

Junior Ocieleta Club

New Member Information 2011-2012

Dear Prospective New Member,

Welcome to Junior Ocieleta Club of Claremore, OK.

Junior Ocieleta was founded in 1956, by Ocie Mayberry. For over 50 years, JO has been an organization bringing women together to give back to our community. We hold one major fundraiser each year, the Christmas Home Tour held the first Saturday in December. Money raised from this event is used to support many local community needs and organizations as well as our annual scholarship drive.

This booklet provides you with useful information regarding the commitment you will be making to this organization. A list of the general meeting dates are included and our Social Fundraising event. We will be having our 28th annual Christmas Home Tour in 2011 and look forward to your participation. If you have any questions concerning the information in this booklet, please do not hesitate to contact me, or any of the officers. We are more than happy to assist you.

On behalf of the Junior Ocieleta, I want to thank you for your valuable commitment. In addition, we strive to have fun and to gain many lasting friendships and wonderful memories.

It's going to be a super year!!!

Sincerely,

Melissa Herriman
President
Junior Ocieleta

Junior Ocieleta Club

**PO Box 921
Claremore, OK 74018**

Welcome to Junior Ocieleta Club. Enclosed, you will find the following information designed to help you understand the commitment you are considering:

- New Member Application/Contract
- New Member Information
- Meetings and Activity Schedule
- Invitation
- Standing Committee Descriptions
- Home Tour Committee Descriptions

Please complete both the New Member Application/Contract and the New Member Information. Meeting attendance allows you to meet other members and get answers to any questions you have.

The Salad Supper is our first meeting of the year. This is a fun time for all the members to see each other and talk about what we did over the summer and a good time for you to get to know the members and find out what Junior Ocieleta is all about. We hope to see you there.

Thank you for making this valuable commitment to Junior Ocieleta.

New Member Requirements

The requirements for a New Member are as follows:

1. Agree to an active membership for one year.
2. Pay the annual dues of \$25. Plus an initial \$5.00 for a Red Book.
3. Attend monthly meetings, September-April. Members missing more than 3 absences from general meetings will be placed on the non-voting list.
4. Attend the November meeting.
5. Serve on one of the Standing Committees:
 - a. Scholarship
 - b. Budget (Officers only)
 - c. Courtesy & Community Needs
 - d. Make, Bake, and Grow
 - e. Installation
 - f. Social
 - g. Community Needs
6. Serve on one of the following Christmas Home Tour Committees:
 - a. Crafts
 - b. Traffic
 - c. Publicity
 - d. Courtesy
 - e. Fundraising
7. Sell tickets for the Home Tour.
8. Work as a Hostess at one of the homes on the Home Tour for half of a day. First weekend in December.
9. Co-Hostess one of our monthly meetings either by opening your home or helping by providing snacks at another member's home.

I have read and agree to fulfill the requirements for active membership in the Junior Ocieleta Club.

Member

Date

Junior Ocieleta Membership Form 2011-2012

Name _____

Mailing address _____

Email: _____ Home Phone: _____

Cell : _____ Birthday: _____

Husband's Name: _____

Children (names and ages): _____

Interests/Hobbies: _____

____ Yes, I would like to keep my Active Membership with Junior Ocieleta.
My \$25 dues are enclosed.

____ I would like Non-Voting Membership status with Junior Ocieleta.
My \$30 dues are enclosed.

____ At this time, I would like to respectfully resign my membership with Junior Ocieleta.

Standing Committees: Please select your preferences using 1, 2 and 3.

____ Scholarship ____ Club Courtesy ____ Social ____ Community Needs

____ Civic Financial Needs ____ Make, Bake, & Grow ____ Installation

____ I am interested/willing to chair the _____ committee

Home Tour Committees: Please select your preferences using 1, 2 and 3.

____ Publicity ____ Courtesy ____ Traffic ____ Crafts

____ Fundraising ____ Home Coordinator

____ I am interested/willing to chair the _____ committee

____ I am willing to Host a meeting for the Month(s) of _____.

____ I would like a Junior Ocieleta 3 Ring Binder. My \$5 is enclosed.

____ Year joined Junior Ocieleta

Make checks payable to Junior Ocieleta

Please return this form and your dues to:

Becca Cox, 20245 S. River Ranch Rd. E, Claremore, OK 74019 by August 1, 2011.

You are cordially invited to the
Junior Ocieleta's Annual Salad Supper

August 9, 2011
6:30 pm

At the home of Kristen Roseberry
14773 E Fieldstone Dr S, Claremore, OK 74019
342-6165

General Meetings and Activities:

Locations: TBA

Time: 6:30 p.m. Refreshments
7:00 p.m. Meeting

Dates:	August 9, 2011	Salad Supper/Membership Drive
	September 12, 2011	
	October 11, 2011	
	November 8, 2011	Christmas Home Tour Meeting - Mandatory
	December 3, 2011	Christmas Home Tour
	December 13, 2011	Christmas Party
	January 10, 2011	Christmas Home Tour Wrap Up
	February 14, 2011	Cookie Exchange
	March 13, 2011	Make, Bake & Grow Auction
	April 10, 2011	
	May - TBA	Installation Event

Other Social Activities may be added later.

Standing Committee Descriptions

Scholarship- Provide the club with all information surrounding our annual scholarship program. Responsible for getting applications to local schools and posting notices in paper. All applications must be reviewed and applicants chosen and presented to club. Annual scholarship budget is \$1500 unless otherwise voted on by club, to be distributed as the committee sees fit. After winners are chosen, coordination with the treasurer is required to get checks to them. Pictures of the recipients also need to be put in the paper with notice of their accomplishment.

Budget-officers meet in an annual summer meeting to review the past years budget and estimate the coming years income and expenditures. The club will vote to approve or disapprove of the budget at the first meeting in the fall. The budget is to be posted in the Red Book for all members to have access to.

Club Courtesy-send cards for illnesses, purchase baby gifts (approximately \$15) for the babies born to members. A memorial gift shall be sent to any member in case of death in the immediate family. A budget of \$300 is set aside for these occasions every club year.

Make, Bake, Grow- coordination of the yearly club auction. Half of the proceeds from this auction go towards our installation event. (Not to exceed \$40/person and the remainder will go toward the endowment. All members are required to bring an item to be auctioned or pay \$25 dollars. This committee coordinates hostess, co-hostesses, invitations, and auctioneer.

Installation- This committee coordinates our annual officer's installation with half the proceeds from our Spring Fundraiser such as the Make, Bake or Grow auction not exceeding \$40 per person.

Social- Plan all gatherings outside of regular club meetings. Such gatherings can include, but are not limited to, a fall party, a spring gathering (Easter egg hunt), and Christmas party. This committee works without a budget and must be funded by the members of the club unless otherwise voted on.

Community Needs – The committee identifies new opportunities for giving and evaluates requests of the club to bring to the club for vote. Administer fundraisers as needed and adopts a family for the year.

Home Tour Committee Descriptions

Crafts- Letters of application are given distributed to potential crafters. in August. Crafters are selected by November 1st and sent an acceptance letter prior to the event. Vendors will be charged a booth rental and commission determined by craft committee. Sales are calculated and given to Home Tour Courtesy Chair broken down into ticket sales and booth fees.

Traffic- A map for the tour is created 3-4 weeks before the tour. Directional signs are painted and distributed according to desired placement. The signs are placed the night before the tour and collected immediately after and returned to storage. A local Boy Scout troop is contacted for assistance with traffic flow.

Publicity- community calendars and newspapers are sent home tour information. A date and time are selected for a Claremore progress photo with each home. Television air time is attained and home tour posters are displayed.

Courtesy- Packets are prepared and distributed to participating businesses and JO members. Home tour packets for the day of the tour are created including: baskets, booties, aprons, change bags, change, tickets, name tags, pens, guest book and a \$40 gift card certificate to a local restaurant for the homeowner. Money and tickets are collected from members the day before the tour and are logged in and then redistributed to the home tour packets. Once the tour is complete all home tour baskets and monies are collected along with all money from participating businesses, logged in and deposited. A report is then made to determine how much the home tour made for the year.

Fundraising – Solicits and collects sponsorships for the tour and ensures that the sponsors are on the appropriate materials.