

PRECIOUS BLOOD OF CHRIST CATHOLIC WOMEN'S CLUB

POLICY AND PROCEDURES

Club Name: "Precious Blood of Christ Catholic Women's Club" (PBOC Catholic Women's Club – PBOCC WC).

The Precious Blood of Christ Catholic Women's Club is a ministry made up of registered women parishioners who join for friendship, companionship, spirituality and working together for the benefit of our club, Church and community. No one person would be expected to know how to do every job that gets done to accomplish these goals. Through this guide of on-going jobs and needs for the Women's Club, it is hoped that all members are in understanding of the suggestions made as to what and how each of the committee tasks are done. Chairs of special events are encouraged to review the list of members and what they would like to help with, as noted on the registration form. Members are always ready to be of help. Exercise having a mix of the old and the new members working together. It is not advisable that executive board members hold chair positions.

There is always room for further suggestions, ideas and ways of doing them. Wording can change, jobs change at times and need change. This is just a guide so that the step by step 'how to' will all be in one place, as best as can be, along with a job description.

This guide, by no means is intended to take away anyone's creativity. As time goes by, there will be new and easier ways to accomplish tasks as well as creation or elimination of positions.

It is strongly suggested that each committee chair receive a copy of the policy and procedure for their committee. Their final report should include any ideas and/or changes to improve the workings of the committee.

As a guide, the PBOCC WC refers to Roberts Rules for direction and order.

GENERAL GUIDELINES

Office

Copying

- - 25 copies can be made in the PBOC workroom. Over 25 copies, arrangements need to be made with Parish Coordinator. A phone call or email in advance is needed to inquire as to her availability in the event there is a large amount of copies needed.
- Copies made at members home are not a covered expense.
- For large quantity copying, or a professional printing, contact professional printers in the area for estimates. Estimates that exceed the budget must be approved by the board.
- Maintenance of supply is handled by the Project Support Chair, however, when a member knows that anything is running low, or will be needing a lot, contact the Special Events Chair to make arrangements to replenish the supply. There are already printed letterhead and envelopes in the WC Storage Closet and Office.

Postage

- A postage meter is available in the Parish Office Workroom and can be used for Women's Club business. Office staff will assist in direction of use.

Supplies

- Paper in the office workroom is available to parish ministries/organizations. In the event of large quantity printing, the Women's Club offers to pay for a box of paper.

Equipment

- There are paper cutters, folding machine, staplers, copy machine, etc. available to the Women's Club in the PLC workroom. There is also a laptop available. Procedures are posted in the WC Storage Closet for use of the laptop.

Volunteer Room

- There is a small room with table and chairs, a computer, desk, chair, files. This room is also available to use for small meetings.

Reserving Meeting Space

- Chairs of Committees holding meetings outside of regular WC meetings should contact Parish Coordinator for reserving meeting space; providing date, time and approximately how long, and size of room needed.

EXPENSE REIMBURSEMENT

All expenses must be submitted to the Treasurer on a Treasurer approved request form. These expenses are subject to review and approval by the appropriate committee chair, as well as the Executive Board. Reimbursement will be issued.

STORAGE CLOSET

Security of Club Property. The type and amount of WC belongings acquired over the years continues to grow. The WC is happy to loan items when asked, and timing is appropriate. Items are NOT to be loaned outside of our parish ministries or for personal use. Items may be shared by parish ministries, for parish events at the Parish Life Center. In order to maintain order of the space, and provide a safe place to store and protect these items, members are asked to be respectful of the area, replace items back on proper shelves.

Who has access: President, Vice President, Special Projects Chairs (as needed); and a "Closet Organizer". The Refreshment Committee will need to have access on the day of the General Meeting.

How to access: a key is supplied to the President, Vice President, Closet Organizer, and Special Project Chairs as needed: The office staff can also provide a key to the room and should be returned to the office the same day,

Record: A clip board with form attached will be at the storage closet area. The following should be recorded: who is removing something, what it is, in/out, and reason, expected time of return. Contact must be made with the "Closet Organizer" before removing items.

Maintaining Store Room - During preparation for major events such as the Fashion Show (decorations, prizes, etc.), the Arts and Crafts Festival, the Auction, Hope Ball, Welcome Tea, Day of Prayer, etc., the storage area is used to collect necessary items for the event. It is the responsibility of the Major Event Chairs to direct their committees after the event that the store room must be put back in order in a reasonable amount of time (1-2 weeks) i.e., After General Meetings, the Refreshment Committee should be sure items used for the meeting be returned to the correct storage containers and/or shelf space. Following the Arts and Crafts Festival, all areas - all committees bear the responsibility of storing their items properly or disposing of them. The Fashion Show committee, must determine what will be done with leftover decorations, and decoration materials. If there is no further need for the Women's Club use, those items can be

made available to members for a reasonable cost, donated to the parish i.e., shredded tissue could be used for Easter Baskets, etc.) or donated.

RECORDS RETENTION SCHEDULE (SUGGESTED)

Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	3 years
General Correspondence	3 years
Legal Correspondence	Permanently
Financial Statements (end of year)	Permanently
Minutes.....	Permanently

MEETING GUIDELINES

General Membership Meeting

General Meetings are scheduled for the first Thursday of the month, unless there is a major conflict with a holiday or Holy Day, at which time an alternate date can be determined at the planning meeting of the WC or at a Board meeting. Meeting start time shall be 11:00 am.

Members should plan to arrive at least fifteen minutes (10:45 am) prior to the start of the meeting so registration, review of posted materials, review of Volunteer Lists, purchase prize tickets, etc. can be handled ahead of time in order for the meeting to begin on time.

Members shall follow the agenda created by the President according to Roberts Rules.

New business should be brought to the President prior to the Board meeting at the end of the previous month.

GENERAL MEETING AGENDA OUTLINE

I. MEETING CALL TO ORDER

Welcome - President

Opening Prayer! - Spiritual Facilitator

Quorum

II. MINUTES/CORRESPONDENCE

Secretary

Correspondence

Meeting Minutes - Motion to accept for file

III. TREASURER

Financial Report - Filed for audit

IV. REPORTS

First Vice President/Program Chair

Second Vice President

Parliamentarian

V. SPECIAL COMMITTEES (as needed to attend meetings)

Fashion Show - Report or Wrap up

Arts and Crafts Festival - Report or Wrap up

Nominating Committee

Auction

JOY School

GRANTS (Includes! International donation)

Scholarship

VI. APPOINTED OFFICERS:

Spiritual Facilitator

Membership

Ways and Means

VIII. UNFINISHED (OLD) BUSINESS

IX. NEW BUSINESS/ANNOUNCEMENTS

MEETINGS

General Meeting

Board Meeting

First Friday

XIV. Closing Prayer

XV. MEETING IS ADJOURNED!!

Board Meeting

Decorum of a Board (Referenced from Robert's Rules of Order)

A BOARD within an organized club is an instrumentality of the club's full assembly, to which it is subordinate.

The Executive Board is the elected officers, (with parliamentarians) the parliamentarian and past president (no vote).

Committee Heads usually noted in the Clubs By-Laws and any other that the President feels will complement the Club.

Special Committee Chairs (Fashion Show, Arts and Craft Fair, etc.) attend the board meetings during the formation of their event. Their report is given at the beginning of the meeting and then they are excused. No voting power. (See Organizational Chart)

Ad Hoc committee is usually formed to look into a specific task (By-Law Changes, etc.) reports to the Board and is excused after presentation of its final report.

The transaction of board business can only be conducted at a properly called meeting which has a quorum present. The personal approval of a proposed action obtained separately by telephone or individually is NOT the approval of the board, since the members were not present in ONE room to debate the matter. If there is an emergency discussion, it must be ratified at the next regular board meeting.

The secretary records all proceedings. These minutes are accessible ONLY TO THE

MEMBERS OF THE BOARD.

BOARD DISCUSSIONS SHOULD NEVER BE REPEATED TO OR DISCUSSED WITH ANYONE OUTSIDE OF THE BOARD MEETING.

- Members are required to obtain the floor before speaking or making a motion.
- Board members should refrain from speaking when someone else has the floor.
- There is no limit to the number of times a member can speak, after obtaining the floor.
- The President can set a time limit for the open discussion.
- The President will form the accepted wording to the motion and ask for a vote.
- Executive Board members do not 'move' on the motion
- A second to the motion is not needed.
- A 'show of hands' vote is an accepted form of voting.
- It is important that the secretary records the exact words presented and voted on.
- Every effort should be made, by the Board, to clearly present the motion.

Additional Board Meeting Guidelines:

The day/time of the Board Meetings is scheduled well in advance for the business year. Nothing is more important than health and family needs; but when possible try to keep the meeting schedule in mind.

Board members should be seated 5-10 minutes prior to the start of the meeting. If it necessary to arrive after the start of the meeting, please be seated where it will be the least disruptive, even second row seating. Retrieving missed information will be the member's responsibility after the end of the meeting. To be a part of a discussion you must be present for the entire presentation of the subject. Arriving late and not knowing what was discussed does not allow late member to have enough information. Board meetings are the 4th Thursday of the month with few exceptions. The time to start is set at the Budget and Planning meeting. Cell phones should be silenced or shut off.

Business transacted at the Board meetings is strictly confidential. A written report is required from your committee (copy to President and secretary via email a day or two before) ready to read, so the meeting will flow smoothly.

FOLLOW THE AGENDA: Hold input of your position or committee until your place on the agenda or until being recognized by the President. To be a part of a discussion, raise your hand to be recognized by the President. Speaking out of turn delays progress of discussion as well as the meeting. Comments should be ONLY pertaining to the subject being discussed.

The Board meeting should be productive, addressing all aspects of business of the Women's Club, with time for everyone to speak and to share their ideas.

The chair of a committee or special event is responsible for all functions of that committee and for submitting a final report.

NEW BUSINESS must be sent to the President at least a day or two prior to the meeting. New business will be addressed at the discretion of the President.

PARLIAMENTARIAN

The Club voted to use the guidance of Robert's Rules to maintain the order of the meetings.

These rules, ethics and customs are formally presented in ROBERT'S RULES OF ORDER, NEWLY REVISED.

The person in this office should be acquainted with all aspects of the meeting, the proper terms and protocol for accepting reports, et., and all that is necessary for proper voting.

The Parliamentarian should be at the board meetings, general meetings and any meeting where it is crucial that careful guidance be given to proper procedure and voting. i.e., Grants Committee, where there is much confidential and financial information exchanged. This is important to be sure all the necessary rules have been met, including the By-Laws and Constitution of the Club. She should be available for any help a special committee may need to complete their assignment without question.

EVENT GUIDELINES

In addition to guidelines specific to each event (following), there will be some "general" Event Guidelines that would apply to all events.

Planning

- Start with selecting a date. Most event dates are decided at the Budget and Planning meeting over the summer, prior to August Board meeting. The exception is the Arts and Crafts Festival which is always the last weekend of October; and the Fashion Show which must have a date chosen up to a year in advance. This allows for information to be put into August Newsletter, and necessary printing ready for Welcome Tea and first General Meeting.

- Event dates are given to the Parish Coordinator to check for conflicts, reserve the date, reserve PLC or Founders Hall, arrange for what will be needed for the event.
- Chairpersons of events ask the Membership Chair for a list of volunteers that will come from membership registration forms. Volunteer list can also be given to the Volunteer List Coordinator to be available at General Meeting.
- Event Chairperson / Co-Chairperson is expected to be at Board Meetings for guidance and to submit plans for approval from the Executive Board.

Budget

Each project/committee is given a budget that is decided on in July/August before the start of the year in September. The amount of the budget is based on previous years' expenses, recommendations of the chair or previous chairs. It is up to the Chair to keep within the budget when planning their event.

Appreciation Lunches

An appreciation lunch is optional – however, the funds for an appreciation lunch do not come from the event(s) budget or the Women's Club budget.

Administrative/Project support

All event paper/design/duplicating projects are handled through the Chair of the Special Project Support Committee. Creative ideas by members are encouraged.

Storage of Files

Hard copy of events/projects should be maintained in the Storage Closet filing cabinet. Records should also be kept on flash drives. External computer/data storage should be kept in a safe place for future reference and archives

There is (should be) a flash drive for each function that should be kept by the Project Support Person and distributed by the President as needed.

BASIC EVENTS

WELCOME TEA (Organized by the 1st Vice President)

- Establish and Schedule Date for the Welcome Tea (with Parish office) by the June Luncheon and volunteer sheets can be put out at that time.
- Announcements are placed in the bulletin three weeks prior to the Tea
- Arrangements and needs for Tea should be discussed with Events Manager, re using of hot tea canisters, tablecloths, arrangement of 8' tables (?14), clearing of

stage at Founders Hall (if that is where the tea is to be held), setting up chairs on stage for chairpersons, podium.

- The Sunday prior to Tea, the VP and/or members of the board shall extend a verbal welcome to all women of the parish before each Mass.
- The Sunday of the Welcome Tea, pastor should announce from the pulpit about the Tea, that “women parishioners are welcome to attend even if they did not have the opportunity to RSVP”. This should be handled through the Parish Coordinator so she can put the announcement in Father’s announcement book for that weekend.
- Schedule for weekend of Tea is arranged by 1st VP. Some of those arrangements for the weekend, include picking up Women’s Club Banner, the Elizabeth Ann Seton picture, tablecloths, Founders hall key/ PLC key if necessary, decorations, tea cups, a Food Chair should have sandwiches menu decided and ready to make on Sunday morning with a ‘sandwich committee’ following 8:00 mass (around 9:00 am). Dessert makers should bring them Sunday morning
- Invite pastor to say a prayer, speak and stay
- Bring Banner and EAS picture, etc. Executive Board Members should be seated at the head table with invited guests as is protocol for all special events.

BIRTHRIGHT BABY SHOWER

- Can be coordinated by a chairperson; decorations decided by the committee.
- The shower is usually in April, so announcement of Shower needs to be done at the March meeting, along with a list of needs provided by Birthright.
- Birthright will provide a list of what they need – this list can be posted to the WC website and some flyers can be left on the tables at the General Meeting in March.
- Contact Director/Co-director to invite them to the shower.

CHRISTMAS PARTY (1st & 2nd VP)

- Starting in September or sooner, VP should contact local event spaces for date of first Thursday in December.
- A Menu should be determined by October meeting so payment process can begin at October General Meeting
- Instead of a gift exchange, it has been acceptable to members for those who would like to participate to bring an item for Family Justice Center. FJC will provide a list of what is needed.
- Members who belong to choir or singing group can lead in Christmas Carols. Christmas Carol packets are in the Storage Closet. There are also Christmas decorations if needed.
- Invite Pastor and Deacon and Parish Coordinator.

SODA BREAD SALE (see Ways and Means)

- Held the weekend closest to St Patrick's Day.
- The committee provides members with the pans, recipe and dry ingredients.
- Volunteers are needed at each Mass to sell the soda bread.
- Let Rocky (Events Manager) know you will need tables. Be sure to notify the office and have an announcement placed in the bulletin ahead of time.

DAY OF PRAYER

- The Spiritual Facilitator(s) and a committee gather to do the planning, as the Spiritual Facilitator(s) chooses.
- Arrange for a speaker
- Choosing date, time (which may be determined by speaker's availability)
- Publicity should be arranged by Publicity chair
- Set up (arrangement of tables, chairs, table linens)
- Clean Up
- Choosing what kind of food will be served and by who
- Registration person(s) at door
- Decorations that are pertinent
- Program Packets, paper, printing of materials the speaker needs to have done or the attendees.
- Decisions about the date, place, time, speaker, and agenda can be planned as early in the business year as desired, however, speaker and date should be decided before or by December of the business year.
- Money is budgeted for the Day of Prayer, to cover the cost of the speaker and speaker's travel. Local speakers are usually given a stipend for the day, and depending on distance a stipend for travel.
- Out of town speakers receive a speaking stipend, travel stipend. In most cases the speaker is invited to stay with a member or Parish Rectory.
- A continental breakfast may be offered in the morning after Mass and prior to the morning session
- The cost per person should be decided on the cost of food, and if any additional expenses will be incurred. Registration should begin approximately 1-2 months prior to date, depending when it is.
- Records should be maintained each year for reference in years to come.

INSTALLATION OF OFFICERS & GRANTS LUNCHEON (VP'S)

- Should contact event spaces for first Thursday in June. This can be done as early as first of the year. Menu and cost established prior to April, so payment can be made at May meeting (or sooner) Committee to help with decorations, registration (ask members who volunteered to sit at table near entrance, with color coded cards for choice of meal; coordinate with Grants Committee as to who and how many grant award letters were sent; these RSVPs go to VP, to arrange for seating for recipients. One meal per organization/recipient, but they are welcome to bring someone if they pay for the extra meal. The scholar and one parent is paid for.
- President sends invitations and notice of Grant Awards to recipients on WC stationery.
- Bring Banner
- Bring Installation Cards for the installation of new officers. A small ceremony should be planned for this.

SPECIAL PROJECTS/COMMITTEES

Fashion Show

The date for the Fashion Show should be chosen at the time of the current year Fashion Show, due to the increased demand for the venue.

This date can be reserved by the President if there is not a Chairperson in place.

The deposit (has been \$500) should be made in early fall, or as early as July, to hold the date. Waiting until July will put the expense on the next fiscal year budget.

The Chairperson may choose to work with a Co-chair and committee chairs, or alone with the committee chairs. The Chair(s) should be in contact with a store or stores to decide which retailers will participate in the early fall prior to the Fashion Show.

Committee Chairs should include Reservations/Tickets; Decorations; Prize Patrol; Sponsorship, and Publicity. These independent chairs have the responsibility to keep the Chair/Co-Chair/President completely aware of how things are going, or if there are any problems and questions.

Chair(s) make a decision on a DJ, help select proper music or arrange for other music (music is optional); work with banquet manager on a menu, and scheduling access to facility prior to date of show for decorating, etc. It is important to keep in touch with the banquet manager to be made aware of whether or not the facility will be available the day before, or if the facility books another event. Chairs decide on staging and lighting; work with store(s); if more than one store, decide the order of the stores, number of outfits and description of outfits.

The Models chair coordinates in arranging for the needed number of member models, with the store(s), and arrangements for fittings, practice, makeup, etc.

A theme needs to be chosen before December, so that tickets can be printed and available for sale by the first General Meeting of the year in January, Coordinating the theme with the Special Projects Committee (for tickets) and the Decorating Chair allows time to think about decorations.

Sponsor request letters are sent mid-December, or at an agreed upon date between the Chair(s) and Sponsor Chair. Money received from sponsors is used to cover the

expenses, ie, printing, decorations, DJ, staging, paper, tickets, programs, etc. The Chair should let their committees know what the budget is. \

The order of speaking, and what will be said should be coordinated with chair(s) and President (who opens and introduces Chairs and asks the Pastor to say Grace).

Agenda for the day of the event will be part of the program and reviewed with President.

The Wrap Up meeting should take place within 7-10 days and monetary expenses should be solidified. Attendance shall include all Chairpersons and President.

A summation of attendance should be presented to show how many attended, how many were comp tickets, how many were sponsor tickets, and how many were 'no shows'.

A 'THANK YOU' letter should be written by the Publicity Chair(s) to go into the church bulletin, local newspapers editorial section to thank the sponsors and community, etc.

Job Description – Fashion Show Committees

Reservations: Includes receiving ticket requests and collecting money.

- Assigning guests to tables, according of receipt, number at table, sponsors, transferring monies to Treasurer on a timely basis;
- Should be present in foyer while volunteers are receiving tickets at event – in case there is a ticket or seating arrangement problem
- It is the responsibility of the ticket chair to explain that if someone is using or purchased someone else's ticket, they should use that person's name when signing in. This allows ease in tracking attendance.
- Assigning reception table attendants, at least three to a table on each side of foyer. Attendees are responsible for their own ticket which must be shown at the door to be entered for a door prize. Helpful to announce this.
- Doing a Summation Report that includes: how many attended, how many were comp tickets, how many were sponsor tickets, and how many were 'no shows'.
- The Head Table: comprised of the executive board, pastor, deacon & spouse, FS Chair and Co-Chair.

Prize Patrol:

- Chair/Co-Chair of this committee creates a plan to solicit donated goods/gifts to be used as items to fill the Prize baskets. The committee follows the receiving of gifts right through to the organizing, wrapping, and filling of boxes and delivery of them to the venue. A deadline should be established for receiving donated gifts.
- Thank you notes should be given to the donors, along with a tax receipt form if they request, at the time the donation is received.

Decorating:

- Decorating committee chair is appointed. She must know what the budget is when purchasing materials for the decorations. Decorating chair will call her own meetings of the Decorating committee.

Publicity:

- See previous description for Publicity Chair; or if a Publicity Chair is not in place then Chair/Co-Chair needs to recruit a member(s) to take care of Publicity.
- Notices in the bulletin as to when tickets will be on sale.
- Notify local paper to take pictures of the event.
- As a rule, most times tickets sell out before publicity is required.

Models

- Should include makeup, hair arrangements
- Work closely with store(s) in arranging schedules for fittings, rehearsal, who will be attending from the store and who will narrate. There is one comp ticket per store, and the Model Chair should let the Reservations Chair know who it is, and if additional ticket needs to be purchased.

ARTS & CRAFTS FESTIVAL (THIS SHOULD BE AS DETAILED AS POSSIBLE)

- Date should be established as soon as possible following the MOST RECENT event.
- It is customary the ACF is held the last weekend in October, for several reasons.
- One, being the vendors are accustomed to that date for our event and know when to plan on returning to our event.
- Signage is expensive but needs to be updated as needed and as cost efficient as possible.
- Chair(s) should meet and start to have committees in place by March.
- Invites are mailed to previous year's vendors by early to mid March with a return request form for space along with their deposit as soon as possible. Spaces are rented on a first come first serve basis.
- Included in this mailing is a vendor commitment form and a Hold harmless indemnity agreement.

Job Descriptions –Arts and Crafts Festival Committees

Bake Sale Table

This table is total profit for the Women's Club.

- Put out a call in the bulletin for donations from all parish women.
- Meet about two weeks before to make up bows, gather plates and decorations
- Work the day before the Festival to clean the area, receive baked goods, decorate, price items, set up the table. Re-package items where necessary.
- Send an eblast the Saturday before to remind women to bake and bring their items. Make phone calls if necessary.
- Two sign up sheets are needed at general meetings: one for baked goods and one for workers (make sure sheets are clearly marked)
- Make sure bake sale table is attractive and stocked at all times – rearrange where necessary.
- Scheduling: make sure you have 4 or 5 people working the first day until 3 PM – busiest time and arrival of new items. Last shift will only require 2 people.

Book Sale Table

Book Booth Time Line

- August - put book collection boxes out near the PLC office door and move books collected to storage closets every few days
- September – start weekly sorting sessions to organize and box books by category

Silent Auction

- In August draft letter to vendors asking for donations to our Silent Auction, make copies (80 or so) and give to Craft Fair Chairs by Sept. 1st
- Letter will be put with packet that is mailed to vendors
- Solicit additional items for the Silent Auction (from members or previous donors).
- 1st week in Oct. obtain list of vendors from Craft Fair Chairs
- 2nd week in October make phone calls to all vendors to remind them that the Silent Auction Chairs would like a donation (not everyone will donate).
- Ask for volunteers at WC meeting in October (sign up sheets). You need at least 5-6 for the end of the auction on Saturday, plus ladies to take money and credit cards
- Make copies of bid sheets (usually about 100)
- On Thursday before auction, set up tables (4-6), set out auction items, make sure each item has a bid sheet with a detailed description of item and who donated item (keep bottom portion of Crafter Letter with description of item. This can be a good cross reference for files. Not everyone will give one, but try to make one up for accounting purposes).
- Keep an eye on bid sheets and make sure people are following proper procedures for bidding
- At close of auction, collect all bid sheets, collect cash, check or charge from bidders. Those who are not there to collect their item will be called and told when they can pick up their item.
- Clean up, put tables away and put left over items, with permission, in the Women's Club Closet until pick up arrangements can be made. Any item not receiving a bid may be donated.
- Within 7-10 days, send each vendor a thank you note for their participation.

LENTEN SIMPLE SUPPER

- Date is chosen depending on the start of Lent –WC always takes place the Friday before Good Friday.
- Coordinate choosing date with Parish Coordinator, as well as checking to be sure there is not a major conflict with WC activities or events.
- Check with the WC treasurer for the amount of money budgeted for the simple supper.
- A committee chair can plan the food and beverage, which could be pizza (2-3 party size pizzas) and salad from DeRoma's Pizza. Beverage is unsweet tea and water. Arrangements should be made Monday or Tuesday prior to Simple Supper Friday, and arrangements for delivery about 15 minutes prior to start of

Simple Supper. (About 1 hour prior to the start of Stations of the Cross which start at 7:00 pm).

- The menu can be changed if the committee chooses. A combination of soups, sandwiches, salad is also an option. Depending on number on committee, each person makes 1 or 2 crockpot soups, and two or more varieties of sandwiches.
- The chairperson should provide a sign-up sheet to be put out by the Volunteer List coordinator, at a General meeting at least one/two months prior to date selected. Along with the chair, about 5 additional people are needed.
- Food should be a meatless, light, simple supper and a beverage.
- Food should be ready about 5:30 pm. This committee will be responsible for getting a key for Founders Hall to get in by 4:30 pm to be sure dinnerware, cups and napkins are available and ready.
- The Spiritual Facilitator will ask members to take part in the Liturgy (see Spiritual Coordinators guide)

AUCTION

- PBOC Events Manager, doesn't have to be present; WC will be responsible for locking up; IMPORTANT: REMEMBER TO SIGN OUT A KEY FROM THE PLC OFFICE
- Needed: 10-15 round tables with 8/10 chairs each; long tables 3-4 by the door for checking in, and paying on the way out and 8 or so for auction items.
- If the date is good, then a 'save the date' can go in the bulletin. That can go to Parish Secretary as soon as the date is approved.
- There is a flyer that is very thorough. The bulletin announcement can be made up from that. Parishioners are invited to donate as long as they follow the guideline on the flyer; and to please attend. Ask Parish Coordinator or Parish Secretary to please put one flyer in each of the glassed in bulletin boards - one in front of the church and one by the office door.
- Choose the date then check with Parish Coordinator to be sure the date is ok for use of the gym that day, as well as the day before for items to come in. (Perhaps the committee ladies who will be responsible for sorting and setting out, can take a couple of hours each (or double up) to be at PLC to accept items and start setting them on the tables.)
- Call Tideland's Hospice should be called to inform them of the date. Then also send about 10-15 flyers to him and ask that they be distributed around Georgetown, and to feel free to copy them if they run short. The leftovers are donated. There will be an article for the newsletter - brief; in this brief article let members know they should copy flyers so they can take them to their favorite places. Then a flyer can be included to each member with the January newsletter on the Club's website.

- Tidelands will also run an article in their newsletter.
- If the flyers are ready, they can be available at the general meeting for members to take with them to take to places they frequent and ask that they be posted. i.e., hairdresser, shops, restaurants, grocery stores, some doctors and dentists will post them (not all will though), and some of the 'big box' stores will post them in their employee 'break room'.

Food Committee and Beverages: A review from year to year of what sold and what didn't should be taken into consideration as to what to have available. ie, wine, soda, snacks, desserts, etc. Have food committee volunteers walk around with trays of snacks and drinks to encourage attendees to purchase.

(In previous years, this is what was done for refreshments. We now do a Spaghetti Dinner before the Auction begins. Details will follow)

- Auctioneers: Review items, and be sure to start bids high enough - bids can always be lowered. Auctioneers should remind attendees the money is for Hospice.

AUCTION RECORDING SYSTEM

- **MATERIALS:** Clerking sheets, two file boxes with numbered tabs, ordered inventory sheet
- Ordered inventory sheet – this sheet has been prepared by the committee for all attendees and workers. It is an itemized, descriptive list, in order, of the items that will be auctioned. This allows attendees to see when their items will be coming up for bid. It also allows all item runners to collect the next several items that will be auctioned and bring them to the stage. The clerk (s) can also keep on top of what item is being auctioned.
- Clerking sheets – There should be 1 or 2 clerks and two runners who will run clerking sheets to cashiers as they are completed. On the clerking sheet, list buyer's number, item number, brief description of item and amount sold for. When ½ sheet is completed (6 items sold) send white and yellow copies to cashiers and file clerks. File clerks get white copies. They separate each item slip and file by buyer number into the file box. In this way, when a bidder checks out, all the item white slips bought by that bidder should be behind that bidder number. The cashier adds the white slips and collects money. The white slips get stapled together, initialed on top by cashier. Bidder, upon leaving, must show slips to door attendee so items can be checked. Cashiers retain the yellow copies and should total each page and keep in a pile. This will tell us how much we made on items quickly by end of auction. File clerk retains the hard copy as a back up.

- File boxes – depending on how many bidder numbers are actually taken by attendees, the numbered tabs in the file boxes can be divided equally into the two boxes. Each tab represents a bidder number. Each file clerk has half the bidder numbers, either the front or the back half. (ex. 1 through 55 might be in one box and 56 through 110 in the other.) File clerks have the important job of making sure each item sold is correctly filed by bidder number, and that all white slips for that bidder number are handed to cashier upon check out.
- Item runners will have the ordered inventory sheet with them and will be able to bring 5 or 6 items to the stage at the beginning of the auction. After that, they must keep the stage table filled with the next items up for bid. The auctioneer also has the inventory sheet and will know which of the items come next from those on the table.

J. O. Y. SCHOOL LUNCH

- Chairperson(s) needed for the J. O. Y. School lunch program.
- J.O.Y. stands for Jesus - Others – You
- This program is a Summer School for Children with Disabilities at the Pawleys Island Presbyterian Church. This chairperson will coordinate the planning, preparation and delivery of the lunches for one week of the J.O.Y. School program.
- **COORDINATOR'S GUIDELINES:**
 - If letter from JOY School Program Coordinator is not received in a timely manner, (By early April) call the Presbyterian Church office (237-4581) for a schedule as well as to choose your week. Consult with the WC President as she receives the letter from J.O.Y. School.
 - You will need between 3- 5 volunteers per day. Consult with previous chairperson for advice.
 - Create a sign-up sheet and submit it to the volunteer list coordinator before the April or May WC meeting. That list can also be at the June luncheon if there is still a need for volunteers.
 - Consult with Treasurer regarding amount budgeted by the WC Board. There will be reimbursement for money spent based on the assigned budget.
 - All receipts are needed, and she be sent to Treasurer, with proper form for reimbursement.
 - Each group creates their menu based on guidelines given by the J.O.Y. School. The Chairperson should coordinate these menus.
 - Each day the volunteers deliver the lunch to the Presbyterian Church by 11 am.
 - You may call the J.O.Y. School Director for advice.

HOPE BALL

- A chairperson for this is needed to coordinate with the K o C
- Usually held in May, this originated as a function of the K o C.
- As of September 2012, the Women's Club will participate in assisting the Knights in decorating the PLC gym, welcoming guests, helping to serve, etc.
- Have a sign up sheet at the April and May meetings for help.

APPOINTED COMMITTEES/CHAIRS

GRANTS COMMITTEE

- Requires computer skills
- Chair calls committee together in January
- Update Grant application form each year for correct dates, deadline dates, etc. This document is quite detailed and cannot be changed without WC Board knowledge
- Send RFP 's to previous year's winners in January
- Put notice in bulletin advertising grant application and timeline
- Have the application posted on the parish website.
- Leave blank applications with Church secretary.
- Ask Publicity Chair to send announcement to Miscellany
- Discuss with committee the process of due diligence
- Divide applications among committee for due diligence
- Call meeting to discuss applications, and vote on recommendations
- Prepare recommendation document for Board meeting (March)
- Take Board recommendation to General meeting (April)
- Committee shall consist of President, Treasurer, Parliamentarian (no vote; only President if tie needs to be broken); the Chair should be that member who has sat on committee for the most recent two years. In addition the Grants Chairperson, there shall be four additional members on the committee for a total of five voting members.
- Members must be unbiased, informed, and aware of ALL fundraisers for the requesters; serve with an open mind. A committee member should not sit on the board of any group asking for a Grant. If appointed to a board after accepting a Grant position she shall abstain from voting for that particular Grant.
- Participation on this committee is expected for at least two years, in a rotation process. Three members should have at least two years. After two years, the two members with one year will move into a second year, and of the three with two years, one will be asked to Chair the Committee for two years and the other two will be excused. If one of the three, two year members is interested in chairing, she should make this known to the President prior to December of the business year. The President will then approach members to fill the empty positions.
- The International Project will be a part of the Grants Program.
- Any member of the Women's Club can be considered for this committee.

SCHOLARSHIP

- This individual chair is appointed by the President. In February, the Chair will be contacted by (or make contact with) parish youth director when scholarship applications are received from senior high school parishioners.
- Parish Youth Director will include this Women's Club chairperson in all meetings of the Scholarship Committee to determine three possible candidates.
- Chairperson will provide President a copy of applications/essays.
- At the April Board meeting, and after the Scholarship committee for the parish, narrows down to three finalists, the chairperson (or President) will have anonymous copies of essays for the attendees at that Board meeting. Once applicants name is removed, each essay is labeled by number or letter.
- Copies of the numbered essays will be provided to the Executive Board members one week prior to the April board meeting.
- Nameless essays will then be reviewed by executive board members and vote taken at the April board meeting. A reminder is made of the seriousness of reading clearly, and with guidance of the Holy Spirit, to keep open minds in making this choice.
- The choice of the Women's Club Scholar is then given to the Youth Director by the Women's Club Scholarship Chair. The name is not announced to membership until the May General Meeting.
- A letter of award is sent to the scholar by the President, acknowledging the award. An invitation with info on attending the Women's Club June Awards Luncheon will be extended which includes the recipient with one parent.
- Information on how and when the check will be written is given to the recipient. The Certificate is printed from template on current (2012-14) President's computer, and put into a 'leather like' awards cover (in the storage room)
- The Women's Club Scholarship Chair, or President, attends the High School Awards program to present the Scholarship.
- The check will be written by the Women's Club Treasurer to the bursar's office of the scholar's school of choice, given to the scholar to be sent along with the scholar's other pertinent information.

NOMINATING COMMITTEE AND ELECTION PROCESS

- Nomination Committee: The duty of the nominating committee shall be to submit a slate of nominees for the offices of President, 1st and 2nd Vice President, Recording/Corresponding Secretary, Treasurer
- February
 - President appoints a nominating committee of three members of the Women's Club: One Chairperson and Two Assistants
 - President or Chair of Nominating Committee may announce that any member who would like to be considered for a nomination, and has the skills necessary to meet the requirements, give their name to the committee for consideration
- March
 - Nominating committee meets together to make telephone calls. A membership list, attendance records, job descriptions and a set of by-laws.
 - Sitting elected officers are contacted first: do they want to stay in office now held, move to another office or nothing at all.
 - When the President has held office for two years, another should be selected for nomination. All other positions are for one year.
 - The outgoing President still sits on the board as ex-officio for two years
 - Chairperson announces skills necessary to meet the requirement of a nomination
 - When contacting potential candidates, a thorough job description is read to them by the committee person, as well as to reassure that they will have all the help they need to do their job. As a member (in good standing, paid dues, attends meetings, etc.) is asked to run, the office duties should be read, and detailed noting that there is a monthly board meeting to attend as well as the general meeting
- April
 - Slate is presented at the General Meeting by the Chairperson
 - Present each office: as each office is presented, mention their qualifications...if they have held an office in our or another club, etc,
 - Ask if there is a floor nomination (add to the slate) with the permission of the person named....if so, declare that her name will be added to the slate. If there is no response declare nominations for this office closed. Close Office after all nominations (do this after each office)
 - Name full slate of nominees to membership for the election that will take place in May.

- May
 - Election Of Officers
 - President brings the election to the floor
 - President appoints 3 tellers from membership; 2 for counting, and one to oversee the count (tellers should not have a personal connection to anyone who is running).
 - President asks Membership Chair for the exact number attending the meeting to be sure there
 - is a quorum for count and that the number voting matches the number in attendance
 - Ballot is presented to each member by nominating committee. **NEW MEMBERS JOINING THE DAY OF THE ELECTION AND ANY GUEST IN ATTENDANCE CANNOT VOTE. NOR CAN A MEMBER VOTE IF SHE ARRIVES LATE AND THE VOTE IS ALREADY IN ACTION.**
 - Tellers collect the ballots in a **container**.
 - In the event of current officer accepting or requesting to stay on the board, membership is asked for 'ayes' or nay(show of hands is also acceptable)
 - When counting is finished (note _____ # Against; _____ # Invalid _____#For) Ballot is invalid if there is anything on the ballot other than the mark asked for.
 - Should the slate be ONE candidate for each office a standing count vote can be taken. Chair asks for 'those in favor of the slate please stand and count off'. Even if one vote is missing you go onto 'any opposed' and 'any abstaining'.(number of votes must be recorded)
 - Results are given to Chairperson of nominating committee, who in turn gives them to the President who then announces those results to the members attending.

SPIRITUAL FACILITATOR

- Prepares for liturgical service for Day of Prayer; Stations of the Cross and any other Liturgy that takes place involving WC.
- Arranges speaker for Day of Prayer, and along with a committee chooses a date/place, speaker, sets a schedule, menu and day for setting up at PLC/Founder's Hall.
- Leads opening and closing prayer for Board meetings and General Meetings – suggest using Elizabeth Ann Seton prayer.
- Presents Spiritual reading or reflection
- At General Meeting, place a sheet/book for members to write down request for prayers for special intentions to be read and prayed for at end of meeting (optional)

- Close meeting with a prayer and/or Grace before meals

MEMBERSHIP

- The primary responsibility of the Membership Chairperson is to maintain the membership roster and directory. The following are tasks the Membership Chair is responsible for:
- Prepare an updated/current Invite/Welcome/Registration form that will be available to members in the Summer Newsletter (or separate mailing in the event a newsletter is not done), on the website and also available at the Welcome Tea and all meetings throughout the year. All members should complete a membership form each year to confirm contact information and interest in participation for the upcoming year's activities. These volunteer lists are passed on to the respective chairperson.
- Attend the Membership Tea (last Sunday in August), to welcome any new prospective members and familiarize them with the activities of the PBOCCWC. At the Tea, renewal forms and dues are also collected from existing members.
- Current members are provided with periodic revisions to the directory via the website.
- A "Welcome" postcard is sent to all new members shortly after joining.
- Items to give new members: PBOC CWC trifold, EAS prayer card, history booklet, information on access to the website.
- Keep accurate record, in Excel, of renewing members and new members; a member's name should not appear on the directory until dues are paid. Dues are due by November.
- In October, unregistered former members should be sent a reminder postcard that club dues are due
- In January send a Missing You postcard.
- Member list is made available to President as soon as data is entered, and then an updated list to members in November. Upon request, a hard copy can be made available for those members without computer access.
- Collect and log dues from all members, reporting each month on any new members that have joined
- Coordinate New Member Luncheons/Brunches to meet and get to know new members in November.
- If a member joins after March, that member's dues will be allocated to the following year.

WAYS & MEANS

- Ways and Means Committee – this committee shall be responsible for all operational fundraising activities. They will assess the viability of new projects and develop new fundraising events as necessary.
- Accurate records of all activities are critical, and must be maintained for continuity from year to year. This should include (but not be limited to): work schedules, receipts, event attendance, and quantity of items sold, advertising copies, permits, correspondence, and reports.
- Belk Charity Sale - is held in the fall and again in the spring. Five dollar coupons are sold at general meetings, money is kept for the club, taken to the Belk store for a \$5 discount. Contact name and number is available in the Ways and Means Chair records.
- Soda Bread Sale - held the weekend closest to St. Patrick's Day. A recipe, and dry ingredients, plastic bags and green ribbon are given to all members who volunteer to bake. They are asked to bring the baked soda bread to Mass prepared for sale. A table(s) are requested from the Events Manager, and set outside (weather permitting). Price of bread is decided based average price in the area. A box of Soda Bread is also taken to the St. Pat's dance (if there is any left) by a member attending the event, to be sold.

REFRESHMENTS

- Members are asked to sign up for which month they would like to help with the monthly luncheon when they fill out their registration form.
- This information is gathered by membership chair and given to the Refreshment Chair.
- Check with the treasurer for the amount of money in the budget allocated to refreshments.
- Submit receipts for reimbursement to the treasurer.
- One to three months ahead of general meeting dates, obtain members through volunteer sign up list to prepare refreshments for each general meeting. Guide and assist these members in keeping within budgeted amount for each month, organizing, preparing as much as possible, (vs ordering each time), serving of food and clean up of kitchen.
- Write monthly report for Board meeting and General meeting.

NEWSLETTER

- Publishes all information pertaining to recent activities, upcoming fundraising events and social activities.
- Does this by setting a deadline for each newsletter articles layout of newsletter.
- Newsletter is posted on the WC website.

BEREAVEMENT

- This committee has been co-chaired.
- The church office usually calls the chairperson who has requested to be notified of a member passing.
- The committee now has pew markers and a special neck badge, given at the church, to wear at the service. The WC is asked to sit together on the right side of the main aisle. A Club officer should be in attendance and sit in the first row designated for members.
- The chairpersons do rely on the members for information also, especially if a family member, husband or child, would be the one who has passed.
- We need to emphasize that if members are attending with their husband, you can BOTH sit in the WC section (behind every member is an understanding husband).
- The neck ID is in the altar servers room; cabinet on the right, top shelf, cardboard box, along with the reserved signs that should be put out to hold at least 4 pews

SUNSHINE

- Sunshine is Cheer, light, joy. That is the intent of Sunshine. To bring joy and to ease pain. Whether it is for one of our sisters or their family members in time of sickness or death.
- Sunshine will send a Get Well greeting, a Prayer for Healing, a floral arrangement for any sister that has been hospitalized, so that when she arrives home; a bouquet of sun kissed flowers will welcome and cheer her. Sunshine Chairperson attends monthly Board meetings. A report of the month's activities is posted.
- Keep a record of activity on all cards and florals, etc. by date
- Ill at home: Send Get Well Card. This includes in/out surgical procedures
- Hospitalized: Send Get Well Card. Then send a flower arrangement to the house when member returns home.
- Member entitled to flowers one time a year
- We have an account at Callas Florist, 5190 Hwy 1, Murrells Inlet SC 29570
Phone: 843-651-4520
- Provide florist the following information: Member name, address, phone number
- Bill to be sent to Precious Blood of Christ Catholic Women's Club, 1633 Waverly Rd., Pawleys Island SC 29585 ATTN. Treasurer
- Inform the treasurer that you have sent flowers, so she will watch for the bill.

DEATH

- **MEMBER AND SPOUSE:** Entitled to Mass card that can be purchased at PBOC for \$10.00. A Mass card on the death of member sent to the immediate family.
- A Mass card on the death of a member, member's spouse, or member's child.
- Mass Cards can be obtained from the monastery of your choice or the Parish office.

Materials

- Cards can be purchased relatively inexpensive on line at CURRENT or the Parish gift shop.
- Buy stamps at beginning of the Women's Club year.
- Be sure to submit expense reimbursement form to Treasurer
- Notification
- Remind members at all monthly meetings to notify you of any member death or illness or death or illness in members family

PENNIES FROM HEAVEN

- Once a month collect change from the containers in the back and side entrances of church that are marked "Pennies from Heaven"
- Take loose change to Conway Bank by the Walgreens (or bank with change counter)
- Take the cash to South State Bank to be deposited in the PBOC CWC bank account. Deposit slips are available from the Treasurer.
- At monthly Board meeting, give the deposit slip to the Treasurer; or leave in the WC mailbox in the PBOC Workroom, in an envelope marked with the Treasurer's name. Inform her the deposit slip is there for pick up.
- At the monthly Board meeting, give a report about how much was collected.
- Note should be in bulletin that the monies collected are used for the benefit of the church proper.
- When something is purchased for the church, this should be noted in the bulletin so ALL parishioners know what 'their' 'pennies' were used for.
- The history behind "Pennies from Heaven" is that it was started by Past President (dec.), Dolly Stone to encourage young children of the parish to bring their 'pennies' to church - to let them know that 'every penny counts', in supporting the parish community. From there, parishioners began dropping their loose change in the containers provided near the doors of the church. Money collected from Pennies from Heaven, have in the past provided the Women's Club to purchase church doors, pews, etc.

PUBLICITY

- The Publicity chairperson is responsible for spreading the word on any upcoming events the
- Women's Club is planning. The primary event is the Arts & Crafts Festival, submitting information to various local publications and radio stations, as well as posting signs and banners throughout the community to attract shoppers to the Show. The Publicity Chair also promotes public acknowledgement of the many outreach programs we support as well as local businesses that support our events. A separate spreadsheet is available with contact information for various media sources for the respective events.
- Other events (but not limited to) which require publication would be the Auction, Fashion Show, Day of Prayer.

HISTORIAN/ARCHIVES

- Maintains copies of programs from Women's Club events, newspaper articles, etc.
- Expenses for materials are reimbursed out of the budget for the Historian
- Shutterfly is now used in place of photo albums

PROJECT SUPPORT GROUP

- The purpose of the Project Support Group is to provide computer and clerical support for the WC general needs and for special event needs when necessary. Coordinators' Guidelines:
- The Project Support Group will be headed by a Chairperson and a co-Chairperson to insure availability of a contact person for this Group.
- This Group will be staffed by volunteers from the WC who will be contacted by the Chairperson or co-Chairperson when a need for project support is necessary.
- Chairpersons will advise the Support Group volunteers of the copying policies in effect in the Parish office and the equipment that is available in the workroom for WC use, i.e., stamp machine, folder, staplers, paper cutter, etc. WC general needs include letterhead, envelopes, registration forms, updating the information folder and providing a supply of the information folders to the Parish Office for the new parishioners' Welcome Kits and/or for new members of the Women's Club.

- Letterhead, envelopes, trifold information flyers with registration forms inserted can be copied in the office or professionally, depending on colors being used. Maintenance of supply and flash drives is handled by the Project Support Chair
- For event programs being put together, if the program has several pages, it is neater to have about one quarter inch (+/-) cut so that as programs are folded the pages will not hang out. This can be done very inexpensively at Office Depot (\$10 +/-)

PHOTOGRAPHY

- Chair and/or co-chair and/or assistant should be available to take pictures of all major event fundraisers and member events, luncheons, special occasions.
- These should include pictures from the planning stage (if possible) through to the actual event.
- Pictures may be saved to a flash drive.
- An ongoing album for each year should be established. Arranged by the month for the business year, with pictures of events included in chronological order.
- Photos and Club info should be made available to the parish office, and arrangements made to upload WC photos to the parish website.

BULLETIN

- The Women's Club board position for "Bulletin" is appointed by the club's President. Bulletin coordinator is usually the Parish Secretary.
- This person is responsible for collecting information that is to be published in the bulletin, and assists in writing the articles if needed. The information is then submitted to the parish office by the established deadline (10 days prior) for publication in the upcoming bulletin.
- Articles should contain dates, times, location, contact information and deadlines for RSVP's where needed.
- Deadline: Tuesday for the following weekend's bulletin
- Email: office@pbocchurch.com
- Phone: 843-237-3428, Ext. 0

SISTER TO SISTER

- A ministry that offers loving support to the members of WC who live alone and find themselves in need during a crisis. STS helps by visiting, running errands, bringing a meal or staying in touch with a phone call.
- STS is not permitted to offer medical advice, perform any medical treatment or provide rides in private vehicle. Confidentiality is an important aspect of this committee.

VOLUNTEER LIST FACILITATOR

- Will display all Volunteer lists she is provided with from active, current, committee chairs and/or events
- The lists are then provided to the chairpersons to be followed through with the volunteers for their committee.

STORE ROOM CHAIR/CLOSET ORGANIZER

To adequately maintain materials for Women's Club events the following procedures are necessary:

- The President will designate 2 or 3 members who will inventory the materials in the closet—They will be known as the “Closet Organizers” or “CO's”
- The Closet Organizers will use the computer to inventory materials. The Inventory will be posted on the WC web site.
 - **BEFORE PURCHASING ANY MATERIALS, WOMEN MUST FIRST CHECK THE INVENTORY LIST AND CLOSET/STORAGE AREAS**
- The Closet Organizers will maintain a “**USAGE LOG**” for members to complete when borrowing or using materials. It will be in a **HANGING WALL FILE** in the closet storage area on the side of the wooden shelving.
- The President, VP and the Closet Organizers will have keys to the closet. A key will also be available in the PLC office but that key **MUST** be returned the same day.
- Closet Organizers **MUST** be contacted before removing or adding any items to WC storage areas.
- The Closet Organizers will share a key with members needing access to the closet for an event they are chairing. In turn:
 - The Usage Log must be completed by that member accessing the closet for materials for the event noting any items they are using up or borrowing for more than one day.
 - After an event the keys will be returned to the CO's and the Usage Log will be finalized noting the return of items or the consumed items.
- Security of Club Property: The type and amount of WC belongings acquired over the years continues to grow. When timing is appropriate, the WC is happy to loan items to the various parish ministries for parish events at the Parish Life Center when asked. Please contact the CO's. In order to maintain order of the space and provide a safe place to store and protect these items, we ask all to be respectful of the area **AND REPLACE ITEMS to the SAME DESIGNATED SHELVES IN SPECIFIC AREAS.**
- Maintenance of the storage areas:
 - During preparation for major events, the closet area must be kept free of debris and maintained in an orderly fashion so as not to interfere with ongoing daily/weekly Club operations.
 - Materials removed must be noted on the Log. After the event all materials must be put back as soon as possible to eliminate any items being lost

and the Log must be completed so the CO's will be able to restock any consumables in a timely manner for club future use. Items NOT necessary for future events as determined by CO and Chair of the event will be made available to members for a reasonable cost or donated to needy organizations (as determined by the CO's) at the next monthly meeting.

- **PLEASE DO NOT ADD OR LEAVE EXTRA ITEMS IN THE WC STORAGE AREAS WITHOUT CONSENT AND DIRECTION FROM THE CO'S.**
- **NEW ITEMS MUST BE LABELED AND PLACED IN APPROVED CONTAINERS WHICH CAN BE OBTAINED FROM THE CO'S.**

ALL INFORMATION & LOGS IN THIS HANGING WALL FILE SHOULD NOT BE REMOVED FROM THE WOMEN'S CLUB CLOSET AREA

SIP & CHAT GROUP

- This event is strictly a social gathering for any and all members who would like to meet at a restaurant, gather, and share companionship, friendship, socialization, beverages, food. Each third Thursday of the month, @ 5:00 pm, members gather at a specified restaurant or member's home. There is a chairperson for this who will announce or send an email letting everyone know where to meet.

HONORS COMMITTEE

- Precious Stones
- The Honors Committee takes care of sending a Mass card to the family of a former member who has passed away.
- "Precious Stones", is to recognize all members who have given so much time, energy and love to the Women's Club. The "Precious Stones" (various color stones that represent officers, appointed officers, committee chairs and special committee chairs) will be placed on the gold name tags to recognize service. In order to complete this wonderful challenge, please send Pres. a summary of dates and the various offices or chairs you have held during your time in the PBOC Catholic Women's Club.
- Because the badges need to be cleaned prior to attaching the stone, badge can be placed in an envelope with your name, position and year (s) of positions. They can be left in the WC mailbox at PLC or given to President at any meeting.
- COLORS OFFICE:
- RED - PRESIDENT
- GOLD - VICE PRESIDENT

- BLUE - SECRETARY
- GREEN - TREASURER
- ORANGE - FINANCIAL OFFICER
- PURPLE - SPIRITUAL FACILITATOR
- SILVER - CHAIR/CO CHAIR OF MAJOR EVENT ie, FS,
- ACF, Auction
- DIAMOND OR TURQUOISE - PARLIAMENTARIAN
- BLACK - BOARD CHAIR, ie, Publicity, Historian, Photography, Special Project Support, Bulletin, Bereavement, Sunshine, PFH, Nomination, Fr. Pat's Kitchen, JOY School, Pot of Gold, Mystery Gift, Scholarship, Volunteer List Coordinator, etc
- PEWTER - SUB CHAIRS OF MAJOR EVENTS, ie, Models, Tickets, Decor, Prize Patrol, Sponsors Books, Baked Goods, Crafts, Prizes, Pot of Gold, Help with Day of Prayer, Welcome Tea, Simple Supper, etc

THE FOLLOWING ARE NO LONGER A PART OF THE PROGRAM BUT INCLUDED FOR FUTURE REFERENCE

***BEAR HUGS BAGS --- VOICES FOR CHILDREN**

- This Committee usually has a co-chair and a committee to help in collecting, sorting, and putting items together either in club purchased or donated sacks or backpacks.
- In 2012-13 there is change in policy with Guardian ad Litem.
- The chair will be in touch with the Coordinator of the now Voices for Children directors. • Voices for Children Directors will provide a list of what is needed for specific child age.
- Members are informed of the needs in March or April, brought to a General Meeting.
- Chairperson will make arrangements with Voices for Children Directors to be a guest at the Mary General meeting to accept donations
- June 2013 - from Voices of Children - Terry Kelly - founder;
- Susan Tomlan-546-6804

FR. PAT'S KITCHEN (January Breakfast)

- A Volunteer Sign Up sheet should be put out at the beginning of the business year.
- As with all Volunteer Sign up sheets, the first line should be Chairperson.
- It might be helpful to have each Saturday individual, so members can sign up for the one they want.
- Typically, 5 members per Saturday is enough, but more than that can sign up in case someone is not able to make it.
- The Chairperson calls volunteers at least two weeks prior to confirm their attendance. Then midweek prior to the Saturday as a reminder.

MYSTERY GIFT

- Member is responsible for purchasing a gift certificate, selling prize tickets at the monthly General meeting, and conducting the drawing of a winning ticket at the meeting.
- Gift certificates can be purchased from a merchant of her choosing, preferably a local merchant.
- Gift certificates are in the amount of \$15.00.
- Gift certificates can be purchased for each of the eight (8) months meetings meet one at a time or purchased all at once. Mystery Gift certificates should be covered by monies taken in from prize tickets, with the remainder going to WC General Operating Expenses.

- A request for funds to cover the cost of gift certificates shall be made to the Treasurer. If choosing to purchase all at once funds can be advanced; or if purchasing one at a time a request for repayment can be done via the Treasurers form
- Member should plan to arrive about 45 minutes prior to the start of the monthly meeting, to set up the space to sell tickets, which includes a money box, double set tickets, and the ticket collection basket/container. If prize tickets are running low, member can purchase additional tickets at Walmart or elsewhere, then submit a repayment from the Treasurer via the Refund form and receipt.
- If member is not going to be available for a meeting, preferably she should arrange for someone to take her place that month; or let the President know ahead of time
- Towards the end of the meeting, the President will call on Mystery Gift chair to ask a member to pull a winning ticket, announce the number, present the gift certificate, and announce the winner, ask the winner to announce where the gift certificate is from.
- Proceeds shall be counted, then given to the Treasurer.

POT OF GOLD

- Member Chair of this activity will sell prize tickets for \$1 each at monthly meeting.
- Collected money is 50% to winner and 50% to Club to help defray costs of luncheons.
- Once money is counted and divided, the money with amount attached is then given to Treasurer at the time of drawing.
- Pot of Gold monies are placed in the operating fund account

CALLING COMMITTEE

- Not all WC members have internet access. This committee will reach out to those members via telephone to deliver messages that were sent via the internet