



Provisional Course Packet

Fall 2018

The Junior League of Waco

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Waco, Texas 76710

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Provisional Member Course - Fall Class of 2018

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)

Provisional Member Course:

The Provisional 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, Provisional Members will be offered education about the League in general and about its role in the community. Provisional Members will be educated on the administrative processes of the League on local, regional and national levels. Provisional 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 Provisional 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, 2018.

Meeting Requirements:

1. General Meetings (GM) - Attend 2 of 3 GMs from September through December (there is no November GM).
2. Provisional Member Meetings (PMM) - Attend 5 of 6 PMMs from August through December. (Retreat will serve as one (1) August PMM).
3. If a Provisional Member misses a meeting or event she should notify her Provisional Trainer 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 PMM is missed, the Provisional Member may, with prior approval from your Provisional 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 Provisional Trainers.

Additional Requirements:

1. Attend "Provisional Welcome Celebration" on September 10, 2018
2. Attend Provisional Retreat (this will count as your first provisional meeting) on August 4, 2018 (9am-4pm)
3. Attend at least one (1) training opportunity made available by the Training Committee.
4. 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 29, 2018.
5. Work three, three-hour shifts at DTH, one being during an official DTH event, one of Saturday November 3, 2018 or Sunday November 4 2018, and one of your choosing.
6. Work with Provisional classmates to plan and implement a community service project (attendance at planning meetings and implementation workshops required). The expectation is that each provisional will work 5 hours, as specified following the selection of the project.

****All requirements must be completed by December 3, 2018****

Financial Responsibilities – Total \$450

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

- 1st Payment: \$120 due June 29, 2018
(Local dues: \$77, AJLI dues: \$43)
- 2nd Payment: \$130 due August 4, 2018
(Bus/Retreat Special Function Fee: \$80, Special Function Fee: \$50)
- 3rd Payment: \$95 due by October 1, 2018
(Deck the Halls t-shirt (\$20) & ticket obligation (\$75)-both to be paid online)
- 4th Payment: \$105 due November 12, 2018
(Provisional Training Fee: \$75, Provisional Special Function Fee: \$30)

If additional fundraising activities, fees or quota changes are approved by membership during the Provisional Member Course, Provisional 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 Provisional Contract and 1st Payment is June 29, 2018
(Total: \$120, made payable to Junior League of Waco)

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

Additional Information:

If a Provisional Member cannot complete the Provisional Member Course, she may resign in good standing and join again as a Provisional Member in the future, space permitting. If she completed the requirements of her Provisional 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 Provisional Member Course, the Provisional 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 1st and March 31st, 2019.

Junior League of Waco Provisional Course Overview

Course Overview:

- This exciting 5 month course, will acquaint, inform, and motivate Provisional Members! In addition to required General Meetings, Provisional Members will participate in 6 Provisional Member Meetings (PMMs), 1 JLW fundraiser event, and 1 Community Impact Project. PMMs 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 PMMs (including Provisional Retreat) in August, 1 PMM in September, October, November and December, Deck the Halls fundraiser in November, 1 Community Impact project

Saturday, August 4th, 2018, 9am-4pm- Provisional Member Meeting #1- Provisional Member Retreat

- **Purpose:** Acquaint Provisionals with each other, the Provisional 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 Provisionals 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 27th, 2018- 6:30-8:30pm- Provisional 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 Provisionals information regarding meeting etiquette and norms. Provide Provisionals a basic understanding of the financial policies of the JLW, its budget and the duties of the Fund Development Council.

Monday, September 17th, 2018- 6:30-8:30pm- Provisional Member Meeting #3- “Community Impact and Key Impact Issue- Early Childhood Education and Development” (community)

- **Purpose:** To introduce Provisionals 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 15th, 2018- 6:30-8:30pm- Provisional 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 Provisionals with the role of placement advisors.

Monday, November 12th, 2018- 6:30-8:30- Provisional 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 17th, 2018- 6:30-8:30- Provisional Member Meeting #6- “Graduation and Holiday Party”

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