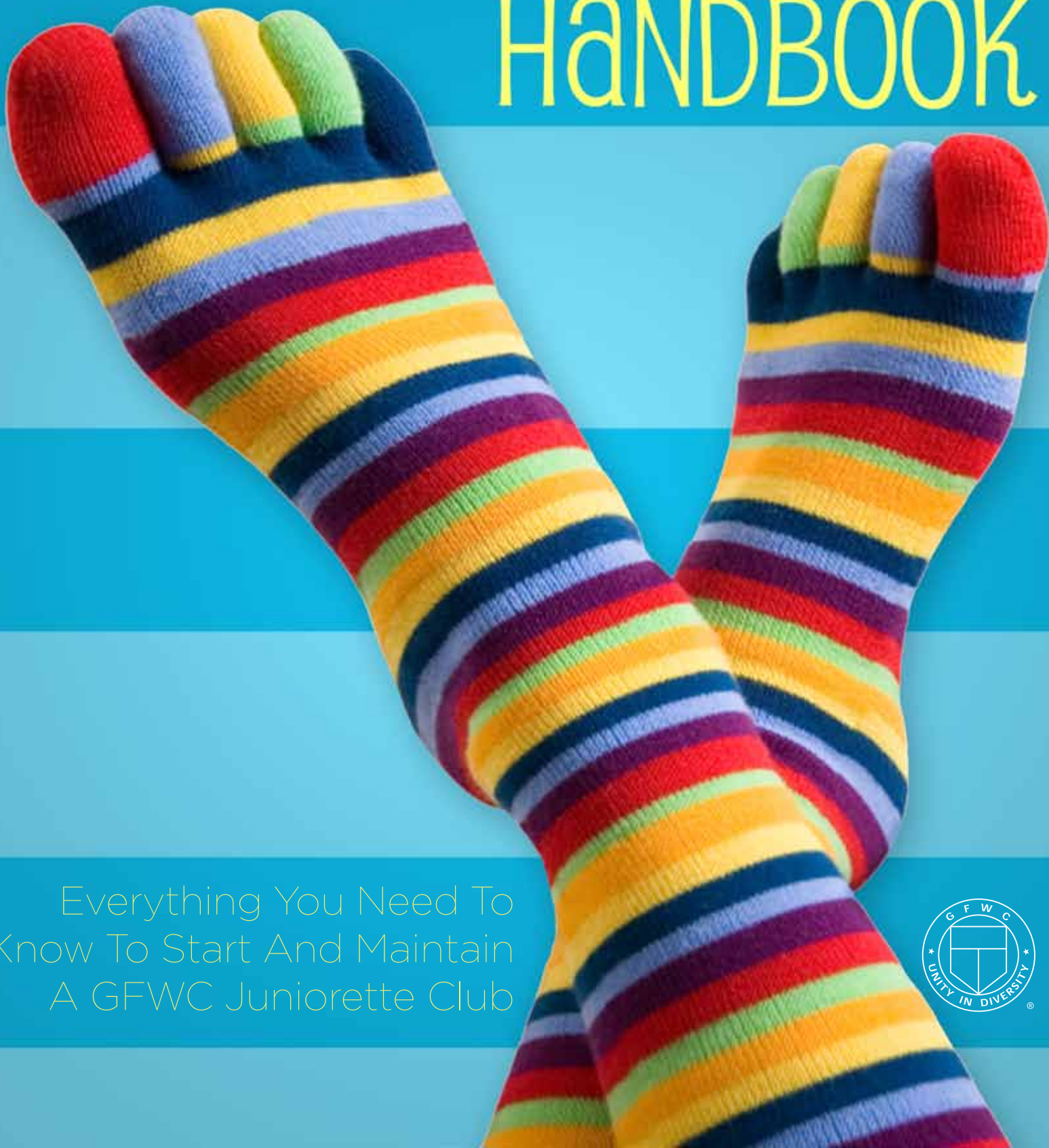


# JUNIOrette HANDBOOK



Everything You Need To  
Know To Start And Maintain  
A GFWC Juniorette Club





# WELCOME

## THE GFWC JUNIORETTE MEMBERSHIP CATEGORY

was introduced during the 1966-1968 administration of GFWC International President Carolyn Pearce (Florida). She stated: "I can think of no better means of assuring the continuity of Federation work and the influence for community good that we represent than by encouraging the formation of GFWC clubs for Juniores." Mrs. Pearce stated that the purpose of a Juniores club would be:

1. TO CONTRIBUTE TO A MEANINGFUL COMMUNITY LIFE
2. TO BECOME AWARE OF COMMUNITY PROBLEMS AND HOW THEY COULD BE MET
3. TO LEARN THE PLEASURES AND REWARDS OF WORKING WITH A GROUP

This *GFWC Juniores Handbook* is designed to encourage, inform, and assist those who are interested in organizing, sponsoring and joining a GFWC Juniores club.



## TOP 10 reasons TO BE a JUNIORETTE



10. MAKE NEW FRIENDS LOCALLY AND ACROSS THE COUNTRY.
9. PARTICIPATE IN SERVICE PROJECTS THAT CONTRIBUTE POSITIVELY TO YOUR COMMUNITY.
8. GAIN SELF-CONFIDENCE.
7. RECEIVE NATIONAL RECOGNITION, AWARDS, AND GRANTS.
6. DEVELOP SOCIAL AWARENESS AND GLOBAL CONSCIOUSNESS.
5. DEVELOP AND PRACTICE LEADERSHIP SKILLS.
4. PARTICIPATE IN DIVERSIFIED SOCIAL ACTIVITIES.
3. EXPLORE EDUCATION AND CAREER POSSIBILITIES.
2. FULFILL COMMUNITY SERVICE GRADUATION REQUIREMENTS.

## 1. HAVE FUN!!!





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AS STATED IN THE GFWC BYLAWS ARTICLE V. JUNIORETTE CLUBS:

"Section 1. Definition. Clubs whose membership is composed entirely of Middle School/Junior High and High School age young women shall be classified as Juniorette Clubs. Such clubs shall hold active membership and shall participate in the regular programs of GFWC.

Section 2. Such Juniorette Clubs shall be sponsored by a (General or Junior) club holding active membership in GFWC."





# Part 1: GETTING STARTED

The GFWC Bylaws state that Juniorette clubs are comprised of young people in middle, junior and high school. However, the differences in interests, abilities, and maturity between 6<sup>th</sup> and 7<sup>th</sup> graders and high school juniors or seniors suggest that, to be successful...

## **A JUNIORETTE CLUB SHOULD BE ORGANIZED FOR EITHER MIDDLE/JUNIOR HIGH SCHOOL MEMBERS -OR- HIGH SCHOOL MEMBERS, BUT NOT BOTH.**

The age range of potential Juniorette club members will determine where and how to recruit them. Potential members might be:

- ☆ Children or grandchildren of club members
- ☆ High school students with a community service requirement for graduation
- ☆ Young people responding to volunteer opportunities posted on the club website

Potential members might be recruited:

- ☆ Using social media
- ☆ Through a post in the school paper
- ☆ From referrals sent from GFWC Headquarters

Finally:

- ☆ Remember that “Juniorettes come in pairs”
- ☆ Encourage initial contacts to provide additional names to grow a list of potential members

## BEFORE THE FIRST MEETING:

Becoming involved with GFWC Juniorettes requires a commitment on the part of the sponsor club, the club advisor, and the Juniorette club members.

### SPONSOR CLUB:

- Accepts responsibility for ensuring the success of the Juniorette club;
- Serves as a model of leadership, cooperation and understanding;
- Understands that homework and school activities come first;
- Provides guidance and advice — when asked;
- Allows Juniorette club to assume and practice as much autonomy as possible;
- Keeps lines of communication open.

### CLUB ADVISOR:

- Understands that leadership is a lesson learned by doing;
- Explains GFWC procedures, i.e., reporting, dues, deadlines, etc.;
- Is flexible, reasonable, patient, and calm.

### JUNIORETTE MEMBERS:

- Attend meetings
- Participate in projects
- Promote membership in the club
- Are positive and enthusiastic about the club

## HOW TO START:

### BEGIN WITH A CORE GROUP OF POTENTIAL MEMBERS

- ☆ BRING three or four girls together with the club advisor and one or two sponsor club members for an exploratory meeting to determine interest (Check number to start a club in your State Federation bylaws).
- ☆ BRAINSTORM ideas for where and how to find other interested girls.
- ☆ ENCOURAGE girls to make lists of friends/acquaintances to invite to the first "meeting."

THE SPONSOR CLUB IS RESPONSIBLE FOR ORGANIZING THE FIRST GATHERING OF POTENTIAL JUNIORETTES, INCLUDING:

#### TIME AND PLACE

- ☆ Make sure meeting doesn't conflict with exams or major school activity (prom, big football game, vacation, etc.).
- ☆ If meeting is to be held in school, check with school administration regarding any requirements or restrictions.
- ☆ Select a neutral, easily accessible public facility as the meeting place conveys a message about the club.
- ☆ If meeting is held on a weeknight, consider adjourning early enough for a "school night."

#### INVITATIONS

- ☆ Can be hand-written, computer-generated, sent via email, announced on posters, advertised in school newspaper, telephoned, evite, facebook, etc.
- ☆ Keep the invitation friendly, informative, and brief.
- ☆ Include the phrase "bring your friends."
- ☆ Add a "hook" that will appeal to potential members, such as "we need your help to (mention potential project)" or "let us help you graduate (if community service required for graduation)."
- ☆ Include a phone number and an email address to RSVP.

#### REFRESHMENTS ARE ABSOLUTELY NECESSARY!

#### SIGN-IN SHEET/NAMETAGS/HANDOUTS

Sign-in sheet should include:

- Name
- Address
- Phone number
- Email

DON'T OVERWHELM  
ATTENDEES WITH  
TOO MUCH  
INFORMATION





# Part 2: ready, set, meet!

## FIRST MEETING: KEEP IT SHORT, SIMPLE, AND SATISFYING

### SHORT:

- ☆ 90 minutes for the entire meeting is about right.
- ☆ Remember that an audience can focus for a maximum of 19 MINUTES on any one subject—and you're dealing with teenagers here!

### SIMPLE:

- ☆ 10 minute welcome/introduction of all present.
  - Possibly include an icebreaker. (i.e., sit together by shoe type, shirt color, etc.)
- ☆ 20 minute "orientation."
  - Juniorette club sets its own dues.
  - Brief explanation of GFWC
  - Brief description of program areas, including examples of club activities in each area that will appeal to Juniores
  - Brief introduction of officer's roles and duties
  - If sponsor club officers are present, each one can briefly — very briefly — address her responsibilities
  - Brief discussion about dues:
    - Explain State Federation and GFWC dues:
      - Convey voting rights and representation at all levels of Federation
      - Provide eligibility for awards and recognition at national level
      - Enable club to receive all materials and information from state and national federation
- ☆ 15-20 minutes for Questions and Answers.
  - Could go longer if enthusiasm and interest warrants
  - It might help to have a "plant" in the audience who is prepared to get the ball rolling by asking the first question, if necessary
- ☆ 5 minutes for declaration of intent
  - Explain and ask for a motion indicating desire of group to form a new GFWC Juniorette club.
- ☆ 5-10 minutes to establish time and place for second meeting.
  - Organize communications committee for follow-up and reminders.
  - Emphasize "bring a friend" to next meeting.
- ☆ 30 minutes for refreshments and informal Q&A.

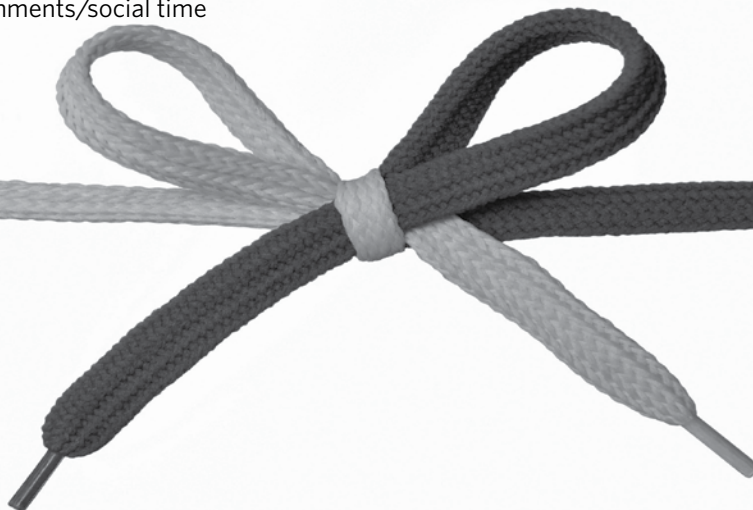
## SECOND MEETING: LET'S GET ORGANIZED

- ☆ Advisor plays an important role at this meeting by providing guidance and advice on procedural issues — and bringing refreshments!
- ☆ Prior to meeting, advisor consults with core group to establish an agenda for the meeting.

- ☆ Communications committee is informed about agenda prior to contacting potential attendees.
- ☆ Advisor opens the meeting with a welcome to returning and first-time attendees.
- ☆ Distribute copies of the *Juniorette Pledge* to recite together.
- ☆ Introductions/Icebreaker
  - Ice-breaker to split up and/or avoid cliques (i.e., first names starting with A-G sit together, H-P, Q-Z)
  - Name tags should be used
- ☆ Elect officers: President, Vice-President, Secretary, Treasurer
  - Advisor needs to have brief position descriptions and responsibilities
  - Advisor should know—and explain—proper parliamentary procedure for nominating and electing officers
  - Check state bylaws for the minimum number of club members. This number will vary by state.

## THIRD MEETING: GET DOWN TO BUSINESS

- ☆ President opens meeting with welcome
  - Group recites Juniorette Pledge
  - New members and guests are introduced
- ☆ Bylaws are presented
  - Discuss Bylaws
  - Adopt Bylaws by majority vote
- ☆ Collect dues
  - The club Advisor and Treasurer should open a bank account, separate from the sponsor club. Be aware of your bank's age restrictions on opening an account.
- ☆ Survey the interests and abilities of members
  - Brainstorm (every idea is an idea to consider) types of activities members are interested in pursuing
  - Be reasonable and realistic – consider time and money constraints
  - Narrow down suggestions to three or four real possibilities
  - VOTE
- ☆ President asks for (or appoints) volunteers to form a committee to start organizing the first project
- ☆ President asks for (or appoints) a Communications Committee
  - Committee will contact members to remind them of next meeting and any assignments or things needed for the meeting
- ☆ End meeting with refreshments/social time





# Part 3: WHAT DO WE NEED TO KNOW?

## THE SPONSOR CLUB MUST BE AN ACTIVE GFWC GENERAL OR JUNIOR CLUB

- ☆ A committee of knowledgeable GFWC clubwomen will serve as advisors;
- ☆ Sponsor club members are required to accompany all Juniorette club representatives to district/state/national GFWC meetings.

## THE GFWC SPONSOR CLUB PROVIDES AN ADVISOR WHO:

- ☆ Attends all Juniorette meetings and activities;
- ☆ Has familiarity with parliamentary procedure to help meetings run smoothly;
- ☆ Is knowledgeable about GFWC and the State Federation;
- ☆ Serves as a liaison between the sponsor club and the Juniorette club.

## FINANCIAL OBLIGATIONS OF THE SPONSOR CLUB ARE OPTIONAL AND CAN INCLUDE:

- ☆ Helping Juniorette club establish an annual budget;
- ☆ Assisting Juniorette club in mechanics of establishing a club bank account;
- ☆ Providing "seed money" to help Juniorette club get started on a project or program;
- ☆ Covering the cost of the Juniorette club's liability insurance for the first few years. Juniorette clubs are NOT automatically covered by the sponsoring club's policy, and should carry insurance.

## JUNIORETTE CLUBS RECEIVE ALL MATERIALS AND MAILING SENT TO ACTIVE GFWC MEMBER CLUBS, INCLUDING:

- ☆ Complimentary subscription to *GFWC Clubwoman Magazine* for Juniorette club president;
- ☆ GFWC materials, such as the *GFWC Club Manual*;
- ☆ Access to community service programs, professional development, leadership training, GFWC facilitators, GFWC Women's History and Resource Center, and GFWC Affinity Programs.
- ☆ GFWC grant eligibility.
- ☆ "News & Notes" subscriptions for all Juniorette club members.

DUES:  
Per capita annual GFWC  
DUES for Junioresses are:

**\$10**

# Part 4: JUNIORETTEs & GFWC

The Juniorette club becomes a member of its State Federation. It is the responsibility of the State Federation to forward the dues payment and Juniorette club information to GFWC as soon as the club joins the State Federation.

When the Juniorette club information, including dues, is received at GFWC; the Juniorette club:

- ☆ Becomes a member of GFWC.
- ☆ Is entered into the GFWC database.
- ☆ Receives the GFWC New Club Packet, which includes a certificate of membership, letter of welcome from the GFWC International President, the *GFWC Club Manual*, subscription forms, brochures, the latest issue of *GFWC Clubwoman Magazine*, and "Juniorettes Step Up" button.
- ☆ Receive a complimentary subscription to *GFWC Clubwoman Magazine*, which is mailed to the club president, to share with club members.
- ☆ Receives all mailings sent to GFWC clubs.
- ☆ Is encouraged to subscribe to "News&Notes."
- ☆ Receives voting credentials for the GFWC Annual Convention.





# IMPORTANT INFORMATION

## ADVICE FOR ADVISORS

(ADAPTED FROM POINTS OF LIGHT FOUNDATION)

1. Make sure Juniorettes are involved in the planning process right from the start.
2. You are a role model; Juniorettes will reflect what you teach them.
3. Consider opinions and feelings of Juniorettes seriously; be willing to learn from them.
4. Keep your promises.
5. Consider the situations Juniorettes have to deal with: transportation, school, work, activities, and adolescence.
6. Be up front, fair, and honest; they don't expect you to be perfect.
7. Communicate: ask questions and listen to the answers.
8. Clearly explain expectations
9. Do not think of the Juniorette club as a "mini-sponsor club."

## SOMETHING TO CONSIDER:

In some communities, it may make sense to organize a Juniorette club in conjunction with the local middle or high school or hold your meetings in the school. In that case, it is **MANDATORY** that you contact the appropriate school administrators as your first step. Write a letter or pay a personal visit to the person at the school who is responsible for coordinating student/school activities. Find out what requirements you need to meet in order to use school facilities. Emphasize that GFWC clubs—and the Juniorette club—are involved in community service, volunteerism, and leadership training, with supervision provided. Be sure to include GFWC brochures in an initial letter of introduction or during an initial visit.



## CLUB BUILDING BASICS

### ☆ CHOOSE CLUB NAME

- Name of club conveys a message about the club
- Recommend that the club name includes GFWC

### ☆ DECIDE ON PERMANENT MEETING PLACE

### ☆ ESTABLISH MEETING SCHEDULE (i.e., once a month, twice a month, etc.)

### ☆ ESTABLISH MEETING TIME

### ☆ ESTABLISH DUES AMOUNT (include GFWC and State Federation dues)

### ☆ START DISCUSSING POTENTIAL PROJECTS AND PROGRAMS

- Introduce and refer to GFWC and state programs and projects
- Ask each member to come to next meeting with suggestions

### ☆ END MEETING WITH REFRESHMENTS/SOCIAL TIME

## QUESTIONS?

Contact GFWC's Membership Department at 202-347-3168 or email us at **[GFWC@GFWC.org](mailto:GFWC@GFWC.org)**.



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