

**WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH**  
**Information for Sponsors of New Members**

**Sponsors of New Members:**

Please make sure you have advised the applicant that this is a working club, not just a social club. Please let them know what is involved in being a member of WCC of PCB. Each member is expected to serve on committees, pay dues, purchase tickets to be resold for different committees, and perform duties needed for the betterment of our community.

All applications must be approved by the Executive Board. Forward the application to the First Vice-President prior to the monthly Board meeting (last Thursday of the month).

**Sponsor Checklist:**

1. Are you willing to mentor this applicant for her first year? \_\_\_\_\_
2. Application completely filled out and signed \_\_\_\_\_
3. Committee sign-up sheet completed and signed \_\_\_\_\_
4. Applicant's check received, made payable to Women's Civic Club, marked for "membership fees"  
Check should be \$ 56.00  
    Dues           \$ 20.00  
    Shirt          \$ 20.00  
    Name Pin      \$ 16.00  
    Total           \$ 56.00 \_\_\_\_\_
5. Sponsor signed the application \_\_\_\_\_
6. Sponsor mail or hand deliver applicant's packet to the First Vice-President. \_\_\_\_\_

Mail/Deliver to:  
Nancy Stovall  
Women's Civic Club  
PO Box 9759  
Panama City Beach, FL 32417

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(revised: 5/6/21)

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

Name \_\_\_\_\_

Residence Address \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Birthday Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (year not printed in yearbook)

Have you attended two meetings as a guest: Yes \_\_\_\_\_ No \_\_\_\_\_

Dates attended \_\_\_\_\_

Do you reside and/or own property in Panama City Beach? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Do you own a business in Panama City Beach? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Business? Optional \_\_\_\_\_

Current/Former Occupation? \_\_\_\_\_

In case of emergency, who should be contacted? Name \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Shirt size:    S        M        L        XL        XXL        XXXL

Sponsor's Name \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Member Interview: \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Date \_\_\_\_\_ Installation Date \_\_\_\_\_

(revised: 3/1/21)

**WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH  
MEMBER COMMITTEE SIGN-UP SHEET 2022-2023**

Complete and sign the form and give to Membership Chairman by the May General Meeting along with your \$20 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**

(select at least 2)

- 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 Chair that committee.

- Anchorage Children's Home     Beach Care Services     Boys & Girls Club     Domestic Violence
- 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 Sale is usually held in the spring and fall. It is an indoor event with the venue reserved well in advance. The committee begins enlisting vendors in the fall. 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, raffle baskets are made, 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, sell raffle tickets, etc.

#### **Dance Committee:**

**Purpose:** Execute one of the major fundraising events of the year. Coordinate with the Silent Auction and Kitchen committees 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 flyers will be available at the December General Meeting and advertising can begin early. Ticket sales begin in month prior to the event. 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 fundraising 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 athlete check-ins. Chair completes simplified grant form and coordinates with volunteers.

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

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

**Aaron Bessant Park Event:** Stuffing of packets and bags about 5 hours. Athletes 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:** Home for the Holidays (November), New Year's Eve (December), Mardi Gras (February or March), UNwineD (March), Tourism Day (May).

**Home for the Holidays, New Year's Eve, Tourism Day 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). Other fundraising events, such as the Lorrie Morgan concert (May 2019).

**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. Previously it has purchased, wrapped and delivered gifts during the holidays to needy families, hosted a Springtime party for lonely assisted living residents and purchased clothing and supplies for local Hurricane victims and provided a meal once a month to McKelvey House.

**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 and like to shop.

