

## **SAMPLE INVITATION**

Dear (Insert Name),

Several people in our community are in the process of organizing a new General Federation of Women's Club, and we cordially invite you to join other women in (insert name of community) who desire personal involvement in the leadership and improvement of our community to learn more about GFWC.

We welcome the opportunity to tell you who the members of GFWC are, what we do, and why women like you join. This much we can tell you now: the members of GFWC enrich their lives by putting their talents, time and experience to work on causes that benefit families and communities, and have a lot of fun doing it.

We look forward to seeing you:

Date:

Time:

Location:

If you know of a friend or a neighbor who also would like to be part of a club involved in the community, we'd love it if you invite her to join us, too.

Please R.S.V.P. to (Insert Name) at XXX-XXX-XXXX or E-mail@E-mail.com by [date]. We look forward to meeting you.

Sincerely,

(Insert Name)

## **SAMPLE FOLLOW-UP INVITATION**

Dear (Insert Name),

Thank you for joining us on (insert date of last meeting) to learn more about organizing a new General Federation of Women's Club in our community. We enjoyed meeting you and would like to invite you back for a brief meeting to discuss how our potential new GFWC club can support the many needs in our community.

GFWC offers a diversified set of GFWC Community Service Programs, and we would like to understand what type of community volunteer projects or programs you would enjoy lending your time and talent in to make a difference.

As a GFWC Member, you not only have the chance to contribute to the improvement of our community, but it also provides you with a network of support and lasting friendships from women with similar interests and concerns. Our next meeting will be held:

Date:

Time:

Location:

Again, if you know of a friend or a neighbor who also would like to be part of a club involved in the community, we'd love you to invite her to join us, too.

Please R.S.V.P. to (Insert Name) at XXX-XXX-XXXX or E-mail@E-mail.com. We look forward seeing you again.

Sincerely,

(Insert Name)

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Date:

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Please R.S.V.P. to (Insert Name) at XXX-XXX-XXXX or E-mail@E-mail.com. We look forward seeing you again.

Sincerely,

(Insert Name)

## **SAMPLE CLUB PRESIDENT COMMUNICATION TO POTENTIAL MEMBER**

Dear May B. Member,

Recently, I received word from [GFWC Headquarters OR Susie Smith, my State Membership Chairman], that you are interested in the General Federation of Women's Clubs and possible membership in a local club. As president of the GFWC [Anytown] Woman's Club here in [Anytown], I am especially pleased to learn of your interest.

Our club has been a member of GFWC for [xx] years. The projects and programs that we work on and support in our community include:

- (Describe two to three projects that the club is involved in locally, and how they have positively impacted the community)

Our general meetings are held on [day] at [o'clock] at [location]. We would be delighted if you would join us at our next meeting. I will contact you soon to answer any questions you might have and provide you with directions to our meeting location.

Please feel free to contact me directly at [phone number and/or e-mail address].

Again, please know how happy we are that you are interested in our club and our projects, and I look forward to meeting you.

Sincerely,

Polly President  
Club President, GFWC {Anytown} Woman's Club  
123 Easy Street | Anytown, USA  
P: 123-555-1235 | E: *PollyPresident@internet.com*

**GFWC MEMBER PROFILE AND INTEREST SHEET**

Date \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Family Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation (if applicable) \_\_\_\_\_

Birthday (without year) \_\_\_\_\_

Hobbies, Interests, Talents, and Expertise: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current community involvement (clubs and organizations), including offices and chairmanships held (if applicable) \_\_\_\_\_

Other Useful Information \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Current community involvement (clubs and organizations), including offices and chairmanships held (if applicable) \_\_\_\_\_

Other Useful Information \_\_\_\_\_

**CLUB MEMBER SURVEY**

Name (optional) \_\_\_\_\_

- 1) Number of years you have been a member of the club? \_\_\_\_\_
- 2) Why did you join our club? \_\_\_\_\_
  
- 3) What do you enjoy most about the club? \_\_\_\_\_  
\_\_\_\_\_
- 4) What do you enjoy the least? \_\_\_\_\_  
\_\_\_\_\_
- 5) What, in your opinion, has been the best project that the club has organized since you joined? \_\_\_\_\_  
\_\_\_\_\_
- 6) What types of projects interest you the most? \_\_\_\_\_  
\_\_\_\_\_
- 7) What types of projects interest you the least? \_\_\_\_\_  
\_\_\_\_\_
- 8) Do you think our club is well known the community? \_\_\_\_\_
- 9) If not, how do you think our club could become better know? \_\_\_\_\_
- 10) If you could change one thing about our club, what would it be? \_\_\_\_\_  
\_\_\_\_\_

**GFWC MEMBER SATISFACTION SURVEY**

Please complete this questionnaire to help evaluate member satisfaction with our club’s activities, projects and meetings. Please return completed form to the membership chairman or club president. All responses are confidential unless you choose to provide your name.

- 1) Do you feel welcome in our club?  Yes  No

If no, why? (Please mark all that apply)

- I have not made an effort to meet or get to know other members.
- Other members have not made an effort to meet or get to know me.
- Officers and chairmen seem too busy with business and each other to pay attention to members.
- The club does not make an effort to have hostesses or greeters.
- Not enough attention and time is given to social gatherings for member interaction.
- Other (please explain): \_\_\_\_\_

If yes, why? (please explain) \_\_\_\_\_

- 2) Do you feel comfortable sharing ideas and concerns with club leaders?  Yes  No

If no, why not? (Please mark all that apply)

- Club leaders have so many responsibilities and seem so busy I do not want to bother them.
- Club leaders have their own agenda and do not seem interested in members’ ideas.
- I have not been a member long enough to feel comfortable approaching club leaders.
- I do not want to appear as pushy or a trouble maker.
- Other: \_\_\_\_\_

If yes, why? (please explain) \_\_\_\_\_

- 3) How do you feel about the level of the club’s involvement in the following? (Mark appropriate response)

<i>Activity</i>	<i>Level of Club Involvement</i>			
Member Orientation	<input type="checkbox"/> Excessive	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	<input type="checkbox"/> Unknown
Member Retention	<input type="checkbox"/> Excessive	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	<input type="checkbox"/> Unknown
Community Projects	<input type="checkbox"/> Excessive	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	<input type="checkbox"/> Unknown
Fundraising	<input type="checkbox"/> Excessive	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	<input type="checkbox"/> Unknown

- 4) Do you feel the club focuses on community service?  Yes  No

- 5) Have you participated in club projects and activities?  Yes  No

If yes, how did you become involved?  I volunteered  I was asked



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- Not enough attention and time is given to social gatherings for member interaction.
- Other (please explain): \_\_\_\_\_

If yes, why? (please explain) \_\_\_\_\_

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- 4) Do you feel the club focuses on community service?  Yes  No

- 5) Have you participated in club projects and activities?  Yes  No

If yes, how did you become involved?  I volunteered  I was asked

6) Please indicate your involvement in the following types of activities:

<i>Activity</i>	<i>Level of Involvement</i>	
Community Projects	<input type="checkbox"/> I am currently involved	<input type="checkbox"/> I would like to be involved
Fundraising	<input type="checkbox"/> I am currently involved	<input type="checkbox"/> I would like to be involved
Club Chairmanships	<input type="checkbox"/> I am currently involved	<input type="checkbox"/> I would like to be involved

7) I am  Very Satisfied  Satisfied  Dissatisfied with my participation in club activities and projects. (Check the appropriate response.)

If you are dissatisfied, please help us understand better why? (Please mark all that apply)

- Insufficient knowledge about activities/projects  Lack of resources to participate  
 Personality conflicts  Cost  
 Lack of support from other members/leaders  Personal time conflicts  
 Other: \_\_\_\_\_

8) Communication and direction from clubs leaders is  Excessive  Adequate  Inadequate. (Check the appropriate response.)

9) Our club communications, newsletter, or bulletin is (please select all that apply):

- Timely  Interesting  Informative  
 Well written  Uninformative  Too expensive to produce  
 Could be sent electronically  Other \_\_\_\_\_

10) Do you enjoy club meetings?  Yes  No

Please select the appropriate response in the following questions:

- The length of our meetings is  Excessive  Adequate  Inadequate.  
Our club should have  More  Same number  Fewer meetings.  
Our meetings are  Well Organized and Well Run  Disorganized and Poorly Run.  
Our meeting time and/or day  Convenient  Inconvenient.

If meeting day/time is inconvenient, please suggest alternatives: \_\_\_\_\_

The location of our meetings is  Convenient  Inconvenient

If meeting location is inconvenient, please suggest alternatives: \_\_\_\_\_

11) The following changes would improve our club: (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Better speakers at meetings                              | <input type="checkbox"/> Better time management at meetings |
| <input type="checkbox"/> More community service projects                          | <input type="checkbox"/> Utilizing GFWC resources           |
| <input type="checkbox"/> Fewer community service projects                         | <input type="checkbox"/> More volunteer opportunities       |
| <input type="checkbox"/> Increased diversity in club membership                   | <input type="checkbox"/> More leadership opportunities      |
| <input type="checkbox"/> More willingness to try new approaches                   | <input type="checkbox"/> Fewer fundraisers                  |
| <input type="checkbox"/> More member educational opportunities                    | <input type="checkbox"/> More social time                   |
| <input type="checkbox"/> Less social time   |   |
| <input type="checkbox"/> Better Communication from State Federation leaders       |   |
| <input type="checkbox"/> More participation in District/State Federation meetings |   |

12) Is there anything else you would like to see changed? \_\_\_\_\_

\_\_\_\_\_

13) Do you have any ideas for speakers, programs, projects or fundraisers that you would like to share?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to be contacted to discuss your responses (optional), please provide your name:

\_\_\_\_\_

**Thank you for taking the time to complete this evaluation and for your commitment and dedication to improving our club.**

11) The following changes would improve our club: (Check all that apply)

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|---|---|
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to be contacted to discuss your responses (optional), please provide your name:

\_\_\_\_\_

**Thank you for taking the time to complete this evaluation and for your commitment and dedication to improving our club.**

**SAMPLE CLUB MEMBER EXIT SURVEY**

We are sorry to hear you are leaving our club. We would appreciate it if you could take a few minutes to provide us with feedback so that we can use this information to build on the strengths and to remedy the weaknesses of our club. Please return this completed form to the membership chairman or club president. We thank you being a part of our club and for your time, and we hope you will consider rejoining a GFWC club in the future.

Date \_\_\_\_\_

Name \_\_\_\_\_

(Name is NOT required to complete the form)

**Why are you leaving our club?**

- Moving to a new community
- Meetings too long or at an inconvenient time
- Priorities changed
- Projects and/or volunteer opportunities not relevant
- Financial issues
- Personality conflicts
- Did not feel included
- Personal reasons
- Other \_\_\_\_\_

If you are moving to a new community, would you like to complete a GFWC Member Transfer Form to join a GFWC club in your new community?  Yes  No

Do you feel the level of club communication was adequate?  Yes  No

Was the orientation adequate to understand the GFWC organization?  Yes  No

Did you participate in club projects and activities?  Yes  No

Have you held a chairmanship or office?  Yes  No

How did you become involved in activities?  Volunteered  Asked

How long have you been a member? \_\_\_\_\_

Most worthwhile projects \_\_\_\_\_

Least favorite or relevant projects \_\_\_\_\_

Ways the club can improve member services or other issues \_\_\_\_\_