GFWC Florida Federation of Women’s Clubs
How to start a new GFWC Florida Club

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Table of Contents

Welcome

A Little History

Some Good Financial Advice

Fundraising

Incorporation

501(c)3

Sales Tax Collection & Exemption

So Now What?

First Meeting

Second Meeting

Third Meeting

Sample Bylaws

New Club Information Sheet

GFWC Florida Remittance Form

Club Membership List

A Collect For Clubwomen

Junior Pledge

Checklist
“Building our Foundation—One Stone at a Time”

Congratulations!

We are excited and honored that you are considering becoming a member of the General Federation of Women’s Clubs and GFWC Florida Federation of Women’s Clubs.

You and your friends are starting, not just a club, but a GFWC Club. It will make a wonderful difference in your community, and an amazing change in you!

As GFWC Florida members you will broaden your horizons and make lasting friendships, even beyond your community. By being a part of GFWC and GFWC Florida, you increase your outreach efforts in your communities, your state and even internationally!

The Executive Board wishes you and all the members of your club much success as you embark on your GFWC journey. We know that all your members will find great satisfaction in the programs you start in making a difference in not only your community but in the world.

You will become part of a sisterhood that spans the globe!

Feel free to call or e-mail me with questions about membership or the start-up of a new club. My e-mail address is: secondvp@gfwcflorida.com.

Phone: 772-584-0363


A Little History

"Since it was founded in 1890, the General Federation of Women's Clubs has been a unifying force, bringing together local women's clubs from around the country and throughout the world. Although there is considerable diversity in the ages, interests, and experiences of GFWC clubwomen, all are united by a dedication to community improvement through volunteer service.

Accomplishments during GFWC’s first century include: establishing 75 percent of the country's public libraries, developing kindergartens in the public schools, and working for food and drug regulation.

During its second century, the Federation has pledged to maintain its commitment to working for a better world. With "Unity in Diversity" as its motto and a strong umbrella of programs that clubs may adapt to suit the needs of their communities, GFWC encourages the flexibility that has enabled it to expand its reach in a rapidly changing society."

In GFWC Florida our motto and mission and organization remain the same as GFWC....but we have a few others! Our GFWC Florida President Sharon Oliphant has chosen a special project for her administration, "Operation Smile", The GFWC Florida Director of Junior Clubs, Shannon Bailey has chosen "Book Heroes" for this administration.

For all ongoing and updated information about GFWC Florida, please visit our website at gfwcflorida.com.
Some Good Financial Advice!

Fundraising

After forming your club, if you intend to engage in any fundraising activities or solicitation of donations from anyone other than your members, you will need to register with the Florida Department of Agriculture and Consumer Services. There is no longer a fee to register or renew for charities that have less than $25,000 in revenue during the previous year, do not have paid employees and do not use a professional consultant/solicitor for fundraising. However, failure to register and file each year can result in large fines. To register your club, simply click on the line below and follow the directions on the form.

http://forms.freshfromflorida.com/10110.pdf

Incorporation

There are many reasons for incorporating your club. Incorporation turns your club into its own entity under the law. As such, even if the individual officers or directors of your club leave, the corporation still exists. In addition, incorporation limits the liability of your members. That’s not to say that insurance for directors and officers and/or the club is not a good idea but it puts the assets of the club at risk and not its individual members’ assets. Further, fundraising and grant eligibility may be hindered if your club is not incorporated. Finally, if you plan to apply for 501(c)3 status with the IRS, you must first incorporate.

Incorporation is easy. Follow the link to the application:

https://efile.sunbiz.org/scripts/coretype.exe

The fee is $99. You can request a certified copy if required by your bank to open a bank account. That fee is an additional $8.75. Renewal each year remains $99. You will have to list a mailing address. If your club does not have a clubhouse, then you will have to select a registered agent and provide their address. If you use a club member, make sure it is someone who is not likely to leave the area or your club.

If you intend to obtain 501(c)3 status with the IRS, make sure that your purpose and dissolution clauses follow the sample bylaws provided in this manual. If it is not stated this way in your articles of incorporation, the IRS will
require an amendment which requires a club vote and another fee of $35 plus the $8.75 cost of a certified copy for the IRS. So, make sure it is correct the first time around.

501(c)3

Applying for 501(c)3 status will allow your club to more easily fundraise. Most business and individuals want to know that you are a 501(c)3 before they will give you donations or money. Applying for a 501(c)3 is a lot easier than it used to be. Most clubs that do not own a clubhouse and some that do may qualify to file the 1023EZ form. Click on the following link to review this form and complete the eligibility worksheet to determine if you can file using this form.


Once you have determined that you are eligible, you have to register at pay.gov here in order to apply.

https://pay.gov/public/registration

The fee is $400 and your club should be able to easily complete the information without need of a CPA. However, you must file within 27 months of incorporation. You can still file after that time but it becomes more complicated. If you do not qualify for the EZ form due to owning real estate over $250,000 or if you plan to take in gross receipts of more than $50,000 per year, you can also file using form 1023 at the following link.


This form comes with its own instructions that can be found at the following link.


While you can file the 1023 yourself, if you have large assets or are expecting large gross receipts in the next three years, you may wish to hire a CPA. Fees may vary depending on your gross receipts.
Florida Department of Revenue - Sales Tax Collection

and Exemption from Paying Sales Tax

Once you incorporate, you have to remit sales tax in certain situations for sales made by your club. The code is complicated and you should review the website to make sure you are complying with the appropriate tax codes. If you are not incorporated and doing a one-time event that would normally require collection of sales tax, you may be exempt from filing but you should review the requirements to determine if you qualify. Here is a link to the website with information on collecting sales tax.

http://dor.myflorida.com/dor/taxes/sales_tax.html

You can ask questions at this site and/or call the Department if you need clarification. You can also register to collect taxes.

Once you have your 501(c)3, you can also register for exemption from paying sales tax on items you purchase for the club. However, this does not exempt the club from collecting and remitting sales tax when appropriate. Here is the link to this form.

So Now What?

This manual will give you step by step suggestions of how to form a new GFWC Flori-da club and become a part of our organization.

First Meeting!

Send out publicity to your community news organizations. Invite friends, co workers and community members through mail, email, Facebook, twitter, or phone messages to a meeting place. Use a home, a recreation center, a restaurant, a park or even a computer to meet. (Yes, we have cyber clubs!) Think outside the box, no one says you have to have a clubhouse. Many clubs meet in libraries, or churches or restaurants. The only important issue you need to be concerned with is where and when in a place where you can talk and get to know each other and make some plans.

Your first meeting should be short and sweet. Meetings should never be more than 90 minutes. Remember your members' time is valuable.

Below is a sample agenda. Keep in mind: these are suggestions, do what makes you and your potential new members comfortable and happy.

Start with a welcome / introduction of all present. How about a short icebreaker?

Have a maximum of 20 minutes of information about GFWC/GFWC Florida. You can use an experienced GFWC leader or information can be obtained from the websites gfwc.org and gfwcflorida.com. Sara Dessureau, GFWC Florida Second President and Candice Postel, GFWC Florida Director-Elect of Junior Women’s Clubs are available to assist you.

Talk about projects or concerns the club might want to be involved in. Don’t plan the projects yet. You will have plenty of time for that once you are organized.

Have a brief discussion about dues. GFWC and GFWC Florida dues are $23 per member per year. You will need to discuss the amount your club will need for administrative costs. (Dues are not used to support projects. Those come from fund raisers). Average dues in GFWC Florida range from $30—$55 per member per year.

Have a declaration of intent. Basically that means some one makes a motion to form a club and join the Federation. It must be seconded and voted on with a majority in fa-vor.
Brainstorm a name. All clubs that join GFWC must have GFWC in their name. Keep the name of your club simple and recognizable. Example: GFWC Sunshine State Woman’s Club or GFWC Key West Junior Woman’s Club.

Establish a time and a place for your next meeting and organize an e-mail, Facebook, twitter or phone committee for follow-up and reminder calls.

Have refreshments, This gives members the chance to know and enjoy each other in a more informal setting!

**Ideas For Your Second Meeting!**

Time to get organized!

Prior to the meeting set an agenda. Agenda’s help you stay on time and keep you from forgetting items that need to be discussed. It also is a great place to jot notes and a starting place for the recording secretary.

Things that you will want to include on the agenda are:

Have someone greet everyone as they come in and hand out name tags.

Welcome back those who were at the first meeting and welcome and introduce new attendees.

For your second meeting time put in a small amount of Protocol. Have a United States Flag and recite the “Pledge Allegiance to the Flag of the United States of America”. Distribute the “Collect” and the Junior Pledge (if a Junior Club) and recite them. The Collect and the Junior Pledge can be found on the GFWC Florida website.

Elect your officers for the next year. (President, First Vice President, Secretary and Treasurer at least ) Once you have passed your bylaws, if other officers are listed in the new bylaws, elect them at that time.

Form a Bylaws committee. Sample bylaws start on Page __ . Remember these are sample bylaws. You may not want or need all that are listed at this time. If you only have ten members you probably do not need more than the four main officers and you can add as you grow. The only items you must have in your bylaws are Article I, Article II, Article III, section 1, and Article IX, X, XI. These are needed for IRS regulations and will be needed if you choose
to be a 501c(3) tax status. Our state bylaw committee will review your bylaws and make suggestions to your bylaws, so that you are in accordance with Federal Regulations and Robert’s Rules. Your committee should meet and draft your bylaws for presentation at the third meeting. Copies of the proposed bylaws should be emailed to all potential members for discussion at that third meeting.

Set the next meeting date and place.

Don’t forget refreshments.

**Ideas For Your Third Meeting!**

Wow, you are already at meeting number three. That is great! Time to get down to business.

The newly elected president should open the meeting with a welcome, followed by the Pledge of Allegiance to the Flag of the United States, the Collect and the Junior Pledge if you are forming a Junior club. (All Pledges are said while standing if able)

Items to be included on the agenda are:

- New members and guests are introduced.
- Presentation of the bylaws by the bylaws committee. You can use an open discussion or discuss each Article, your choice. If the discussion of the bylaws creates motions, I would suggest, article by article and go by motions to amend per article before moving on. The entire document would then need to be adopted by majority vote.
- Collect the dues and instruct the Treasurer to open a bank account. You will need minutes of this meeting and probably a copy of your bylaws for IRS requirements. You should also have at least two signatures on file for signing checks.
- Survey the interest and abilities of your members. Brainstorm activities the membership is interested in, but be reasonable and realistic, consider time and money constraints. Then narrow the list to 3 or 4 real possibilities and vote as a club to pursue the projects.
Ask for volunteers for a committee to kick off the first project.

Form a communications committee (can be one person), whose job is to keep the members informed through a website, a Facebook account, a phone committee or emails.

Remind them of the next meeting date, place, and who is responsible for refreshments.

Adjourn the meeting to refreshments and social time.

Congratulations!

At this point you will have completed all the requirements for membership in GFWC Florida. Your sample bylaws and various forms follow, along with the Collect and the Junior Pledge. At the end of this manual is a checklist and due dates for your new club to be welcomed into GFWC Florida.
Sample Bylaws

GFWC ______________ Woman's Club
BYLAWS

ARTICLE I  NAME
The name of this club shall be the GFWC ______________ Woman's Club, Inc.

ARTICLE II  OBJECT
The object of this Club shall be civic, charitable, educational, literary, scientific, and generally to give aid to worthy projects, all within the guidelines of section 501(c)(3) of the I. R. S. code. This club shall promote the community service tradition of the General Federation of Women's Clubs (GFWC) and the GFWC Florida Federation of Women's Clubs (GFWC Florida) to which it belongs.

ARTICLE III  MEMBERSHIP
Section 1  (a) Membership shall be open to all women who are in sympathy with the objectives of this club and shall be non-sectarian, non-discriminatory and non-partisan.

Section 2  (a) A candidate for membership shall attend (2) two club meetings or a meeting and a project to understand the nature of membership expectations.

(b) After (2) meetings or participation in a club project and one club meeting, she may submit a completed membership application to the Club and pay her dues.

(c) An applicant who has paid her dues and agrees to abide by the requirements for membership and subscribe to the conditions of the bylaws shall then be accepted for membership.

(d) Any member of a Federated Women's Club may transfer to the GFWC ______________ Woman's Club, Inc. upon presenting credentials from her Federated Club. Payment of additional dues will be decided by the Executive Board.

(e) An active member may apply for associate status by submitting a letter to the executive board and paying annual dues plus $. This Status will render the associate member a non-voting member, but the member will remain an active member of the GFWC Florida Federation of Women's Clubs and the General Federation of Women's Clubs. This status must be renewed yearly.

Section 3  (a) Annual dues shall be paid to the Treasurer by February 1 of each year.
(b) The amount of the annual dues will be _____ Dollars plus applicable GFWC and GFWC Florida per diem Dues. Members who join after July 1 shall pay _____ Dollars ($___) annual dues for the remaining Club year.

(c) Non-payment of dues by April 1 shall cause a member to be dropped from the rolls and she shall be so notified by the President.

(d) The Executive Board shall have the authority to intervene in extreme situations.

Section 5 (a) Any member who finds it necessary to resign her membership or Board position must notify the President in writing.

(b) A member in good standing may apply for a leave-of-absence, not to exceed six months, by requesting such in writing to the Executive Board. During her leave she shall not be called for committee work.

(c) Members who activities have been proved to be incompatible with the objectives of the Club may be asked to approach the Executive Board with discussion on resolving the problems or being asked for their resignation as a final resort.

Section 6 (a) A member who resigns in good standing may re-enter at any time upon payment of Annual Dues and a written application to the Executive Board.

(b) Members who have been dropped for non-payment of dues may be reinstated with approval of the Executive Board.

Section 7 An Honorary or Lifetime membership status may be confirmed upon a deserving individual by the membership on recommendation of the Executive Board. This status would not convey voting privileges.

ARTICLE IV OFFICERS, DUTIES, and ELECTIONS

Section 1 The officers of this Club shall be the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. They shall be elected each year.

Section 2 To be eligible for office a member must be a member in good standing.

Section 3 (a) An Election Committee, composed of five members, shall be elected from the floor at the Business Meeting in October.

(b) Each member in good standing shall be approached by the Election Committee to learn if she would be willing to be a candidate for an office. A slate of officers shall be announced at the November Meeting. Where there are multiple candidates for an office, all candidates shall be presented.
(c) A member of the Election Committee may be a candidate for office.

(d) Elections will be conducted by the Election Committee at the December Business Meeting. At this time nominations may be made from the floor, with the consent of the nominee. If there is more than one (1) candidate for an office, election shall be held by written ballot. If there is only one candidate for each office, election may be made by acclamation. New officers shall assume their positions after the installation services to be held in January.

Section 4 (a) The President shall preside at all meetings of the Club, shall appoint all Community Service Programs (CSP) heads, committee chairman, and the Parliamentarian. She shall be a member of the Executive Board and ex-officio member of all committees except the nominating committee.

(b) The First Vice President presides in the absence of the President. She shall perform the duties of the President for the unexpired term in the event of a vacancy of that office. She shall be the Membership Chairman and shall maintain the list of Club members in good standing, with current addresses and telephone numbers.

(c) The Second Vice President shall preside in the absence of the President and the First Vice President. She shall also be the Leadership Chairman.

(d) The Recording Secretary shall keep the minutes of all Business Meetings, Executive Board Meetings, and any Special Meetings. She shall prepare for the President a memorandum of unfinished business from the previous meeting and a copy of the previous meeting minutes. She shall take attendance at each Club meeting.

(e) The Corresponding Secretary shall attend to all correspondence authorized by the President.

(f) The Treasurer shall collect all monies of the Club, keeping an active record thereof. She shall pay bills by check or electronic means. She shall present a written report at each regular meeting of the Club and present an oral balance at each Executive Board Meeting. She is responsible for notifying any member whose dues are in arrears per Article III and about to become delinquent. The treasurer's records shall be submitted for auditing by January 31 and a report will be submitted to the membership at the February Meeting.

Section 5 No member shall hold the same office for more than two consecutive years.

Section 6 (a) Any vacancy, other than the presidency, which occurs in any elected office shall be decided at the next Business meeting by nomination from the floor with a majority vote.
All vacancies in appointed positions shall be filled by appointment of the President.

(b) An officer who does not perform her duties may be removed from her position by a 2/3 vote of the Executive Board.

ARTICLE V MEETINGS
Section 1 The club shall meet regularly on the ___ of each month at ___ m except when otherwise ordered by the Club or the Executive Board.

Section 2 Special Meetings may be called by the President, Vice President, or by written request of three or more active members, provided that all members have been notified.

Section 3 The annual meeting shall be the January Meeting. All Community Service Programs (CSP) Chairmanships will expire and new chairman will be determined by the election of officers and presidential appointments.

Section 4 The membership present shall constitute a quorum at Regular Meetings.

ARTICLE VI EXECUTIVE BOARD
Section 1 The Executive Board shall consist of all duly elected officers of the club, the immediate Past President acting as director, Community Service Programs (CSP) chairman and committee chairman.

Section 2 The Executive Board shall have the power to transact the financial business of the Club and it shall be their duty to keep the Club informed of any business conducted.

Section 3 The Executive Board shall meet each month in which there is a regular Business Meeting, except June, July, August and September and the meeting shall be open to all members in good standing. A majority of Executive Board Members shall constitute a quorum.

Section 4 The secretary shall keep a written record of all actions, decisions, and recommendations taken during the Executive Board Meetings. The Executive Board shall make recommendations for approval by the membership.

ARTICLE VII COMMITTEES
Section 1 Standing Committees are Membership, Fundraising, and Nominating Committee.

Section 2 All other committees shall be appointed by the President.

ARTICLE VIII COMMUNITY SERVICE PROGRAMS (CSP)
Section 1 The Club shall use the same Community Service Programs (CSP)s recognized by the GFWC and GFWC Florida. Their Chairman shall be appointed by the President each year.
Section 2  Community Service Programs (CSP) Chairman are required to attend Executive Board Meetings and present project ideas for discussion. Chairman shall maintain records, prepare yearly reports, and provide a smooth transition at the end of their appointment.

ARTICLE IX  PARLIAMENTARY AUTHORITY
The parliamentarian shall be appointed by the president. She shall attend all regular and executive board meetings. She shall see that all meetings of the Club are conducted by the rules of Parliamentary Procedure, using as a basis "Robert's Rules of Order, Revised" and she shall see that order is maintained at meetings.

ARTICLE X  AMENDMENTS
The By-laws may be amended at any regular Business Meeting by an affirmative vote of 2/3 of the Club members present, provided members have received prior written notice of the proposed changes.

ARTICLE XI  DISSOLUTION
The object and purpose of the organization being entirely charitable, no part of its earnings shall inure to the use or benefit of an individual. In the event this organization should be dissolved for any reason, any remaining assets shall be distributed to the General Federation of Women's Clubs to which this Club belongs, as long as the Federation remains within the scope of IRS Section 501(c)(3), or any amendments thereto.
ATTENTION CLUB PRESIDENTS

***************IMPORTANT***************

This information is needed to insure the information is correct in the GFWC Florida Online Manual and for mailing of the Call to GFWC Florida State Meetings. Please complete the form and E-mail (preferably) or mail to the below addresses no later than July 1, 2016:

Catrina Sistrunk AND GFWC Florida Headquarters AND Your District Director
6290 NE 184th Terrace 4444 Florida National Drive
Williston, FL 32696 Lakeland, Florida 33813
csistrunk5@gmail.com gfwcfloridahq@gmail.com

Full Legal Name of Club: __________________________________________

GFWC Florida District: _____ City: __________________________ Number of Members: _______

Does your Club own a clubhouse? ☐ YES ☐ No

If YES, please provide Clubhouse Address: _______________________________________________________

If NO, where does your club meet? ____________________________________________________________

Club Phone Number: (_____ ) _____________________________ ☐ NO Phone

Club E-mail Address: ________________________________________________________________

Club Website Address: ________________________________________________________________

Treasurer’s Name: ________________________________________________________________

Treasurer’s Email: ________________________________________________________________

When does your Club meet? (i.e. 1st Thurs. of each month): ________________________________

Year Club Organized: _______________ Year Club Federated: ________________

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

President’s Name: ________________________________________________________________

President’s Address: ________________________________________________________________

President’s Telephone: ( _____ ) ___________________________ Home
( _____ ) ___________________________ Cell
( _____ ) ___________________________ Work
( _____ ) ___________________________ Fax

President’s E-mail Address: __________________________________________________________
EXPLANATION OF CONTRIBUTIONS

1. GFWC Florida’s President’s Project – Operation Smile: International Children’s Medical Charity focused on restoring children’s smiles through surgery on facial deformities such as cleft lip and palate.

2. 1895 Society: GFWC Florida’s Society is designed to “Preserve our Past and Ensure our Future” by supporting the building of Capital Reserves and Endowment Funds, Headquarters Maintenance, and History and Resource Center.

3. Hacienda Girl’s Ranch: GFWC Florida’s only continuing project. Funds help provide the residents of Hacienda with personal and household items not provided by the money received from the State of Florida for their care.

4. Heifer International: Provides gifts of livestock and environmentally sound agricultural training to improve the lives of those who struggle daily for reliable sources of food and income.

5. Canine Companions for Independence: Enhances the lives of people with disabilities by providing highly trained assistance dogs and ongoing support.

6. UN Foundation: Shot@Life Foundation: A campaign to educate, connect and empower Americans to champion vaccines in order to save children in developing countries.

7. HOBY (Hugh O’Brian Youth Leadership): Funds sponsor high school sophomores to a weekend leadership training seminar in Florida. Full scholarships are $350.00, but any amount is appreciated.

8. Success for Survivors Scholarship: To lend a helping hand to those impacted by intimate partner violence who are pursuing higher education.

9. Very Special Arts: VSA – To provide support and champion Arts Education for and by people with disabilities.

10. GFWC Capital Campaign: A fund established to secure and sustain the property and programming of GFWC. To stimulate philanthropic activity and financial planning that will encourage members and their families to leave a legacy that supports the great works time, and honored traditions of clubwomen.

11. GFWC Florida Membership: Funds help defray costs of planning and implementing membership programs for GFWC Florida clubs.

12. GFWC Florida Annual District Tour: Funds defray materials and travel expenses for the tour teams.

13. GFWC Florida Officer’s Travel Fund: Donations used to fund budget.

14. GFWC Florida Officers & Chairman Fund: Donations used to fund budget for administrative expenses.

15. GFWC Florida Communication Tools: Funds help defray printed material as needed.

16. LEADS Program: Funds help defray costs of planning and implementing GFWC Leadership and Development Seminars

17. GFWC Florida Headquarters Maintenance Fund: Funds are used for headquarters improvements—furniture, appliances and major repairs—and remain in the account until needed.

18. GFWC Florida Emergency Disaster Fund: Funds provide emergency help to GFWC clubs, members or others when disasters occur.

19. GFWC Florida Legacy Brick ($100.00 minimum) Preserve legacy at GFWC Florida Headquarters.


21. Director’s Special Project-Book Heroes- Focus on children’s literacy projects and donating books to children of all ages.

22. Youth Leadership Awards/Grants – Funds to assist High School Seniors with leadership and training.

23. “One Voice for Children” – Junior Special Program: Chosen by the junior membership to be their continuing project. Funds are used for a variety of projects, which benefit children.

24. *St. Jude Children’s Research Hospital – Leading the way to treat, defeat childhood cancer and other deadly diseases.

25. Juniorette Scholarship Fund: Funds are used for continuing education scholarships for Florida Juniorettes.

26. Juniorette Special Project: Funds are used to support the 2018-2020 Director of Juniorette Clubs Special Project.

Revised 7/10/2018
### I. General Information
- Date:
- Club:
- District:
- Email:
- Zipcode:
- Phone:

**Total # of Members from January 1 to December 15, 2018**
- 

**Total # of members dues being paid for on this form**
- 

**# of members paid for earlier in the year**
- 

**Minus**
- 

**II. Dues**
- **A. Women's Club and Junior Women's Clubs**: Dues are $23.00 per member.
  - **Total Enclosed for Dues**: (number x $23)
  - 

**B. Juniorettes**: Assessment is $15 per member.
  - **Total Enclosed for Juniorettes**: (number x $15)
  - 

### III. Contributions for the Calendar Year January - December 2018
1. President's Project - Operation Smile
2. 1995 Society - Choose One: $18.95, $189.50, $1,895.00
3. Hacienda Girls Ranch
4. *Heifer International*
5. *Canine Companions*
6. *UN Foundation (Shot @ Life Campaign)*
7. *HOBY (Hugh O'Brian Foundation)*
8. *Success for Survivors Scholarship* (GFWC)
9. VSA Florida
10. *GFWC Capital Campaign (Million Dollar Club)*
11. GFWC Florida Membership
12. GFWC Florida Annual District Meeting
13. GFWC Florida Officers' Travel Fund
14. GFWC Florida Officers' and Chairmen Fund
15. GFWC Florida Communication Tools
16. GFWC Florida LEADS Program
17. GFWC Florida Headquarters Maintenance Fund
18. GFWC Florida Emergency Disaster Fund
19. GFWC Florida Legacy Brick ($100 minimum)
20. Juniors’ Scholarship Fund
21. Director’s Special Project - Book Boring
22. Youth Leadership Awards/Grants
23. ONE VOICE FOR CHILDREN - Advocates for Children - Juniors’ Special Program
24. *St. Jude Children’s Research Hospital*

### IV. GFWC FLORIDA Funding:

| 11. GFWC Florida Membership |
| 12. GFWC Florida Annual District Meetings |
| 13. GFWC Florida Officers’ Travel Fund |
| 14. GFWC Florida Officers’ and Chairmen Fund |
| 15. GFWC Florida Communication Tools |
| 16. GFWC Florida LEADS Program |
| 17. GFWC Florida Headquarters Maintenance Fund |
| 18. GFWC Florida Emergency Disaster Fund |
| 19. GFWC Florida Legacy Brick ($100 minimum) |

### V. GFWC FLORIDA Junior Funding:

| 20. Juniors’ Scholarship Fund |
| 21. Director’s Special Project - Book Boring |
| 22. Youth Leadership Awards/Grants |
| 23. ONE VOICE FOR CHILDREN - Advocates for Children - Juniors’ Special Program |
| 24. *St. Jude Children’s Research Hospital* |

### VI. Special Juniorette Projects:

| 25. Juniorette Scholarship Fund |
| 26. Juniorette Special Project |

**Total Contributions**: 
- 

**Total Dues and Contributions**: 
- 

*GFWC Partners* 
Circle payment method: CHECK ENCLOSED or PAID thru PAYPAL
GFWC Florida Membership Update Form

Please fill out the form completely.

Use this form for the following reasons only:

- NEW Member: dues were last paid. Please enclose $25.00 dues per member.
- Address or Name Change: a member whose address or name has changed since dues were last paid. Please include old address/name as well as new information. Do not mark the old information to be deleted (this will cause the member to be deleted completely from your membership).
- Delete: a member, who, for any reason, is no longer a member of your club.

Please email or mail this form and payment to:
gfscflorida@gmail.com
GFWC Florida Headquarters, 4444 Florida National Drive, Lakeland, FL 33811
To Pay by Credit Card
Go to www.gfscflorida.com (Specify that the money is for dues and email the form to gfscflorida@gmail.com)

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<th>Email Address</th>
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<th>New member = N, Delete = D, Name or Address Change = C</th>
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(Continued on the reverse side)
A COLLECT FOR CLUBWOMEN

Keep us, oh God from pettiness;
Let us be large in thought, in word, in deed.

Let us be done with fault finding and leave off self-seeking

May we put away all pretense and meet each other face to face, Without self-pity and without prejudice,

May we never be hasty in judgment and always generous.

Let us take time for all things; Make us grow calm, serene, gentle.

Teach us to put into action our better impulses, Straightforward and unafraid.

Grant that we may realize it is the little things that create differences, That in the big things of life we are at one.

And may we strive to touch and to know

The great common human heart of us all, And, oh Lord God, let us forget not to be kind.

!The Collect was written as a personal prayer by Mary Stewart in 1904. She was just
out of college and entering her first job as a high school principal. The first printing was in an ob-
scure paragraph in Delineator magazine. A local printer in Longmont, Colorado, later made copies
for a local federated club. Mary Stewart wrote the Collect while in Longmont. The first organization to
use the Collect or to print it in its yearbook was the General Federation of Women's Clubs. It has
since been reprinted in many forms, in many lands. The Collect has also been set to music. Mary
Stewart said she offered the prayer for publication as a club woman's Collect because she felt
"women working together for larger ends was something new." The Collect was not intended to be a
creed. Every line of it is a petition, a prayer that is, a Collect. A detailed history of Mary Stewart and
the Collect is available from the General Federation of Women's Clubs Headquarters 1734 N Street
NW, Washington D.C. 20036.
Junior Pledge

I pledge my loyalty
To the Junior Club Women

By doing better than ever before What work I have to do.
By being prompt, honest, courteous,
By living each day, trying to accomplish something, Not merely to exist.

Helen Cheney Kimberly
Checklist

Two copies of all **information forms** plus a copy of your new bylaws, and a check made payable to GFWC Florida for dues must be received two (2) weeks prior to the GFWC Florida Board of Directors Meetings which is held at the Rosen Plaza Hotel, Orlando, Florida on the following date;

September 21-23, 2018 for 2018 GFWC Florida Fall Board of Directors meeting

April 5-7, 2019 for 2019 GFWC Florida Convention

September 20-22, 2019 for 2019 GFWC Florida Fall Board of Directors meeting

May 15-18, 2020 for 2020 GFWC Florida Convention

Required Information

New Bylaws

New Club Information Form

Remittance Form

List of Members

Check made out to GFWC Florida for $23 per member.

Please mail one copy to GFWC Florida Headquarters, 4444 Florida National Drive, Lakeland, Florida, 33813 (include the check in this mailing). The other copy should be mailed to Sara Dessureau, 3936 Southwind Drive, Melbourne, Florida 32904

Updated July 2018