

GFWC Woman's Club

November 5, 2018

Agenda

- 1) Pledge to the Flag
- 2) Collect/Conservation Pledge
- 3) Thought for the Day - Dee Delloro
- 4) Introductions of Guests & New Members
 - 5) Secretary's Report
 - 6) Correspondence Report
 - 7) Treasurer's Report
- 8) Areas of Interest News (See Packet)

Business

District 12--Mary Lee Howard
Make A Difference Day--October 27
911 Signs
Secret Pal
Morris Elementary POPS Program
Freezer Meals--January
Paypal
Bowling

Program

Election/Induction

Dates to Remember

Thursday, Nov. 8 @ 4:30 pm--FINAL Fall I&M Canal
Clean-up
Wednesday, Nov. 14--Narvick House @ 6:30 pm
Wednesday, Nov. 21--Book Club @ 11:30 am
("Distance Home," by Paula Saunder)
Saturday, December 1--Weighted Comfort 9-1 pm
Monday, December 3--"Get Ready for the Big
Sleep"--Speaker Kathy Cherven Grief Counselor
Thursday, December 27--St. Vincent's Table
January--Freezer Meals

Collecting

White Oak POPS Program
Items for Will/Grundy Pregnancy Center

Thank You's

Narvick House Volunteers
Paint Town Pink Volunteers

Adjournment

Seeking a Few Good Gals...

What does it mean to be a chairperson?

DOs

Do look at the GFWC & GFWC-IL websites for Ideas.
Do come up with some project ideas to share with
the club for input.
Do find volunteers to help on projects.
Do work with other volunteers on logistics.
Do promote the project.
Do share project results with the Club.

DON'TS

Don't try to do everything by yourself.
Don't spend a bunch of money.
Don't burn yourself--delegate some of the duties
with other volunteers.
Don't forget to ask for help.
Don't forget, we are working for the betterment of
our community!

Thank you to Ann Polson (Arts)
Nilsa Sochan (Conservation)
None (Education)
None (International Outreach)
Penny Hexdall (Public Issues)
Cailey Walker (Fund-Raising)
Angelique Minnet (Social Media)

GFWC-ILLINOIS Morris Woman's Club Minutes

October 1, 2018

At 7:00 p.m. President Caroline Cummings mentioned that she had pink ribbons to Paint the Town Pink for Cancer awareness month. Also Hats for Babies is still ongoing and have had people reach out for hats. Secret Pal slips were handed out to any one who wants to participate along with reminder for Freezer Meals. Mary Lee will contact Coal City to see if anyone there would like to join us. Take Back The Night will be October 10 and need 2-3 dozen individual wrapped cookies.

President Caroline Cummings started the meeting at 7:30, with Club Collect, Pledge of Allegiance and Conservation Pledge. The meeting was held at Maria's Restaruant for clubs annual Fall Banquet.

Minutes were accepted as read.

Treasurer Rose Grossi reported a balance of \$505.94 . Rose reminded everyone to pay dues. Report to be filed for review

Corresponding Secretary: Nilsa Sochan read thank you from Molly Fisher for sending her to Speech Camp through a scholarship.

Art: Have pumpkins for October Narvick House. Need help and healthy snacks. Caroline would like to see members take a month to help out Donna and Cailey with ideas and do project that month. Caroline and Kaleen will do November.

Conservation: no reports

Education: no reports

Health and Home Life: Activities in Presidents handout. Make a Difference Day will collect Oct 27 in front of Jewel -Osco if get it okayed. Michelle reminded everyone about Take Back the Night.

Motion was made by Julie Erickson to collect again at Jewel-Osco for Make a Difference Day. Motion second by Michelle Mitchell.

International Affairs: No report.

Public Affairs: No report

Dist 12: no report

New Business: Caroline reported that she requested VFW to donated monies for our bench project and to help with our Little Libraries. VFW gave club \$2000. Caroline would like to do 4 benches and upgrade colors. Can put benches possibly at Saratoga Towers, Admin building, Goodwill, pool, and We Care.

Motion was made to accept the \$2000 from VFW fro benches and Little Libraries to distributed through out Morris. Seconded by Penny Hexdall

Caroline stated club is broke and needs a fund raiser. As of now we are selling 911 signs for fundraiser. Julie will set up paypal for signs to be sold online. Penny Hextall will help by putting pictures online as well as a fill in application for signs. Mary Lee stated that there is \$116 left over from Unity Project. Regency has asked if club would start bingo there. Mary Lee suggested we could spend money on bingo prizes.

Motion made by Mary Lee Howard to use the \$116 left over from Unity Project to buy bingo prizes for Regency Care. Seconded by Nilsa Sochan.

Caroline reminded club members that we still need 6 chairpeople . Description of duties in Presidents handout. Elections will be held next meeting.

Meeting adjourned at 7:30 pm recorded .by Lynn Shearin; Recording Secretary

Morris Women's Club Treasurer Report 11/02/18

BEGINNING BALANCE		\$2393.65 - 10/01/18		
T-Shirt Sale		+\$20.00		
Memership Dues	26 Members x \$32.00	+\$832.00		
Address Signs Deposit	2 - D/F Address Signs	+\$70.00		
Midwest Signworks	14 Vinyl Numbers for Address Signs	-\$14.00		
Racing Expectations	Deposit 5K Run 2019	-\$200.00		
Mary Lee Howard	Postage For 5K Run	-\$30.00		
Mary Lee Howard	Regency Care	-\$107.01		
Breakfast Fund MCHS		+\$25.00		
Bridge Club	\$20.00 Peterson, Buccholtz Anderson, Hoffman	+\$100.00		
Bridge/Molly Fisher	Was Taken Out Of General Fund Should Be Bridge Club Fund	-\$300.00		
General/Molly Fisher	Was Taken Out Of General Fund Should Of Been Bridge Club	+\$300.00		
Bridge Club	To Be In General	+\$20.00		
IL. Charitable Bureau		-\$215.00		
Benson Insurance	5000 Dishonesty Bond	-\$100.00		
GFWC IL 12th Dist.		-\$805.00		
Literacy Fund	\$2000.00 VFW & \$50.00 Deloris Robinson	+\$2050.00		
Membership Dev.	\$130.64			
5K Balance	\$996.15			
Bridge Club Balance	\$214.00			
Regency Care Balance	\$9.91			
General Acct. Balance	\$638.94			
Literacy Fund	\$2050.00			
ENDING BALANCE	\$4039.64			

Election Slate 2019-21

President	Julie Erickson
President Elect	Kaileen Cummings
Treasurer	Rose Grossi
Recording Secretary	Chris Perry
Corresponding Secretary	Bonnie Carlson

Make A Difference Day Report 2018

1. The project was located at Jewel –Osco at two doors between 10 am ad 2 pm. We had to operate the service project. This year we worked with the Morris Cheerleaders as a service project.
2. We collected Everyday Essential items for a women’s crisis center located in Morris called New Beginnings. As shoppers came in to the store, we offered them a piece of paper that highlighted items the women’s crisis center was seeking for clients. If they chose to donate, they provided an item into our cart when they came back out of the store. It was a low pressure donation opportunity.
3. We prepared by finding volunteers and creating a list of items to be collected. As well as making a connection with New Beginnings.
4. We chose this project because last year we collected similar items for the food pantry here in Morris and were able to donate over \$2800 worth of Everyday Essential items. This year we chose to connect with New Beginnings again because they have less resources.
5. Not only did we collect short-term items for the clients of New Beginnings, but we also helped to advertise their services and assisted them in creating connections in the greater community.
6. We had seven members and six cheerleaders who assisted us for a total of 12 member volunteer hours and nine student volunteer hours.
7. There are approximately 30 women served by this organization on a monthly basis. These every day essentials are provided when needed and will fill the pantry for this organization for several months—potentially impacting well over 200 women in need.



MADD 2018

ITEM	Number	Cost/Unit	Estimated Giving
Bars of Soap	83	\$1.00	\$83.00
Baby Wipes	2	\$1.00	\$2.00
Bath Salts	0	\$10.00	\$0.00
Body Wash	17	\$1.50	\$25.50
Bleach	5	\$1.50	\$7.50
Chapstick	0	\$2.00	\$0.00
Clorox Wipes	9	\$3.00	\$27.00
Conditioner	45	\$2.00	\$90.00
Deodorant	38	\$2.00	\$76.00
Dental Floss	17	\$1.00	\$17.00
Dish Soap	21	\$2.00	\$42.00
Facial Cleaner	0	\$4.00	\$0.00
Fabric Sheets	1	\$3.00	\$3.00
Hand Soap	5	\$1.50	\$7.50
Hair Brush	1	\$7.00	\$7.00
Kleenex	0	\$2.00	\$0.00
Laundry Soap	10	\$7.00	\$70.00
Lotions	17	\$2.00	\$34.00
Paper Towels	93	\$1.00	\$93.00
Q Tips	0	\$2.00	\$0.00
Razors	136	\$3.50	\$476.00
Sanitary Napkins	0	\$4.00	\$0.00
Shampoo	55	\$1.50	\$82.50
Sponge	0	\$2.00	\$0.00
Tampons	5	\$7.00	\$35.00
Toilet Paper	248	\$0.35	\$86.80
Toilet Wipes	0	\$4.25	\$0.00
Toothbrush	81	\$2.00	\$162.00
Toothpaste	76	\$1.50	\$114.00
Total Cost of Items			\$2,558.55
Cash Donation			\$163.75
TOTAL			\$2,812.81

November 5, 2018 Community Service Area News

ART: Narvick House is November 14th this month due to the Thanksgiving holiday. Lynn and MLH are signed up to volunteer. Val H is signed up to bring snacks. Caroline will run the craft. Please volunteer! We also need someone to bring water.

December's Narvick House is December 19th. Donna has volunteered to run the craft. Chris Perry will bring the snack. Lynn and MLH have signed up to volunteer. We need more volunteers and someone to bring the water.

THANK YOU for all of your help in making our projects with the residents of the Narvick House. They love crafting with us!

CONSERVATION: Please remember when cutting/tearing stamps off of envelopes, need the ridges on all 4 sides intact. Nilsa took off the Halloween items from the Firehouse garden. We will be replacing fall with Christmas/Winter decorations in time for lighting of Chapin Park/Home for the Holidays. Pill Bottles: use Goo-Gone to remove stick residue left from removing labels.

EDUCATION: Collected breakfast items for MCHS Redskins Helping Hands. Looking at assisting Morris Elementary as well.

INTERNATIONAL OUTREACH: Collect funds in November and December to purchase bee hives at the end of 2018.

PUBLIC ISSUES: VOTE! Keep promoting 911 Safety Signs.

**HOME LIFE
OVERVIEW OF OCTOBER 2018**

- Birthday cards were sent to Park Pointe, The Gardens of Park Pointe, Regency Healthcare Centers and Club Members. Thank you Vivi Sargent and Donna Weaver for keeping up with this project.
- Take back the night was a success. Thank you to those that donated baked goods and for those attending and helping at the event.
- St Vincent Table December 27th and May 30. If you can help with food or serving please let me know ASAP.
- Weighted Comfort for Kids Sewing Party was a success. The next date is a December 1st. Thank you Mary Lee for leading this and for Vivi and Nilsa for always being there to help.
- November 6th we will be having a bingo party at IVI bingo. Thank you to everyone that has signed up to help with prizes, snacks or attend the party.
- I have been in contact with Sarah at Groundwork about our yearly special day for the breaking away clients. We are discussing some options and different dates for the clients. I will update as we finalize.

NOVEMBER 7TH @ 1PM IVI BINGO
NOVEMBER 26 4-6. Both Walmart doors. SALVATION ARMY BELL RINGING
TBA BREAKING AWAY LADIES LUNCHEON
DECEMBER 1st. SEWING PARTY
December 27 ST VINCENT TABLE

2019
JANUARY 30TH @ 2PM PARK POINT
FEBRUARY TBA ST. VINCENT TABLE
MARCH 6TH @1PM IVI BINGO
APRIL 13TH SUPERHERO RUN
MAY 1-15 MOBIL MEALS
MAY 30th. ST VINCENT TABLE
OCT TAKE BACK THE NIGHT
NOVEMBER 13TH @ 1PM IVI BINGO

SUPERHERO RUN

The run preparation is well on the way. The date will be April 13, 2019. Please clear your calendars and sign up to help a few hours that day. It takes a lot of people to make it successful.

Thank you
Michelle Mitchell
815-341-8640

By-Laws Revision 2018

ARTICLE I - NAME

This association shall be called the GFWC Illinois MORRIS WOMAN'S CLUB, a not-for-profit organization.

ARTICLE II - OBJECT

The object of this Club shall be to promote fellowship among members, to unite in action for civic improvement and to join with the State and General Federation in the accomplishment of their projects.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility. Any woman in sympathy with the object of this Club is eligible as an applicant for membership.

Section 2. Classifications of Memberships. There shall be one classification of membership. Members shall conduct the work of the Club. They shall pay dues and be entitled to all privileges of the Club.

Section 3. Admission into Membership.

(a) Membership. Any person interested in becoming a member will be accepted upon payment of dues.

(b) Transfer. A member in good standing, of any member club of the General Federation of Women's Clubs, may apply for membership through a letter of transfer

(c) Illness Waiver. A member failing to pay dues by the October meeting due to illness or injuries shall be removed in good standing.

Section 4. Termination of Membership.

(a) By Resignation. Resignation shall be in writing and sent to the Corresponding Secretary not later than the September meeting or her name will be included in the membership list in the yearbook and dues required for the current year. A member shall not be allowed to resign in good standing unless dues for the current year have been paid.

(b) For Non-Payment of Dues. A member failing to pay dues by the September meeting, first shall be notified by the Treasurer. A second notice shall be sent by the October meeting. If dues remain unpaid by the Annual meeting in December (Article V, Section 2), membership shall be forfeited.

Section 5. Renewal of Membership.

(a) A former member in good standing who has resigned via communication, returning after a period of a year or longer, may be restored to membership by the Board of Directors on payment of current dues.

(b) A member wishing to renew membership lost for non-payment of dues may be reinstated upon payment of dues from the year member was delinquent and current dues.

ARTICLE IV - DUES AND FINANCE

Section 1. Fiscal Year. The fiscal year shall be from January 1 through December 31.

Section 2. Annual Dues. Members shall pay current dues. This amount includes per capita dues to the Twelfth District, Illinois and General Federation of Women's Clubs. All dues are payable at the

September meeting. Those persons joining after the May meeting shall pay one-half of the current dues.

Section 3. Guests. Guests are welcome throughout the year to meetings and to help with service projects.

Section 4. Club Funds.

(a) Funds. All funds of the Club shall be in the custody of the Treasurer and shall be deposited by her in a bank approved by the Board of Directors. A second signatory of the President shall be on all bank accounts.

(b) General Funds. All dues and funds received by the Club shall be placed in the General Fund and used as approved in the budget voted upon unless otherwise designated by majority vote taken at any meeting of the Club. All funds remaining in the various budgets at the end of the fiscal year shall revert to the General Fund, unless otherwise recommended to the Club by the Board of Directors.

(c) Special Funds. A Special Fund may be voted upon by majority vote, and all money designated for some special purpose shall remain in that fund unless and until a 2/3 vote, after notice to all Club members, such funds are designated for other purposes.

(d) Disbursement of Club Funds. Disbursement of the funds of the Club may be authorized by vote of the Club. Where funds have been designated in the budget for certain activities and purposes, the Treasurer shall pay those funds upon a receipt being provided.

(e) Audit. The records of the Treasurer shall be audited annually and the report of the audit shall be provided after December 31.

ARTICLE V - MEETINGS

Section 1. Regular Meetings. Regular meetings of the Club shall be held each month on dates scheduled in the Standing Rules for January through December. The meeting may be changed by the officers in an emergency, provided notice of such change is given to all members by phone, mail or electronically in advance of the meeting. If necessary or in an emergency, votes on issues before the club may be taken by phone, mail or electronically; responses must be received within 48 hours. Any emergency vote must be a simple majority of all members.

Section 2. Annual Meeting. The annual meeting of the Club shall be held in December.

Section 3. Executive Board Meetings. The President will convene the Executive Board when needed.

Section 4. Special Meetings. Special meetings may be called by the President, and must be called upon written request of 25 percent of the members. The purpose of the meeting shall be given in the "call" via phone, mail or electronically and no other business shall be transacted.

Section 5. Quorum. A majority of the members present and voting shall constitute a quorum for any Club meeting.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Officers' Names. The officers of this Club shall be a President, President Elect, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Executive Board. The elected officers constitute the Executive Board.

Section 3. Election and Terms. The officers shall be elected in the even numbered years for a term of two years and installed at the Annual Meeting.

Section 4. Eligibility.

(a) Any member in good standing shall be eligible to hold office. No member may hold the same office for more than two consecutive terms. A member having served the major portion of a term shall be considered to have served a full term.

(b) No one shall be elected to the office of President who has not served at least one year on the Board of Directors.

Section 5. Vacancies. A vacancy in any elective office shall be filled by the Board of Directors for the unexpired term.

Section 6. Duties of Officers.

(a) *President.* The President shall be the official representative of the Club; preside at all meetings of the Club and Board of Directors; be ex officio member of all committees except the Nominating Committee; appoint Chairperson of Nominating Committee; appoint chair people, with the approval of the other officers; approve bills for payment by the Treasurer; serve as a member of the 12th District Board; see that Federation information is presented to the Club and encourage interest and action; sign checks in the absence or inability of the Treasurer to do so. The Immediate Past President shall direct the Communications chair to change the electronic password after the club year following an election.

(b) *President Elect.* The President Elect shall also be the Membership Chair, creating social events and all other duties associated with membership development; perform the duties of the President in her absence; interest new members in Club work and acquaint them with the history and policies of the Club; act as chairperson of the committee responsible for assembling and printing the Club yearbook to be completed no later than the January meeting; also perform other duties that may be assigned to her.

(c) *Recording Secretary.* The Recording Secretary shall keep the minutes of all the meetings of the Club and of the Board of Directors; prepare and send to the President a copy of each meeting's minutes within a week; keep a membership list of the Club; maintain all permanent records and provide to the Webmaster to be placed on the website or digital drive as appropriate; deliver the current Secretary's books and all past and current records in her custody to her successor before the January meeting.

(d) *Corresponding Secretary.* The Corresponding Secretary shall conduct the official correspondence of the Club, i.e., send thank you notes to speakers, etc.

(e) *Treasurer.* The Treasurer shall be custodian of all Club funds; keep an accurate record of all receipts and disbursements; make a monthly report to the Board of Directors and to the Club; submit a yearly report at the Annual meeting; send Club dues notices by mail, phone call or electronically; remit per capita dues to the District Treasurer; deliver all records in her possession to her successor at the completion of the audit.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

(a) *Appointment and Election.* A Nominating Committee consisting of three (3) members shall be named by the President no later than the September meeting. The Board of Directors shall approve this committee.

(b) Duties. The Nominating Committee shall prepare a ticket consisting of one (1) candidate for each office to be filled; present the report of the Committee's slate at least 30 days prior to the November meeting.

Section 2. Nominations from the Floor. Nominations from the floor may be made at the November meeting following the report of the Nominating Committee. After nominations from the floor, prepare the ballot for the election, when a ballot vote is required.

Section 3. Consent to Serve. Consent to serve must be obtained from any candidate before she may be nominated either by the Nominating Committee or from the floor.

Section 4. Election. Time and Vote. Election of Officers shall be by ballot at the meeting prior to the Annual meeting of the Club. A majority vote shall elect. When there is only one (1) candidate for a given office, election may be by a voice vote (acclamation).

Section 5. Delegates to the Convention. All members attending state convention are voting members. The delegates are free to vote on an issue as individual persons.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. Board of Directors. The Board of Directors (hereinafter designated as BOD) shall consist of the Officers, Immediate Past President, and all committee chairs.

Section 2. Community Service Programs. Arts, Conservation, Education, Home Life, International Outreach, Public Issues, and special GFWC and GFWC Illinois projects. Informational packets will be distributed to each Community Service Program chairperson by the President.

Section 3. Duties of the Board of Directors. The BOD shall manage the logistics of the Club; and make recommendations to the Club; perform such other duties as may herein be provided or authorized by the Club; have discretion to call special meetings of the Club.

Section 4. Meeting of the Board of Directors.

(a) Regular Meetings. Regular meetings of the Board of Directors shall meet prior to the monthly general Club meeting at a time and date to be determined by the standing Board of Directors.

(b) Special Meetings. Special meetings of the Board may be called by phone, mail, or electronically by the President or shall be called upon written request of three (3) Board members. Notice of such meeting shall be given to each member at least three (3) days before the meeting, the purpose of the meeting to be stated in the "call" and no other business transacted.

Section 4. Quorum. A majority of the members present and voting shall constitute a quorum for all meetings of the Board of Directors.

ARTICLE IX - STANDING COMMITTEES AND CLUB POSITIONS

Section 1. Standing Committees and Club Positions. There shall be the following Standing Committees and Club Positions: Audit, Communications, Finance, Fundraising General, Historian, Parliamentary Advisor, Programs, and Scholarships; chair people and members of which shall be selected by the President, with the approval of officers.

Section 2. Duties of Standing Committees. The duties of each Standing Committee shall be specified in the standing rules and evaluated by the BOD of the Club.

Section 3. Other Committees. Additional Standing Committees may be appointed at the discretion of the BOD of the Club or to comply with committees listed in the Illinois Federation Program.

ARTICLE X - AFFILIATION

Section 1. The GFWC Illinois Morris Woman's Club shall be a member club of the Illinois and General Federation of Women's Clubs (hereinafter designated as GFWC).

Section 2. The Club shall have representation at the District and State conventions and shall be bound by the rules for payment of per capita dues provided in the By-Laws of each Federation.

Section 3. In the event of the dissolution of the GFWC Illinois Morris Woman's Club, the total assets shall be liquidated and allotted to organizations of like purposes to be determined by the GFWC Illinois Morris Woman's Club BOD in accordance with governmental regulations. No portion of such funds shall be distributed among individual members.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern at all meetings, except in cases covered by the By-Laws.

ARTICLE XII – AMENDMENTS

These By-Laws may be amended at any meeting of the Club by a two-thirds (2/3) vote of members present and voting, provided notice of such amendment has been given to all Club members via mail or electronically at least ten (10) days prior to the meeting, at which the proposed amendment is to be considered for adoption. All proposed amendments shall be given to a Revision Committee for proper wording and presentation to the Club.

STANDING RULES

1. The Club shall meet the first Monday of the month from January through December unless posted in the yearbook and designated by the Board of Directors at
First Presbyterian Church
200 E Jackson Street, Morris, IL 60450
Or other specified location.
2. *Reservations made are reservations paid, i.e., bus trips, banquets, etc.*
3. If you are scheduled for any duties, it is your responsibility, if you are unable to perform the duties, to *find your own replacement.*
4. The Club shall *contribute \$25.00* to Shawnee National Forest as a memorial to each deceased Club member.
5. Current dues of the club shall be \$32.00 (2018) and will increase \$1 per year, as GFWC Illinois mandated, until are \$36 in 2022, made payable by the September meeting to the Treasurer. Checks made payable to

Morris Woman's Club
PO Box 334

Morris, IL 60450

6. *Committee Information*

Community Service Program (Areas of Interest): Committee Chairs are responsible for finding committee members, networking with the community to find projects, once approved keeping the Club informed of progress of projects, keeping records for report purposes, and preparing materials for the next chair person. Look at GFWC Illinois and GFWC International for project ideas. Includes Art, Conservation, Education, Home Life, International Outreach, and Public Issues (Article VIII, Section 2).

Special GFWC and GFWC Illinois Programs: These committees have a special focus, timeframe and are event specific following guidelines from GFWC or GFWC Illinois. Committee Chairs are responsible for finding committee members, networking with the community to find projects, once approved keeping the Club informed of progress of projects, keeping records for report purposes, and preparing materials for the next chairperson. Look at GFWC Illinois and GFWC International for project ideas. May include Prevent Child Abuse (PCA), Blue Ribbon Fashion Show, Easter Seals Telethon, Convention, etc.

Audit—Shall audit the Treasurer reports and bank statements as well as the Club organizational documents such as IRS, Secretary of State, Attorney General, etc. Shall be accomplished after December 31 of and reported at the February meeting.

Communication—Shall consist of the President, President Elect and webmaster as well as any other interested parties; shall maintain website, social media sites, send general press releases; and communicate with members via phone, mail, or electronically.

Finance—Shall consist of President, VP, Immediate Past President, Treasurer and any other interested party to create and review the budget for the calendar year, which shall be presented to the BOD and the Club at the January meeting.

Fund Raising (General)—Shall consist of at least three members and shall raise operational funds and work in tandem with project committees.

Historian—Shall consist of at least one member who will create and maintain a pictorial depiction of Club events, which shall be on display at least during the annual meeting.

Membership—Shall consist of the President Elect and any other interested parties to develop programs to enhance membership engagement and development.

Parliamentary Advisor—Shall advise and make sure that the Club is following parliamentary rules.

Programs—Shall consist of the President Elect with assistance from the President and any other interested parties to secure programs for the general meetings and to make sure payments are provided by the Treasurer and that thank you notes are sent by the Corresponding Secretary.

Scholarship—Shall consist of the Education Chair as well as two other individuals to fund, promote and distribute scholarship funds (includes Bridge marathon Chairperson).

Celebrate and Take Care of Your Library

When your Little Free Library is ready for visitors it's time to fill it with books, announce its arrival, and celebrate with friends and neighbors!

Many stewards have grand-opening ceremonies to introduce their Libraries to the community. Encourage people to bring a book or two; provide a snack; have a ribbon-cutting event, or even host a reading or potluck to meet and greet the people you hope will support your Library. Their participation over time will assure the success of your efforts.

You'll find printable resources like fliers, announcements, and bookmarks to help spread the word about your Little Library at littlefreelibrary.org under the Stewards tab ("Just For Stewards") or littlefreelibrary.org/just-for-stewards.

The Role of the Steward

A passionate, involved steward is vital for the overall care and success of each Little Free Library. The steward is the key local contact for users, donors, and the Little Free Library support system.

It is not the steward's responsibility to keep the Library full at all times. Instead, the goal is to welcome participation, create and maintain a friendly place in and around the Library, and encourage people of all ages and backgrounds to share books. Many successful stewards have told us that they actively engage their neighbors and frequently ask for help in the care of their Library.



We encourage you, as a Little Free Library Steward, to:

- Be aware of opportunities to promote reading and literacy, and participate on behalf of your Library whenever possible.
- Make sure your Library is in good condition and is orderly, fun, and interesting.
- Frequently review the appropriateness and quality of the books. Communicate with your neighbors to share ideas about what to include in your Library.
- Stay up-to-date on Little Free Library activities, resources, and initiatives through Little Free Library's website, newsletter, and social media.
- Stay in touch with other stewards. Join the Little Free Library Stewards Facebook page (facebook.com/groups/littlefreelibraryofficial) and use our world map (littlefreelibrary.org/ourmap) to find other Libraries near you.
- Be available to speak with local media to help positively promote the exciting Little Free Library movement and what it means to you.
- Let Little Free Library know how things are going. Submit your story at littlefreelibrary.org under the Stewards tab ("Steward Stories") or through our Contact Us page, littlefreelibrary.org/contact-us. You can also share your story with us using Facebook, Twitter, Pinterest, and Instagram. We love to see your photos!



shot @life



A. SHELLEY / Shot@Life 2018

What can your club
do to help
children
around
the world?



Host a fundraising or advocacy event:

Between October 1 and November 12, join other GFWC clubs across the nation to support Shot@Life's Race2Erase leading up to World Polio Day and World Pneumonia Day. All of the tools and materials you need are on our website. We have grants of up to \$100 to host your event. To apply, visit: bit.ly/GFWCShotLifeGrant

Train to be a Shot@Life Champion:

You can advocate for global childhood vaccines right from your home through email, social media posts, or calls to your Congressional offices. We provide all the training and templates you need! To find out when the next live webinar training will be, please visit: shotatlife.org/training

Text VACCINES to 738674:

By simply taking a few minutes to opt-in and fill out your voting address, you can easily send a letter to all of your members of Congress in support of global childhood vaccines. This is the quickest way you and your club can make a difference.

DONATE

bit.ly/GFWCdonation

LEARN

shotatlife.org/gfwc

QUESTIONS?

info@shotatlife.org

 UNITED NATIONS
FOUNDATION