

2019 – 2020 Marco Island Woman’s Club Membership Application

Name _____
Last First Preferred Name on Tag Husband’s Name

Address _____ Marco Island, FL _____
Street P.O. Box Zip

Home Phone _____ Cell Phone _____ E-mail _____

Birth Month _____ Number of months living on Marco _____

Summer Address

Street P.O. Box City State Zip

I wish to become a member of the Marco Island Woman’s Club.

Signature Date

Former club memberships and positions held: _____

Formal training or vocation: _____

Interests or hobbies: _____

Please read about the Marco Island Woman’s Club volunteer opportunities on the following pages and indicate your interests below:

- | | | | |
|-------------------|-------|------------------------|-------|
| Cards & Games | _____ | Membership | _____ |
| Decorative Design | _____ | Publicity | _____ |
| Fashion Show | _____ | Raffles | _____ |
| Home Tour | _____ | Reservations | _____ |
| Hostesses | _____ | Website | _____ |
| Invocation | _____ | Yearbook & Newsletters | _____ |

Mail your completed application along with a check payable to Marco Island Woman’s Club in the amount of \$40.00 to Arleen Soldano at 70 North Sunset Street, Marco Island, FL 34145. Arleen can also be contacted by phone at 239-290-3390 or e-mail at arleensbabyeagle@yahoo.com.

Sponsors: 1. _____ 2. _____

This section to be completed by the Membership Committee

Check #: _____ Date: _____ Amount: _____

Date Accepted: _____ Signature: _____

Marco Island Woman's Club Committee Descriptions & Volunteer Opportunities

Cards & Games

The Cards & Games Committee Chair determines the time, date, location, price, and menu for this annual social event. She is responsible for reservations, managing game tables, obtaining a grand prize for the raffle drawing, and selecting the table favors. Volunteers assist the Chair with preparation for the event and set the tables with favors.

Decorative Design

The Decorative Design Chair is responsible for table decorations at all luncheons and other decorations as needed for special events. She works with a committee who determines and designs the decorations based on the season of the year, program topic, etc., while staying within budget. Volunteers make the decorations and help place them on every table at the venue.

Fashion Show

The Fashion Show Committee Chair is responsible for setting a date, finding a venue, and obtaining a store to present the fashions. She works with the venue to arrange the details of the event, such as menu, price, music, and other details specific to the Fashion Show. Volunteers will find many varied opportunities such as designing, copying and distributing the program hand out, managing reservations, getting raffle gifts, designing and setting up raffle baskets and prizes, and getting table favors or table prizes. Computer skills needed for some volunteer positions. Models from the membership are needed and there are other opportunities to help the day of the event.

Home Tour

The Home Tour Chair is responsible for setting a date, determining the price of the event, acquiring the homes to be toured, choosing the venue, arranging the menu and handling reservations. Volunteers will find opportunities to help with filling event bags if needed, check-in, designing, copying and distributing the program hand out, and acting as docents for the tour homes. Computer skills needed for some volunteer positions.

Hostesses

The Hostesses Committee Chair is responsible for assigning volunteers to act as hostesses to greet attendees as they arrive for monthly luncheon meetings and special events. Volunteers will be assigned a specific day or days to act as hostesses. They will arrive early at the venue, greet members as they arrive, hand out luncheon newsletters if needed, show members and guests to the check-in table, assist them in finding a seat if necessary, and assist in resolving any issues. Volunteers will also work with the Membership Committee Chair to identify new members attending luncheons so they can be given pin-on gardenias identifying them as new members.

Invocation

The Invocation Committee Chair is responsible for assigning volunteers to present the invocation at various club functions. Volunteers will be scheduled to deliver an appropriate invocation for a specified month's luncheon meeting or special event. It is helpful if volunteers enjoy public speaking.

Membership

The Membership Committee Chair is responsible for presenting membership applications to the Board for approval and ensuring the membership list agrees with the Treasurer's record of paid memberships. She also writes a note of welcome to each new member, introduces them at the monthly luncheons and provides them with a welcome gift. It is helpful if the Chair enjoys public

speaking. Volunteers assist with the distribution of the annual yearbook, maintain an accurate data base of members' skill sets and interests for all committee chairs and notify the Hostess Committee Chair of new members attending luncheons.

Publicity

The Publicity Committee Chair is responsible for all phases of club publicity. She identifies publicity opportunities to promote the club and also informs local media of major fund raising and other events for press coverage. The Publicity Committee Chair is also responsible for identifying and developing working relationships with Corporate Sponsors for the club. She works with Corporate Sponsors in the development of event advertising, submits event photos, and writes articles as needed regarding club events. It is helpful if the Chair has established relationships with local media contacts, good writing and computer skills.

Raffles

The Raffle Committee Chair is responsible for getting raffle prizes from local businesses for special events, conducting the monthly luncheon raffles, and distributing prizes as the winning tickets are drawn. It is helpful if the Chair enjoys public speaking. Volunteers sell raffle tickets and distribute prizes at luncheon meetings and special events where raffles are included, such as the Fashion Show.

Reservations

The Reservations Committee Chair is responsible for all luncheon reservations. Volunteers assist in collecting all checks sent to P.O. Box 400, as well as the names of members and guests who make reservations through the Club's on-line shopping cart. Committee members post all names with reservations and note those who order vegetarian entrees. On Wednesday one week prior to the luncheon meeting, volunteers count the ordered regular and vegetarian meals separately. The Friday before our luncheon, a committee member calls the Marco Island Yacht Club Manager by noon with the final count of entree orders. Volunteers must be good with details since MIWC is responsible for payment of the number of meals ordered. The day of the luncheon, committee members check in each person on the reservations list and turn over all money to the MIWC Treasurer. Volunteers ensure the Club only pays for what has been ordered.

Website

The Web Master is responsible for all aspects of the club's website. She keeps the website up to date, including Board of Directors information, events calendar, uploading pictures, club history, and membership application. The Web Master identifies the needs for website maintenance and improvements. She is responsible for forwarding the annual hosting and other related bills to the Treasurer for payment. Web Master needs to have proven computer skills.

Yearbook & Newsletters

The Yearbook and Newsletters Editor is responsible for developing the annual yearbook and monthly newsletters (October through May). She ensures the annual yearbook contents are accurate and published in a timely manner. The Editor is also responsible for designing and copying newsletters for the luncheons. She needs to have computer skills.

All active members of the Marco Island Woman's Club are expected to take part in the events that raise funds for our scholarships and other charitable causes. If you have any questions, feel free to ask any of the officers, board members or current committee chairs. Thank you for your interest!