

# 2025-2026 AWC MEMBER PARTICIPATION FORM

Name \_\_\_\_\_ *Getting involved makes AWC great!*

## A. 3 Participation Obligations

**1) Kitchen Crew: Non-board members must provide 'kitchen crew' service for one month (i.e., at the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday meetings). Please circle three months you could be available to work; we'll pick one.**

Sep      Oct      Nov/Dec      Jan      Feb      Mar      Apr      May      Jun

**2) Members must fulfill their volunteer obligations by working at three or more events each year (i.e., Jewelry Sales, Done-in-a-Day activities, Authors' Faire or other fundraising events). Sign up to work at meetings.**

**3) Each member is obliged to help run AWC by participating in one of the volunteer areas listed in A-F below. Please select all areas you would be willing to participate in, cochairs will notify those selected. Mark "X" for those you wish to participate in: First Box as the Lead (L) and Second Box as a Participant (P) Volunteer Area descriptions on page 2 and on our Philanthropies flyer.**

### A. Works with Vice President Programs

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

### B. Works with Fundraising Cochairs

- |                             |                          |                          |
|-----------------------------|--------------------------|--------------------------|
| f) Winter/Spring Fundraiser | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Authors' Faire           | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Jewelry Sales            | <input type="checkbox"/> | <input type="checkbox"/> |

### C. Works with Communications Chair

- |                             |                          |                          |
|-----------------------------|--------------------------|--------------------------|
| i) Photographer             | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Publicity                | <input type="checkbox"/> | <input type="checkbox"/> |
| k) Social Media Websites    | <input type="checkbox"/> | <input type="checkbox"/> |
| l) Newsletter editor (Leaf) | <input type="checkbox"/> | <input type="checkbox"/> |
| m) Historian                | <input type="checkbox"/> | <input type="checkbox"/> |
| n) Webmaster                | <input type="checkbox"/> | <input type="checkbox"/> |
| o) Website Administrator    | <input type="checkbox"/> | <input type="checkbox"/> |

### D. Works with Membership Cochairs

- |                            | <u>L</u>                 | <u>P</u>                 |
|----------------------------|--------------------------|--------------------------|
| p) Merry Mentors           | <input type="checkbox"/> | <input type="checkbox"/> |
| q) Greeter Coordinator     | <input type="checkbox"/> | <input type="checkbox"/> |
| r) Sunshine Correspondence | <input type="checkbox"/> | <input type="checkbox"/> |

### E. Works with our Philanthropies

- |                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| a) Canine Companions                | <input type="checkbox"/> | <input type="checkbox"/> |
| b) George Mark Children's House     | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Discovery Counseling Center      | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Friday Night Out                 | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Youth Homes Workshop Instructors | <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. Just-For-Fun Activities

- |                   |                          |                          |
|-------------------|--------------------------|--------------------------|
| g) Book Club      | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Stitch In Time | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Mah-Jongg      | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Walkie Talkies | <input type="checkbox"/> | <input type="checkbox"/> |
| k) Swingles       | <input type="checkbox"/> | <input type="checkbox"/> |
| l) Nosh & Explore | <input type="checkbox"/> | <input type="checkbox"/> |
| m) Movie Night    | <input type="checkbox"/> | <input type="checkbox"/> |

## FYI – Volunteer Area Descriptions

### A. Works with Vice President Cochairs

- **A/V Coordinator** – 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** – creates and organizes online invitations/RSVPs for luncheons/special events
- **Catering Coordinator(s)** – coordinates monthly club luncheons with caterer
- **Decorations** – designs luncheon table & décor for special events
- **Kitchen Crew Coordinator(s)** – supervises monthly kitchen crew

### B. Works with Fundraising Cochairs

- **Winter/Spring Fundraiser** – works with Cochairs on needed tasks
- **Authors' Faire 2025** – works with Cochairs on needed tasks
- **Jewelry Sales** – works with Peggy at sales events, including set up/take down.

### C. Works with Communications Cochairs oversees publicity related activities

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

### D. Works with Membership Cochairs

- **Merry Mentors Leads** – provides a table at meetings for new members to get to know other new members, and arranges new member coffees/socials
- **Greeter Coordinator** – organizes & schedules greeters for meetings
- **Sunshine Correspondence** – sends birthday and support cards

### E. Works with Membership Cochairs

- Description given in “Our Philanthropies” flyer

### F. Just For Fun

Participate in as many social activities as you like! Lead volunteers satisfy their helping run AWC obligation.

- **Book Clubs** – meets on the 3<sup>rd</sup> Wednesday afternoon of the month.
- **Stitch in Time** – bring your knitting/stitching project (meets on the 2<sup>nd</sup> Tuesday from 2:00 to 4:00 pm).
- **Nosh & Explore** – organizes fun and interesting excursions throughout the Bay Area. **Leads Needed**
- **Mah Jongg** – experienced players play on the 1<sup>st</sup> Wednesday from 1:30 to 4:00 pm at clubhouse. Beginning and Intermediate players play on Thursday from 1:30 to 4 pm hosted by players at their homes.
- **Walkie Talkies** – easy to moderate hikes on the 1<sup>st</sup> Wednesday morning of the month.
- **Swingles** – single members gather for fun activities.
- **Movie Night** – members gather at a host home to watch women inspired movies.