

# CLUB DEAN PROCEDURE

PALOMAR DISTRICT (2012-14)

## TABLE OF CONTENTS

\*\*\*Highlighted items were added at the workshop

Task, Activity or Form	Page #
Art Festival & Contests	2
Sample of NEW Entry Form	8
Bulletins	2
Club Sizes (2012-14)	2
Club Statistics Form & Narrative Information	2, 4-5
Judging- What the judges are looking for	6
Club Visits (District/State Chairmen/Officers)	2
Communication	2
Essay- How to write one	2,7
GFWC Departments & Partnerships	3
GFWC Procedure/Yearbook	2
Meetings & Workshops (District)	3
Networking	3
Newsletter (Telescope)- 4 per year	3
Reporting (Statistics & Narrative)	4-5
CFWC Statistical Form (Sample)	To follow
Club Narrative Coversheet	Posted to website
Guidelines	4-5
Tasks (Basic)	1
Website- <a href="http://www.GFWCPalomarDistrict.org">www.GFWCPalomarDistrict.org</a>	3
Site Plan (Website @ 10.11.12)	9

### BASIC TASKS- Club Dean

- ◇ **Workshops for Club Deans**
  - June/July (Administration "Kick Off") & October/November (Updates)
- ◇ **Telescope Articles** (Promote Club Projects & Events)
  - Deadlines: August 15; October 15; December 15; February 15
- ◇ **District Meetings** (Promote Club Projects & Events)
  - September; January & April
- ◇ **Reports (Annual)**
  - CFWC Statistics & Narratives (January District Meeting)
- ◇ **Contests**
  - Prose & Poetry (January District Meeting); Art Festival (February)

### **Art Festival and Contests**

Entries judged at the District level: Prose & Poetry, Crafts, Fine Arts & Photography. All Contests have a Club Pre-registration Form, Instructions and Member and/or Student Entry Form (no Entry Form for the Writing Contest) 2013 Instructions and forms for the contests are posted on the District Website:

- NEW format for entry form-SAMPLE page 8)

### **Bulletins**

GFWC, CFWC and Palomar Chairmen publish "Bulletins" (usually something "too wordy" to be included in a newsletter or magazine). The Palomar Chairman will try their best to keep you informed regarding new projects or updates to existing projects thru their bulletins by email, Palomar website or hard copies at a Board of Director's meeting (District President's Mail Box). Bulletins are posted on the District website:

**Club Sizes (2012-14)** Small (1-25); Medium (26-50); Intermediate (51-80); Large (80+)

### **Club Statistics Form and Narrative (Most Impact Narrative & Most Creative Project)**

Please refer to Club Report Guidelines- pages 4-5.

If you would like a more detailed "refresher course" in how to write an essay, refer to page 7.

Information on the Club Statistical Form & Narrative can be found on the District Website. Judging (what the judges will be looking for), refer to page 6.

### **Club Visits (District Chairmen or CFWC Chairmen/Officers)**

Call or write the District or State program chairman for ideas and assistance. Invite them to your club to present project information to encourage membership. (**Note:** If you plan to invite a State Chairman, contact the Palomar District Itinerary Chairman for assistance. She will complete the special paperwork needed and help you arrange for a State Chairman).

### **Communication**

In order to distribute information in a timely manner, please forward the names and contact information for the following Club Chairmen (GFWC Departments, Special Projects & Advancement Areas) to the District Dean. When your chairmen change positions, please keep the District Dean updated. If your club does not have individual chairmen, the District Chairmen will forward information to the Club Dean (or Club President, if the Club prefers). Please contact the District Dean with your preference. Linda- [LIN1326@aol.com](mailto:LIN1326@aol.com)

### **GFWC & CFWC Procedure/Yearbooks**

The GFWC & GFWC-CFWC Procedure/Yearbooks offer many new ideas to stimulate member participation in new areas of service in the community. Call or write the District or State program chairman for ideas and assistance. The Procedure/Yearbooks are to be used as a resource directory. The Procedure/Yearbook is now distributed in CD format and can be copied and distributed to club members. Additional copies of both publications are available for purchase. Your Club President receives a complementary copy of both publications. While there is a wealth of information offered in the manuals, no club is expected to participate in every program.

### **GFWC Departments and Partnerships (2012-14)**

Clubs are requested to collect Statistics in All Departments, Special Projects and GFWC Advancement Areas: Volunteer Hours; Donations and In-Kind Donations. The Creative Project Award Program is available in all Departments; Special Projects and Advancement areas, except Community Improvement Contest (see GFWC for special application for CIP). ALL Departments and Special Projects have (or will have) Partnerships.

**GFWC Departments and Partnerships @ October 2012**

<b>Chairman Classification</b>	<b>Chairman</b>	<b>Partnerships</b>
<b>Departmental</b>	Arts	American Mural Project
	Conservation	None at this time
	Education	In the works- American Library Assoc.
	Homelife	CCI, Easter Seals, Inside Knowledge; Osteoporosis
	International Outreach	Heifer; Operation Smile; UN Shot@Life, UNICEF
	Public Issues	Kettering; USO; Sew Much Comfort
<b>Special Projects</b>	Advocates for Children	Emergency Medical Services;  INMED Partnerships for Children
<b>Special Projects</b>	Domestic Violence	Prevent Child Abuse American
<b>Advancement Area</b>	Leadership	None
	Legislation/Public Policy	None
	Women's History/Resource Center	None
	Communications/Public Relations	None
	Fundraising	None
	Community Improvement Contest	None
	Membership	None

**Meetings (District)**

Board of Director's meetings are held in Sept and January, the District Convention in April. The District President may hold a "kick off" workshop at the beginning of the administration (June/July) & the District Dean organizes a workshop to review the Club Dean's responsibilities as they relate to District. If you have club project or event that you would like to promote, the District President will include a time for announcements at the end of the meeting. Please keep it "short and sweet".

**Networking (Club to Club)**

An excellent reason to belong to GFWC is the opportunity to network with sister clubs. Exchange newsletters, attend sister club events and fundraisers. Attending District Meetings/Events is a great way to network, as well. Check out the District Website "Library" for projects & fundraisers that were favorites or our Palomar Clubs over the past couple of years. Contact a sister club if you would like more information on a project or fundraiser idea.

**Newsletter (Telescope) - 4 per year**

If you have a project or fundraiser that you would like to share with other Palomar Clubs, please submit an article to the *Telescope* editor (Joye [joyead@cox.net](mailto:joyead@cox.net)) The District newsletter is published 4 times per year. Please keep your article short-- +/- 300 words). Newsletter issues are: Sept, Nov, Jan and March. Deadline is the 15<sup>th</sup> of the month prior to the Newsletter Issue. Newsletters are posted on the District Website.

**Website (Palomar) [www.GFWCPalomarDistrict.org](http://www.GFWCPalomarDistrict.org)**

The new website is a "work in progress". The website helps the District save printing costs, distribute information in a timely manner and reduce the number of emails and "attachments" sent by the Chairmen.

## CLUB GUIDELINES FOR YEAREND STATISTICS FORM & NARRATIVE

### **Club CFWC Statistical Form (Mandatory):**

Complete the **CFWC** Statistical Form (Interactive Form will be available from CFWC at the end of November 2012. Visit: [www.cfwc.org](http://www.cfwc.org). You can “Save a Tree” and email the completed Statistics Form, or hand deliver to the District January Board of Directors Meeting. Folders for each Department, Special Project and GFWC Advancement Area will be available at the District meeting. The Statistical Form is NOT judged. **District Deadline: January Meeting**

- ◇ Submit ONE copy of the **CFWC** Statistical Form to each of the following officers & chairmen:
  - CFWC President- [valeriebar7366@yahoo.com](mailto:valeriebar7366@yahoo.com)
  - Palomar District President- [janimonti2@gmail.com](mailto:janimonti2@gmail.com)
  - Palomar District Dean. [LIN1326@aol.com](mailto:LIN1326@aol.com)
  - Palomar District Chairmen (email or hard copies)- refer to Palomar Yearbook.

### **Club Narrative (Optional) Most Impact Narrative & Most Creative Project**

#### **WRITE THE NARRATIVE**

- ◇ Clubs have the option to submit ONE Narrative and be entered into TWO Contests.
- ◇ The Narrative must be in essay format. The Narrative essay has a head, a body and a tale. It is not a list of incomplete sentences or bullet points. A Narrative is a story, an account of events. Make sure that your story describes YOUR club's participation. Limit the description of the organization you support to its Mission Statement. Don't include detailed efforts of the organization's employees or other volunteers. And remember, the judges are looking for “group” participation...one member does not make a project! For more detailed information on how to write an essay, refer to page 7.
  - Introduction: Tell about your club, number of members, age & demographics.
  - Main Point: Tell why you chose this project and what is the need?
  - Develop the main point. How, Where, When & other information. Did you partner with another group—where did the expense money come from—how much money raised—when-why this date, location—where did you get the idea? Describe how your members participated in the project...remember one member does not make a project!
  - Conclusion- Tell the outcome-sum up the activity—did you achieve the need, tell success and what needs improvement—or was it a failure—would you do this again—will it become a club signature project—did this project unite the club?
- ◇ Attach the narrative report, of up to 2 typed pages single spaced with 11 point or larger describing all work done in the individual program area, to the Club Report Form Coversheet. **The coversheet statistics are the same statistics listed on the 2-page CFWC Statistical Report.**

- ◇ Each project listed must include a statistics line (Volunteer hours; Dollars (Donated-Spent-Raised-this money must go through club treasury); In-Kind Donation.
- ◇ List your club contact information (Club Name, District, Chairman's address, phone & email), Department, Special Project or Advancement Area in the upper left side of the paper. Include the YEAR completed (not the year that you submitted the report...as we have done in the past). Idea: Use the "Header/Footer" function for your contact information...you won't have to re-type on the 2<sup>nd</sup> page of your narrative. Don't forget to include the title of your project or event.

### SUBMIT THE NARRATIVE FOR JUDGING

- ◇ Submit FIVE complete copies (includes Club Report Form Coversheet & 2 page Narrative) to each District Chairman no later than the January Board of Director's Meeting. Folders for each Department, Special Project and GFWC Advancement Area will be available at the District meeting.
- ◇ Note: Please forward a copy of your 2-page CFWC Statistical Report to each District Chairman by email or hand deliver a hard copy no later than the January Board of Director's meeting. The District Chairmen will need one copy of this Statistical Report even if your club does not submit a narrative.
- ◇ Clubs DO NOT mail Narratives to CFWC State President.
- ◇ Use the same Club Report Form Coversheet for the **Membership Report**. Include the following statistics:
  - District Membership as of January 1—this is the same number as you had on Dec 31<sup>st</sup> the previous year. The CFWC 2<sup>nd</sup> VP will supply this number.
  - Members lost—this is the number of members who were including the START Jan 1<sup>st</sup> number, but did not renew their dues on the Data Blank. If a member pays their dues in the current year and resigns prior to December 31<sup>st</sup>, they are still considered a member in good standing and are not included in the "members lost" total.
  - Members gained—this is the number of members who pay their dues for the FIRST time in the current year (either on the Data Blanks or thru the New Member Dues Form)
  - Members as of December 31<sup>st</sup>- Calculate by using the "Start January 1<sup>st</sup>" number of members, less members lost, plus members gained. The Net number of members will be your starting number for the next year.

## **“The Narrative”- WHAT THE JUDGES WILL BE LOOKING FOR**

The following information is part of the “Judges Packet” and Clubs are judged using a standardized set of criteria. Clubs write **ONE Narrative** and are entered into **TWO** Contests (Most Impact Narrative & the Most Creative Project.). All Narratives must be in an essay format- no bullet points.

**STEP ONE:** Each narrative is judged based on the most IMPACT in the Community. Membership, Leadership, Communications/Public Relations & Fundraising Narratives are judged on the impact to the club. All projects are included in this first judging step. See below for judging criteria.

**STEP TWO:** Judges will choose a first place winner in each club size category. Club Sizes (2012-14): Small (1-25); Medium (25-50); Intermediate (51-80); Large (81+)

**STEP THREE:** Each Judge will re-read each narrative and choose a first place winner in each club size category based on the Most CREATIVE Project criteria. (See below)

The narratives ((limited to 2 pages, single spaced, no less than 11 point font) must be in an essay format and include statistics for each project listed. Clubs may enter as many projects as they wish, but each project must include an essay...no bullet points. There will be a first place winner in each Club Size for each Department, Special Project, Advancement Area (if applicable) Each essay **should** include the following: Who, What, Why, When & the Outcome.

### **Contest #1- MOST IMPACT NARRATIVE- Judging criteria (Point System-100 Points)**

- Impact. Did the Club look for a specific **need in the community or club** before choosing their projects? (1-50 points)
- Participation. Did the majority of the members get involved with the project? Did the club partner with another group or their local City? (1-10 points)
- Repeat Projects. Did the Club solve problems or work around roadblocks? Did the club generate new excitement in a project that has been done many times before? (1-10 points)
- New Projects. Did the club tackle a new project where everything had to be thought out? Did the club partner with another group or their local city? (1-10 points)
- Creative Projects. Did the Club build interest in their projects by putting a “creative spin” on their idea or procedure? (1-20 points)

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### **Contest #2- MOST CREATIVE PROJECT- Judging criteria (Point System- 100 Points)**

- Creativity- Unique or unusual way to help the community, raise funds (or help their club in the case of Membership, Leadership, Communication/Public Relations Projects). Creativity can SIMPLY be express in the name of the project. (1-50 points)
- Impact- Did the Club look for a specific need in the community OR club before choosing their projects? (1-25 points)
- Participation- Did the majority of the members get involved with the project? Did the club partner with another group or their local city? (1-25 points)

## **ESSAY (refresher course on how to write a narrative essay)**

Narrative Essays tell a story. A narrative essay should recreate an experience that has occurred in time. The essay should describe the event and the important aspects of the event as well. A narrative essay should not only tell a story (an account of events), but should also include a lesson learned (outcome)

- **Brainstorm**
  - What is the purpose of your essay & what point do you want to make?
  - What specific statement (thesis) do you want your story to support?
  - What audience do you wish to address? This will determine how formal or informal you can be, what assumptions you have of what your audience knows and likes. Note: Remember that our Judges are Non-Federated members and may not be familiar with the topic of your essay.
  - What is your setting, in time and place? Or, where and when does the story (project) take place?
  - Which events best illustrate your purpose in telling the story? Which events are clear in your mind, and will be most easily related? What is the best order to relate the events? List as many events as you can remember. Then narrow your list to the most pertinent to your thesis statement and inherent purpose.
  
- **Do research if necessary**
  - Go to the library or look on the Internet for information about your topic. Interview people who might be experts in the subject. Keep your research organized so it will be easy for you to refer back to, and easy for you to cite your sources when writing your final essay.
  - Refer to your chairman's project recap (volunteer hours, donations etc.) and interview participants from the project (both volunteers & recipients).
  
- **Develop a thesis**
  - Your thesis is the main point of your essay. It is essentially one sentence that says what the essay is about. For example, your thesis might be "Dogs are descended from wolves." You can then use this as the basic premise to write your entire essay, and all of the different points throughout need to lead back to this one main thesis. The thesis will usually be used in your introductory paragraph. The thesis should be broad enough that you have enough to say about it, but not so broad that you can't be thorough.
  
- **Outline your essay**
  - Start by writing the thesis at the top and then write a topic sentence for each
  - paragraph below. This means you should know exactly what each of your paragraphs is going to be about before you write them. Fill in facts from your research under each paragraph which you want to write about when you write the essay. Make sure each paragraph a tie back in to your thesis and creates a cohesive, understandable essay.
  
- **Write & edit your essay**
  - Write from the outline itself. Be organized and make sure you use transitions between your paragraphs so the paper flows smoothly
  - Edit your writing to check spelling and grammar to make sure it sounds exactly the way you want it to.

# -SAMPLE ENTRY FORM-

Fine ART ENTRY FORM- Clubwoman Year Judged: \_\_\_\_  
Please **PRINT** Clearly & Attach to Back of Entry

State/District: California/ Palomar CLUB: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

Level of Experience (Check/Circle One):  Novice  Advanced

Categories: (Check/Circle One):  Watercolor- Portrait (21)  Watercolor-Scenic (22)

Watercolor-Still Life (23)  China Painting (31)  Oil or other Medium-Portrait (27)

Oil or other Medium-Scenic (28)  Oil or other Medium- Still Life (29)

Description of Entry: \_\_\_\_\_

I will not hold GFWC, GFWC/CFWC, District or Club responsible for my entry

\_\_\_\_\_  
Signature of Artist Date

\*\*\*\*\*

Please fold here

## Contest Reminders

No entry larger than 24" x 30" will be accepted. No entry with glass will be accepted. Plexiglas will be accepted. Art Entries should be created in the prior 2 years. Attach to back of entry. **NOVICE: Painting three years or less. ONE Entry per Category.**

## District Publicity

Do our members have permission to photograph this entry?  Yes  No

## CFWC (State) Competition

If this entry wins **Special Award (Best of Category)**, can it be registered for State competition?  Yes  No

If your entry is chosen for State Competition, you have the option to transport your entry to and from CFWC Convention, or contact the District Dean to make other arrangements. Please note, that if the District takes possession of your entry, **you agree** to not hold GFWC, GFWC/CFWC, District or your club responsible for your entry.  Yes  No



## DISTRICT WEBSITE SITE PLAN- (10.26.12)

### • QUICK LINKS

- [HOME](#)
- [Clubs- "You're Invited"](#)
- [2013 DATA BLANK](#)
- [2013 AFFILIATE DATA BLANK](#)
- [NEW MEMBER DUES FORM](#)
- [REPORTING- Statistics Form & Narrative \(to follow\)](#)
- [Seasonal Recruit Campaign-Form](#)
- [Updates from District Officers](#)

### • MENU

- [ART FESTIVAL- "The Event"](#)
  - [Art Festival Contests \(Clubs\) – Forms & Instructions](#)
  - [Art Festival – Chairman \(District\) Information \(to follow\)](#)
  - [Art Festival – State Registration & Entry Forms](#)
- [CALENDAR OF EVENTS & CLUB ASSIGNMENTS](#)
- [COMMITTEES \(District\) – PROCEDURES & FORMS](#)
- [FUNDRAISING \(District\)](#)
- [ROSTER \(District\)](#)
- [TELESCOPE NEWSLETTERS](#)

### • RESOURCES, FORMS YOU NEED, ETC.

- [BULLETINS – "How To's" and Ideas](#)
- [BYLAWS](#)
- [CHAIRMEN – Appointed \(District\) – PROCEDURES & FORMS](#)
- [CHAIRMEN- Depts & Special Projects \(District\) – PROCEDURES & FORMS](#)
- [CFWC REPORTING-](#) Update to follow-
- [LIBRARY](#)
- [MINUTES](#)
- [OFFICERS \(Club\) – FORMS & PROCEDURES](#)
- [OFFICERS \(District\) – FORMS & PROCEDURES](#) Update to follow
- [PHOTO GALLERY 2012-14](#)
  - AREA D Photos 2012
  - Photo Gallery 2010-12

### • Recent Posts \*\*\* Updates from District President-

- [October 23, 2012- Executive Board Meeting](#)
- [SEPTEMBER 2012](#)

### • Post Archives

- [September 2012](#)