

*Activities and ideas for clubs to honor
and celebrate GFWC's founding*



General Federation of Women's Clubs

Federation Day Celebration Guide

GENERAL FEDERATION
of WOMEN'S CLUBS



GFWC FEDERATION DAY CELEBRATION GUIDE

GFWC Federation Day is an annual celebration of the General Federation of Women's Clubs, which was officially formed on April 24, 1890, in New York, N.Y. On April 24 of each year, GFWC and its members commemorate the historic beginning of the organization, and use the anniversary as an opportunity to promote their clubs and the work they do in their communities.

The history of GFWC is traced back to 1868, when a pioneering woman journalist named Jane Cunningham Croly (1829-1901) sought to attend a dinner honoring British novelist Charles Dickens at an all-male press club. Croly was denied admittance based upon her gender, and, in response, she formed a club for women. She chose the name *Sorosis*, a Greek word meaning "an aggregation; a sweet flavor of many fruits." In 1890, Croly extended an invitation to women's clubs throughout the United States to attend a convention in New York City. Representatives from 63 clubs from throughout the nation attended the convention and took action to form the General Federation of Women's Clubs.

Each year, GFWC clubs celebrate this important day in their local communities, states, and across the nation. Projects and activities focus on publicizing GFWC clubs and the work that members do in their communities; recruiting new members by raising awareness about the benefits of belonging to GFWC; supporting volunteer activities with collaborating organizations; and fulfilling GFWC's mission to enhance the lives of others through volunteer service.

In recent years, Federation Day has coincided with national Volunteers in Action Week, and GFWC encourages members and clubs to extend their celebration activities to include an entire week of outreach and service.

USING THIS GUIDE

Many clubs choose to observe Federation Day with a special event or activity that complements the work they are engaged in throughout the year. Planning for a large event takes considerable preparation. Six-to-eight weeks is the minimum timeframe in which to plan for an event, and additional time should be allotted when working with organizations, individuals, and facilities outside GFWC.

We recommend that you reference this guide in planning your club year in order to provide you and your club enough time to plan a successful Federation Day activity.

- 1) Recruiting New Members on Federation Day
- 2) Done-In-A-Day
- 3) Federation Day Celebration Ideas
- 4) GFWC Trademark Use Policies

GFWC CONTACT FOR ADDITIONAL QUESTIONS

If you have questions or need additional details about any of the information presented in this guide, please contact the General Federation of Women's Clubs, 1734 N ST NW, Washington, D.C., 20036-2990, 202/347-3168, fax: 202/835-0246, e-mail: ***PublicAffairs@GFWC.org***.

RECRUITING NEW MEMBERS ON FEDERATION DAY

GFWC Federation Day offers clubs the opportunity to commemorate and publicize their achievements, honor GFWC's founders, and celebrate ongoing volunteer work. What better time than this to appeal to prospective members, who will be attracted by your club's track record of success and plans for the future?

- Consider the demographics, shared interests, and mission of your particular club. You will want to reach out to potential members who are interested in and will enhance the kind of work you are doing and who will feel welcomed by their peers.
- Consider joining with other local and district GFWC clubs, including Juniorettes, to hold your outreach events. Providing women the opportunity to meet a variety of current members will make it easier for them to find the club where they feel most at home.
- Rather than publicizing your event as a recruiting effort, think about marketing it as a one-time volunteer opportunity. Potential volunteers will feel less pressure, and the success of your event will not be measured by the number of new members.
- Assess your community's needs to determine the kind of project that offers the greatest interest to potential members and also makes a significant difference in your community. Does the project also demonstrate very clearly the kind of activities your club is regularly involved in? Make sure the project you pick has widespread appeal and supports the objectives of your club.
- Consult GFWC publications, available in the GFWC Marketplace (www.GFWC.org/Marketplace), including: *How to Build New GFWC Clubs*; *How to Recruit New GFWC Members*; *How to Retain GFWC Club Members*; and the *Juniorette Handbook*.

DONE-IN-A-DAY

Repaint your public library, clear an overgrown park, or take over meal service at a homeless shelter for the day. Projects that enable volunteers to participate without prior knowledge or training, and without a long-term commitment, are successful ways to involve a greater number of community members.

These projects also offer a wide variety of tasks, enabling individuals with different interests and abilities to be involved. For example, volunteers can sign up to bring food donations to the homeless shelter, spend time preparing meals in the kitchen, work face-to-face with shelter clients in serving meals, or assist in cleaning the dining areas at the end of the day. Individuals who are outgoing and enjoy talking to new people can spend time getting to know the individuals being served; those with great marketing skills can appeal to local merchants to donate food and supplies, such as custom printed t-shirts to hand out to volunteers.

Because done-in-a-day projects can have significant community impact, be sure to use this opportunity to reach out to local media. Their coverage of the project's planning phase can help raise participation, and a positive news story on the success of the day can help encourage one-time volunteers to join their local GFWC clubs. **(See Appendix A)**

Is there a popular, historic, or notable area in your community that offers additional publicity opportunities in its own right? The anniversary of a historic home would be an excellent time to get your community involved in landscaping the grounds. Does your community have an existing spring festival or community event that your club can coordinate with? For example, if your town has an annual fishing tournament, consider a done-in-a-day project to clean up the lake area and make it safe and enjoyable for spectators. This allows you to appeal to an existing support base.

Work to get partners for your event, including other nonprofit clubs, schools and businesses, and your local government. When many organizations come together to celebrate GFWC's contributions to the community, it raises awareness and increases word-of-mouth marketing. Advertise your club or event on Volunteer Match (www.VolunteerMatch.org) or Get Involved (www.GetInvolved.gov). Use the resources provided by the Corporation for National & Community Service, especially those geared toward identifying volunteers (www.CNS.gov/For_Organizations/Volunteers/index.asp).

FEDERATION DAY CELEBRATION IDEAS

Proclaim Federation Day!

If your GFWC club has made substantial contributions to your community, then others in your area will want to celebrate Federation Day with you! Submit a request to your mayor to proclaim April 24 as GFWC Federation Day in your town. Check your city's website or contact the mayor's office for specifics on how to request such a proclamation.

Generally, you will need to submit a letter stating why your club and GFWC deserve such an honor. This gives you the opportunity to provide details on the specific projects your club has undertaken in enhancing the lives of others in your community. You may also want to ask collaborating organizations to offer letters of recommendation; ask them to explain the difference GFWC makes in your community.

See Appendix B for sample letters and proclamations.

Make Your Mark

Get your local post office to help you mark Federation Day. Submit a letter of request to the postmaster in your town, asking for a special postmark to be used on April 24 to recognize GFWC and your club. Include a description of GFWC and Federation Day, and a copy of the GFWC emblem. The post office will create a cancellation stamp at no cost to your club! Remember to download the GFWC emblem from the GFWC website (www.GFWC.org/Emblems) and in your letter of request state that you have permission to use the emblem.

Publicize the cancellation stamp prior to Federation Day, and encourage club and community members to send postcards and letters to volunteers and supporters who deserve recognition, using the postmark as an extra acknowledgment of GFWC's contribution to your town.

Keep It Cool

Set up a stand in your local park, close to a bus or subway station, or near a busy intersection and hand out free cups or bottles of water to passersby. Add your own customized labels to cups and bottles, and decorate your stand with GFWC emblematic merchandise.

We All Scream For GFWC

GFWC clubs are used to giving back to their communities, so use Federation Day to give something other than service. Collaborate with your local ice cream parlor to offer a free cone to every woman named Jane, in honor of GFWC founder Jane Croly, or to individuals who belong to any service organization in your town, such as Rotary, Kiwanis, or Zonta. You can ask each recipient to donate the cost of their treat to GFWC.

Grow Your Club

Hand out seeds to passersby on the street; ask them to help you grow a new generation of community action through GFWC. Add a sticker to the back of the seed packet with your club name, contact information, and meeting details. You can ask recipients to let you know where they've planted the seeds, so you can keep up with the progress of growing flowers and plants.

Celebrate Shared Successes

Collaboration is key to GFWC club success, and most clubs work regularly with businesses, government agencies, and other volunteer and nonprofit organizations in their communities. These partnerships are vital to enhancing the lives of others, so why not use Federation Day as an opportunity to present a club award highlighting and honoring the individuals and organizations that support the work of your club and have made a difference in your community? Find activity ideas online at www.Fundraising-Ideas.org/DIY/.

Announce a nomination process in your community and encourage citizens and organizations to nominate one another for the award. Invite finalists to a banquet in their honor; honor the winner with a plaque or other gift engraved with your club name, the award year, and the honoree's name. Have club leaders make brief remarks about the work of your club and different program areas. Use GFWC's Jennie Award as a model for a club award (www.GFWC.org/JennieAward).

Consider naming your club award for a well-known community member of the past or present. The Mary Smith/GFWC of Springfield Community Champion Award will appeal to a diverse audience and enable you to honor a special individual.

Invite your collaborators to donate items for a silent auction to be held the evening of the banquet; funds raised can be donated to a cause selected by the honoree. Consider making awards on many levels, to honor youth, adult, and senior volunteers who contribute to projects and programs using their unique skills and interests.

Join The Team!

Organize or support a local sporting event for women and girls. Participation in sports supports the health, self-esteem, and the development of leadership qualities in girls and women. Eighty-two percent of executive businesswomen played organized sports after elementary school, according to an Oppenheimer report. There are a variety of both formal and informal sports organizations in most communities, and sports programs for girls are a strong new innovation in African countries.

Consider sponsoring a Little League team and provide shirts bearing the name of your club. Establish a tournament and give trophies for qualities like “Best Show of Teamwork” or “Most Likely to Become a Coach.”

Conduct a sports clinic for local elementary school girls. Tell each girl why it's so important for them to play sports and how much fun it is. Consult the National Association for Girls and Women in Sports, www.AAHPERD.org/NAGWS and the Women's Sports Foundation, www.WomensSportsFoundation.org, for ideas.

Get It in Writing

Journal writing has always been an important tool for women—for personal growth, self-knowledge, and historical record keeping; and new studies show that writing can have a significant impact on the health of people dealing with injury and illness.

In homage to GFWC founder Jane Croly and her career as a writer, consider organizing a workshop for women in your community to learn more about journaling and its possibilities for their lives. Contact a local literary or writers' organization to find experienced instructors for a workshop. Turn your writing workshop into a history project for your club or town.

Don't forget that GFWC presents awards for writing short stories and poetry, as part of our Creating Arts Program. Awards are available to club members, as well as to youth in communities where GFWC clubs sponsor their own contests. Find out more about GFWC's writing contests at [**www.GFWC.org/Contests**](http://www.GFWC.org/Contests). Consult Women Writing for (a) Change, [**www.WomenWriting.org**](http://www.WomenWriting.org), and find ideas on the Diarists' Workshop, [**www.DiaristWorkshop.com/group.html**](http://www.DiaristWorkshop.com/group.html).

Become a Link In The Chain Of Service

Use Federation Day as the kickoff or finale in creating a chain of service throughout your community. Take pledges from community members for donations of volunteer hours or funds to support your club. Write names and pledges on paper chain links and display them in high traffic locations to encourage more pledges.

Get Your Town On Board

Getting everyone in town involved in your Federation Day activities is a great way to spread the word about GFWC and share the Federation spirit. Consider an activity that reaches far and wide in your area: create a community board game! Using a game like "Monopoly" as an example, think about how to apply the design of the game to your town. Ask local businesses to make a donation to the game in exchange for a spot on your game; the larger their contribution, the more premier their location on the board. Involve government agencies, schools, and community service locations like hospitals and law enforcement centers.

Once your board is full, have a club member or local artist draw a rendering on paper. Hand out the game board on fliers or have it printed in the local newspaper. Encourage community members to visit each business on the game board and have their game stamped by the proprietor (encourage businesses to offer coupons or discounts to those customers who mention the GFWC game). Offer prizes to individuals who have their entire board stamped first, or who earn the most points.

Get your Chamber of Commerce involved—they will likely help you seek funders and will encourage businesses to get involved. They may even sponsor the game! Ask local artisans to create each of the squares on the game, or game pieces. Sponsor a board game tournament in the park; ask participating businesses to provide prizes and refreshments.

Consider making real versions of the game and sell them for profit. Make Your Own Monopoly Game ([**www.BoardGames.com/MakYourOwnMo.html**](http://www.BoardGames.com/MakYourOwnMo.html)) includes everything you need to construct your own game board.

Support Survivors

Demonstrate your commitment to service and recognize individuals in your club and community who inspire you to reach out. Activities organized by organizations for survivors of major diseases or disabilities offer significant opportunities for GFWC clubs and members to meet new friends and share the Federation mission of service on behalf of important health causes.

- Alzheimer's Association | www.ALZ.org
- American Cancer Society | www.Cancer.org
- American Heart Association | www.AmHrt.org
- Easter Seals | www.EasterSeals.com
- Gilda's Club | www.GildasClub.org
- Heavenly Hats | www.HeavenlyHats.com
- Lance Armstrong Foundation | www.LiveStrong.org
- National Breast Cancer Coalition | www.StopBreastCancer.org
- Susan G. Komen Foundation | www.Komen.org
- WomenHeart | www.WomenHeart.org

Walk a Mile in Their Shoes

Odds are that there are many hard working individuals who help keep your community safe, clean, and happy. Why not give them a day (or at least an hour) off to participate in a service project, by taking over their duties? Work with your local government agencies, community businesses, and employers to find opportunities to walk in someone else's shoes for a while. Maybe you can staff your library's information desk while the librarian hosts a literacy event for a local school. Perhaps you could teach PE while the physical education teacher offers a stretching and movement class for local seniors.

Publicize your program early and have community members sign up for a work exchange. Suggest that they include details on how they will spend their time off work, so you can choose which activities best reflect the goals of your club. Ask a local business to sponsor t-shirts for those trading jobs, so community members will know that their service provider is part of a service initiative. When club members take over jobs, create activities that benefit GFWC and fulfill the mission of community service.

Empower Women to Empower Themselves

Self-defense training helps women be safe, street-smart, and independent, and raises a sense of empowerment. In addition, crime reports verify that women who are aware, assertive, and set verbal and physical boundaries, have an excellent probability of avoiding or escaping from would-be attackers. Organize a self-defense training program for your club and others in your community. Go the distance to help women protect themselves and create a culture of confidence in your community. Find the top tips for women defending themselves at www.DefendU.com/WSDI/Principles.htm.

Invite local law enforcement officials to speak about statistics on crime and self defense in your community. Consult the Association for Women's Self Defense Advancement, www.AWSDA.org, and Arming Women Against Rape & Endangerment, www.AWARE.org.

Celebrate With Song!

Put on a concert in the park. Invite all members of the community who play an instrument to join your GFWC Jungle Band and take their turn on stage. Arrange for the local marching band or orchestra to provide musical sessions as well. You can even set up a karaoke machine and convince high profile community members like the mayor to sing for donations. Charge a nominal admission fee, serve refreshments, and take donations for song requests.

Out With the Old, In With GFWC

Take advantage of Volunteers in Action week and the arrival of spring to organize a town-wide spring cleaning initiative. Distribute fliers and get your local newspaper to run an ad announcing that GFWC members will pick up any items that residents want to remove from their homes during spring cleaning. Or find a central location that members can staff while neighbors drop off their unwanted household items. Then hold a town-wide yard sale to redistribute items to those who can use them! Leftovers can be donated to the local Goodwill or Salvation Army, and proceeds can benefit a community program.

Start planning and publicizing early—make sure that your neighbors know to hang on to their clutter until it's time for the pick up/delivery, or offer to collect items throughout the spring. Consider identifying a location to store donations all year round, to make your yard sale larger and more profitable!

Offer awards for the most unusual or oldest items donated to the sale. Ask local businesses to contribute gift certificates or merchandise as prizes. Donate toys to the children's wing of the local hospital, or to a shelter

for the homeless or domestic violence survivors. Encourage neighbors to clean out their closets and donate gently-used professional clothing that you can set aside and donate to Dress for Success (www.DressForSuccess.org) to help others put their best foot forward during job interviews. The Yard Sale Queen (www.YardSaleQueen.com) offers tips on organizing your sale, recommended reading, and Garage Sale Source (www.GarageSaleSource.com) can help you learn how to price items and what items to sell during which seasons.

Roll Out the Welcome Mat

Take advantage of the opportunity to welcome your newest neighbors and show your community spirit! Organize a welcoming committee to identify and reach out to the families and individuals who are just arriving in your area. Have club members bake desserts using local produce. Create baskets of goodies, and include brochures about some of the historic or popular attractions in your town. Consider creating your own small brochure with “insider” information that isn’t publicized but would be helpful to new neighbors (like the fact that parking in the town square is scarce during weekend farmer’s market hours).

Once your welcome baskets are complete, split up into groups and visit the homes of new residents. Let them know that you’re welcoming them on behalf of GFWC, a Federation of community volunteers, and that you’d love to host them at your next club meeting. Offer to take them on a driving tour of the town, to point out hidden treasures and shortcuts.

Practice Lifelong Learning

What do smart, successful women in your community know? Celebrate them and their achievements by hosting a practical discussion forum, where experts can share their knowledge, and club and community members can learn more. Check local educational institutions or business organizations to identify possible speakers. Don’t forget to include club members who may have special talents or skills to share!

Go the Distance with A Volunteer Marathon

Annually, GFWC members contribute more than five million volunteer (5,000,000!) hours toward community service projects across the globe. But there are a significant number of opportunities to demonstrate your commitment to community service in just a day, or perhaps a little more than a day. Consider organizing a volunteer marathon that lasts 26.2 hours and involves members of your community throughout the event.

Challenge your club and community members to sign up for shifts during the volunteer marathon. You can work to include as many service activities as possible—start with picking up litter along roadsides in the morning, then serve lunch to seniors in nursing homes. Serve as crossing guards when schools dismiss students in the afternoons, and host a fundraising supper or evening concert. In the later hours of the night, distribute food and blankets to the homeless or sit with sick patients in the local hospital.

Use the volunteer marathon as a fundraiser. Have club members collect pledges based on how long they can participate in the marathon. Give medals for club members who collect the most funds or volunteer the most hours.

Keep Your Community Beautiful

Give your community a lasting reminder of the GFWC club that calls it home. Plant native flowers or plants along highways or in parks, and use a GFWC road sign (available at www.GFWC.org/Marketplace) to let your neighbors know that beautifying your community is just one of the service projects your club has undertaken. Call for volunteers to help, and spread the beautification over several different spots. Hold contests related to the event, like a photo contest of the finished planting sites. Once the day of service is complete, invite community members back to your clubhouse for refreshments or provide them on-site.

Reading Is Always Right

Celebrate one of GFWC's most important contributions to communities across the country by partnering with your local public library. Host a reading-related event that raises awareness about literacy and provides children and adults with opportunities to read and talk about books.

Consider sponsoring a series of public readings at your library. Throughout the day, have club or community members read portions of their favorite books. Involve children and encourage them to read aloud to the group. Ask local schools to invite one student per class period to read a short excerpt on the school's loudspeaker. Consult Reading to Kids (www.ReadingToKids.org) and Reading is Fundamental (www.RIF.org) for ideas on books to recommend to children and ways to get them involved in literacy.

Along with the day of reading, sponsor a book drive for recipients important to your community—schoolchildren in Africa, people serving in the military, or incarcerated teens. Books can be a lifeline to information, inspiration, and hope. Provide someone in need with the opportunity to read.

Preserve Your Community History

Newspapers, census data, diaries, letters, photographs, memoirs, and other documents all surely have their place in building a sense of history. But oral history has several unique benefits that no other historical source provides. Oral history allows you to learn about the perspectives of individuals who might not otherwise appear in the historical record, and provides a rich opportunity for human interaction.

Organize an effort to gather your community's oral history from the residents (both young and old) who live there. Ask about national, local, and personal events, and be sure to include a variety of individuals from many types of backgrounds. Through oral history, interviewees have a chance to participate in the creation of the historical retelling of their lives. Consider offering copies of the recordings to a local historical society for proper preservation.

More information is available from GFWC's Women's History and Resource Center, which offers two publications that can assist you in preserving your club's history—WHRC Guidelines—and oral histories—WHRC Oral History Guidelines.

Enhance Lives at Risk

Women transitioning out of unsafe relationships often leave their situations with nothing but the clothes on their backs. Your club can make a big difference in their quality of life during and after this turbulent time. Organize a clothing drive, collect toys for children, and gather household items to donate to women and families who are trying to establish a new, safer lifestyle.

Collaborate with a shelter in your area to sponsor a day of makeovers, or organize a job training skills workshop. Provide childcare while women learn how to gain the skills they will need to succeed.

Learn To Expect the Unexpected

Do you know what you would do in the first three minutes of an emergency? Odds are that others in your community don't have the skills needed to help keep themselves and others around them safe until help arrives. Organize a training session or series of classes to teach club and community members about the importance of collecting emergency supplies, having a response plan in the event of an emergency, and being informed about the different types of emergencies that could occur and appropriate responses.

The Community Safety Institute (www.CommunitySafetyInstitute.org) provides resources to schools, communities, and law enforcement on aspects of safety and security. Plan drills for days before and after the training, and measure the difference in response times and activities.

Go Big With a Community Carnival

Plan a carnival that fits your community—you can hold it in your backyard, at your clubhouse, or on public land, like a local park, with permission of local authorities. Involve community members in developing ideas for carnival games and solicit their help in building and setting up booths. Ask local businesses to contribute prizes, or donate food or beverages. You can charge admission fees or sell tickets for each booth. Recruit a local artist to create caricature portraits that attendees can purchase. Don't forget the refreshments! Using community members instead of professionals allows you to share the fun of organizing the carnival, and lets everyone show off talents and interests that others may not know about.

Show That Hats, Gloves, and Bags Are Still Part Of Your Tradition

Sharing the message of GFWC's HATS, GLOVES, AND BAGS campaign with your community is an important way to raise awareness about GFWC, your local club, and the role of volunteers. The campaign also provides a fun way to engage your club and community, as a complement to another activity or as the primary focus of your Federation Day celebration.

Consider the kinds of hats, gloves, and bags that already exist in your community, and how you can leverage relationships with other groups.

- Challenge everyone in your city or town to wear a hat on Federation Day; those without a hat can purchase one bearing the name or emblem of your club or community.
- Fill bags from local grocers with surprise items and have people bid on winning a bag and its contents, which might be items donated from businesses in your community, hand-made by community members, or vouchers for free goods or services.
- Use Federation Day to celebrate Hat's Off to special volunteers in your community.
- GFWC's Hats, Gloves, and Bags Publicity Kit has all the tools you need to begin incorporating this unique campaign into your Federation Day activities. Find out more online at www.GFWC.org/HatsGlovesAndBags.

APPENDIX A: SAMPLE PRESS RELEASE

Promote your club and its Federation Day activities by reaching out to local media. If your Federation Day celebration is open to the public, send a press release at least six weeks prior to the event, so that media have an opportunity to report on the upcoming event. You can even highlight your club's activities when your event is over, by sending photos along with your press release.

FOR IMMEDIATE RELEASE

CONTACT

[Name of Club President or Public Relations Chairman] | [That person's title]

[Phone number] | [E-mail address]

{CLUB NAME}, PLANS {ACTIVITY/EVENT}, TO HIGHLIGHT {AREA OF FOCUS}

Local club celebration will coincide with 119th anniversary of international federation for women volunteers

{City, State} – MARCH 31, 2009 – The members of the {CLUB NAME} have announced plans for a {ACTIVITY/EVENT}, on April 24, 2009, as part of the anniversary celebration of its parent organization, the General Federation of Women's Clubs. The club's longstanding efforts to {WELL-KNOWN CLUB PROGRAM} will be highlighted as club members {DESCRIBE ACTIVITY}.

GFWC Federation Day is an annual celebration of the General Federation of Women's Clubs, which was formed on April 24, 1890, in New York, N.Y., by representatives of 63 women's clubs from throughout the nation. On April 24 of each year, GFWC and its members commemorate the historic beginning of the organization, and use the anniversary as an opportunity to promote their clubs and the work they do in their communities. GFWC has more than 100,000 members in more than 4,000 clubs across the United States and in over a dozen countries.

"GFWC clubs are the lifeblood of many communities," said GFWC International President Rose M. Ditto, Ph.D. "Federation Day offers an opportunity for clubs to celebrate their achievements on behalf of their cities and towns, and we hope community leaders will take the opportunity to recognize their local woman's club for their vital contributions."

For more information on the {ACTIVITY/EVENT}, please contact {NAME OF CLUB CONTACT} at {PHONE NUMBERS AND E-MAIL ADDRESS}.

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The General Federation of Women's Clubs, one of the world's largest and oldest women's volunteer community service organizations, was founded in 1890 and is headquartered in Washington, D.C. GFWC has more than 100,000 members in affiliated clubs in every state and over a dozen countries. Visit us online at www.GFWC.org. {CLUB NAME} was founded in {YEAR} and has {# of members} serving the {TOWN NAME} community.

APPENDIX B: SAMPLE PROCLAMATION

USING THE SAMPLE PROCLAMATION

Present a proclamation to your community's local governing body and ask them to recognize April 24 as GFWC Federation Day. You may want to print the proclamation on special paper and frame it after it has been signed and sealed.

Proclamations generally consist of two to five statements about the organization or event being recognized. These can be both general and specific, depending upon the goals of the proclamation. Consider the many layers of the Federation Day celebration when writing your proclamation—it's not only a club-level event, but also a state, regional, national, and international day of honor for GFWC.

After the statements of fact (which are preceded by the word WHEREAS), include the phrase THEREFORE BE IT RESOLVED and then include language that presents the organization or event being recognized. Don't forget to include the date. You may opt to have additional resolutions, which are included with the phrase AND BE IT FURTHER RESOLVED.

When presenting the proclamation to officials, be sure to have them sign in descending order of rank. You may request as many signatures as you like, though each agency should be presented with a separate proclamation. Ask for a city/county seal to mark your proclamation as official.

Text of Sample Proclamation

WHEREAS, {CLUB NAME}, a member of the General Federation of Women's Clubs, and its members have enhanced the citizens and community of {YOUR TOWN OR COUNTY} through their commitment to volunteer service, including {NAME SPECIFIC PROJECTS YOU HAVE SUPPORTED OR ARE KNOWN FOR IN THE COMMUNITY}; and

WHEREAS, the more than 100,000 members of the General Federation of Women's Clubs donate, on average, more than \$30 million and nearly 10 million volunteer hours to more than 250,000 programs and projects benefitting their local communities; and

WHEREAS, GFWC and its nearly 4,000 member clubs in all 50 states and more than a dozen countries are at the forefront of grassroots community service, providing crucial support to cultural, educational, health, and legislative issues of importance to women, children, and families throughout the world:

THEREFORE BE IT RESOLVED that the {NAME OF GOVERNING BODY: TOWN COUNCIL; MAYOR; CHAMBER OF COMMERCE, ETC.} calls on the citizens of {YOUR TOWN OR COUNTY} to recognize April 24, 2009, as GFWC Federation Day, in celebration of the 119th anniversary of the founding of this esteemed organization;

AND BE IT FURTHER RESOLVED that this body expresses much gratitude to {CLUB NAME} and its members for their continued work in making {YOUR TOWN OR COUNTY} better for all citizens.

Signed _____, Title _____

Signed _____, Title _____

Signed _____, Title _____

ADDITIONAL RESOURCES

100 Ways to Make a Difference in Your Community is a tool provided by the Resource Center of the Corporation for National and Community service, and offers ideas on how to involve community members of all ages in your service projects. See the list online at <http://NationalServiceResources.org/Practices/17441>.

Community Partnership Toolkit shares information on building and maintaining partnerships to strengthen communities. It starts with people getting involved and using better information. Each of the tools drives home a critical message learned about partnerships. (www.WKKF.org/Pubs/CustomPubs/CPtoolkit/CPToolkit/default.htm).

Community Service Event Guide (www.USAService.org/EventGuide), created by USAService.org, includes details on the logistics of event planning, from a sample timeline to tactics for recruiting volunteers and participants.

Community Tool Box (<http://CTB.KU.edu/en/>) is the world's largest resource for free information on essential skills for building healthy communities. It offers more than 7,000 pages of practical guidance in creating change and improvement, and is growing as a global resource for this work.

GFWC Stylebook (www.GFWC.org/Stylebook) is a reference guide for developing documents and publications that comply with GFWC's style and usage guidelines. The GFWC Stylebook is available for download as a PDF or for purchase from the GFWC Marketplace.

Global Youth Service Day (www.YSA.org/GYSD) coincides with GFWC Federation Day. Find out how to reach younger people in your community to create a new generation of volunteers.

Hats, Gloves, and Bags Publicity Kits (www.GFWC.org/HatsGlovesAndBags) include all the tools you need to bring this one-of-a-kind GFWC publicity campaign to your community: PR campaign guide, postcard, poster, five stickers, and data CD.

Learn and Serve America Media Kit (www.LearnAndServe.gov/PDF/Media_Guide.pdf), available for free download as a PDF, provides tips and tools for communicating with the public to attract volunteers, sponsors, and funding. Use the media to your advantage using the information in this media kit.

Managing Major Public Events, A Planning Guide for Municipal Officials, Law Enforcement, Community Leaders, Organizers, and Promoters offers an overview of planning considerations for events in your community. Learn more at www.USDOJ.GOV/crs/Pubs/MajorEvents.htm.

Membership Trilogy (www.GFWC.org/Marketplace) provides three unique publications for clubs to reference in strengthening their outreach to new members: How to Recruit New GFWC Members, How to Retain GFWC Members, and How to Build New GFWC Clubs.

