



THE GFWC JUNIORETTE MEMBER AND CLUB

MEMBERSHIP ADVANCEMENT PLAN

“LIFE’S MOST PERSISTENT AND URGENT QUESTION IS, WHAT ARE YOU DOING FOR OTHERS?”

- Dr. Martin Luther King Jr.

The GFWC Juniorette Membership category was introduced during the 1966-1968 Administration of GFWC International President Carolyn Pearce (GFWC Florida), who stated, “I can think of no better means of assuring the continuity of Federation work and influence for community good that we represent than by encouraging the formation of GFWC clubs for Juniorettes.

Mrs. Pearce noted the purpose of a Juniorette Club would be:

- To contribute to a meaningful community life,
- To become aware of community problems and how they could be met, and
- To learn the pleasures and rewards of working with a group.

GFWC’s Juniorettes are examples of how the call to do community service can be answered at any age. Juniorettes have school, extracurricular activities, and social lives to juggle, but they find time to make positive changes in their communities. Look for GFWC blog posts where we will discuss project suggestions for the Juniorette age group and their club advisors.

According to GFWC Bylaws, Juniorette Clubs are comprised of young students in middle schools, junior high schools, and high schools. Experience has shown, due to differences in interests, abilities, and maturity, that clubs are most successful when organized for either middle/junior high schools or high schools, but not both.

Federating a Juniorette Club requires a commitment from a sponsoring club, which must be an active GFWC Woman’s Club or Junior Woman’s Club in good standing, and a dedicated club advisor. It is required that sponsoring club members accompany Juniorette Club representatives to all levels of GFWC meetings, including State Federation, Region, and/or GFWC.

**2022-2024
JUNIORETTE CHAIRMAN**

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HIGHLIGHTED PROJECTS:



Operation Warm: Take One, Leave One

GFWC Mississippi Juniette Diamonds (MS) noticed that there were students without coats. To fill the need, the Diamonds set up a coat rack across the street from the Junior High School. Advertising on social media opened the project to the public so that anyone in the community was welcome to participate. Members monitored the rack each day after school, to replenish with additional coats as needed.



Spelling Bee & Literacy

GFWC Boys Charity Group (NJ), is a unique club of 18 young males. They each took on a specific role for their annual spelling bee fundraiser, including set-up, clean-up, consolation prize presenter, door prize organizer, registration, flyer designer, and refreshment coordinator. Overall, they raised \$175.00 for literacy charities. They purchased books at a book sale and donated them to a school in need. The remaining money was used to buy school supplies during the club's annual backpack drive.



Vaping Among Teens Resolution

GFWC Juniette Diamonds of Picayune (MS) worked with their advisors and the Mississippi chapter of the American Heart Association to formulate a proposed resolution dealing with the subject of vaping among teens. The resolution was unanimously approved at the GFWC Mississippi State Convention in April 2019 and was forwarded to the GFWC Resolutions Committee.



Juniette Membership Drive and Mixer

GFWC Warren Juniettes (OH) maximized the promotion of its membership campaign. To make students aware of their kickoff event, flyers were posted around school inviting those interested in attending. Information was also posted on Facebook and other media outlets. At the event, club brochures, projects, and pictures were displayed, and the club president shared plans for future meetings and projects. Folders, schedules, and brochures were distributed and reviewed with each guest.

PART 1. GETTING STARTED – BEFORE YOUR FIRST MEETING

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, or
- Young people responding to volunteer opportunities posted on the club website.

Potential members might be recruited:

- Using Social Media,
- Post in the school paper, or
- From referrals sent from GFWC Headquarters.

Finally:

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

Potential Juniorette members include the children and grandchildren of GFWC club members, students who want to engage with others to satisfy a community service requirement for graduation, and those who enjoy volunteering and working in groups with others. Juniorette members can be recruited with the assistance of a school and/or teacher, in conjunction with an organization such as the PTA, with the help of other students, and through social media.

Typical platforms Juniorettes use to communicate are – Instagram, Tik Tok, Snapchat, and Facebook with the majority of teens using Tik Tok and Instagram. These can be used as communications or for Club Meetings.

Juniorette Clubs are established by the same method as other GFWC clubs. However, the sponsoring club and advisor are key components of the club’s formation, development, and success.

THE ROLE OF THE SPONSORING CLUB:

- Accepts responsibility for ensuring the success of the Juniorette club.
- Serves as a model of leadership, cooperation, and understanding.
- Ensures that the Advisor of the Juniorette club is also included in the sponsoring club’s Directors and Officers Liability Insurance Policy.
- 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.
- Assumes some (optional) financial obligations, including:
 - ∅ Providing seed money to organize the club and/or support club projects,
 - ∅ Paying for or providing the club’s liability insurance, if not included in sponsoring club’s policy,
 - ∅ Assisting the club in establishing an annual budget and opening a bank account, and
 - ∅ Providing other financial assistance as needed.

THE ROLE OF THE CLUB ADVISOR(S):

- Attends all Juniorette meetings and activities.
- Knows about GFWC and the State Federation.
- Serves as a model of leadership, cooperation, and understanding.
- Works to ensure the progress and development of the Juniorette Club.
- Provides guidance and advice on an ongoing basis.
- Encourages the Juniorette Club to assume and practice as much autonomy as possible.
- Understands the principles of leadership and helps meetings run smoothly.
- Serves as a liaison between the sponsoring club and the Juniorette Club.
- Enjoys mentoring young people and is patient and flexible.

THE ROLE OF THE JUNIORETTE CLUB MEMBERS:

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

LAYING THE GROUNDWORK OF THE JUNIORETTE CLUB:

Begin with a core group of potential members

- Bring 3 or 4 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's 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 few gatherings of potential Junioresettes, including:

- Time and place:
 - ∅ Make sure meeting doesn't conflict with exams or major school activity (prom, big football game, vacation, etc.).
 - ∅ If the meeting is to be held in school, check with school administration regarding any requirements or restrictions.
 - ∅ The meeting place conveys a message about the club: select a neutral, easily accessible public facility.
 - ∅ If the meeting is held on a weeknight, consider adjourning early enough for a "school night."
- Invitations:
 - ∅ Can be hand-written, computer-generated, sent by email, announced on posters, advertising in school newspaper, telephoned, evite, Facebook, etc.
 - ∅ Keep the invitation friendly, informative, and brief.
 - ∅ Be sure to include "bring your friends."
 - ∅ Include 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 is required for graduation)."
 - ∅ Include phone number and email address to RSVP.
- Refreshments are absolutely necessary!
- Sign-in sheet/nametags/handouts:
 - ∅ Sign-in sheet should include:
 - Name,
 - Address,
 - Phone number, and
 - Email.

PART 2. READY, SET, MEET!

FIRST MEETING: KEEP IT SHORT, SIMPLE, AND SATISFYING

- 90 minutes for the entire meeting is about right – shouldn't be longer.
- Remember that an audience can focus for a maximum of 19 MINUTES on any one subject – and you're dealing with teenagers here!
- 10-minute welcome/introduction of all present.
- Possibly include an icebreaker: everyone wearing black shoes sits together, brown shoes, athletic shoes, etc.
- 20 minute "orientation" (no longer!).
 - ∅ Brief explanation of GFWC.
 - ∅ Brief description of program areas, including examples of club activities in each area that will appeal to Junioresettes.
 - ∅ Brief introduction of officer's roles and duties.

MEMBERSHIP

- ∅ If sponsor club officers are present, each one can briefly – very briefly – address her responsibilities.
 - ∅ Brief discussion about club, State, and GFWC dues.
 - Dues convey voting rights and representation at all levels of Federation.
 - Dues provide eligibility for awards and recognition at the national level.
 - Dues enable club to receive all materials and information from State and National Federation.
 - Juniorette club sets its own dues.
- 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 the desire of the group to form a new GFWC Juniorette club.
- 5-10 minutes to establish time and place for a second meeting.
- Organize communications committee for follow-up and reminders.
- Emphasize “bring a friend” to the 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 the meeting, advisor consults with the core group to establish an agenda for the meeting.
- Communications committee is informed about agenda prior to calling potential attendees.
- Advisor opens the meeting with a welcome to returning attendees and, hopefully, first-timers.
- Distribute copies of the Juniorette Pledge to recite together.
- Introductions/Icebreaker:
 - ∅ Icebreaker to split up and/or avoid cliques (i.e., first names starting with A-G sit together, H-P, Q-Z).
 - ∅ Nametags should be used.
- Elect officers: President, Vice President, Secretary, Treasurer
 - ∅ Advisor needs to have brief descriptions available of responsibilities of each position.
 - ∅ Advisor should know – and explain – proper parliamentary procedure for nominating/electing officers.
 - ∅ Check state bylaws for the minimum number of club members.

THIRD MEETING: GET DOWN TO BUSINESS

- President opens meeting with a welcome:
 - ∅ Group recites Juniorette Pledge.
 - ∅ New members/guests are introduced.
- Bylaws are presented:
 - ∅ Discuss Bylaws.
 - ∅ Adopt Bylaws by majority vote.
- Collect dues:
 - ∅ Advisor and Treasurer will open a bank 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 3 or 4 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 the 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 clubwoman will serve as an advisor.
- Sponsor club members are required to accompany all Juniette club representatives to district/state/international GFWC meetings.

THE GFWC SPONSOR CLUB PROVIDES AN ADVISOR WHO:

- Attends all Juniette meetings and activities.
- Has familiarity with the 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 Juniette club.

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

- Sponsor club can help Juniette club establish an annual budget.
- Sponsor club can assist Juniette club in mechanics of establishing a club bank account.
- Sponsor club can provide "seed money" to help Juniette club get started on a project or program.
- Juniette clubs are NOT automatically covered by the sponsoring club's liability insurance.
- Juniette clubs should carry their own club liability insurance; the sponsor club may choose to cover the cost of this insurance for the first year or two while the Juniette club gets on its feet.

JUNIETTE CLUBS RECEIVE ALL MATERIALS AND MAILING SENT TO ACTIVE GFWC MEMBER CLUBS

- The Juniette club president promotes the *GFWC Clubwoman Magazine* located in the Member Portal.
- The Juniette club receives every GFWC "all club" mailing.
- The Juniette club is eligible to receive any free GFWC materials.
- The Juniette club may apply for GFWC grants.
- The Juniette club members are encouraged to subscribe to *GFWC News & Notes*.

DUES

- Per capita annual GFWC DUES for Juniettes are: \$10

PART 4. JUNIETTES AND GFWC

The Juniette club becomes a member of the state federation. It is the responsibility of the state federation to forward the dues payment and Juniette club information to GFWC as soon as the club joins the state federation.

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

- The Juniette club becomes a member of GFWC.
- The Juniette club is entered into the GFWC database.
- The Juniette club will receive a certificate of membership, a letter of welcome from the GFWC International President, and the GFWC New Club Packet.
- The New Club Packet includes the GFWC Club Manual, the GFWC Public Policy manual, subscription forms, brochures, endorsed fundraiser materials, GFWC post-it pad, and "GFWC-It's a VOLUNTEER Thing!" button.
- The Juniette club president will be able to download the GFWC Clubwoman Magazine through the GFWC website and the Member Portal.
- The Juniette club will receive all mailings sent to GFWC clubs.
- The Juniette club is encouraged to be on the "e-GFWC" email list.
- The Juniette club will receive 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 the 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, schoolwork, and outside activities.
6. Be upfront, fair, and honest; they don't expect you to be perfect.
7. Communicate: ask questions and listen to the answers.
8. Clearly explain expectations.

CLUB BUILDING BASICS

- Choose club name
 - ∅ Remember: club name must include GFWC
 - ∅ Name of club conveys a message about the club
- 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 dues)
- Start discussing potential projects and programs
 - ∅ Introduce and refer to GFWC and state programs and projects
 - ∅ Ask each member to come to the next meeting with suggestions
- End meeting with refreshments/social time

SOMETHING TO CONSIDER:

In some communities, it may make sense to organize a Juniette 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 Juniette 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.**

Required forms for Club Members, Chaperones, and Advisors shall be completed and signed by the appropriate person. These forms shall be held in the member's file for easy access as needed.

- Juniette Membership Application
- Juniette Chaperone Form
- Juniette Agreement Form
- Juniette Permission/Medical Authorization & Release
- Juniette Medical & Insurance Questionnaire
- Juniette Photo Release

PROJECT IDEAS

Teen Dating Awareness and Prevention:

Organize a Teen Dating Violence Prevention event in February for Teen Dating Violence Awareness Month. Members can make posters and display them throughout their school. As a way to promote healthy teen relationships, they can organize special emphasis days at school.

Donation Boxes for Projects:

School can be a great and convenient place to accomplish their projects. Donation boxes can also be put in churches and local businesses. Talk to your school to set up donation boxes and consider some of these great projects:

- Organize a donation drive for the local food bank.
- Collect winter coats for the homeless.
- Start a book drive for the local library, hospital, school, or relevant charity of choice.
- Collect toiletries for the area women’s shelter.
- Have a holiday toy drive for children from low-income families.

Other Group Projects: Besides projects that involve donations, there are many more ways that teenagers can make a difference in their communities.

- Organize a car wash (or dog wash!) for a cause.
- Host a charity bake sale.
- Contact the local senior center or nursing home to learn how you can brighten their days, maybe by reading to them, etc.
- Create care packages for the homeless shelter.
- Do a run/walk charity event.

Juniorettes are trailblazers in their age group and show how community service is an important and worthwhile commitment. There are countless ways that they can give back to their communities, and they are doing just that! We hope some of these ideas spark your interest and become your next project.

AWARDS AND RECOGNITIONS

State Juniorette Advisors should send statistical data to State Reporting Chairmen for inclusion in State Federation Statistical Reporting Forms and be included when applicable in the Top Ten Projects.

Juniorette Recognition Form should be sent to the GFWC Juniorette Advisor.

For additional information, contact GFWC Juniorette Chairman Jenny Hinegardner at jenyfur@icloud.com

RESOURCES:

<https://canadianwomen.org/signal-for-help/>

SAMPLE FORMS SPECIFIC TO JUNIORETTE CLUBS FOLLOW

GFWC JUNIORETTE AGREEMENT (Sample)

I, _____ pledge to abide by the following agreement while I am attending the,
_____(meeting/event)
_____(place)
_____(date)

I will not leave the hotel premises without a chaperone or advisor.

I will abstain from the use of illegal drugs and alcohol.

I will check in with my chaperone at an agreed upon time.

I will behave in a manner that will reflect a positive image of the Junioresettes.

I will attend the meetings and share the information with my club members.

I will follow any rules set by my advisor.

I understand that failure to abide by this agreement can result in my having to leave the meeting immediately and that my parents will be called and responsible for returning me to my home. I further understand that there might be other disciplinary action taken.

Signed _____

Club _____

Date _____ Cell number _____

Parent _____

Home Phone _____ Cell number _____

Advisor/Chaperone _____ Cell number _____

GFWC PERMISSION/MEDICAL AUTHORIZATION/RELEASE (Sample)

I, _____, as parent/legal guardian of

(Name, Please Print)

_____, hereby give my permission

(Student's Name, Please Print)

for my daughter's attendance and participation at the _____

(Event / Meeting)

From _____ To _____

In the event of illness or injury, I authorize to give consent for any necessary emergency medical treatment on behalf of my daughter. I understand that the GFWC or GFWC Florida, its members or chaperones are not liable for expenses incurred, including hospital or emergency transportation, for the treatment of any such injury or illness and that I am liable for all such expenses. In the event of a medical emergency, I further authorize GFWC Florida's Juniorette Advisor / Chaperone _____ to provide the medical services provider

with insurance information. A copy of my child's insurance card is attached for that purpose, as well as a list of any known allergies and any medications my child may be taking at this time. My emergency contact phone numbers are: Home _____ and cell number _____.

As consideration for allowing my daughter to attend and participate in the above mentioned meeting/event, I release and forever discharge the GFWC, the _____ (State Federation), its members and chaperones from any and all claims, actions, or liability which I or my daughter have or may have against the GFWC, the _____ (State Federation), its members and chaperones concerning or in any manner connected with or arising from my daughter's attendance and participation in the above mentioned event, including any and all acts of negligence occasioned by the GFWC, the GFWC _____ (State Federation), its members and chaperones.

_____ Date _____

Signature Parent/Legal Guardian of

Student / Juniorette Name _____

State of _____ County of _____

On this _____ day of _____, 20_____, before me personally appeared

_____ (name of signer), whose identity was proved to me on the basis of

satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he she signed the above/attached document.

_____ Notary Public

**GFWC JUNIORETTE
MEDICAL AND INSURANCE QUESTIONNAIRE (Sample)**

Please use the documents below when attending a Juniorette event Original copies must be sent with registration form to attend Convention or Fall Board

Any allergies (food, drugs, plants, insects):

Special health and/or behavioral considerations:

Insurance Information:

Please attach a copy (front & back) of your insurance card

Parents Signature _____ Date _____

Parents Phone Number _____

Juniorettes Name _____

Juniorettes Phone Number _____

Club _____

The applicant is under the care of a physician for the following conditions:

Physician's Name _____

Physician's Phone Number _____

Any medically prescribed meal plan or dietary restrictions:

GFWC JUNIORETTE PHOTO RELEASE (Sample)

I hereby grant permission to the GFWC _____ (State Federation) and the GFWC Juniorette Club named below, the right to use, reproduce and/or distribute photographs, films, videotapes, and sound recordings of my child, without compensation or approval rights, for use in materials created for purposes of promoting the activities of the GFWC _____(State Federation) and GFWC Junioresses.

Juniorette's Name: _____

_____ Date _____

Parent / Guardian Signature

Home Phone _____ Cell Number _____

Juniorette Club _____

Date _____ Phone Number _____

Advisor/Chaperone _____

Home Phone _____ Cell Number _____

GFWC JUNIORETTE MEMBERSHIP APPLICATION (Sample)

First Name: _____ Last Name: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ DOB: _____ Age: _____

School: _____ Grade: _____ Graduation Year: _____

Parent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell Phone: _____

Second Emergency Contact:

_____ Phone: _____

As a member of the GFWC _____ (State Federation) Junioresettes for the year 2022-2024, you must attend at least __ meetings, complete at least __ hours of community service and participate in at least __ fundraising activity over the year.

A signed copy of the GFWC Junioresette agreement, the notarized medical release form, copy of medical insurance card, photo release form, and dues of \$ _____ along with parent signatures must be completed for this application to be accepted.

I fully understand that by signing this application to become a GFWC _____ (State Federation) Junioresette that I am to act responsibly, in a mature and respectful manner, as I will be a representative of the GFWC _____ (State Federation) Junioresettes. Inappropriate behavior may serve as grounds for dismissal from the club. It is also my responsibility to notify the Junioresette Advisor and/or the President when I will be unable to attend a volunteer opportunity that I have signed up for.

Signature

Date

MEMBERSHIP

GFWC NEW JUNIORETTE CLUB ADVISOR OR SPONSOR (SAMPLE)

Please email the completed form to both the GFWC _____ (State Federation) Juniorette Advisory Committee
Chairman _____ (Name & email) & GFWC State Federation Membership Committee
Chair _____ (Name & Email)

Date: _____ District: _____

Club President Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: (home) _____ (cell) _____

Email Address: _____

Advisor's Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: (home) _____ (cell) _____

Email Address: _____

Sponsoring Club Name: _____

Contact Name: _____ Phone: _____

Email Address: _____

Approved by: _____ Date: _____