteer training and community service can enhance a personal resume and open the door to new career or personal opportunities. Or, prompt new academic pursuits and success in a wide variety of fields.
- **A VARIED VOLUNTEER MENU.** GFWC offers many national resources to help clubs plan and create community service projects in the diverse areas of Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness. GFWC also supports Special Programs that advance Domestic and Sexual Violence Awareness and Prevention and encourages members to become Advocates for Children.
- **HEALTH AND HAPPINESS.** Studies show that the personal satisfaction that comes from making a positive difference helps volunteers live longer, function better, suffer fewer ills, and enjoy life to the fullest.

#### 2022-2024

#### MEMBERSHIP COMMITTEE

##### **Nancy Ames, Chairman**

P.O. Box 395  
Canaan, ME 04924  
GFWC New England Region  
nancyGFWCames76@gmail.com

##### **Lisa Hedrick**

GFWC Great Lakes Region  
jrval@frontier.com

##### **Linda Kreussling**

GFWC Middle Atlantic Region  
linda56@optonline.net

##### **Judy Gustafson**

GFWC Mississippi Valley Region  
jdycgust@aol.com

##### **Alisa Estrada**

GFWC South Central Region  
alisaestrada@hotmail.com

##### **Jan Allen**

GFWC Southeastern Region  
jaa8532@gmail.com

##### **Shelli Pue**

GFWC Southern Region  
shellipue1@gmail.com

##### **Joann Wheeler**

GFWC Western States Region  
jwii@msn.com

##### **Jenny Hinegardner, Juniorette Chairman**

2569 Springhill Road  
Stauton VA 24401  
jenyfur@icloud.com

**CLUB CONNECTION INITIATIVE:** At the start of each week write a note, send an email, or post a comment on social media using #IAmGFWC to recognize a clubwoman who has done something remarkable, such as chaired a successful project, shared a great idea, organized a meal for a sick member, provided encouragement when someone needed a boost, or has just been their usual terrific self. Be mindful of the many benefits we all receive from our membership and value the work that others do to make things go smoothly. Give a pat on the back on Motivational Monday and let others know you noticed!

## MEMORABLE MEMBERSHIP PROJECTS:



### Juniorette Membership Drive and Mixer

GFWC Warren Juniores (OH) maximized promotion of their membership campaign. To make students aware of their kickoff event, flyers were posted around school inviting those interested in attending. Information was also posted on Facebook and other social media outlets. At the event, club brochures, projects, and pictures were displayed, and the club president shared plans for future meetings and projects. Folders, schedules, and brochures were distributed and reviewed with each guest.



### Themed Membership Drive

GFWC Platte City Study Club (MO) held an October themed membership drive in a church fellowship hall. The theme was GFWC County Fair. They set the room up in four sections: personal creations, crafts, games, and refreshments. Guests enjoyed looking at quilts and other items made by members and playing old-fashioned fair games like ring toss. Fall inspired refreshments were served and the room was decorated with fall décor.



### Creative Way to Find New Members

GFWC Rexburg Civic Improvement Club (ID) took a unique approach to attracting new members. They visited each business in their medium-sized town and asked them to sponsor an employee as a member of the club. The business learned about the club and what they do for the community. Some businesses donated to the club, as well as giving a sponsorship.



### Bee A Volunteer

GFWC Cartersville Woman's Club (GA) held a recruitment event with the theme "Bee A Volunteer." Bee items were used throughout, from invitations to table decorations and a handbook titled "Bee A Volunteer." A speed-dating format was employed for potential members to learn about the Community Service Programs. The evening ended with a fun game of BEE-INGO and everyone in good spirits and wanting to know more.

## **MARKETING GFWC MEMBERSHIP**

The more you TELL, the more you SELL, so tell the benefits of GFWC membership whenever you can. Assure a prospective member that her experience will be rewarding, challenging, and stimulating. Bring GFWC and club promotional materials to all projects and events. Promote membership by wearing GFWC emblematic apparel, pins, and buttons.

### **PROMOTE THE VALUE OF GFWC**

Do you realize that your annual GFWC membership dues are just \$15 a year? Many people spend that much money for a movie and popcorn, or a music CD, without a second thought. Your dues provide:

- The GFWC Club Manual, which contains information and resources strengthening your club's activities:
  - Ø Special Programs - The Signature Program: Domestic and Sexual Violence Awareness and Prevention and the Juniors' Special Program: Advocates for Children.
  - Ø Advancement Plans - Communications and Public Relations, Fundraising and Development, Leadership, Legislation/Public Policy, Membership, and the Women's History and Resource Center.
  - Ø The Community Service Programs, which offer tools for developing and executing action plans to create effective projects in Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness.
- The GFWC Awards, Contests, and Grants, which provide recognition and/or financial rewards to GFWC members, clubs, and State Federations.
- The GFWC Communication Tools, which offer up-to-date information to keep members and clubs informed and connected:
  - Ø GFWC's website ([www.GFWC.org](http://www.GFWC.org)) is our cornerstone communication channel that provides organizational history and current information, notice of upcoming events, member and club highlights, GFWC Marketplace access, and various resource and program materials.
  - Ø *GFWC Clubwoman Magazine*, our quarterly, electronic, seasonal happenings, and events provides club information and support, including everything from administrative details to Affiliate Organization initiatives.
  - Ø *News & Notes*, GFWC's weekly e-newsletter, provides timely information straight to your inbox, with highlights of various programs, member and club news, plus GFWC Marketplace sales. Look for a link to the GFWC Blog for an inside peek at many successful club projects.
  - Ø GFWC Facebook provides daily updates on historic commemorations and current events. Join the conversation, connect with fellow members, and be the first to know about special offers. Go to [www.Facebook.com/GFWCMembers](https://www.facebook.com/GFWCMembers) to get started.
  - Ø Follow @GFWCHQ on Twitter ([www.Twitter.com](https://www.Twitter.com)) for up-to-the minute news from GFWC on events, programs, and Affiliate Organizations.
- The GFWC Member Center, at [www.GFWC.org/Membership](http://www.GFWC.org/Membership), contains resources to help members and clubs reap the rewards of GFWC's dynamic network of community volunteers, including:
  - Ø Membership Discounts with a listing of companies offering special discounts, such as 80% savings on printing at Office Depot/Office Max.
  - Ø A Mediators Program that offers specialized, confidential assistance with difficult issues related to club members and/or club development.
  - Ø A Top Projects list from the last year of Award Entries to stimulate new ideas and activities in clubs.
- The GFWC Women's History and Resource Center provides members with access to GFWC Headquarters and its archives through tours, exhibits, publications, and an interactive history timeline on the GFWC website at [www.GFWC.org/what-we-do/whrc](http://www.GFWC.org/what-we-do/whrc). The GFWC WHRC publishes a quarterly newsletter that all members can subscribe to via the GFWC Member Portal. GFWC affinity programs offer a variety of member benefits and discounts, including travel and tour opportunities, club liability and D&O insurance, a GFWC affinity credit card, and the ability to direct up to 0.05% of your online shopping through Amazon Smile to GFWC.

Add benefits and rewards to this list that are specific to your club. Take time at a meeting to have members share their own stories about membership in the club and how GFWC has been a valuable life resource for them. Personal anecdotes are the best way to effectively communicate the benefits of belonging to GFWC.

### **GFWC CLUBWOMAN MAGAZINE**

The quarterly, electronic magazine of the General Federation of Women's Clubs, whose members are dedicated to community improvement by enhancing the lives of others through volunteer service is available to all members in the Member Portal. It is located in Resources, C, Clubwoman.

### **RETENTION**

After a summer break, many clubs renew their work in August or September. This is an opportune time to strengthen core groups of members.

Start the new club year right by surveying members. For example, you can ask the club officers to give a list of their "Wells and Betters." This includes what they thought the club did well over the past year and what they believe the club could do better. When you are honest with yourselves on your weaknesses, you can develop new approaches, highlight your strengths, and enjoy a renewed sense of purpose and focus.

### **ENGAGE YOUR MEMBERS**

A stable core of experienced members is the backbone of every club. New members can lean on and learn from members who have an institutional memory and history. Working together, experienced members and new members can function like one healthy body—standing tall, moving forward, and making strides toward accomplishing your club's goals. Members who actively participate in club work are more likely to want to continue their membership.

To engage your members, your club should ensure an atmosphere of fellowship and friendship and provide varied opportunities for them to exercise their talents and abilities. Encouraging involvement from both longstanding and new members not only capitalizes on members' creativity, skills, and energy but also increases their commitment and allegiance. Members need to feel useful and have a continuing reason to belong. Consider subsidizing a trip to a convention or conference to help members connect with other members and the Federation. Raffles or fundraisers could produce the revenue to offset the cost.

Find ways to use the talents of ALL members and engage every member in club projects to avoid conflict. Ask for and try to implement member suggestions to keep your club happy, strong, and growing.

### **SUGGESTIONS FOR ENGAGING MEMBERS**

Each club and community are unique. Adopt or adapt these suggestions to revitalize and engage your members:

- Encourage member input through a suggestion box, surveys, one-on-one calls, or by having an informal chat session at a club meeting.
- Establish and maintain an effective system of communicating with members:
  - Ø Institute a telephone tree or email list to remind members of regular meetings and special events.
  - Ø Create a club newsletter, including a Club President's Message, news about recent program/project successes, upcoming club events, member highlights, and other pertinent information, such as notices from the State Federation, Region, and GFWC.
- Encourage attendance at District, State Federation, Region, and national GFWC events to learn about important program information and other news. Club leaders should stress that all members are welcome and encouraged to attend GFWC meetings.
- Keep club projects fresh, relevant, and interesting. When members begin to tire of a project, it is time to make a change.
- Initiate brainstorming sessions to give all members a voice in club activities and promote a sense of club ownership.
- Keep a tab on member satisfaction with periodic surveys. Individual interests change with time as members grow and evolve.
- Review the guide "How to Retain GFWC Club Members," which can be obtained from GFWC, for more ideas.



### CONDUCT A GFWC FEDERATION REFRESHER

Research shows a positive program on the benefits of belonging to GFWC can increase a club's overall retention rate. This program or "Federation Refresher" is essential for instilling a sense of pride and purpose in both new and seasoned members. GFWC continually looks for new ways to improve its benefits and services to members. All members should be knowledgeable about GFWC, which offers many programs designed to keep members informed and connected. In any refresher, include information on why Unity in Diversity was chosen as the GFWC motto and why it is as important today as it was when it was adopted at the first GFWC Convention.

### ENCOURAGE FLEXIBILITY IN YOUR CLUB

If there is one thing that we all have too little of, it is time. Lack of time is one of the most common reasons that clubs lose members. Respect the limits of your members' time by being flexible and efficient, and they will be more likely to make GFWC a permanent fixture in their lives.

- Streamline meetings to ensure they are as convenient and productive as possible and ensure they meet the needs and diversity of club members.
- Schedule meetings at a time that accommodates as many members as possible or consider a "Morning Division" and "Evening Division."
- Email the Treasurer's Report and minutes of the past meeting prior to a regular meeting so they can be reviewed in advance for corrections and/or additions.
- Make an agenda and stick to it. Typically, two hours should be adequate for a full meeting.
- Keep reports brief and to the point by sharing lengthy program considerations and project and personal news in the club newsletter.
- Allow time for discussion but set a time limit on debate.
- Ensure an outside speaker's topic will be interesting and relevant to the club's goals. Inform the speaker of the time limit and be sure it is respected.
- Schedule a period of social time with refreshments before or after the business meeting, so members can attend as their time allows.
- Consider scheduling some social opportunities outside of meeting times. These opportunities can be on a regular basis, like a "Morning Moms" group that meets once or twice a month for coffee after dropping children off at school, or intermittent, such as an impromptu lunch or after-work "wine down." Or, invite members to start a yoga group, book club, or other common-interest activity.

Remember rules, regulations, requirements, and traditions are not set in stone. Parliamentary procedure outlines a set of rules to assist a club in best practices, but those rules are not meant to stifle the fun and enthusiasm of your club. Routinely review club bylaws and standing rules and amend those that no longer serve the club or member concerns, situations, and/or interests. In doing so, pay special attention to those that require attendance at a certain number of meetings or call for a set number of volunteer hours of service.

### MAKE IT EASY TO RENEW

When it is time to pay club dues, make the process as easy as possible for members. Consider setting aside a time before or after a meeting or sending an email notice or invoice, in addition to the typical newsletter reminder. Provide a breakdown of annual dues (\$15 GFWC, plus state and club dues), so members understand what their money supports.

If a member is delinquent, contact them discreetly. Family illness, job layoff, or other unfortunate circumstances might be a limiting factor. Perhaps a payment plan can be suggested, or the club can establish a fund for such purposes.



### TIPS FOR CONNECTING MEMBERS WITH GFWC

Create one-on-one connections with GFWC:

- Encourage attendance at District, State Federation, Region, and GFWC meetings. Plan to go to every GFWC meeting with a full car! Make every trip an adventure.
- Invite a State Federation Officer or another GFWC leader to speak at a club meeting. Use the speaker's area of expertise as the theme for meeting.

Celebrate GFWC:

- Celebrate GFWC Federation Day on April 24 by organizing and conducting a fun community service project. Wear GFWC emblematic apparel or wear **FEDERATION BLUE** (royal blue) so the color becomes associated with club events.
- Ask the mayor to designate April 24 as GFWC (insert name of your club) Day, to recognize the contributions your club has made to the local community.
- Invite television and newspaper reporters to your club's major community service events. Be ready with stories and facts about the impact of your club.

### RECOGNIZING AND REWARDING MEMBERS

Members are more likely to remain enthusiastic about a club that has a positive and fun outlook. Members do not join a club to be recognized, but everyone needs and appreciates affirmation. Positive words can mean a lot. Honor and celebrate your members. Look for an opportunity, such as after a big project or fundraiser, to have an awards ceremony with some funny certificates such as the "Duct Tape Award," for the member who can fix anything and the "Little Miss Sunshine Award," to the member who is always smiling. Share a laugh and make them feel special at the same time.

#### RECOGNIZE YEARS OF MEMBERSHIP

You can never say thank you enough! Let members know how grateful you are by celebrating their GFWC service with a GFWC membership recognition pin:

- GFWC Gold Pins are awarded by GFWC to 50-year members. The member's club president must request the Gold Pin, which is free of charge, by filling out a request form available at [www.GFWC.org](http://www.GFWC.org). If State Federation and District leaders also want to recognize long-term members at their meetings, they may request information about recent Gold Pin recipients in their area from GFWC Membership Services at [GFWC@GFWC.org](mailto:GFWC@GFWC.org).
- GFWC Silver Pins, which recognize 25-year members, may be purchased through the GFWC Marketplace.
- Other pins available for purchase from the GFWC Marketplace include five-year, 10-year, 15-year, 20-year, 30-year, 35-year, 40-year, 45-year, 55-year, 60-year, 65-year, and 70-year pins.

#### CELEBRATE CLUB ANNIVERSARIES

Each year provides an opportunity to celebrate your club's anniversary, which can be a very meaningful time for all members. Whether it is five or 50 years since the founding of your club, consider honoring one member each year with a "GFWC Clubwoman of the Year" award for their dedication and service. You can also honor a new member with a "GFWC Rookie of the Year" award for efforts to get involved with projects.

GFWC acknowledges milestone club anniversaries with a certificate, letter from the GFWC International President, and recognition on social media. GFWC defines milestone anniversaries as 25, 50, 60, 70, and every five years thereafter. Anniversary dates are based on the date when the club joined GFWC, not the date when the club was founded. GFWC was founded in 1890. Therefore, 1890 would be the earliest year used to calculate an anniversary, even when a club had been founded prior to that time.

# 2022-2024 GFWC CLUB MANUAL

## MEMBERSHIP

To request recognition of a club's milestone anniversary, contact GFWC@GFWC.org or mail your request to GFWC Membership Services, 1734 N Street NW, Washington, DC 20036, ATTN: Anniversaries. Please allow a minimum of 3-4 weeks to process your certificate request. The request must include:

- Complete name of the club.
- Anniversary year being celebrated (25, 50, 60, 70, and every five years thereafter).
- Date (year and month, if possible) when your club federated with GFWC.
- Name and address of current club president.
- Name and address where certificate and letter should be sent.
- Club's deadline for receiving the anniversary certificate.

### RECRUITING MEMBERS

Communities across the country and around the globe benefit from the work of GFWC club members every day. One of the most important goals we have is to continue to move forward. New members can be found everywhere we go, the key is to share GFWC with everyone!

During recruiting season, ask every member to bring a friend to your prospective-member event or first club meeting, reaching out to women from various parts of the community. Reward members for bringing in new members—make a game of it! For example, every member who brings a guest to a meeting could receive a free ticket for the next month's raffle. If the guest joins as a member, her host gets five free tickets. Ensure the raffle item is something everyone will want, such as a gift certificate for the mall or a popular restaurant. Regardless of the outcome, recognize all members who participate in recruitment.

Neighbors, friends, co-workers, and relatives all deserve the chance to be a part of GFWC, because GFWC has, does, and will continue to change lives and communities for the better. Recruiting is vital to GFWC success, so it is important that we invite and encourage women to join our clubs.

Recruiting and welcoming new members is an ongoing process that requires the focus and commitment of everyone. The most important aspect of recruitment is the determination to succeed. Without dedication and follow through, no recruitment campaign will be as successful as it could be. The process must have the full support of every club member and be viewed as a shared responsibility.

### PARTICIPATE IN GFWC'S "SPARKLE & SHINE WITH MEMBERSHIP" RECRUITMENT CAMPAIGN

Recruitment is a year-round process and the campaigns and reporting of new members reflect this fact. A club that recruits three new members during each season will end the year with 12 new members! Clubs can plan creative membership recruitment campaigns and events around the many national awareness issues and commemoration days that are aligned

#### MEMBERSHIP "SPARKLE AND SHINE" RECRUITMENT CAMPAIGN

Join GFWC clubs nationwide in our popular membership recruitment campaign

June, July, and August



##### RETENTION

**"Pearls - Strengthening Relationships"**

Report due September 1

September, October, and November



##### RECRUITMENT

**"Ruby - Share Your Passion!"**

Report due December 1

December, January, and February



##### MENTORING

**"Emerald - Harmonious Connections"**

Report due March 1

March, April, and May



##### RECOGNITION

**"Diamond - Shine Bright"**

Report due June 1

with GFWC Special Programs and Community Service Programs. The possibilities are endless when we look for diversity.

Always include Federation facts, food, and fun at any recruitment event! Clubs that are successful in securing three new members from their recruiting efforts will be featured in *News & Notes*. Send the name of the recruiter and the contact information of the new active, dues-paying members to your State Membership Chairman. **Only the State Membership Chairman** can order the recognition pins and circles from GFWC Headquarters. Questions about GFWC Star Recruitment Pins and Circles should be directed to your State Membership Chairman. Clubs should maintain accurate recruiting records that can be passed from one Administration to the next.

### REFERRALS FROM HEADQUARTERS AND FACILITATING TRANSFERS

The GFWC website is often visited by women interested in joining a volunteer community service organization. Typically, an email is received by GWC Membership Services. These potential members have already taken the first step in learning more about GFWC; they are already interested in information about clubs near their home. The hard part is done! Here is what happens next:

- When Membership Services receives an email inquiry, a return email is immediately sent, and the original email is forwarded to the State Membership Chairman.
- The State Membership Chairman (or Junior Membership Chairman, if appropriate) contacts the local club president and provides her with the prospective member's contact information.
- If your club is contacted, do not let this promising lead slip away. A quick phone call or email is all it takes to acknowledge the person's interest and provide an invitation to a club meeting or event.

Likewise, when a loyal member is relocating to a new community and must leave your club, help her contact GFWC Membership Services so she can connect with a GFWC club near her new location. It can be easy to put aside an effort to find a new club during a move, and once she becomes busy with new activities and commitments, a valued member could be lost.

### CELEBRATE CLUB MEMBERS' RECRUITMENT SUCCESSES

Star Recruitment Pins and Circles are incentive rewards for successful recruiters. The first five awards, recognizing those who have recruited five to 29 new members, are small star-shaped pins with a butterfly clasp and small chain that attaches to the stem of the GFWC Member Pin. Members who have recruited 30 or more members will be awarded a color circle to wear behind their star pins. Awards are cumulative and can cross Administrations. There are 10 levels:

- Recruiters earn a white star for five to nine new members.
- Recruiters earn a red star for 10 to 14 new members.
- Recruiters earn a blue star for 15 to 19 new members.
- Recruiters earn a silver star for 20 to 24 new members.
- Recruiters earn a gold star for 25 to 29 new members.
- Recruiters earn a white circle for 30 to 34 new members.
- Recruiters earn a red circle for 35 to 39 new members.
- Recruiters earn a blue circle for 40 to 44 new members.
- Recruiters earn a silver circle for 45 to 49 new members.
- Recruiters earn a gold circle for 50+ new members.
- Recruiters earn certificates for 60, 70, 80, ect. new members.

Send the names of your club's successful recruiters and the names and contact information of the new, active, dues-paying members to your State Membership Chairman. Only this Chairman can order Star Recruitment Pins and Circles.

## **GET AN EARLY START ON RETAINING MEMBERS**

The process of retaining club members can never start too early. The addition of new members signals the start of the most critical part of any membership plan—new member retention. The first year is the most crucial in a GFWC clubwoman's membership. New members must immediately feel they can make a meaningful contribution to the club and community. By inviting and encouraging new members to be involved, you will build loyalty and commitment to the club's service projects and GFWC's mission. At the end of a new member's first year, let them know how much you appreciate their work and enthusiasm. Then, continue to build a solid foundation by asking for their feedback. Did the club meet their expectations? What did they enjoy most about their membership? How would they like to participate in the coming year?

## **ESTABLISHING NEW GFWC CLUBS**

GFWC clubs and individual members are encouraged to look for opportunities to build a new GFWC club or federate an existing, non-GFWC club. The Membership Chairmen should be well-versed on the points of the GFWC resource, "How to Build a NEW GFWC Club." An existing GFWC club can sponsor any type of club. A Woman's Club might sponsor a collegiate club at a local university or a Juniorette Club at the high school. A Junior Woman's Club might start a cyber club. Whatever the case, State Membership Chairmen and the GFWC Membership Services Department will be glad to provide assistance as needed.

## **GFWC MEMBERSHIP CATEGORIES**

Before federating a new GFWC club, it is important to understand the many GFWC membership categories specified in the GFWC Bylaws, as well as those defined by membership practices. The following types of clubs are recognized by GFWC.

### **ACTIVE**

#### **WOMAN'S CLUBS**

These clubs are clubs that are not otherwise designated as Junior, Juniorette, International, or National Clubs. This group constitutes the largest portion of active membership.

#### **JUNIOR WOMAN'S CLUBS**

These clubs hold active membership status and participate in the regular programs of GFWC. Junior Clubs vary in age range and not all states have Junior Clubs or membership categories. Some State Federations have an age cap on Junior membership, while others do not. At the GFWC level, Junior Clubs are represented by the GFWC Director of Junior Clubs, a nationally elected officer who serves as a member of the GFWC Executive Committee for one Administration and presides over all Junior functions at GFWC meetings.

#### **JUNIORETTE CLUBS**

These clubs are composed of young women in middle school or junior or senior high school with an age range from 12 to 18 years old. Juniorette members can have voting privileges at the GFWC Annual Convention, are eligible for awards, and have state reporting responsibilities, like other active clubs. Juniorette Clubs must be sponsored by a Woman's Club, Junior Woman's Club, District, or State Federation. It is recommended that each Juniorette Club have a GFWC State/Club Advisor. For guidelines on establishing a Juniorette Club, refer to the Juniorette Club Manual pages or the Juniorette Club Handbook in the Member Portal at [www.GFWC.org](http://www.GFWC.org).

#### **NATIONAL CLUBS**

These clubs are clubs that have a nationwide membership composed of Past Region Presidents, Past State Presidents, and Past State Directors of Junior Clubs from one Administration. The GFWC Booster Club, composed of friends and relatives of individual members, is also a National Club. All National Clubs pay per capita dues to GFWC.

### INTERNATIONAL CLUBS

These clubs are composed of members who reside outside the United States that **pay per capita dues** to GFWC.

### ASSOCIATE

### NATIONAL ORGANIZATIONS

These organizations are national in scope and their work is germane to GFWC programs.

### INTERNATIONAL AFFILIATES

These clubs, federations, and associations are composed of members who reside outside the United States. Their work is germane to GFWC programs, and they **pay flat-rate dues**. If you or someone in your club has an international connection, consider facilitating the creation of a GFWC International Affiliate Club. For assistance, contact GFWC Membership Services and the Chairman of the GFWC International Liaison Committee, Kathryn Sowers at kacky3@verizon.net, who is responsible for maintaining communications and a strong bond with these clubs.

### SPECIAL INTEREST CLUBS

Special Interest Clubs are active clubs paying per capita dues that function in different ways than traditional clubs.

### COLLEGIATE CLUBS

Colleges and universities often face the same challenges as traditional communities. A collegiate club functions in the campus setting and provides service opportunities that accommodate the student lifestyle. Juniores who have graduated from high school can maintain their GFWC affiliation with a Collegiate Club.

### CYBER CLUBS

This new type of club is designed for members who want to engage in volunteer service and membership opportunities but cannot attend meetings. Club business is transacted through electronic means. Some traditional clubs may even have "cyber members" who attend meetings via Skype, Zoom, or other electronic means.

### SINGLE ISSUE CLUBS

GFWC offers a diverse array of Special and Community Service Programs, but clubs alone determine their work. It is okay for a club to work on a single issue.

### WORKPLACE CLUBS

Members who work together already have something in common and often spend many hours together. They have the flexibility to meet during work breaks, such as at lunchtime or outside of work. Meetings scheduled just before or after work can be very convenient.

### RETIREMENT COMMUNITY CLUBS

Retirement Communities often gather retirees together from various states. Connecting with other clubwomen offers a ready group of friends with common interests.

### GRANTS

GFWC grants are available to clubs to assist with recruitment efforts and to Districts to assist with club-building efforts. Designated for each GFWC fiscal year, which begins July 1 and ends June 30, GFWC offers \$50 to clubs for member recruitment programs and \$100 to Districts for club-building programs.

To apply for a membership grant, contact [GFWC@GFWC.org](mailto:GFWC@GFWC.org) or call 202-347-3168 to receive an application. Return the form to GFWC at least 45 days prior to the event. GFWC will award no more than one grant per club or District per GFWC fiscal year.

### AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Membership Advancement Plan projects as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for Membership Advancement Plan projects. Clubs do not submit entries directly to GFWC.

### SPECIAL MEMBERSHIP AWARD

An award certificate will be given at the 2024 GFWC Annual Convention to each state that federates one or more new clubs with GFWC during the 2022-2024 Administration, plus a financial award of \$50 for each club that is federated. State Membership Chairmen must send the completed New Club Form to GFWC Headquarters within 60 days of the new club's federation date for the new club to qualify, with a copy to the Membership Chairman. The award is based on information provided to GFWC via the New Clubs Forms submitted between July 1, 2022, and February 15, 2024, and with new club dues paid by February 15, 2024.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.





# THE GFWC JUNIORETTE MEMBER AND CLUB

## MEMBERSHIP ADVANCEMENT PLAN

**“LIFE’S MOST PERSISTENT AND URGENT QUESTION IS,  
WHAT ARE YOU DOING FOR OTHERS?”**

**- Dr. Martin Luther King Jr.**

The GFWC Juniorette Membership category was introduced during the 1966-1968 Administration of GFWC International President Carolyn Pearce (GFWC Florida), who stated, “I can think of no better means of assuring the continuity of Federation work and influence for community good that we represent than by encouraging the formation of GFWC clubs for Juniorettes.

Mrs. Pearce noted the purpose of a Juniorette Club would be:

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

GFWC’s Juniorettes are examples of how the call to do community service can be answered at any age. Juniorettes have school, extracurricular activities, and social lives to juggle, but they find time to make positive changes in their communities. Look for GFWC blog posts where we will discuss project suggestions for the Juniorette age group and their club advisors.

According to GFWC Bylaws, Juniorette Clubs are comprised of young students in middle schools, junior high schools, and high schools. Experience has shown, due to differences in interests, abilities, and maturity, that clubs are most successful when organized for either middle/junior high schools or high schools, but not both.

Federating a Juniorette Club requires a commitment from a sponsoring club, which must be an active GFWC Woman’s Club or Junior Woman’s Club in good standing, and a dedicated club advisor. It is required that sponsoring club members accompany Juniorette Club representatives to all levels of GFWC meetings, including State Federation, Region, and/or GFWC.

**2022-2024  
JUNIORETTE CHAIRMAN**

**Jenny Hinegardner**  
2569 Springhill Road  
Staunton, VA 24401  
E: jenyfur@icloud.com  
P: 540-255-9896

### HIGHLIGHTED PROJECTS:



#### Operation Warm: Take One, Leave One

GFWC Mississippi Juniette Diamonds (MS) noticed that there were students without coats. To fill the need, the Diamonds set up a coat rack across the street from the Junior High School. Advertising on social media opened the project to the public so that anyone in the community was welcome to participate. Members monitored the rack each day after school, to replenish with additional coats as needed.



#### Spelling Bee & Literacy

GFWC Boys Charity Group (NJ), is a unique club of 18 young males. They each took on a specific role for their annual spelling bee fundraiser, including set-up, clean-up, consolation prize presenter, door prize organizer, registration, flyer designer, and refreshment coordinator. Overall, they raised \$175.00 for literacy charities. They purchased books at a book sale and donated them to a school in need. The remaining money was used to buy school supplies during the club's annual backpack drive.



#### Vaping Among Teens Resolution

GFWC Juniette Diamonds of Picayune (MS) worked with their advisors and the Mississippi chapter of the American Heart Association to formulate a proposed resolution dealing with the subject of vaping among teens. The resolution was unanimously approved at the GFWC Mississippi State Convention in April 2019 and was forwarded to the GFWC Resolutions Committee.



#### Juniette Membership Drive and Mixer

GFWC Warren Juniettes (OH) maximized the promotion of its membership campaign. To make students aware of their kickoff event, flyers were posted around school inviting those interested in attending. Information was also posted on Facebook and other media outlets. At the event, club brochures, projects, and pictures were displayed, and the club president shared plans for future meetings and projects. Folders, schedules, and brochures were distributed and reviewed with each guest.

## **PART 1. GETTING STARTED – BEFORE YOUR FIRST MEETING**

The age range of potential Juniorette club members will determine where and how to recruit them.

Potential members might be:

- Children or grandchildren of club members,
- High school students with a community service requirement for graduation, or
- Young people responding to volunteer opportunities posted on the club website.

Potential members might be recruited:

- Using Social Media,
- Post in the school paper, or
- From referrals sent from GFWC Headquarters.

Finally:

- Remember that “Juniorettes come in pairs,” and
- Encourage initial contacts to provide additional names to grow a list of potential members.

Potential Juniorette members include the children and grandchildren of GFWC club members, students who want to engage with others to satisfy a community service requirement for graduation, and those who enjoy volunteering and working in groups with others. Juniorette members can be recruited with the assistance of a school and/or teacher, in conjunction with an organization such as the PTA, with the help of other students, and through social media.

Typical platforms Junioresses use to communicate are – Instagram, Tik Tok, Snapchat, and Facebook with the majority of teens using Tik Tok and Instagram. These can be used as communications or for Club Meetings.

Juniorette Clubs are established by the same method as other GFWC clubs. However, the sponsoring club and advisor are key components of the club’s formation, development, and success.

### **THE ROLE OF THE SPONSORING CLUB:**

- Accepts responsibility for ensuring the success of the Juniorette club.
- Serves as a model of leadership, cooperation, and understanding.
- Ensures that the Advisor of the Juniorette club is also included in the sponsoring club’s Directors and Officers Liability Insurance Policy.
- Understands that homework and school activities come first.
- Provides guidance and advice – when asked.
- Allows Juniorette club to assume and practice as much autonomy as possible.
- Keeps lines of communication open.
- Assumes some (optional) financial obligations, including:
  - ø Providing seed money to organize the club and/or support club projects,
  - ø Paying for or providing the club’s liability insurance, if not included in sponsoring club’s policy,
  - ø Assisting the club in establishing an annual budget and opening a bank account, and
  - ø Providing other financial assistance as needed.

### **THE ROLE OF THE CLUB ADVISOR(S):**

- Attends all Juniorette meetings and activities.
- Knows about GFWC and the State Federation.
- Serves as a model of leadership, cooperation, and understanding.
- Works to ensure the progress and development of the Juniorette Club.
- Provides guidance and advice on an ongoing basis.
- Encourages the Juniorette Club to assume and practice as much autonomy as possible.
- Understands the principles of leadership and helps meetings run smoothly.
- Serves as a liaison between the sponsoring club and the Juniorette Club.
- Enjoys mentoring young people and is patient and flexible.

### **THE ROLE OF THE JUNIORETTE CLUB MEMBERS:**

- Attend meetings.
- Participate in projects.
- Promote membership in the club.
- Are positive and enthusiastic about the club.

### **LAYING THE GROUNDWORK OF THE JUNIORETTE CLUB:**

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 (Check number to start a club in your state's bylaws).
- 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."

The sponsor club is responsible for organizing the first few gatherings of potential Junioresettes, including:

- Time and place:
  - ø Make sure meeting doesn't conflict with exams or major school activity (prom, big football game, vacation, etc.).
  - ø If the meeting is to be held in school, check with school administration regarding any requirements or restrictions.
  - ø The meeting place conveys a message about the club: select a neutral, easily accessible public facility.
  - ø If the meeting is held on a weeknight, consider adjourning early enough for a "school night."
- Invitations:
  - ø Can be hand-written, computer-generated, sent by email, announced on posters, advertising in school newspaper, telephoned, evite, Facebook, etc.
  - ø Keep the invitation friendly, informative, and brief.
  - ø Be sure to include "bring your friends."
  - ø 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 is required for graduation)."
  - ø Include phone number and email address to RSVP.
- Refreshments are absolutely necessary!
- Sign-in sheet/nametags/handouts:
  - ø Sign-in sheet should include:
    - Name,
    - Address,
    - Phone number, and
    - Email.

## **PART 2. READY, SET, MEET!**

### **FIRST MEETING: KEEP IT SHORT, SIMPLE, AND SATISFYING**

- 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 teenagers here!
- 10-minute welcome/introduction of all present.
- Possibly include an icebreaker: everyone wearing black shoes sits together, brown shoes, athletic shoes, etc.
- 20 minute "orientation" (no longer!).
  - ø Brief explanation of GFWC.
  - ø Brief description of program areas, including examples of club activities in each area that will appeal to Junioresettes.
  - ø Brief introduction of officer's roles and duties.

- Ø If sponsor club officers are present, each one can briefly – very briefly – address her responsibilities.
- Ø Brief discussion about club, State, and GFWC dues.
  - Dues convey voting rights and representation at all levels of Federation.
  - Dues provide eligibility for awards and recognition at the national level.
  - 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.
  - Ø Could go longer if enthusiasm and interest warrants.
  - Ø 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.
  - Ø Explain and ask for a motion indicating the desire of the group to form a new GFWC Juniorette club.
- 5-10 minutes to establish time and place for a second meeting.
- Organize communications committee for follow-up and reminders.
- Emphasize “bring a friend” to the next meeting.
- 30 minutes for refreshments and informal Q&A.

## **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 the meeting, advisor consults with the core group to establish an agenda for the meeting.
- Communications 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 Juniorette Pledge to recite together.
- Introductions/Icebreaker:
  - Ø Icebreaker to split up and/or avoid cliques (i.e., first names starting with A-G sit together, H-P, Q-Z).
  - Ø Nametags should be used.
- Elect officers: President, Vice President, Secretary, Treasurer
  - Ø Advisor needs to have brief descriptions available of responsibilities of each position.
  - Ø Advisor should know – and explain – proper parliamentary procedure for nominating/electing officers.
  - Ø Check state bylaws for the minimum number of club members.

## **THIRD MEETING: GET DOWN TO BUSINESS**

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

### **PART 3. WHAT DO WE NEED TO KNOW?**

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

- A committee of knowledgeable GFWC clubwoman will serve as an advisor.
- Sponsor club members are required to accompany all 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 the 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.

#### **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.
- 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 RECEIVE ALL MATERIALS AND MAILING SENT TO ACTIVE GFWC MEMBER CLUBS**

- The Juniorette club president promotes the *GFWC Clubwoman Magazine* located in the Member Portal.
- 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.
- The Juniorette club members are encouraged to subscribe to *GFWC News & Notes*.

#### **DUES**

- Per capita annual GFWC DUES for Junioresses are: \$10

### **PART 4. JUNIORETTE 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, a 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 be able to download the GFWC Clubwoman Magazine through the GFWC website and the Member Portal.
- The Juniorette club will receive all mailings sent to GFWC clubs.
- The Juniorette club is encouraged to be on the "e-GFWC" email list.
- The Juniorette club will receive voting credentials for the GFWC Annual Convention.



### IMPORTANT INFORMATION

#### ADVICE FOR ADVISORS

*(Adapted from Points of Light Foundation)*

1. Make sure Junioresettes are involved in the planning process right from the start.
2. You are a role model; Junioresettes will reflect what you teach them.
3. Consider the opinions and feelings of Junioresettes seriously; be willing to learn from them.
4. Keep your promises.
5. Consider the situations Junioresettes have to deal with: transportation, schoolwork, and outside activities.
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.

#### CLUB BUILDING BASICS

- Choose club name
  - Ø Remember: club name must include GFWC
  - Ø Name of club conveys a message about the club
- Decide on permanent meeting place
- Establish meeting schedule (i.e., once a month, twice a month, etc.)
- Establish meeting time
- Establish dues amount (include GFWC and state dues)
- Start discussing potential projects and programs
  - Ø Introduce and refer to GFWC and state programs and projects
  - Ø Ask each member to come to the next meeting with suggestions
- End meeting with refreshments/social time

#### SOMETHING TO CONSIDER:

In some communities, it may make sense to organize a Junioresette 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 Junioresette 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.**

Required forms for Club Members, Chaperones, and Advisors shall be completed and signed by the appropriate person. These forms shall be held in the member's file for easy access as needed.

- Junioresette Membership Application
- Junioresette Chaperone Form
- Junioresette Agreement Form
- Junioresette Permission/Medical Authorization & Release
- Junioresette Medical & Insurance Questionnaire
- Junioresette Photo Release

#### PROJECT IDEAS

##### Teen Dating Awareness and Prevention:

Organize a Teen Dating Violence Prevention event in February for Teen Dating Violence Awareness Month. Members can make posters and display them throughout their school. As a way to promote healthy teen relationships, they can organize special emphasis days at school.

### **Donation Boxes for Projects:**

School can be a great and convenient place to accomplish their projects. Donation boxes can also be put in churches and local businesses. Talk to your school to set up donation boxes and consider some of these great projects:

- Organize a donation drive for the local food bank.
- Collect winter coats for the homeless.
- Start a book drive for the local library, hospital, school, or relevant charity of choice.
- Collect toiletries for the area women's shelter.
- Have a holiday toy drive for children from low-income families.

**Other Group Projects:** Besides projects that involve donations, there are many more ways that teenagers can make a difference in their communities.

- Organize a car wash (or dog wash!) for a cause.
- Host a charity bake sale.
- Contact the local senior center or nursing home to learn how you can brighten their days, maybe by reading to them, etc.
- Create care packages for the homeless shelter.
- Do a run/walk charity event.

Juniorettes are trailblazers in their age group and show how community service is an important and worthwhile commitment. There are countless ways that they can give back to their communities, and they are doing just that! We hope some of these ideas spark your interest and become your next project.

### **AWARDS AND RECOGNITIONS**

State Juniorette Advisors should send statistical data to State Reporting Chairmen for inclusion in State Federation Statistical Reporting Forms and be included when applicable in the Top Ten Projects.

Juniorette Recognition Form should be sent to the GFWC Juniorette Advisor.

For additional information, contact GFWC Juniorette Chairman Jenny Hinegardner at [jenyfur@icloud.com](mailto:jenyfur@icloud.com)

### **RESOURCES:**

<https://canadianwomen.org/signal-for-help/>

### **SAMPLE FORMS SPECIFIC TO JUNIORETTE CLUBS FOLLOW**

**GFWC JUNIORETTE AGREEMENT (Sample)**

I, \_\_\_\_\_ pledge to abide by the following agreement while I am attending the,  
\_\_\_\_\_(meeting/event)  
\_\_\_\_\_(place)  
\_\_\_\_\_(date)

I will not leave the hotel premises without a chaperone or advisor.

I will abstain from the use of illegal drugs and alcohol.

I will check in with my chaperone at an agreed upon time.

I will behave in a manner that will reflect a positive image of the Junioresettes.

I will attend the meetings and share the information with my club members.

I will follow any rules set by my advisor.

I understand that failure to abide by this agreement can result in my having to leave the meeting immediately and that my parents will be called and responsible for returning me to my home. I further understand that there might be other disciplinary action taken.

Signed\_\_\_\_\_

Club\_\_\_\_\_

Date\_\_\_\_\_ Cell number\_\_\_\_\_

Parent\_\_\_\_\_

Home Phone\_\_\_\_\_ Cell number\_\_\_\_\_

Advisor/Chaperone\_\_\_\_\_ Cell number\_\_\_\_\_

**GFWC PERMISSION/MEDICAL AUTHORIZATION/RELEASE (Sample)**

I, \_\_\_\_\_, as parent/legal guardian of  
(Name, Please Print)

\_\_\_\_\_, hereby give my permission  
(Student's Name, Please Print)

for my daughter's attendance and participation at the \_\_\_\_\_  
(Event / Meeting)

From \_\_\_\_\_ To \_\_\_\_\_

In the event of illness or injury, I authorize to give consent for any necessary emergency medical treatment on behalf of my daughter. I understand that the GFWC or GFWC Florida, its members or chaperones are not liable for expenses incurred, including hospital or emergency transportation, for the treatment of any such injury or illness and that I am liable for all such expenses. In the event of a medical emergency, I further authorize GFWC Florida's Juniorette Advisor / Chaperone \_\_\_\_\_ to provide the medical services provider with insurance information. A copy of my child's insurance card is attached for that purpose, as well as a list of any known allergies and any medications my child may be taking at this time. My emergency contact phone numbers are: Home \_\_\_\_\_ and cell number \_\_\_\_\_.

As consideration for allowing my daughter to attend and participate in the above mentioned meeting/event, I release and forever discharge the GFWC, the \_\_\_\_\_ (State Federation), its members and chaperones from any and all claims, actions, or liability which I or my daughter have or may have against the GFWC, the \_\_\_\_\_ (State Federation), its members and chaperones concerning or in any manner connected with or arising from my daughter's attendance and participation in the above mentioned event, including any and all acts of negligence occasioned by the GFWC, the GFWC \_\_\_\_\_ (State Federation), its members and chaperones.

\_\_\_\_\_ Date \_\_\_\_\_

Signature Parent/Legal Guardian of

Student / Juniorette Name \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared

\_\_\_\_\_ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he she signed the above/attached document.

\_\_\_\_\_ Notary Public

**GFWC JUNIORETTE  
MEDICAL AND INSURANCE QUESTIONNAIRE (Sample)**

Please use the documents below when attending a Juniorette event Original copies must be sent with registration form to attend Convention or Fall Board

Any allergies (food, drugs, plants, insects):

---

Special health and/or behavioral considerations:

---

Insurance Information:

Please attach a copy (front & back) of your insurance card

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Phone Number \_\_\_\_\_

Juniorettes Name \_\_\_\_\_

Juniorettes Phone Number \_\_\_\_\_

Club \_\_\_\_\_

The applicant is under the care of a physician for the following conditions:

---

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Physician's Name \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

Any medically prescribed meal plan or dietary restrictions:

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**GFWC JUNIORETTE PHOTO RELEASE (Sample)**

I hereby grant permission to the GFWC \_\_\_\_\_ (State Federation ) and the GFWC Juniorette Club named below, the right to use, reproduce and/or distribute photographs, films, videotapes, and sound recordings of my child, without compensation or approval rights, for use in materials created for purposes of promoting the activities of the GFWC \_\_\_\_\_ (State Federation) and GFWC Junioresettes.

Juniorette's Name: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature

Home Phone \_\_\_\_\_ Cell Number \_\_\_\_\_

Juniorette Club \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Advisor/Chaperone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Number \_\_\_\_\_



**GFWC JUNIORETTE MEMBERSHIP APPLICATION (Sample)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Second Emergency Contact:

\_\_\_\_\_ Phone: \_\_\_\_\_

As a member of the GFWC \_\_\_\_\_ (State Federation) Junioresettes for the year 2022-2024, you must attend at least \_\_ meetings, complete at least \_\_ hours of community service and participate in at least \_\_ fundraising activity over the year.

A signed copy of the GFWC Junioresette agreement, the notarized medical release form, copy of medical insurance card, photo release form, and dues of \$ \_\_\_\_\_ along with parent signatures must be completed for this application to be accepted.

I fully understand that by signing this application to become a GFWC \_\_\_\_\_ (State Federation) Junioresette that I am to act responsibly, in a mature and respectful manner, as I will be a representative of the GFWC \_\_\_\_ (State Federation) Junioresettes. Inappropriate behavior may serve as grounds for dismissal from the club. It is also my responsibility to notify the Junioresette Advisor and/or the President when I will be unable to attend a volunteer opportunity that I have signed up for.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GFWC NEW JUNIORETTE CLUB ADVISOR OR SPONSOR (SAMPLE)**

Please email the completed form to both the GFWC \_\_\_\_\_ (State Federation) Juniorette Advisory Committee  
Chairman \_\_\_\_\_ (Name & email) & GFWC State Federation Membership Committee  
Chair \_\_\_\_\_ (Name & Email)

Date: \_\_\_\_\_ District: \_\_\_\_\_

Club President Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Sponsoring Club Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# WOMEN'S HISTORY AND RESOURCE CENTER

## ADVANCEMENT PLAN

### WHRC: Preserve, Promote, and Inspire

2022-2024 Emphasis: Encourage member participation in diverse club and community projects developed to preserve the past, promote the present, and inspire the future.

From the Federation's founding in 1890, GFWC members have understood the historic significance of the organization's mission to improve communities through volunteer service. The Women's History and Resource Center of the General Federation of Women's Clubs officially opened at GFWC Headquarters in Washington, DC, on May 1, 1984.

Regardless of the focus of a community service project, it may benefit from an historical perspective. The WHRC strives to educate and inspire GFWC members and potential members, the research community, and the public to explore the rich, historical role of women volunteers through GFWC's expansive collections.

The WHRC offers access to readily available reference services, an online research catalog, educational programs and publications, creative exhibits, and dynamic partnerships to all those interested in using its resources. Benefits of membership made possible through the WHRC include preservation of historic records, buildings, and artifacts; and creative ways to use GFWC's history for community outreach.

GFWC's history is full of examples of successful projects that demonstrate the important relationship between grassroots and international efforts, the significance of long-range planning and thoughtful organization, and the value of community service in developing strong and compassionate leaders.

The *GFWC Women's History and Resource Center Advancement Guide* encourages every club to investigate and document its own history by learning about GFWC's past. Use the guide to explore and share GFWC's amazing history while documenting your own!

#### 2022-2024 WOMEN'S HISTORY AND RESOURCE CENTER COMMITTEE

**Celene Post, Chairman**  
GFWC South Central Region  
3624 West Laredo St.  
Chandler, AZ 85226  
crp918@live.com

**Mary Kaye Ernest**  
GFWC Great Lakes Region  
mernest@wi.rr.com

**Carla Pyle**  
GFWC Middle Atlantic Region  
jeffcarlapyle@msn.com

## HIGHLIGHTED PROJECTS:



### **Women's History and Resource Center Birthday Party**

GFWC Eldorado Woman's Club (IL) hosted a Women's History and Resource Center (WHRC) birthday party for attendees at the GFWC Illinois State Convention. A short history of the Women's History and Resource Center was given by the state WHRC chairman and a birthday cake was served by the club. Each attendee was given a WHRC brochure and instructions to become a member.



### **Scrapbooking Club History**

GFWC Woman's Club of Paramus, New Jersey (NJ) spent over 300 hours preserving their club's history with a scrapbooking project. Members worked on the current scrapbooks by taking pictures and posting them. Members then identified and logged events and photographs chronologically, preserving not only the pictures but the history of the club.



### **"Service is our Special-TEA"**

GFWC Kanawha Woman's Club (VA) founded in 1978, counted down the days to May 20, 2019, the 40th anniversary of the club's charter. The President's theme, "Service is our Special-TEA", inspired the idea to celebrate with an afternoon tea. An authentic tea was researched. The history and etiquette of royal traditions were shared. The club's programs and projects of the past 40 years were also featured.



### **Windows Into the Past**

GFWC Miami Woman's Club (FL) hosted a meeting featuring Bee Hines, the first black woman hired by the Miami Herald as a writer, and Enid C. Pinkney, who worked to ensure the role of African Americans in Miami's history is acknowledged. The two "windows into the past" communicated what life was like growing up in Miami from the 1950's to the present day.

**OVERVIEW OF GFWC COLLECTIONS**

The GFWC Women's History and Resource Center manages the organizational archives of the General Federation of Women's Clubs, related special collections, and a complementary research library. Our Archives document GFWC's historical development from 1890 to the present, including the role of GFWC clubwomen in promoting education, leadership, and social and political advocacy in the broad programmatic areas of art and literature, conservation, personal and public education, public and international affairs, and home and community life. GFWC members encompass some of the most prominent women of their respective eras, including Julia Ward Howe, Jane Addams, Julia Lathrop, Alice Lakey, Mary Belle King Sherman, Eleanor Roosevelt, and Margaret Chase Smith.

GFWC programs have included advocacy for women's suffrage, child labor and juvenile court laws, community and family health reform, the establishment of national parks, the preservation of Native American culture, peacetime uses of technology, libraries and literacy, wartime service, the Equal Rights Amendment, and international humanitarian efforts.

Special Collections held by the WHRC include State Federation and club histories, oral histories, photographs, and art and artifacts. GFWC's most significant "artifact" is its Washington, DC Headquarters, which was designated as a National Historic Landmark in 1991.

GFWC's Research Library consists of nearly 5,000 publications that provide a broad context for researching the history of GFWC and women volunteers. The GFWC Collections Management Policy, which defines how GFWC collections are acquired, managed, and preserved, can be found at [www.GFWC.org/what-we-do/WHRC](http://www.GFWC.org/what-we-do/WHRC).

**HOW DOES THE WOMEN'S HISTORY AND RESOURCE CENTER SUPPORT MY CLUB?**

- WHRC can help you preserve your club's archives, record the oral history of longtime members, and write an engaging historical narrative. The WHRC has prepared two guidelines to help you with these projects: *A Guide for Recording Oral History* and *A Guide for Preserving and Writing Club History*. Email [WHRC@GFWC.org](mailto:WHRC@GFWC.org) or call 202-347-3168 for a free copy of these publications.
- The WHRC can help you develop programs using GFWC history to promote interest and membership. (Refer to "Suggested GFWC History Projects" below.)
- The WHRC helps manage the preservation of GFWC's National Landmark Headquarters building.
- The WHRC can help you navigate catalog and online exhibits and provide advice to clubs and State Federations on how to make their own collections accessible online. The WHRC uses the latest technology to make collections available to GFWC members throughout the world. Visit [www.GFWC.org/what-we-do/WHRC](http://www.GFWC.org/what-we-do/WHRC).
- GFWC publishes the *WHRC Newsletter*, a publication available for complimentary subscription, and other publications to assist and promote clubs doing projects related to GFWC history or historic preservation.
- With approved appointment, GFWC offers complimentary tours highlighting exhibits at GFWC Headquarters for groups and individuals.
- The WHRC provides research opportunities for members and the public.

**HOW CAN MY CLUB SUPPORT THE WORK OF THE WOMEN'S HISTORY AND RESOURCE CENTER?**

- Join Friends of the WHRC. (Form provided.)
- Become an onsite volunteer. The WHRC needs help to make the thousands of club histories and hundreds of oral history transcripts accessible online. Onsite volunteers may work as GFWC Headquarters tour guides or under the guidance of WHRC staff. Members can also volunteer through participating in the newsletter.

# WOMEN'S HISTORY AND RESOURCE CENTER

- Help make the WHRC an internationally recognizable resource on the historical role of women volunteers by promoting WHRC collections, services, and student field study opportunities to local colleges, universities, and historical institutions.
- Participate in events that feature WHRC services and benefits, such as tutorials and workshops, as well as the Women's History Month event held each year in March at GFWC Headquarters.
- Encourage the appointment of a WHRC Chairman in State Federations and clubs.
- Keep the WHRC updated on the location of club and State Federation archives.
- Report your WHRC program activities to GFWC. We want to share your success stories to inspire others.

## PROJECT IDEAS

Develop and incorporate club and community projects aimed at preserving women's history. Educate club and community members on the current relevance of GFWC and club histories. Develop diverse and creative projects to encourage active member participation.

- Invite members to take turns each month giving a report on a well-known woman in history or one currently making history.
- Write your club history. "*WHRC Guidelines for Writing Club Histories*" is available from the GFWC Marketplace.
- Prepare a PowerPoint video presentation of past and present members, major service projects, and historical artifacts to be used at membership events, fundraisers, and community events.
- Hold a club scavenger hunt to help members learn about the history of your club or GFWC. Divide members into groups of three and give them a list of 40 things to find. Some items can be found in club yearbooks or scrapbooks, while others may require a "seasoned" member for an answer. After 20 minutes, provide the answers to the group using pictures and information in the scrapbooks to recount the founding of the club and past projects. Long-time members can add interesting facts.
- Choose a member each month who will be celebrating her birthday. Interview her and prepare a presentation for your meeting. Also highlight a member from the past or an event from the past.
- Educate the public about your history by inviting history teachers and students to visit your club. Share scrapbooks from early days and club histories.
- Observe Women's History Month in March by presenting a "Woman of Distinction" award to a club member or community member who exhibits outstanding service to their community and exemplifies all the qualities set forth in Mary Stewart's *Collect for Clubwomen* in the Member Portal Digital Library.

## SUGGESTED GFWC HISTORY PROJECTS

- Contact the WHRC for tips for using WHRC publications and electronic resources for club program ideas. Use the booklet *Rising by Light to Higher Things: Highlights of GFWC's Collections* to create programs on GFWC's support of American Art; the GFWC Timeline to relate GFWC national service programs to local ones; or GFWC photographs of events, people, or unique publications and memorabilia to illustrate a PowerPoint presentation.
- Contact the WHRC to receive a scripted PowerPoint presentation that provides an historical and interior tour of 1734 N Street.
- Highlight your club's history to demonstrate the importance of your club to your community. For more information on membership recruitment activities, review the *GFWC Membership Advancement Guide* in the *GFWC Club Manual*.
- Gain inspiration for fundraising and community outreach by reviewing past GFWC Community Improvement Program Award winners in the WHRC online catalog. GFWC history is relevant to ALL program areas.
- Develop a proactive public awareness program by offering GFWC history stories to your local news media for Women's History Month (March), Federation Day (April 24), and Archives Month (October).
- Partner with local historical institutions to promote the role of your club in local history.
- Work with your local public schools to assist students with National History Day projects on women's history; offer to serve as judges for local History Day competitions.



# WOMEN'S HISTORY AND RESOURCE CENTER

## BECOME A FRIEND OF THE WHRC

Donate to the GFWC Women's History and Resource Center in support of its mission and become a Friend of the WHRC. By joining the Friends of the WHRC, you will help:

- Preserve and maintain GFWC collections
- Increase research library acquisitions
- Provide student field study opportunities

Name \_\_\_\_\_

Club \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

For club memberships, please provide contact information for the club president.

Club president \_\_\_\_\_

Address \_\_\_\_\_

Email edition of *WHRC News*: ☐ Yes ☐ No  
Check donation status: ☐ Individual ☐ Club

Checks, with "WHRC" in the memo line, should be made payable and sent to:

GFWC  
1734 N Street NW  
Washington, DC 20036-29990

## FRIEND LEVELS

### PRESIDENTIAL—\$1,000 per year

- Special donor gift
- Name of individual or club added to large plaque outside the WHRC Library

### BENEFACTOR—\$500 per year

- Contribution acknowledged in *GFWC Clubwoman Magazine*
- Full day archives training workshop for individual or club representative using the collections at WHRC (Small group format; certificate provided)

### PATRON—\$250 per year

- 20 percent discount on library research services, including photocopying

### FRIEND—\$50 per year

- Friends of the WHRC pin
- Subscription to *WHRC News* (name listed)
- Identification as Friends member with Convention name badge ribbon

## WHRC HERITAGE PIN

In 1892, the Committee on the Federation Badge Pin was created to design an image that would reflect the aim of GFWC. Appointees included GFWC's founder, Jane Cunningham Croly, and its first president, Charlotte Emmerson Brown. The Committee chose the sun's rays and the color blue as elements to symbolize the Federation. The resulting pin, GFWC's original emblem, featured an image of the rising sun in a blue sky above snow-capped mountains with its rays illuminating "GFWC" in block lettering. An upturned, russet colored banner displayed the motto, "Unity in Diversity."

The WHRC Heritage Pin offers a faithful facsimile of the original emblem on an updated lapel pin with a magnetic back. Proceeds from the Heritage Pin will be used to repair or replace the picture frames that display GFWC's historic collection of International Past President Portraits. Cost of pin - \$15, available through the GFWC Marketplace.



**PLEASE COPY THIS FORM**

**HOW CAN I OR MY CLUB ARRANGE A TOUR OR SCHEDULE A RESEARCH VISIT?**

A National Historic Landmark, 1734 N Street NW, is a Washington must-see for GFWC clubwomen and their guests. The WHRC manages access to GFWC's historic archives and collections, including tours of GFWC Headquarters. Group tours and research appointments must be scheduled in advance by emailing [GFWC@GFWC.org](mailto:GFWC@GFWC.org) or calling 202-347-3168. Tour and research hours are between 9:00 a.m. and 4:00 p.m., Monday through Friday. GFWC is closed on Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, the Wednesday-Friday of Thanksgiving week, and the week between Christmas and New Year's Day. Tour admission is free for GFWC members and by suggested contribution for non-members.

**GUIDE TO USING THE WHRC ONLINE CATALOG**

A primary goal of the WHRC is to make GFWC's valuable historical records more accessible to our members, the scholarly research community, and the public. Improved access will promote greater recognition for the contributions of GFWC clubwomen and inspire members to use the lessons of past successes to build solid membership, strong leadership, and meaningful community service projects.

The WHRC online catalog allows GFWC members and website visitors, including those who come to the catalog via a general web search engine such as Google, to explore a wide range of GFWC collections. The tips in this Guide are meant to be a quick outline to navigating the WHRC online catalog. For additional guidance, please do not hesitate to email [WHRC@GFWC.org](mailto:WHRC@GFWC.org) or call 202-347-3168. To access the catalog through the GFWC website:

1. Go to [www.GFWC.org/What-We-Do/WHRC](http://www.GFWC.org/What-We-Do/WHRC)
2. Click on the "Search the Collections" button to bring you to the WHRC home page.

**NAVIGATING THE ONLINE CATALOG FROM THE MAIN CATALOG PAGE**

**KEYWORD SEARCH** - This search field casts the widest net for information, like the simple keyword search feature of Google. The search covers all fields included in the catalog records, including donors, who may be individuals, clubs, or State Federations. As with Google, enclosing a multi-word search term in quotation marks will limit results to that phrase; for example, "South Dakota."

Interactive features in each record:

- Email Page (top, right)—send this image to a friend.
- Send Feedback (top, far right)—contact the WHRC with comments or questions.
- Order Image (below image)—request a copy for a club presentation or publication.
- Search Term (in record)—may provide additional information on that topic. For example, click on "GFWC Headquarters" to read details on the history of GFWC Headquarters.
- Person (not shown)—Click on the name of any GFWC International Past President to see her biography.
- Related Hyperlinks (not shown)—If digital content is available, a link will be provided to read a book, club or state history, or oral history online.



## COMMUNITY IMPACT PROGRAM AWARDS

### AWARDS, CONTESTS, and GRANTS

THE GFWC COMMUNITY IMPACT PROGRAM AWARDS OFFER GFWC CLUBS FINANCIAL INCENTIVES TO IMPLEMENT PROJECTS THAT BRING CHANGE TO A LOCAL COMMUNITY.

The Community Impact Program Awards are designed to encourage and recognize the positive effects a club can have on specific needs in their community.

As GFWC's longest standing project, the Community Impact Program Awards has evolved since its introduction to members in 1949, still the goals remain the same, to reward clubs for effective community projects that benefit from opportunities for growing club membership, enhancing leadership skills, building relationships with individuals and community groups, and creating public awareness of the club and GFWC.

Community Impact Projects should make a visual, physical, or emotional impact at the grassroots level. They are projects that bring awareness to what GFWC volunteering is all about.

#### 2022-2024 COMMUNITY IMPACT PROGRAM AWARDS

**Beth Smith, Chairman**  
117 Belmont Drive  
Greeneville, TN 37745  
sixpetstoomany@netscape.net

#### AWARD PERIOD

January 1, 2022 to  
December 31, 2023

### SELECTING THE PROJECT AND PLANNING

Any grassroots project that makes a large impact in your local community and fits the criteria will be accepted for judging purposes.

Additionally, GFWC clubs are encouraged to consider the Community Connection Initiative highlighted in each of the Special Program Areas and/or Community Service Programs. These Community Connection Initiatives can be found in the right-hand side panel of each of the Club Manual Guides under the area of interest.

- Signature Program: Raise Awareness to Hope and Help
- Juniors' Special Program: Refresh and Revive
- Arts and Culture: Community Historical Gems
- Civic Engagement and Outreach: A Little Thanks Goes a Long Way
- Education and Libraries: Bring the Sparkle to Public Libraries
- Environment: Sparkling Seeds, Brilliant Butterflies, Glamorous Garden Gloves
- Health and Wellness: Physical Fitness Opportunities for All Ages

# 2022-2024 GFWC CLUB MANUAL

## COMMUNITY IMPACT PROGRAM AWARDS

### DESIGN YOUR OWN GRASSROOTS COMMUNITY IMPACT PROJECT

Here is an example of how a club can design a project eligible for Community Impact Program Awards.

#### BRAINSTORMING AND RESEARCH

Club members meet to discuss the needs of their local community by looking for grassroots projects that will require community partnerships, additional funds, and planning implementation. Clubs can also select a Community Connection Initiative from one of the Special Program Areas and/or Community Service Programs as noted in the GFWC Club Manual guides.

After brainstorming possible projects, ask club members to narrow the discussion to a couple of possible focus areas. Club members research the grassroots issues of focus with input from the community (schools, churches, local leaders and governments, businesses, etc.) and reconvene to finalize a targeted project.

#### OUTLINE THE PROJECT TO CREATE A PLAN OF ACTION

The club creates a project plan that may include:

- Project goal statement describing a clear picture view of what is to be accomplished by the project and what benefits will be gained when the project is completed
- Community connections for collaboration
- Funding needed and possible sources
- Media outlets and plan to promote the project in the news, online, and social media
- Timeline for the project

#### CONTEST DESCRIPTION

Each Community Impact Program Award Entry Form can feature one project based on community need or the Community Connection Initiative from one of the Special Program Areas and/or Community Service Programs. The selected project must be undertaken by a club and accomplished during the award period of January 1, 2022 to December 31, 2023.

Award Entry Form highlights the following:

- Brief description of the project and the issue/problem you are trying to solve
- Project scope including:
  - Ø the plan of action
  - Ø costs to implement and how project was funded
  - Ø community collaboration, if any
  - Ø obstacles, if any, you overcame to implement the project
- Results achieved and the long-term effects of the project on the community
- Public relations and media (include internet, newspaper articles, social media, television, etc.) including pictures of the project activities

Total entry cannot exceed 10 pages, including photos, media, etc.

#### OTHER GUIDELINES

- Clubs that have previously won this award must submit entirely new projects for consideration; expanded projects will not be considered.
- International Affiliates may submit an Award Entry to be judged in conjunction with other International Affiliates.

# 2022-2024 GFWC CLUB MANUAL

## COMMUNITY IMPACT PROGRAM AWARDS

- All deadlines and other rules must be followed.
- Joint entries of clubs and state-sponsored projects are not allowed.
- All monetary awards must be used to further the winning Community Impact Project.
- Award entries of national winners will be kept in the GFWC Women's History and Resource Center.

### CALENDAR DEADLINES

JANUARY through FEBRUARY 2024	State Community Impact Program Award Chairman must obtain three judges. Judges may not be members of GFWC.
MARCH 1, 2024	Club entries must be sent to the state CIP Chairman via email (if digitally accepted by state chairman) or mail, postmarked/timestamped no later than this date, to Community Impact Program Award State Chairman.
MARCH 5-15, 2024	Club entries are judged at the state level.
MARCH 20, 2024	<p>Community Impact Program State Chairman – The Award Entry of first-place state winner only (new this Administration) is due by mail or email to GFWC CIP Chairman AND to Second Vice President. After award winners are announced at their respective State Conventions, GFWC will issue checks to the winning state clubs. There can be no "ties" submitted, only one winning club is accepted by GFWC for award process.</p> <p>Award Entries will be judged by CIP Chairman and non-GFWC panel of judges.</p> <p>Mail to: Beth Smith, GFWC CIP Chairman 117 Belmont Drive Greeneville, TN 37745 Or email to: sixpetstoomany@netscape.net</p> <p>AND</p> <p>Mail to: Jolie Frankfurth, GFWC Second Vice President 17529 Edinburgh Drive Tampa FL 33647 Or email to: jfrankfurth@gfwc.org</p>
SPRING 2024	State Community Impact Program Awards are presented at State Conventions.
APRIL 2024	National judging takes place by judging panel overseen by the CIP Chairman.
JUNE 2024	National and International Community Impact Program Awards will be presented at the 2024 GFWC Annual Convention in Chicago, Illinois.

# 2022-2024 GFWC CLUB MANUAL

## COMMUNITY IMPACT PROGRAM AWARDS

### SUGGESTED JUDGING CRITERIA FOR STATE JUDGING

#### PROJECT DEVELOPMENT – 25 POINTS

- Procedures, plan of action, and input in choosing projects
- Plan details, execution, and effort
- Community collaboration with other groups and/or individuals

#### PROJECT COMPLETION – 50 POINTS

- Project completed within timeframe
- Financial support obtained
- Obstacles, if any, overcome

#### PROJECT CHANGE – 25 POINTS

- Increase in community awareness
- Degree of success of project and measurable impacts
- Viability of long-term efforts

### AWARDS

GFWC awards up to \$21,100 to winners of the GFWC Community Impact Program Award as outlined below. Nationally, only first place winners are given monetary awards within the six state membership categories.

GFWC State Awards (sent from the State Chairman using the GFWC State CIP Award Form, attached)

First Place \$100

Total for 51 State Federations \$5,100

#### GFWC National Awards

State Category 1: \$2,500

State Category 2: \$2,500

State Category 3: \$2,500

State Category 4: \$2,500

State Category 5: \$2,500

State Category 6: \$2,500

International Affiliate: \$1,000

Total National Awards: \$16,000



## 2022-2024 COMMUNITY IMPACT PROGRAM AWARD ENTRY FORM

OFFICIAL ENTRY FORM MUST BE EMAILED OR POSTMARKED BY MARCH 1, 2024, TO YOUR STATE CHAIRMAN

Submit to your GFWC Community Impact Program Award State Chairman. Digital submission is acceptable if your state chairman can accept a digital version. Otherwise, make two copies of the completed form and accompanying materials, one to submit and one to keep for the club's files.

### CLUB AND COMMUNITY INFORMATION

State Federation \_\_\_\_\_

Date \_\_\_\_\_

GFWC Club Name \_\_\_\_\_

District \_\_\_\_\_

Number of Members \_\_\_\_\_

Number of Members Involved \_\_\_\_\_

Project City \_\_\_\_\_

County \_\_\_\_\_

Population Served \_\_\_\_\_

Type of Community (Check one) Rural; Urban; Suburban \_\_\_\_\_

### COMMUNITY CONNECTION INITIATIVE OR OTHER SELECTION – indicate the project being submitted

☐ Other: Any grassroots project that meets contest descriptions and guidelines

Title: \_\_\_\_\_

☐ Signature Program: Raise Awareness to Hope and Help

☐ Juniors' Special Program: Refresh and Revive

☐ Arts and Culture: Community Historical Gems

☐ Civic Engagement and Outreach: A Little Thanks Goes a Long Way

☐ Education and Libraries: Bring Sparkle Back to Public Libraries

☐ Environment: Sparkling Seeds, Brilliant Butterflies, Glamorous Garden Gloves

☐ Health and Wellness: Physical Fitness Opportunities for All Ages

## PROJECT DESCRIPTION

1. Provide a brief description of the club project by explaining what issue/problem you are attempting to solve. (Do not exceed 50 words).

2. Describe the scope of the project by explaining the following:

- a) Plan of action
- b) Costs to implement and how project was funded
- c) Community collaboration, if any
- d) Obstacles, if any, you overcame to implement the project

3. Explain the results achieved:

- a) Long-term effects of the project on the community
- b) Results within your club (new members, fundraising opportunities, media outlets, community relationships, etc.)

4. List project public relations and media (includes internet, newspaper articles, social media, television, etc.)

5. Attach up to 10 pictures of the project activities. Photos can be emailed.

Contact Information

Club CIP Chairman \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Club President \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Club President's Signature \_\_\_\_\_

GFWC COMMUNITY IMPACT PROGRAM AWARDS  
STATE WINNING PROJECT FORM  
(Submitted by State Chairman ONLY)  
(Only one winner can be presented to GFWC, no ties accepted.)

State Federation:\_\_\_\_\_

State CIP Chairman Name:\_\_\_\_\_

Email:\_\_\_\_\_

Winning Club Official Name:\_\_\_\_\_

Winning Club Address with ZIP:\_\_\_\_\_

Winning Club Person of Contact Name/Address with ZIP\_\_\_\_\_

\_\_\_\_\_

Email contact:\_\_\_\_\_

Note: Your State Chairman is responsible for sending the state's first place winning Community Impact Project documentation (digital or printed) to BOTH with this form:

Beth Smith, GFWC CIP Chairman  
117 Belmont Drive  
Greeneville, TN 37745  
Or email digital version to: sixpetstoomany@netscape.net

AND

Jolie Frankfurth, GFWC Second Vice President  
17529 Edinburgh Drive  
Tampa FL 33647  
Or email digital version to: jfrankfurth@GFWC.org



## JENNIE AWARD

### AWARDS, CONTESTS, AND GRANTS

#### THE GFWC JENNIE AWARD HONORS ONE CLUBWOMAN FROM EACH GFWC REGION FOR OUTSTANDING COMMITMENT TO CLUB, COMMUNITY, AND FAMILY.

The GFWC Jennie Award is *the only national honor* bestowed by GFWC that recognizes individual members for personal excellence. Club members are nominated by their clubs to compete at state, regional, and national levels for the Federation's highest honor.

The Jennie Award is named in honor of GFWC's founder, Jane Cunningham Croly, who wrote for national newspapers under the pseudonym "Jennie June." The award is an occasion to highlight extraordinary clubwomen who epitomize her spirit of independence, courage, and persistence through their roles as volunteers within their clubs, representatives of their community, and as members of a family or extended family. Although GFWC has many awards for states and clubs, the GFWC Jennie Award is the only national honor that recognizes individual members for personal excellence. Since it is an award for lifetime personal excellence, club presidents should consider utilizing the knowledge of club historians for Jennie Award nominees. Club presidents should be mindful of first impressions and make the nominee's packet of supporting materials as professional as possible as it may be judged at the different levels by influential community leaders.

The GFWC Jennie Award Nomination Form is included on the last page of this section and may be downloaded from the **GFWC Member Portal**.

#### 2022-2024 JENNIE AWARD

**Theresa Rudder, Chairman**  
115 Alamosa Ave.  
Alamosa, CO 81101  
theresarudder@msn.com

#### JUDGING CRITERIA

Nominations will be evaluated equally on the following criteria:

##### COMMITMENT TO FAMILY

Recognizing that families come in many different forms, the nominee might be a single parent, a grandparent raising her grandchildren, an adult caring for an elderly relative, or an adult without children. The definition of a family member may include persons who are older or younger than the nominee. It may include immediate as well as extended family members. The nominee should exemplify outstanding concern for the wellbeing, health, and welfare of one or more persons by providing aid and comfort on an on-going basis, separate and apart, from club and community work.

##### COMMITMENT TO GFWC

The nominee should have an outstanding record of success and achievement, not only in terms of her club's volunteer programs and projects, but also her role in a leadership position, her effort to build membership and promote the club to others, and her overall spirit of volunteerism. She should be kind, loyal, and positive in her relationships with other clubwomen, and her commitment should be continuous, rather than a one-time occurrence.

##### COMMITMENT TO COMMUNITY

Community service must address real community needs and concerns. This service should go beyond club activities and be carried out through other community organizations (e.g. schools, hospitals, an elected/appointed position, scouts, etc.) as well as through the workplace. Activities should reflect an innovative or unique approach to volunteer work.



## **PUBLIC RELATIONS OPPORTUNITIES**

An important reason for participating in the GFWC Jennie Award is the tremendous public relations impact it may have on the club, state, regional, and national levels. Here are some public relations suggestions for each stage during the 2022-2024 Administration:

### **CLUB**

Once your club selects its GFWC Jennie Award nominee and is ready to submit its narrative describing a nominee's qualifications, you should send a news release or article about your nominee to local media outlets. Consider holding a ceremony during a club meeting and inviting a reporter to cover the event or sending a photo and caption of the session to local media.

### **STATE**

State Presidents should appoint a state GFWC Jennie Award Chairman to assist in publicizing and managing the award process. State Presidents or chairmen who receive multiple entries for review should form an outside panel of judges comprised of leading citizens to assist in selecting the single state nominee. This stage offers an opportunity to honor all nominees, either at a state meeting in summer 2023 or at another appropriate venue, such as your State Convention, where each finalist is awarded a special certificate. Reporters should be invited to cover the event, or a photo and caption should be sent to local media.

### **REGION**

Region Presidents should consider appointing a Jennie Award chairman to assist in publicizing and managing the award process including assisting the Region President in choosing a committee of outside judges to help select the two regional finalists whose applications will be forwarded to GFWC Headquarters for consideration at the national level. The Region President and/or Jennie Awards Chairman should plan an event to honor all state nominees in their Region during the 2023 Region Conferences. Honor all state nominees from the Region and make them feel special by introducing them to the attendees, presenting special certificates to each one, and offering photo opportunities that they can share with their local media.

**Reminder—entries to GFWC Headquarters must be postmarked by December 1, 2023.** GFWC will prepare certificates for the 16 Region finalists and highlight them in the Spring 2024 issue of *GFWC Clubwoman Magazine*.

### **NATIONAL**

At the time of the awards ceremony during the GFWC Annual Convention in June 2024, which all eight national honorees are expected to attend, a news release will be issued by GFWC to major U.S. newspapers as well as to media in the states, cities, and regions of all eight honorees. Clubs and State Federations with GFWC Jennie Award medal recipients, as well as each GFWC Region, should also take the opportunity to inform their local media about the national honor. Club Communications and Public Relations chairmen of the national recipients should notify local officials and organizations such as the mayor, Chamber of Commerce president, and state elected officials to arrange photo opportunities and recognition events.



## AWARD RULES

Clubs may nominate one member who has demonstrated the qualities outlined under the judging criteria for this award.

- The nominee must be a member in good standing of a GFWC club for a minimum of five years. Her tenure of service may be with several clubs. Years of service must be consecutive, not concurrent.
- GFWC Executive Officers (past or present) are not eligible for nomination.
- Nominations should emphasize a member's entire lifetime of service.
- Clubs must complete and submit the official GFWC Jennie Award Nomination Form along with a separate letter of introduction explaining the reason for the nomination with a maximum 500-word written narrative.
- Narratives should include descriptions of the nominee's:
  - Ø Commitment to her nuclear or extended family
  - Ø Participation in community groups and organizations, both volunteer and professional
  - Ø Club activities
- Clubs must submit no more than 25 pages (printed single-sided) of supportive materials, including:
  - Ø The title-page nomination form and letter of introduction
  - Ø Digital color photograph of nominee (**high-resolution/300 dots per inch or pixels per inch**)  
*Note: If the photo does not meet the required specifications, it will not be used.*
  - Ø Clips of two-three newspaper (or other media) stories about successful projects to which the member contributed (it is not necessary for such articles to mention the member by name).
  - Ø Letter of endorsement from club president
  - Ø Letter of endorsement from a representative of another organization
- Nomination forms and supporting materials, including photographs, will not be returned.
- The 16 Region Finalists will be featured in the Spring 2024 issue of *GFWC Clubwoman Magazine*.
- One clubwoman from each of the eight GFWC Regions will be selected for national recognition as a GFWC Jennie Award honoree (expected to attend the 2024 GFWC Annual Convention in Chicago, IL).
- ALL eight national GFWC Jennie Award honorees will be awarded roundtrip transportation to attend the 2024 GFWC Annual Convention in Chicago, IL.

## CALENDAR

Dates to Remember:

### **June 2023 – State Presidents/Region Presidents**

Encourage clubs to start looking for candidates to propose.

Announce call for nominations at state meetings and publish reminders in newsletters, magazines, and emails.

### **June 1, 2023 – Clubs**

Submit nomination materials to respective State Presidents, POSTMARKED by this date.

### **August 1, 2023 – State Presidents**

Submit nomination materials (1 per state) to respective GFWC Region President, POSTMARKED by this date.

### **December 1, 2023 – Region Presidents**

Submit nomination materials (2 per Region) to GFWC Headquarters, 1734 N Street, NW, Washington, DC 20036-2990, POSTMARKED by this date.

### **March 2024 – 16 Region Finalists**

Featured in *GFWC Clubwoman Magazine*

### **March/April 2024**

Selection Committee Meets

### **June 2024**

One clubwoman from each of the 8 Regions (all expected to attend) will be honored at the 2024 GFWC Annual Convention in Chicago, IL. A special remembrance and certificate will be presented to the honorees by the GFWC International President and GFWC Jennie Award Chairman.



**GENERAL FEDERATION**  
*of* **WOMEN'S CLUBS**

# Jennie Award Nomination Form

*Please attach a letter of introduction with a maximum of 500 words, double-spaced, using 12-point font, and one-inch margins on all four sides.*

## 1. NOMINEE

*Please note that the nominee must attend the 2024 GFWC Annual Convention in Chicago, Illinois, if selected as a national award winner.*

Nominee Name

Mailing Address

City

State

Zip Code

Phone

Fax

Email

Club

State Federation

Year Nominee Joined Club

State Federation

Region

## 2. NOMINATOR/CONTACT PERSON

Mailing Address

City

State

Zip Code

Phone

Fax

Email

## 3. COMMITMENT TO FAMILY

Include examples separate and apart from club and community work

#### 4. COMMITMENT TO CLUB

Name(s) of project(s), duration, and results, if any, including leadership and positions held

#### 5. COMMITMENT TO COMMUNITY

Non-GFWC club service, names of the organization(s), titles held, unique approach to volunteer service

Clubs: Submit the completed form, letter of introduction, photos, press clippings, letters of endorsement, and materials by **June 1, 2023**, to your State President. Please note: materials will NOT be returned.

Contact the national GFWC Jennie Award Chairman (Theresa Rudder, [theresarudder@msn.com](mailto:theresarudder@msn.com)) or the GFWC Programs Department with any questions: 1-800-443-GFWC or ***Programs@GFWC.org***.



## NEWSLETTER CONTEST

### AWARDS, CONTESTS, and GRANTS

#### NEWSLETTERS ARE ONE OF THE MOST EFFECTIVE AND EFFICIENT METHODS OF INFORMING GFWC MEMBERS ABOUT CURRENT, ONGOING, AND NEW INITIATIVES.

This GFWC Newsletter Contest encourages clubs and State Federations to establish a strong newsletter program aimed at increasing awareness about ongoing projects, programs, events, and issues that affect GFWC members and communities. This type of publication need not be elaborate or lengthy. Substance is more important than style. A newsletter should be informative and generate enthusiasm, all while contributing to public relations outreach, membership recruitment and retention, and program development.

#### JUDGING CRITERIA

Entries will be judged and awarded points on the following elements:

- Content quality, including timeliness, clarity, and member impact (30%)
- Presentation (30%)
- Design (30%)
- Adherence to rules (10%)

#### DEADLINE

Entries must be postmarked by March 15 in the year in which they will be judged.

#### AWARDS

##### CLUB LEVEL

A first, second, and third place certificate will be awarded annually at the GFWC Convention to three clubs in the nation.

##### STATE LEVEL

GFWC certificates are awarded at the GFWC Annual Convention to one State Federation in each membership category to recognize creativity and outstanding achievement in producing a State Federation newsletter.

#### 2022-2024 NEWSLETTER CONTEST

##### Jen Nowak, Chairman

51 Glenn Drive, Wilbraham, MA 01095

Correspondence to: [jwnowak@charter.net](mailto:jwnowak@charter.net)

#### CONTEST RULES

- Only one newsletter issue per club or State Federation may be submitted.
- The newsletter must have been published and clearly dated during the contest year (January 1-December 31).
- The front page of the newsletter must prominently display the official GFWC emblem and mention membership in GFWC. Refer to the GFWC Stylebook for GFWC Trademark Use Policies at [www.GFWC.org](http://www.GFWC.org).
- Newsletter entries must include the contact information of at least one member, defined as an email address, telephone number, and/or mailing address.
- All entries must be printed and sent via postal mail, postmarked no later than March 15 in the year in which they will be judged to:  
Jen Nowak  
GFWC Newsletter Contest Chairman  
51 Glenn Drive, Wilbraham, MA 01095  
*The envelope must be clearly marked  
GFWC Newsletter Contest.*
- Your entry must include a cover letter containing the following:
  - Ø Club or State Federation president's name and contact information
  - Ø Name and contact information of individual submitting the entry
  - Ø Number of members in the club/State Federation
  - Ø Approximate circulation
  - Ø An essay of no more than 250 words describing the club's/State Federation's approach to utilizing its newsletter
- Clubs and State Federations with an electronic newsletter must follow the same entry rules. Printed copies of electronic newsletters are required.



For ideas on creating an informative and engaging newsletter, refer to the Communications and Public Relations Advancement Plan by visiting the Member Portal.



## PHOTOGRAPHY CONTESTS

### AWARDS, CONTESTS, and GRANTS

## TELL YOUR STORY WITH PHOTOGRAPHS

The GFWC Photography Contests encourage members' artistic expression and visual storytelling, while recognizing originality, visual impact, and technical skill in photography. GFWC offers two opportunities to participate in the Photography Contests. You don't need an expensive camera to take great pictures. Today's cell phones offer a way to take creative pictures that are contest worthy.

### THE WORLD IN PICTURES CONTEST

These photographs showcase the people, places, and things at home and around the world that impact our lives in a meaningful way, as expressed in these three categories:

**Our World Up Close**—Create a visual that offers a novel viewpoint or a macro image that takes the viewer into a whole new, tiny world. Macro photography creates photos of small items that are larger than life. Some common examples are bugs or parts of flowers.

**Natural Wonders**—Use wide angles and panoramas, or changeable landscape images, to showcase mountains, meadows, sandhills, rivers, waterfalls, oceans, deserts, or any other magnificent vista.

**Reflections**—Feature a setting, situation, or landmark that brings back poignant memories, or capture a fleeting image reflected in glass, water, or another mirrored surface.

### GFWC LIVING THE VOLUNTEER SPIRIT CONTEST

These photographs capture the special moments in the lives of GFWC clubwomen as they meet, plan, advocate, volunteer, or celebrate, in groups or one-on-one.

### RULES FOR PHOTOGRAPHY CONTESTS

- Photographs must be the original work of the member submitting the photograph.
- All contest photographers must be dues paying members of an active GFWC club.
- Photographs for the first year of the Administration must be taken between January 1, 2022, and December 31, 2022. Photographs for the second year of the Administration must be taken between January 1, 2023, and December 31, 2023.
- Contestants must be considered an amateur photographer.



### 2022-2024 PHOTOGRAPHY CONTESTS

#### Karen Kaler Bruce, Chairman

13036 Falcons Way  
Savage, MN 55378  
karenkaler0505@gmail.com

#### CLUB CHAIRMAN RESPONSIBILITIES

- Encourage members to participate in the GFWC Photography Contests.
- Foster participation in the photography contests. Consider selecting a subject for all members to photograph.
- Recognize member contributions by awarding certificates and/or ribbons.
- Remind members of deadlines for judging the local and state contests.
- Forward the submissions for state and national judging as instructed.
- Verify that all rules for the contests have been followed. Entries that **do not** follow the contest rules will be disqualified.



# 2022-2024 GFWC CLUB MANUAL

## PHOTOGRAPHY CONTESTS

### ARTWORK GUIDELINES FOR PHOTOGRAPHY CONTESTS

Judges will look at the overall creativity of subject and quality of the photograph. Photos may be taken using film or with digital cameras and may be color or black/white.

### PHOTOGRAPHS FOR STATE JUDGING

#### Printed Photography Submissions:

- Photographs may be vertical/portrait or horizontal/landscape.
- Photographs must be the original work of the member submitting the photograph.
- Each photograph must be an 8 X 10-inch print.
- All photographs must be mounted on a rigid 8 X 10-inch board and overall thickness may not exceed 3/8 inch. No mattes, frames, or hangers are to be included.
- Photographs may be taken using film or with digital cameras and may be color or black and white.
- Printed photographs will not be returned.
- Each photograph must have a label affixed to its back with the following information:
  - Ø Contest name: *World in Pictures* with category or GFWC Living the Volunteer Spirit
  - Ø Photographer's Name, Email Address, Mailing Address, and Phone Number
  - Ø Name and State of the sponsoring club
  - Ø Title and a brief caption giving location, date, and other pertinent information about the photograph
  - Ø Arrow indicating the top of the photograph

#### Digital Photography Submissions (if allowed by the State Chairman)

- Digital submissions will be considered but must be a high-resolution digital copy emailed in "actual" size. Note: Typically, must be emailed in a large capacity format software such as Dropbox, Hightail, or other.
- **High-resolution**/300 dots per inch or pixels per inch
- Photographs may be vertical/portrait or horizontal/landscape.
- Photographs must be the original work of the member submitting the photograph.
- Each photograph must have the following information contained in the email:
  - Ø Contest name: *World in Pictures* with category or GFWC Living the Volunteer Spirit
  - Ø Photographer's Name, Email Address, Mailing Address, and Phone Number
  - Ø Name and State of the sponsoring club
  - Ø Title and a brief caption giving location, date, and other pertinent information about the photograph
  - Ø Indicate the top of the photograph

### DEADLINES FOR PHOTOGRAPHY CONTESTS

**State Level:** Clubs must send entries to their respective State Photography Contest Chairman for judging. If Chairman accepts digital format, please be sure to include where to email the photographs. State entry deadlines are determined by the respective State Federation.

**National Level:** To be eligible for national judging, submit one winner from each State Federation for each contest and category, along with a cover letter from the respective State Photography Contest Chairman listing the names of the winning submissions and the signed GFWC Creative Arts waiver from each state inner.

**New:** If available, please email the photographs in high-resolution/300 dots per inch or pixels per inch using Dropbox, Hightail, or other large capacity format software to [PhotoContestGFWC@gfwc.org](mailto:PhotoContestGFWC@gfwc.org).

# 2022-2024 GFWC CLUB MANUAL

## PHOTOGRAPHY CONTESTS

If mailing printed photographs, they must be postmarked by May 15 and sent to:

GFWC Photography Contest  
1734 N Street NW  
Washington, DC 20036-2990

National level submitted photographs will not be returned.

*\* If your State Convention takes place on or about this deadline date, contact GFWC at [Programs@gfwc.org](mailto:Programs@gfwc.org) or 1-800-443-GFWC (4392).*

### AWARDS FOR PHOTOGRAPHY CONTEST

The following awards will be presented at the GFWC Annual Convention for the top three national entries in each contest and category:

First Place	\$100
Second Place	\$75
Third Place	\$50

### DISCLAIMER

By submitting your photographs to GFWC for the GFWC Photography Contests on the national level, you are providing GFWC with a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sublicense the work in any media now known or later invented without limitation for commercial or noncommercial purposes.

### GFWC CREATIVE ARTS WAIVER FORM

The GFWC Creative Arts Waiver Form is attached to this Photography Contests program. For further information, contact GFWC at [Programs@gfwc.org](mailto:Programs@gfwc.org) or call 202-347-3168.

# CREATIVE ARTS WAIVER

With my signature I declare that:

- ☐ I have created the submitted work, entitled \_\_\_\_\_, and I own the full copyright. The work has not been published before.
- ☐ With my work, including pictures, tables, or additional media, I do not violate or infringe on the copyright of other persons or entities.

The work in question is (please check one): ☐ Photography    ☐ Poetry    ☐ Short Story

- ☐ I grant the General Federation of Women’s Clubs a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sublicense the work in any media now known or later invented without limitation, for commercial or noncommercial purposes.
- ☐ I agree that I shall not release the work to any other publication in the same or substantially similar form, without prior written and explicit consent from the General Federation of Women’s Clubs.

This agreement shall become effective and binding on the date of formal acceptance of the work for publication by the General Federation of Women’s Clubs.

Full Name (Print)		
Mailing Address		
City	State	Zip Code
Email		
Phone		

Signature

Date

Parent/Guardian Signature (if submitter is under 18 years of age)

Date



## WEBSITE CONTEST

### AWARDS, CONTESTS, and GRANTS

**"A WOMAN WITH A VOICE IS BY DEFINITION A STRONG WOMAN. BUT THE SEARCH TO FIND THAT VOICE CAN BE REMARKABLY DIFFICULT." - MELINDA GATES**

**CLUB AND STATE WEBSITES CAN OFFER AN ALMOST UNLIMITED AMOUNT OF INFORMATION FOR PROSPECTIVE, NEW, AND CURRENT MEMBERS. HAVING AN ONLINE PRESENCE HELPS INCREASE YOUR CLUB AND STATE OUTREACH WHILE PROMOTING THE GFWC BRAND.**

The GFWC Website Contest aims to challenge clubs and State Federations to employ their websites as membership tools with organized and updated content that presents a professional and credible source of information. A website that is updated weekly presents the information to your members and potential members in a timely manner. This is a great source to spread the word of the Federation on the web.

#### JUDGING CRITERIA

Websites will be judged on the following elements:

- Ease of navigation
- Overall appearance
- Links to GFWC website and State website (*if applicable*)
- Links to GFWC/State/Club affiliate organizations
- Current and relevant information
- Ease of ability to contact

*\*Private Member Only area will not be judged.*

#### DEADLINE

Entries must be received via email by March 15 in the year in which they will be judged.

#### 2022-2024 WEBSITE CONTEST

**Jen Nowak, Chairman**

51 Glenn Drive, Wilbraham, MA 01095

Correspondence to: [jwnowak@charter.net](mailto:jwnowak@charter.net)

Contest entries: [CPRentries@charter.net](mailto:CPRentries@charter.net)

#### CONTEST RULES

- Only one website per club or State Federation may be submitted.
- The website homepage must contain a link to **[www.GFWC.org](http://www.GFWC.org)**.
- The website must include contact information for at least one member, defined as email address, telephone number, and/or mailing address.
- The website may continue to be updated after the contest deadline date.
- Submissions must be made via email to [CPRentries@charter.net](mailto:CPRentries@charter.net)
- The subject line of the submission email must read *Website Contest Entry*.
- The submission email must be received by 11:59 p.m. on March 15 in the year in which website entries will be judged.
- The submission email must include:
  - Ø Club/State Federation name
  - Ø Website address
  - Ø President's name and contact information
  - Ø Name and contact information of person submitting the entry
  - Ø Number of club/State Federation members
  - Ø 250-word essay describing why their website is a valuable resource to members and potential members.

AWARDS

CLUB LEVEL

A first, second, and third place certificate will be awarded annually at the GFWC Convention to three clubs in the nation.

STATE LEVEL

GFWC certificates are awarded at the GFWC Convention to one State Federation in each membership category to recognize outstanding achievement in website implementation and maintenance.



For ideas on creating an informative and engaging website, refer to the *Communications and Public Relations Advancement Plan* in the GFWC Member Portal.



# WRITING CONTESTS

## AWARDS, CONTESTS, AND GRANTS

### EXPRESS YOURSELF CREATIVELY

Do you love to express yourself through writing? Do you enjoy sharing your creative written work with others? GFWC sponsors writing contests in short story and poetry for members and youth to foster community spirit, talent, and growth as writers. Tell a story, express your thoughts, and share your voice while using the elements of presentation, organization, word choice, and sentence fluency. Display your talents with “sparkle and shine” and be rewarded for it!

#### 2022-2024 WRITING CONTESTS

**Donna Shibley, Chairman**  
55 Rowley Street, Agawam, MA 01001  
dmshibley@gmail.com

### GFWC MEMBER CONTESTS

- Authors must be dues-paying members of an active per capita club.
- Entries must be:
  - Ø Typed, double-spaced, printed on one side only
  - Ø Have minimum margins of one-inch on all four sides
  - Ø On 8.5 x11-inch paper
- Entries must be written during the contest year (January 1-December 31).
- Entries must have the following on the top right hand corner of each page:
  - Ø Author's name, email address, mailing address, and phone number
  - Ø Name of author's GFWC club and State Federation
  - Ø Category
  - Ø Title of work
- Authors must be amateurs; earnings from writing may not exceed \$500 annually.
- Entries may not have been published prior to the competition and must be original works by the author.
- A **signed GFWC Creative Arts Waiver** must be included with each submission.
- **Short stories** are limited to 2,000 words.
- **Poetry entries** can be any style, with a minimum length of eight lines and a maximum of 50 lines.
- One entry per member per category.

### YOUTH WRITING CONTESTS

- Entries must be typed, double-spaced, printed on one side only, with minimum margins of one-inch on all four sides, on 8.5 x 11-inch paper.
- Entries must be written during the contest year (January 1-December 31).
- Entries must have the following on the top right hand corner of each page:
  - Ø Author's name, email address, mailing address, and phone number
  - Ø Name of the GFWC club and State Federation submitting author's work
  - Ø Category
  - Ø Title of work
  - Ø Grade Level Category
    - **Category 1:** Grades K, 1, and 2
    - **Category 2:** Grades 3, 4, and 5
    - **Category 3:** Grades 6, 7, and 8
    - **Category 4:** Grades 9, 10, 11, and 12



# 2022-2024 GFWC CLUB MANUAL

## WRITING CONTESTS

- Authors must be amateurs; earnings from writing may not exceed \$500 annually.
- Entries may not have been published prior to the competition and must be original works by the author.
- A **signed GFWC Creative Arts Waiver** must be included with each submission.
- One entry per person per category.
- **Short stories** are limited to 2,000 words.
- **Poetry entries** can be any style, with a minimum length of eight lines and a maximum of 50 lines.
- The Six Traits of Writing will be used in the judging of the Youth Writing Contest.

### ENTRY GUIDELINES AND DEADLINES

#### STATE LEVEL

- Clubs must send entries to their respective State Writing Contests Chairman for state-level judging.
- State entry deadlines are determined by the respective State Federation.
- State Writing Contest Chairmen shall select judges, who will evaluate submissions and select a first place winning entry in each category.
- State Writing Contest Chairmen should keep in mind the national deadline when arranging for state-level judging.

#### NATIONAL LEVEL

- One winning state entry per writing contest, per category, must be sent to the national GFWC Writing Contest Chairman, postmarked no later than **April 1** each year.
- All entries must be accompanied by a cover letter from each State GFWC Creative Writing Contest Chairman with a complete list of state writing contest winners.
- All entries may be mailed or electronically sent to the GFWC Writing Contest Chairman.

### CLARIFICATIONS AND FREQUENTLY ASKED QUESTIONS

- Manuscripts will not be returned. Authors should keep a copy.
- By submitting your short story or poem to GFWC, you are providing GFWC with a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license the work in any media known or later invented without limitation, for commercial or non-commercial purposes.
- A completed and signed GFWC Creative Arts Waiver must be submitted with each entry.



# CREATIVE ARTS WAIVER

With my signature I declare that:

- ☐ I have created the submitted work, entitled \_\_\_\_\_, and I own the full copyright. The work has not been published before.
- ☐ With my work, including pictures, tables, or additional media, I do not violate or infringe on the copyright of other persons or entities.

The work in question is (please check one):    ☐ Photography    ☐ Poetry    ☐ Short Story

- ☐ I grant the General Federation of Women’s Clubs a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sub-license the work in any media now known or later invented without limitation, for commercial or non-commercial purposes.
- ☐ I agree that I shall not release the work to any other publication in the same or substantially similar form, without prior written and explicit consent from the General Federation of Women’s Clubs.

This agreement shall become effective and binding on the date of formal acceptance of the work for publication by the General Federation of Women’s Clubs.

Full Name (Print)		
Mailing Address		
City	State	Zip Code
Email		
Phone		

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature (if submitter is under 18 years of age)

\_\_\_\_\_

Date

## IDENTIFY ALL GFWC DEADLINES FOR AWARDS AND CONTESTS

JOLIE FRANKFURTH, GFWC 2<sup>ND</sup> VICE PRESIDENT

2022-2024 Administration Deadlines



GENERAL FEDERATION  
of WOMEN'S CLUBS

This is a one-stop reference for all GFWC Awards and Deadlines. Please read the relevant sections in the GFWC Club Manual and all Award Entry forms for details. All deadlines call for emails to be sent by 11:59 p.m. Eastern on the due date, or for mailed entries to be postmarked no later than that date.

### March 15, 2023 & 2024

**Statistical Report** (*one* per state, sent by State President) Available in the Member Portal, send to [Programs@GFWC.org](mailto:Programs@GFWC.org) AND [WCarriker@gfwc.org](mailto:WCarriker@gfwc.org).

**Community Service Program Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Community Service Program Chairmen:

- **Arts and Culture:** Pam Ament, Chairman, [ament.pam5@gmail.com](mailto:ament.pam5@gmail.com) or 4203 West 179th Street, Torrance, CA 90504
- **Civic Engagement and Outreach:** Sharon Oliphant, Chairman, [Solip561@aol.com](mailto:Solip561@aol.com) or 871 NW 251st Drive, Newberry, FL 32660
- **Education and Libraries:** Sandy Hauenstein, Chairman, [sandygfwc@outlook.com](mailto:sandygfwc@outlook.com) or 376 Stonehedge Lane, Mechanicsburg, PA 17055-7012
- **Environment:** Tina Neese, Ed.D., LPC Chairman, [tinanneese@gmail.com](mailto:tinanneese@gmail.com) or 1213 Main Street, Porterdale, GA 30070
- **Health and Wellness:** Dale Fisher, Chairman, [dalegfwc86@gmail.com](mailto:dalegfwc86@gmail.com) or 9079 Park Avenue, Manassas, VA 20110

**Signature Program: Domestic and Sexual Violence Awareness and Prevention Advancement Plan Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Trisha Schafer, GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention Chairman, [Trishamae@gmail.com](mailto:Trishamae@gmail.com) or 1123 W Central Avenue, Princeton, IL 61356.

**Juniors' Special Program: Advocates for Children Award Entries** (*one* per state Overall Award Entry and Club Creativity Award. Awards presented in Membership Categories.) Send to Katie Robey, GFWC Juniors' Special Program: Advocates for Children Chairman, [kdrobey@robeybaur.org](mailto:kdrobey@robeybaur.org) or 97 Hudson Street, Marlborough, MA 01752.

**Communications and Public Relations Advancement Plan Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Jen Nowak, GFWC Newsletter Contest Chairman, [CPREntries@charter.net](mailto:CPREntries@charter.net) or 51 Glenn Drive, Wilbraham, MA 01095.

**Newsletter Contest Award Entries** (*one* per state Overall Award Entry and three awards presented to clubs, Awards presented in Membership Categories) Award entries must be mailed to Jen Nowak, GFWC Newsletter Contest Chairman, email/address above.

**Website Contest Award Entries** (*one* per state Overall Award Entry and three awards presented to clubs, Awards presented in Membership Categories) Award entries must be emailed to Jen Nowak, GFWC Website Contest Chairman, email/address above.

**Fundraising and Development Advancement Plan Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Jeanette T. Wells, GFWC Fundraising and Development Chairman, [gfwc.jtw@gmail.com](mailto:gfwc.jtw@gmail.com) or 1595 Ardmore Avenue, Glandale Heights, IL 60139.

**Juniorette Recognition Form** (Each Juniorette Club that submitted statistical information for the state statistical form.) Send to Jenny Hinegardner, Juniorette Chairman, [jenyfur@icloud.com](mailto:jenyfur@icloud.com), or 2569 Springhill Road, Staunton, VA 24401 **AND** Jolie Frankfurth, GFWC Second Vice President, [jfrankfurth@GFWC.org](mailto:jfrankfurth@GFWC.org), 17529 Edinburgh Drive, Tampa, FL 33647.

**Leadership Advancement Plan Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Susan Gettys, GFWC Leadership Chairman, [susan.getts@att.net](mailto:susan.getts@att.net) or 3144 E Topping Circle, Springfield, MO 65804.

**LEADS** Candidate Submittals – Application for the GFWC Leadership, Education, and Development Seminar is available in the GFWC Club Manual. One LEADS candidate may be submitted per state or international affiliate. Send candidate bio and photo to Susan Gettys, GFWC Leadership Chairman, [susan.getts@att.net](mailto:susan.getts@att.net) or 3144 E Topping Circle, Springfield, MO 65804.

**Legislation and Public Policy Advancement Plan Award Entries** (*one* per state Overall Award Entry, Awards presented in Membership Categories) Send to Juliet M. Casper, GFWC Legislation and Public Policy Chairman, [jcasper9200@gmail.com](mailto:jcasper9200@gmail.com) or 4115 Friendfield Trace, Little River, SC 29566.

**Membership Advancement Plan Award Entries** (*one* per state Overall Award Entry and Club Creativity Entry, Awards presented in Membership Categories) Send to Nancy Ames, GFWC Membership Chairman, [nancyGFWCames@gmail.com](mailto:nancyGFWCames@gmail.com) or P.O. Box 395, Canaan, ME 04924.

**Women's History and Resource Center Advancement Plan Award Entries** (*one* per state, Awards presented in Membership Categories) Send to Celene Post, Women's History and Resource Center Chairman, [crp918@live.com](mailto:crp918@live.com) or 3624 West Laredo St., Chandler, AZ 85226.

**Writing Contest Award Entries** (*one* entry per state for each contest and category) To be eligible for judging, entries must be accompanied by a cover letter from the State GFWC Writing Contest Chairman along with the GFWC Creative Arts Waiver (found in the GFWC Club Manual) from each state winner. Entries will not be returned by GFWC. Please see GFWC Club Manual for all rules. Send to Donna Shibley, GFWC Writing Contest Chairman, [dmsibley@gmail.com](mailto:dmsibley@gmail.com) or 55 Rowley Street, Agawam, MA 01001.

## May 30, 2023 & 2024

**Photography Contest Award Entries** (One entry per state per category.) To be eligible for judging, entries must be accompanied by a cover letter from the State Photography Contest Chairman along with the GFWC Creative Arts Waiver (found in the GFWC Club Manual) from each state winner. Entries will not be returned by GFWC. Please see the GFWC Club Manual for all rules. Send to GFWC Photography Contest, 1734 N Street N.W., Washington, DC 20036-2990.

**Annual Giving Program Cumulative Contributions** GFWC will present recognitions as outlined in program description and as determined by the donations submitted using the Annual Giving Program Donation Form received and tabulated by GFWC.

## 2023

### **Jennie Award Nominations (All deadlines are 2023 – see GFWC Club Manual for details)**

- **June 1** Clubs send Jennie Award Nomination Form to State Jennie Award Chairman.
- **August 1** States send ONE Jennie Award Nominee to GFWC Region Jennie Award Chairman.
- **December 1** Regions send TWO Jennie Award Nominees to GFWC Headquarters
- **June 2024** One nominee per Region will be recognized at the GFWC Annual Convention in Chicago, IL.

## 2024

### **Community Impact Program Award Entries (All deadlines are 2024 – see GFWC Club Manual for Details)**

- **March 1** Clubs send entries to the State Community Impact Program Award Chairman.
- **March 20** State/International Affiliate CIP Chairmen send the Award Entry of **first-place state winner only** (new this administration) to GFWC CIP Chairman and GFWC Second Vice President (Awarded by Membership Categories and one international affiliate.) State Chairmen forward the winning entry to addresses listed on the CIP Award Form. (GFWC will issue checks to winning state clubs after GFWC Annual Convention.)
- **June** GFWC Community Impact Program Awards will be presented at the 2024 GFWC Annual Convention in Chicago, IL.

# CREATIVE ARTS WAIVER

With my signature I declare that:

- ☐ I have created the submitted work, entitled \_\_\_\_\_, and I own the full copyright. The work has not been published before.
- ☐ With my work, including pictures, tables, or additional media, I do not violate or infringe on the copyright of other persons or entities.

The work in question is (please check one): ☐ Photography    ☐ Poetry    ☐ Short Story

- ☐ I grant the General Federation of Women’s Clubs a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sub-license the work in any media now known or later invented without limitation, for commercial or non-commercial purposes.
- ☐ I agree that I shall not release the work to any other publication in the same or substantially similar form, without prior written and explicit consent from the General Federation of Women’s Clubs.

This agreement shall become effective and binding on the date of formal acceptance of the work for publication by the General Federation of Women’s Clubs.

Full Name (Print)		
Mailing Address		
City	State	Zip Code
Email		
Phone		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if submitter is under 18 years of age)

\_\_\_\_\_  
Date