

The Orange Blossom

2024 - 2026



The Orange Blossom contains information provided by the Orange District Executive Committee and District Chairmen

IMPORTANT: This document is intended to offer guidance and relevant suggestions. It describes the duties of members who hold the same position in their club as shown on each page.

Contact information for the district officers and district chairmen shown in the Orange Blossom is in the District's current yearbook. Your club president has a copy of the yearbook and can assist you.

Additional info will be circulated during the year via *The Call* and *The Peel* e-newsletters.



THE ORANGE BLOSSOM PROCEDURE BOOK 2024-2026



DISTRICT EXECUTIVE COMMITTEE & CHAIRMEN

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PRESIDENT
Colleen Janssen (WC of Cypress)

Each club president can make a difference in their club through leadership, visionary thinking, and inclusion of all types of people and ideas, and most of all, humor. If we remember that a club is not MY club, but OUR club, we will help everyone feel welcome and their opinions and ideas matter.

I have told the story about Jane Cunningham Croly, the woman who started the General Federation of Women's Clubs. Each of us follows in her footsteps. Facing unimaginable odds, she somehow brought 63 women's organizations throughout our country to New York in 1890, where they federated under one banner. Her accomplishments were visionary. She did what seemed impossible, but she got the job done. Thus, my theme for 2024-2026 is *Be Like Jane, Get the Job Done!*

How you get it done is up to you and your club. Decide what you want to accomplish, and perhaps dream a little bigger than you think possible. Even if you don't reach every goal, you will have accomplished much more than ever, so *Be Like Jane, Get the Job Done!*

PRESENTATIONS: I am available to attend your meetings, fundraisers, and other activities, as my schedule allows. *PLEASE* invite me.

1. **JANE & ACCOMPLISHMENTS OF GFWC:** I am available to present a program about Jane Cunningham Croly and her achievements, along with some of the major accomplishments of GFWC through the efforts of clubs nationwide. At the end of the presentation, I have an item to give to every member in attendance that will remind them of Jane Cunningham Croly and help them recruit new members to your club.
2. **MILESTONE CELEBRATIONS:** Is your club celebrating a milestone anniversary? Perhaps 20, 25, 50, 100+ years, or anything in-between. I can present a certificate to the club president during your meeting, and congratulate your club on this accomplishment.
3. **FUNDRAISERS & MORE:** When possible, I would like to attend your fundraisers, and support your club's efforts. Let me know when you would like me to attend.

EVENT FLIERS: Be sure to send your event fliers to our Communications Secretary for inclusion on the Orange District website, Facebook page, and newsletters. Let us help you publicize your events.

TRAINING: Set aside time to attend Orange District Council Meetings, Summer Conferences, and Conventions, Area C Conferences, California Federation of Women's Clubs (CFWC) and General Federation of Women's Clubs (GFWC) Conventions, and various trainings and meetings offered. These are incredible opportunities for you to gain knowledge and training to help you and your club be even more successful than you may have ever dreamed. The time you invest is well worth the effort.

Please let me know how I can help, and best wishes for your presidency!

Colleen Janssen



1ST VICE-PRESIDENT - DEAN

Linda Queen (Yorba Linda WC)

Congratulations -- being dean is BIG! You're a cheerleader, an instigator, motivator, and the person relied upon to know *all-things-projects*. Thank you for everything you're already doing to make your club great! Here are a few things to think about:

- I'm here to help YOU understand the dean position and its responsibilities. I'm happy to answer your questions or find the person at state or national Federation levels who can.
- Ask chairmen to keep some sort of "project procedure book," Whether it's a USB stick or an actual notebook, something physical needs to be passed on to future chairmen. If not, a project's history, expenses, challenges, and details that were learned "the hard way" will be lost or not remembered.
- Make sure chairmen understand that our organization asks clubs to keep track of the number of volunteer service hours members devote to approved club projects. There is an app that helps do this...ask me.
- Become familiar with the GFWC Affiliates and encourage club support of these organizations. Although you might think they don't need our support because they are large and nationally known, each one has been vetted by GFWC and found to be deserving of our support. Visit www.gfwc.org for addl details.
- Do a little research about your club's "legacy" or long-done projects. Share what you learn. Participation will increase if newer club members understand why a project has become so cherished.
- Make sure club chairmen know who has previously chaired the same program or project. Encourage these members to chat about a project's history, results, what worked (what didn't), etc.

As district dean, I assist Orange District's Community Service Program (CSP) chairmen in much the same way you assist club chairmen. Each district chairman has a page in this Orange Blossom – be sure to review those pages before passing them on to appropriate members.

Throughout the club year, I will share new information and project or procedure ideas with you from the following Federation sources:

CFWC state board meetings	GFWC Club Manual (on gfwc.org)
CFWC annual convention	GFWC annual convention
CFWC <i>QuickBytes</i> digital newsletter	GFWC <i>News & Notes</i> digital newsletter
CFWC's <i>California Clubwoman</i> magazine	GFWC's <i>Clubwoman</i> magazine

ANNUAL CLUB REPORTS: *Reports are important!* Repeat: *Reports are important!* Not only do they document service efforts done as a club, they are also an invaluable resource. If possible, find time to read through reports from prior years – you just might find a terrific project that deserves to make a comeback!

Plan a club report-writing workshop to explain the reporting process. Chairmen should be given updated tips and suggestions on how to write meaningful reports. YOU are the person to do that! Reports are written for a calendar year, so chairman may need to collect info from members who held the position January-May.

2024 Club reports are due by the date of OD's January Council Meeting (**1/10/2025**) and submitted by email. District chairmen then distribute all reports for judging and forward copies of every report to CFWC. Awards will be presented at district convention in April. State awards are announced at the CFWC convention in May.

IMPORTANT! There will be a **DISTRICT REPORT-WRITING WORKSHOP** (on Zoom) **November 4, 10:00 am**. Please plan to attend. We'll discuss the required 2024 report forms, deadline dates, writing tips, and more.

2nd VICE-PRESIDENT - MEMBERSHIP

Natalie Skullr-White (La Habra WC)

Important Websites:

- ORANGE DISTRICT: www.cfwcorangedistrict.com
- CALIFORNIA FEDERATION OF WOMEN'S CLUBS: www.cfwc.org
- GENERAL FEDERATION OF WOMEN'S CLUBS: www.gfwc.org

AS MEMBERSHIP CHAIRS WE MUST: RETAIN / RECOGNIZE / RECRUIT

RETAIN: As many of our clubs reconvene from summer break, August and September is the prime time to strengthen your core group of members. GFWC recommends surveying your officers on what your club did well and what the club did well the previous year. With this you can “*develop new approaches, highlight your strengths, and enjoy a renewed sense of purpose and focus.*” - GFWC

Retention also means Membership Chairs must EDUCATE, ENGAGE, and EMPOWER your members.

- Members should be encouraged to subscribe to CFWC's QuickBytes and GFWC's News & Notes.
- Orange District's CALL and PEAL are also available to all Orange District Members. These publications are free of charge, delivered by email.
- Clubs should create an atmosphere of friendship and fellowship. Encourage involvement from both new AND longstanding members.
- Encourage member input through a suggestion box, surveys, one-on-one calls, or by having an informal chat session at a club meeting.
- Encourage attendance at District, State, and Federation meetings.
- Streamline meetings to ensure they are as convenient and productive as possible.
- A robust newsletter to keep your members up to date on club happenings.

RECOGNIZE:

- Recognize our members with years of membership pins. GFWC offers a wide range anniversary pins on the GFWC Marketplace.
- Present club members with club awards or certificates at meetings. Celebrate birthdays, anniversaries, and personal accomplishments of your club members.
- Highlight members on your Facebook pages and in your newsletters.
- Submit member highlights to Orange District for publication in The Call and Peal.

RECRUIT: New members can be found anywhere. Friends, family, co-workers, Facebook friends, the receptionist at the dentist office, and the woman at the grocery store who asked about your club t-shirt or name badge. A club can and should also:

- Create membership drive events such as an open house and invite potential members.
- Invite potential members to your events, fundraisers, and meetings.

Once a member has joined your club and paid their dues, make sure they get a proper introduction into your club, district, and CF/GFWC. Highlight your new members in your newsletter or on your Facebook page. Make sure all members are introduced to the new member and keep in touch.

REPORT YOUR MEMBERS!

- Submit Club Dues by May 1st on the annual data blank. New members (Dec 1 – April 30) and returning members.
- New members who join after May 1st and any late returning members should be reported directly to Orange District on the monthly New/Returning Dues Remittance Form. This form is submitted monthly.

3rd VICE PRESIDENT - Ways & Means Louise Hernandez (Yorba Linda WC)

The term *Ways & Means* may seem a bit old-fashioned or outdated to some of us. As 3rd Vice President, my responsibility is to basically find the *ways and means* to support the Orange District's strategic goals. This concept is true for supporting the objectives of individual clubs, as well.

Not unlike running a business or a household, the key to the success of the 3rd Vice President is knowing the operational expenses of your club and the income necessary to support those expenses, which most likely include programs and projects. For some clubs, this also includes supporting a clubhouse. As a member of the Budget Committee, you will understand your club's planned goals and objectives, and tailor your fundraising ideas around them.

Knowing the fundraising history of your club is essential. Many clubs continue the fundraisers that are historically successful. You may have small or large fundraisers that typically generate all the funding you need, but don't let this deter you from asking for suggestions on how to improve or possibly move on from an event. Over the years, club demographics obviously change, and fundraisers that offered volunteer opportunities for all may not be a fit any longer. The key is to keep your club members engaged.

All-in-all, there are guidelines for your success:

- Set clear goals, especially a monetary target, based on your club's needs and past fundraising.
- Identify your donor base/participants for each fundraiser. Those who enjoy a craft fair may not enjoy an evening of performing arts. Create donor bases by tailoring your messaging for different groups.
- Choose a fundraising method to pursue; such as, letter writing campaigns, events, or grant writing, to name a few.
- Create a detailed timeline for each method of fundraising, including milestones and deadlines.
- Select a Social Media Chairperson to tell compelling stories of how a contribution or participation will impact your club – creating the *Why?* that is critical to a successful fundraising campaign/event. Utilizing social media channels allows you to reach a broader audience. Tailor messages to make your target audience feel valued.
- Join the Chamber of Commerce! As a 3rd Vice President, you will be given an opportunity to share fundraiser information, create relationships within the business community, and create awareness of your club's achievements and goals. Each One Reach One!

I look forward to celebrating your successes with you! I am just an email, text or phone call away for any thoughts or questions you may have.

RECORDING SECRETARY

Monica Dekany-Beeker (WC of Cypress)

As an elected officer, the Recording Secretary shall attend all meetings requiring a written record of the proceedings (the minutes) to ensure accurate and legal documentation of all club business and activities.

Typical Duties of a Recording Secretary

- Know and understand your club's by-laws and standing rules, have them on hand at each meeting; provide minutes/records upon request.
- Be familiar with *Roberts Rules of Parliamentary Procedures*
- Create a method to keep track of all motions for future reference (i.e. list all motions separately at the end of the minutes.
- Create and organize a book of all the minutes at the end of the year, with necessary attachments included.
- At member meetings read board recommendations for approval as directed by the President; preside over meetings when President or Vice President are absent.

How to take Proper Minutes:

- Beginning paragraph must contain the following: club name, type of meeting, date/time and place, presence of president or substitute and recording secretary. Include whether previous minutes were approved as read or corrected.
- Record meeting, motions, and important points of reports in the order they occur.
- Record exact wording of motions including who made the motion, who seconded it, and the final outcome (adopted or failed); Incorporate formal amendments into main motion; don't embellish/add personal comments and/or opinions.
- Include treasurers report and/or financial statements (i.e. account balance, receipts, expenditures)
- Include names of new members and any resignations; Record name of members appointed/elect to club committees.
- End minutes with "There being no further business, the meeting was adjourned at (time)
- An advanced copy of the agenda helps to keep notes and information in order.

Prepare the minutes and ensure they are distributed via email as soon as possible to the board and members per club bylaws. Allow time for corrections (show changes in different color for easy identification.) Read/review all or just corrections of the minutes to the members. (If sent via email prior to the meeting it is not necessary to read again.) Recording Secretary will move to approve the minutes either "as read" or "as corrected", once approved minutes are signed and dated by recording secretary and filed.

Tips for Motions and Recording Procedures:

- Whomever makes the motion should read it as is, then someone else seconds the motion, then a discussion can occur. After the discussion, if any changes need to be made the original maker of the motion will restate the motion with the corrections and the person who originally seconded the motion will do so again. Then all in attendance move to approve or deny the motion.
- If no second or approval the motion fails without a discussion or a vote. Failed or withdrawn motions do NOT need to be included in the minutes.
- To ensure a timely manner of minutes being available, be sure to get them completed within a 48 hour window to allow enough time for feedback before sending them to the board and members. This allows the information to be done when most fresh of mind.

CORRESPONDING SECRETARY

Kathy Loch (Rossmoor WC)

As the corresponding secretary of the club, you have the job of sharing communications received through the club through mail and email and sharing it with the members in a timely manner. This may include community events, thank you notes and communications to members.

Incoming Correspondence

- Correspondence should be dated as received.
- Consult with your president if the communications should be read at board meetings and general meetings.

Outgoing Correspondence

- Correspondence should always be composed on a computer except for informational notes, personal invitations, and thank you notes; these should be handwritten.
- Double check spelling of names and mailing addresses prior to sending mailed correspondence.
- Keep a copy of all correspondence in procedure book.

Member Correspondence

- Birthday Cards: Check out free programs to send automated birthday email cards to members. You can load the emails and birthdays at the beginning of the year and automate the sends.
- Get well and sympathy cards to club members and other community members: Buy cards in bulk at discount stores to have on hand. Invite other members to do the same.
- Emails and text messages: A cost effective way to keep members in the know. Services such as MailChimp can be used to send bulk email messages. These are ideal ways to remind members about meetings or upcoming events.

DIRECTOR OF FINANCE Gina Whinery (La Habra WC)

In Orange District we have 3 Financial Officers: Director of Finance, Treasurer and Financial Secretary. In clubs, there may not be a Director of Finance so most of the duties will fall on the Financial Secretary and Treasurer

THE BUDGET

A budget is an estimate of itemized income and expenses for the club year. It is a guideline and shows all money going through your bank account. You will need to carryover funds from the prior year. Add this to all income expected avenues (dues, fundraisers and all others). Expenses are everything your club writes any checks for, including any autopays. Look at your prior year's budget and compare it to actual income and expenses. Also, look at any inflation items, such as postage, insurances rates, etc. This is a good guide as to how your budget should function. Remember, this budget is just a guideline, not an actual. It does help to assign account numbers or codes for income, example #100 for dues. For expenses, example #500 for dues payment to OD, or any of your choosing.

PAYING OF BILLS AND EXPENSES

The Treasurer receives all requests for payments and reimbursements along with receipts. An Expense Receipt form is a good idea, with date, name of Person or Recipient, amount, explanation. Assign an account number to this receipt. See Record Keeping for more information. Compare this to the budget category. This is then recorded in a spreadsheet or the Budget spreadsheet.

INCOME

The Financial Secretary receives all the income from various sources. She then records this for her files and sends on to the Treasurer. This is recorded in the Budget or spreadsheet. I prefer the Budget as it gives a month/year-to-date view of how the Budget is doing.

RECORD KEEPING

Each item in the budget is assigned a number or code that is put on the receipts for income and expenses. Receipts are an important part of tax and record keeping.

CLUBHOUSE

If your club has a clubhouse, make sure necessary insurance coverage is in place.

IMPORTANT NOTE: Keep all legal and important papers in a safe and secure place. Keep financial records for 7 years.

TREASURER

Marsha LaRusso (San Clemente WC)

The Treasurer is an officer of the club who is entrusted with the receipt, care and disbursement of all the funds of the club. This is an awesome responsibility and in many respects is one of the most important jobs in a club. Without a clear record of the funds received and disbursed a club cannot survive for long.

The first thing a Treasurer should do is read the By-Laws to understand what the scope of your job entails. The By-Laws will provide important information such as how much dues are, how many members are required to sign a check and who is responsible for signing the check. Speaking of who is responsible for signing a check, before anyone can legally sign a check, make sure you make an appointment at your bank and update the signature cards for the current financial office holders.

A Treasurer has many responsibilities. If your club does not have a Financial Secretary, the Treasurer deposits all monies and issues the checks. If your club does have a Financial Secretary, the financial Secretary deposits the funds, and the Treasurer prints and issues the checks. Before a check can be printed and issued to pay a club's obligations, those obligations should be approved and ordered paid by action of the club or board of Directors.

Every month, the Treasurer performs a bank reconciliation. This helps to ensure that all deposits have been made and properly recorded. It also helps to know that all checks were similarly recorded, and which ones are still outstanding. The goal here is to ensure that the adjusted bank balance matches what is always recorded in the books so the club knows how much money it has on hand.

The Treasurer also prepares a budget at the beginning of the year so the club has a guideline to follow on how much income they need to make and what the expenses should be.

The Treasurer should make a report every month of monies deposited, and checks paid out.

Lastly, the Treasurer should make sure that all Federal and State tax returns and other required Government forms have been properly prepared and timely filed.

SEE NEXT PAGE FOR INFORMATION ABOUT CLUB TAX RETURNS

PREPARING & FILING ANNUAL CLUB TAX RETURNS

Now is the time to start gathering the information required to file your club's federal and State income tax returns.

FEDERAL TAX RETURN

Generally, **Federal tax returns** are due no later than the 15th day of the 5th month after the close of the tax year. For example, if your club year ends May 31 - your Federal return is due by October 15. If your year ends June 30 - your Federal return is due by November 15.

The following steps will help you accomplish this task:

1. Go to the web site www.irs.gov
2. Select the blue tab: Charities/Nonprofits
3. You must register with a username and password to continue
4. Select the 990 series forms and schedules
5. Select either **Form 990-N** or **Form 990EZ** or **Form 990**
 - a. If the annual gross receipts are \$50,000 or less, select form 990-N, (also known as an e-postcard).
 - b. If annual gross receipts are more than \$50,000 but less than \$200,000 select form 990EZ.
 - c. If gross receipts are over \$200,000 select form 990.

The eight items of basic information to gather are:

- Taxpayer identification number
- Tax year
- The club's legal name and mailing address
- Any other name the club uses
- Name and address of the Principal Officer (usually the President or the Treasurer)
- Web site address if the club has one
- Check the box to indicate the club annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated and this is the final return

STATE TAX RETURN

After finishing the federal filing, it is on to preparing the club's state tax return, which is filed with the California Franchise Tax Board. Use the appropriate form - **form 199N** or **form 199** (which is the Exempt Annual Information Return).

In addition, you must annually file **form RRF-1** and **form CT-TR-1** with the Office of the Attorney General

FINANCIAL SECRETARY

Barbara Murphy (Rossmoor WC)

The financial secretary is the person who receives and deposits all monies remitted to the club from member dues, fundraisers, donations, sponsors, or other income. .

Deposits

A detailed deposit report is prepared by the financial secretary with the appropriate budget category credited for the funds received. This report is shared with the treasurer, director of finance, and club president. Monies must be timely deposited, usually within 7 days of receipt.

Club Convention Delegates

The District Financial Secretary is responsible for certifying the number of convention delegates to which each club is entitled, based on their number of members (OD Bylaws, Article V. Section 3). Delegate information is determined in time for clubs to select their delegates for the district convention.

Annual Dues

The District Financial Secretary receives all dues submitted by each district club and submits the appropriate forms and dues to CFWC. The position also keeps a record of the total number of members in each club. Below are Orange District and CFWC deadlines for **CLUB** dues remittance. Please share these dates with your president, membership officer, treasurer, and any other member involved in remitting dues:

- Annual Federation dues from each club (currently \$22 pp) are due to the District Financial Secretary on **May 1**, using the current *Club Information Form* (aka Data Blank).
- After May 1, clubs must continue to remit subsequent dues received from new or returning members by the **first of each month** (June – December) using the *Monthly Dues Remittance Form for New and Returning Members*.
- These forms are found on cfwcorangedistrict.com

It is mandatory that clubs meet these reporting deadlines. It is a club's job to submit the proper dues forms so the district maintains an accurate record of membership. Receipt of dues forms is how the District and CFWC track what club-size category you belong in for awards judging. The District and CFWC Yearbook Deadline for reporting members is **July 15**. The member count shown in both yearbooks must match and will be your club's formal # of members for that club year. However, dues paid after July 15 will be eligible to determine convention delegates.

IMPORTANT INFO BELOW!

- All members who join or renew club membership **AFTER** May 1 must be reported each month using the District's *Monthly Dues and Remittance Form for New and Returning Members* form, even if you are reporting zero (0) new/renewing members that month. (2nd bullet above.)
- **NO** dues will be accepted by the district after December 1. Any new members gained from December 2 through the end of April **MUST** be included on the club's annual Club Information Form (aka Data Blank) due May 1.

PARLIAMENTARIAN

Marcia Willett (Yorba Linda WC)

A Parliamentarian's role is to be an adviser to the presiding officer, other officers, committees and club members.

A Parliamentarian does not tell people what to do. You confer with the presiding officer, and it is their responsibility to decide what action will be taken.

The Parliamentarians' responsibility is to make sure:

1. Courtesy is extended to everyone
2. Focus on one thing at a time
3. Observes the rule of the majority
4. Ensures the rights of the minority

Another responsibility is to be the facilitator for your club's bylaws committee. Become familiar with club bylaws to understand how they:

- shape your club
- provide structure for procedures
- maintains adherence to proper guidelines for a nonprofit

Consider holding a workshop with club members to go over the basics of parliamentary procedure on actions such as: the correct way to make a motion; or how does parliamentary rule enhance the smooth running of club meetings.

Things a parliamentarian needs to know:

- Know what the quorum for the meeting is and the vote strength
- Keep track of all amendments and how they were resolved
- Always have the most current copy of your club bylaws and a current copy of *Robert's Rules of Order* with you at meetings
- Review the meeting agenda with the presiding officer prior to the event
- Always be impartial

In your role as parliamentarian, you are an advisor and you do not speak during discussion of a motion; except to clarify a parliamentary point. When requested, communicate with the presiding officer tactfully and as inconspicuously as possible. A parliamentarian does not vote (*unless* it is stated differently in your club bylaws or if a ballot vote is being taken)

ADVOCATES FOR CHILDREN
Community Service Program

Cathy Sakurai, District Chairman (Barber City WC)

As a mother of 4 with three grandchildren, I am, like you, concerned about children's' safety. I would like to share just a few of the issues and concerns that our youth are facing today in Orange County.

When I was 7 years old, I could safely walk home from school. Which is something that's unheard of today. Back then there were homes that had safety signs in their front windows – indicating which homes children could go to if there was trouble. In today's world, where can our kids or grandkids go if they need help in their neighborhood or community? Do they know who their "safety persons" are?

In 2020, it was reported that 3, 631 children went missing in Orange County. This was the "Covid year" and zero of those cases were stranger abductions. In 2023, 66,705 children went missing in California. To break down the state-wide abduction numbers: 63,856 were reported as runaways; 1,148 minors were abducted by family members; 1,086 children were abducted due to unknown circumstances; and 22 abducted by non-family members.

In the United States as a whole, at least **600,000 children** under the age of 18 are reported missing every year!

I'm hoping you're now wondering what you or your club can do to help Orange County's children. There is an Orange County non-profit organization that teaches children how to stay safe in their everyday lives. Located in Westminster, *The Joyful Child Foundation*, a nonprofit 501(C) 3 organization, offers a national youth education program called **BRAVE**.

Do you remember hearing about the 2002 case of a young Stanton girl who went missing from her front yard? That child's name was Samantha Runnion and her mother, Erin Runnion, started *The Joyful Child Foundation* after that extremely traumatic experience.

The Joyful Child website offers valuable information about how we can teach our children and grandchildren how to live safer. I encourage district clubs to visit the site to learn more this important education program and to find suggestions on ways to offer support. Every child should have these important tools in their "Safety Toolbox."

Please visit <https://www.thejoyfulchild.org/>

ARTS & CULTURE Community Service Program

Mariellen Yarc, District Chairman (WC of Cypress)

What are some of the benefits your local Orange District club will reap if you establish a strong Arts & Culture committee?

1. First of all, through your events you will meet new people and attract new members (that is how I found out about my local club – Inspiration Breakfast which was open to guests and I attended).
2. Your club can also create fundraising opportunities by offering local art and culture tours – Rossmoor Woman’s Club has two extremely successful fundraisers by holding a local house tour during the Christmas holidays; and a garden tour each spring. Not only are these events raising funds, they also introduce the Club to many potential new members.
3. You can create activities for your Club members which strengthen the bonds of friendship and create social opportunities between members: take a morning trip to The Flower Fields in Carlsbad; get a group of members to attend the Pageant of the Masters together; get a group together to go to your local museums, concerts, or sporting events.

Be IMAGINATIVE!

Orange District is also planning to participate in the 2024 CFWC Photography Contest (held at CFWC Convention next May). Encourage your members to start going through their 2024 photos and think about entering some. More information about the contest will be available at our Orange District Seminar Conference.

Be sure to keep track of your club activities and member volunteer hours so it will be easier to complete your club’s Arts & Culture report. Feel free to call or email me if you have any questions or if I can help your club plan an activity or excursion.

Be CREATIVE!

CIVIC ENGAGEMENT & OUTREACH

Community Service Program

Pamela Tice, District Chairman (Yorba Linda WC)

Community Engagement and Outreach encompasses so many worthwhile and beneficial projects that can reach all aspects of your community! Project ideas can be found at the Civic Engagement page, the Legislative Action Center at GFWC.org; CFWC.org; and by subscribing to CFWC's QuickBytes weekly email.

Be sure to recommend that every club member subscribes to *CFWC Clubwoman* and GFWC Clubwoman magazines. These online publications are published quarterly and are FREE. You'll find lots of good information about Federated clubs throughout California, in other state federations, and international clubs, highlighting their top projects.

My goal this year is to make you aware of many newer and updated projects that are available here in Orange County. Many of our government and non-profit organizations offer free information packets, and are available to have speakers come to your club meeting to offer advice in helping those in your community.

Here are a few ideas to help get you thinking about new Civic Engagement projects this year:

CITIZENSHIP

- Elections are coming!
- Host a local candidate forum at a club meeting or as a separate community event
- Encourage members to volunteer at a polling station

SENIOR CITIZENS

- Volunteer at your local Meals on Wheels. Contact www.mealsonwheelsoc.org
- Make lap blankets for a local assisted living/memory care facility
- Do an Angel Tree to collect gifts for Seniors at the holidays
- Daily care giving ideas at www.dailycaring.com

VETERAN AFFAIRS

- Support the new Orange County veteran's cemetery
- Donate to the Veteran's First organization (provides shelter/resources to struggling veterans)
- Learn more about Women in Military Service (WIMSA)
- Support military families through Fisher House at the Long Beach Veterans Hospital

OUTREACH SUGGESTIONS

- Have a monthly canned food drive for local food banks
- Donate to local family shelters
- Coats for Kids: have families donate last year's jackets for this coming winter

COMMUNITY IMPACT PROGRAM

GFWC Special Project

Kathi McGraw, District Chairman (WC of Cypress)

The Community Impact Program is the longest standing project of GFWC. It has provided clubs with a platform for developing and implementing projects that meet the varying and changing needs of their communities.

Any grassroots project that makes a measurable impact in your local community will be accepted for judging purposes. GFWC encourages clubs to consider the Community Connection Initiative that are highlighted in each of the Community Service Program areas. This information can be found in the GFWC Club Manual found at gfwc.org.

Developing a Community Impact Project

- Discover a need in your community that can be a project
- Research the need with input from the community (schools, churches, local leaders and governments, businesses, etc.)
- Write a goal statement describing a clear view of what is to be accomplished by the project and what benefits will be gained when the project is completed.
- Set up community connections to help with the project.
- List funding needed for the project and possible sources.
- Develop a timeline for the project.
- Work with media outlets to promote the project.
- Record project steps as you work on the project.

Some Important facts

- This project **MUST** be accomplished during the period January 1, 2024 through December 31, 2025. It does not have to start or end with in this timeline but you can only report those activities planned and accomplished during this period.
- This project can be reported in its Community Service Program area at the same time.
- This program has a **Special Report Form**. This form can be found at both gfwc.org (look at the GFWC Club Manual or GFWC Contests) and cfwc.org. You can also email me and I will send you the Special Report Form.
- This report form allows inclusion of media used and pictures of the project activities.
- All club entries are submitted directly to the State Community Impact Chairman, Jane Thomey (aitane@ca.rr.com)
- Deadline for entries is February 14, 2026

DOMESTIC & SEXUAL VIOLENCE AWARENESS & PREVENTION GFWC Signature Project

Marilyn Reames, District Chairman (WC of Cypress)

"Domestic violence is often ignored as it usually happens behind closed doors and it can seem easier not to get involved. Yet, domestic violence continues to affect 1 in 4 women at some point in their lifetime, regardless of their background, career, race or age, and it is vital that we do something now to protect those directly affected by abuse in the home." -- John Nettles

The goal of the GFWC Signature Program Domestic Violence and Sexual Violence Awareness and Prevention is to increase awareness of and help prevent domestic violence against women in Orange County by networking with established programs and increasing educational opportunities for club members and our local community.

Program Focus includes: * Intimate Partner Abuse * Child Abuse * Teen Dating * Campus Sexual Assault * Elder Abuse * Violence Against Native American Women * Military Sexual Assault * and * Human Trafficking. Go to GFWC 2022-2024 Club Manual for more information on each established program and initiative under the Signature Program, Domestic and Sexual Violence Awareness and Prevention.

National Domestic Violence Hotline 1-800-799-7233.

Laura's House: Provides state-approved comprehensive domestic violence prevention resources in Orange County. Annually, Laura's House provides residential services, transitional housing, counseling and workshops, and legal services to thousands of individuals. Website: www.laurashouse.org

- 24/7 hotline: 1-866-498-1511
- Resource Center 949-361-3775
- Book a Presentation: 949-361-3775

Orange County Child Protective Services 24/7 hotline: 714-940-1000 or 800-207-4464

Radiant Futures A comprehensive residential program, children's program, crisis hotline and community services program. Website: www.radiantfutures.org or call 24/7 1-877-531- 5522.

Grandma's House of Hope Their motto is "Hope, Growth, Healing, Stability" www.grandmashouseofhope.org

- Program office 714-558-8600 ext. 115.
- Intake line 714-455-9528.

Human Options advocates for those affected by abuse, extending a safe place for victims and empowering survivors. www.humanoptions.org Hotline: 1-877-854-3594

Orange County Human Trafficking Task Force operates with these goals -- to increase human trafficking awareness, identify and close gaps in anti-trafficking efforts, and collaborate in an exchange of services to assist the complex needs of this victim population. www.ochumantrafficking.com

Crime Survivors Mission, "To provide hope and healing to victims and survivors of crime through advocacy and the support of resources, information, and empowerment from the critical time after a crime occurs through the challenges and successes of surviving and thriving." www.crimesurvivors.org Phone: (844) 853-HOPE.

EDUCATION & LIBRARIES

Community Service Program

JoAn Poirel, District Chairman (WC of Cypress)

“Education is not the learning of facts but the training of minds to think.”-Albert Einstein

My goal is to support education and literacy, including the teaching of media literacy from Kindergarten through 12th grade as part of the curriculum in the four key subject areas: math, science, history, and English.

Project Ideas:

- Advocate for reading opportunities for children and adults with special needs.
- Establish a scholarship for a local student
- Support schools, educators, and students with donations with school supplies, playground equipment, or fund field trips for underserved students
- Become a partner in education with Title 1 schools by volunteering one-on-one time with students
- Organize book-theme events, such as a book walk, book fair, book bingo, book drive or book club
- Plan or sponsor a “Book Alive” program for your community, bringing a favorite children’s book to life as a play or puppet show.
- Support your local public library by sponsoring materials and programs for the underserved, disabled, and/or non-native speakers
- Offer volunteer assistance at the library, by helping library patrons, supporting children’s story time, or providing for craft projects
- Sponsor a community enrichment project at the library such as a Book Character Parade or Literary-theme poster contest
- Establish a Little Free Library in your community, choosing an area where books are scarce
- Work with the library to establish a teen advisory board to establish a teen book review, develop teen services, and recommend additional library resources for teens
- Collaborate with Chamber of Commerce to develop small business services at the library, such as information centers that include a video conference room, staff training workshops, and other resources
- Consider supporting a library in another part of the world
- Establish/Support ESO in your state for book study and discussion
- Participate in the online GFWC ESO reading book club

Resources:

- **GFWC**
www.gfwc.org/news-publications/2020-gfwc-top-projects/education-community-service-program/
- **Orange County Libraries**
www.ocpl.org/
- **Read Across America**
www.nea.org/professional-excellence/student-engagement/read-across-america

ENVIRONMENT

Community Service Program

Linda Holman, District Chairman (WC of Fullerton)

My district project for this term is to plant trees in areas of need in Orange County. I am working with *Orange County Parks Division* staff personnel (and their arborist) to determine the perfect location and the right type of tree for that location.

This “**OD Tree Planting Project**” serves an urgent need. We are partnering with *OC Parks* to address the recent loss of numerous trees in **Craig Regional Park in Fullerton**. This park is widely used and has been a favorite gathering spot for countless families, school groups and sports enthusiasts for many years. Sadly, the park’s trees are now in need of immediate attention.

The 15-inch boxed trees cost approximately \$150 each. Even if each club funds only one tree, we will make a big impact. Individual tree funding by members is also welcomed. My goal during the 2024-2026 administration is for Orange District to sponsor 40 new trees; or, at least one (1) tree in honor of each Orange District club.

The County will purchase the trees through their vendor and provide six months of care to ensure proper establishment and survival of each new tree. The County will dig the holes, plant the trees, and provide media coverage and photo opportunities on the day of planting. Every club participating in the project will be invited to this event.

Planting trees is a legacy project that provides benefits for generations to come and is a simple, yet very essential, step toward a sustainable and thriving future. Trees play a crucial role in regulating the Earth’s climate by absorbing carbon dioxide, which helps mitigate the impact of climate change. The presence of trees and green spaces also has a profound impact on mental well-being. Studies have shown that spending time outside in nature reduces stress, anxiety, and depression. Trees offer a sense of tranquility and connection to the natural world, which can be particularly beneficial in urban environments where people can feel disconnected from nature.

By contributing to this project, Orange District clubs are not just planting a tree, we are sowing the seeds for a better future in Orange County. The benefits of this project will be enjoyed by many generations to come, making your contribution a lasting one!

Please contact me for additional details about making a donation to this project.

“To plant trees is to give body and life to one’s dreams of a better world.”

- Russell Page

HEALTH & WELLNESS

Community Service Program

Nettie Hershman, District Chairman (Tustin Area WC)

OVERVIEW:

My goal is to work to help educate members on all aspects of Health & Wellness.

The *World Health Organization* (WHO) defines HEALTH as a state of complete physical, mental, and social well-being, not just the absence of disease or illness.

WELLNESS is defined as the optimal state of health for individuals and groups, and is expressed as a positive approach to living. Wellness is an active process that involves people becoming more aware of and making better choices toward a more successful existence.

HEALTH & WELLNESS DISTRICT PROJECT:

I have chosen to concentrate on the **UNICEF: Shot@Life Campaign**. Because the UNICEF organization is a current GFWC Partner and their Shot@Life project has been vetted and approved by GFWC. Club participation is encouraged and recognition certificates are awarded by UNICEF at GFWC's annual convention.

The Shot@Life campaign partners with the United Nations to raise awareness about global vaccine inequities. Despite years of progress, millions of children continue to die from preventable diseases. Let's ensure that children have access to life saving vaccines so they can have a better shot-at-life.

SUGGESTED WAYS TO PARTICIPATE:

- (1) Develop a club project that raises funds and helps increase awareness about the need for childhood vaccines in areas of the world that lack easy access to regular medical care.
- (2) Visit www.shotatlife.org
- (3) Ask me to speak at a club meeting. I will go into more detail about the project and also take suggestions about what types of health and wellness topics your members would like to discuss further.

LET'S MAKE A DIFFERENCE

AMENITIES/PRESIDENT'S AIDE

Sandy Tessier, District Chairman (Rossmoor WC)

The definition of “amenities” is: *an agreeable way or manner; courtesy; civility; or any feature that provides comfort or convenience or pleasurer. The quality of being pleasing or agreeable in a situation.*

Your duties as amenities chairman are diverse. If you also act as the club president's aide, your main job is, of course, to aid the president. Thus, at club meetings, you should always seat yourself close to the podium or head table, where the president can easily see you. Stay focused on how the meeting is going and aware of what you can do to keep it running smooth.

Make club members and guests feel welcome and comfortable. You may be asked to escort guests or speakers to their seats when they arrive; never leave guests or speakers unattended. If the club serves refreshments before the meeting begins, place guests at the beginning of the line or serve them personally when appropriate.

You are the “club greeter” and should assist visitors and late comers with sign-in and finding a seat. Provide the president with the names of people visiting the meeting so she can welcome them as the meeting begins. Always be always gracious, thoughtful, kind and courteous.

Do your best to “be prepared.” This could mean having a “meeting emergency kit” handy, with items such as: tape, scissors, stapler, Band-Aids, a couple pens, paper/small notebook, paper clips, envelops, blank notecards, a marker, and anything specific the club president suggests would be useful to her.

Plan to arrive at meetings early to give yourself time to: check the room set-up, microphone, and temperature; confirm the U.S. flag is in the room; decide on your seat; place seating cards for guests/speakers; and tend to other last minute details to ensure the meeting runs smoothly. Know where the room's emergency exits and restrooms are.

Always approach the head table from the side or rear – never from the front; and, members should not pass between the head table and the assembly while the meeting is going. It's helpful to remind your members about these traditional “meeting etiquette rules” occasionally -- newer members may not have participated in a formal group meeting before.

COMMUNICATIONS & PUBLICITY

Ginger Osman, District Chairman (WC of Cypress)

A Communications & Publicity Chairman is typically responsible for ensuring club members and the public can easily learn about your club and its activities. This may involve posting regular updates on social media platforms, having a club Facebook page; keeping the club website updated and filled with current information and appropriate photos.

The goal to your communications strategy is to motivate perspective members to visit a club meeting and to keep the public informed about what your club is doing to support the community – whether that's through hands-on volunteering events, photographs showing club members engaged in service activities, or how you support local philanthropic organizations through club donations.

As the “Comms Chair” you will need to timely post or distribute information received from the District or CFWC. Investigate how to implement reliable tech-tools, such as: Google Drive, Dropbox (digital/cloud storage for documents, files or photo storage), Constant Contact (eblasts), Zoom (online meetings), WordPress/Wix (websites). It's possible your club appoints individual chairmen to handle some of these platforms but, as committee chairman, you should oversee their efforts to make certain these tools are providing a cohesive picture of the club.

Maintain a list of current passwords, user names and email addresses associated with every digital platform the club uses and/or pays for. As people transition in or out of these particular club positions (or even quit the club) you can quickly find that the club no longer knows who has access to these important online accounts that help your club function in today's world.

GFWC has a very good and extremely informative *Communications & PR Advancement Plan* document on their website. I encourage you to check it out: www.gfwc.org (in member portal, GFWC club manual)

FACEBOOK ADMINISTRATOR

Anna Vandergast, District Chairman (San Clemente Juniors WC)

As Facebook Page Administrator, you play a crucial role in maintaining and enhancing your club's online presence. Social media is a great a low-cost way to share information with your club members and your community. Key responsibilities associated with this role are: content creation and management, community engagement, and event promotion.

I would suggest having a private page just for your members, as well as a public facing page. Use the private page to communicate events, information, or fun facts for your members. This private page can be another platform for members to engage with each other, conduct polls, and share news, photos & videos with each other. The public facing page can be for the community, how they can get involved and what is happening with your club.

Best tips for sharing on your page – ensure photos are clear, provide brief but informative captions to accompany your photos and videos, share your content promptly to keep the page current and relevant. It is also important to engage with posts such as “like”, share, and comment on posts to increase visibility and foster community interaction. You can also share from other community partners pages onto to your page.

The CFWC Orange District's Facebook page is a dynamic platform designed to connect, inform, and inspire all members within our district. My goals for this administration are to help enhance visibility, strengthen club connections, and support Federation goals. As well as help clubs advance by using this low-cost technology and find new ways to correspond with their community. Reach out if there are any questions or if you need help setting up any of these platforms.

Your participation and contributions are crucial for our success. Let's work together to make this term outstanding! Together, we can create a rich, engaging, and informative social media presence for all.

Don't forget to track all your excellent work for year-end reports. To be featured on the District page, please contact me or directly message our Orange District Facebook page.

LEADERSHIP

Kathi Baldwin, District Chairman (Placentia Round Table WC)

A good leader inspires people to have confidence in the leader, a great leader inspires people to have confidence in themselves.”
- Eleanor Roosevelt, author, politician, diplomat

Leadership is a set of qualities necessary to lead people or an organization. It is the art of motivating, guiding, and inspiring people to work together toward a common goal. Leadership qualities define what makes a leader effective.

What will be your path on the journey to leadership?

- GFWC's *Clubwoman* magazine; GFWC News & Notes (weekly e-newsletter); CFWC's *California Clubwoman* magazine. There is a leadership article each of these publications. (Free digital versions)
- CFWC QuickBytes newsletter: This newsletter is emailed on Monday & contains news, articles & interesting information applicable to all members. Sign up online at cfwc.org/publications/QuickBytes. Look for the “sign up to receive QuickBytes” link below at left. You will also have access to previous issues.
- CFWC's *California Clubwoman* Magazine. There are four issues: winter, spring, summer & fall. Find the magazine online at www.cfwc.org. View the current issue or numerous past issues. Subscribe to receive digital (free) or print (\$20) versions using the subscription form on the website.
- Attend the upcoming Orange District Leadership Workshop featuring local outstanding leaders. (Date to be announced).
- Attend Orange District Council Meetings and District Convention; encourage club members to attend with you.
- Work with your club Leadership Chairman to develop and identify potential club candidates for the LEADS program (Leadership, Education and Development). Application packets will be available soon.
- CFWC LEADS Seminar (Leadership, Education and Development), February 6-8, 2025 Glendale. Attended by Orange District's 2025 LEADS candidate (candidate announced at January council meeting).

It is important for leaders to be aware of the challenges involved in identifying and developing prospective leaders and to create an action plan to ensure strong, competent leadership for the future.

Most often, people will be more likely to accept club leadership roles when they have a clear understanding of what is expected and are assured that you, as the leader, will nurture and support them along the journey.

LEGISLATION & PUBLIC POLICY

Rosemarie Fernandez, District Chairman (Laguna Niguel WC)

I am delighted to be your Orange District Chair for Legislation and Public Policy for the next two years.

I look forward to assisting your club on the importance of staying involved in legislation and public policy, whether your club has a legislative chair or not. If not, there are ways every club member in your club can be an advocate for legislation and public policy that supports the GFWC.

Legislation at the federal or state level is a primary source of law and policy for topics such as civil rights, health care, food safety, environment and many more. Over the years, GFWC dedicated groups and individuals acted as grassroots activists that has spurred Congress into action. Here are the GFWC list of priorities for 2024. They are as follows:

- **GFWC Signature Program; Domestic and Sexual Violence Awareness and Prevention**, though supporting the VAWA Appropriations (violence against women act), Rape Kit Backlog, Anti-trafficking, protection for Domestic Violence and Stalking Survivors Act, Family Violence Prevention and Service Act Reauthorization
- **Advocates for Children** specifically online safety
- **Arts and Culture** which supports funding for the National Endowment for the Arts.
- **Civic Engagement and Outreach** with focus on Food Insecurity, Equal Rights Amendment and Pay Equity and our Veterans.
- **Education and Libraries**; GFWC supports federal funding for STEM (science, technology, engineering, arts & math) directs the Interior Department to establish an outdoor recreation legacy partnership.
- **Health & Wellness**; GFWC focus is on Global Vaccinations, Paid Family and Medical Leave, Alzheimer's and Dementia.

www.GFWC.org/advocacy

We are all local advocates for the GFWC's legislative agenda. Members of Congress want to hear from you. In accordance with the resolutions adopted above by the GFWC, they often join other national organizations to urge congressional or federal agencies in support these or other matters. It is through this national network of grassroots advocates that we gain our political influence. As club members you can assist individually or as a club through the Legislative Action Center (LAC). Through the LAC you can advocate for those specific matters that you support. Take Action; with a few quick entries you can receive letters already populated and addressed, that you can send directly to your respective members of Congress, to help your representatives understand which issues are important to the people they serve.

My goal over the next two years is simple, to educate members about the LAC and how to easily it is to sign up and use the Legislative Action Center. A powerful tool to alert you individually to public and advocacy efforts. You can track bills, contact your local representative and send prepared letters. Support the GFWC trajectory of grassroots advocacy that highlights the six initiatives listed above. Let's all Take Action Together.

Take Action www.gfwc.org/getinvolved

CLUB NEWSLETTER

Carrie Knipfer, District Chairman (Yorba Linda WC)

As the club's newsletter editor, you are responsible for keeping the members up to date on the club happenings. In addition, it could also go out to potential new members or the community. Your newsletter can be a combination of print and or digital.

Tools for the perfect newsletter:

- **MailChimp:** Free for up to 500 contacts. Use this online tool to keep a data base of your members and anyone else who may enjoy your newsletter. You can easily track the open rate and what links are being clicked on. Use the data to refine the contact to make your next edition even better!
- **Canva:** Free for nonprofits, full version. Create a fun interactive newsletter with templates and artwork in this intuitive tool. You can also create social posts, email headers, flyers and just about everything else.
- **Google Suite:** Use their free versions of spreadsheets, word processing and fonts to make the most of the content you receive. Store it all for future viewing on Google Drive.

My goal for this administration is to help clubs move from paper versions of the club newsletter to online versions. Reduce costs by moving to free solutions and learn to test and optimize content for the best possible newsletter.

Please reach out if I can help set-up these platforms or help with your club's newsletter.

WEBSITE ADMINISTRATOR

Bonnie Peat, District Chairman (WC of Cypress)

As a website administrator, it's your job to manage the club website to ensure it provides a professional image of GFWC/CFWC, your club and its members. Your goal is to make the website a useful resource tool, as well as informative for prospective, new, and current members. Your website increases your online presence and outreach while promoting the GFWC brand.

The website should provide: information on who we are as an organization; identify members in leadership positions and chairmen of programs and ongoing projects; a calendar of upcoming meetings and club events; photos of your club's involvement in the community; and a member resource section. Importantly, your website should offer a method to contact someone to ask questions or inquire about how to join.

GFWC offers a stylus guide to assist club members in maintaining brand consistency in look and feel. This guide can be useful as you update your websites with the latest GFWC logos as well as core messages when writing about the organization. [A link to the latest copy of the GFWC stylus guide](#) is available on the Orange District website under the [Member Resources](#) page.

Your club might have a Communications Committee made up of members working together to create a cohesive picture of your club through Facebook, Instagram, local publicity and the website. Because these platforms are now the primary means to share club information, photos, and project updates, it is the website administrator's responsibility to be timely in updating the site. This includes pulling information as needed from the club's other communication platforms and members, and make improvements to improve the functionality of the site.

There are numerous website-building and website-hosting options. Orange District uses Wix as it is an easy tool to use. However, there are many website-building platforms, and it is recommended your club research and compare pricing to determine the options in line with your budget. Keep in mind that, after a website has been created and launched, it can be challenging to transfer the site to an entirely different website-host that might be cheaper.

There is also a cost to maintain your website's URL/domain name, which must be renewed every year or couple of years depending on the entity that hosts your site (*GoDaddy* is one option, there are others). Be sure to keep the club's finance team informed about annual website-related costs so budgets include these accounts and subscriptions remain active. If they are not renewed when due, your website can be "deactivated" by the hosting entity. While the password to your website should be confidential, it is also recognized that having only one person with access may cause access issues in the future. With this in mind, talk to your club president or her designee regarding a backup administrator should it be necessary.

Because a club website is a valuable tool for members, it's good practice to ask your members what information or resources they'd find useful on the site and what improvements should be considered.

WOMEN'S HISTORY

Judy Wagner, District Chairman (WC of Cypress)

This year I will be focusing on women who have made history with their accomplishments in medicine, politics, women's rights, social justice; and those who have been involved in the *General Federation of Women's Club* locally and nationally. My first article, which appeared in the District's September Call, explained the importance of Mrs. Henrietta Lacks to the world of medicine. I hope to share the stories of more women who shaped history through additional articles during the 2024-26 term.

How does your club promote women-in-history to your members? I have realized that many of our clubs do not have a chairman for this program. Perhaps, with a little encouragement and guidance, I can get more clubs participating in this important program. One of my goals is for every OD club to have an activity planned to celebrate women and honor National Women's History month in March 2025.

I will have information available for clubs to assist you in locating resources that will make it easier to implement a women's history program. To get started, you'll find lots of good ideas and suggestions by visiting the GFWC, CFWC and Orange District websites: gfwc.org, cfwc.org and cfwcorangedistrict.com. I also encourage you to subscribe to the weekly GFWC News & Notes and CFWC Quick Bytes e-newsletters (both are free). Subscription forms are on those websites.

Did you know that GFWC and CFWC both offer grants and awards pertaining particularly to women and/or the women's history program? These include: photography contests, club newsletter contests, CFWC's young musicians competition, and more. Club participation in these contests encourages more women to get involved.

I am willing to visit your club to share with your members just how important women have been in history. Don't hesitate to contact me to share your ideas about our Women's History Program.

CLUB YEARBOOK

Gayle Carter, District Chairman (Tustin Area WC)

Every new term requires an updated yearbook (or roster) to reflect changes that have occurred in the previous term, including updates to: club officers and leadership; membership roster; club bylaws, and calendars.

The club yearbook is truly the best reference book you've got for accessing essential information about your club members, district, state, and national leaders, and the dates and locations for meetings and events throughout the term.

Accurate information is crucial, and getting it can sometimes be a challenge. It's essential to know who has the specific data needed as you begin updating your yearbook. For instance, the membership chair typically verifies member details; the Dean/1st VP can confirm the section on chairmanships; and the parliamentarian should provide the most current version of the bylaws.

You have many options for formatting the yearbook, such as: creating it in Word, Publisher, or Canva. The key is consistency -- ensure the book reflects the correct data, is easy to read, and is organized in a way that benefits your club members. Proofread. Proofread. Proofread. Remember, this is an outward-facing document for new members and a reference for existing ones. Make it attractive and reflective of your club's personality.

Printing can be done at numerous places and at varying costs. Some things to consider when searching for a printer: turnaround time, online ordering, convenient delivery options, number of copies needed.

Yearbooks represent your club's history, so take care in their creation. Be sure to save a PDF version of each yearbook. It can be uploaded to your website - ideally within a member-specific, password-protected portal for secure access. Given the sensitivity of the personal data the book contains, avoid making it publicly available.

To sum up, once you decide on the look of your yearbook, what size it will be, the appropriate font size (to ensure it's easy to read), and how you'll organize the data, make sure to enlist others to proofread for accuracy to maximize the members' experience.

Remember, you are documenting the history of your club in a unique and lasting manner.