



CJW
BLUE BOOK
2009-2010

**CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS**

01. Director

- a) Mission statement
- b) Director's message
- c) Director's challenge
- d) CJW calendar

02. CJW Board of Directors

- a) CJW Board List (Names, Address, Phone # and E-mail Addresses)
- b) CJW Board Member Biographies

03 CJW Bylaws and Standing Rules

- a) By laws
- b) Standing Rules

04. CJW Clubs Information

- a) CJW Club List (Alpha)
- b) CJW Club Officer List
- c) Juniorette Club Information
- d) Juniorette Club List (Alpha)
- e) Juniorette Club Officer & Advisor List
- f) CJW District Information

05. Arts

- a) Introduction
- b) Welcome To The Arts! - Goals, Project Ideas
- c) Resources
- d) Arts & Crafts Contest Procedures, Rules
- e) Arts & Crafts Contest Categories
- f) Job Description

06. Conservation

- a) Introduction
- b) Conservation Goals And Project Ideas
- c) Conservation Resources
- d) Job Description

07. Corresponding Secretary

- a) Introduction
- b) Corresponding Secretary Guidelines
- c) Corresponding With CJW
- d) CJW Logos
- e) Email Etiquette
- f) Job Description

**CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS**

08. Current Affairs

- a) Introduction
- b) Current Affairs Goals & Project Ideas
- c) Current Affairs Resources
- d) Job Description

09. Education

- a) Introduction
- b) Education Goals & Project Ideas
- c) Resource – Literacy Volunteers In Connecticut
- d) Resource – Sources Of Information On Learning Disabilities
- e) Resource – Sources Of Information On Literacy
- f) Spelling Bee Rules
- g) Spelling Bee Guidelines
- h) State Spelling Bee Responsibilities
- i) State Spelling Bee Set Up – Diagram
- j) Maureen Borski Scholarship Rules
- k) Maureen Borski Scholarship Application
- l) Request for Payment of CJW Scholarship Awards
- m) Job Description

10. General Information

- a) Who We Are
- b) CJW & Juniorette Pledges
- c) CJW Organizational Chart
- d) What Everyone Should Know About CJW, Inc.
- e) List of Special Awards
- f) CJW State Project Guidelines
- g) CJW Etiquette/ Protocol
- h) Responsibilities Of The Members Of The CJW Board Of Directors
- i) Time Line And Guidelines For Submitting Information For The CJW Bluebook
- j) Guidelines For District Reps

11. Health

- a) Introduction
- b) Health Goals & Project Ideas
- c) Monthly Health Observances
- d) Health Resources
- e) Paulie Magera Fund Rules & Application
- f) Job Description

CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS

12. History

- a) CJW History 1938 – 2007
- b) Special CJW Awards List
- c) Outstanding Junior Club Awards
- d) Juniorette Club Awards
- e) Past Honorary Directors
- f) Past Directors Themes
- g) CJW State Projects

13. Homelife

- a) Introduction
- b) General Information
- c) Goals & Project Ideas
- d) Resources
- e) Job Description

14. Immediate Past Director

- a) Nominating Committee Procedures
- b) CJW Board Of Directors Application Form

15. Junior Bulletin

- a) Junior Bulletin Guidelines For Clubs & CJW Board Members
- b) Criteria/ Suggestions For Club Newsletters
- c) Newsletter Award Rules
- d) Newsletter Awards Judging Sheet
- e) Job Description

16. Juniorettes

- a) What Is A Juniorette Club?
 - 1) The Purpose Of A Juniorette Club
 - 2) Benefits Of Membership
 - 3) Sponsoring A Juniorette Club / Committee
 - 4) Applying For Membership In CJW
 - 5) Juniorette & CJW Connection
- b) CJW Juniorette History
- c) Juniorette Advisor/Committee Chair Guidelines
- d) Juniorette Advisor/Committee Chair Qualifications
- e) Establishing Your Club
- f) How To Make Your Club Function
- g) The Club Newsletter
- h) Juniorette Department Project Ideas
- i) Juniorette Volunteer Record Sheet
- j) Juniorette Special Awards
- k) Marie Bates Scholarship Rules
- l) Marie Bates Scholarship Application Form

**CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS**

- m) Request For Payment Of CJW Awards Form
- n) CJW Juniorette Campership Application Rules
- o) CJW Juniorette Campership Application Form
- p) Ella T. Grasso Membership Award
- q) Juniorette Membership Application
- r) Juniorette Permission Form
- s) Job Description

17. Leadership / Parliamentarian

- a) Parliamentary Action
- b) By-Law Information – General
- c) By-Laws Check List
- d) Chart Of Motions
- e) Making A Motion
- f) Leadership General Information
- g) Leadership Project Ideas
- h) Building A Strong Board And Keeping It!
- i) Executive Board Orientations
- j) Responsibilities Of Board Members
- k) Survival Skills For Committee Chairs
- l) Personal Leadership – Getting Organized
- m) Tips For Better Leadership
- n) Public Speaking Tips
- o) Characteristics Of Leaders & Followers
- p) Leadership Survey
- q) Job Description

18. Meeting Planner

- a) CJW Meeting Planner Responsibilities
- b) District Day Guidelines & Information
- c) Checklist For District Day
- d) Executive Board Meeting Guidelines & Information
- e) Proposal to Host CJW Event Form
- f) Spring & Fall Conference Guidelines & Information
- g) Checklist For Spring Conference
- h) Checklist For Fall Conference
- i) Suggested Seating Plans

19. Membership/Assistant Director

- a) Introduction
- b) CJW Membership Information
- c) Big Sister Guidelines
- d) Membership Drive
- e) Flyer & Poster Information
- f) Prospective Member Orientation

CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS

- g) Orientation Booklet
- h) Sample Membership Invitation Letter
- i) Membership Fact Sheet
- j) Sample Membership Application
- k) CJW Transfer Form
- l) Sample Welcome Letter
- m) Retention & Club Unity
- n) CJW Connection
- o) CJW Installation Pamphlet
- p) Membership Department Information Report
- q) Ella T. Grasso Membership Award
- r) How To Organize A New Club
- s) Membership Chair Job Description
- t) Assistant Director Job Description

20. Presidents (Guidelines For Club Presidents)

- a) Sample Agenda / Order Of Business
- b) Tips For Running Effective Meetings
- c) Meeting Effectiveness Survey
- d) Meeting Evaluation Scale
- e) How Is Your Club? Survey
- f) Tips For Club Presidents
(How To Handle Disruptive Or Self-Centered Behavior In Groups)
- g) President's Report Information

21. Public Relations

- a. Guide For Publicity
- b. Newspaper List
- c. Items to Submit for Director's Pressbook
- d. CJW Web Philosophy
 - Rules Regarding Website
 - Creating Your Own Local Club Website
- e. What Makes A Great Website?
- f. Job Description

22. Recording Secretary

- a) Organizational Guidelines
- b) Minutes Of A Meeting
- c) Content Of Minutes
- d) Job Description

23. Report Writing

- a) Introduction
- b) Report Writing Guidelines
- c) Report Information

CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS

- d) Report Writing Clarifications – Title Page
- e) Departmental Clarifications
- f) Report Writing Forms
 - 1) Title Page For Club Reports
 - 2) Project Report Summary Sheet
 - 3) Department Summary Sheets
 - a. Arts
 - b. Conservation
 - c. Current Affairs
 - d. Education
 - e. Health
 - f. Homelife
 - g. Leadership
 - h. Membership
 - i. State Project
 - 4) Project Report Writing Sheet All Departments
 - 5) Project Report Writing Sheet Detailed
 - 6) Reports Due Sheet (For Internal Club Use)
 - 7) Report Information For Club Files (For Internal Club Use)
- g) President's Report Instruction Sheet
- h) President's Report – Junior & Juniorette Clubs
- i) Participation Record
- j) Juniorette Report Forms
 - 1) Title Page For Club Reports
 - 2) Project Report Summary Sheet
 - 3) Juniorette Project Report Writing Sheet
 - 4) Juniorette Project Reports Due Sheet (For Internal Club Use)
 - 5) Juniorette Reports Information For Club Files (For Internal Club Use)
- k) Juniorette Participation Record
- l) Glossary Of Awards And Report Writing Terms
- m) Report Writing General Information for CJW Chairs
- n) Sample Letter for CJW Chairs
- o) Job Description

24. State Project – Covenant to Care for Children

- a) Introduction
- b) State Project Overview
- c) State Project Divisions0
- d) CJW State Project Guidelines
- e) Job Description

CONNECTICUT JUNIOR WOMEN, INC.
BLUE BOOK TABLE OF CONTENTS

25. Treasurer

- a) Introduction
- b) Duties Of The Club Treasurer
- c) How To Request A Certificate Of Insurance
- d) Understanding Insurance
- e) CJW Check Request Voucher
- f) Federal & State Of Connecticut Reporting Requirements
- g) Record Retention Schedule
- h) State Of Connecticut Tax Exempt Form
- i) IRS Publication 1711 (11-93)
Charitable Contributions – Substantiation & Disclosure Regulations
- j) Sample Forms
 - 1) Club Budget
 - 2) Monthly Treasurer's Report
 - 3) Solicitation Letter
 - 4) Donation Thank You Letter
- k) Job Description
- l) Staples Tax-exempt card

26. Ways & Means

- a) Introduction
- b) Basics "B's" For Every Fundraiser
- c) General "Fun" Raising Ideas
- d) Ways & Means
- e) Ways & Means Projects – Reporting Guidelines
- f) Job Description