



Provisional Training Course
Spring 2010

Junior League of Salt Lake City

Dear Provisional Member,

The Junior League is a women's organization of trained volunteers who provide time and money to improve the lives of women and children in our community. We welcome your involvement in our organization!

Membership in the Junior League of Salt Lake City provides an environment to develop your personal and professional skills, to network and to make new friends. Through your commitment and training you will connect with other women in the community, connect to yourself and to the community we serve. We will build a better community together, through hands-on service to those who are less fortunate. Lifelong membership in the Junior League of Salt Lake City will improve the quality of your life while you improve the quality of life for others.

As Provisionals, you will be introduced to the organization of the League, our past and current community projects, and our fundraising efforts. You'll receive education and training in areas that will prepare you for the volunteer work you'll participate in with the League. Finally, you'll have the opportunity to get acquainted with other women who are dedicated to our mission:

The JLSLC is a charitable organization of women committed to **promoting voluntarism, developing the potential of women and improving communities** through the effective action, education, and leadership of trained volunteers.

Thank you for your commitment to the Junior League of Salt Lake City, Inc. We look forward to getting to know you during the Fall 2009 Provisional Course!

Sincerely,

2009-2010 Provisional Committee
Jennifer Kelsey
Brittany Holman
Raven Clissold-Cordner
Evelyn Slade

Junior League of Salt Lake City

Provisional Requirements

Time

Attend Provisional Training Course Meetings (Monday evenings 6:00-8:00 pm & Saturday mornings 9:00-11:00 am)

- January 25 (Mon)
- February 1 (Mon)
- March 8 (Mon), 20 (Sat), 29 (Mon)
- April 5 (Mon), 19 (Mon)
- May 1 (Sat), 17 (Mon)

Attend the Project Tour (city tour of past JLSLC community projects)

- February 27, 9:00-11:30pm (optional lunch following tour)

Attend General Membership Meeting

- February 8, April 12, May 10

- Attend End of Spring Course Social
 - May 22, Time TBA

Participate in a group Provisional Fundraiser

- Date and Time TBA

Participate in a group Provisional Project

- Date and Time TBA

If a meeting/activity is missed, a flexible make-up shift is required. Refer to the "Make-Up Shift" section of this book for ideas.

Children at Meetings

Breast-fed children three months of age and younger may be brought to regular committee, council and membership meetings and provisional meetings.

Junior League of Salt Lake City

Financial

- Provisional Course: \$100 (includes membership dues for current year)
 - o Breakdown of Fall Provisional Dues:
 - \$17.50 AJLI Fee (The Association of Junior Leagues International)
 - \$ 8.50 Social Fee (General Membership Meetings)
 - \$72.00 Provisional Course Fee (hospitality, speaker fees, postage, printing, Bus Tour, JLSLC Member Phone Book)
 - \$ 2.00 Discretionary Income (to be used at the discretion of the Board to hire speakers & trainers)

 - \$100.00
 - o Due Saturday, February 27, 2010
 - o For tax purposes, all but your social fee is tax deductible
 - o Payment plan is available with a \$5 processing fee
 - o There is a \$3 processing fee added for a credit card payment
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- o 2010/2011 **Active** Membership Dues: \$135 - to be paid in 2010
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- Optional Expenses
 - o Annual Luncheon - Date and Time - TBA
 - o Fundraisers planned by Special Events Committee

We encourage attendance at all optional events, however it is not required.

Junior League of Salt Lake City

Provisional Calendar

January 25	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
February 1	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
February 8	6:00-7:00 social 7:00-9:00 meeting	General Membership	TBD
February 27	9:00-11:30 tour Optional Lunch	Project Tour	Meet @ Headquarters
March 8	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
March 20	9:00-11:00	Project Shift	Headquarters
March 29	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
April 5	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
April 12	6:00-7:00 social 7:00-9:00 meeting	General Membership	TBD
April 19	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
May 1	9:00-11:00	Project Shift	Headquarters
May 10	6:00-7:00 social 7:00-9:00 meeting	General Membership	TBD
May 17	6:00-6:30 social 6:30-8:00 meeting	Provisional Meeting	Headquarters
May 22	TBD	Provisional closing social	TBD

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Provisional Course Requirements Check-List

Meeting/Activity	Participated	Make-Up Shift
January 25 Provisional Meeting		
February 1 Provisional Meeting		
February 8 General Membership		
February 27 Project Tour		
March 8 Provisional Meeting		
March 20 Project Shift		
March 29 Provisional Meeting		
April 5 Provisional Meeting		
April 12 General Membership		
April 19 Provisional Meeting		
May 1 Project Shift		
May 10 General Membership		
May 17 Provisional Meeting		
May 22 Provisional Closing Social		

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Make-Up Shifts

As with any commitment, joining the Junior League requires dedication and follow-through, as others are depending on you. Attendance and participation in meetings, a project shift, the project Bus Tour and a fundraiser are part of your Provisional Course requirements. If for any reason you are unable to attend one of these events, you are expected to complete a make-up shift. Make-up shifts are typically a three-hour volunteer shift assisting another committee, so you still benefit from learning more about the League. As League members, we try our best to be flexible because we are volunteers, too.

As a courtesy, please email or call Provisional Director or an Advocate as soon as you know you will be unable to attend a meeting. She can help you determine an appropriate make-up shift that will accommodate your schedule. After participating in a make-up shift, you will be asked to submit an evaluation of your experience. As a League, we want to understand what is working and where we can improve. Please send Jennifer an email detailing your experience what you enjoyed, what could be improved, thoughts, etc. Your input is valued and appreciated.

Make-Up Options

- **Women Helping Women**
Cassandra Nichols, nicholscassandra@yahoo.com
- **Special Events**
Lora King, king.lora@comcast.net
- **Sales**
Heidi Makowski, heidi.makowski@finearts.utah.edu
- **Mini Projects**
Catherine Hammond, chippie325@earthlink.net

*****If there is a committee you are particularly interested in exploring, please talk to a member of the Provisional Committee to coordinate with the director of that committee. We encourage you to use this option!!!***

Membership Classifications

Provisional: New members participating in a training course to learn about the Junior League and its volunteer opportunities. Provisionals are eligible to vote in General Membership meetings, but are not eligible to hold office. Provisionals shall be accepted to Active membership by a motion from the Provisional Committee and a two-thirds vote of the Board of Directors.

Active: Members, who upon completing their Provisional year, commit to full membership (financial and time) responsibilities.

Sustaining: Members who no longer seek Active status; yet want to remain informed of League business and contribute to its causes. One must be an Active member five years to achieve this classification.

Current Projects

Junior League Community Assistance and Resource Event (CARE) Fair

The Community Assistance and Resource Event, which celebrated its 17th year in August of 2009, is Utah's largest free medical and health clinic serving families from Utah, Salt Lake, and Davis counties. It is an annual, two-day event for families needing routine medical services and community assistance information. Typically, there are major barriers (time, language, financial, and transportation constraints) that prevent some Utah families from receiving basic health and human services. The CARE Fair eliminates many of these barriers by bringing together community agencies and medical service providers at one time and in one place. Parents and children may apply for and receive services from 50 different community agencies; receive free medical examinations and immunizations as well as hearing, vision; and dental screenings; diabetes and cholesterol screenings; breast exams, asthma screenings and HIV testing. Vouchers for free mammograms off-site are available. Participants may also enter drawings for health- and safety- related items such as car seats and bike helmets.

Women Helping Women

WHW is a boutique that provides work appropriate clothing free of charge to women making the transition from public assistance to self-sufficiency. Gently used professional clothing is accepted for distribution. Two days a week, clients are welcomed to the boutique by volunteers and provided the chance to "shop" for several professional outfits, including undergarments, shoes, and accessories such as purses, scarves and toiletries. More than 10,000 articles of clothing and personal items are distributed to our clients each year. Women are referred from over 50 community, government, and social service agencies. In addition to providing our clients the opportunity to acquire a new professional wardrobe, WHW celebrates Salon Day in the spring where clients are offered a free hair and make-up make over.

Mini Projects

Mini Projects provides volunteers and funding to short-term collaborative projects with other non-profit organizations. These projects are typically “done in a day”, and tend to focus on smaller projects that can be completed in a short time frame. Projects are not to be for political, religious, or fundraising purposes.

Kids in the Kitchen:

Joining an initiative with Junior Leagues in 4 countries, Kids in the Kitchen invites local elementary schools to rotate through stations staffed by local chefs and food educators covering a range of nutritional topics. For the last two years, this event was topped off with a motivation speech by Olympic Gold Medalist Speed Skater Derek Parra.

RISE (Refugee Integration into Society through Education)

Through collaboration with Catholic Community Service (CCS), the Junior League assists refugee women as they adjust to life in the United States. Volunteers have created and present a six-week course focusing on three areas important and necessary to integrate other cultures into our society. The areas of focus are health and wellness, hygiene and cleanliness, budget and finance. The goal of the program is not to turn the refugees into “Americans”, rather to celebrate the diversity they bring to our community. However, to live successfully in this country, mentors at CCS have discovered that refugees need to learn certain everyday skills that they have not needed before. This course teaches the women the basic knowledge and necessary skills to understand ways to become self-sustaining members of our society.

Junior League Structure

AJLI: Association of Junior Leagues International

Board: Council Vice Presidents and Executive Committee

Council: A number of committees gathered to act as a liaison between the Board and the Membership. The Vice President of that topic area heads each Council. Councils are much like departments in a company.

Executive Committee: President, President-elect, Recording Secretary, Finance VP and Community VP.

CAB: Community Advisory Board.

Terms

Advocate: A person assigned to represent your needs. Active members are assigned an Advocate from the Nominating & Placement Committee.

Expectations: The goals and objectives for the year, agreed upon by a committee.

March Madness: Fun and/or educational classes that League members have an opportunity to attend.

Nominating and Placement: A committee in charge of proposing and placing members on various committees dependant on skills and interests of the members and the needs of the committee.

Norms: The “rules” agreed upon by a committee, regarding the way they will conduct business.

Placement: A process of matching the skills, interests and motivations of members with the needs of a committee.

Slating: A process by which members are elected to leadership positions.

Speak-Out: A General Membership meeting with the sole purpose of letting members comment on the issues within the League. Usually held in February.

Unit Meeting: Small meetings held in place of General Membership meetings, allowing for small group discussion and interaction. Staged in member’s homes, typically in November.

Junior League of Salt Lake City

Provisional Committee

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Office Overview

OFFICE MANAGER:

Anna Brozek is the Office Manager for the Junior League of Salt Lake City. Anna's first responsibility is to the President, and then to the Board of Directors. Anna is available for all other committees after her primary work is complete. An email to the president and to Anna or a Work Order form should be used in the event of incoming work. All work for Anna must be approved by the President before work begins. Members must schedule all work in advance. Members may leave Work Order forms in the Anna's mailbox in the copy room, or via email admin@jslc.org.

Anna also works with the Merchandising Committee, preparing all invoices, as well as keeping track of inventory (cookbooks, scarves and note cards). *Merchandise checked out should be logged on the clipboard, located in the cookbook storage room (email: orders@jslc.org).* In addition, Anna is the Corresponding Secretary. This position pertains to membership records and is responsible for updating the material for the JLSLC Member Directory.

BUILDING MANAGER:

Any questions or complaints about the building should be addressed to the Administrative Assistant, a.k.a. Building Manager (admin@jslc.org) or 328-1019.

ACCOUNTANT:

Julie Nilsen is the Accountant. Julie's office is located on the main floor of the Junior League building. She works very closely with the President and the Finance VP with tasks such as, reimbursements and bill paying. She is also responsible for check requests for all League members. Julie is available to answer questions about the budgets for each committee and the reimbursement policy. (Email: accountant@jslc.org or 328-1019).

OFFICE HOURS:

The office is open from 9:00 a.m. – 2:30 p.m. Monday through Thursday and 9:00 a.m. - 1:00 p.m. on Friday.

OFFICE SECURITY:

The alarm system is on after hours. When leaving the building after hours, make sure all lights are turned out (except the light in front of the playroom) and the alarm is set when you leave. Make sure you lock the front door from the inside before setting the alarm. The bar on the door will be out when locked and in when unlocked. You cannot lock the door from the outside. If you accidentally set off the alarm, the phone will ring and it will be ADT Alarm System. Answer the phone and tell them the password. They will then instruct you to reset the alarm. The contact number for ADT is listed beside the alarm pad (next to the front door) in case you miss the phone call.

There is a doorbell and intercom at the front door and the WHW entrance. Surveillance monitors are located in the front desk area and upstairs in the Project area. This gives visual control of three areas: Front Door; WHW Interior Hallway; East Side Driveway.

The security system is designed so that you can “buzz” or unlatch the front door. Anyone wanting entry can press the exterior intercom button. Their voice can be heard inside and the video camera should give a picture of the person requesting entry. Press the talk button on intercom to respond directly to the person outside. If you wish to let them in, that is, *you recognize the individual*; press the button with the key icon and it unlatches the front door.

UP KEEP OF HEADQUARTERS:

Please clean up after meetings. This includes the kitchen area. Reheat only. Put dishes in the dishwasher and start it. Wipe off tables and/or counter top in kitchen. All food should be taken home or thrown away. Food is not to be left in the refrigerator unless it will be used within two days. Put tables and chairs back in the appropriate places. Do not serve red wine or cranberry juice. If a spill occurs, clean it up immediately. Spot cleaner is located under the kitchen sink. Consume foods near the preparation area. Do not walk through the building with open containers.

The building is cleaned twice a week, on Tuesdays & Saturdays. If you have meetings on other nights, please take your garbage to the dumpster *outside*. Plastic bags are available in the kitchen closet for your use. Recycle bins for aluminum & plastic are located in the kitchen. *If the cleaning crew is here when you leave, they will set the alarm.

RESERVING LEAGUE HEADQUARTERS FOR A MEETING:

Call Anna at 801-328-1019, or schedule your meeting on the large wall calendar near the printer in Anna’s office.

PLAYROOM:

The intended purpose is short-term (**20 minutes, max**) including meetings, photocopying, etc. No food, drinks, candy, etc. permitted & no permanent markers. **Children should not be permitted to disturb the staff or roam the building.**

OFFICE EQUIPMENT:

Equipment or items taken from the office need to be checked-out with staff before they are borrowed. The digital camera should be signed out when needed for League events. Software will require a credit card to be left at HQ for checkout.

COPIER & FAX MACHINES:

The copier can be used for all Board, Council & Committee work. Copying expenses *WILL NOT* be reimbursed. The instruction manual & toner containers can be found on the copy machine’s bottom shelf. When the copier needs toner or a new toner container, either press (I) on the panel for guidance, or follow instructions on page 4-5 of the manual. Remember: DO NOT pull the tab until toner is in place. The used toner disposal is located at the right-

rear side of the copier. You must pull the paper tray container away (on the right side) away before you can get to it. Office staff can assist with copying if arranged ahead of time.

COMPUTERS:

The downstairs computers are *not for Member's use, unless permission has been granted from the President*. There are computers available upstairs for Junior League members. Schedule time with the office staff for help, if assistance is needed.

MAIL:

Bring mail to the office & leave on Anna's desk. Mail should be labeled with the respective Committee's name so that it can be charged to the proper committee. The Administrative Assistant will handle the postage & mailing. Office staff ONLY should use the postage machine.

BULK MAILING:

Bulk mail's rules occasionally change. Please contact the post office for more information at 947.2555 or visit www.usps.gov for more information and to download forms. Weekly classes on how to bulk mail are available at the Redwood Road Business Mail office.

MAILING LABELS:

Mailing labels are available for Active, Provisional & Sustaining members. Coordinate with the Administrative Assistant ahead of time so that they can be prepared. Large mailings should be cleared through the appropriate Council VP &/or the President. Labels for JL members *CANNOT* be given to any outside businesses, persons, or League members' personal business, as it is against our Bylaws. If you have questions, please contact the President.

SUPPLIES:

Each committee must purchase their own supplies & thereafter will be reimbursed. Do not take supplies, League stationary or envelopes without asking.

SEMINARS OR EVENTS SPONSORED BY THE JUNIOR LEAGUE:

Notify the office staff of any event the Junior League is associated with; especially if there is literature distributed with our name or telephone number on it. Give the office staff the details and a copy of the literature so that they can supply callers with information about the event.