

*Junior Ocieleta
Club*

*New Member Information
2009*



Junior Ocieleta Club of Claremore
Founded 1956
Our Today's Make Our Tomorrow

Junior Ocieleta Club
PO Box 921
Claremore, OK 74018

Dear Prospective New Member,

Welcome to Junior Ocieleta Club of Claremore, OK.

Junior Ocieleta was founded in 1956, by Ocie Mayberry. We recently celebrated our 50th anniversary in 2006. Junior Ocieleta Club is a service organization consisting of 40 women. Our major fundraiser, the Christmas Home Tour, which is held the first Saturday in December. The 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 valuable 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 26th annual Christmas Home Tour in 2009 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.

Please complete both the New Member Application and the New Member Information. Attendance at a membership function or meeting is recommended for both the applicant and your sponsor. At this time you will get to meet other members and get answers to any questions you may have.

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.

Sincerely,

Heather Isaacs
President
Junior Ocieleta

Junior Ocieleta Club

New Member Application/Contract

Fall 2009

Name: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

The requirements for a New Member are as follows:

1. Agree to an active membership for one year.
2. Attend a membership drive (Make, Bake and Grow in March or Salad Supper in August). This is not mandatory, but encouraged.
3. Pay the annual dues of \$25. Plus an initial \$5.00 for a Red Book.
4. Attend monthly meetings, September-April. Members missing more than 3 absences from general meetings will be sent a letter from the Vice-President. Attendance at the November meeting is mandatory.
5. Serve on one of the Standing Committees:
 - a. Technology/ Communications
 - b. Scholarship
 - c. Budget (Officers only)
 - d. Club Courtesy
 - e. Make, Bake, and Grow
 - f. Installation
 - g. Social
 - h. Civic Needs
 - i. Christmas Family/Activities
 - j. Senior Tea 2009
6. Serve on one of the following Christmas Home Tour Committees:
 - a. Crafts
 - b. Traffic
 - c. Publicity
 - d. Courtesy
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 two 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

Sponsor

Date

Junior Ocieleta Club

New Member Information

Name _____

Address _____

Phone _____ Cell _____ Work _____

Email _____

Husband _____

Children's Names and Ages _____

Birthday _____

Occupation _____

Any additional information about yourself (hobbies/interests):

Junior Ocieleta Club

Meetings and Activity Schedule

2009

General Meetings and Activities:

Dates: Meetings are held the 2nd Tuesday of the Month unless otherwise noted.

Meeting dates for the 2009-2010 year are as follows: August 11th , September 8th, October 13th, November 10th, December 8th, January 12th , February 9th , and April 13th.

Locations: TBA

Time: 6:45 p.m. Refreshments
7:00 p.m. Meeting

Other Social Activities may be added later.

You are Cordially Invited to the

*Junior Ocieleta's Annual Salad Supper
and
Membership Drive*

Tuesday August 11, 2009

6:30pm

At the home of Cari Bohannon

19496 Pecan Ridge Court

Claremore

Standing Committee Descriptions

Technology/ Communications- Communicate with club in an efficient manner all meeting dates and important reminders. This can be achieved through mail or calling trees.

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. 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 of the proceeds from our Spring Fundraiser such as the Make, Bake or grow auction.

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.

Home Tour Committee Descriptions

Crafts- Letters of application are given to potential crafters in August. Crafters are selected by November 1st and sent an acceptance letter. Booth space is \$25 plus 10% commission. Set up time is from 5-8 p.m. the Friday before the home tour. Sales are calculated and given to Home Tour Courtesy Chair broken down into ticket sales, booth fees, and 10% commissions.

Traffic- A map for the tour is created 3-4 weeks before the tour. Directional signs are 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.

Printing- Home descriptions are turned into the chair person at least 3 weeks prior to home tour. The map is constructed and committee meets to proof descriptions and decide on ticket design. Descriptions and map are given to the publicity chair and the final draft taken to print shop before the November meeting.

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 gift certificate to their choice of local restaurant. 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.