



# New Member Course Packet

## Fall 2019

The Junior League of Waco

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# New Member Course - Fall Class 2019

## **JLW Mission:**

The Junior League of Waco, Inc. is an organization of women committed to promoting voluntarism, developing the potential of woman and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

## **JLW Focus Area:**

Early Childhood Education and Development (0-3 years of age)

## **New Member Course:**

The New Member Course is intended to serve as an introduction to the Junior League of Waco (JLW) and the Association of Junior Leagues International (AJLI).

During the course, New Members will be offered education about the League in general and about its role in the community. New Members will be educated on the administrative processes of the League on local, regional and national levels. New Members will also have the opportunity to participate in a variety of volunteer and fundraising projects and receive training to become a valuable volunteer for Junior League of Waco and the Greater Waco community. The New Member Course will include an orientation, monthly informational meetings, a class project and participation in League volunteer opportunities, education projects and fundraising events.

## **Eligibility:**

1. New member must be at least 22 years of age on June 1, 2019.

## **Meeting Requirements:**

1. General Meetings (GM) - Attend 2 of 3 GMs from September through December (there is no November GM).
2. New Member Meetings (NMM) - Attend 5 of 6 NMMs from August through December. (Retreat will serve as one (1) August NMM).
3. If a New Member misses a meeting or event she should notify her New Member Trainers prior to the meeting or within 5 days after the absence.
4. Attend one (1) Junior League of Waco, Inc., Board of Directors meeting (usually the first Tuesday of the month).
5. Attend one (1) Junior League of Waco, Inc., Management Team Meeting (usually the third Tuesday of the month).
6. Attend one (1) council meeting of your choice, (usually the fourth Tuesday of the month).

In the event that a second GM or NMM is missed, the New Member may, with prior approval from your New Member Trainer, participate in other League sponsored or related events to receive credit, such as:

- Additional work-shift hours for Deck the Halls or other League sponsored community events
- AJLI sponsored webinars or on-demand trainings
- Attend an additional JLW training session
- Other acceptable requests as suggested and approved by the New Member Trainers.

**Requirements:**

1. Attend New Member Retreat (this will count as your first New member meeting) on August 3, 2019 (8:30am-4pm)
2. Observe at least 2 placement opportunities, one being a Deck the Halls general committee meeting. The DTH general committee meeting observation is to be completed prior to October 28, 2019.
3. Work three, three-hour shifts at DTH, one being during an official DTH event, one of Saturday November 2, 2019 or Sunday November 3, 2019, and one of your choosing.
4. Work with New Member classmates to plan and implement a community service project (attendance at planning meetings and implementation workshops required). The expectation is that each New Member will work 5 hours, as specified following the selection of the project.

**\*\*All requirements must be completed by December 3, 2019\*\***

**Financial Responsibilities – Total \$200**

Dues, Fees, and Other Financial Responsibilities for the New Member Course (Aug-Dec)

- 1st Payment: \$120 due June 28, 2019  
(Local dues: \$77, AJLI dues: \$43)
- 2nd Payment: \$80 due August 3, 2019  
(New Member Special Function Fee: \$30, Special Function Fee: \$50)

If additional fundraising activities, fees or quota changes are approved by membership during the New Member Course, New Members will be required to participate and make the appropriate adjustments as well. Miscellaneous expenses, such as meals, or optional donations/purchases, may also arise.

The deadline for returning the New Member Contract and 1<sup>st</sup> Payment is June 28, 2019  
(Total: \$120, made payable to Junior League of Waco)

***\*\*Please note that fees are not refundable if membership status changes\*\****

**Additional Information:**

If a New Member cannot complete the New Member Course, she may resign in good standing and join again as a New Member in the future, space permitting. If she completed the requirements of her New Member Course in good standing, but is unable to commit to begin an Active Member, she may then resign and join again as an Active Member at a later date.

**Becoming an Active Member of the Junior League of Waco:**

Upon successful completion of the New Member Course, the New Member will be recommended for Active Membership. Active Membership will begin upon Board approval in December. New active members will be presented to the League at the General Membership Meeting in December. Those that are presented for active membership in December will be placed on a committee for the spring semester and required to obtain 40 credits between January 1 and April 30, 2019.

# Junior League of Waco New Member Course Overview

## *Course Overview:*

- This exciting 5-month course, will acquaint, inform, and motivate New Members! In addition to required General Meetings, New Members will participate in 6 New Member Meetings (NMMs), 1 JLW fundraiser event, and 1 Community Impact Project. NMMs will focus on both League events as well as the history of JLW, and will incorporate a different facet of League Operations at each meeting.
- 2 NMMs (including New Member Retreat) in August, 1 NMM in September, October, November and December, Deck the Halls fundraiser in November, 1 Community Impact project

## *Saturday, August 3<sup>rd</sup>, 2019, 8:30am-4pm- New Member Meeting #1- New Member Retreat*

- **Purpose:** Acquaint New Members with each other, the New Member Trainers and their responsibilities. Present an overview of the structure and history of the Junior League of Waco and AJLI, and explain the benefits of membership in an international organization. Help New members gain an understanding about how the JLW has evolved over the last 80 years and where the League is headed. We will discuss why the League exists and why what we do matters to our community.

## *Monday, August 26<sup>th</sup>, 2018- 6:30-8:30pm- New Member Meeting #2- "Nuts and Bolts- How we operate our League" (fund development)*

- **Purpose:** To gain an understanding of the operations inside the League. We will provide an overview of procedures and how JLW's General Meetings, Council Meetings and Committee Meetings are conducted. Provide New Members information regarding meeting etiquette and norms. Provide New Members a basic understanding of the financial policies of the JLW, its budget and the duties of the Fund Development Council.

## *Monday, September 16<sup>th</sup>, 2018- 6:30-8:30pm- New Member Meeting #3- "Community Impact and Key Impact Issue- Early Childhood Education and Development" (community)*

- **Purpose:** To introduce New Members to the Community Council and how JLW members make an impact on our community. Overview of Early Childhood Education and Development (0-3). Overview by Research and Development of how JLW projects are selected and funded. Discussion of how JLW has prepared members for other community roles and positions of civic leadership.

## *Monday, October 14<sup>th</sup>, 2018- 6:30-8:30pm- New Member Meeting #4- "Each Member Matters- your 'career path' within JLW" (membership)*

- **Purpose:** To understand the purpose of a career path within the League. To gain understanding of skills, qualities and experiences required to be placed in certain positions. To acquaint New Members with the role of placement advisors.

## *Monday, November 11<sup>th</sup>, 2018- 6:30-8:30- New Member Meeting #5- "The Communications Pipeline" (communications)*

- **Purpose:** To share the various communication mechanisms available to JLW members for both internal and external communication. Overview of JLW branding standards. Also gain understanding of both the annual and strategic plan. To learn the process and research that goes into developing each of them.

## *Monday, December 16<sup>th</sup>, 2018- 6:30-8:30- New Member Meeting #6- "Graduation and Holiday Party"*

- **Purpose:** To celebrate the completion of the New Member Course and welcome members into Active Status. Reveal placements for the Spring.

# Junior League of Waco New Member Course Overview

Below are the dates of the New Member and General Meetings. Please remember that you are allowed 1 missed General Meeting and 1 missed New Membership Meeting. All General Meetings begin with a 6:00PM social time and formally begin at 7PM. All New Membership Meetings begin with a 6:00PM social time and formally begin at 6:30PM unless otherwise noted. Additional meeting requirements to be scheduled by individual New Members once meeting dates are released.

Feel free to use the column to the right to check off meetings as you attend them

Date	Time	Location	Topic	I Completed This
AUG 3 <sup>rd</sup>	8:30 AM-4 PM	Clifton House	New Member Meeting #1- New Member Retreat	
AUG 26 <sup>th</sup>	6:30-8:30 PM	Clifton House	New Member Meeting #2- “Nuts and Bolts-How we operate our League”	
SEPT 9 <sup>th</sup>	7 PM	Waco Hippodrome	September General Meeting	
SEPT 16 <sup>th</sup>	6:30-8:30 PM	Clifton House	New Member Meeting #3- “Community Impact Issue: Early Childhood Education and Development”	
OCT 7 <sup>th</sup>	7 PM	Waco Hippodrome	October General Meeting	
OCT 14 <sup>th</sup>	6:30-8:30 PM	Clifton House	New Member Meeting #4- “Each Member Matters- Your ‘Career Path’ within the JLW”	
OCT 28- NOV 3		Waco Convention Center	Deck the Halls Holiday Gift Market Days and Hours will be determined based on shifts you sign up for	
NOV 11 <sup>th</sup>	6:30-8:30 PM	Clifton House	New Member Meeting #5- “The Communications Pipeline”	
DEC 9 <sup>th</sup>	7 PM	Waco Hippodrome	December General Meeting	
DEC 16 <sup>th</sup>	6:30-8:30 PM	Clifton House	New Member Meeting #6- “Graduation and Holiday Celebration”	