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The Formation of the Connecticut Federation of Women's Clubs ;

The English Literary Club of Bridgeport, at the behest of member Mrs. Edward Sterling, placed notices in 38 newspapers and sent a circular letter calling together 49 Connecticut clubs for an organizational meeting to be held on April 20, 1897, in the Chapel of the South Church in Bridgeport. Mrs. W. R. Hopson, the State Chairman of Correspondence for the General Federation, was credited with outstanding groundwork for the successful outcome of this invitation.

Not all invited Clubs saw the merits of the

We do not need a federation and see no duty in the fact that the federation may need them and that it is more blessed to give than to receive.

In the history of the Woman's Club of Woodbury, this observation was recorded:

A journey to Bridgeport in those days was a long and arduous trip. One drove in a horse and Buggy to Watertown, where one boarded a train, slowly edging its way through Waterbury and Down to Bridgeport.

In 1897, thirty-seven clubs sent 150 delegates; only nine Clubs had more than 50 members. Thirty- three clubs joined the federation; three disbanded by summer's end and seven additional clubs had federated for a total of 37 clubs with a membership of 1,700.

From the minutes of the meeting:

Object shall be to bring the women's clubs of the state into communication for intellectual culture, mutual help and social union, to extend their influence in such matters as may properly come before them for improvement in homes and communities.

Annual membership fee in the State Federation was set at three dollars for each club which provided for two delegates for clubs with a membership of 49 and under, with one dollar additional for each attending delegate, three delegates for clubs with 50-100 members, four delegates for 100-200 and five delegates for over the 200 member

CSFWC Elects First Officers ;

On April 20, 1897, the Connecticut State Federation elected Mrs. T. K. Noble and first President. Officers elected were Vice President Mrs. H. H. Pyle (Bridgeport), Second Vice President Mrs. Adam Reid (Norwich), Recording Secretary Mrs. C. W. Shelton (Ansonia, Derby, Shelton), Corresponding Secretary Miss Dotha Stone Pinneo (Norwalk), Treasurer Mrs. W. A. King (Willimantic), Auditor Mrs. H. Maria Barber (Seymour) and Directors Mrs. George E. Terry (Waterbury), Mrs. B. F. Walker (Bridgeport), Miss Alice Grey Stanley (New Britain), Mrs. F. E. Hartwell (Danbury), Mrs. George Star Barnum (New Haven) and Mrs. Howard N. Wakerman (Southport).

Quoting from a newspaper article written after the organizational meeting:

*The object of the federation is not a trivial one nor is having a good time uppermost as some cynical men might imagine...
Immense earnestness of purpose...topics discussed display high ideals together with a practical
Comprehension of the real needs of individual towns, cities, states and nations.
The federation is not committed to women's suffrage as an organization and while there are many ardent supporters of that theory in its membership, no papers nor discussion are permitted on this particular subject.*

Reprinted from: *A Century of Women in Volunteer Community Service. The History of the General Federation Of Women's Clubs of Connecticut 1897-1997.*

Pointers for Community Service Programs (CSP)

State Board Positions

You have accepted to serve on the 2012-2014 state board of GFWC/CT. Congratulations!
We are fortunate to have you on our team for this administration.

As Chairman of a Community Service Program, your duties are:

- Serve as the point person for your Community Service Program
- Develop and implement a plan of action for the Program
- Identify projects for the clubs to support
- Promote and encourage ideas for the clubs to submit
- Obtain information relating to the Program from outside the organization
- Judge the annual club reports for District and State awards
- Complete the State Award and Club Creativity Award Entry submissions for GFWC

MOST IMPORTANT: Know your Program and all the various projects, activities and/or organizations that fall under your program.

PLEASE NOTE: To reduce costs, avoid duplication and eliminate extra mailings, all handouts and mailings are subject to approval of the President or the First Vice President. Mailing lists of GFWC/CT clubs can only be distributed with prior approval of the President.

Tools of the Job: GFWC/CT Redbook
GFWC Club Manual
GFWC/CT Pointers
GFWC/CT Focus

Facts

- You should attend all State Executive Board meetings, Fall Conference, Annual Convention, President's Seminar, Orientation and any special meetings called by the state President. Please notify the Corresponding Secretary if you must be absent.
- You would benefit from attending the New England Region Conference and, if possible, the GFWC International convention.
- We are a team! Your participation, suggestions, comments and observations are always welcome.

Meeting Dates: Consult the Redbook or the GFWC/CT website (www.gfwcct.org)

Exhibit Tables at state meetings are reserved through the Convention Chairman or the Board Meeting Chairman. Community Service Programs do not pay a fee. Tables must be reserved in advance of the meeting date. Cost to clubs desiring to sell articles to benefit their club projects is \$10.00 for a full table and \$5.00 for half a table.

Pointers for Community Service Programs (continued)

For 2012 GFWC has incorporated a few changes to Community Service Programs. The word "Collaboration" has been eliminated. Each Community Service Program has two equal Chairmen - a Community Service Program Chairman and a Community Service Partnership Chairman.

“The Community Service Program Chairman works, with support from and in cooperation with the GFWC Programs Director, to promote GFWC member- and club-initiated projects. She will review GFWC club-initiated community service projects, evaluate ways of sharing project successes, communicate the outcomes, and work to promote the Community Service Program and its projects to the GFWC membership.”

“The Community Service Program Partnership Chairman works, with support from and in cooperation with the GFWC Programs Director, to promote GFWC projects implemented in partnership with select organizations with whom GFWC has established a formal relationship and mutual understanding. She will review community service projects proposed by GFWC partner funders and organizations, evaluate ways of sharing project successes, communicate the outcomes, and work to promote the Community Service Program and its projects to the GFWC membership.”

While how the board is organized has changed slightly, our goals as a board are still the same; to encourage leadership among our members, promote awareness of GFWC/CT, and continue to strengthen GFWC/CT.

∇ GFWC/CT can be a source for research, partnerships, distribution of materials and advocacy. Before presentation to State Board, all solicitations/other requests are sent to State President for review. Retain copies of all correspondence.

ARTS CSP

The Arts Community Service Program is designed to enable members to create and contribute to art education and activities in their communities as participation in the arts helps raise public consciousness and connects members and clubs with their communities.

Arts Collaboration Chairman

Nancy Le Fort

Resources: National Endowment for the Arts, National Association of Women Artists, Council for Art Education.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Arts Community Service Program. The award is based on narrative reports. See Club Manual for details.

Arts Partnership Chairman

Judy Albright

Partners: American Mural Project

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Arts Community Service Partnership Program. See Club Manual for details.

Naoma Morgenstein Award

A Pewter Bowl for leadership in the arts in the community is awarded annually based on reports submitted to the Arts Community Service Program Chairman on or before the President's Seminar.

CONSERVATION CSP

The Conservation Community Service Program is designed to enable members to gain an understanding and appreciation of all aspects of our environment and the world's resources, natural and man-made.

Conservation Collaboration Chairman

Colleen Roy

Resources: U.S. Environmental Protection Agency, America in Bloom, Earth Day Network, National Gardening Association, Save Our Streams.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Conservation Community Service Program. The award is based on narrative reports. See Club Manual for details.

Conservation Partnership Chairman

Donna Recknagel

Partners: None at this time

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Conservation Community Service Partnership Program. The award is based on narrative reports. See Club Manual for Details.

EDUCATION CSP

The GFWC Education Community Service Program intends to improve literacy and education awareness in communities at home and around the world.

Education Community Service Program Chairman

Kathy Barnes

Resources: U.S. Department of Education, The Children's Book Council, Elderhostel, National Center for Family Literacy.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Education Community Service Program. The award is based on narrative reports.

Education Partnership

Sally Johnson

Partners: American Library Association (under negotiation by GFWC)

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Education Community Service Partnership Program. The award is based on narrative reports. See Club Manual for details.

HOME LIFE CSP

The GFWC Home Life Community Service Program is designed to inform members of issues that affect the well-being of individuals, families, and communities by providing opportunities and resources to meet and address needs through volunteering. The GFWC Home Life Community Service Program continues to provide resources to identify and address needs, particularly those related to wellness of women, children, the disabled and the elderly; hunger; housing and homelessness; personal finances; and identity theft.

Home Life Collaboration Chairman

Josephinie Mokriski

Resources: National Women's Health Information Center/Office on Women's Health/U.S. Department of Health and Human Services; The Heavenly Hats Foundation, National Consumers League.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Home Life Community Service Program. See Club Manual for details.

Home Life Partnership Chairman

Joan Macri

Partners: Canine Companions for Independence, Easter Seals, Inside Knowledge, National Osteoporosis Foundation.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Home Life Community Service Partnership Program. See Club Manual for details.

INTERNATIONAL OUTREACH CSP

The International Outreach Community Service Program is designed to enable members to become better world citizens through advocacy, education, and action, which will in turn affect change in and for our global friends and their communities.

International Outreach Collaboration Chairman

Elissa Orio

Resources: U.S. Agency for International Development, Doctors without Borders, Save the Children, Women for Women International.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective International Outreach Community Service Program. See Club Manual for details.

International Outreach Partnership Chairman

Maggie Centurelli

Partners: Heifer Project, Operation Smile International, Shot @ Life, U.S. Fund for UNICEF.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective International Outreach Community Service Partnership Program. See Club Manual for details.

PUBLIC ISSUES CSP

The GFWC Public Issues Community Service Program is designed to enable members to continue its long-standing advocacy and proven historic involvement towards investigation and development of programs and projects relating to veterans, citizenship, and safety.

Public Issues Collaboration Chairman

Margaret Byrnes

Resources: Department of Veterans Affairs Voluntary Services, Federal Emergency Management Agency, U.S. Fire Administration, Blue Star Mothers of America, Project Vote Smart, White House Commission on Remembrance.

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Public Issues Community Service Program. See Club Manual for details.

Public Issues Partnership Chairman

Beverly Leone

Partners: Kettering Foundation, Sew Much Comfort, United Service Organizations (USO).

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing an effective Public Issues Community Service Partnership Program. See Club Manual for details.

Veterans' Hospitals

Margaret Nourse

Work with the VA Connecticut Health System (West Haven, Newington). Also work with the Rocky Hill Veterans Hospitals.

Annual certificates for 100 hours of volunteer services to the veterans' hospitals (from the records of the hospitals.) Department of Veterans Affairs will issue certificate of appreciation to those states that have done outstanding work with Veterans affairs at the end of the current two-year administration.

West Haven and Newington Veterans' Hospitals

West Haven and Newington Veteran's Hospitals have joined to make up the VA Connecticut Health Care System. Their needs, however, have not changed. They are still in need of socks, tee-shirts and under shorts (in original package). Toiletries not provided by the facilities are toothbrushes, toothpaste, deodorant, soap, shaving cream and disposable razors. These items are sent to the head nurses and distributed as needed. Things that might be harmful are removed by the nurses after supervised use, and then marked with patient's name for reuse.

Our women veterans' needs are similar but also include: shampoo, conditioners and body care products.

Stationery packages, including stamps are always appreciated. Instead of a large box, why not divide packets in zip lock bags, enough for 2 or 3 letters?

Why not throw a party for one of the nursing units, afternoon or evening?

Rocky Hill Veterans Hospital

Rocky Hill's focus for veterans is on re-entry to the community. It has been suggested by the volunteer office that you consider hiring veterans for odd jobs or employment, if you are involved in a company position that could make use of this potential job force.

Again, white socks and underwear are needed, as well as good, warm winter coats for men out seeking employment or working

Make a monetary donation to the GFWC of CT Veterans Fund so that we are in a position to buy large items for the hospitals.

Report all contributions and hours. One hundred or more hours donated to a Veterans Hospital will receive recognition at the Fall Convention.

Remember: Federal Regulations mandate that all gifts are to be left unwrapped. Include the value of your donations and the name of the club. Records are kept for GFWC/CT.

VA CONNECTICUT HEALTH CARE SYSTEM

**West Haven & Newington Hospitals
Sharon Croteau, Chief of Volunteer Services
950 Campbell Avenue
West Haven, CT 06516
(203) 937-3814**

**Rocky Hill Home & Hospital
Catherine Cook, Volunteer Manager
287 West Street
Rocky Hill, CT 06067
(860) 721-5826**

GFWC SIGNATURE PROJECT-

Domestic Violence Awareness and Prevention

The aim of the GFWC Signature Project, Domestic Violence Awareness and Prevention, is to increase member understanding about and involvement in programs to decrease domestic violence in communities and across the nation.

Domestic Violence Awareness and Prevention Chairman

JoAnn Calnen

Partner: Prevent Child Abuse America

A \$50 award is given annually to one club in the nation to recognize creativity in implementing an effective Domestic Violence Awareness Program. See Club Manual for details.

ADVOCATES FOR CHILDREN

Advocates for Children Chairman

Mischa Campbell

Partners: Emergency Medical Services for Children, INMED Partnerships for Children.

PROGRAM PRINCIPLES

The GFWC Juniors' Special Project: Advocates for Children is designed to enable Juniorette, Junior, and General clubs to educate, advocate, and engage in projects concerning the well-being of children via health, social, and safety programs. GFWC Junior members have designed a special project, Advocates for Children, which encourages GFWC members to become active advocates for children by working to:

- Protect children from harmful situations,
- Encourage healthy lifestyles,
- Support and provide best practices for emergency care, and
- Prevent substance abuse and youth suicide.

A \$50 award is given annually to one club in the nation to recognize creativity in implementing an effective GFWC Juniors' Special Project: Advocates for Children. See Club Manual for details. All clubs are encouraged to report projects under this CSP regardless of whether a General or Junior or Juniorette club.

FOCUS

GFWC/CT Newsletter

Betty Kopiec - Editor **Hermey Bittel - Assistant Editor**

Betty Kopiec, Editor
8 Doris Street
Unionville, CT 06085
Phone: 860 673-4775
[E-mail: bkopiec@snet.net](mailto:bkopiec@snet.net)

Hermey Bittel, Assistant Editor
16 Brightwood Road
Unionville, CT 06085
Phone: 860 673-5734
[E-mail: Ghbittel@aol.com](mailto:Ghbittel@aol.com)

DEADLINES FOR SUBMISSIONS

<u>ISSUE</u>	<u>DEADLINE</u>
Fall (Call to Fall Conference)	August 15, 2010
Winter (Call to President's Seminar)	November 15, 2010
Spring (Call to Annual Convention)	March 15, 2011
Summer	May 30, 2011

NOTE:

- + *Become a FOCUS contributor*
- + *Keep articles brief and to the point*
- + *Begin with background information on your subject*
- + *Do not use abbreviations or acronyms. Always use full proper names*
- + *Use articles to educate members – whet their appetite for more information!
They can then contact program chairman if interested*
- + *E MAIL your submissions, whenever possible and send in either Microsoft Word (.doc format) or text file from Notebook (.txt format). Submit photos as attachments in jpg format. If you have a Mac, please convert your file to a PC format.*
- + *Please include your phone number with your article*
- + *Due to space limitation, editor reserves the right to edit or omit submitted articles*
- + *Distribution of FOCUS (print or email) is determined by the information provided by the clubs at the time the club dues are paid or according to the membership update form.*

Call your FOCUS editors if you have any questions!

Constant Contact e-newsletter deadline for submissions is the 20th of each month to Kelly Leach at adobemoes@yahoo.com. Call if questions: 860-663-5675

Arts and Crafts Chairman

Lucille Shearer

The GFWC/CT Arts and Crafts Chairman is responsible for distributing the rules of the Arts and Crafts Competition to all the Club Presidents along with entry cards.

She will attend as many District Days as possible.

At the Annual Convention in May she will be in charge of all the Arts and Crafts, and Photography entries.

Time line for competition for May Convention.

In February or March call for your judges to use at May convention; each get paid \$25.00. Send them a note of time and place. Send the names to the state treasurer so she can send you the checks. Please put the check in a Thank You note or card. The judges should be aware that the contest is for AMATEURS. Each judge should have a category list and one of your GFWC ladies to help them. If an item is in a category all by its self it will not be disqualified. All club presidents should make this quite clear to the Arts & Craft chairman. Best in show at Convention usually receives a small gift about \$15.00.

During March and April the State Arts and Craft Chairman should attend district days. You (Arts & Craft State Chairman) will be asked to each District Day, you will be mailed a call.

District Directors take charge of making sure that a list of your blue ribbon winners and best in show are sent in as soon after their District Day. We will have put a special sheet in the rolling mailbox for your list, one for each club. Please type or print and mail or e-mail to State Art & Craft Chairman.

All-year, the Arts & Craft Chairman is on the State Board and is invited to attend all Board Meetings. If you want to have any info to go out to all GFWC members you can put articles in FOCUS. Arts & Craft Chairman is required to attend all Convention planning meeting.

The A& C chairman will make a list of Best in Show of District Winners. You will report on how many Entries in each district you had and the total of entries, also the Best in Show winner at Convention. Keep copies of everything for your records.

Current committee members: Kathy Aiello, Eileen Brunner

Senior High School Art Festival (Pennies for Art)

Jeanne Waseleski

This contest is for High School Seniors. Monetary prize money is through donations to the Pennies for Art Fund.

The High School Art Contest Chairman will be responsible for getting her workers to set up for the competition which is held at the Alzheimer's Home in Cheshire. Set up will be on Friday, judging on Saturday and art items to be picked up on Sunday. She will get the judges for the event. Judges are paid \$25.00 to judge the art work. Monetary awards will be presented to all the winners. This is based on the donations received. Usually there is a first, second and third prize in several categories with a Best of Show.

Clubs should contact their local schools once they receive their information packet and make arrangements to get the art work to the contest.

Current committee members:

Maggie Centurelli, Kathy Aiello, Eileen Brunner

Memorial Scholarships

Mary Antey, Chairman

Clubs should select a Scholarship reading committee to read over and select recipients. The number of scholarships vary, but it is usually between 16 and 20. Previous Club Chairman will have all the necessary information which a new Chairman would need.

Refer to Redbook Pink Pages

MEMBERSHIP Chairman

Objectives:

-Liaison between GFWC/CT and clubs as well as Districts; Promote the advantages of membership to GFWC International and the benefits that clubs can gain. Explore what GFWC and GFWC/CT can do for your club.

-Recruit new members, retain current members and build new clubs. Director of Juniorette Clubs. Aid clubs with membership ideas and brainstorming sessions; increase PR activities.

-Assist clubs and/or districts with any problem and/or crisis which may arise. Suggest a course of action. -A mentor for District and Assistant District Directors. Help set positive goals for districts and clubs. Disseminate information to directors, answer questions and help in planning Spring District Days.

-As the largest volunteer women's organization in the world, "Membership is our Future!"

Goal- Promote GFWC and GFWC/CT

1. Club uses the International Logo and tag line "Unity in Diversity" to encourage brand identity in all PR campaigns.
2. GFWC as well as the Club's Name should become a household name in every community.
3. Assist Clubs in preparing a club brochure to use for public relations.
4. Accentuate our diversity and commitment to an array of community service projects.
5. Participates in GFWC Membership Campaign.
6. Instill pride in organization and purpose for volunteerism that we do.
7. Increase awareness of the many ways clubs can be acknowledged, i.e., awards certificates, recognition, etc.
8. Encourage members to be well versed with information in Redbook, Pointers and the GFWC Club Manual.

Goal- Increase Membership in GFWC/CT by utilizing strategic plan implemented by GFWC: Strive to be a valued, relevant, dynamic and committed community service organization.

1. Organize new clubs
 - a. Survey state populations for areas to develop.
 - b. Study population growth areas over last five years.
 - c. Attempt to discern social/economic makeup of targeted area.
 - d. Investigate existence of Junior Clubs past and present.
2. Help existing clubs increase membership
 - a. Instill the importance of positive PR within club communities.
 - b. Accentuate benefits of networking between clubs and districts; share successes and receive assistance during a crisis.
 - c. Understand that the scope of our work and programs we support will gain new members.
 - d. Help members empower themselves through personal and professional development.
3. Regain members
 - a. Reach out to past clubs and past members.
 - b. If receptive keep them up on current news and info as is cost effective.
 - c. Obtain information if possible as to reason for separation. This information will prove helpful in future scenarios.

GFWC Membership Campaigns

“Kick Up Your Heels”

“Lace Up Your Shoes”

“Dig Out Your Boots”

“Pump Up Your Members”

See Club Manual for Details

Protocol within State Federations

Rank:

The President holds the highest rank in her own organization i.e., club, district, etc. She is the presiding officer.

At district and local level only the GFWC President has precedence over the State President.

Guests are presented according to their rank as follows:

State President

GFWC President

Ranking Government Official

Speaker of the Day

GFWC Officers

Region Officers

State Officers

GFWC CSP Chairmen

District Officers

Club Officers

Club Chairmen

Officers of an organization are ranked according to the organization bylaws.

Former Presidents: As a rule, presidents serving the earliest dates precede those serving more recently in processions. For those fitting in more than one category, assign the highest rank.

Head Tables

The presiding officer sits to the right of the lectern, or center if no lectern is used.

Ranking guest sits to the president's right.

Other guests are seated by rank alternately to the left and to the right. If there are several guests, they may be placed between officers.

The size of the head table is determined by the size of the room, usually not to exceed 12.

GFWC/CT CLUB AWARDS

Ursula Kolb Casioppo Federation Awareness Gavel: Initiated in 1978, this award is presented at May Convention and judged by the Public Issues Chairman. The winning club is judged on a short 100 word narrative report on how a club has stimulated public awareness of our organization by promoting General Federation and State Federation. Supportive material may accompany the written narrative.

Plummer Gavel: Since 1968 this gavel has been awarded to the club with outstanding and continuous membership activity as reported to GFWC/CT. It represents activity from Jan. 1- Dec. 31 of a given year. It is presented at May Convention.

Pettis Gavel: This gavel is awarded for outstanding membership program as reported to GFWC/CT. It represents activity from Jan. 1-Dec. 31 of a given year and is presented at May Convention.

Sutton Gavel: Since 1937 this award has been presented to the club with the largest net increase in membership as reported to GFWC/CT. This award is given at May Convention and covers a fiscal year from April 16- April 15 of that previous year.

Laurel Award: (The Mountain Laurel is the symbol of GFWC) Laurel Certificates have been presented since 1974 to recognize members who refer 5 new members since 1974. Certificates are presented at Spring District Days.

GFWC/CT presents:

-Laurel certificates: Member who has referred 5 new members;

GFWC Presents:

-White Star Pin: Member who has referred 6 to 9 new members.

-Red Star Pin: Member who has referred 10 to 14 new members.

-Blue Star Pin: Member who has referred 15 to 19 new members.

-Silver Star Pin: Member who has referred 20 to 24 new members

-Gold Star Pin: Member who has referred 25 or more new members;

Membership Pins: Members are honored for their long service to GFWC by way of "Membership Pins." Pins may be obtained from the 3rd Vice President.

Silver Pins: Signifies 25 years of service to GFWC/CT

Gold Pins: Signifies 50 years of service to GFWC/CT

PUBLIC RELATIONS

JoAnn Bruno, Chairman

Mission: To promote awareness of and identity with GFWC/CT and GFWC. In doing so, the intent is to encourage membership growth and retention in our Federation at the individual and club level.

The committee will not only create and promote awareness, but offer tools to clubs for their own public relations efforts.

The PR Committee goals and projects will comply with GFWC trademark and public relations guidelines.

Refer to the Club Manual, Resource and Information

Tab: GFWC Trademark Use Policies

Or GFWC web site: www.gfwc.org

The committee meets as often as required to achieve its goals within each administration at the discretion of the Chairman.

The State President appoints the members of the committee.

Refer to Club Manual

DISTRICT OFFICERS

GENERAL DUTIES:

District Directors and Assistant Directors are elected offices and as such entitles members to the State Federation Executive Board. The position is a two –year term ending with the **adjournment of the Annual Convention** although their successors are installed at Spring District Days for ceremonial purposes.

GFWC/CT Bylaws – Article V:

The District Director:

1. Serves as the liaison between clubs in her district and the State Federation.
2. Coordinates the activities of the clubs in her district: Calls a combined meeting of all clubs in her district at least once a year. Consider inviting 3rd Vice President to this meeting.
3. Organizes an orientation meeting for her clubs at the beginning of her administration.
4. Schedules a District Reporting Workshop upon request of 2nd Vice President
5. District Newsletter is encouraged to promote individual clubs efforts. Instill importance of networking ideas between clubs
6. Visit each club within your district for a meeting and get to know your members: you are there to support your clubs.
7. Presides over Spring District Day Meeting

The Assistant Director:

1. Assists State President and District Director with District matters when requested.
2. Assists/works with clubs to promote GFWC and GFWC/CT in their PR material
3. Assist with District Newsletter
4. Assists with District Day preparation and actively integrates with clubs within the district.

Tools of Office

At District Day, the District gavel and the District President's pin are presented at the installation ceremony (following elections) The pin and gavel are turned over to the new District Director at the end of her term The tools of this office are turned over to the Third Vice President before the District Day meeting at which elections take place. In this way, the information is ready for the incoming District Director and Assistant District Director.

Communications and Reporting Facts

- √ District Directors are encouraged to use the state newsletter, FOCUS, to report any newsworthy event or activity.
- √ As officers of the GFWC/CT, attend all State Executive Board meetings, Fall Convention, Annual Convention, including installation, orientation and any special meetings called by the State President. Notify the Corresponding Secretary when absent. It is recommended that officers attend the New England Region Conference and, if possible, the GFWC Convention.
- √ District Director and Assistant Director are available to clubs as an installing officer or guest speaker.

District Directors and Assistant Directors are elected offices and as such entitles members to the State Federation Executive Board. The position is a two –year term ending with the **adjournment of the Annual Convention** although their successors are installed at Spring District Days for ceremonial purposes.

District Funds and Reimbursements-

Each District has a District Account that is overseen by the State Treasurer. Discuss with your Treasurer or 3rd Vice president how much money is retained in your District Account at the start of your administration. A minimum balance of \$300.00 is suggested. Surplus district funds from District Day raffles or other fundraising activities may be added to the district account or donated to a charity. If a district opts to donate their proceeds of money, a formal vote must take place at the District Day meeting with all members voting.

The Directors are reimbursed for postage and phone calls pursuant to the office from this District Fund. When performing duties of office, mileage to clubs is reimbursed at 50 cents per mile.

The District Director and Assistant District Director lunches at their Spring District Day will be paid out of the District Fund. The District Arts and Craft Chairman’s lunch is paid out of this fund as well.

SPRING DISTRICT DAYS

- Decide on a “Theme”
- Guest List includes all clubs in District, Executive Committee and any Board Members in your District
- Agenda
- Special Thanks
- Clubs Credentials announced at beginning of meeting; choose a chairman
- List of clubs and arrange clubs to have club baskets for raffles
- Names/Titles of State Officers *Note Head Table seating chart
- Special instructions, “Please rise to greet the State President,” as she is introduced
- District Day “favors” for members if you choose
- Awards to be presented
- Judges for Arts and Crafts Contest (judging criteria will be uniform statewide in all seven Districts)
- Hostess Clubs- to receive registrations and pay expenses for the day from this income
- Program if desired; no longer than 20-25 minutes
- Information on election and installation of District Director and Assistant District Director
- Recognize Federation Day

√ In June, start to plan District Day with the help of your club presidents. Some Districts rotate years and have a hostess club who plans the event. Some Districts plan the day collectively and divide the work among all clubs. Both are done effectively.

√ Select a date and get approval from 3rd Vice President and State President.

√ Appoint District Arts and Crafts Chairman and notify State Arts Chairman

√ Do not allow more than 30-40 minutes for social hour

Finances:

1. Prepare a projected budget. Consider adding a registration fee on top of meal cost to offset expenses.
2. Designate a “hostess” club to receive checks for registration/meals-checks payable to the hostess club. All expenses should be paid from these funds and an accurate accounting maintained.
3. Following the District Day, the treasurer’s report of receipts and disbursements, accompanied by a check of the net proceeds, is sent to *the state treasurer*. This amount will be added to the District funds for the next District Day. A copy of the state treasurer’s report is sent to the District Director.
4. If a District has excess funds (from raffles or other fundraising activity) a decision to make a donation to a Federation project or other organization must be voted on at District Day.

5. Ensure that enough money is left in District fund to begin the next year; funds for postage, deposit for meeting place, etc. A minimum of \$300.00 is suggested.

-When selecting menu and estimating costs, remember to include gratuity and tax (if applicable) -Judges are compensated at the discretion of the District. Providing them with lunch or a stipend of \$25 per judge and presenting them with a token gift is customary.

Include in your printed program-

- Prepare “the call” using the model form. The call must be printed on official GFWC/CT letterhead if mailing. The official GFWC/CT logo must be used if mailing electronically.
- Call should include a map or directions and a separate reservation form. Also include instructions for Arts and Crafts competition.
- ***Ten (10) weeks prior to the date, send complete call to the State President and Third Vice President for approval.***
- At least six (6) weeks before date, send the Call to all District clubs, State officers and the State Arts and Crafts Chairman.

The district is responsible for all costs associated with producing and mailing the call.

Other Essentials to Planning:

Notify local news outlets, request coverage.

Select people to offer the invocation, lead in the Pledge of Allegiance to the Flag of the United States of America, and also the Collect for Clubwomen and Expressions of Thanks. Appoint a secretary to take minutes. Everyone giving a report should on conclusion, present the Secretary with a copy of her report for her files.

Make sure you have flag placed behind podium, to the right of presiding officer; microphone (center of head table works best), gavel and your detailed agenda. Water at head table will be appreciated.

Arrange seating and place cards at head table. State President always sits to the right of the presiding officer, the District Director. Officers are seated by rank alternately to the left and right of President/District Director.

All Executive Committee members invited should be on the agenda and presented and called upon to say a few words. The President is always presented last.

It is courteous to present the members of the state board present at the meeting as well as the past state presidents.

Awards are given by Second Vice President for Community Service Programs, Third Vice President for Membership and State President for Leadership.

Complete the Credentials report and announce the totals at the beginning of the meeting and have these Credentials voted in as approved.

The minutes of the meeting, along with a brief report, should be sent to the Third Vice President. Keep a copy in the district files. ***Remember to send thank you notes.***

Nomination, Election and Installation of District Director and Assistant District Director

At each District Meeting in the odd numbered year, a Nominating Committee of three (3) and one (1) alternate shall be elected by those members present and voting. The four (4) members shall be from four (4) different clubs.

Refer to Bylaws, Article V-Section E, District Nominations

No more than one (1) member from a club shall serve as Director or Assistant District Director.

All candidates for office shall be endorsed by their club.

Names of candidates, endorsed by their clubs, shall be sent to the committee by November 1st of the odd number year.

The District Director and Assistant District Directors are not members of the nominating committee. The District Nominating Committee shall seek club endorsement for additional candidates considered by the District nominating Committee.

The names of nominated candidates shall be submitted to the District Director in time to be included in the Call to District Day.

The District Director shall call for nominations from the floor following the report of the District Nominating Committee.

These officers shall be elected by the assembly vote at District Day in the even numbered years.

They shall be installed at that District Meeting by the State President.

These officers shall be present at the Annual Convention Installation Banquet and shall be presented by the Installing Officer.

REDBOOK Information

A form to update the Red Book is prepared by the State Corresponding Secretary and distributed to all club presidents at her specific District Day. This is done annually, in case there is a change in local club's leadership. The completed form is to be sent to the Red Book Editor with a copy to the Corresponding Secretary and the State president.

**For Additional Information
Refer to the Red Book
(Blue Pages)**

ANNUAL CONVENTION AND FALL CONFERENCE ASSIGNMENTS FOR DISTRICTS

YEAR	ANNUAL CONVENTION		FALL CONVENTION
	LUNCH	BANQUET	LUNCH
2012			District 1
2013	District 2	District 3	District 4
2014	District 5	District 6	District 7
2015	District 1	District 2	District 3
2016	District 4	District 5	District 6
2017	District 7	District 1	District 2
2018	District 3	District 4	District 5
2019	District 6	District 7	District 1

The GFWC/CT Hostess Chairman informs the District Director and Assistant District Director of the requirements for the specific meeting. This includes the number of hostesses, centerpieces and other pertinent information. The District Director works with the clubs in sharing the responsibilities. If any centerpieces are to be raffled, the Convention Committee is notified in advance of the planning. She gives her final approval.

PLEASE NOTE: At the Annual Convention there are 2 lunches which the District assigned to do lunches is responsible for. It can be split up between the clubs in your District.

If that District feels it is too much of a hardship to supply 2 centerpieces, they can use the same one for both days. (Remember it is done very fairly.....everyone takes their turn at each function).

District Day Dates 2012	
District 1	April 16
District 2	April 3
District 3	April 13
District 4	April 6
District 5	April 27
District 6	April 20
District 7	March 23

CONVENTION CHAIRMAN

Kathy Tobin

Responsibilities of the GFWC/CT Convention Chairman

Make hotel and meeting room arrangements for the Fall Conference and May Convention
Prior to any contract*, review all with the approval of the State President. On site discussions should include the President.

Block necessary hotel rooms for attendees/members & guests

Prepare a general budget for each meeting.

Make facility arrangements for all board meetings as well as the summer orientation after reviewing needs with state president.

Arrangements need to be completed within the time frame necessary to send the call of the

Arrangements include:

- Meeting rooms
- Seating including head table
- Meals
- AV/technical equipment as needed
- Exhibit areas as needed
- Potential needs of speakers, guests, state officers at the facility
- Coordination of reservations & credentials
- Fill positions for additional hostesses as needed/advise President of names in time to be placed in meeting program
- Needs of Entertainment/ coordinate with President/ solicit and promote suggestions/arrangements for entertainment should be given to the convention chairman to coordinate and finalize; contracts* should be obtained whenever feasible.

Attend Convention committee meetings that are scheduled with the Executive Committee

Meet with the President prior to each board meeting or convention to review details.

Coordinate activities of other convention personnel.

Keep accurate records. File a complete report to the President and retain a copy for the permanent

During the meeting, be available to address any issues regarding rooms, equipment, tables, etc.

* contracts can only be signed by state president or as GFWC/CT bylaws permit

Security:

Clubs are responsible for the security of their respective property.

All lost and found items should be directed to the Convention Chairman or Committee member.

Exhibit Chairman:

Clubs and board members requesting space for displays, raffles or other use, must contact the Exhibit Chairman prior to the event as indicated in the registration information. The Exhibit Chairman is notified by the Convention Chairmen as to the available space for displays before the Call is published.

Other Positions:

- Programs
- Printed Programs
- Special Project Assistant
- Convention Finances

Meals/Reservations Chairman

The Meetings:

The position of Meals & Reservations is part of the Committee for the Annual Convention and the Fall Conference.

For all other State Executive Board meetings, including the summer orientation, all the selection of the site of the meetings, meal planning, etc. are under the control of the Convention Chairman.

The registration and credentials are handled by the Board Meeting Credential and Reservations Chairman.

The Schedule:

The State President signs the contract with the hotel/restaurant. The treasurer sends a deposit. The Meals and Reservations Chairman is the liaison with the hotel and supplies them with a meal count as per the contract.

General Duties:

Receives and processes reservation form with checks. The checks are not turn over to the State Treasurer until the conclusion of the event.

Assigns seating for all State meetings unless the State president decides otherwise.

Separates guest name tags with their meal tickets, including special instructions i.e. introduce guest to chairman of The Hostess Chairman is given this guest package at registration.

Issues name tags for all delegates, non-delegates and guests.

Presents the credentials report immediately after the introduction of the head table.

Submits a report to the State Treasurer. The treasurer pays the bill to the hotel/restaurant.

Presents the final credentials report at the conclusion of the meeting.

State Executive Board Meetings:

Registration is by name of state board member in an alphabetical order. Guests and club members not on the state board do not vote and are given a name tag of a different color. Delegate cards are not used at state board meetings.

Meals/Reservations (continued)

The reservation:

The registration form is sent to the Clubs by the Corresponding Secretary. The form is completed by a club or individual member.

The registration fee for a state meeting is \$4.00. The registration fee for the Conventions is \$5.00 per day.

The Record:

Record the information necessary on the reservation log.

Cancellations:

GFWC/CT by laws state: If a registration is cancelled less than 48 hours before the opening of the meeting, no refund shall be made.

If a meal reservation is cancel less than the 72 hours before the opening of the meeting, no refund shall be made.

Fall Conference and Annual Convention:

At the Fall Conference and the Annual Convention, it is advisable to have two (2) people stationed at the registration table.

Delegate Designation:

The number of delegates each club is allowed is determined by the number of paid members a club has reported to the State Treasurer: October 15 for the Fall Convention and April 15 for the Annual Convention. The Assistant Treasurer provides an updated list to the Meals & Reservations Chairman.

Provide permanent name tags, the color of the delegate's cards, to the

The Club President has one vote.

Past State Presidents have one vote.

State Executive Board members have one vote.

Delegate cards are returned with name badges at the conclusion of the meeting.

Refer all inquires regarding the delegate numbers to the assistant treasurer.

Refer to the chart on B-5 and B-6 in the By-laws section in the Redbook regarding the number of voting delegates for each club.

Meals/Reservations (continued)

In the event a meeting is cancelled: The Meals & Reservations Chairman returns all checks and contacts all clubs registered. The procedure varies with each meeting. The President determines the process.

The head table: Is on a raised platform. The podium with microphone is placed in the center of the table. An additional microphone and podium placed to the left of the presiding officer is appreciated. The Flag is positioned to the right of the presiding officer. The Platform and Protocol Chairman will provide place cards for the head table which is usually set for 9 Executive Committee members, the Parliamentarian and any guest/speakers. No more than 12 are seated at the head table.

The Credential Report: The report is presented by the Meals & Reservations at all meetings of the State Executive Board, Fall Conference and Annual Convention and is dated, signed with a copy given to the recording secretary and to the Convention Chairman. The report is kept on file by the Meals & Reservations Chairman to serve as a meeting model.

The Credential Report is as follows:

Event:	Date:		
	Opening	Preliminary	Final
Past State Presidents	#	#	#
Club Presidents	#	#	#
State Board Members	#	#	#
Voting Delegates	#	#	#
Total Voting Delegates	#	#	#
Total Non-Voting Delegates	#	#	#
Registered Guests	#	#	#
Total Attendance	#	#	#
Number of Districts Represented	#	#	#
District with Largest Attendance	District #	District #	District #
	In attendance#	In attendance#	In attendance#
Club with Largest Delegation	Club:	Club:	Club:
	In attendance#	In attendance#	In attendance#

Club size based on 10/15 for Fall Conference and 4/15 for May Convention

"Madam President, you have a quorum. I move the adoption of the Credentials Report"

Convention Hostesses

Sally Johnson

Pat Dancer

DUTIES

General Procedures:

Smile! The Hostesses sets the tone for all guests of the GFWC/CT

At each meeting of GFWC/CT

- Arrive early
- Confer with the Chairman of Meals & Registrations. A packet is given to the Hostesses containing the guest's name tag, meal ticket and an indication where the guest is seated.
- For each guest, secure a program and packet of handouts, if applicable.
- Greet the guest before she stands in line at registration. Present her materials and offer to seat her.
- Follow special instructions that are in the registration packet, i.e. introduce guest to chairman of.....Etc.
- If the guest indicates that she must leave before the conclusion of the meeting, meet her at the specified time to show her out.

Guests at Annual Convention

GFWC Guests at the Annual Convention and Fall Convention may have special needs. These needs include transport from planes or trains, room reservations, etc. Address special circumstances with the President and Convention Chairman. Assign member to see to special needs of GFWC guests.

Who is a Guest?

- A guest is a very special person. Invite guests to sign the guest book.
- Speakers are guests.
- Persons on the program and not GFWC/CT members are guests.

What Committees Do I Work With?

- The Hostesses are members of the Convention Committee.
- The Hostesses are on the committee responsible for all other state meetings, under the chairmanship of the Meal & Reservations Chairman.

Hostesses (continued)

Participation during Business Sessions:

During business sessions, the presiding officer directs the hostesses to open/close the doors. Members may leave but may not re-enter until the hostesses are instructed to allow entry.

Baskets for donations to New England Conference and other similar responsibilities are assigned to the hostess committee.

Annual and Fall Convention Assignments for Districts:

The GFWC/CT Hostesses informs the District Director and the Assistant District Director of the requirements for the specific meeting. This includes the number of hostesses, centerpieces and other pertinent information. The District Director works with the clubs in sharing the responsibilities. If any centerpieces are to be raffled, the Convention Committee is notified in advance of the planning. It gives final approval. (***Refer to Page of the Pointers for Schedule***)

GENERAL FEDERATION OF WOMEN'S CLUBS OF CONNECTICUT

GFWC VOLUNTEER ACHIEVEMENT AWARD

This award was formally known as Outstanding Volunteer Club woman of the year. It begins in the club with their judging a person they feel is qualified. Her name will then be submitted to the GFWC/CT committee. It is usually based on the merits of: Club work, GFWC/CT activities, community involvement and family/home life participation.

PURPOSE: To promote volunteerism and to recognize our outstanding volunteers.

ELIGIBILITY: Must be an active per capita dues-payment member of a GFWC club.

CRITERIA FOR JUDGING

CLUBS may participate by designating a member for this award (only 1 member per club) Begin by using a member's volunteer hours.

1. Volunteer hours given for participation in her local club activities, chairman of a project, department committee or has served as club president or officer **(25% of score.)**
2. Participation of a state level in the GFWC/CT as a board member, other than club president. This person will have served as Department Chairman or served on the committee or held any other chairmanships. **(25% of score.)**
3. Community involvement: projects with a description and any excellence associated with the project/projects, such as church, PTA, scouts, hospitals, community activities, etc. **(25% of score.)**
4. Home/family activities: family involvement, self-enrichment pursuits, talents and individuality **(25% of score.)**

ENTRY

1. Cover page shall include:

- A. Name and address of nominee
- B. Sponsoring Club name
- C. Length of membership in sponsoring club.

2. Format

Entry must be outline form, typed, double spaced, 8 1/2 x 11 paper, one side only. Be concise and specific. Avoid use of adjectives

3. Do Not

Use artwork, press clippings, letters of endorsement or other supportive materials.

4. Entry shall be signed by club President and Chairman of Volunteer Achievement Committee.
5. Entry should not exceed three (3) pages, including cover page.

Submit by February 2010 to:

Nancy Kalyan, First Vice President

This award will be given once during the two-year administration. (Pink Section of GFWC/CT Red Book)

JENNIE AWARD

The Jennie Award is the highest honor bestowed to a member of GFWC.

Clubs may nominate a member who demonstrates outstanding performance as a Volunteer. (Criteria is listed in the GFWC Club Manual).

Nominations should be submitted to the GFWC/CT State President by June 15, 2011.

One recipient from each region is selected and honored at the International Convention.

Refer to the GFWC
Club Manual

MEMBER AT LARGE

JoAnn Bruno

Description of Office of Member-at-Large:

The Member-at-Large is appointed by the President. The Member-at-Large represents the membership at all meetings of the state. She is the representative of each club, each president and each member.

Duties:

The Member-at-Large shall bring all concerns, viewpoints and constructive ideas of any member to the Executive Committee.

GFWC/CT REDBOOK 2010-2012

Maureen Fernandes

The Redbook Editor is to prepare the State Directory.

She will work in conjunction with the Corresponding Secretary in obtaining name lists, etc.

Upon direction of the President, she may issue new pages with changes for substitution in the Redbook.

LEADS

Leadership, Education and Development Seminar

GFWC Leads Program identifies members who have the potential to assume leadership positions and provide them with the skills, confidence and commitment to become future Federation leaders.

Clubs are encouraged to nominate a member for consideration as the state federation LEADS candidate. *Application forms are in the GFWC Club Manual in the “Forms” section.*

Applications should be sent to the GFWC/CT State President by January 5th

One member is selected to attend the LEADS Seminar at the GFWC International Convention.

A portion of the candidate’s expenses are covered by GFWC (See Club Manual 0 Resources and Information tab). GFWC/CT and the member’s club also have the option to underwrite some of the applicant’s expenses.

Candidates should express an interest in future leadership roles in

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Candidates should express an interest in future leadership roles in