

 **2019/2020 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

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

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

 **CLUB COMMITTEES with ongoing commitment throughout the year**

 Works with President:

 ❑ General Federation of Women’s Clubs (GFWC) Liaison – attends district meetings

1. Works with Vice President Programs & Activities

**Lead Participant**

❑ ❑ **Audio Visual Committee** –audio visual, TV, computer, microphone systems; sets up

 equipment & helps as needed

 ❑ ❑ **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 Recording Secretary:

 ❑ ❑ **Photographer** and herassistants, photograph AWC members, events & activities

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

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

 ❑ ❑ **Website committee** – maintains & updates website as needed. Training provided!

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

 ❑ ❑ **Newsletter Editor** – creates & emails monthly newsletter

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

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

 ❑ ❑ **Spring Fundraiser 2020**

 ❑ ❑ **Authors’ Faire-** **2020**

 ❑ **Jewelry Sales** in support of AWC scholarships

**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 or 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

❑ Canine Companions for Independence

❑ George Mark Children’s House

❑ Youth Homes

❑ We Care Children’s Services

❑ Scholarship Committee (late winter/early spring)

 –reviews and selects scholarship recipients

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

**Groups/Clubs—meet throughout the year**

**We need a Club Coordinator/Lead for each club!** Most Clubs need just a scheduling coordinator. \*Nosh & Explore and Wine & Dine both need a couple of members to be the Leads to plan & coordinate events. Being a Lead of either of these two groups satisfies your obligation for Club committee participation too!

**Lead Participant**

**Lead Participant**

 ❑ ❑ Mahjong – learn a fascinating game;

 Beginners are welcome!

 ❑ ❑ \*Wine & Dine – like wine, food, cooking &

 making new friends? Join this group!

 ❑ ❑ Walkie Talkies – join this group for

 easy/moderate hikes/walks & lots of fun!

 ❑ ❑ Canasta – Like cards? Learn an old card

 game that’s been updated.

❑ ❑ Book Clubs – meets 3rd Wednesday

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

 (plays on 2nd Thursday) (1st

❑ ❑ Stitch in Time - bring your stitching project

 (meets 2nd Tuesday)

❑ ❑\*Nosh & Explore – committee organizes fun &

 Interesting excursions throughout the Bay Area