2022-2024 GFWC CLUB MANUAL





EDUCATION AND LIBRARIES COMMUNITY SERVICE PROGRAM

"EDUCATION IS FOR IMPROVING THE LIVES OF OTHERS AND FOR LEAVING YOUR COMMUNITY AND WORLD BETTER THAN YOU FOUND IT." — MARIAN WRIGHT EDELMAN

Education for all is the key to acquiring the knowledge to succeed in our ever-changing world. Whether it be in the classroom or via the internet we gain the knowledge and understanding that forms our perspective, our ideas, and our opinions. It is important that society provide the best education to all with no exception to race, ethnicity, gender, or community.



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STEM (Science, Technology, Engineering, and Math) education has come to the forefront encouraging students to pursue careers in the STEM fields. Students learn through interaction, problem solving, creativity, communication, and collaboration. We must inspire our youth with this approach to learning to meet the challenges of the future and enable them to be successful individuals.

Public libraries serve a critical purpose and essential role in our communities not only from books and resources but also as a safe place to meet, learn, and study for all ages. Shining light on public libraries is an important mission to meet the needs of its patrons and the community. They offer free access to all people for information through books, online services, classes, workshops, etc. Libraries can be a safe place for children and adults to learn and interact with friends. Librarians and other staff are the keys to the success of your library in planning events, ordering books, and assisting patrons. Financial support of our libraries is most important, and we must encourage our local and state government to make libraries a priority for funding.

In the 1930's, women's clubs were credited by the American Library Associations as having founded over 474 free public libraries and 4,655 traveling libraries. Supporting local libraries continues to be a Federation priority today. Above all, be supportive of your library and implement a project at your library your club can be proud of. Seek out the history of your library. Was it started by a women's club? Collaborate with the library to share its history and promote its many benefits and opportunities through your club social media and events to inspire the community to use and support the library.

Epsilon Sigma Omicron (ESO) is an honorary educational society open to all per-capita dues paying GFWC federated clubs. The purpose of ESO is to provide clubwomen with a structural reading program, which is educational and stimulates a desire for self-improvement. Are you an ESO member?

As clubwomen, GFWC members promote education in both children and adults. Projects in the Education and Libraries Community Service Program are designed to foster schools, as well as other educational institutions and opportunities, and to promote libraries, literacy, and the love of a good book. Through these efforts, we encourage the growth of individuals and communities at home and around the world.

Direct any questions regarding projects that do not involve GFWC Affiliate Organizations to the Education and Libraries Community Service Program Chairman or GFWC Programs Department at **Programs@GFWC.org**.

COMMUNITY CONNECTION INITIATIVE: BRING THE SPARKLE TO PUBLIC LIBRARIES



Establish a working relationship with librarians at your local libraries to plan beneficial services, programs, and activities. Libraries bring people together. Engage your members to participate with their ideas, talent, and time. Bring cohesion to the Education and Libraries by helping people learn and grow by offering training classes for all ages: computer skills, lunch and learn workshops, GED, ESL, literacy, current topics for seniors, and more.

Collaborate activities with your schools to enhance enthusiasm for students to use the library for reading and resources. Create programs for teens with an emphasis on issues they face daily using library resources. Is there a need for a book delivery service for shut-ins or books on tape for the visually impaired? Sponsor a contest to name a library mascot or to design a button or bookmark. Be creative and enthusiastic.

Other Ideas:

- Advocate for local and state funding for your library.
- Volunteer at your local library.
- Donate books to public libraries including books on STEM and STEM careers; teach a class.
- Honor your librarians on National Librarian Day April 16, 2023, and April 16, 2024.
- Celebrate library recognition days (see calendar at ala.org) with social media posts.
- Partner with daycares and summer camps on reading activities for children.
- Establish reading programs at veteran and senior facilities.
- Partner with businesses and civic groups to purchase books related to their work.
- Sponsor a Book Festival with local authors, a book character parade for children with prizes, and library-inspired activities for all ages.



SEEDS READS PROGRAM

The GFWC Fine Arts Club of Bruce (MS) collaborated with the University of Mississippi's SEEDS Reads Program about food insecurity and food-based STEM education. Members assisted with distributing weekly packets containing lunches and a food-based STEM activity with supplies and a book for children. STEM activities were literary-themed, based on *Jack and the Beanstalk* and *The Pop Corn Dragon*. Four hundred lunches and packets were delivered to various places.



LAUNDRY LIBRARY LEAGUE

The GFWC Parkersburg Woman's Club (WV) initiated the first Laundry Library League in their state. The club partnered with the organization to provide children's books in nine laundromats with a total of 120 books to start the first library. Members began book drives and collected, purchased, and stamped the Library Laundry League's logo on each book. The 19 club members rotate weekly to maintain the library.



LITTLE FREE LIBRARY

The GFWC Tifton 20th Century Woman's Club (GA) received 20 used metal newspaper boxes from the local newspaper company. The club creatively repurposed the boxes into Little Free Libraries. They hosted decorating parties with members and local Girl Scout troops, who repurposed the boxes to be placed throughout the community with free books.



BEST GALA THAT WON'T HAPPEN

The GFWC Evening Chapter of Mesquite Club of Las Vegas (NV) adapted their annual holiday craft charity auction, which funds student scholarships, to the "Best Gala that Won't Happen" event. Invitations were sent and donors were asked to cozy up at home and send donations to the scholarship fund if they were able. Three female high school seniors were chosen to receive the \$1,500 scholarships. Funds were raised for both the current and next scholarship year.

PROJECT IDEAS

Be inspired by this list of ideas of how GFWC clubs can support the Education and Libraries Community Service Program. Find further information about organizations named here under Resources.

EDUCATION

- Establish a scholarship for a local student using these steps:
 - Ø Determine the purpose of the scholarship (reason for awarding it and the target audience, for example—the scholarship could be in honor or memory of a club or community leader, or it might help a student with a special need). Consider a scholarship for a trade school.
 - Ø Set a timeline (including development, fundraising, advertising, application evaluation, award presentation, etc.).
 - Ø Create the application (incorporating components that fit the purpose of the scholarship, such as essay, resume, transcripts, financial need information, letters of recommendation, etc.).
 - ø Determine the duration of the award (one or multiple years).
 - ø Determine the funding source.
 - ø Select the recipient and plan the award presentation.
 - Advocate for and assist children and adults with special needs by:
 - Ø Researching learning disabilities on the website of the Learning Disabilities Association of America (https://ldaamerica.org/) and subscribe to their newsletter, or follow them on Twitter, for news on advocacy efforts and how you can help.
 - ø Volunteering in the Special Education Department of a local school.
 - ø Sponsoring events for children with special needs such as holiday parties, proms, or athletic events.
 - Ø Adopting a special needs teacher for the school year, providing class incentives, teaching or craft materials, and other needed support.
 - Ø Initiating a reading program or book club for children and adults with special needs, and/or donating books to special needs groups.
- Support schools, educators, and students with donations:
 - Ø Obtain a supply list from a local school and organize a club or community drive to supply book bags, notebooks, binders, and other recommended items to underserved students.
 - Ø Provide local teachers with supplies for their classrooms, including "treasure chest" stickers or small items that can be used as incentives for positive behavior.
 - Consider and provide for the needs of local preschool toddler reading programs and/or Head Start Programs.
 - ø Replace or add to playground equipment, including a buddy bench.
 - ø Provide reading software, other materials, or funds for after-school enrichment programs.
 - ø Fund fieldtrips for underserved students.
- Support STEM programs in schools and the community.
 - Advocate for and support STEM for Her in local schools. STEM for Her is an organization that encourages girls to pursue STEM-related careers. Visit the website (stemforher.org) to learn more about STEM for Her programs.
 - Support and volunteer with STEM Scouts, helping girls and boys learn about science, technology, engineering, and math through creative, hands-on activities, field trips interaction with STEM professionals. hands-on activities. stemscouts.scouting.org
 - Ø ProjectCSGirls is a 501(c)(3) nonprofit organization working to cultivate a love for technology and computer science in girls and encourage them to pursue their interests and careers in these fields.
- Support first-year teachers by providing welcome messages and snacks for their teacher orientation. Consider providing books for their classroom library or supplies such as Band-Aids, tissues, a sewing kit, small hand lotions, and other useful items.
- Host a special event on Teacher Appreciation Day (the first Tuesday in May), such as a celebratory breakfast or lunch, or provide thank you cards or other expressions of gratitude.
- Organize a group of members who would like to work together to support a local school by volunteering to help a teacher or several teachers set up their classroom at the beginning of the year. Stay connected by volunteering in the classroom(s) and providing other assistance as needed.

- Become a partner in education with a Title 1 school by volunteering one-on-one time with students, providing take-home snacks for weekends, supplying toiletries that can be distributed as needed, and assisting or donating to special programs where children can flourish, such as music, art, and athletics.
- Sponsor recognitions, such as student of the month. Provide goody bags, ice cream tokens, or books.
- Partner with the local PTA/PTO on an important issue, such as raising awareness about internet safety.
- Work with school counselors to support an anti-bullying campaign in October, during National Bully Prevention Month. PACER's National Bullying Prevention Center offers free classroom resources.
- Assist GED candidates by tutoring or establishing a fund to pay for tests and/or babysitting.
- Organize literacy events to "get your school reading." Organize book-themed events, such as a book walk, book fair, book bingo, book drive or swap, book reading challenge, book club of "reading buddies," or a book report contest on "My Favorite Book." Donate or solicit prizes for awards.
- Promote summer reading by providing books to be given to children at the close of the school year along with a flyer or calendar of summer reading events scheduled at local libraries.
- Organize a Read Across America event in March during National Reading Month. Consult the Read Across America website (https://www.nea.org/professional-excellence/student-engagement/read-across-america) for suggested books, event ideas, and promotional materials.
- Create nooks for reading at welfare offices, health departments, doctor clinics, shelters, children's hospitals, laundromats, and other places children might visit, and stock them with a variety of books. Add a club sticker with the message, "If you read a story while you wait, the less time it will take."
- Promote reading among older students by sponsoring a Reading Bowl or Global Reading Challenge.
- Invite an author to speak at a school or community event or a club meeting.
- Provide books for a VA hospital or Veteran's home, a local nursing home, a Habitat for Humanity home, or other places where books would be a special treat.
- Celebrate Children's Book Day/Día de los Niños on April 30. Donate books in English and Spanish to local Head Start programs.
- Promote DEAR (Drop Everything and Read) Day by posting photos on social media of community leaders, such as the mayor, police chief, and your club president with their nose in a book. DEAR Day, celebrated on April 12, reminds families to make reading a priority in their lives by setting aside at least 30 minutes that day to enjoy books together.
- Plan a pajama and book drive for Pajama Program, an organization that promotes and supports a comforting bedtime routine for all children to help them thrive. Visit the Pajama Program website for information on contributing pajamas and/or books, fundraising, and volunteering.
- Support local English as a Second Language (ESL) programs by tutoring students and/or funding their classes or materials.
- Plan or sponsor a "Books Alive" program for your community by bringing a favorite children's book to life as a play or puppet show.
- Learn more about established reading programs such as Dolly Parton's Imagination Library, Reach out and Read, Reading is Fundamental, Reading Rockets, Room to Read, and 1000 Books Before Kindergarten, and see if your club can get involved in, donate to, or sponsor an event in your community.
- Celebrate World Read Aloud Day, a program sponsored by LitWorld, on February 5. Celebrate at schools, work, and a club meeting. Create and wear reading crowns that illustrate what you are thinking as you read. Visit the LitWorld website to register, gather ideas for community engagement, and find other resources.

LIBRARIES

- Support your local public library (or school library if appropriate). Club projects could include:
 - ø Donating books, books on tape, movies, music, and other resources.
 - Ø Providing exploratory tours for children that enable them to navigate the facility and use its electronic search tools.
 - ø Sponsoring materials and programs for the underserved, disabled, and/or non-native speakers.
 - ø Funding online education classes.
 - ø Promoting library history, events, and services on social media or through alternate means.
 - ø Encouraging the selection of a mascot and then helping develop a publicity/public-relations plan.
 - ø Making and wearing promotional buttons or pins for the library.
- Establish a group of club members who would like to offer volunteer assistance at the library, such as:

- ø Assisting library patrons.
- ø Assisting with library programs, such as children's story hours and craft projects.
- ø Shelving books or tidying library shelves.
- ø Creating a bulletin board or other educational displays.
- ø Decorating for various holidays.
- ø Repairing and cleaning books.
- ø Sorting book donations.
- ø Providing clerical services or helping with newsletters.
- ø Maintaining outdoor displays and/or beautifying flower beds.
- ø Assisting at fundraisers and book sales.
- Organize and/or sponsor public service or community enrichment programs at your public library (or a school library if appropriate). Programs could include:
 - ø Tutoring and/or homework assistance for students.
 - ø Supporting summer reading events and classes for students.
 - ø Hosting children's events such as a Book Character Parade or Literary-themed poster contest.
 - ø Assisting with ESL classes.
 - ø Presenting creative endeavors such as book readings, film screenings, or art displays.
 - Ø Promoting classes in Art or Art History, Creative Writing, Gardening, and other creative pursuits.
 - ø Hosting a murder mystery event.
 - ø Offering "Library Lunches" that examine and/or problem-solve local issues.
- Celebrate National Library Week and National Library Workers Day in April by saying #ThankYouLibraries on social media with photos and stories about the library. Or, organize a special event for library patrons and staff, such as a book reading by an author.
- Establish a Little Free Library in your community, choosing an area where books are scarce. Find free
 plans plus tips on stewardship and other helpful information on the Little Free Library website. Consider
 partnering with a local scout troop or carpentry class to build the library.
- Organize a mobile book program to serve rural or underserved areas of your community.
- Encourage club and community members to become a member of Friends of the Library (or organize a group if none exists), to serve as a Library Trustee, and to advocate for library funding and other important library concerns. Find more information on these initiatives and others on the I Love Libraries website.
- Establish or support an existing service to deliver books to homebound library patrons.
- Celebrate Library Card Sign-up Month in September with an event such as a Fall for Books Funfest for children with games, face painting, prizes, and a library card sign-up table.
- Organize a display for Banned Book Week, held the last week in September, which highlights the value of free and open access to information. For other event ideas and a list of restricted books, visit the Banned Book Week website.
- Work with the library to establish a teen advisory board to form a teen book review, develop teen services, and recommend additional library resources for teens.
- Sponsor a photography contest for teens that features the library, with winners receiving gift certificates or cash awards. Use the winning photos as screensavers on library computers and display them on club and library social media.
- Work with the library to organize a homework help line or a term paper clinic.
- Collaborate with other groups, such as the local Chamber of Commerce, to develop small business services at the library, such as information centers that include a video conference room, staff training workshops, and other resources.
- Consider supporting a library in another part of the world. Check the websites of The Library Project (rural Asia) and the African Library Project. Or donate books to Books for International Goodwill.

ESO

Epsilon Sigma Omicron is an honorary educational society open to all GFWC members. ESO provides clubwomen with a structured reading program that is both educational and stimulates a desire for self-improvement. ESO materials are available on the GFWC website. Support ESO in your state with these activities.

• Verify the charter of an ESO Chapter in your state by contacting the State President or GFWC Education and Libraries Chairman. If none currently exists, work with your State President and the State Education

and Libraries Chairman to establish a State ESO Chapter.

- Refer to the ESO Reading List on the GFWC website and then select one or two books from the reading list to discuss at a meeting and/or highlight through your club newsletter. Any books not listed may be deemed eligible by the State ESO Chapter.
- Establish an ESO reading group for study and discussion.
- Maintain a reading log, which is provided to the State ESO Chairman to achieve ESO levels.
- Participate in the online GFWC ESO reading book club. The online reading book club has selected one book per month from various categories. Search for the Facebook page: GFWC 2022-2024 ESO Book Club.

CONNECT WITH GFWC AFFILATE ORGANIZATIONS

CANINE COMPANIONS

- Assist with outreach to veteran organizations, including presentations, outreach booth staffing, literature, as well as poster and video distribution.
- Arrange for a Canine Companions team to speak at your club meeting to learn more about assistance dogs and Canine Companions.

HEIFER INTERNATIONAL

- Encourage the educational resources that Heifer offers to schools at the elementary and secondary levels. www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html
- Publicize the books and reading resources as well as the virtual field trips for children who are homeschooled. www.heifer.org/what-you-can-do/get-involved/schools/home-school-activities.html

OPERATION SMILE

- Organize a community event to bring awareness to the work of Operation Smile.
- Request a local medical volunteer speaker from Operation Smile Speakers Bureau to share their stories of medical missions and the patients whose lives are changed through our work. www.operationsmile.org/ content/community-fundraising-and-service-projects

ST. JUDE CHILDREN'S RESEARCH HOSPITAL

- Bring awareness to Childhood Cancer Awareness Month and how St. Jude provides an opportunity to educate communities and supporters about what they can do to help these kids fighting for their lives.
- Mention Childhood Cancer Awareness Month at your club meeting. Visit www.stjude.org for current information.
- Stjude.org/leadershipsociety
- Stjude.org/epic

UNITED NATIONS FOUNDATION, SHOT@LIFE CAMPAIGN

- Contact GFWC members who have attended the Shot@Life Summit and invite them to present what they learned about the importance of global vaccines and the impact The Summit had on their lives.
- Register for one of Shot@Life's training sessions or webinars. Make it a club program!

UNICEF USA

- Partner with local organizations to educate the community about the growth of human trafficking. Use
 information provided by UNICEF USA to plan a Fair Trade luncheon and show the Robert Bilheimer film, "Not
 My Life." www.unicefusa.org/mission/protect/trafficking/end
- "Shop for a Cause" to provide educational materials for children around the world. Prepare educational items for display and donate them to a local school. www.market.unicefusa.org/inspired-gifts

GFWC RESOURCES

Before Kindergarten www.1000booksbeforekindergarten.org American Library Association www.ala.org African Library Project www.africanlibraryproject.com Banned Books Week www.bannedbooksweek.org Books Alive www.books-alive.org Books for International Goodwill www.big-books.org **DEAR** www.readingrockets.org/calendar/dear ESO www.gfwc.org/what-we-do/community-service-programs/epsilon-sigma-omicron Global Partnership for Education www.globalpartnership.org HOBY www.hoby.org I Love Libraries www.ilovelibraries.org Imagination Library www.imaginationlibrary.com Learning Disabilities Association of America www.ldaamerica.org Little Free Library www.littlefreelibrary.org LitWorld www.litworld.org For information on Read Aloud Day go to www.litworld.org/worldreadaloudday National Education Association www.nea.org PACER Center—Champions for Children with Disabilities www.pacer.org For information on the National Bullying Prevention Center go to www.pacer.org/bullying Pajama Program www.pajamaprogram.org ProjectCSGIRLS https://www.projectcsgirls.com PTA www.pta.org For information on Safer Internet Day go to www.pta.org/home/events/safer-internet-day PTO www.pto.org Reach Out and Read www.reachoutandread.org Read Across America www.readacrossamerica.org Reading is Fundamental www.rif.org Reading Rockets www.readingrockets.org Room to Read www.roomtoread.org



STEM for Her www.stemforher.org

STEM Scouts https://stemscouts.scouting.org

The Library Project www.library-project.org

GFWC LIBRARY REPLENISHMENT FUND

In order to assist GFWC communities affected by man-made and natural disasters, GFWC established the GFWC Library Replenishment Fund. GFWC clubs have a long history of founding, maintaining, and promoting libraries. Grants will be provided to GFWC clubs to help replenish affected libraries in their communities. Donations to this fund count toward the Annual Giving Program.

AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Education and Libraries Community Service Program projects and Affiliate Organization projects as follows:

- Certificates to one State Federation in each membership category
- \$50 Award to one club in the nation for a club creativity project
- Certificates to one State Federation in each membership category for ESO
- \$50 Award to one club in the nation for an ESO club creativity project

Award winners will be determined by entries into the Award Program. Each State Federation may submit one State Award Entry and one Club Creativity Award Entry for the Education and Libraries Community Service Program projects. Clubs do not submit entries directly to GFWC.

Refer to the Awards section of the Club Manual for more information, including the Award Entry Cover Sheet guidelines.

RESOLUTIONS

To be added after 2022 Annual Convention