

WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
Sponsors of Potential Members

Although a potential member completes an application it is not a guarantee the candidate will be approved. It is important as a sponsor you know the potential member to feel assured, they will be a productive and valued member for the club. If the potential member is approved, it is your responsibility as the sponsor to aid in their development.

How do you know the potential member and what is their reason for wanting to join the club?

One of the ways to understand how a potential member works well with others is to invite them to volunteer at our events and then get feedback from members that they worked with. What type of feedback did you get from other members and/or working activities with them?

What type of mentoring plan do you have for the potential member for the first year of membership?

Sponsor's Signature _____ Date _____

Membership Application Summary (filled out by Membership Chair)

Potential Member _____

Submitting Sponsor _____ Date _____

Officer Interviewer _____ Date _____

Presented to Board _____ Date _____

Action Taken Approved Not Approved

Installed _____ Date _____

Follow up Officer, Sponsor, New Member Discussion _____ Date _____

WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
Sponsor's Checklist and Discussion Points for Potential Members

The applicant has attended two meetings as a guest _____
Dates attended _____

The sponsor has reviewed the constitution and bylaws with the applicant _____

The applicant has been informed of the expectations of the club _____

- The club is a working club not a social club
- Sign up for three committees, at least one fundraising committee
- Respond to committee chairs correspondence
- Attend committee meetings
- Support events
- Complete sign-up sheets yearly
- Pay dues
- Respect each other

The applicant has been informed of the membership process _____

- Applicant submitted to Membership Chair
- Applicant interviewed by a member of the Executive Board
- Application presented to the board (last Thursday of month)
- If application approved, member will be installed at next luncheon

The sponsor discussed the duties of each committee and the time commitments of each committee with the applicant prior to the completion of committee sign up sheet (Information available in yearbook) _____

The sponsor has discussed their mentoring plan with the applicant _____

The applicant's committee sheet is legible, and all items completed _____

The applicant's check is received, made payable to Women's Civic Club, marked for "Membership" _____

The sponsor and potential member have signed the checklist _____

The sponsor will submit the applicant's packet to the First Vice President

Mail/Deliver to:
Arlene Klaas - 1st Vice President
Women's Civic Club
PO Box 9759
Panama City Beach, FL 32417

Name of Applicant _____ Date _____

Sponsor's Signature _____ Date _____

WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
Application for Membership

Name _____

Resident Address _____

Mailing Address _____

Email Address _____

Telephone _____ Preferred communication method: email or text

Birthday _____

Do you reside and/or own property in the area between the Hathaway Bridge, the Phillips Inlet Bridge and West Bay Bridge in Bay County? Yes _____ No _____

If not, do you reside in Bay or Walton County? Yes _____ No _____

Do you own a business or property in area between the Hathaway Bridge, the Phillips Inlet Bridge and West Bay Bridge in Bay County? Yes _____ No _____

Type of business? Optional _____

Current/Former Occupation _____

You and your sponsor have discussed the sponsor checklist? Yes _____ No _____

Have you volunteered at any of our activities? Yes _____ No _____

Attached Membership Fees:

Dues	\$30.00	
Shirt	\$20.00	
Name Pin	<u>\$16.00</u>	
Total	\$66.00	Yes _____ No _____

In case of emergency, who should be contacted: Name _____

Telephone _____ Relationship _____

By completing this application for membership, I agree to conform to the bylaws of this club and comply with the obligation of membership as explained to me by my sponsor.

Applicant Signature _____ Date _____

**WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
MEMBER COMMITTEE SIGN-UP SHEET 2023-2024**

Complete and sign the form and give to Membership Chairman by the May General Meeting along with your \$30 dues. This form must accompany your dues. Checks should be made payable to "Women's Civic Club". You may also mail your form and check to PO Box 9759, Panama City Beach, FL 32417.

Each active member is required to complete a committee sign-up sheet yearly. You are required to sign up for a minimum of three (3) committees. At least one (1) of the required committees should be a fund-raising committee. All members are expected to participate in or support all fund-raising events. If you are uncertain about any committee functions, a Description of Committees sheet is available upon request.

Name _____ Phone _____
Address _____
E-mail _____

Are you interested in chairing or co-chairing a committee? _____ Yes _____ No
If yes, please list committee(s) _____

FUND RAISING COMMITTEES
(select at least 1)

- Arts & Craft Fair
- Dance
- Silent Auction
- Ironman
- Special Beach Events

**COMMUNITY OUTREACH and
EVENTS COMMITTEES**

- Community Outreach
- Fashion Show
- Kitchen
- Lunches & Programs
- Marketing
- Member to Member
- School Projects
- Sunshine
- Telephone & Reservations

The appointed committees are standing committees that do not require sign-ups. These Committee Chairs will be appointed by the President. If you have a special interest in one of these Committees please indicate your willingness to be a liaison for that committee.

- Anchorage Children's Home Beach Care Services Boys & Girls Club
- Food Pantry Library Maggie Still Park Newsletter Scholarship
- Website Management Yearbook

In case of emergency, we should contact: _____

Relation _____ Telephone _____

SIGNATURE _____ Date _____

Committee Descriptions

Fund Raising Committees

Arts & Craft Fair Committee:

Purpose: Raise funds for the club's charities and heighten awareness of the club's mission to the community.

Events: The Arts & Crafts Sales are usually held in the spring and fall. It is an indoor event with the venue reserved well in advance. The committee will enlist vendors i. Members are encouraged to attend craft sales throughout the year to identify prospects. Planning meetings are held several times to decide arrangements for the day of the event. The display floor layout is designed and vendors are contacted. The Committee works in conjunction with the Kitchen Committee to offer a snack bar. Much help is needed the day of the event to place signage, greet guests, assist vendors, etc.

Dance Committee:

Purpose: Execute one of the major fund raising events of the year. Coordinate with the Silent Auction committee to create a memorable evening. Responsibilities include planning, sales, decorating and clean up.

Opportunities: Secure venue and music source. Determine ticket pricing, advertising and the layout of the room. Obtain necessary permits and insurance. Ensure tickets and flyers are printed and distributed. Solicit funds to cover major expenses to help keep costs down. Assist with ticket sales, prior to the event and the night of the event. Decorate the room and the tables. Remove and store decorations.

Events: The Beach Boogie Dance is normally held the first Saturday of February. Securing the venue and music source for the following year is done shortly after the event. Planning begins in the fall so tickets and flyers will be available at the December General Meeting. Ticket sales begin in January. The day before the event, the committee decorates the venue. The night of the event, the committee staffs the ticket table and sells raffle tickets. At the conclusion of the event, members clean up the tables and room.

Silent Auction Committee:

Purpose: Solicits auction items from the membership and local community for one of the largest fund raising events of the year. Responsible for set up, description boards, bid sheets, bidder check-in and bidder results.

Opportunities: An excellent way to meet local business owners and to work with other members as part of a team that organizes and executes an exciting evening.

Events: The Silent Auction is held in conjunction with the Beach Boogie Dance, which is normally held the first Saturday of February. Involves 2-3 planning meetings (1hour each), set up the day before the auction (4-5 hours) and execution of the auction (5-6 hours). Two hour shifts are established for the night of the event, so members can enjoy the event. Description and bidder sheets will require some additional commitment for selected members.

Fund Raising Committees (continued)

Ironman Committee:

Purpose: Support the Ironman organization by stuffing packets and bags, and athletic check-ins. Chair completes simplified grant form and coordinates with volunteers.

Events: Edgewater Beach Event (May), Aaron Bessant Park (October-November)

Edgewater Beach Event: Stuffing of packets and bags about 3 hours. Athletic check in is about 4 hours each day (2 days). Work is accomplished in the conference center.

Aaron Bessant Park: Stuffing of packets and bags about 5 hours. Athletic check in is about 4 hours each day (2 days). Work is accomplished in a tent.

Special Beach Event Committee:

Purpose: Staff fundraising events sponsored by TDC. Organize, plan, secure licensing, secure vendors, and coordinate staffing for non-TDC fundraising events.

Opportunities: Organizational and marketing skills. Ability to positively represent our organization to the public.

TDC Events: Pirates of the High Seas (October), Home for the Holidays (November), New Year's Eve (December), Mardi Gras (February or March), UNwineD (March)..

Pirates of the High Seas, Home for the Holidays, New Year's Eve, and UNwineD: Provide staffing for TDC directed event. Work is accomplished at Aaron Bessant Park, Pier Park and Russell-Fields Pier.

Mardi Gras: Secure liquor license, secure product for resale, staff tents to sell beer, etc. Work is accomplished at Aaron Bessant Park.

Other Events: Todd Herendeen Fundraiser (Spring-date to coincide with Mr. Herendeen's availability).

Todd Herendeen Fundraiser: Sell tickets, coordinate with Marketing Chair to promote event, make arrangements for meal to be catered and coordinate with Kitchen Committee Chair for meal support.

Other Fundraising Events: Duties as needed for that event.

Community Outreach and Events Committees

Community Outreach Committee:

Purpose: This committee identifies specific community needs and develops a project or two to help with the need. The committee may work with other committee chairs or liaisons, such as Anchorage Children Home - McKelvey House, on a benefitable project but the interface with the selected organization must be done through the committee chair or liaison.

Opportunities: This is an opportunity for members who are involved in different aspects of the community, able to make a year- round commitment, are flexible to changing needs.

Community Outreach and Events Committees (continued)

Fashion Show Committee:

Purpose: Plan and present a fashion show for members and guests

Opportunities: Members can decide the role, model or dressing room assistant that they would like to work in. It is a fun time allowing committee members to select outfits from store(s) usually at a discount price. Members have the opportunity to see and try on the latest clothing.

Event: The fashion show is usually planned for the April meeting and in a facility that includes a meeting room, sound equipment, and dressing room.

Kitchen Committee:

Purpose: Plan, shop, prepare and serve food items for identified events. Includes set up and clean up as required.

Opportunities: Good use of creative, organizational, planning and execution skills.

Events: Arts & Craft Shows (September and March), Todd Herendeen Dinner Theatre (April)

Arts & Craft Show: Involves a planning meeting and about 4 hours on the day of the event. Serve about 100 people.

Todd Herendeen Dinner Theatre: Meal is catered so involvement includes providing beverages and desserts; setting tables; staff salad, beverage and dessert tables and bus tables.

Lunches & Programs Committee:

Purpose: Plan and execute the luncheon program for the year.

Opportunities: Committee members meet in June to plan for the upcoming year so information can be included in the yearbook. Members come to the meeting with ideas for restaurants and programs for discussion. The second vice president chairs the meeting and outlines the process for the success of lunches and programs. A restaurant and program is chosen for each month the WCC meets.

Events: Each Committee Member will be a contact for a restaurant and program. The process includes working the agreement document with the restaurant, coordinating with the speaker and other items of the process. Committee members need to be conscientious, exhibit attention to detail, have organizational skills and are dependable.

Community Outreach and Events Committees (continued)

Marketing Committee:

Purpose: To provide information on the club to the public. To publicize the good work accomplished by the club in our community, and in turn spur interest in club membership or participation in club activities.

Opportunities: The work of this committee can be accomplished at home. It involves coordinating with various media sources such as The Visitors Bureau, The

Chamber of Commerce, the news channels, etc. A list of these sites is maintained for reference.

Events: Any WCC event requiring public participation including The Beach Boogie and Silent Auction, The Arts & Craft Fair, The Todd Herendeen Dinner and Show, etc.

Member to Member Committee:

Purpose: Host several social events each year for members. The committee meets once or twice a year for selection of the year's events, which are generally small gatherings where members can relax and have fun. The chair and co-chair then plan the details for the chosen events, including securing location, menus, type of party (new member meetings, wine tasting, bunco, home parties, etc.)

Sign-up sheets for each party are circulated at the Board meetings and luncheons, and small reminder articles are placed in the Club Newsletter. Total planning time per event is 1-2 hours, and there are about 5 events per year.

School Projects Committee:

Purpose: This committee provides needed support to the schools on Panama City Beach. Members will access the needs of the schools through contact with school personnel. For example, we may provide financial assistance, supplies, clothing or equipment. We may also seek donations of supplies from our general membership.

Opportunities: Members of this committee may be asked to contact individual schools, identify a contact person within that school, and work with that person to identify their school needs. Once the school /teacher needs are identified, be part of the team to meet those needs and when needed assist with delivery of the supplies, equipment, etc. to the schools. Committee members need to be able to make calls and visits during normal school hours and school calendar year.

Community Outreach and Events Committees (continued)

Sunshine Committee:

Purpose: Provide appreciation and support to active and inactive members in the following ways:

Sending birthday cards, sympathy cards, and get-well cards.

Providing bereavement memorials for members, former members, and spouses. Memorials may include a donation of a book to the PCB library reflecting a special interest of the deceased, a donation to a charity specifically requested by the family, or a deli tray if requested by the family.

Visiting members in the hospital, rehab centers, nursing homes or in their homes.

Telephone & Reservations Committee:

Purpose: Send monthly meeting notices to all members and receive reservations for meetings. Provide reservation information to Luncheon Committee Chair prior to meeting. Staff registration table at monthly meetings and provide attendance information to Treasurer.

Opportunities: Organizational skills and accountability for handling club funds.

Events: Nine monthly luncheon meetings September through May.

Appointed Committees:

Anchorage Children's Home, Beach Care Services, Boys & Girls Club, Domestic Violence, Food Pantry, Library, Maggie Still Park, Scholarship:

Act as a liaison between the organization and the women's club to understand the needs of the organization. Work with the organization's staff to best utilize the budget allocated for the organization. If volunteers are needed, solicit help from other club members.

Newsletter, Website Management, Yearbook:

Requires expertise in the particular task. Responsible for coordinating with various sources to publish and/or update the information. Has the ability to recruit other members to support the task.