



Data Sheet and Questionnaire for 2009 – 2010

To fill in from your computer: move to each field by using your tab key --to select a check off box, click on the box – you can deselect by also clicking on the box

First Name:		Middle/Maiden (if applicable)		Last Name	
Street				Street Address line 2 if needed	
City		State		Zip	
Home Phone		Business Phone		Cell Phone	
Birth Month/Day	mm/dd no year /	E-mail			
Undergraduate Degree (BA, BS, etc.)		College/University		Husband's first name (if applicable)	

Standing Committees – Check-off where you can help

Committee	Function / Responsibility	Interest Y/N
Scholarship	Duties consist of 20 to 25 hours of reading scholarship applications and 2-3 nights of meetings. Meets in March and April. Committee consists of 7–9 members	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
College Night	Plans and conducts Annual College Night at SPF High School in October Committee consists of 10–15 members who will be available on College Night.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Hospitality	Provides refreshments for monthly meetings and Scholarship reception. Please CHECK OFF the month(s) you would like to help hostess: <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> and/or May Reception	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Activities	Coordinates Member Activities such as a trips, outings, socials	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Program	Plans and recruits speakers and programs for monthly meetings for 2009 – 2010 club year. Needs 5-7 members to plan programs. Committee meetings begin in February 2010 for the following year	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Membership	Responsible for actively recruiting new members and holding an event for prospective members. Needs 5-6 members.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Communications	Responsible for internal and external communications for the Club: <ul style="list-style-type: none"> o Newsletter Editor – Marie Walford, chair o Publicity – Helen Aaron, chair o Directory Publication – Pat Swick, chair o Reporter(s) needed to write some special interest articles for the newsletter 	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair



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Committee	Function / Responsibility	Interest Y/N
Ways and Means Select as many areas as possible	1) Community Calendar. Work begins in May and ends in October and involves <input type="checkbox"/> proofreading (summer) <input type="checkbox"/> sell at Fanny Wood Day and Scotch Plains Day (fall) <input type="checkbox"/> getting advertisers (spring 2010) <input type="checkbox"/> caller for community information (June) <input type="checkbox"/> distribution (August/September) Subcommittee member for: <input type="checkbox"/> Advertising in April 2010 <input type="checkbox"/> Production <input type="checkbox"/> Distribution (Connie Salisbury/Pat Swick chairs) <input type="checkbox"/> Marketing (Dorothy Lusk chair)	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
	2) Fashion Show/Spring Luncheon – held in March/April. We really need <i>YOUR</i> help. Please see separate sheet. Please select an area where you think you can be the most helpful.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
	3) Recycling – Consists of a 2 hour shift on two Saturdays per year. Spouses, family and friends are welcome.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
	4) Special Projects (fundraising activity)	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Round Robin Bridge	Ladies daytime bridge. My partner is _____	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Ladies Bridge	Meets monthly in the afternoon	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Couples Friday Evening Bridge	Please list you and your partner _____	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Book Group	Meets on a Tuesday evening each month	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Ladies who Dine	Members arrange to meet at a local restaurant throughout the year	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Recent Grads	Members in their 20's, 30's, and 40's plan social activities	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair

See next page for Fashion Show subcommittees



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FASHION SHOW COMMITTEE – Members needed!

Committee	Function / Responsibility	Interest Y/N
Fashion Show Co-Chairs	<ul style="list-style-type: none"> • Help organize the committees and help establish theme • Meet with committees when and if needed • Contact country club and arrange for date, meal, and specific needs • Oversee the committees helping members when needed and reminding them of deadlines • Write newsletter articles, attend general meetings and board meetings and report progress 	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Theme Committee	<ul style="list-style-type: none"> • Decorations • Tables • Music selection 	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Select a Gift Committee	Solicit items for the Select a Gift area from local stores/ neighbors / club members; or collect the gift items; or organize into decorated baskets/containers; or be creative and come up with clever descriptive names for the baskets and create labels for each	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Silent Auction Committee	Solicit silent auction items	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Models Committee	Create a list of 10-12 models, set-up fitting days and times the week before the show.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Publicity	Internally to club members, externally to newspapers, or through delivering posters to area stores—many forms of publicity—new ideas welcomed.	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Fashions	Pick-up and/or deliver fashions to local committee member's home, or checking outfits before and after to make sure all outfit items are accounted for	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Printed Material	<ul style="list-style-type: none"> • Find theme related graphics and order: Save the Date Postcards, fliers, Tickets, Programs • Create text for each item listed above 	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
General Fashion Show / Luncheon Ticket Sales	<ul style="list-style-type: none"> • Coordinate ticket sales and table assignments 	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
Select a Gift Ticket Sales	Chairs organize people to sell tickets the day of the show Please also indicate if you would be interested in selling tickets the day of the show	<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair
50/50 Ticket Sales		<input type="checkbox"/> Yes <input type="checkbox"/> Co-chair