



GFWC-Washington State Administrative Handbook 2024 - 2026

MABEL



Members **A**lways **B**ring **E**xtra **L**ove

Table of Contents

Table of Contents.....	3
A Collect for Club Women.....	4
Calendar of Events 2024-2026	8
Calendar of Events 2024-2026 continued	9
GFWC-WS Strategic Plan.....	10
GFWC-WS Strategic Plan continued.....	11
2024-26 GFWC-WS Elected Officers	12
Presidential Appointees	13
Presidential Appointees continued	14
2024-26 GFWC-WS Board of Directors.....	15
2024-26 GFWC-WS Board of Directors continued	16
Clubs in Washington and Year Federated	17
Responsibilities of District [or Club] Presidents	18
GFWC–WS Club Reporting Rules	19
GFWC–WS CSP’s & Advancement Areas	20
Reports and Awards Checklist	21
GFWC Administrative Handbook page info	22
GFWC Administrative Handbook page info continued.....	23
Arts and Culture	24
Epsilon Sigma Omicron (ESO)	25
Leadership Education and Development Seminar (LEADS)	26
GFWC and GFWC–WS Special Awards	27
GFWC and GFWC–WS Special Awards continued.....	28
Community Impact Program Award.....	32
GFWC–WS Educational Scholarship Committee	33
GFWC–WS Endowment Fund	36
Federation Forest.....	37
Resolutions	38
Bylaws Committee	39
Nominating Committee	40
GFWC Federation Day	41
GFWC Acronyms	42
Sample Proclamation	45

A Collect for Club Women

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 to grow calm, serene, and gentle.

Teach us to put into action our better impulses,
Straight forward 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!

~ Mary Stewart, 1904

MABEL - “Members Always Bring Extra Love”



Let me introduce you to... MABEL, also known affectionately as #flatMABEL! MABEL stands for “Members Always Bring Extra Love”. She is a snarky little thing, and my alter ego.

At the heart of my theme is all things babies. I hope to fill trucks, trailers and vehicles and most importantly organizations with baby supplies... diapers, wipes, formula, clothes, hats, blankets, the sky’s the limit! My own club supports an organization called Step by Step and I am encouraging members across the state to find similar organizations, determine their needs, and work the next two years helping in that capacity... donations, hands-on, and fund-raising! We will be encouraging clubs to report under the Junior’s Special Project, Advocates for Children. For clubs who don’t have baby-focused organizations, also suggesting working in classrooms with school-age children, helping with backpack brigades, or anything that helps young children in our communities!

Club Presidents and many members have received large, laminated, flatMABELs. My hope for #flatMABEL is a unification of our state! Like many, we have struggled to come back together since Covid. The more our members do, the more pictures flood our website and our Facebook pages with images of our good works and #flatMABEL! (search Facebook, she has already been on quite the adventures!) Each member is receiving their own MABEL coaster, to keep close by, under drinking vessels reminding them to ‘bring extra love’ in everything they do! I’m hopeful members will be drawn to share more and possibly even do more with their sister clubs.

This is a sneaky Membership sub-focus to find ways to bring our current members back to our meetings. I’ve attended many a district meeting where there were more ladies in attendance than we have had at a State meeting. I’d like to change that. Understanding our ladies are aging and attending is difficult, but if we can find a way to include them again, and make it ‘fun’, I would count that as a win!

Kimberly Skagen
GFWC-WS President
daiziedot@yahoo.com





1734 N Street NW,
Washington DC 20036

202-347-3168
GFWC@GFWC.org
www.GFWC.org

Dear Fellow Members,

I am so excited to welcome you to the 2024-2026 administration. I am deeply honored to serve as your 55th GFWC International President during this pivotal period, in which historic progress can and will be made. I encourage you to take full advantage of the numerous opportunities available to you.



Service and personal development have been central to our mission for 134 years. Through these lies the concept of the "circle of influence" – a dynamic sphere within which our actions radiate outward, touching lives and effecting change. Within this circle, as symbolized on our emblem, we find our power to transform, uplift, and inspire. As members of the General Federation of Women's Clubs, each of us occupies a unique position within this circle, endowed with the capacity to enact meaningful change and to leave an indelible mark upon the world.

Under the banner of "Educate, Engage, Empower," let us work to empower individuals from all walks of life, providing them with the tools and knowledge necessary to shape our future. Through education, we open the doors to opportunities and encourage a culture of lifelong learning. Increased engagement creates meaningful connections and fosters a sense of belonging. Empowerment encourages others to become catalysts of change, amplifying the scope and impact of our collective endeavors.

As we step into this new administration, our Strategic Plan has been meticulously crafted to guide our focused efforts. Our leaders have prepared an incredible Club Manual, a treasure trove of ideas, tools, and tips for grassroots involvement. Take full advantage of this powerful resource to aid our growth and development.

Together, as we embark on this new chapter, hold fast to the values that define our organization—camaraderie, collaboration, and commitment to changing lives through volunteer service. Celebrate our diverse perspectives and experiences, recognizing that it is through our differences that we find our strength. Our potential for undefined progress is limitless when we unite and advocate with one voice and excellent clarity. Be bold as we reimagine all that GFWC can become.

Together In Living the Volunteer Spirit,

Suellen B. Brazil

Dear Fellow GFWC Sisters,

What an honor it is to welcome you to the 2024-2026 Administration as the 37th GFWC Director of Junior Clubs! I look forward to serving alongside you all as we continue the impactful work for which we are known. GFWC Clubwomen are dedicated to community improvement by enhancing the lives of others through volunteer service, and we are passionate, creative, and untiring advocates as we work together. I love that we also have so much fun and build wonderful relationships with each other while we work hard!



The guiding concept for the Junior Administration will be “**Stronger Together.**” We are stronger when we work together at all three levels of GFWC membership: Women’s Clubs, Juniors, and Juniorettes. Our multi-generational membership is truly one of the benefits of belonging, and we can accomplish so much **together**. We will support existing Junior clubs and charter new Junior clubs nationwide. We will empower State Directors of Junior Clubs and encourage and equip Junior clubs in states without Directors. We will utilize technology to help ALL Junior members feel connected to GFWC and to each other, including learning about the numerous resources available to all members. We will participate in the goals and vision of the GFWC Strategic Plan and continue to promote and develop the Junior Certification Program available to all Junior and Juniette clubs.

Advocates for Children continues to be the Juniors’ Special Program. We will encourage clubs to plan projects for their favorite local organizations and/or March of Dimes, St. Jude’s, and Prevent Child Abuse America. We will celebrate Advocates for Children Week the fourth week of October and encourage all clubs to participate. More information about the Juniors’ Special Program is available in the GFWC Club Manual.

I am at your service, along with the entire GFWC Junior leadership, to help engage clubs at all membership levels in celebrating our rich history while looking ahead to a strong future for GFWC. As we work together, we are **Stronger Together!**

In Junior Love,



Shannon Bailey, GFWC Director of Junior Clubs

sbailey@gfwc.org

P: (727)365-7112

1096 Gasparilla Dr NE -- St Petersburg, FL 33702

Calendar of Events 2024-2026

2024

August 1	Clubwoman Articles due - Fall Edition
August 17	GFWC-WS Summer Planning / Fall Board / WSR prep, Sumner VFW
September 5-8	GFWC Western States Region, Washington
September 28	GFWC National Day of Service
October 12	Columbia District Fall Board, Battle Ground
October 12	Northeastern District Fall Board, Chewelah
October 19	Peninsula District Fall Board, Ruston
October 20-26	Advocates for Children's Week
October 26	King County District Fall Board, Kirkland
November 1 st	Clubwoman Articles due - Winter Edition
November 1	GFWC-WS Dues due - \$21 per member
December 1	Proposed Bylaw Amendments due to Bylaw Committee
December 1	GFWC-WS Dues delinquent
December 4	GFWC Holiday Open House
December 15	LEADS applications due

2025

January 10	Proposed Resolutions due to GFWC-WS Resolution Committee
February 1 st	Clubwoman Articles due - Spring Edition
February 15	Club Reports Due to District, State Chairmen, and State President
March 5	GFWC Women's History Celebration
March 15	State Chairmen Reports due to GFWC Chairmen
March TBD	Columbia District Spring Conference, location TBD
March 29	Peninsula District Spring Conference, location TBD
April TBD	King County District Spring Conference, location TBD
April 20-26	GFWC Volunteers in Action Week
April 24	GFWC Federation Day
April 24-26	GFWC-WS State Convention, Longview (Columbia District)
May 1 st	Clubwoman Articles due - Summer Edition
May 10	Northeastern District Spring Conference, location TBD
June 1	Jennie Award entries due
June 5	GFWC Convention Tours
June 6	GFWC Board of Directors Meeting, LEADS, State Night Banquet
June 7-9	GFWC 2025 Annual Convention Omni Atlanta Hotel at CNN Center, Atlanta, Georgia
August 1	Clubwoman Articles due - Fall Edition
August 21-24	GFWC Board of Directors Meeting, Hilton Salt Lake City Center, Salt Lake City, Utah

Calendar of Events 2024-2026 continued

2025 continued

September 11-14	GFWC Western States Region, Long Beach, California
September 27	GFWC National Day of Service
September 27	GFWC-WS Fall Board, Sumner VFW (King County District)
October 19-25	Advocates for Children's Week
October 25	Stack 'em Up Book challenge ends
November 1 st	Clubwoman Articles due - Winter Edition
November 1	GFWC-WS Dues due - \$21 per member
December 1	Proposed Bylaw Amendments due to Bylaw Committee
December 1	GFWC-WS Dues delinquent
December 10	GFWC Holiday Open House
December 15	LEADS applications due

2026

January 8-11	2026-2028 Administration Board Orientation Meeting
January 10	Proposed Resolutions Due to GFWC-WS Resolution Committee
February 1 st	Clubwoman Articles due - Spring Edition
February 1st	State Challenge #3 kicks off
February 15	Club Reports Due to District, State Chairmen, and State President
March 11	GFWC Women's History Celebration
March 15	State Chairmen Reports due to GFWC Chairmen
TBD	Columbia District Spring Conference, location TBD
TBD	Peninsula District Spring Conference, location TBD
TBD	King County District Spring Conference, location TBD
TBD	Northeastern District Spring Conference, location TBD
April 19-25	GFWC Volunteers in Action Week
April 24	GFWC Federation Day
April 23-26	GFWC-WS Spring Convention, location "Peninsula District TBD"
April 26	State Challenge #3 ends
May 1 st	Clubwoman Articles due - Summer Edition
June 1	Jennie Award entries due
June 25	GFWC Convention Tours
June 26	GFWC Board of Directors Meeting, LEADS, State Night Banquet
June 27-29	GFWC 2026 Annual Convention, Westin Kierland Resort & Spa, Scottsdale, Arizona
June 29	Installation of 2026-2028 GFWC Officers and Adjournment

GFWC-WS Strategic Plan

MISSION STATEMENT

GFWC-Washington State is part of the General Federation of Women's Clubs (GFWC) which was established in 1890. The General Federation of Women's Clubs is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service.

EXECUTIVE SUMMARY

A strategic plan is a working document that guides and strengthens the activities of an organization. Goals and strategies to achieve them enable the organization to plan effectively for the future.

This 2010-2014 Strategic Plan identifies five major GFWC-WS areas of concern (not in any order of priority). It is organized with clear vision statements of each concern, objectives that support the vision and specific action plans for achieving each objective.

Focusing on the achievement of objectives within these five areas of concern will guide our membership toward the realization of the GFWC vision of providing its members opportunities to: serve their communities effectively through organized activities, develop leadership skills, participate in continued learning and enrichment, and cultivate lasting friendships.

STATEMENT OF RESPONSIBILITY

The GFWC-Washington State (GFWC-WS) Strategic Planning Committee (comprised of the elected state officers) is responsible for strategic planning and the regular review and refining of the Plan.

It is the responsibility of every GFWC-WS member to support and promote the visions and objectives as stated in the 2010-2014 Strategic Plan and adopted by the Board of Directors.

- State and district officers and chairmen design activities and materials that help to carry out the visions and objectives of the Plan.
- Clubs learn about and participate in activities that further the visions and objectives of the Plan through attendance at meetings and reading state and national materials.

AREAS OF CONCERN: The GFWC-WS 2010-2014 Strategic Plan focus areas are:

- Membership
 1. Instill pride and purpose in all GFWC-WS members.
 2. Strengthen existing clubs by retaining members and being open to new members.
- Leadership
 1. Utilize our LEADS graduates by providing them with continuing leadership opportunities and providing them with GFWC leadership tools.
- Communication and GFWC Awareness
 1. Support the GFWC goal of building brand identity through continued awareness.
- Programs, Projects, Activities
 1. Encourage clubs in the state to participate in GFWC programs and projects with special awareness of GFWC Partner organizations and Domestic Violence Awareness.
- Finances
 1. Work to increase the financial stability of GFWC-WS VISION: Every club and district increases membership.

GFWC-WS Strategic Plan continued

- Assist each club and district to develop a membership plan that includes retention of current members as well as recruitment and orientation training of new members.
- Establish a task force to work with leadership for the purpose of starting new clubs.
- Encourage state and district leaders to visit each constituent club at least once during their administration.
- Encourage clubs and districts to honor a Clubwoman of the Year.
- Promote club and district participation in the GFWC Jennie award.

GFWC-WS VISION: Ongoing leadership training for members at all state and district meetings.

- Increase the number of club applicants for participation in the GFWC LEADS program.
- Assist districts to plan programs and workshops to inform and inspire members.
- Provide worthwhile programs and workshops at all state meetings.
- Encourage clubs and districts to provide \$\$ For Delegates attending state meetings.
- Provide advanced training for members serving in leadership roles at all levels.
- Use GFWC-WS communications to regularly address various aspects of leadership.

GFWC-WS VISION: Improve communication and increased GFWC Awareness.

- Develop a GFWC-WS membership database to strengthen communication on all levels.
- Provide training to increase the number of club websites and members who use email.
- Use GFWC-WS communications to regularly address topics of value to the Strategic Plan.
- Provide GFWC-WS materials that are easily read and understood.
- Include GFWC in all club names and promote use of emblematic apparel or other items.
- Help members to realize the value of their GFWC membership and its rich history.

GFWC-WS VISION: More clubs reporting their great programs, projects and activities.

- Provide clubs and state chairmen with training and tools to make reporting easier.
- Design categories and recognition to provide equitable competition for state awards.
- Plan creative awards presentations that will celebrate the best with fun and enthusiasm.
- Help provide new project ideas with communications, panel discussions and workshops.
- Work to provide larger scholarships and monetary awards.

GFWC-WS VISION: Better use of resources and member awareness of a realistic financial plan.

- Encourage increased monetary support of the endowment and educational scholarships.
- Reduce expensive print media and postage costs by using email whenever possible.
- Clearly define periodic income, expense, and loss or gain of investments in reports.
- Encourage club and district support of those serving on state, regional or GFWC levels.
- Increase member awareness of the importance of their attendance and room/meal participation at state meetings.

2024-26 GFWC-WS Elected Officers

Sampling of duties, see current Bylaws for full descriptions.

GFWC-WS President-elect

Cindy Bassage

President-elect. The President-elect automatically ascends to the office of President at the even-year Convention following the election of officers. In the absence of the President, assumes her duties.

- Serve as Counselor to District Presidents and assume other duties as assigned by the President.
- Be a member of the Budget & Finance Committee and chair the Strategic Planning Committee.
- Preside as Leadership Chairman and receive and judge the LEADS candidate applications.
- Receive and judge GFWC-WS Clubwoman of the Year submissions.
- Plan and prepare the program of work for the next administration.

GFWC-WS Vice President

Paulette Stinson

Vice-President. The Vice-President shall assume the duties of president in the absence of both the President and President-elect, and shall:

- Serve as Counselor to Club Presidents and assume other duties as assigned by the President.
- Be a member of the Strategic Planning Committee and a conference member of the Budget & Finance Committee.
- Receive and judge Mark of Excellence submissions from individual clubs.

GFWC-WS Secretary

Nancy Jones

Secretary. The Secretary shall keep a record of the proceedings of all meetings of GFWC-WS, the Board of Directors, and Executive Committee, and shall:

- Provide copies of minutes of all GFWC-WS meetings run by the President
- Read the correspondence of GFWC-WS at all meetings and assume duties as requested by the President.
- Retain each year's original minutes for a period of ten years before forwarding them to the History & Resource Committee for archival.
- Be a member of the Strategic Planning Committee.

GFWC-WS Treasurer

Jeanette Jester

Treasurer. The Treasurer shall be responsible for all monies deposited in a financial institution, working with the Financial Secretary and shall:

- Chair the Budget & Finance Committee and prepare an annual budget, along with the Financial Secretary, for consideration of the Budget & Finance Committee
- Collect dues, fees, and donations other than Endowment Fund donations, from clubs belonging to GFWC-WS
- Be a member of the Strategic Planning Committee
- Maintain the official GFWC-WS membership roster of active clubs and their paid members

Presidential Appointees

Parliamentarian

Carlene Garner

Parliamentary Advisor shall be appointed by the President and attend meetings of the GFWC-WS Executive Committee, Board of Directors, Annual Convention and any special meetings called by the President, in an advisory capacity. And also shall:

- serve in an advisory capacity to the President and the GFWC-WS membership.
- as a dues paid member of GFWC-WS be entitled to vote during the annual convention.
- follow the rules contained in the current edition of *Robert's Rules of Order Newly Revised*

Financial Secretary

Nancy Larsen

The Financial Secretary shall be bonded, and is eligible for reappointment to two additional terms (a total of six consecutive years) as may be approved by the Executive Committee. She shall:

- Be a member of the Budget & Finance Committee and, along with the Treasurer, prepare an annual budget for consideration
- Prepare vouchers for all expenditures within budget and send to the Treasurer for payment.
- Provide quarterly reports on the financial status of GFWC-WS accounts.
- Prepare and present financial reports which shall be presented at Board meetings and Annual Convention.

Endowment Trustee

Cheryl Holman

The Endowment Trustee shall be bonded, and is eligible for reappointment to two additional terms (a total of six consecutive years) as may be approved by the Executive Committee. She shall:

- Be a member of the Budget & Finance Committee.
- Directly receive all contributions to the Endowment Fund.
- Invest endowment funds in investments approved by the Budget & Finance Committee under the direction of the investment companies acceptable to the Executive Committee.
- Prepare and present reports of the Endowment Funds at Board meetings and Annual Convention.

Administrative Secretary

Susan Tyler

The Administrative Secretary shall:

- prepare the administration handbooks and oversee the distribution to the Board of Directors and Club Presidents.
- Distribute approved minutes of the Executive Committee, Board of Directors and Convention meetings to the Executive Committee.

Presidential Appointees continued

Dean of Chairmen

Nancy Burdick

The Dean of Chairmen will work to support the state chairmen with reminders, updates, helping to find answers that may arise during the administration. She will arrange to have the certificates printed and create the Award Booklet, distributed following each Spring Convention.

Chairmen should:

- submit relevant articles to the quarterly Washington Clubwoman
- by February 15 of each year, receive club reports for reviewing and judging.
- by March 15 of each year, prepare and send award entries to their respective GFWC Chairman, and copy report to the GFWC-WS President
- submit list of winners to Dean of Chairmen for certificate creation and help plan their participation during GFWC-WS Convention.
- during Spring Convention present certificates to category winners

Inspiration & Protocol

Linda Butcher

Protocol is the recognized or established code of rules of procedure and appropriate behavior in any group, organization, or situation. Otherwise known as 'good manners' and things we have learned over the years.

Some examples include: arriving at an appointment, meeting, etc. on time; being prepared for the appointment or meeting; having the correct information with you.

Appropriate behavior includes: turning off your cell phone, so as not to disturb the meeting or appointment; always using 'please and thank you'; following up on invitations or communications; and knowing how to correctly pronounce someone's name.

Always remember: Wear your name badge in the correct position, which is your right shoulder. Your pin is worn on the left side above your heart.

Clubwoman Editor

Char Lysne

The Washington Clubwoman shall be the GFWC-WS official publication. An Editor shall be appointed in the even-numbered years by the Executive Committee, who may be reappointed without limitation. The Editor will: collect, assemble, and publish articles and inputs from members no less than four times per year; be a member of the Board of Directors; and may be tasked by the President to email the general membership using the standard distribution lists.

Webmaster

Rita and Dale Loseth

www.GFWCWS.org shall be the GFWC-WS official website. A webmaster shall be appointed in the even-numbered years by the Executive Committee, who may be reappointed without limitation. The webmaster will: collect, process and post articles and inputs from members; maintain pages with administrative forms (dues, endowment, donations) and report writing; and be a member of the Board of Directors.

2024-26 GFWC-WS Board of Directors

Executive Committee

President	Kimberly Skagen
President Elect	Cindy Bassage
Vice President	Paulette Stinson
Secretary	Nancy Jones
Treasurer, Registration	Jeanette Jester

District Presidents

Columbia	Carol Styles
King County	Brianne Palomino
Northeastern	Lela Taylor
Peninsula	Rena Johnston

Presidential Appointments

Parliamentarian	Carlene Garner
Administrative Secretary	Susan Tyler
Dean of Chairmen	Nancy Burdick
Endowment Trustee	Cheryl Holman
Financial Secretary	Nancy Larsen
Protocol and Inspiration	Linda Butcher
Clubwoman Newsletter Editor	Char Lysne
GFWC-WS Webmaster	Rita Loseth
President's Special Project	Vicki Connor

Special Committees

Bylaws committee

Chair	Kathie Jorgenson
	Nancy Jones
	Nancy Burdick
	Paulette Stinson
oversight	Carlene, Cindy, Kim

Resolutions committee

	Susan Tyler, chair
Member	Bonnie Walden
Member	Kimberly Skagen

CSPs & Special Projects Chairman

Arts & Culture / Art Room	Vicki Connor
Civic Engagement & Outreach	Brianne Palomino
Education & Libraries / Scholarship	Sandra Groves
ESO Director	Jeannette Jester
Environment	Sally Larsen
Health & Wellness	Kim Skagen, acting
Domestic Violence (Special Project)	Diane Cunningham
Advocates for Children (Jrs Project)	Kathie Jorgenson
Communications & Public Relations	Beth Juvik
Leadership, LEADS & Committee	Cindy Bassage and District Chairs
Legislation & Public Policy	Martha Curwen
Membership & Committee	Nancy Burdick and District Chairs
Community Impact Program (CIP)	Bonnie Walden
WHRC Chairman	Lynn Cline
Fundraising	Kim Skagen, acting

Convention & Meetings

WSR Chairman	Suzanne Bagdon
Convention Decorations	Nancy Burdick
Meetings & Credentials	Char Lysne
	Pinkie Eggleston
	Beth Juvik

Scholarship Trustees

Chair	Sandra Groves, chair
Member	Tina Bair
Financial Secretary	Nancy Larsen

Federation Forest

	Char Lysne
	Sally Larson

Fundraising Committee

	Julie Thompson
	Sally Gill

2024-26 GFWC-WS Board of Directors continued

Club Presidents

GFWC Apple Blossom Club	Nancy Burdick
GFWC Avalon	Rena Johnston
GFWC Battle Ground	Johanna Hyatt
GFWC Camas/Washougal	Jeanette Jester
Capital Woman's Club	Deborah Peterson
Cathlamet Woman's Club	Pearl Blackburn
Chamber's Bay Woman's Club	Cindy Bassage
Chewelah Woman's Club	Bonnie Rail
GFWC Commencement Bay	Carlene Garner
GFWC Dept of Tillicum	Marilyn Nichols
GFWC Elahan Woman's Club	Barb Murray
GFWC Kirkland Woman's Club	Hoori Youssefi
GFWC Kitsap Peninsula	Nancy Burdick
GFWC Lilac City	Ann Corwine
GFWC Moses Lake	Margaret Schiffner
Woman's Club of Olympia	Sandra Groves
GFWC Peninsula Keystone	Nancy Burdick Nancy Jones, Kathie Jorgensen
Sokico Woman's Club	
Woman's Club of Spokane	Lynda Campbell
GFWC Springdale	Stacy Johnson
GFWC Tacoma	Martha Curwen
GFWC The OTHER Club	Bonnie Rail
GFWC Valley Volunteers	Vicki Connor
GFWC Vista Woman's Club	Bonnie Walden

Past State Presidents

Past President 2022-2024	Susan Tyler
Past President 2020-2022	Lela Taylor
Past President 2018-2020	Betty MacMaster
Past President 2016-2018	Tina Bair
Past President 2014-2016	Nancy Burdick
Past President 2010-2012	Kathie Jorgensen
Past President 2006-2008	Cheryl Holman
Past President 2004-2006	Martha Curwen
Past President 2002-2004	Jeanette Jester
Past President 2000-2002	Jane Cline
Past President 1996-1998	
GFWC 2010-2012	Carlene Garner
Past President 1994-1996	Nancy Jones
Past President 1992-1994	
WSR 2014-2016	Bonnie Walden
Past President 1990-1992	LaVonne Hoivik

Members serving on GFWC and WSR boards

GFWC Board of Directors

State President	Kimberly Skagen
Membership Committee	Nancy Burdick
Legislation & Public Policy	Susan Tyler
International Past President	Carlene Garner

WSR Board of Directors

State President	Kimberly Skagen
Parliamentarian	Carlene Garner
Fundraising, Membership	Nancy Burdick
Standing Rules committee	Nancy Jones
Nominating Committee	Susan Tyler
WSR Past President	Bonnie Walden

Clubs in Washington and Year Federated

as of May 1, 2025

<u>District</u>	<u>President</u>	<u>Members</u>	<u>Federated</u>	<u>Anniversary</u>
Columbia District	Carol Styles			
GFWC Battle Ground		28	1972	53
GFWC Camas-Washougal		12	1947	78
GFWC Cathlamet		29	1931	94
GFWC Vista		11	1981	44
	Total - Columbia	80		
King County District	Brianne Palomino			
GFWC Elahan		12	2011	14
GFWC Kirkland		9	1920	105
GFWC Sokico		12	1982	43
	Total - King County	33		
Northeastern District	Lela Taylor			
GFWC Chewelah		6	1915	110
GFWC Lilac City		5	2015	10
GFWC Spokane		14	1908	117
GFWC Springdale		12	2003	22
GFWC The OTHER Club		6	2000	25
Dept Tilicum of Cheney		5	1903	122
	Total - Northeastern	48		
Peninsula District	Rena Johnston			
GFWC Avalon		5	2021	4
GFWC Capital		11	2003	22
GFWC Chambers Bay		23	1966	59
GFWC Commencement Bay		9	1971	54
GFWC Kitsap Peninsula		12	1947	78
GFWC Olympia		38	1890	135
GFWC Peninsula Keystone		12	1981	44
GFWC Tacoma		5	1907	118
GFWC Valley Volunteers		8	2002	23
	Total Peninsula District	123		
State Federated Only				
GFWC Apple Blossom Club	Nancy Burdick	9	2008	17
GFWC Moses Lake	Margaret Schiffner	10	1915	110
		24	2024 Clubs	
		303	2024 Members	

Responsibilities of District [or Club] Presidents

District: Cindy Bassage - clbassage@comcast.net

Club: Paulette Stinson - bgstinsons@msn.com

Districts, as defined in our by-laws, play a key role in keeping communication open between the state and member clubs. District Presidents are members of GFWC-WS Executive Committee, and the State Board of Directors. District and Club Presidents should make every effort to attend all state meetings, since they are representatives for their districts and clubs. District by-laws should conform to the GFWC-WS by-laws. Districts should meet at least twice a year to conduct business, share information and build relationships and friendships.

Presidents lead the way! Are you sharing membership ideas? Are you planning community improvement and involvement activities? Are you encouraging clubs to contribute to our GFWC-WS Scholarship Fund, Endowment Fund, Federation Forest and Coins for Arts?

Presidents...

- attend all GFWC-WS meetings, workshops and conventions, and sit on the GFWC-WS Executive Committee and Board of Directors.
- appoint chairmen and committee members as required by district by-laws.
- provide a written/verbal report of District activities at each state meeting.
- distribute materials to District chairmen and clubs in a timely manner.
- plan District meetings and encourage all club women to attend.
- create and distribute Calls to all District clubs and District Board members.
- provide a courtesy invite and Call to the State Executive Committee members (Five elected officers and four District presidents.)
- invite the current State President to speak or provide a workshop at a District meeting.
- when endorsing a candidate for State office, be prepared to present the endorsement at the election year State Convention.
- (if requested) provide a written report of your District accomplishments to the State President by February 15 for inclusion in her report to Headquarters.

In addition to above state duties, District Presidents should make themselves available to all clubs in their district for programs and workshops; invite State Board members to District meetings; lead by example and encourage clubs to participate... enter contests, write reports, submit newsletter articles, and visit our GFWC-WS webpage often.

GFWC–WS Club Reporting Rules

Contact: Nancy Burdick, Dean of Chairman

Cross Reporting IS NOT ALLOWED!! Find the best spot to report your club’s efforts and do not repeat it in either the narratives or the statistical totals. You are allowed to cross report only for our Washington State contests, Helen Sutton Membership award or the Charlotte Gyllenburg Outstanding Community Service award. Reports are written and submitted on projects that happened between January 1 and December 31st of each year.

Narratives – are important for they give valuable explanatory information about your projects not found within the statistical form. You must submit one **GFWC-Washington State Narrative Reporting Form** (or similar) for each project / advancement area you are reporting under if you wish to be considered for awards. When writing your narrative report, list your biggest and most important projects first. Two pages total.

Statistical Form – complete one **GFWC-Washington State Statistical Form**, combining all project and advancement area totals on the same form. Using the definitions below, be sure to include all projects, hours, and dollars spent / donated / or in-kind. Use the page included here or the excel version on the website (preferred). The statistical form is not required to be sent with the narrative to each Chairman.

Reports are due by February 15th! Send your completed Narrative reports to the Chairman listed for each specific area. Create a packet of all completed narratives and send to President Kim with your completed Statistical Form. Sending a copy of the Statistical Form to Chairman is not required. President Kim will combine all club efforts from the Statistical Forms for the required annual reporting to Headquarters.

Reminder: Can individual members’ efforts be reported? The simple answer is NO! The only way you can legally honestly report individual member’s efforts is to have that member ask the club to support. Support means: either a financial donation from the club’s treasury or the enlistment of additional members’ time and talents to help with a project. Additionally – your club must vote to make these “individual” efforts a “club” effort – or reporting it is just plain “fudging” your reports.

DEFINITIONS

Community Service Programs are the programs and projects members initiate and participate in to serve their communities, including projects with GFWC Affiliate Organizations.

Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs in your State.

Volunteer Hours is the amount of time that members worked on club approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In-Kind Donations reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at **www.GFWC.org**.

Dollars Spent are costs incurred by members, clubs, or State Federations to achieve Advancement Plan goals.

Dollars Raised reflects the dollars earned from fundraising programs and projects.

GFWC–WS CSP’s & Advancement Areas

Signature Program:

Domestic and Sexual Violence Awareness and Prevention

Chair: Diana Cunningham
Email: dcunni3410@aol.com
P. O. Box 1143
Toledo, WA 98591

Community Service Programs

Arts & Culture / Art Room

Chair: Vicki Connor
Email: connorsplace50@comcast.net
4923 Parker Rd. E.
Sumner, WA 98390

Civic Engagement & Outreach

Chair: Brianne Palomino
Email: brewnd@aol.com
P. O. Box 1143
Toledo, WA 98591

Education & Libraries / Scholarship

Chair: Sandra Groves
Email: sandragroves10@gmail.com
811 Edison Street SE
Olympia, WA 98501

ESO

Chair: Jeanette Jester
Email: jemajester@aol.com
4211 NE Franklin Street
Camas, WA 98607

Environment

Chair: Sally Larson
Email: larsonsw@hotmail.com
7514 - 66th Avenue W.
Lakewood, WA 98499

Health & Wellness

Chair: Kim Skagen
Email: daiziedot@yahoo.com
12100 SE Triviere TRL
Port Orchard, WA 98367

Juniors Special Program Advocates for Children

Chair: Kathie Jorgensen
Email: kjorgen@outlook.com
22020 SE 40th Court
Issaquah, WA 98029

Advancement Areas

Communications & Public Relations

Chair: Beth Juvik
Email: bethjuvik@aol.com
8407 - 41st Street W
University Place, WA 98466

Leadership / LEADS

Chair: Cindy Bassage
Email: clbassage@comcast.net
9626 - 57th St. Ct. W.
University Place, WA 98467

Legislation & Public Policy

Chair: Martha Curwen
Email: martha.curwen@gmail.com
2801 N Puget Sound Ave.
Tacoma, WA 98407

Membership

Chair: Nancy Burdick
Email: nancy.burdick@comcast.net
2734 Marine Drive
Bremerton, WA 98312

WHRC

Chair: Lynn Cline
Email: lynncline1211@gmail.com
17308 - 20th Avenue E
Spanaway, WA 98387

Fundraising (reporting)

Chair: Kim Skagen
Email: daiziedot@yahoo.com
12100 SE Triviere TRL
Port Orchard, WA 98367

Reports and Awards Checklist

2026 Deadlines	Program or Contest	State Chairman	State	District
Jan 31	LEADS Application	Cindy Bassage		N/A
Feb 15	Arts & Culture CSP	Vicki Connor		
Feb 15	Member Short Story Contest	Vicki Connor	N/A	N/A
Feb 15	Member Poetry Contest	Vicki Connor	N/A	N/A
Feb 15	Youth Short Story Contest	Vicki Connor	N/A	N/A
Feb 15	Youth Poetry Contest	Vicki Connor	N/A	N/A
Feb 15	Civic Engagement & Outreach CSP	Brianne Palomino		
Feb 15	Education & Libraries CSP	Sandra Groves		
Feb 15	Environment CSP	Sally Larson		
Feb 15	Health & Wellness CSP	Kimberly Skagen		
Feb 15	Advocates for Children (Jr. Sp Proj)	Kathie Jorgensen		
Feb 15	Communications & Public Relations	Beth Juvik		
Feb 15	Domestic Violence Awareness	Diana Cunningham		
Feb 15	Fundraising	Kimberly Skagen		
Feb 15	Leadership	Cindy Bassage		
Feb 15	Legislation & Public Policy	Martha Curwen		
Feb 15	Membership Program & Awards	Nancy Burdick		
Feb 15	Women's History/WHRC	Lynn Cline		
Feb 15 even yr	Charlotte Gyllenburg Contest	Paulette Stinson	N/A	N/A
Feb 15	Mark of Excellence Award	Paulette Stinson		N/A
Feb 15	Helen Sutton Award	Nancy Burdick	N/A	N/A
Feb 15	Club Statistical Form	Kimberly Skagen		N/A
March 1	GFWC-WS Clubwoman of the Year	Cindy Bassage	N/A	N/A
March 1 even	Community Impact Program Award	Bonnie Walden	N/A	N/A
March 31	Newsletter Contest for Clubs	Char Lysne	N/A	N/A
March 31	Website Contest for Clubs	Rita Loeth	N/A	N/A
State Convention	"The World in Pictures" and "Volunteers in Action" Photo Contest	Vicki Connor	N/A	N/A
June 1 odd yr	Jennie Award	Kimberly Skagen		N/A

GFWC Administrative Handbook page info

Signature Program: Domestic and Sexual Violence Awareness and Prevention

Contact: Diana Cunningham

2024-2026 GFWC Club Manual

See pages 13 thru 35

GFWC Juniors' Special Program: Advocates for Children

Contact: Kathie Jorgensen

2024-2026 GFWC Club Manual

See pages 36 thru 44

Arts and Culture – Community Service Program

Contact: Vicki Connor

2024-2026 GFWC Club Manual

See pages 45 thru 53

Civic Engagement and Outreach – Community Service Program

Contact: Brianne Palomino

2024-2026 GFWC Club Manual

See pages 54 thru 65

Education and Libraries – Community Service Program

Contact: Sandra Groves

2024-2026 GFWC Club Manual

See pages 54 thru 65

Epsilon Sigma Omicron (ESO) GFWC WASHINGTON STATE BETA CHAPTER

Study Director: Jeanette Jester

2024-2026 GFWC Club Manual

Assistant Study Director: Kim Skagen

See pages 66, 73-74

Environment – Community Service Program

Contact: Sally Larson

2024-2026 GFWC Club Manual

See pages 76 thru 87

Health and Wellness – Community Service Program

Contact: Kimberly Skagen, acting

2024-2026 GFWC Club Manual

See pages 88 thru 98

GFWC Administrative Handbook page info continued

Communications and Public Relations – Advancement Plan

Contact: Beth Juvik

2024-2026 GFWC Club Manual

See pages 122 thru 136

Leadership – Advancement Plan

Contact: Cindy Bassage

2024-2026 GFWC Club Manual

See pages 145 thru 156

Legislation and Public Policy – Advancement Plan

Contact: Martha Curwen

2024-2026 GFWC Club Manual

See pages 157 thru 171

Membership – Advancement Plan

Contact: Nancy Burdick

2024-2026 GFWC Club Manual

See pages 172 thru 185

Fundraising – Advancement Plan

Contact: Kimberly Skagen, acting

2024-2026 GFWC Club Manual

See pages 137 thru 144

Women’s History and Resource

Contact: Lynn Cline

2024-2026 GFWC Club Manual

See pages 197 thru 202

Arts and Culture

Community Service Program

Contact: Vicki Connor

2024-2026 GFWC Club Manual
See pages 45 thru 53

The GFWC Arts and Culture Community Service Program encourages members to promote and support art and cultural programs in their clubs and communities, and to expand understanding on every level, from local and regional to national and international. Our goal is to create projects that include crafts, dance, drama, food, music, and other manifestations of art and culture that develop skills, awareness, and appreciation. It is designed to inspire clubwomen and ignite within them a desire to make the world a more beautiful, thoughtful, and caring place.

The PHOTOGRAPHY CONTESTS rules appear on pages 220 thru 222.

The WRITING CONTESTS rules appear on pages 226 thru 228.

Photography, poetry, and short stories require a signed arts waiver. The Creative Arts Waiver is found on page 223 or 229, and is also posted on the GFWC-WS website under Manuals/Forms/By-Laws – WS Manuals ~ Forms

GFWC Photography Contest rules:

- Photographs may be vertical/portrait or horizontal/landscape.
- Photographs must be the original work of the member submitting the photo.
- Each photograph must be an 8 X 10-inch print. Digital submissions alone will not be considered, but a high-resolution digital copy of the submission is encouraged.
- All photographs must be mounted on a rigid 8 X 10-inch board and overall thickness may not exceed 3/8 inch. NO mattes, frames, or hangers!
- Judges will look at the overall creativity of subject and quality of the photograph.
- Photographs may be taken using film or with digital cameras and may be color or black and white.
- Photographs will NOT be returned.
- Each photograph must have a label affixed to its back with the following information:
 - Contest name: The World in Pictures with category or GFWC Living the Volunteer Spirit
 - Photographer's Name, Email Address, Mailing Address, and Phone Number ø Name and State of the sponsoring club
 - Title and brief caption giving location, date, and other pertinent info about the photograph
 - Arrow indicating top of the photograph Bring entries to state art room at convention along with GFWC Creative Arts Waiver. Winning photographs will not be returned.

Epsilon Sigma Omicron (ESO)

GFWC WASHINGTON STATE BETA CHAPTER

Study Director: Jeanette Jester
Assistant Study Director: Kim Skagen

2024-2026 GFWC Club Manual
See pages 66, 73-74

Epsilon Sigma Omicron is an honorary educational society open to all GFWC Clubwoman. Over 80 years ago the ESO program became a permanent part of GFWC Education Department. Washington State was the second state to form a Beta Chapter in 1930.

All members are eligible to join the GFWC-WS Beta Chapter of ESO.

To Join:

Submit \$1.00 with the following information: name, address, phone, email, primary club, district, and name of your local reading circle (if you have one).

To earn credits:

Read a category of your choice at \$1.00 per category per administration. A brief report is given the local study director or sent to the state director and should contain title of the book, author, and the category title (again this year we are basing the categories on the community service areas) and brief statement about the book with your opinion. Reports are kept by your local study director, who forwards to the state director the list of books read. The state director will then send back a completed card with the credits on it. These can be kept by the member or in the study director's file. Books over 1000 pages count as three books.

Levels of membership

- Pledge – paid \$1 to join and read the first 4 categories of 10 books each.
- Member – completed 4 courses (40 books) and is eligible to wear the ESO pin.
- Star Level – completed 10 categories of 10 books (100 books) each.
- Torch Level – completed 16 categories of 10 books each (160 books). Eligible to receive and wear the Greek torch pin attached to the membership pin. Once you have reached this level you can read the category of “member’s choice”.
- Century Level - Certificates are given for each 100 books (10 groups of 10 books) read. Members can continue to the second, third century and beyond.
- Diamond Level – for every 1000 books read.

Want to participate in the online GFWC ESO reading book club?

Search for the Facebook page GFWC 2020 2022 ESO Book Club

Clubs are encouraged to report ESO specific activities, along with books read and hours spent reading to the ESO Study Director, separate from Education activities.

Leadership Education and Development Seminar (LEADS)

Contact: Cindy Bassage

2024-2026 GFWC Club Manual

See pages 145 thru 156

The GFWC Leadership Education and Development Seminar (LEADS) program is intended to identify GFWC members at the local level who have the potential and the desire to assume leadership positions in our State Federation and/or GFWC beyond our state. Participation in GFWC LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher office and serve with distinction. GFWC Washington State selects one LEADS attendee each year. GFWC LEADS is held annually the day before the official opening of the GFWC Annual Convention. The program may include an overview of various leadership skills; an explanation of GFWC resources, materials, and assistance; an outline of GFWC policies, procedure, and protocol; and discussions of tips and techniques for pursuing personal growth and developing leadership opportunities. Criteria for LEADS Participation: LEADS candidates should meet the following criteria:

- Demonstrates leadership capabilities at the club level as an active club president, club officer, or club project or committee chairman
- Exhibits a commitment to the Federation
- Exhibits an understanding of the GFWC mission of community service, illustrated by programs and projects in which she is or has been involved
- Demonstrates leadership skills, including, but not limited to, organization, responsibility, trustworthiness, enthusiasm, and flexibility
- Exhibits an interest in and willingness to pursue higher leadership positions in GFWC
- Agrees to share information gained from participation in LEADS with others in GFWC-WS and try to attend and share at the Fall GFWC WSR region conference.
- Has not held elected positions at or beyond the state level
- Is a current dues paying member and has not attended a previous LEADS program.

LEADS attendees are expected to be responsible for a portion of their expenses as an affirmation of their personal commitment and are responsible for making their own travel and lodging arrangements.

LEADS attendees receive:

- Transportation and lodging stipend of \$325.00 from GFWC, checks are distributed to attendees at the completion of the seminar.
- Lunch during the LEADS program (no registration fee is required)
- Additional travel stipend of \$250 from GFWC-WS.

The application for LEADS is on the GFWC-WS website under the Manuals/Forms/ByLaws tab

GFWC and GFWC–WS Special Awards

Yearly Awards

Mark of Excellence Award (Club self-nomination)

- Self-Nomination: clubs complete the Mark of Excellence checklist and submit to the current Vice President (Dean of Clubs).
- Award certificates are given for each club that meets all the Mark of Excellence criteria
- Application form can be found on website or at end of this handbook

Yearly Traveling Awards

Helen Sutton - A set of Silver Candelabras and Silver Tray

- Selected by the Membership Chair/Committee, this award is given for the best outstanding membership project. Clubs will complete and submit the application form.
- This award was started in 1965 as a Junior Award in honor of their 5th Junior State President (Junior Director) who served the Junior members as Director from 1942-1944. Helen Sutton went on to be GFWC Washington State President from 1953-1955.
- Application form can be found on website or at end of this handbook

Keystone Gavel – A Gavel, Sounding Block in a Wooden Box

- Determined by the Membership Chair/Committee, this award is given to the Club who had the highest percentage gained in membership for the current year.

Punch Bowl and Cups

- Determined by the Membership Chair/Committee, this award is given the District who had the highest percentage gained in membership for the current year.

Meryl Durst Award - \$50 Cash Award

- Selected by the Education Chair, this award is given to the club who has the Best of the Best in the Education Community Service Program area.

Dorothy Coleman Compote

- **Due to current CSP categories, the criteria for this award is being refreshed.**
- This award was given to the club who had the Best of the Best in the International Outreach Community Service Program area. It was named for Dorothy Coleman, GFWC-WS President from 1982-1984.

GFWC Washington State Clubwoman of the Year

- Self-Nomination: clubs complete the Clubwoman of the Year nomination for their candidate and submit to the current President Elect.
- This award is given to a single GFWC Washington member who exemplifies the Federation philosophy of community improvement through her club work. Winner receives a certificate, dinner at the head table, and a small jewelry box type gift.

GFWC and GFWC–WS Special Awards continued

Administration Awards (awarded once every two-year term)

Charlotte Gyllenburg Contest

- Self-Nomination: clubs complete the Charlotte Gyllenburg application and submit to the current Vice President (Dean of Clubs).
- This award is given to a club for their single outstanding community service project. The award was named for the first Junior President, Charlotte Gyllenburg who served the membership as Junior Director from 1935-1936. This award, a large oval silver tray, was engraved with the winner's names, but as years passed the engraving was discontinued.

Jennie June Award

- Self-Nomination: clubs complete the Jennie June application paperwork and submit to the current State President.
- This award is a great way to honor a member who has dedicated her life to volunteer work, especially with GFWC. This person must be someone who has been active in club, community organizations and with family.

Community Impact Program Award

- Self-Nomination: clubs complete the Community Impact packet and submit to the CIP chairman.
- The GFWC Community Impact Program award offers GFWC clubs financial incentives to implement projects designed to impact a specific problem or need in their community.

GFWC-WS Clubwoman of the Year Award

Contact: Cindy Bassage
clbassage@comcast.net

This award, the GFWC-WS Club Woman of the Year, is to honor and recognize the State club woman and volunteer who demonstrates the GFWC philosophy of community improvement through volunteer service, "Living the Volunteer Spirit."

Each club may select one member to be honored. A report must be turned in by March 1st of the current year describing the candidate's activities from January 1st through December 31st of the previous year.

Three copies of this report must be submitted since there are three judges involved. **You may use non-GFWC members as judges;** however, it is acceptable to choose members from within the State club.

The report must include the following:

Cover page:

1. Candidate's name
2. Club
3. District
4. Club President's signature

Narrative containing no more than 2 pages typed should include:

1. Brief description of Federation activities prior to last year
2. Detailed description of current GFWC activities
3. Brief description of State, District, and club
4. Brief description of community activities outside club
5. Brief description of family and professional life

Eligibility: Candidate must be a dues-paying member of GFWC-WS to be considered. Currently elected GFWC-WS Officers and past GFWC-WS Presidents will not be eligible for this award.

GFWC-WS Charlotte Gyllenburg Contest

Contact: Paulette Stinson
bgstinsons@msn.com

- The **Charlotte Gyllenburg Contest** began in 1951 with Washington State Junior Clubs, named in honor of Charlotte Gyllenburg, the first Washington State Junior President (Director of Junior Clubs).
- The perpetual award, presented biannually at State Convention in even years, is a sterling silver tray. It is engraved with the names of the Junior Clubs that received this award until Washington's Junior Members merged with the General Membership.

CRITERIA: A single outstanding Community Service Project.

Reports must contain the following:

Need of Project (45%) – Need shall be interpreted as a project being of great benefit to the community.

Accomplishment of Project (35%) – Accomplishment shall be determined by:

1. Club hours spent.
2. Money spent or collected. (Actual money spent, not the estimated value of project.)
3. Outside assistance. (Clearly specify)
4. Number of members participating on project.
5. If it is a continuing project, clearly show the current two years' work.

Permanency of Project (20%) – Permanency shall be interpreted as continuance of the project, or continuance of the benefit from the project; i.e., sponsoring a swimming class would be more permanent than purchasing an object for a swimming class.

Rules:

1. Each club can enter only one project.
2. The reporting period is January 1, 2024 through December 31, 2025.
3. The report shall not exceed 2 pages (one side only), 8 1/2" x 11", typed, single-spaced.
4. Reports shall not be placed in a folder
5. Send three (3) copies of the report to the GFWC-WS Vice President (address above).

Judging: The current GFWC-WS Vice President will serve as chairman of this contest, assisted by two past presidents. Late reports will be disqualified

GFWC Jennie June Award

Contact: Kimberly Skagen
daiziedot@yahoo.com

The GFWC Jennie Award honors one clubwoman from each GFWC Region for outstanding commitment to club, community, and family. They are chosen by their clubs to compete at state, region, and national levels for the Federation's highest honor.

The Jennie Award is named in honor of GFWC's founder, Jane Cunningham Croly, who wrote for national newspapers under the fictitious name "Jennie June." Although GFWC has many awards for states and clubs, the GFWC Jennie Award is the only national honor that recognizes individual members for personal excellence.

Since it is an award for lifetime personal excellence, club presidents should consider utilizing the knowledge of club historians for Jennie Award nominees. Club presidents should be mindful of first impressions and make the nominee's packet of supporting materials as professional as possible because it may be judged at the different levels by influential community leaders.

Award Rules

- Clubs may nominate one member who has demonstrated the qualities outline under the judging criteria for this award.
- Nominee must be a member in good standing of a GFWC club for a minimum of five years. Her tenure of service may be with several clubs. Years of service must be consecutive not concurrent.
- Current and past members of the GFWC Executive Committee are ineligible.
- Nominations should emphasize a member's entire lifetime of service.
- Clubs must complete and submit the official GFWC Jennie Award Nomination Form along with a maximum 500-word written narrative. Narratives should include descriptions of the nominee's:
 - Club activities
 - Participation in community groups and organizations, both volunteer and professional
 - Commitment to her nuclear or extended family
- Clubs must submit the following supportive materials along with nomination form and narrative:
 - Photograph of nominees (no larger than 5x7 inches)
 - Clips of two-three newspaper (or other media) stories about successful projects to which the member contributed (it is not necessary for such articles to mention the member by name).
 - Letter of endorsement from Club President
 - Letter of endorsement from a representative of another organization
- Nomination forms and supporting materials, including photographs, will not be returned.
- Clubs must submit nomination materials to Kimberly Skagen, GFWC Washington State President, postmarked by June 1, 2025, for state level judging.
- Clubs must submit nomination materials to Kimberly Skagen, GFWC Washington State President, postmarked by June 1, 2025, for state level judging.

Community Impact Program Award

Contact: Bonnie Walden

2024-2026 GFWC Club Manual
See pages 203 thru 211

One club in each state is selected to receive \$100 from GFWC and will go on to compete at the national level. This winning entry is the only club from a state to compete at the national level. The GFWC Community Impact Program Awards offer GFWC clubs' financial incentives to implement projects that bring change to their local community.

The Community Impact Program Awards are designed to encourage and recognize the positive effects a club can have on specific needs in their community.

As GFWC's longest standing project, the Community Impact Program Awards has evolved since its introduction to members in 1949. At that time, the project was known as the Community Improvement Pram. The goals of the project remain the same as they were at the start of the program. CIP rewards clubs for effective community projects. The project offers clubs opportunities for growing club membership, enhancing leadership skills, building relationships with individuals and community groups, and creating public awareness of the club and GFWC.

CIP is a two-year project. Awards will be presented at our state convention in 2026. Forms and additional information for competing can be obtained from the GFWC Administration Handbook.

Clubs will submit their entries to Bonnie Walden, 415 SE 177th Avenue, #335, Vancouver, Washington 98683. Questions can be sent to walden3638@comcast.net.

- Award period January 1, 2024 to December 31, 2025
- GFWC State Award: \$100 First place
- GFWC National Award: First Place winners are given \$2500 within the Six State Membership Categories.

GFWC–WS Educational Scholarship Committee

Sandra Groves, Chair

Tina Bair, Committee

Nancy Larson, Committee

In today's high cost of college tuition, scholarship awards play an important part for many deserving students who anticipate receiving a scholarship to help finance their college education.

The Educational Scholarship Committee encourages each member, club and/or district to consider making a monetary contribution to the scholarship fund for the future funding of the state's scholarship candidates.

Your contribution to the GFWC-WS Scholarship Fund may be submitted using the Dues and Contributions Form in the Administrative Handbook. All contributions are to be sent to the GFWC-WS Treasurer – Jeanette Jester.

There are many ways for your club to donate to this fund, including adding the Scholarship Fund as a line item on your Club or District budget is a good way to remember to make donations and Special Event Fundraising would provide monies to support the Educational Scholarship fund and is a great way to raise awareness for the need to keep nurturing young women to attend college. Reach out to your communities and local schools to recruit candidates for the scholarship awards.

There are commendable and worthy students in every local school who deserve a hand up to meet their tuition needs. Get the word out about GFWC-WS Scholarships.

INFORMATION FOR CLUB SCHOLARSHIP COMMITTEES:

To Club Presidents and Scholarship Chairmen:

ALL requirements must be met; incomplete applications will not be considered.

1. The minimum amount to be awarded by the state, per scholarship, is \$250. Individual clubs and districts are not required to award a scholarship in order for a candidate to be eligible for the state scholarship. Clubs are encouraged to make an annual contribution to the state's scholarship fund as explained above.
2. The top recipient will also receive the Kathy Estep Memorial Scholarship.
3. There is no club cut-off date on the form; we suggest February 1st in order to give your club time to select your applicant.
4. Only one (1) candidate entry per club.
5. A personal letter stating goals, financial need, future plans and additional pertinent information-
6. Three (3) letters of recommendation.
7. A club letter should be included showing evidence the sponsoring club knows and supports its candidate.
8. The original application should be signed in ink by the Club President or Scholarship Chairman.
9. Three (3) copies of the application, letters and transcript are to be mailed to Sandra Groves, GFWC-WS Scholarship Chair. Only one photo is necessary.
10. Applications must be postmarked no later than March 1. Late applications will not be considered.
11. Final decisions will be made by the GFWC-WS Educational Scholarship Committee on the basis of the information furnished,
12. Scholarship awards must be used in an accredited school in Washington State.
13. Scholarship money will be sent to the school in which the recipient is enrolled after verification is received by the GFWC-WS Financial Secretary.

Educational Scholarship Guidelines for Applicants

(This page is to be given to all applicants)

1. Educational Scholarships, varying in amounts, will be announced in April at the annual GFWC-Washington State (GFWC-WS) Convention.
2. Applicants must be sponsored by a dues paying club of GFWC-WS. Only one (1) entry per club. Each entry must be on a current application form, and an original signed in ink by the applicant and a club official.
3. Consideration will be given to females who are graduating from high school and/or currently enrolled in a college undergraduate program.
4. Scholarship awards must be used in an accredited school in Washington State. Applicants must be residents of the State of Washington.
5. Students are eligible to receive only two (2) GFWC-WS Educational Scholarships.
6. Scholarship money will be sent to the school in which the recipient is enrolled after the GFWC-WS Financial Secretary receives verification.
7. Educational Scholarships not used by January 1 of the following year will be awarded to an alternate.
8. Applications must include the following:
 - The current 2024-2025 GFWC-WS Educational Scholarship Form including the signature in ink of a club representative (President or Scholarship Chairman).
 - A small photo (approximately 2" x 3") for publicity.
 - Transcript of grades from school currently attending.
 - Personal letter stating goals, financial need, future plans and pertinent information.
 - Three (3) letters of recommendation -no more than two (2) from school personnel and a third from an adult well-acquainted with the applicant through work, church, volunteer experience, etc.
 - A personal letter from the sponsoring club stating why they chose the applicant and form signed by the club official
9. Three (3) complete copies of the application. All materials are to be mailed to the State Chairman, Sandra Groves by the sponsoring club. Only one photo is necessary.
10. Applications must be received by the club no later than February 1st.
11. Incomplete applications will not be considered.
12. Final selection will be made by the GFWC-WS Educational Scholarship Fund Trustees based on the information furnished.

GFWC–WS Endowment Fund

Chairman: Cheryl Holman

What is an Endowment?

- An endowment is a permanent investment in the future of GFWC Washington State. Endowment funds are invested, rather than used as cash for immediate needs. Only the interest is used for the general fund.
- An endowment fund has been established by the GFWC-WS through voluntary contributions by clubs and individuals. Income from the investments of this fund shall be used for operational expenses of GFWC – WS. Interest received from the completed funds shall be transferred into the General Fund.” (GFWC Washington State Bylaws, Article X – Endowment Fund)

To remain aligned with the GFWC Washington State “Strategic Plan”, our membership needs to use this plan to guide and strengthen the activities of our organization. By using these goals and strategies, our organization will be able to plan efficiently for the future.

By focusing on the achievement of objectives within the “Strategic Plan”, we are also charged with working to increase the financial stability of the GFWC Washington State Vision. It is the responsibility of every GFWC Washington State member to support and promote the visions and objectives as stated in the “Strategic Plan”.

The GFWC Washington State Vision also encourages: 1) providing larger scholarships and monetary awards, 2) better use of resources and awareness of a realistic financial plan, 3) increased monetary support of the Endowment and Educational Scholarships.

Why are endowments important?

Since the capital cannot be used, the income generated from an endowment is an important source of revenue. Endowed funds create a foundation for fiscal growth and stability, while generating a reliable portion of income for GFWC Washington State.

How is the spendable income used?

The Spendable income from the endowment is used to support the state’s direct costs.

Here are some great ways to support the GFWC – WS ENDOWMENT FUND:

Give yearly by providing a line item in your club or district budget, give in honor of a club / district president, honor your Clubwoman of the Year / Jennie Award winners, honor your years of service, or the years of service your club has given to the community, give in memory of a past president, a Veteran, in appreciation for ‘What GFWC Means to You’.

Endowment Forms can be found on the website under Manuals/Forms/By-Laws

Mail completed form with check payable to GFWC Washington State to:

Cheryl Holman, GFWC Washington State Endowment Fund Trustee

1403 SE Fancy Free Dr., Pullman, WA 99163

Phone: (360) 608-5536 email: cherylholman@twc.com

Federation Forest

Park Address: 49201 SE Enumclaw Chinook Pass Rd, Enumclaw, WA 98022

Contact: Char Lysne and Sally Larson

Our responsibilities include:

- maintaining a good working relationship with park management team and participating in planning for park improvements at the invitation of the park's management team
- keeping GFWC-WS membership advised of the status and condition of the park as well as our committee activities
- having knowledge of the park's history and GFWC-WS
- traveling to the park's location for dedicated events or at least once a year
- advocating for the park.

Federation Forest State Park has continued as a GFWC-WS project since 1926 when our first fundraising campaign was launched to purchase the original park site along Snoqualmie Pass. The deed for that property was presented to Washington State Parks and Recreation in 1928. First park location opened in 1934 and was forced to close in 1938 after a windstorm blew over many of the trees and the park was declared a disaster. That property was sold, and the sale money held in trust until another suitable location could be found. The park at this location, along SR-410, opened July 16, 1949.

The Catherine Montgomery Interpretative Center opened in 1964. Catherine Montgomery was a GFWC-WS member and founding faculty member at Western Washington University. She left her estate to GFWC-WS to be used for educational purposes at the park and those funds were used to build the interpretive center. Exhibits in the center were updated in 2016 and in May 2022 GFWC-WS members made and donated a quilt which permanently hangs on a wall in the center lobby.

We have not wavered in our support of the park through the years by advocating for preservation of the park, purchasing needed equipment and supplies, and performing volunteer work at the park.

Please consider including club and district budget line items for donations to the GFWC-WS Federation Forest Fund.

Donations can be sent to the GFWC-WS Treasurer when sending in dues or at any time using the Dues & Contributions form available on the website.

We encourage you to visit the park and bring your friends and family. It is a place of peace, beauty and tranquility that will capture the hearts of nature lovers who visit.

Resolutions

Committee Members

Susan Tyler, Chair

Bonnie Walden

Carlene Garner (Parliamentary Advisor)

Resolutions are important because they establish the general policy of GFWC-Washington State. Before a club can advocate for or against an issue, a written resolution must have been passed by our state or GFWC International.

Resolutions can be sent to the Resolutions Committee Chairman by a club, district, the Board of Directors, Executive Committee, a Community Service Program Chairman or the Resolutions Committee.

Proposed resolutions are to be sent to the Resolutions Committee Chairman by December 10.

Resolutions begin with a general statement of fact – WHEREAS, then move to the desired actions to be taken by our organization. - RESOLVED, That GFWC–Washington State

There can be more than one whereas and more than one resolved. Each paragraph ends with a semicolon and, in the case of the next-to-last paragraph, the word “and.”

The proposed resolution will be reviewed by the committee and presented at the state convention. Resolutions, except emergency resolutions, which are presented to the convention shall be published in the Call to Convention.

All resolutions which have been in force for four years shall be automatically reviewed by the Resolutions Committee members.

Responsibility for carrying out the intent of the resolutions rests with the President of GFWC-Washington State, the chairman whose work is germane, the chairman of Legislation and member clubs.

Bylaws Committee

These members are here to assist you and your clubs with any questions that relate to the GFWC-Washington State Bylaws. Please let us know if we can help you.

Chairman: Kathie Jorgensen

Advisory: Carlene Garner, Parliamentarian

Members: Nancy Jones (KCD); Paulette Stinson (CD); Nancy Burdick (PD)

Oversight: Kimberly Skagen, President; Cindy Bassage, President-elect

What are Bylaws?

Robert's Rules of Order Newly Revised (RONR), 12th edition, Section 2.8 defines bylaws as the document of a society that contains its own basic rules relating principally to itself as an organization.

The bylaws define the primary characteristics of the organization, prescribe how the society functions, and includes all the rules that the society considers so important that they cannot be changed without previous notice and the vote of a large majority and cannot be suspended.

What our GFWC-Washington State Bylaws say about the Bylaws Committee.

Article VIII – COMMITTEES

B. Bylaws Committee. The Bylaws Committee shall consist of a chairman and two members. The Parliamentary Advisor shall serve as an advisor to the committee. Its duties shall be to:

1. Annually consider and edit proposed amendments and recommendations for amendments to the Bylaws and Standing Rules as outlined in Article XVI.
2. Prepare all proposed amendments to the Bylaws and Standing Rules for inclusion in the annual Call to Convention.
3. Present all proposed amendments to the Bylaws and Standing Rules to the Board of Directors for appraisal and to the convention body for action.

What our GFWC-Washington State Bylaws say about amendments to the Bylaws:

ARTICLE XVI – AMENDMENTS

Section 16.1. Amendments to these bylaws may be adopted at the Annual Convention by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendment was appended to the Call to Convention. Amendments may be proposed by GFWC-WS elected officers, the Board of Directors, Executive Committee, Bylaws Committee, or any district or member club. Proposed amendments shall be sent to the President and to the Bylaws Committee Chairman by December 1. All proposed amendments shall be stated in the Call to Convention, considered by the Board of Directors and presented to the convention by the Bylaws Committee.

It is important to remember that when proposing an amendment to the Bylaws, to state the exact wording that is being proposed along with all the of Articles and Sections to be affected by the amendment. Also include the reason for the proposed change.

Nominating Committee

These members are here to assist you and your districts with any questions that relate to GFWC-Washington State Nominations for state office. Please let us know if we can help you.

- Martha Curwen, Chairman, Peninsula District Representative
- Carol Styles, Columbia District representative
- Diana Cunningham, King County District Representative
- TBD, Northeastern District representative

The Nominating Committee is a Standing Committee of GFWC-Washington State, according to Article VIII, Section 8.1,J.

The Nominating Committee shall consist of four members, who shall be nominated from, and elected by, members of the GFWC-WS Board of Directors at the post-Convention meeting in even-numbered years. No district shall have more than one member on the committee, and the committee shall elect a chairman following their election. Duties of the committee shall be to:

- Request names and endorsements of qualified candidates, authorized at a regular or special district meeting, from districts and recruit qualified candidates to fill the slate.
- Require district endorsement letters, with the candidate's picture and letter of consent, to be submitted to the Nominating Committee Chairman by November 15 of the odd-numbered years.
- Verify that candidates have met the requirements for office and notify their sponsoring districts and the GFWC-WS President of the slate of nominees.
- Send slate of nominees, with photos and bios including the President-elect's, to the Washington Clubwoman for publication in the issue prior to the election.
- Present the slate of nominees to the convention body in the even-numbered years.

To fulfill these responsibilities, the members of the committee will be working with each of the four districts in Washington State to encourage an endorsement for each of the offices to be elected. If you or someone you know is interested in seeking a Washington State office, please contact the representative from your district. She will be more than happy to assist you with the process of endorsement and verifying a candidate's qualifications.

GFWC Federation Day

FEDERATION DAY is April 24. This is the time to promote your Club – some ideas:

USE THE MEDIA:

- Newspaper releases – club articles – feature stories
- Proclamation by Mayor or Governor
- Interviews on Radio/TV
- Cable
- District and Club Newsletters
- Billboards
- Posters

IN THE COMMUNITY:

- Window displays
- Membership promotion
- Poster contest
- Display in Public Library
- Chamber of Commerce

DISTRICT AND CLUB EVENTS:

- Special meeting – luncheon/dinner
- Hold a fun night
- Special project during the week
- Visit other clubs in areas
- Coffee time/get-togethers
- Invite other clubs to meeting
- Hold a special membership drive
- Have a party and invite prospective members
- Hold a leadership workshop
- Hold a Balloon Lift off in every club at the same time
- Have a Federation orientation meeting
- Recognize long-time members
- Organize new clubs

GFWC Acronyms

Below is a list of acronyms that are commonly used by the General Federation of Women's Clubs

BOD	Board of Directors
CCI	Canine Companions for Independence
CIP	Community Impact Program Award
CSP	Community Service Program
DSVAP	Domestic and Sexual Violence Awareness and Prevention
EC	Executive Committee
ESO	Epsilon Sigma Omicron
GFWC	General Federation of Women's Clubs
GLR	Great Lakes Region
HOBY	Hugh O'Brian Youth Leadership
JSP	Juniors' Special Program
LEAD	Leadership Education and Development Seminar
MAR	MidAtlantic Region
MOD	March of Dimes
MVR	Mississippi Valley Region
NATGEN	The Nature Generation
NER	New England Region
PCAA	Prevent Child Abuse America
SCR	South Central Region
SER	Southeastern Region
SR	Southern Region
UNICEF	United Nations Children's Fund
USO	United Service Organization
WHRC	Women's History and Resource Center
WSR	Western States Region

GFWC-WS Mark of Excellence Application Form

Contact: Paulette Stinson
bgstinsons@msn.com

- GFWC Washington State clubs that have met the criteria listed below will be recognized as Clubs of Excellence at GFWC-WS Convention.
- In order to be considered for the award, a club must complete and send the application to the GFWC–WS Vice President, postmarked on or before February 15th of each year.

Club _____ District _____ Date _____

Name of person completing form _____

	Club delegate/s attended the GFWC-Washington State Convention
	Club delegate/s attended the GFWC-Washington State Fall Board
	Club delegate/s attended district Fall and Spring Conferences last year
	Club President read and distributed to appropriate chairman the information from the GFWC Manual and GFWC WS Administration Guide
	Paid GFWC-Washington State and District per capita dues on or before November 1 st
	Submitted reports to State and District chairmen on or before February 15 th
	Conducted a program/project in at least three of the six programs
	Invited your State Officer or District President to speak at a club meeting
	Gained or retained your membership from the previous year
	Conducted a club orientation
	Held a membership event for prospective members
	Contributed to one of the following: GFWC-WS Endowment Fund, GFWC-WS Scholarship Fund and/or GFWC-WS Federation Forest Fund

GFWC-WS Helen Sutton Membership Award Application Form

Contact: Nancy Burdick
nancy.burdick@comcast.net

- The Helen Sutton Membership Traveling Award is presented yearly to the **“Best of the Best”** GFWC Washington State club that has promoted recruitment of new and former GFWC members, retention of current members and orientation of both.
- The award is a pair of silver candelabras and a silver tray.
- To be considered for the award, a club must complete and send the application to the GFWC–WS State Membership chairman, postmarked on or before **February 15th** of each year.
- A second page of narrative may accompany this form

Club _____ District _____ Date _____

Number of Members _____ Membership participating _____%

Recruitment Program/Activities

Retention Programs/Activities

Orientation Programs/Activities

GFWC/GFWC Washington State Community Awareness

Utilization of Resources

Sample Proclamation

City of _____

Office of the Mayor

PROCLAMATION

WHEREAS, the GFWC _____ Women's Club is a member of the General Federation of Women's Club – Washington State and the General Federation of Women's Clubs, the worlds, largest organization of volunteer women; and

WHEREAS, the GFWC _____ Women's Club is a volunteer service organization which has been actively serving this community for _____ years; and

WHEREAS, the GFWC _____ Women's Club is one of the nearly _____ clubs in the General Federation of Women's Clubs which promotes community service; and

WHEREAS, the object of the GFWC _____ Women's Club is to train women to be leaders and to encourage a sense of service in women and

WHEREAS, the General Federation of Women's Club – Washington State has developed many leaders and volunteers in our communities throughout the State of Washington; and

WHEREAS, the GFWC _____ Women's Club has planned a "GFWC _____ Women's Club Week" _____ 20__ to call attention to the accomplishments of the Federated Women's Clubs throughout the state of Washington and

NOW, THEREFORE, I _____ Mayor of the City of _____ do hereby proclaim _____ 20__ as the GFWC _____ Women's Club week and recognize the contributions to our city by the volunteer members of the GFWC _____ Woman's Club.

DATED this _____ day of _____, 20_____.

Mayor