

**2020/2021 ANNUAL MEMBER PARTICIPATION SHEET**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KITCHEN CREW – *your first AWC obligation!***

**Kitchen crew provides coffee/tea/water & refreshments, sets & cleans up**

Each member ***must choose*** ONE month to help at the 2nd and 4th Wednesday Business and Luncheon meetings. Your choice is assigned based upon when your dues/forms are received~~.~~

***Please rank your preferences 1-3:***

❑September ❑October ❑November/December ❑January ❑BOARD MEMBER

❑February ❑March ❑April ❑May ❑June

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***We need everyone involved in AWC!***

**Choose *at least one* committee to Lead or join – This is *your second AWC obligation!***

**COMMITTEES with ongoing commitment throughout the year**

1. Works with Vice President Programs and Activities

**Lead Participant**

❑ ❑ **Audio Visual Coordinator** –sets up AV system for events/meetings as needed.

Assists and trains AWC members with slide presentations & coordinates

with House A/V Director.

❑ ❑ **Evites & RSVP’s** – creates/organizes online invitations/RSVPs for luncheons/special events

❑ ❑ **Catering Coordinator(s)** – coordinates monthly club luncheons with caterer

❑ ❑ **Decorations** – designs/makes luncheon table & holiday decors

❑ ❑ **Kitchen Crew Coordinator(s)** – supervises monthly kitchen crew

1. Works with Membership Chair:

**Lead Participant**

❑ ❑ **Merry Mentors committee**– Coordinates prospective/new member coffees/socials

❑ ❑ **Greeter Coordinator** – organizes & schedules greeters for meetings

❑ ❑ **Sunshine Correspondence** – sends birthday and support cards

1. Works with Ways & Means Chair:  **FUNDRAISERS! Please select one (or more!)**

**Lead Participant**

❑ ❑ **Winter Fundraiser 2021**

❑ ❑ **Authors’ Faire** **2021**

❑  ❑ **Jewelry Sales** **Committees:**

❑ Co-chair sales events, including set up/take down, using Square for credit purchases

❑ Processing new jewelry – cleaning, repairing

❑ **Communications Lead –** oversees publicity related activities below:

❑ ❑ **Photographer/assistants** -- photograph AWC members, events and activities

❑ ❑  **Publicity** – write/submit articles to newspapers/social media; help publicize events

❑ ❑ **Banners** – designs, purchases and displays banners as needed

❑ ❑ **Websites** – maintains and updates website/Facebook as needed. Training provided!

❑ ❑ **Historian** – Collects/organizes/maintains AWC awards, newspaper articles, etc.

1. Works with Financial Secretary

❑ **Financial Assistant** – Handles credit card payment for luncheons and other fundraising events.

**OPTIONAL**: Works with Philanthropy Chair – periodic “done in a day” events

Our Philanthropy liaisons need volunteers periodically throughout the year. Please check which philanthropies interest you and you will be contacted by liaisons only when needed. You may also sign up at Business Meetings.

❑ Hospice of the East Bay & Bruns House – provide

seasonal gift baskets & occasional gardening help

❑ VESTIA (Volunteers & Emergency Services Team in Action)

❑ Friday Night Out

❑ Penny Pines

❑ Community Service Lead - identify/organize service projects

❑ Canine Companions for Independence

❑ George Mark Children’s House

❑ Youth Homes Workshop Instructor

❑ We Care Children’s Services

❑ Scholarship Committee (late winter/early spring)

–reviews and selects scholarship recipients

❑ Purple Pails

****

**OPTIONAL:** Just For Fun!We encourage everyone to participate in a social activity and get to know members in small group settings!! Join as many as you like!

**Each Activity needs a Lead.** Most activities just require a scheduling coordinator. Nosh & Explore and Wine & Dine both need a couple of members to be the Leads to plan and coordinate events.

**Lead Participant**

❑ ❑ Mah Jongg – for intermediate players, meets

in members’ homes 2nd and 4th Tuesdays.

❑ ❑ Wine & Dine– if you enjoy wine, food, and

making new friends, join this group!

❑ ❑ Walkie Talkies – join this group for

easy/moderate hikes/walks and lots of talk!

❑ ❑ Canasta – Learn an updated version of this

card game. Meets 2nd and 4th Mondays.

**Lead Participant**

❑ ❑ Book Clubs – meets on 3rd Wednesday

❑ ❑ Golf & Giggles – join a fun group of golfers

(plays on 2nd Thursday)

❑ ❑ Stitch in Time - bring your stitching project

(meets 2nd Tuesday)

❑ ❑ Nosh & Explore – organizes fun and interesting

excursions throughout the Bay Area