

2026-2027 AWC MEMBER PARTICIPATION FORM

Name _____ *Getting involved makes AWC great!*

Participation Obligations

1) **Kitchen Crew: Non-board members must provide ‘kitchen crew’ service for one month** (i.e., at the 2nd and 4th Wednesday meetings). Please circle three months you could be available to work; we’ll let you know what month you are assigned. If you cannot work, please find a substitute to work for you.

Sep Oct Nov/Dec Jan Feb Mar Apr May Jun

2) **Members must work at three Jewelry Sales events annually plus support our “Done in a Day” activities, Authors’ Faire, and other fundraising events. Sign up at meetings.**

3) **Each member is obliged to ‘help run’ AWC by participating in the activities listed below. Please select any areas of interest to you; activity descriptions can be found on pages 3 & 4. You will be contacted if help is needed in those areas. If you are willing to be a lead, mark X in the box under L. If you would like to be a participant, mark the box under P.**

A. Programs

- | | <u>L</u> | <u>P</u> |
|----------------------|--------------------------|--------------------------|
| a) A/V Lead | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Evites and RSVPs | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Catering Lead | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Decorations | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Kitchen Crew Lead | <input type="checkbox"/> | <input type="checkbox"/> |

B. Fundraising

- | | | |
|--------------------|--------------------------|--------------------------|
| a) Fall Fundraiser | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Authors’ Faire | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Jewelry Sales | <input type="checkbox"/> | <input type="checkbox"/> |

C. Communications

- | | | |
|--------------------------|--------------------------|--------------------------|
| a) Photographer | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Publicity | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Social Media Websites | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Newsletter (Leaf) | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Historian | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Webmaster | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Website Administrator | <input type="checkbox"/> | <input type="checkbox"/> |

D. Membership

- | | <u>L</u> | <u>P</u> |
|----------------------------|--------------------------|--------------------------|
| a) Merry Mentors | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Sunshine Correspondence | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Greeter Lead | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Handbook Preparation | <input type="checkbox"/> | <input type="checkbox"/> |

E. Philanthropies

- | | | |
|---------------------------------|--------------------------|--------------------------|
| a) Canine Companions | <input type="checkbox"/> | <input type="checkbox"/> |
| b) George Mark Children’s House | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Friday Night Out | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Monument Crisis Center | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Youth Homes Instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Scholarship Committee | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Community Outreach | <input type="checkbox"/> | <input type="checkbox"/> |

F. Board Assistants

- | | |
|---------------------|--------------------------|
| a) Treasurer | <input type="checkbox"/> |
| b) House | <input type="checkbox"/> |
| c) President | <input type="checkbox"/> |
| d) District Liaison | <input type="checkbox"/> |

'26-'27 AWC MEMBER PARTICIPATION FORM, cont.

AWC Social Groups (Choose as many as you like. Lead volunteers satisfy their 'helping run' AWC obligation)

- | | <u>L</u> | <u>P</u> | |
|---------------------|--------------------------|--------------------------|---|
| a) Book Club | <input type="checkbox"/> | <input type="checkbox"/> | *Meets on the 3 rd Wednesday afternoon of the month |
| b) Walkie Talkies | <input type="checkbox"/> | <input type="checkbox"/> | *Easy to moderate hikes on the 1 st Wednesday morning of the month |
| c) Swingles | <input type="checkbox"/> | <input type="checkbox"/> | *Single members gather for fun activities |
| d) Nosh and Explore | <input type="checkbox"/> | <input type="checkbox"/> | *Organizes fun and interesting excursions throughout the Bay Area |
| e) Movie Night | <input type="checkbox"/> | <input type="checkbox"/> | *Members gather at a member's home to watch movies |
| f) Stitch In Time | <input type="checkbox"/> | <input type="checkbox"/> | *Bring your knitting/stitching project; meets on the 2 nd Tuesday of the month from 2:00 to 4:00 pm |
| g) Mah Jongg | <input type="checkbox"/> | <input type="checkbox"/> | *Experienced players play on the 3 rd Wednesday from 1:00 to 3:30 pm at clubhouse; beginning and intermediate players play on Thursdays & Fridays at members homes |

Member Skill Set (These skills are often needed for many Chair and Lead positions)

- | | |
|-------------------------------|--------------------------|
| a) Computer Skills | <input type="checkbox"/> |
| b) Accounting | <input type="checkbox"/> |
| c) Property Management | <input type="checkbox"/> |
| d) Report Writing | <input type="checkbox"/> |
| e) Grant Writing | <input type="checkbox"/> |
| f) Fundraising/Event Planning | <input type="checkbox"/> |
| g) Website Management | <input type="checkbox"/> |
| h) Social Media Platforms | <input type="checkbox"/> |
| i) Secretarial Experience | <input type="checkbox"/> |

Volunteer Activity Descriptions

A. Programs

- **A/V Lead** – sets up audio/video system for events/meetings as needed; assists and trains AWC members with slide presentations & coordinates with House A/V Director
- **Evites & RSVPs** – organizes and creates online invitations/RSVPs for luncheons/special events
- **Catering Lead** – coordinates monthly club luncheons with food caterer
- **Decorations** – designs luncheon table & décor for special events
- **Kitchen Crew Lead** – supervises monthly kitchen crews

B. Fundraising

- **Fall Fundraiser** – works with fundraising chairs
- **Authors' Faire 2027** – works with chairs/leads
- **Jewelry Sales** – works at sales events, including set up/take down, and cashiering

C. Communications

- **Photographer** – photographs AWC members, events, and activities
- **Publicity** – write/submit articles to newspapers/social media; help publicize events; design banners
- **Social Media** – maintains websites for Facebook, Flickr, and Instagram
- **Newsletter** – Assembles and distributes our bimonthly newsletter, the *Leaf*
- **Historian** – collects, organizes, and maintains AWC awards, newspaper articles, etc
- **Webmaster** – Keeps information on the website current
- **Website Administrator** – Runs and designs the AWC website platform

D. Membership

- **Merry Mentors Leads** – works with new members to help them get involved and feel welcome
- **Sunshine Correspondence** – sends birthday and support cards
- **Greeter Lead** – organizes & schedules greeters for meetings
- **Handbook Preparation** – uses Word wordprocessing skills to assemble the next handbook with Membership help

E. Philanthropies

Philanthropy descriptions can be found on page 4. Youth Homes instructors provide instruction (e.g., art, how to keep a budget, or nutrition) to kids/young adults over zoom

F. Board Assistants

Help Board members in their duties and learn more about a position that you might be interested in doing or not!

- **Treasurer** – Help track volunteer hours or maintain Excel spreadsheets for cash and in-kind donations
- **House** – Shadow the house Chairs and learn what is involved with maintaining our clubhouse, setting up rentals, and keeping track of required house inspections
- **President** – Help the AWC president with some of her duties and learn what's involved with holding this special position
- **District Liaison** – Attend our parent groups' meetings and help keep the AWC membership informed

AWC Supported Philanthropies



Canine Companions enhances the lives of children, adults, and veterans with disabilities by providing highly-trained service dogs at no charge to the recipient and provides life-time support for the life of the dog and any successor dogs. Since 1975, over 8,300 service dogs have been provided to people with disabilities.



Friday Night Out was founded by AWC members to create a community for people with special needs. Monthly gatherings provide a safe place where inclusion and acceptance prevail, and young people can socialize and build life-long relationships.



Where hospital meets home

George Mark Children's House focuses on quality of life and continuity of care for children with illnesses that modern healthcare cannot yet cure, or for those who have chronic medical conditions. Critical, compassionate support is provided for the entire family.



Monument Crisis Center is a community-based non-profit family resource center located in Concord. They offer nutritious food, quality resources, and referrals to low-income individuals and families in order to help them become stable and secure in our community.



Penny Pines plays a vital role in renewing national forests in California by using contributions for preparing sites for new trees and/or planting seedlings. AWC has contributed to this reforestation project since 1961.



Since 1965, Youth Homes has provided services for underserved youth and young adults who have experienced traumas, abuse, and neglect. Annually, they serve over 150 youth and their families to create positive, sustainable change.



Through our fundraising efforts, AWC has awarded needs-based, college scholarships continuously since 1939. Our Community Outreach activities support our community through "done in a day" volunteer work.