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## DISTRICT NINE INFORMATION

Information Guide  
District Nine 2007 – 2009 Officers  
District Nine 2007 – 2009 Program Team  
District Nine Awards and Reports 2006 - 2007

## **OPERATION OF COMMITTEES**

The success of any club depends on the successful operation of its committees. Active committees are necessary to meet the goals of the club and to keep members involved. Committees are the main avenues by which the ideas and talents of the members are organized and directed into achieving significant accomplishments. Committee work also creates the fellowship that unites club members by forging a bond that makes the execution of assignments and responsibilities pleasurable.

### **Responsibilities of Committee Chair**

The Committee Chair is ultimately responsible for the committee's accomplishments. By creating a team-like environment and delegating certain tasks, the Committee Chair promotes the success of the committee. Your responsibilities include:

- Schedule committee meetings as needed to accomplish the tasks.
- Notify committee members and your President of each meeting.
- Plan the meeting ahead of time by preparing a written agenda; make copies of this and any supporting material for committee members and your President.
- Prepare budget figures for your committee's activities and present it to the budget committee for consideration prior to their work on the Club's budget.
- Record the proceedings of each meeting and maintain files of relevant information. Keep track of all assignments.
- Delegate committee programs or project responsibilities equitable among committee members; you can help develop the leadership skills of your members.
- Ask for volunteers to handle various tasks (people often work better if they have volunteered to do something rather than being assigned to do it).
- Be sure committee members understand tasks, responsibilities and time frames.
- Make every member feel important; thank them often; have fun.
- Give reports when appropriate and alert your President so that she can include you on her agenda.
- Forward your files to your successor.
- Include all committee members in deliberations and decisions.
- Report failures as well as successes. Everyone can profit from mistakes.
- Be sure to put new members to work immediately!
- Oversee the writing and presentation of committee recommendations to the Board.
- 

### **Responsibilities of Committee Members**

Each committee member has a responsibility to herself, the Chair and other committee members to be both active and knowledgeable. These responsibilities include:

- Attend all committee meetings, discuss and recommend options as required.
- Strive to be enthusiastic, open-minded and willing to accept assignments.
- Wholeheartedly support the decisions of the majority of the committee.
- Know the duties/responsibilities/goals of the committee.
- Use your own ingenuity and present ideas to the committee at frequent intervals.

## Responsibilities of Membership Development Committee

The committee deals with four essential areas including

- (1) recruitment
- (2) orientation
- (3) continuing education and
- (4) retention of members.

Each club has its own procedures for inviting individuals to become members. For some it works best to bring in new members on a continuing basis; others find it less distracting to allow new members at specific times only, maybe one or two times each club year during membership roundup time.

Membership Development Committee should plan and prepare for new members and be prepared for its duties including:

- Present new members with materials on Altrusa and your club during initiation at a regular club meeting. The "New Member Kit" from Altrusa International is designed for this purpose.
- The president or another officer should present the new member with their membership pin. Sponsors can actually 'pin the new member'.
- An orientation program should be in place to educate new members about Altrusa. The 15-minute video program "This is Altrusa International" is recommended for orientation. It can also be a good recruitment tool.

The Membership Development Committee is also responsible for processing prospective new members as follows:

- Determine the classification of each proposed member. Purchase the official classification guide from Altrusa International if your club doesn't already have a copy.
- Verify that two members in good standing have signed the Recommendation for Membership Form, and as sponsors, have filled in all applicable information, you should also obtain other information about the prospect that could be helpful.
- Indicate on the Recommendation for Membership form: (a) date of acceptance by the committee (b) date of acceptance or rejection by the board of directors (c) date invitation to membership was mailed (d) date the invitation was accepted or declined (e) date the dues were paid.
- File all Recommendation for Membership Forms. Some clubs keep two books of membership forms, one for current or active members and another for past members. You should also record information on the back of the form, this includes personal information as well as activities and positions held by the member. This is important valuable history for the club.
- Report the names of all new members and sponsors to the International Office. In some clubs the treasurer or secretary may have the responsibility of reporting this information. Be sure that someone in your club is doing it. This is the step that makes the membership official at the district and international level.
- It is also a good idea to prepare copies of the Recommendation Forms for your President, Secretary, Treasurer and Communications Chair. These officers will need this information for proper processing of membership and introduction to the club.

## Membership Development Chair

**Congratulations** on your appointment to Membership Development Chair or Co-Chair. You have been asked to oversee a very vital part of the Altrusa organization. Hopefully, you have met with your President and the other committee chairs to do some goal setting for the New Year. In this explanation of your responsibilities and how to carry them out, we will attempt to help you prepare to take the reigns of your committee. Remember that you have many resources to help you reach your goals. You are not in this alone. You have a team, your Board of Directors, other club members, your encyclopedia, and your District Membership Committee that are all waiting to be of service to you as you serve your club.

**Your** President obviously has confidence in you as a leader and that you have a heart for sharing the Altrusa experience. Otherwise, you would not be in this position. Likewise, you must have a desire to expand Altrusa and our principles to have accepted this role.

**You** should begin by asking yourself where you want your club to be by the end of your term. Every club needs members to exist, and you have been given the charge to direct your club in finding new members, recruiting them, developing them, and retaining them.

**Set** realistic goals that not only you can attain, but that your committee will buy into. If your team is not able to share your vision, it will not only affect your committee but your entire club.

**Prepare** your calendar for the year as soon as possible so that everyone on your committee and in the club will know what your goals are for the growth of the club. You may decide to challenge each Altrusan to recruit **one new** member during the year. Or you may want to increase your membership by a certain percentage. If you choose percentage, usually 10 to 20 percent is a realistic goal. Look at the Governor's goals for the District so that you are on track with the District's Strategic Plan.

**Membership** growth is, of course, your number one priority. Growth can be achieved in many different fashions. Each club has to be looked at from the inside out. Only you know what works best for your club. Some clubs have continual recruitment throughout the year. Still others will set specific times during the year to recruit. Talk with your President for her views.

**Growth** is certainly **Job One**, but development is a strong second. Help your committee to achieve a good working relationship so that they are a team; always working on the same plan. Make sure everyone has the same goal. Stay alert to anyone who may have a different agenda. Be open to everyone sharing his or her ideas for growth and development. Make everyone on your team feel they are needed and recognize their efforts and accomplishments. Make assignments to your committee members. **Don't try to do it alone.**

**Meet** with your committee on a regular basis; preferable once a month. Follow an agenda and you may even choose to have a recorder. Appoint a communication person to contact your members about time, place and date of your meeting. It is a good idea to set a specific day and time and stick to it so that you establish continuity. After a specific day is set, your contact person can simply call or e-mail to remind or update.

**Now** that you are meeting, making plans and evaluating the needs of your club, let's move on to the next step.

**Stay** in tuned to specific needs of your club. You may have had some members that were excellent in organizing service projects, and for whatever reason they are no longer with the club. Encourage members to look for recruits with those types of skills. Maybe you have a lot of bankers, educators or lawyers in your club. You might want to encourage more diversity.

**Once** your membership begins to take shape in numbers, talents and diversity; you want to begin developing those members and retaining them. Plan events that will help you and your team to develop and retain your club members. Membership recruitment, orientations, make-up meetings, and retention events are outlined in this manual. Keep in mind that Altrusans are volunteers with a concern for their communities. Most of us have very busy lives that keep us on the run. When we become Altrusans, we want our efforts to be fruitful; so work to make your membership the best it can be. The steps you take to lead your Membership committee and your club should be supportive, creative and fun. From recruitment to retention, we should strive to creative unity.

**Someone** once said, "Variety is the spice of life". Not only is it the spice of life, but also variety is what spices up our lives. Therefore, it is very important to make the time we spend as Altrusans count. Furthermore, that time continue to perpetuate the **ALTRUSA EXPERIENCE** and reaffirm that we are Leaders in Service.

Remember, no job is finished until the paperwork is complete. You have a responsibility to complete the information on the bottom of all recommendation forms presented for consideration. This includes verifying eligibility, assigning classification, and keeping track of when they are approved or not, when the invitation is issued, when/if invitation is accepted, when dues are paid and the date initiated.

Your club should have permanent records of all member recommendation forms. It's a good idea to keep current members in one book and past members in another book. It is membership's responsibility to keep these books up to date. You should record club participation, district participation and international participation on the back of the form. This becomes a very important document in your club's history.

It is the hope of the District Membership Development Committee that these few points will help to mold you into the Chairperson that your club needs to continue to grow and serve your community.

Something new you can expect with your annual visit from a District board member is this evaluation. Membership Chairs and/or Club Presidents should be prepared to complete this survey for their visitor. It's a good idea to gather the information in advance of the actual visit as some questions require research.

**EVALUATION OF CLUB'S MEMBERSHIP HISTORY**  
**(To be implemented during District visits)**

**"CLUBS" PLEASE RETURN TO YOUR DISTRICT VISITOR**

ALTRUSA INTERNATIONAL, INC. OF \_\_\_\_\_ DATE \_\_\_\_\_

1. What has been your rate of growth and retention for the last five years?  
(Please list your membership number at the end of May for each year.)


2. How do you recruit?

\_\_\_\_\_  
\_\_\_\_\_

3. How often do you recruit?

\_\_\_\_\_

4. What is your club's percentage of diversity with respect to:

**Age** (20-29) \_\_\_\_\_ (30-45) \_\_\_\_\_ (46-59) \_\_\_\_\_ (60-75) \_\_\_\_\_ (76 and up) \_\_\_\_\_  
**Ethnicity** Afr. Am. \_\_\_\_\_ Asian \_\_\_\_\_ Caucasian \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_  
**Profession** \_\_\_\_\_

5. What kind of support does your club provide for new members?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What percent of your club actively recruits members and at what level?

**Aggressively** \_\_\_\_\_% **Occasionally** \_\_\_\_\_% **Seldom** \_\_\_\_\_%

7. Do you have a club brochure that highlights the particulars of your club? \_\_\_\_\_

8. How do you educate new members?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. How do you educate sponsors on the role of sponsorship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***"DISTRICT VISITOR" PLEASE FORWARD THIS DATA TO THE DISTRICT MEMBERSHIP COMMITTEE AFTER REVIEWING FOR YOUR REPORT.***

## What To Do When A Member Moves

While the International Board made membership building a priority, retaining our current members is always a priority. Altrusa loses a fair amount of members through moves. This should not always be the case. If we follow some simple steps, Altrusa can keep most of its members who relocate.

When one of your members moves ....

- Be sure to *get her new address!*
- Include the member's new address on the deletion form that is sent to International and District.
- Check and see if there is an Altrusa Club in the area where your member is moving.
- If there is a club in that area, write to the President and inform her that one of your members is moving into the area. Tell the president about your member and if she is in good standing.
- If there is not a club in that area, inform International of that fact and enclose the member's new address. International will send information on Affiliate Membership to that person.
- There is a Member Referral Form available from the International Office or in the President's book for this purpose, or you can simply send the information in a letter or email to the President in the new area. Be sure to include the following information: Your club name, moving member's name, new address, telephone numbers, classification and any comments or special achievements as well as your name and contact information.

When a member of another club relocates to your area ....

- Hopefully, you receive a letter of introduction from another club president telling you that one of their members has moved into your community.
- Immediately contact and invite that person to attend an Altrusa event meeting.
- Send some of your Altrusans to visit shortly after she arrives. Your members would be instrumental in making the new arrival feel welcome.

National trends show that people now move and relocate for work reasons more than ever, especially younger people. Sadly for Altrusa, we lose mostly younger members through moves. Our younger members are the future of Altrusa International. Let's keep each other informed when members move and we should be able to keep more members.

A new procedure for district nine is this exit interview form. Please print copies and give or mail them to members who do not renew or who resign during the year. They should complete it and return to you or the club president. If they are honest you should learn something about your club and where it can improve.

## Membership Exit Interview

Your Altrusa club as well as the District Membership Development Committee is interested in why you did not renew your membership. We would like to impose upon you to take a few moments to complete this exit interview form and return it to the President of the club. Please be as **frank** and **candid** as possible. Altrusa clubs all over the world lose members every year for various reasons. The obvious ones such as relocation or illness we certainly understand, but from time to time we don't get a reason at all. We need to know what those unspoken reasons are. Altrusa has been around for a long time, and we plan on being around for years to come. **Please give us the opportunity to make the changes or adjustments necessary to meet the needs of today's leaders in service.** Clubs should forward their completed forms to the District Membership Chair(s).

Date \_\_\_\_\_ Name \_\_\_\_\_ (Optional)

Club Name \_\_\_\_\_ How long were you a member? \_\_\_\_\_

Were you able to actively participate in the club's meetings and activities? \_\_\_\_\_

Was your sponsor supportive? \_\_\_\_\_

Did you feel well educated on the affairs of the club and Altrusa International? \_\_\_\_\_

Did you hold any offices or chairs? \_\_\_\_\_ Did you think the dues were too high? \_\_\_\_\_

Did you feel this was an active club? \_\_\_\_\_ Did you like the service projects? \_\_\_\_\_

Were you offered a leave of absence or a transfer to another club? \_\_\_\_\_

Would you share your specific reason for leaving the club?

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If your reason for leaving was due to something the club didn't offer, fail to meet your expectation, etc. please tell us what could've been done to change your mind about leaving.

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**PLEASE RETURN THIS DATA TO YOUR CLUB PRESIDENT OR MEMBERSHIP CHAIR.**

DNMD 11/2004

## SPONSORSHIP

What **is** sponsorship? The dictionary defines it as...to sponsor or to be responsible for. There are two important points for Altrusans to know about sponsorship. One, sponsorship is a duty not a state of mind. Two, know your candidate before you recommend them. Don't just fill quotas or bring new people so you can say "I've sponsored many members".

All too often Altrusans leave their duty as sponsor on the dotted line of the Recommendation Form. Well **RED ALERT**, there's work to be done. When we accept the responsibility of being a sponsor or co-sponsor (and it is a **responsibility**), we are saying to our clubs *"I vouch for the character of this individual. I promise to nurture, educate, and support this member. I promise to help create an atmosphere of professional growth, leadership development, fellowship and sisterhood."*

These tasks cannot be accomplished from a distance or by absentee vote. Sponsorship **IS** a hands-on project. Making a new member feel a part of the club is **JOB-1**. As a sponsor or co-sponsor you should always be readily available for questions or direction. **You** are the tour guide for this new passenger on the Altrusa train. Make sure your member remembers meetings. Make sure they are aware of upcoming events i.e. when, where, do you need a ride. When you attend meetings, sit with your member until they feel comfortable enough to fly solo or with other Altrusans. Be sure to personally introduce them to other Altrusans. On a personal note, when I sponsor a new member, I refer to her as my daughter. By adopting a method of this sort, you make the member feel more welcome, more a part of the group, and that you care about them.

Even though there are only two sponsors listed on the Membership Recommendation Form, your entire membership is a collective sponsor. This *sponsorship badge* should be worn by all of us. We are a sisterhood. Sisters are compassionate, thoughtful, and responsive to the needs of others.....especially their sisters. It is imperative that we make a good first impression because not only do we not get a second chance we can sometimes create a false sense of Altrusa and our mission. Altrusa is derived from the word altruism, which is the principal of living and acting for the good of others. If you want your new members to have a meaningful and lasting Altrusa experience, be sure to put the responsibility back in sponsorship.

Being a sponsor is much like being a gardener. You bring a member in and plant them in your club like a seed. You go down deep so that they can take root. You water them with Altrusa wisdom and history, let the sunshine of service light their path, nurture them with Altrusa love, and watch them and your club grow.

## The Nuts & Bolts of Membership

(Courtesy of Altrusa of The Brazos, Texas)

***This presentation could be used as an accent or as a membership awareness program. If you have enough members you could assign each segment to a different Altrusan.***

It is the obligation and responsibility of every Altrusan to seek out and to sponsor new members continually. To find prospective members should be the top priority of each Altrusa Club and each Altrusa member.

### WHY?

- To offer diversity for networking
- To develop lasting friendships
- To provide opportunities for personal growth
- To foster new leadership
- To extend new club building
- To contribute to the community through service projects

### WHEN?

- At each club meeting
- At planned membership drives
- In all club publications
- In workshops/committee meetings
- Board meetings
- At orientation and/or reorientation meetings
- At Conferences and Conventions

### WHERE?

- Search newspapers/contact employers
- Contact professional associates for suggestions
- Talk to relatives, church members friends
- Contact the local city governance for names
- Search trade and professional directories
- Form search committees to visit businesses
- Recognize and reward new member sponsors

### HOW?

- Check the rules in the Membership Manual
- Determine their classification
- Determine their eligibility
- Fill out a Recommendation form
- Invite them to a meeting
- After Board approval, initiate them
- Follow up with phone calls
- Offer to bring new member to the meeting
- Keep in touch, call if she misses a meeting
- Consider an Altrusan to be “new” for one year

### HOW MANY?

- 20 members is charter strength

- Each member should sponsor one new member a year or
- A small number of active members is more valuable than a large number of inactive members
- How many members the club retains is as important as how many new members it recruits
- Grow until you can form a new club/ New club building can be challenging and rewarding

### WHO?

- Who are of good character
- Who are recognized leaders in their business or profession
- Who are retired leaders in business or professional positions
- Who sincerely wish to contribute to the betterment of their communities through volunteer service
- Altrusa is open to professional women & men

### SUMMARY

- Think and talk about Altrusa all the time!
- Be alert in all of your daily contacts for potential Altrusans.
- Remember what Altrusa has done for you. Has it improved your leadership skills? Has it given you an outlet for community service? Has it broadened your horizons with interesting programs? Has it introduced you to women that you would never have met elsewhere?
- Be willing to share the Altrusa experience with others.

The first 2 letters in Membership are “M” and “E”. Membership development and membership retention should start with you and ME!!!

## **Add An Altrusan Day**

Add An Altrusan Day began as an idea for all Altrusa clubs to band together on a specific day in January to try to grow Altrusa membership. Now, clubs can select any day in January to observe this day in any way they choose. Membership growth is accomplished by adding a new Altrusan, but also by retaining current members. Retention is everyone's responsibility and should be practiced year round, but assigning a specific day, week or even the entire month of January to uplift current members is often the best way to 'add an Altrusan' for you may be salvaging a member who was thinking about quitting. Remember, a superior club brings out the best in its' members.

The theme is “Membership” a club can observe this in many ways; here are a few suggestions:

- Wear your Altrusa pin for the month of January and continue to “Share the Gift of Altrusa”.
- Continue to call potential members and friends to invite them to the next club meeting or function. At a club meeting have each member draw another members name, this is their Altrusa Pal for "Add An Altrusan" observation.
- Clubs can choose any day in January to observe the official “Add an Altrusan Day” communicate (email, fax, phone, in person) with another member from the name draw previously and any additional members you might choose and let them know how special they are to our club. *Never underestimate a person's desire to be praised: "The deepest principle of Human Nature is the craving to be appreciated." --William James*
- Brainstorm a list of year long retention and support ideas.
- At a January club meeting – share your stories from any of the monthly activities, making it a “free brag for the day!”
- Hold a Membership Roundup for new member prospects; see the 'Membership Roundup' section for some great ideas.

Host a speaker in your community, have them speak on any topic of interest to women. As attendees arrive collect their business cards or have them complete entry blanks to win a door prize. Before introducing the speaker educate the audience about Altrusa, use the door prize entries to follow up with attendees one-on-one.

## Retention Activities

One important job of the membership committee is to keep the members interested in the club. The easiest way to retain members is to get them involved - with each other as well as with the club's projects. Retention activities are a great way for members to get to know each other. Usually at club meetings and even at project gatherings we're so busy taking care of business that we don't have much time for socializing and visiting with each other, so, why not schedule some FUN stuff at other times. One club successfully does this, but they don't even call them "retention activities", in fact they call them "Altrusa Fun Times".

As for WHAT to do .... the sky is the limit. Depending on resources and time here are some suggestions to consider.

**MOVIE TIME** - meet somewhere for dinner and a movie, or get together to watch a DVD. One group successfully got a loan of a big screen TV by telling the store their group needed to meet for a training session. They then brought snacks and favorite beverages and watched *Calendar Girls* together. Of course, they had to rewind and rewatch several scenes because the laughter was so loud.

**SHOPPING!** - What woman doesn't enjoy shopping? Well, even if you have a few who don't like to shop I'll bet they would still like to get together with their Altrusa sisters to visit that spectacular new mall and have a grand lunch.

**OVERNIGHT PARTY** - Consider a local B&B or a nearby tourist attraction and combine it with an overnight girls pajama party. Bring along some crazy games to play, and give goofy prizes.

**SECRET SPA** - Find a place and have your own 'secret spa' for Altrusans only. Line up members or technicians from your area to give manicures, pedicures, hair styles, massages, microderm abrasion, hot wax treatments, hair removal, facials, new make-up colors, etc. To pay for the costs you can sell tickets, Altrusans can tip the technicians. Have everyone wear pajamas if you want! Enjoy healthy (or not!) snacks and good music.

**REJECT GIFT EXCHANGE** - After Christmas is a great time for this one! Have everyone bring that gift they received that they have no use for. Remember, one person's reject is another's treasure. Have everyone put their name on the wrapped gift they brought, have everyone draw numbers then go in numerical order. Each person selects a wrapped gift, unwraps it then decides to keep it or exchange it for someone else's unwrapped gift. Take turns in order with number one getting another turn after everyone else has unwrapped and traded. You can put a limit on the number of times a gift can be traded if you want.

**GAME NIGHT** - Get together for card or board games.

**COOKING** - We all love food and even if we don't particularly enjoy cooking we're usually interested in the act of how to cook. I know I enjoy watching the food network even though I've never actually prepared the dishes shown. So, check around with your club members who DO enjoy cooking or with a local chef. Invite them to demonstrate to your group. We have a member with a very interesting chef background, even though she is doing something entirely different now. She demonstrated how to prepare crepes as she told her about her experiences. She even brought up most of us to actually cook our own crepe.

## GAIN and RETAIN .....

<b>G</b>	<b>GOAL</b> - Set specific goals to include the number of members you wish to add. Identify what is needed in your club, consider: age, classifications, ethnicity, and talents needed. Keep diversity in mind. Plan dates and details for membership roundups.
<b>A</b>	<b>ATTAIN PROSPECTS</b> - Hold brainstorming sessions on where to find new members, use clever reminders target potential members. Use the buddy system to visit with potentials.
<b>I</b>	<b>INVITE</b> - potential members to see what Altrusa is about. Hold those membership roundups. If the prospects are a good fit for your club, invite them to become an Altrusan. <b>INITIATE</b> new members promptly with a clever, meaningful program.
<b>N</b>	<b>NURTURE NEW MEMBERS</b> - Getting them into the club is only half of the job. Teach them about Altrusa, make them feel they're part of the club. Build on their excitement, encourage them to seek out other potential members.
<i>and</i>	

<b>R</b>	<b>RECIPE FOR MEMBERSHIP</b> - All the ingredients for a successful club.
<b>E</b>	<b>EXTRA ACTIVITIES</b> - Plan "getting to know you" activities outside regular meetings. Don't forget to hold Altrusa Orientations for new and existing members.
<b>T</b>	<b>TOOT YOUR HORN</b> - Promote Altrusa through local newspaper, radio, cable, websites, etc. At meetings allow members to toot their own horn, start a brag buck session. Spotlight members old and new in your newsletter.
<b>A</b>	<b>AWARD ALTRUISM</b> - Recognize your members and the great things they do! Start an "Altrusan Of The Month" and/or "Altrusan Of The Year" program. Publish these in your club newsletter.
<b>I</b>	<b>INFORM</b> about Altrusa and each other! Use Altrusa Accents and Keys at every function and in your newsletter. Publish a club brochure for members as well as one for the community.
<b>N</b>	<b>NOTIFICATION</b> - Keep members <i>informed</i> of everything. Use emails, phone calls, cards, notes and your newsletter, i.e. calendar of events both Altrusa and community.

# G - Goal

Set specific goals to include number of members you wish to add. Identify what is needed in your club, consider: age, classifications, ethnicity, and talents needed. Keep diversity in mind. Plan dates and details for membership roundups.

## Membership Goal Setting Outline with Timeline

*"A vision without a plan is an hallucination."* With this in mind Altrusa International has asked each district and club to make a strategic plan. The club's plan should be designed to help district meet it's goals, which in turn, is designed to meet international's goals.

Review your strategic plan with respect to membership growth and retention and to new club building. A strategic plan is a 'living document' and should be updated as needed; take this opportunity to set specific goals to help District Nine reach 1300 members and 40 clubs by May 2005.

GAIN GOAL:	STEPS TO GOAL:	RESPONSIBLE PERSON(S):	DATE:
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State your goal for 2004-05:

RETAIN GOAL:	STEPS TO GOAL:	RESPONSIBLE PERSON(S):	DATE:
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State your goal for 2004-05:

# A - Attain Prospects

Hold brainstorming sessions on where to find new members, use clever reminders to target potential members. Use the buddy system to visit with potentials.

## Brainstorm:

One good way to find prospects is to brainstorm. Using the form below instruct members to fill in as many blanks with women's names as they can in four minutes. You can have members work in teams of two, then instruct them to visit with each prospect in teams. This works well because the buddy system makes everyone more comfortable and more accountable! Have members tell prospect why they like Altrusa then invite them to a membership roundup or a program meeting.

## Forty Potential Members in Four Minutes

---

Team members: \_\_\_\_\_

*Write four names under each category.*

---

---

Relatives

Friends

---

Co-workers

Spouses / Friends co-workers:

---

School friends / teachers / daycare

Places you do business (bank, dentist, etc.)

---

Church and social contacts

Neighbors

---

Contacts through children

People in other organizations with you

---

### **MORE BRAINSTORMING IDEAS:**

#### **BRING YOUR LISTS:**

Plan an after-work gathering for wine and cheese at a members home, your businesses meeting room or any place you can be comfortable.

Ask members to bring their Rolodex, their address books, directory from other clubs, church directory, a local Chamber of Commerce directory, their customer database from work, or any other list they can get their hands on. At the meeting have copies of local area newspapers also.

Appoint one or two record-keepers and begin making a list of potential members using all the above resources.

**POST - IT REMINDERS:**

Members need to get into the habit of thinking Altrusa in their everyday activities. Make pins or post-it notes that say "Think Altrusa" or something similar. Ask them to put the notes near their phone, at their desk or computer, in their car and other places. This is to serve as a reminder for them to think about every woman they come into contact with as a prospective member. It can be surprising how you see or talk to someone regularly but never make the connection that they might be interested in Altrusa.

**SCAVENGER HUNT:**

Using the list below and modifying it as you see fit, issue a challenge to members. They are to go on a Scavenger Hunt for women meeting the various categories. Ask them to get the woman's name and phone number. Have members complete their list by a preset deadline. You can have the top Scavengers stand up and tell the group about their hunt. This is great recognition, you could also award certificates or prizes for top achievers.

When passing out lists role-play to give members an idea on a good approach to take when talking to the women. One good approach might be "You are not going to believe this, I'm on an Altrusa Scavenger Hunt and you are just who I am looking for because you (have red hair, etc.). I'd like to invite you to a fun party (or give you a free gift).

The party could be membership roundup or a meeting with some Altrusans; the free gift could simply be your club brochure. Of course, the real gift you are offering them is the gift of Altrusa.

<b>Category</b>	<b>Name</b>	<b>Phone</b>
Woman with red hair	_____	_____
Woman wearing a name tag	_____	_____
Woman in a uniform	_____	_____
Woman in a ladies room	_____	_____
Woman in a parking lot	_____	_____
Woman wearing blue jeans	_____	_____
Woman with children	_____	_____
Woman who owns a business	_____	_____
Woman on a bus, plane, train	_____	_____
Woman at the grocery store	_____	_____
Woman at Church	_____	_____

**How to use those lists:**

**FOLLOW THROUGH WITH PERSONAL CONTACT.** Let me say that again, *FOLLOW THROUGH WITH PERSONAL CONTACT.* I can't stress enough how important it is to visit face-to-face with each and every prospect on your many lists. If you do a mass mailing it is imperative to follow up with a phone call, an email, or even better with a face-to-face meeting. It is easier to throw away a piece of paper or delete an email than it is to ignore someone on the phone and if you are standing next to her, chances are she'll finally hear what you are saying.

*ENTHUSIASM* is the most important factor of persuasion. If you relay your love of Altrusa and what it means to you, chances are very good the prospect will listen and be interested in what you have to say. If she is interested invite her to your club function. If Altrusa doesn't appeal to her right now be sure she knows how to contact you or the club later. Many times the member is not in a position to become an Altrusan when she is first approached, but later she might be.

# I - Invite

Invite potential members to come and see what Altrusa is about. Hold those membership roundups. If the prospects are a good fit for your club, invite them to become an Altrusan. INITIATE new members promptly with a clever, meaningful program.

When visiting with potential members be open and honest about what your club expects from its members and what a member can expect from Altrusa

When considering a prospect, remember that Altrusa classification rules have relaxed in recent years. Classification or profession is no longer the most important consideration. Open up your club, consider volunteers, housewives and individuals who may not necessarily be considered as 'professionals'. Remember we may also create classifications for members. Don't reject a potential member because you don't see a fitting classification in the Membership Classification Guide. As an organization we are looking for volunteers willing to serve our communities, don't pass up a good one!

## Sample Letter - Invite to Round-up:

Use your club letterhead or create your own invitations. Someone in your committee probably has a computer with great software to create invitations, nametags, and decorations all in the same graphics to match your theme. Invitations may be sent by the club secretary, Membership Development Committee or even the club president.

The body of the letter should contain the date time and location for the event in the first paragraph. Information about Altrusa International, Inc., your club and its projects should follow. End with information on whom to contact and how. Following is a sample letter:

*Altrusa International, Inc. of \_\_\_\_ invites you to be our guest at a (luncheon) on \_\_\_\_ date \_\_\_\_ at \_\_\_\_ location \_\_\_\_, \_\_\_\_ address \_\_\_\_\_. The officers and members of our club hope you will accept this invitation and give us the opportunity to share information with you about Altrusa.*

*Altrusa is an international classified service club for business executives and professionals with over 12,000 members in 19 countries. The name of our organization is derived from the word "altruism" which means unselfish concern for the welfare of others. Members of Altrusa are people of good character who are recognized leaders in their business or profession. Your name has been submitted to us by one of our members who recognize that you have what it takes to be a good Altrusan.*

*Our club is composed of individuals who are dedicated to community service. Currently we have approximately \_\_\_\_ members who are all leaders in \_\_\_\_ town \_\_\_\_ business, industrial and professional organizations. We are actively involved in literacy related projects including \_\_\_\_ literacy project \_\_\_\_\_. Some of our other projects are \_\_\_\_ list other projects \_\_\_\_\_. Our main fundraising event to support these efforts is \_\_\_\_ explain fundraiser \_\_\_\_\_. In addition to providing you the opportunity to serve our community, Altrusa is a great way to meet and associate with other professionals and executives in \_\_\_\_ town \_\_\_\_.*

*Please (return the enclosed card) ( call \_\_\_\_ person \_\_\_\_ at \_\_\_\_ phone \_\_\_\_ ) to let us know if you are interested in learning more about Altrusa and attending our (luncheon). Please call our President Jane Doe at 555-1212 or me at 555-2233 if you have any questions before the (luncheon). We look forward to seeing you at the \_\_\_\_ location \_\_\_\_ on \_\_\_\_ date \_\_\_\_.*

## Sample Letter - Invitation to Membership

After the round-up, the board approval of the prospect and finally the general club's approval it is time to issue the official letter of invitation for membership into Altrusa. Following is a sample letter for this purpose:

*We have the distinct pleasure of inviting you to become a member of Altrusa International, Inc., of \_\_\_\_\_. As you know, Altrusa invites into membership only those executives and professional people who are recognized leaders of their communities. It is an honor to be invited into Altrusa membership, and we are very happy to recognize your professional and community accomplishments in this way.*

*As an Altrusan, you will join over 16,000 women and men in over 500 cities worldwide who have a common bond in their commitment to community service. You will also find that through the planning and implementation of programs and projects, Altrusans develop a special camaraderie as they experience the satisfaction and reward of providing service to others. We trust that you will find Altrusa to be equally meaningful.*

*Please call one of us immediately to advise if you will become an Altrusan. Membership will be official upon receipt of your dues and initiation into the club. Dues for new members are \$\_\_\_\_\_. (\$\_\_\_\_\_ International; \$\_\_\_\_\_ District; \$\_\_\_\_\_ Local; \$\_\_\_\_\_ New Member Pin). Please make your check payable to Altrusa International of \_\_\_\_\_ and mail it or deliver it to one of us at our place of business, which is indicated below. We need to receive payment by \_\_\_date\_\_\_; this will allow us to initiate you and other new members at our next meeting on \_\_\_date\_\_\_.*

*Altrusa International of \_\_\_\_\_ meets at \_\_\_time\_\_\_ on the \_\_\_dates\_\_\_ of each month at \_\_\_location\_\_\_. ((specify meal ordering procedure or other information))). We welcome your attendance at all meetings. If you have any questions please contact your sponsor or one of us. We look forward to getting to know you and putting your talents to work on a committee.*

## **N - Nurture**

Getting them into the club is only half the job. Teach them about Altrusa, make them feel they're part of the club from the very beginning. Build on their excitement, encourage them to seek out other potential members.

Explain the "Responsibilities of Membership" (found in your encyclopedia) to members, new as well as seasoned. This serves as a great refresher of what Altrusa expects of each member.

Orientations are an important aspect of learning about Altrusa. Clubs should hold one or more orientations each year. New members should attend for sure, but established members can learn too; it would be proper for a sponsor to attend with her new members. Always allow time for a question and answer session.

Make your orientations FUN! Play Altrusa Jeopardy or customize another game to add fun to learning. How about your own version of "Who Wants To Be A Millionaire?" using questions about Altrusa?

When someone misses a meeting or two, send a card or email or pick up the phone to let her know she was missed.

New Member Service Project - A good way to introduce new members to service is for them form their own committee (supervised by a few established members); decide on their own service project, plan it and actually carry it out.

Altrusa Key - A way to get to know each other, an Altrusan shares with the club 3-5 minutes about her life and herself. If your club isn't using keys explain the concept to your President and have her schedule them on the agenda. One club does presents a key at one meeting each month and an Altrusa Accent at the other meeting.

Altrusa Accent - A short 3-5 minute news flash about Altrusa. This could be something straight from the Altrusa Encyclopedia, from the International website or newsletter or from your district information. Accents are good presented by various members at a meeting as well as published in your newsletters.

and

## **R - Recipe for Membership**

All the ingredients for a successful club.

Combine:

- 2 cups determination to build a strong club
- 1 cup committed potential members
- 1 cup hands-on projects
- 1 cup communications
- 1 cup support
- 2 cups desire to serve our fellow man

Blend with:

- 1 pint strong leadership
- 1 gallon of FUN

Fold in:

- 3 tablespoons retention based activities
- 2 or 3 theme parties to taste
- 1/2 cup Altrusa accents
- 1/2 cup member highlights
- 2 cups vision

Pour into a well oiled pan, pop into a community that's just waiting to be served and ..... *WATCH THOSE ALTRUSANS COOK!!*

## **E - Extra Activities**

Plan "getting to know you" activities outside regular meetings. Don't forget to hold Altrusa Orientations for new and existing members.

Women want to be around women they like. Offer a chance to be together outside of meetings and service projects and they'll get to know each other better resulting in a stronger bond and a better chance they'll stay in the club. Schedule retention activities such as: a shopping day; dinner and a movie; visit local museum or other attraction; pamper yourself evening; or overnight at a bed and breakfast.

Ice Breaker Activity - An interesting way to learn about each other! Pass around a roll of toilet paper asking each person to take as much as they think they need, don't explain any more than that. After everyone has their paper tell the group: for each square of paper you took you must tell something about yourself.... then watch their reactions and enjoy the things everyone tells!

Orientations aren't just for new members, encourage all members to attend. Sponsors should always attend with their new members. These should be scheduled outside of regular meeting and service projects. Find a relaxing place and make it a fun event.

## **T - Toot Your Horn**

Promote Altrusa through local newspaper, radio, cable, websites, etc. At meetings allow members to toot their own horn, start a brag buck session. Spotlight members old and new in your newsletter.

The more we know about each other personally and professionally the closer we become.

Try this experiment. Ask ten people in your community the question: "What is Altrusa?" The responses will be a good indicator of your image in the community. It is also a great opportunity to explain just what we are!! Who knows you may pick up a new member on the spot.

Spread the word in your community about Altrusa. Inform your local Chamber Of Commerce about the club, leave club brochures with them. Chambers can help inform newcomers about your club. Try to get on the agenda of 'other' clubs. Tell them you want to speak about your service project or fund-raisers then use the opportunity to leave brochures and possibly recruit members.

## **A - Award Altruism**

Recognize your members and the great things they do! Start an "Altrusan Of The Month" and/or "Altrusan Of The Year" program. Publish these in your club newsletter.

One club has the Communications Committee select and honor the Altrusan of The Month from suggestions made by the club and the Membership Committee selects the Altrusan Of The Year from nominations gathered at the April meeting. The Altrusan of the Year is announced at the year end banquet.

Another idea to bring Altrusa into the community is to recognize a citizen for an altruistic act. You could recognize them with a certificate from your club and possibly get the local newspaper to publicize it.

## **I - Inform**

About Altrusa and each other! Use Altrusa Accents and Keys at every function and in your newsletter. Publish a club brochure for members as well as one for the community.

There is always something to learn about Altrusa, this can be intimidating to new members. Use any means you can to inform members and encourage them not to be overwhelmed.

## **N - Notification**

Keep members *informed* of everything. Use emails, phone calls, cards, notes and a personal visit when it's needed. Use the newsletter to publish a calendar of events, both Altrusa and community.

Be sure someone in the club (secretary or designee) makes a habit of sending information to the members. If someone has to miss a meeting they shouldn't have to miss out on what's going on in the club. Most ladies now days have email, a good quick way to spread the word.

The "Telephone Tree" concept has been around for a long time and still works well, set one up for meeting reminders. Use it to call a member when they miss a meeting.

There's no feeling quite like checking the mail (snail or email) and finding a card or note from a fellow Altrusan. It doesn't have to be much, just an appreciation for some little (or big) thing. It could be as simple as thanks for volunteering, the newsletter article was great, we liked your presentation, thanks for bringing a visitor, congratulations on the promotion, we appreciate your good attendance, etc. Why not appoint someone in your committee to do this?

# Icebreakers

Icebreakers can be used as a gathering activity, in the middle of a long speech (to wake up the audience) or as a wrap up to an event. They serve many purposes; get-to-know each other; problem solving activity, help see something from another viewpoint, teamwork development, exercise or wake-up or simply for fun and entertainment. Here are a few tried and proven ones for your consideration.

## **Altrusa Sister Olympics**

A get-to-know-more activity

(Courtesy of Altrusa of The Brazos, Texas)

Break into two teams. Each player gets a coin purse. After each game is scored the winners are awarded 5 cents each per game to help with your personal Puerto Rico Convention or Conference fund.

Judges will score the teams efforts on two criteria: line formed correctly and data sorted correctly.

Announce the game, members must not move until you shoot the gun or say GO and start the timer. The first team to finish should indicate by everyone raising their hands. If their line is formed in the correct shape and their data is sorted correctly they are the winning team. Give each team member a nickel and go to the next event.

Olympic Event:

- 1) Form a line hand to hand alphabetically by your first name
- 2) Form a circle by shoe size largest to smallest
- 3) Stack back to front to back by the length of your thumb shortest to longest
- 4) Form a line alphabetically according to the first letter of your favorite food
- 5) Form a chronological horseshoe in order of the month of your birthdays
- 6) Form a line with your backs to the judges, sort yourselves by the length of your hair
- 7) Partner yourself or stand alone by the number of children you have
- 8) Group or stand alone by the number of grandchildren you have
- 9) Form a triangle by the number of letters in your last name, shortest name at one corner
- 10) Form a line by the numbers of years in Altrusa

## **Famous Women**

(Courtesy of Altrusa of Garland, Texas)

Write famous women's names on sticky notes. Don't forget famous Altrusans, you could also use movie stars, writers, historical figures, politicians, and singers. Tape a name to each members back shoulder area. Each person is allowed to ask ONE question of each guest, you can restrict it to yes and no questions if you want. If you limit it to one question per guest then each person will have to talk to a lot of members before they can identify who the famous name is on their own back. At a preset time you'll want to ask each person if they can guess who the famous person's name on their back is. Offer up a couple of prizes which could relate to famous people, perhaps a biography book, movie poster, book of poems, etc.

## **Birthday**

(Courtesy of Altrusa of Temple, Texas)

This fun word game was used to celebrate the club's birthday. They passed out copies of a sheet with the word 'Birthday' across the top and a double row of numbered spaces under it. Each person is instructed to make as many words from the letters in 'Birthday' as they can in a set amount of time. One member was able to make thirty-something words! You can change the word to mark another occasion and can award prizes if you want.

## **Candy Test**

A "Just for Fun" activity .... yes, it probably came off the internet!

Pick your favorite chocolate candy from the list, then see what it shows about you.

Here's a fun Chocolate Candy Personality test: Ask the group "If you were buying candy and you had your choice of the following, which would you choose?"

BABY RUTH  
3 MUSKETEERS  
BUTTERFINGER  
SNICKERS  
HERSHEY BAR

ALMOND JOY  
CLARK BAR  
REESES PEANUT BUTTER CUPS  
ENERGY BAR  
CHOCOLATE COVERED RAISINS

OK - Now that you've made your choice, this is what research says about you!

BABY RUTH ... Sweet, loving, cuddly. You love all warm fuzzy items. A little nutty.

Sometimes you need an ice cream cone at the end of the day.

3 MUSKETEERS ... You are adventurous, love new ideas, are a champion of underdogs and a slayer of dragons. When tempers flare up, you whip out your saber.

BUTTERFINGER ... Smooth, sexy, & articulate with your hands, you are an excellent after-dinner speaker and a good teacher. But don't try to walk and chew gum at the same time.

SNICKERS... Fun-loving, sassy, humorous. Everyone enjoys being around you, but you are a practical joker. However, you are a friend for life.

HERSHEY'S ... Romantic, warm, loving. You care about other people and can be counted on in a pinch. You tend to melt.

ALMOND JOY ... Sexy, always ready to give and receive, very energetic, and really likes to get into life. The opposite sex is always attracted to you.

CLARK BAR ... You like sports, weather, baseball, football, basketball, or soccer. If you could, you would like to participate, but enjoy watching sports. You don't like to give up the remote control.

REESES PEANUT BUTTER CUPS ... You are a very fun loving person, who likes to laugh. You are fun to be with. People like to hang out with you. You are a very warm hearted person.

ENERGY BAR ... Life is passing you by. Get a life! Go eat a plum.

CHOCOLATE COVERED RAISINS ... You go to the bathroom often.

## **One Bag - One Solution**

A Team Building game

(courtesy Altrusa of the Brazos, Texas)

The idea of this activity is to find solutions to a problem.

Waco used it for four membership problems. Basically you'll need to fill four bags with some small items, divide your group into four teams. Give each team a bag of items. Instruct each member of the team to select one item from the bag, then give each team their problem to solve. Teams can brainstorm, but everybody should find a solution to the problem relating the item they selected. If time is limited just give each group one item and have them brainstorm for one solution. It might be a good idea to appoint a record keeper to write down the solutions for future implementation. Examples of the problems and items follow.

Problem: Marketing within the club; how to share club and personal successes.

Contents/Solutions:

Marker – use a flip board to recognize successes at meetings

Tape measure – look for new ways to measure success

Phone card – communicate in many ways

Rubber band – be flexible

Piece of yellow yarn – tie a yellow bow and welcome members back that have missed

Thread and bobbin – embellish our successes

Conditioner – condition ourselves to be aware of our successes

Package of hot chocolate mix – feel good and reward our successes

Problem: How to recruit new members

Contents/Solutions:

Cookie cutter – reminds us we need a diverse group

Matchbox car – pick them up – provide transportation

Noise maker – have fun

Package of matches – light a fire under the club to recruit

Shout spot remover – shout it out what we are about!

Luggage tag – provide information to find their way to the club

Post it notes – use lots of notes and written communication

Tattooing tool – makes lace and is a unique art – look for unique talents

Calendar page – set date to meet prospective members

Bouquet of flowers – make them feel special

Problem: How to inform new members about Altrusa

Contents/Solutions:

Baby socks – take baby steps, hold their hands (mentoring), give information in little bits

Kiss – give them lots of love

Rubber glove – give them an examination from time to time and we don't mean bend over!

Baby spoon – little bites at a time

Floss – regular flossing (attendance) is good – OK to miss sometimes

Dog treat – give an occasional pat on the back – give a treat

Business card holder – promote professionalism/networking

Cotton ball – use a soft touch with new members

Drapery hook – hold them up; takes more than ONE

Calendar page – take a new member to a meeting or call to remind

## **Gingerbread Divas**

An activity to help illustrate a point (courtesy of Altrusa of The Brazos, Texas)

Give each member a gingerbread shape and tell them to write on it reasons why a member might feel excluded from the club, such as: too clannish, never asked me to do anything, nobody called me when they knew I was sick, etc., etc.

Next, instruct the members to tear up their gingerbread shape - then, pass out scotch tape and ask them to tape their gingerbread shape back together.

After they have finished have everyone hold them up to the light and explain that is how the members felt as all of this was happening!

## **Oreo Cookies**

Psychologists have discovered that the manner in which people eat Oreo cookies provides great insight into their personalities. Choose which method best describes your favorite method of eating Oreos:

1. The whole thing all at once
2. One bite at a time
3. slow and methodical nibbles, examining the results of each bite afterwards
4. In little feverous nibbles
5. dunked in some liquid (milk, coffee...)
6. Twisted apart, eat the inside, then the cookie
7. Twisted apart, eat the inside, toss the cookie
8. Just the cookie, not the inside
9. I just like to lick them, not eat them
10. I don't have a favorite way because I don't like Oreos

Here are the results:

1. The whole thing all at once: This means you consume life with abandon, you are fun to be with, exciting, carefree with some hint of recklessness. You are totally irresponsible. No one should trust you with their children.

2. One bite at a time: You are lucky to be one of the 5.4 billion other people who eat their Oreos this year. Just like them, you lack imagination, and are just one of the herd.

3. Slow and methodical nibbles: You follow the rules. You're very tidy and orderly. You're very meticulous in every detail with everything you do to the point of being anal retentive. Most people can't tolerate you.

4. In little feverous nibbles: Your boss likes you because you get your work done quickly. You always have a million things to do and never enough time to do them. Mental breakdowns and suicides run in your family. Megadoses of Prozac and Valium are called for. Now!

5. Dunked: Everyone likes you because you are always upbeat. You like to sugar coat unpleasant experiences and rationalize bad situations into good ones. You are in total denial about the shambles you call a life.

6. Twisted apart, eat the inside, then the cookie: You have a highly curious nature. You take pleasure in breaking things apart to find out how they work, though you are not always able to put them back together, so you destroy all evidences of your activities. You deny your involvement. You are a compulsive liar and exhibit deviant, if not criminal, behavior.

7. Twisted apart, eat the inside, toss the cookie: You are good a business and take risks that pay off. You take what you want and throw the rest away. You are greedy, selfish, mean, and lack feelings for others. You should be ashamed of yourself.

8. Just the cookie, not the inside: You enjoy pain. And I'm pretty sure you have herpes.

9. I just like to lick them, not eat them: Stay away from small furry animals and seek psychological help - immediately.

10. I don't have a favorite way because I don't like Oreos: You probably come from a rich family, and like to wear nice things, and go to up-scale restaurants. You are particular and fussy about the things you buy, own, and wear. You are a priss.

## **M&M Personalities**

As each attendee enters they are instructed to select a bag of their favorite M&M. Their choice tells something about their personality.

Peanut: You're a little on the nutty side and will try most anything .. once! You have a vibrant humorous side.

Cupid's Mix (pink, red, white): You are a romantic. You enjoy moonlight walks, candlelight dinners and flowers for no reason at all. You love surprises - both giving and receiving.

Black & White: There are not gray or uncertain areas for you, your answer is simply 'yes' or 'no'. You are a bottom line person, but you have an elegant flair about you.

Peanut Butter / SpeckTacular Eggs: You love variety, you have a creative flare and blend well with others.

Bunny Mix: You are an innovator. You like sunrises, flowers and new beginnings. You enjoy being in on the ground floor of a project.

You'll probably need to make up some more descriptions depending on the type of M&M's you use. Ours was just after Valentine and during Easter so that explains Cupid & Bunnies.

## **Membership Round-Ups**

### **Before the Round-Up:**

Club members should screen their prospects, a good way to do this is to invite the prospect to lunch with another Altrusan to discuss all aspects of Altrusa membership. This would include dues, responsibilities, committees, club projects, meetings, conference, convention, history, etc. It is best to be very open about the time and service expected, tell them they will be expected to participate; if they are looking for a club to list on a resume, Altrusa is not for them. We are a working organization.

If your club has a local brochure now is the time to give them a copy. The international brochure is also good. Refer them to websites for more information about Altrusa.

International: [www.altrusa.com](http://www.altrusa.com)

District Nine: <http://altrusadistrictnine.org>

Sponsors then complete the Membership Recommendation form, it is signed by sponsor and co-sponsor, perhaps at the lunch meeting. Forms are turned into membership chairs by a preset deadline (no late forms are accepted). Membership and the board review all forms before an invitation to the round-up is mailed to a prospective member. After the roundup the club must approve each prospect before the membership invitation is sent. All club members are urged to attend the membership round-up so they will have a chance to meet the prospects.

An important aspect of ANY event is to have a THEME, and have FUN with the theme!!

## **Planning the Round-Up:**

Planning and coordinating Membership Round-ups are generally the responsibility of the membership committee or even the board in the case of a small club.

Every roundup should have a program designed to inform prospective members about Altrusa - International, District and Local. The Altrusa Video "This Is Altrusa" (available through the International office and maybe on the website) is a great tool. It explains a great deal about Altrusa that presenters might not remember.

It's good to ask several members to talk about different aspects of Altrusa: Service Projects, Fund-raisers, Meetings (dates, times, locations), Dues (breakdown where it goes), Standing Committees and their responsibilities, Club Officers, etc. You should also tell prospects what will be expected of them and what they can expect from Altrusa. It's best to allow a few minutes for questions as there should be some. If not, have some Altrusans prepared with some questions that would be interesting.

## **Getting To Know the Prospects:**

### **INTERVIEW / INTRODUCTION**

During a membership roundup an effective way of getting to know the prospects is to assign each prospect to an Altrusan (not necessarily their sponsor). The Altrusan has a list of interview questions. During the gathering part of the roundup, Altrusans talk to their assigned prospect(s) writing down the answers. Later in the event the Altrusan introduces the prospect to the rest of the club and reveals some interesting things about her. This process puts the prospect at ease.

Sample questions might include:

Career details, spouses employment, family members names, something nobody knows about you, what would you consider your ideal career, if you weren't doing what you do now, who (living or dead) would you invite to your dinner party, where would you go on the perfect trip?

## **Round Up Themes and FUN Stuff:**

### What Not To Wear Style Show

(Courtesy of Altrusa of Garland, Texas)

How about hosting a "What NOT to Wear" Style Show. This club meets at a country club so they used their regularly schedule dinner meeting and invited their prospects. Family members and several Altrusans were the models. They collected outfits from members, outfits that were typically outdated items from the back of closets. They found a friend's daughter who recently graduated with a fashion degree, she agreed to organize the clothing, models and music for the show. The stage area was simply a pop-up sun canopy frame. The stage backdrop consisted of a king size, hot pink satin sheet; they utilized the bottom sheet and pillow cases to drape across the front of the canopy. Then Christmas lights were strung across the canopy frame. Pictures of colored shoes were used to decorate the backdrop. Invitations were made on a computer with the same 'shoe' design used in the backdrop.

A sixteen foot runway was made from four 8' 2x4's covered with chasing Christmas lights. A member loaned a spotlight and the country club provided the microphone. They bought shoe note pads and plastic silver shoes were decorated with goofy flowers for centerpieces. Door prizes were small wire mesh purses with candy and small leather shoe change purses. The very funny style show was presented during dessert.

After the show and dessert they presented their community service projects and had several members talk about their Altrusa experience. It was a fun and successful evening with a low budget cost of about \$150.00.

## **Cafe International**

(Courtesy of Altrusa of Greenville, Texas)

Every woman likes desserts, right? We gathered dessert recipes from all nineteen countries that have Altrusa Clubs. A member emailed as many Altrusa Clubs as possible and asked them to send her a dessert recipe representative of their country, other recipes were found on line or in cookbooks.

The evening of the Round-Up featured **nineteen** desserts !!! We paraded them out adorned with a lit sparkler, in the order that they became Altrusan countries. Cooks wore black outfits, white aprons and paper 'hats' with flag of their representative country on it . They told something about the country's culture, when it joined the Altrusa family, how many Altrusa clubs they have and about the dessert itself. All countries were marked on a large wall map.

Decorations were International in nature: globes, maps with Altrusa Clubs marked, flags, etc. Each table was decorated differently, we had the Island table, the Mexican table, the USA table, the Asian table, etc.

The evening began with flavored coffees and liqueurs as we gathered and chatted with the prospects. A light dinner was served followed by the dessert parade.

After dessert we showed the Altrusa Video and talked about our clubs projects followed by an informal question and answer session. We also repeated the interview / introduction procedure explained above which has proven so successful.

Door prizes were cookbooks we made of the nineteen featured desserts.

## **Lettuce Entertain You**

(Courtesy of Altrusa of Temple, Texas)

*This ceremony could also work for New Member Initiation or Officer Installations by making just a few changes!*

Props: Salad bowl and ingredients

Welcome to "Lettuce Entertain You" as prepared by the Board Members of Altrusa International, Inc. of Temple. In making any recipe, we all know that if you leave out any ingredient, your recipe can be a flop! The same is true in our club. Each member adds something unique to our group, and without any one of us, the club would not work as well. So, we are glad you have joined us tonight, because you, too, can add a new and different dimension to our club.

PRESIDENT-ELECT (Add lettuce to the bowl) Our club's success is based on a blend of individual excellence along with a strong desire to work with others as a team to accomplish common goals that will benefit our club and our community.

VICE-PRESIDENT (Add sliced tomatoes) Add the enthusiasm of new members, and mix gently with established membership until smooth relationships and friendships are achieved.

RECORDING SECRETARY (Add chopped hard-boiled eggs) Add egg-citement! Altrusa International, Inc. of Temple was organized March 13, 1959 and chartered April 30, 1960. Its purpose is to promote community service by an international network of executives and professionals in diversified career classifications.

CORRESPONDING SECRETARY (Add bacon bits) We flavor all our correspondence with warmth and friendliness that reflects who we re and what we are about.

TREASURER (Add a dash of salt) Without a dash of fun and happy times, we'd be a dull group. Our activities with one another and our loved ones add spice to our club.

DIRECTORS THROUGH 2004 (Add salad dressing) When we mix all these ingredients together, we create a wonderful blend of different ideas and talents. Each member contributes her personal flavor to the club.

DIRECTORS THROUGH 2005 Each of us has added the special touch of or own personalities and gifts to the Altrusa Club Salad, but we need that extra ingredient that only you can give to help stimulate new ideas and growth. On behalf of all the members of Altrusa International, Inc. of Temple we would like to invite you to grow with us by becoming an active club member.

## **Chili Cook-Off**

(Courtesy of Altrusa of Greenville, Texas)

Chili is a Texas tradition, there are officially sanctioned Chili Cook-Offs happening all over the state with the Championship taking place in Terlingua, Texas each year. There are as many Chili variations as there are Texans, well not quite! A main discussion is always beans or not and how much 'Red' (or chili powder) to add, which determines how hot it is.

Our version of a Chili Cook-off gave birth to "The Red Hot Chili Mamas". The Membership committee wore aprons made of chili pepper printed material. The Chili Pepper theme was carried out in the table decorations and door prizes. Door prizes were chili pepper aprons, chili seasonings, hot sauce, garlic garlands, etc. As everyone was gathering we enjoyed Margaritas.

Several members of the Membership committee brought a pot of homemade chili. While music played ("I Want Some Hot Stuff Tonight"), we paraded the crock pots out and put them on the serving tables. Everyone tasted any and all of the dishes and a very informal voting was held .... would you believe that the winning pot's secret ingredient was ..... chocolate!

After dinner we discussed Altrusa in general and our club in specific. Interviewers then introduced their 'interviewee' and told about them. We found this less intimidating to the prospects, previously they told about themselves or their sponsor introduced them.

Note: When conference time came we needed a theme for "Friday Night Fun Night" and our display, so we carried the "Red Hot Chili Mama" forward. We all dressed in red with the chili pepper aprons and added a green feather boa. Saturday night we wore the boas again to the Governors Banquet. Delegates even wore Green Boas one night at International Convention.

## **Birthday Membership Event**

(Courtesy of Altrusa of Garland, Texas)

We celebrated our Birthday (Charter date September 13) with a membership event. We use a birthday party theme and brought in a speaker. Last year Mary Osentowski, former District Nine Governor, was our speaker. I'm sure other District Nine board members and/or Committee chairs would be glad to speak to your club. We served birthday cake for desert and have some kind of door prizes. We used the "Famous Women" icebreaker during happy hour to start the evening. (This icebreaker is found elsewhere in this book).

## **Pasta Cook-Off**

(Courtesy of Altrusa of Greenville, Texas)

The Chili Cook-off was such a success that we decided to repeat it somewhat. We cooked up a huge bowl of spaghetti and certain members brought their own special pasta sauce. They were displayed on the table with such creative names as "Papa Lumpy", "Mama Smoothie", "Seafood Delight", etc.

The Chefs wore tall chef hats, matching aprons and drew mustaches on their faces! They serenaded the crowd with an Italian song and informed everyone about Olive Oil: Virgin and Extra Virgin, etc., everyone was given a bottle to take home.

We enjoyed the various sauces with Salad, Garlic bread, Cheesecake and wine or water. The voting was very close but "Seafood Delight" with baby shrimp took home the prize. Our President gave a short talk about Altrusa and interviewers introduced the prospects.

## **Altrusa is Like a Box of Chocolates**

(Courtesy of Altrusa of Greenville, Texas)

Greenville is the home of Mary Of Puddin' Hill, a fruitcake, candy and confection company. This membership round-up was held at the Chocolate Factory and was a little more elegant. We enjoyed wine and chocolate while gathering and a light buffet for dinner.

The program included several committee members speaking on various aspects of Altrusa using a different type of chocolate as the thought.

Examples might be:

"Altrusa like a box of Chocolates, sometimes you get one full of nuts. Just like our club, we all get a little nutty from time to time. We love to have fun and often get together just to enjoy a movie, a drink or a meal together. We call these retention activities because they serve to retain members. It's a great way to get to know each other better. Our meetings at noon are only one hour long and don't give us a chance to get to talk as much as we'd like."

"Altrusa is like a box of Chocolates, sometimes you bite into one filled with green mint. This brings to mind the U.S. MINT or GREENbacks or dues money. Our dues are \$\_\_\_\_; which gets split up three ways, \$\_\_\_\_ is sent to Altrusa International, \$\_\_\_\_ is sent to Altrusa District Nine, which is comprised of the state of Texas, and \$\_\_\_\_ is kept in our local club. Dues money is used to pay for the operating budget items such as postage, newsletters, yearbooks, pins, and new member kits. The club has a separate budget for Service projects. The funds we raise from Poinsettia Sales and Christmas Tour of Homes goes into the Service account and is used to pay for our service projects such as \_\_\_\_\_ and \_\_\_\_\_.

Membership committee members used the same 'interviewing' process as described in the Chili Cook-Off, and introduced prospective members to the club.

## **Barbecue in the Party Barn**

(Courtesy of Altrusa of Greenville, Texas)

One of our members lives in the country and has a barn set up and devoted to parties. Members and prospects were asked to wear western clothing. We served Barbecue beef, ham and sausage with the traditional potato salad, baked beans, bread, onions, pickles and peaches cobbler for dessert with iced tea.

As everyone gathered they were handed a 'get-acquainted quiz'. To complete it we had to talk to others and find out things like "Who was born in a state beginning with the letter C?" and other things like that. Time was allotted to mingle and fill in the blanks on the quiz then someone led a discussion taking one question at a time, we learned something new about each other.

After dinner our President led a very informal discussion about Altrusa in general. Two or three other members discussed other aspects of our club and membership expectations. We then asked each prospect to introduce themselves and tell something about their businesses and families.

## **Member Orientations**

Orientations are an important aspect of learning about Altrusa. Clubs should hold one or more orientations each year. New members should attend for sure, but established members can learn too; it would be proper for a sponsor to attend with her new members. Always allow time for a question and answer session.

Each club has the responsibility of building enthusiasm in each of its members through total, ongoing dissemination of information about Altrusa on the local club, District and International levels.

Orientation is critical to new members becoming committed and involved Altrusans.

Decide what and how information should be planned and delivered to the new member after initiation.

- Sponsor informal, friendly group sessions having planned discussion agendas that include time for individual participation.
- Use the orientation outline described in the Altrusa Encyclopedia or one of the following ideas.
- Review and update orientation materials periodically to ensure the information presented is accurate and current.

## **Altrusa Bingo**

The international website has a game of Altrusa BINGO ready to download and print. Answers are printed on the cards and there is a list of Altrusa questions rather than letter/numbers for the caller.

Everyone enjoys playing the game, prizes don't have to be expensive. In fact unusual items from the local 'dollar type store' are great - have some kid's toys as well as some tools, kitchen items or anything that strikes your fancy. If you want a 'grand prize' you might consider ordering an Altrusa item from Doc Morgan.

## **Altrusa Jeopardy**

This is a lot of fun!! To make your game use a tri-fold display board, glue on envelopes which will hold index cards with questions. Label the columns Local, District, International, History and Service. Each column should have three envelopes, label them \$1,000. (top envelope) \$10,000. (middle envelope) and \$50,000. (bottom envelope). Across the top of the board write ALTRUSA JEOPARDY.

Using the Altrusa Encyclopedia, The Altrusa Tradition, Newsletters, websites or other sources, write a question on one side of a 3x5 inch index card and the answer on the back. Sort the questions on the big board according to their topic and difficulty. You will need at least three cards for each envelope, more if the game is to last longer or if you have a lot of players. Tip: write the category and \$ amount small on the bottom of each card, this will help when putting the cards back on the board.

If contestants are new members allow them to bring their Altrusa Encyclopedia with them so they can look up answers, or allow them to ask an Altrusan if they need help. Contestants select a category and dollar amount, read the ANSWER, they are to respond with the correct QUESTION. If they answer correctly pay them with play money (such as from the game of LIFE). At the end of the game they can buy prizes with the money they've won.

For prizes have an assortment of any 'gimme' items provided by local businesses, purchased items from dollar stores, gift certificates, Altrusa items from Doc Morgan, really just anything you can come up with. Price the items from \$1,000.00 to \$100,000.00 according to its value. This can require a lot of items and some thought into the pricing.

Another alternative to spend the money would be to hold an Auction. Have some items in a bag or box, bring them out one at a time and auction them to the money-holders. Don't tell them how many items there are, any item could be the last thing! This encourages them to spend and buy so they aren't left holding play money and no goodies! An auction would require less prizes than the store.

## **Mamie L. Bass Presents**

Have a club member dress in clothes from the '20's or '30's pretending to be Mamie L. Bass. Introduce her to the members and guests explaining who she is to Altrusa and some of the important things she has done for the organization.

She can then present Altrusa history and principals from Mamie's point of view, or talk about how Altrusa has evolved over the years, or perhaps how she views your Altrusa club.

## **Stump the Altrusan**

This can serve as an Altrusa Education activity as well as help the new members learn who some of the established members are.

Prepare on cards or separate pieces of paper some frequently asked questions about Altrusa in general and some about your club in particular. Areas to consider could include:

Attendance  
Projects  
Convention  
Altrusa Mission  
Website address  
Altrusa Motto

Dues  
Meetings  
Committees  
When was Altrusa started  
President's name  
Altrusa colors

Fund-raisers  
Conference  
Club Structure  
Altrusa Theme  
What is ASTRA  
Club year

Be sure everyone is wearing name tags, use two types of tags to differentiate between prospects and members. Have the prospects draw a question then ask that question to a particular established member. This puts the member on the spot rather than the prospect. If your members know they are likely to be asked a question they may brush up and learn a little more about Altrusa to be prepared. If they don't know the answer, they should be allowed to defer the question to another member.

## Member Initiations

Finally, you have new members to initiate! This is the most pleasurable of all your responsibilities. Try to involve as many of your committee members in the ceremony as possible. Initiate the new member(s) as soon as possible after she accepts the invitation to become an Altrusan. Don't lose prospective members by making them wait to be initiated. Think ahead and have new member kits and pins on hand before they are needed. New members should receive the kit, pin, current club yearbook, and the latest club newsletter. Encourage members to study this information and ask questions about anything she does not understand.

The initiation ceremony should be short and meaningful. Let the new member know she is important to the club. When presenting the pin, explain when and how to wear it.

Thoughts and ideas:

- Be sure your initiation team is enthusiastic, work to make it meaningful to the new member and enjoyable to everyone else.
- Present your new member with a gift - perhaps an Altrusa coffee mug, bookmark, etc. or something to fit the theme of the initiation ceremony.
- Assign new members to a committee and introduce them to the members of that committee and its chair(s).

Situations to avoid:

- Put initiations early on the agenda to avoid having to rush through the ceremony.
- People involved should not have to read their parts; prepare them ahead; if it sounds like they are reading the feeling is lost, it will lack warmth.
- New member certificates not complete and signed
- Avoid 'pinning' problems; they are hard to put on another person, practice first.

Following are some excellent tried-and-true ceremonies, however, each club is encouraged to develop their own ceremonies.

***The Altrusa International website ([www.altrusa.com](http://www.altrusa.com)) has a good selection of initiation ceremonies prepared for you to download. Just go to the website and click on committees.***

### **Generic Initiation Ceremony**

(courtesy of Altrusa of the Brazos, Texas)

In 1917 a small group of women in Tennessee organized the first Altrusa club. They were a group of successful business and professional women who did not need or have time for another club devoted to social, honorary, fraternal or religious activities. Their purpose was to unite their individual talents and resources into a service organization which would make a positive impact on their community. The name Altrusa comes from the word "altruism" defined in *Webster's Third New International Dictionary* as "un-calculated consideration of, regard for, or devotion to others' interests".

That small local club in Tennessee has grown into an international organization with clubs located in most free countries of the world. The women who are members of Altrusa today still have their central focus on improving conditions in their local community and in the world. As long as illiteracy, ignorance, poverty, and crime threaten individuals and families, there will be a need for the efforts of Altrusans everywhere.

Altrusa International is a unique organization in that individuals are not solicited to "join Altrusa". Our members are invited to "become Altrusans". As professional women and leaders in our individual fields, we have already earned a privileged place in society. We do not take our privileges and standing for granted, but we devote the best in ourselves to helping others.

\_\_\_\_\_, you have been invited to become Altrusans and members of the Altrusa Club of \_\_\_\_\_. You should be proud of this honor, but you should also be aware of the demands it places on you. You will be challenged to share your women-power, your talents, your time and your resources for service in \_\_\_\_\_, \_\_\_\_\_ County, the United States, and the world. You will have to learn to balance this challenge with the demands you already bear from your career, your family and yourself.

The rewards of becoming an Altrusan consist of the sense of moving to a higher plateau of more abundant living and developing one's self to the fullest excellence by becoming involved in the activities of Altrusa. You are here because you have talents and resources to share. Please join with us whole-heartedly as we seek to serve our fellow men.

Your sponsors will now present you with your official membership pins. Only members are privileged to wear the Altrusa pin. Wear your pin(s) proudly as they (it) indicate(s) that you are a member of an international organization whose purpose is "service to others".

\_\_\_\_\_, will you at this time state that you fully accept the obligations as well as the rewards of membership in Altrusa by saying "I will".

Madame President and Members of the Altrusa Club of \_\_\_\_\_, I present \_\_\_\_\_ sponsored by \_\_\_\_\_ who has now become the newest member of our Club. Please welcome her (them).

## **The Fruits of Altrusa**

(From District Ten publication)

Madam President and members of the Altrusa Club of \_\_\_\_\_, I would like to present the member(s) to be initiated today. Sponsors, please give a brief introduction of your new member(s), telling a little about her.

In late spring and early summer we experience the blessing of enjoying the 'fruits' of the orchards and vineyards. Not only is their taste pleasant and satisfying to our palate, but their vitamins and minerals also give us new strength and vitality. Each fruit is unique, with its own special characteristics, pleasures and benefits. One may be best utilized in a fine pie, another's taste is glorified as a nice glass of juice.

The Altrusa Club is also an orchard and each of the fruits that she offers us is also unique, with its own special characteristics, pleasures and benefits. As new members of Altrusa, consider yourself a basket into which will be gathered these unique fruits. Today we are going to give you an idea of some of the fruits waiting for you.

(Hand each of the initiates a basket) Just like gathering the benefits of Altrusa, you will have to gather your own fruits. As I mention the fruits in our orchard, please gather that fruit and place it in your basket.

*Our first fruit is "Peaches"*

Peaches are keen and Altrusans are keen on sharing their leadership in meaningful service to the community and through the channel of their club. As our name indicates, Altrusa is committed to the philosophy of unselfishness.

Now, isn't that peachy?

*Our second fruit is "Pears"*

Pears don't like to do things alone, and Altrusans know that several people can accomplish much more than one can. By combining our talents and sharing our ideas, we can think of new ideas for the club or make an impact on a program meeting or expand a service project. Altrusa provides the channel through which leadership talents are coordinated and individual efforts are expanded into a single significant volunteer force to improve the quality of life. You and another Altrusan make a 'pear'.

*Our third fruit is "Apples"*

Apples like to keep the doctor away, and Altrusans know the best way to keep from getting sick or bored with Altrusa is to stay active and informed. We do this by attending meetings regularly and taking an active part - by accepting committee assignments and assuming leadership roles - by being concerned with club problems and participating in seeking club solutions. By doing this you will be the 'apple of our eye'.

*Our third fruit is "Plums"*

Plums are happy, and Altrusans are 'plum happy' when they experience the total scope of membership. They do this by attending district conferences, workshops and International Conventions, and by supporting the Altrusa International Foundation. We are plum proud you are becoming Altrusans.

*Our fifth fruit is "Bananas"*

Bananas like a bunch, and Altrusans know that strength lies in numbers and nothing is stronger than a "Bunch of Altrusans". Altrusa's greatest resource is its members. Our International President has declared that Altrusa's highest priority is "Building Altrusa's Membership". We are 'going bananas' with this endeavor, and you are one of the fruits of this labor.

*Our sixth fruit is "Oranges"*

Oranges are glad, and Altrusans are glad they have so much fun being a member. Altrusans do not hesitate to share a sense of humor. The laughs and the fellowship that we share while working on projects and serving on committees become precious memories that we can recall while reminiscing. Nothing makes an Altrusan smile bigger than to hear someone say, "Orange you glad you are an Altrusan?"

*Our seventh and last fruit is "Grapes"*

Grapes are a versatile fruit, from grapes we get fresh fruit, when dried we get wine, and when fermented we get fine wine. Altrusa has a classification system to ensure versatility among its members. This is what make us work so well, with many talents we can adapt to meet any need in our community. Like grapes, we are a great group!

This is just an example of some of the fruits of Altrusa. As you utilize these fruits, you will find yourself moving to a higher plateau of more abundant living, because you subscribe to the Ideals and Principles of Altrusa that inspire all of us to develop ourselves to our fullest excellence.

But this is a two way street. Altrusa will also grow and prosper by utilizing the fruits of your personal vineyard.

Last but not least, always remember you do not join Altrusa, you become an Altrusan because Altrusa is a way of life.

Ladies, will you at this time state that you fully accept the obligations as well as the rewards of membership in Altrusa by saying, "I will".

It is now my pleasure to ask your sponsors to come forward and present you with the official member's pin and new member packet. ....(Allow sponsors to come forward and pin new members).....

Announce each new member and their sponsor's name. Madame President and Members of the Altrusa Club of \_\_\_\_\_, help me welcome your newest members.

## **CHAIN OF SERVICE**

(Props include three candles, membership chain with all members names already linked together, and new links for each new member.) (Courtesy of Altrusa of the Brazos, Texas)

### **First Committee Member**

Today we have the special opportunity to initiate \_\_\_\_\_ and \_\_\_\_\_ into Altrusa International, Inc. of \_\_\_\_\_. Would the initiates (\_\_\_\_\_) and her (their)sponsor(s) (\_\_\_\_\_ and \_\_\_\_\_) please come forward.

It is on such occasions as this that we should all be reminded of our own commitment and obligation to Altrusa membership. Altrusa is a worldwide service association of business, executive, and professional women and men, united in personal development and fellowship. To be invited to become an Altrusan is a high honor indeed, and one that should be cherished. Remember that you do not join Altrusa, you become an Altrusan, because Altrusa is a way of life.

The name Altrusa is derived from "altruism", which is the unselfish concern for, or devotion to, the welfare of others. In Altrusa International of \_\_\_\_\_ there are plenty of opportunities to practice altruism.

### **Second Committee Member**

As you become an Altrusan, you take the first step towards sharing your leadership in meaningful service to the community through the channel of this club. Hopefully, you are proud of what it means to become an Altrusan, and you are also aware of the demands your membership places on you.

These three candles represent Altrusa's motto – PATRIOTISM, EFFICIENCY, SERVICE. Becoming an Altrusan means sharing your power, your talents, your time, and your resources for service to your community, your country, and the world. As a new member, you will be expected to assume your responsibilities in Altrusa, for only by so doing can we increase Altrusa service.

This club recognizes your abilities, and we are delighted to see you initiated into membership. We believe you will find opportunities to further develop your talents and personality through your contribution to Altrusa and with those whom we aim to serve.

### **Third Committee Member**

\_\_\_\_\_ and \_\_\_\_\_ Altrusa asks much of you, for the responsibilities of membership are many. We wish to assure you, however, that the rewards of membership are great. We work hard, but there is fun and fellowship, too.

Your sponsor will now present to you a New Member Kit. A good Altrusan is a knowledgeable Altrusan. Read the material carefully. In it is a wealth of information for you to assimilate.

I want to now ask your sponsor to present you with the official pin. Only members are privileged to wear the Altrusa pin. Wear it proudly, always over your heart, as it indicates that you are a member of an international organization whose purpose is "service" to others.

I also want to take this opportunity to remind all the members of Altrusa International of the Brazos that you each have a responsibility to this new member and to our club. It takes individual links in our chain of service to make a strong lengthy chain of commitment to the community. Would the new member, \_\_\_\_\_ and \_\_\_\_\_ place your links on our Altrusa chain?

#### **Fourth Committee Member**

Today we added an additional link (s) to our chain. As members of Altrusa, welcome our new link. Be friendly. Take time to learn something about them and get to know them. Set a good example.

On behalf of all members, let me be the first to welcome you into the membership of Altrusa. May your link add commitment and purpose to our "Chain of Service".

Madam President, I am proud to introduce \_\_\_\_\_ and \_\_\_\_\_ the newest member(s) of Altrusa International, Inc. of \_\_\_\_\_.

#### **Principals of Altrusa**

Props: tapered candles to light

(From District Ten publication)

President: I am always happy to be able to announce the initiation of a new Altrusan. Today I have that opportunity. Will (officer or chairman) please introduce the new member?

Officer or chairman: Madam President, members, I present to you \_\_\_\_\_. (Light a taper and tell something about the member, use one taper for each new member).

President: It is my privilege to welcome you to an international organization of some \_\_\_\_\_ (over-all number) women, including \_\_\_\_\_ (number) in this club, who have pledged themselves to serve for the betterment of the human condition. You become a member of Altrusa International as you become a member of our club. Let us proceed with the initiation.

Officer or chairman: The word 'INITIATE' means to take the first step. With this initiation, you take the first step toward sharing your leadership talents in Altrusa Service to help shape a better world and in Altrusa Service to help people help themselves in our community, the kind of service that works on causes of problems, as well as solutions to them. As an Altrusan, you will be expected to accept Altrusa as a way of life. Altrusa Principles two, three, five and seven define it so exactly that I now ask \_\_\_\_\_ (Membership Chair) to read them.

Membership Chair: Principle two: Altrusa is an expression of the search for the best character, in business, and in citizenship. Principle three: Election to Altrusa is an evidence of confidence which imposes upon the recipient the obligation to strive to be true to the highest standards of life in her personal and business relations. Principal five: Altrusa is

Practical Idealism. Its service consists, not in saying great things, but in daily earnest practice of its principles. Principle seven: Altrusa develops true leadership, concerned with accomplishment and not with recognition.

Officer or chairman: The full set of 12 Principles of Altrusa and the key to Altrusa and Altrusa Ideals are inspiring codes to live by. You will find them in the Member's Manual contained in this New Member Kit, which we now present to you. We ask that you study everything in the kit, so as to understand the true scope of your membership. (light another taper). The Motto of Altrusa is Patriotism, Efficiency, Service. Patriotism is loyalty and devotion to your nation and community. Efficiency is the ability to produce the desired effect in our relationships with others. We work to improve conditions in our community, nation and world. Service is participation in activities which benefit others. We dedicate ourselves to this kind of service. \_\_\_\_\_ (new member name), if you pledge to work with us in Altrusa Service, indicate it by lighting the remaining taper. I now ask \_\_\_\_\_, (sponsor) of \_\_\_\_\_, to present her with the club member pin.

Sponsor: (Pins the pin) Only members are privileged to wear the Altrusa pin. Wear it proudly. It identifies you as holding an Altrusa classification by virtue of being an outstanding representative of your career field. It proclaims you as a leader among leaders in this pioneer of women's service clubs. Will you now accept the obligations of Altrusa membership by pledging regular attendance, involvement in committee work and service projects, and be willing to accept leadership roles when asked. If you do, please say "I will".

New Member: I will

Officer or Chairman: (introduce newest member to Altrusans.)

Applause from the audience ... President, Officer or Chairman, and Membership Chairman shake hands with new member(s).

## **Jewelry Box**

(From District Ten publication)

Props: A jewelry box is placed on a table, and each person places a piece of jewelry inside as she gives her part.

Membership Chairman presents new member(s): \_\_\_\_\_ it is with great pride that I officially welcome you into Altrusa. To be invited to become an Altrusan is a high honor indeed, and one that should be cherished. Remember that you do not join Altrusa, you become an Altrusan. And now will the sponsors of these new members come forward.

Most women love jewelry. Tonight /today we want to think of this jewelry box as representing the Altrusa Club of \_\_\_\_\_. The jewelry placed inside will represent the opportunity you have to make it more beautiful.

PEARLS: How many times have you gone to your jewelry box for something special and somehow the ever-faithful pearls seemed just right? Faithfulness as an Altrusan is very important too; faithful to the regular meetings, committee meetings, to areas of service and to the ideals of Altrusa. I place the pearls of faithfulness into your chest of jewels to remind you that faithfulness does come first.

GREEN: Growth is necessary in all areas of our lives, and certainly applies to Altrusans. We grow in knowledge, in friendship, in working together and our club grows as we seek out

new members. I add this green for growth as my reminder of things in store for you as an Altrusan.

**MULTI-COLORED:** A life with just one interest soon becomes hum-drum and commonplace. But that is not true when we become an Altrusan. There are so many things to do that the big problem is getting them all done. There are \_\_\_\_\_ (list your clubs community service projects, literacy projects and others you feel are important) just to name a few. My necklace of many colors tells you you'll never get bored as an Altrusan.

**TARNISHED:** It is a sad experience to look into your chest of jewelry for a favorite piece, only to find it tarnished. This piece (hold up item) is badly tarnished, perhaps by neglect, or it may never have been really important to the owner. But it reminds me that my being an Altrusan can be tarnished too. By neglect, by not caring enough, or by not being true to the purpose of Altrusa.

**PIN:** Our chest of jewelry would not be complete without an Altrusa pin. The insignia on the pin is composed of three concentric circles. A map of the world symbolizing Altrusa's international scope and interest fills the center circle, which is surrounded by a second circle bearing Altrusa's motto: PATRIOTISM, EFFICIENCY, SERVICE, and the outer circle bearing the official name of the organization, Altrusa International, Inc. Wear it proudly!

With all the bright colors it is beautiful, isn't it? And with your cooperation and service our club will be more beautiful.

The words of this little song will express our hopes of what Altrusa will mean to you.

(Tune: I Love You Truly)

I'll love Altrusa  
I will be true  
To all its' purpose  
And ideals too.  
I'll grow in service  
And knowledge each day.  
Then I'll be a jewel  
The Altrusa way.

As an Altrusan you are asked to subscribe to high standards of performance as expressed in our motto: patriotism, Efficiency, Service. If you so promise, you will signify by saying "I do". (New members are now presented with their kit and pin.)

Madam President, I am proud to introduce \_\_\_\_\_ as a new member of the Altrusa Club of \_\_\_\_\_.

## **New Member Initiation**

(Courtesy of Altrusa of Pampa, Texas)

Tonight we are pleased to welcome \_\_\_\_\_ new members into Altrusa International Inc., of \_\_\_\_\_. When I call your name, would you come forward with your sponsor?

The name "Altrusa" was coined from taking ALTR from the world altruism and USA for United States – possibly because of high-running World War I patriotism. Mamie L. Bass, Altrusa's first national president, was enchanted with the name for its "devotion to the interest of others" concept.

Our theme, "Leaders in Service" reveals a great deal about Altrusa. We are leaders...not because we were born that way, although some are, but because through Altrusa we learn to lead. Service is our goal; leadership is a by-product of that service. There are twelve principals of Altrusa. In the interest of time, I won't read them all to you, but let me share a few of them with you. These Principals were written by Mamie L. Bass in 1921. She says in number 7: Altrusa develops true leadership, concerned with accomplishment and not with recognition. And in number one: Altrusa is a builder of women. And in #12: Altrusa believes it is not enough to be good, Altrusans must be good for something. Each member must be doing the piece of work that is hers in a way that puts her in the front ranks of accomplishment.

You have been invited to become a member of Altrusa International, Inc. of Pampa because someone saw in you that leadership quality or a desire to serve others.

Will the sponsors please present their member the notebook containing the Altrusa Encyclopedia and By-Laws and Policies? There is much to be learned within the pages of these guides. Please take the opportunity to learn as much as you can about Altrusa.

Altrusa's motto: Patriotism-Efficiency-Service is evident in the Altrusa Ideals, adopted in 1925. Those ideals specify that as an Altrusan, these are the principals of conduct by which we are guided:

To Our Country and Fellowmen: Our country is as great as we, its citizens make it. Therefore, I pledge my loyalty to its ideals and to its endeavors for the welfare of mankind. I shall strive to practice true patriotism and to fulfill my civic obligations in my own community by interested participation in its activities.  
We were patriotic before it was in vogue.

To My Vocation and My Fellow Workers: My vocation merits my best services and offers me real opportunities for growth and efficiency in doing my share of the world's work. Therefore, I shall study its aims, its methods, and its product that I may intelligently promote its interests and improve the quality of its service to others. I shall cooperate with my fellow workers in a spirit of cheerfulness, of readiness to share, and of appreciation of the efforts of others; I shall seek success by an ever-increasing sense of true values – a realization of the highest business ideals through honest effort, fair dealing and lofty ambition tempered by humility of spirit.

To Altrusa and Myself: Altrusa offers to the representative business and professional women of the community an opportunity to touch each others' lives and to be broadened by an interchange of interests, and by a sympathetic consideration of the viewpoints of others. Therefore, I shall try to exemplify Altrusa's ideals of fellowship, of service to other business women and of self-improvement.

I shall demand of myself a wholesome balance of work and play, a broad and impersonal attitude of mind in my relationship to others and a true loyalty to womanhood. As an Altrusan, I shall endeavor to develop right attitudes toward work, toward people, toward life.

If you desire to follow these principals and become a member of Altrusa International, Inc. of \_\_\_\_\_, Texas, say "I do". Will the sponsors please pin the Altrusa pin on these new members? Your pin is to be worn proudly over your heart and out of respect, should never be worn elsewhere or as a garment decoration. I hope you will take these Altrusa ideals to heart ..especially the one demanding a wholesome balance of work and play – and that you will strive to attend club meetings where you will remain informed of all the club is doing and you will get to know your fellow members. I hope that you will strive to attend District

Conference, where there is learning, fun and fellowship with other members around Texas and where you will get a better grasp of the scope of Altrusa. And as in most endeavors, what you gain from Altrusa is proportionate to what you give to Altrusa.

There is a saying: "It is never too late to become the person you wanted to be". We hope being a member of Altrusa will help you on that journey. Congratulations...it is my pleasure to welcome you as a member of Altrusa International, Inc. of \_\_\_\_\_, Texas. At this time, our president would like to make a presentation.

*These ideas can be used as is or can be changed to suit your club as needed. They are also a good starting place for you to brainstorm or create your own initiation ceremonies. Keep in mind that they can be changed slightly for use in round-ups, initiations or installations.*

## Officer Installations

Installing the new board of directors can be a fun conclusion to your Altrusa year. It is often the last official duty of the Membership Development Committee. Most clubs combine this ceremony with an official year end banquet or event. As you plan yours here are a few things to keep in mind.

- Check your club and community calendar carefully when scheduling this event. Schools are having year end activities at the end of May, it may be best to have your year end event in early May. Remember, District installs officers in April although they don't officially take over until June 1<sup>st</sup>.
- Your outgoing President will want to thank her board in some manner at the year end event. Verify with her how much time she will need and schedule this early in the agenda. Offer to help with any ceremony she may have in mind.
- If your club has 'secret pals' the year end event is the perfect time to reveal their identity. Schedule some time for this and find a clever way to do it.

Following are some tried-and-true ceremonies for officer installations. Clubs are encouraged to devise their own unique programs.

***The Altrusa International website ([www.altrusa.com](http://www.altrusa.com)) has a good selection of installation ceremonies prepared for you to download. Just go to the website and click on committees.***

### **Candy Bar Installation**

Props: Candy Bars

(courtesy Altrusa of The Brazos, Texas)

Will \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (outgoing board members) \_\_\_\_\_, please come forward.

As this past years officers of Altrusa International, Inc. of \_\_\_\_\_, you have served the club faithfully during the 200\_ - 200\_ year. The work has not always been easy, but I know it must have been gratifying. You have performed your duties well and now these duties are officially at an end. This does not mean that you will cease to work for the club, but that your field of activities will change.

I would like to present these certificates of appreciation to each of you on behalf of the club, for serving the club well during your year.

Present certificates..... Thank you for your hard work and dedication, you are now discharged from your duties as officers of this club. Members, please join me in giving a round of applause for our out-going officers.

Will the following members please come forward: \_\_\_\_, \_\_\_\_\_ (new board members) \_\_\_\_\_.

\_\_\_\_, as PARLIAMENTARIAN, you will see that the proceedings of the club meetings and the board meetings follow the rules of parliamentary practice from *ROBERT'S RULES OF ORDER, NEWLY REVISED*. A brief pocket guide, *POINT OF ORDER*, has been designed to assist you with the most frequently used parliamentary procedures. Please enjoy this SNICKERS bar since there will be no snickering when the parliamentarian speaks.

\_\_\_\_, you have agreed to be PRESIDENT ELECT, allowing you to become more familiar with the Presidential duties and assist the President when necessary, including acting as President at meetings when needed, this means being familiar with the clubs activities and agenda items. It is also important to know Parliamentary Procedures. Please enjoy this KIT-KAT bar since you will be receiving special training like kittens need as they grow and learn.

\_\_\_\_, as DIRECTOR(S) serving your second year, you will continue to participate in board activities and accept and carry out special assignments from the President or the Board as you have done the previous year. Please enjoy this MILKY WAY bar since your vast experience will allow you free sailing through the coming year.

\_\_\_\_, as DIRECTOR(S) serving your first year of a two-year term, this will be a wonderful opportunity for you to become more familiar with the board activities as you also accept and carry out special assignments from the President or the Board, and look to the other director(s) when needed. Please enjoy this BABY RUTH since you will be a novice as director this coming year, and grow into the more experienced director the following year.

\_\_\_\_, as TREASURER you will be responsible to plan the year's budget, keep up with and report the finances of the club and the foundation, as well as the duties associated with dues on the local, district and international level. Please enjoy this PAYDAY bar as you monitor the incoming and outgoing cash of the club.

\_\_\_\_, as SECRETARY, you have the responsibility of taking minutes at all club and board meetings, keeping attendance records and maintaining the club's permanent records. You will also handle the general correspondence of the club and the President as requested, as well as reporting club information to the district and international offices. Please enjoy this ZERO bar since your job is to zero in on the records of the club and the official correspondence.

\_\_\_\_, as VICE PRESIDENT, you will act as a sounding board for the President and carry out any special assignments that will strengthen and expedite the work of the club. It is also important to know Parliamentary Procedures. Please enjoy this CRUNCH bar because your assistance may be required during a crunch time.

So.....in each of you new officers is invested the responsibility and authority to lead this club in all its endeavors. It is for you to hold aloft the Principles of Altrusa. By your example and by your efforts the club can falter or advance. Your position is a precious privilege and a great responsibility. May you go forth with extreme clarity of mind, with forthright qualities of leadership, with broad vision and unswerving resolution. You are not duly installed as officers of the Altrusa International, Inc. of \_\_\_\_\_.

Members, please join me in giving these new officers a round of applause.

Very important, here are KISSES for all the MEMBERS, who are the most important part of this club. Without your participation, ideas, involvement in projects, and serving on committees, the officers would have a difficult time in their positions.

Will \_\_\_\_ and \_\_\_\_ ( outgoing and incoming Presidents) please come forward.

\_\_\_\_, you have been the President of this club for the 200\_ - 200\_ term and the club certainly appreciates all you have done to make this year successful. You will now pass the responsibility on to another trusted member. Please accept this certificate as a token of our appreciation. You are not discharged as President and duly installed as the Immediate Past President of the Altrusa International, Inc. of \_\_\_\_\_. You, as the Past President will be called upon to guide and advise the club, to tell the things which you have learned through experience and to give aid whenever and wherever needed. Please enjoy this ALMOND JOY bar as your savor the Joy of serving as the voice of experience.

Please join me in a round of applause for our outgoing president for a job well done!!

\_\_\_\_, you are now about to take the PRESIDENT'S gavel of the Altrusa International, Inc. of \_\_\_\_ and with it assume the full responsibility of leadership which it carries. Use the gavel well and wisely to lead and direct, not to command. You are both the leader and servant of this club, working for every member, trying to give the best that is in you and help realize the goals you have set forth for the Altrusa International, Inc. of \_\_\_\_\_. As the clubs top officer, you hold the clubs most challenging position. At the same time, the office of club president offers the most rewards as it is the office most able to move the club forward. With the help of the board and individual committee members, the club president can help the membership attain exciting new service achievements, as well as gain greater community recognition for the club. Please enjoy this MEAL IN MOTION bar since you will be continually be "on-the-go" as the year progresses.

You have unparalleled opportunities for both service and leadership and I am sure you will work long and hard to realize them. President \_\_\_\_ please accept the club gavel as a symbol that you are now duly installed as the President of the Altrusa International, Inc. of \_\_\_\_\_. \_\_\_\_ (outgoing president) would you please pin the President's pin on our new president.

Ladies, please join me in a round of applause to welcome our new President of Altrusa International, Inc. of \_\_ for the 200\_ - 200\_ year, President \_\_\_\_\_.

### **The Story of Altrusa**

Props: bookmarks

(courtesy of Altrusa of The Brazos, Texas)

The story of Altrusa began in 1917 when Dr. Alfred Durham founded the Altrusa Institute. Dr. Dunham envisioned this Institute as a chain of clubs in which professional women could meet and exchange ideas. Dr. Durham met Mamie L. Bass in Indianapolis. Mamie had experience in helping her brother with his local Rotary chapter. She liked the idea of Dr. Durham's organization for women, but she also felt it could serve a higher purpose. Her dream soon became reality when in 1918 the first convention was held and Altrusa became a service organization. Mamie was elected as the first president, and she created the principles of Altrusa which defines Altrusa as a "Builder of Women."

A new and exciting chapter of Altrusa's history began in 1935 when it became an international organization. Today, Altrusa has over 12,000 members from over 400 clubs in

19 countries. These women (and some men) have come together in order to help in their local communities.

The story of our local club began \_\_\_\_\_ years ago. Altrusa International of \_\_\_\_\_ was organized on \_\_\_\_\_ and chartered on \_\_\_\_\_. This club has made a tremendous impact on the community of \_\_\_\_\_ and \_\_\_\_\_ County. We have helped children through our \_\_\_\_\_ project. We've helped dozens of families via our programs: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. We've \_\_\_\_\_ and we've even \_\_\_\_\_! This club consists of over \_\_\_\_\_ women who consistently and selflessly give their time to help those in need.

We are now ready to begin a new chapter in this very special story of our Altrusa club. The Board of Officers will provide the leadership throughout the coming year. I have great confidence that they will continue to add to and strengthen the story of Altrusa International of \_\_\_\_\_.

As I call your name, please step forward. I will present each incoming board member with a book mark. (call each new officer and announce her new position as you present the book mark.

Finally, \_\_\_\_\_, you have served our Club this past as President this past year with grace and determination. Everyone here in this room appreciates your loyalty and steadfastness. Together with your Board and Committee chairs, you have truly made this a year to remember and we thank you. Now it's time for a well-deserved rest! You will serve on the Board in the capacity of Past President.

To our new board of directors: a book mark is used to mark your place in a story. As the story progresses, the book mark is moved. I hope that each of you will use these book marks to remind ourselves of our place in the story of Altrusa International of \_\_\_\_\_.

Congratulations to the new officers. We all look forward to the coming year.

## **Stars and Awards**

(Courtesy of Altrusa of Greenville, Texas)

We hold a year end banquet each year. In 2003 we used a "Stars and Awards" theme and had a great time. Invitations were put on the tables at a regular club meeting. This was a time for us to wear our 'glitz and glitter' if we wanted. Just like at the Academy Awards some were dressed in evening attire and some in very pretty more casual clothing.

Our program brochure showed the flow of the evening:

- Cash bar while gathering
- Dinner is Served (list the menu)
- Perfect Attendance Awards (for previous year)
- Altrusa Starlight Singers
- Recognize Outgoing Board of Directors (list positions and names and allow outgoing President time to speak)
- Certificates for 5-10-15-20-25-30 years in club presented
- Altrusan of the Year announced
- Altrusa Starlight Singers
- Install Incoming Board of Directors (list positions and names)
- Secret Pals Revealed
- Door Prizes

Decorations were movie posters on the walls, stars and candles on the tables. Behind the podium was a 4 foot lighted white star (made by a member from cardboard and Christmas lights). White gossamer and lights floor to ceiling behind the star represented the rays of light coming from the star, and balloons on the floor added a cloud-like touch. We also had a red carpet runway (a strip of red cloth taped to the floor).

Awards for outgoing officers were made by a club member, we had used the "Wizard Of Oz" theme to host Fall Leadership that year, so each officer received an AWARD trophy of the Emerald City with inscription such as "Emerald City President" name Altrusa of Greenville 2003-04

We presented each incoming officer with a STAR wand. The Starlight Singers were members of our club who sang to karaoke tapes or acapella. Secret Pals were revealed to those participating but we gave every member their official "Ya-Ya Sisterhood" name. There is a website [www.moviefone.com/features](http://www.moviefone.com/features) where you type in a name and it will generate a Ya-Ya name for you. Everyone really enjoyed the names, it was fun to note how many actually fit the members personality. Door prize winners were determined by stickers on the program at each place setting.

### **Keys to Altrusa**

(From District Ten publication)

Props: small plants for each officer or large cutout keys marked appropriately

The keys to Altrusa are Amity, Loyalty, Talent, Reciprocity, Unity, Service and Achievement. As Altrusans, we appreciate the fact that Altrusa offers amity, stimulates Loyalty, encourages the expression of Talent, gives impetus to Reciprocity, develops Unity, means Service and brings Achievement.

To you, \_\_\_\_\_, as IMMEDIATE PAST PRESIDENT, I present the key to Application for you have valuable experience to apply when called upon by the President for counsel or to accept a special assignment, and as an active participant on the Board. You will help yourself and our club grow through Application just as your plant will grow.

To our new DIRECTOR(S), \_\_\_\_\_, and our CONTINUING DIRECTOR(S), \_\_\_\_\_, I present the key marked Leadership. You will be looked to for leadership in expressing ideas on the Board, and carrying out whatever assignments may be entrusted to you. Your leadership will be needed whenever you are called upon to assist in club management decisions. Through Leadership you will help yourself and our club grow as your plant grows.

To our TREASURER, \_\_\_\_\_, I present the key marked Thoroughness. You will be counted on to be thorough in your management of the club's finances and financial records. Thoroughness is the key to keeping the membership roster in accord with district and international records and the dues payment on time. Due to your Thoroughness you will help yourself and our club grow as your plant will grow.

To our CORRESPONDING SECRETARY, \_\_\_\_\_, I present the key marked Resolution. For it will tale Resolution, firm resolve, to handle promptly and well all correspondence of the club and to interpret or recap for the members of the Board and the club letters received by the club. Resolution applied to all the duties of the office of Corresponding Secretary will achieve effective resolution of them. With Resolution, you will help yourself and our club grow as your plant will grow.

To our RECORDING SECRETARY, \_\_\_\_, and our SECOND VICE PRESIDENT, \_\_\_\_, I present the key to Steadfastness. For the president will depend upon you to be standing by, to be prepared at all times with your leadership skills in readiness, to serve in her absence, and to perform her duties and any others that may be assigned to you as next in command in the club. With Steadfastness, you will help yourself and our club grow as your plants will grow.

To \_\_\_\_, our PRESIDENT, I hand the key to Administration. Upon your shoulders rests the highest honor and the greatest responsibility. We look to your Administration to make club activity a happy and satisfying experience for all members, with full awareness of the total scope of membership as part of an International service organization. We look to you, as the Board's chief officer to carry out your responsibilities according to the bylaws and the Local Club Handbook, and to see that board members do also with imagination and innovation. It is now my great pleasure to present to you the pin that distinguishes the office of President. (Immediate Past President presents the gavel.) Congratulations.

I now declare the Board installed. The Board members have accepted the keys to excellence in their offices. Now, all of you represent the keys that will give them the support to help our club in service.

### **BELLS Installation Ceremony**

**Be Effective Loyal Leaders in Service (BELLS)** (courtesy of Altrusa of The Brazos, Texas)  
Props: optionally, you can present each with a bell

An installation of officers is neither a beginning nor an ending, but rather a vital interlude in the life of Altrusa. The administrations and Altrusans who have preceded these incoming officers have tolled the bells through the years for an organization dedicated to service and leadership. Altrusans have bells of all sizes and shapes to fit each person's talents as they participate through committee work. The pealing of the bells demonstrates the impact that these talented women have made on our community and the larger Altrusa community. In short, service and leadership are what Altrusa is all about.

Let's begin our journey to "Be Effective Loyal Leaders in Service." It is important that our first bell is represented by our outgoing President, \_\_\_\_, because she represents the ring of continuity. Under your term of leadership, our members worked diligently to make these years outstanding, and it is good to know that we can still call upon you for guidance and counsel this year as Immediate Past President. You will continue to be a valuable member of the Board.

\_\_\_\_\_, as parliamentarian you will be a valuable resource to ensure that we follow the bylaws and club policies. You will kindly and confidently "ring our bell" if we step out of line.

\_\_\_\_\_ and \_\_\_\_\_ as Director(s), are the loyal bells linking the members and the Board. You will have an important part in shaping and recommending effective policies, and to assist where needed.

\_\_\_\_\_, as Treasurer you will measure the club's finances and keep accurate records. You will prepare a financial report each month to be given to the Board of Directors and the members; you will collect all money due the club and pay bills authorized by the Board of Directors. Your sound leadership is essential for us to resonate a strong financial basis to carry out our service endeavors.

\_\_\_\_\_, as Secretary you will write scores of lines to maintain the permanent records of our club. You should have a good knowledge of our club, our traditions, records and Board decisions. Your good record keeping will provide the history of this administration.

\_\_\_\_\_, as (First) Vice President you will chime in by coordinating interesting and effective programs for meetings. You will serve as the presiding officer in the absence of the President and President-Elect. The President will look to you to serve as needed to safeguard against any clanging and gong-ing of the bells that resonate the true purpose of this club.

\_\_\_\_\_, as President-Elect you will ring the melody of preparation for continued leadership and excellence. You will serve as the presiding officer in the absence of the President and be willing to perform others duties as your president may assign. You, too, will resonate a clear tone of leadership on our Board of Directors—providing advice, ideas and good morale. The bells you ring this year will provide the tone for your term in office.

\_\_\_\_\_, you have been elected to assume the highest office our club has in its power to bestow upon you. In your election, our members have vested their faith, confidence, and best wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa, and I know that you will nurture these. As President and Chair of the Board of Directors, it is your responsibility to work with the Board in executing the affairs of the club in strict accordance with the bylaws of Altrusa International, Inc. Your qualities of leadership, enthusiasm, and zest for our purposes and objectives will serve as an inspiration to all as you represent our club. You personify the theme Be Effective Loyal Leaders in Service. Like the cariloneur seated at the keyboard in the tower, you will strike the chords of these many BELLS to bring forth a melodious team.

\_\_\_\_\_, on behalf of the membership, we pledge our faith, loyalty, and participation as we seek to be BELLS in this community. Would you please place the president's pin in its proper place, over the heart. \_\_\_\_\_, you are privileged to wear the president's pin as long as you are an Altrusan in good standing. I know you will wear it proudly.

In naming these responsibilities to you and presenting your bells, it is my pleasure to declare all of you duly installed officers of the Altrusa International of \_\_\_\_\_. Congratulations!

## **Hands**

(From District Ten publication)

Did you ever stop to think how wonderful our hands are? God not only gave us hands, He also gave us emotions and the capability for feeling very deeply and the ability to accomplish many things in our lives.

So much of our feelings and emotions, and our accomplishments, are expressed in some way with our hands. We place a great deal of emphasis on our hands. We wave our hands to say "hello" and "Good-bye". When we are married, we join hands. We clasp hands when we meet friends. To seal an agreement, we shake hands. In taking an oath, we raise our right hand.

Today we place a great responsibility in the busy hands of these new officers. They will have your club in their hands for the coming year.

\_\_\_\_\_, as the immediate past president, you have been an inspiration to all members. We know that they are grateful to you for the fine way you have represented them in the work you have accomplished. It will be a comfort to them to know that you will still be a member of

the Board of Directors and that they will continue to have your council and guidance. Your hands will still be active.

Directors, \_\_\_\_\_, \_\_\_\_, \_\_\_\_ and \_\_\_\_\_, you have many duties in your hands. You will have general supervision over the affairs of your club. You must see that the club progresses and grows. Remember, Altrusa is a builder of leaders and that it takes a combination of all hands to formulate policy and programs. Yours are the hands of leadership.

\_\_\_\_\_, as the Treasurer, in your hands are the club's finances. Accountability requires a steady pair of hands! The receipt of dues, the club's commitments and reports must be handled promptly and accurately. Learn your duties thoroughly, and their timing, so that your hands may always be held high.

\_\_\_\_\_, as our corresponding secretary, your hands are the hands of communication. The reputation and esteem in which our club is held will depend on your response to communications from other clubs, from international and district, and to and from our own members. Your hands will be busy writing. May they always be willing hands.

\_\_\_\_\_ as the recording secretary, your hands are the hands of information. You must have accurate hands to record the decisions of all board meetings and take minutes of the club business meetings. You do more than keep records. Encourage all officers to use them for building a better club. It is imperative that you be present at all meetings to accomplish this.

\_\_\_\_\_ and \_\_\_\_, as vice presidents, you have helping hands. Be a confidante and aid to the president, in whatever she designates for you to do. You have the obligation to be ready to serve in the president's place at all times in her absence. Familiarize your self with parliamentary procedures so you won't have shaky hands when you are asked to preside. You must also begin to prepare yourselves to assume this higher office, when your turn comes.

\_\_\_\_\_, let's look at your hands. As president, yours are the hands of administration. And, with this goes a large responsibility. You are the top leader of your club and you have the responsibility to uphold the Principles of Altrusa. You hold, in your hands, the effectiveness of Altrusa and of your club. It is for you to inspire the officers and members to achievement of your goals. To accomplish this, you must give each member an assignment in which she is interested, so do this with care.

Honesty, sincerity and unselfishness cannot be a part of membership unless the spark is handed down by its leader. We know that you will use your hands in search of perfection; in carrying out the objectives of Altrusa. The members have chosen you for a place of honor and importance, as their President, and I know you will always remember that Altrusa is a service club. We look forward to great things under the guidance of your very capable and experienced hands.

Members of the Altrusa Club of \_\_\_\_\_, you also have a responsibility. You must have upholding hands. You must have ready and willing hands that are dedicated and cooperative. You must be ready and willing to do whatever is asked of you by these officers. Remember that a good Altrusan never says "no" when asked to serve her club! Your support is vital to the success that these officers may achieve.

Shakespeare once said, "Now join your hands and with your hands, your hearts". Let's do that now, as I read the Altrusa Collect.

Our Heavenly Father,  
Surrounded by Blessings,

May we learn to bless,  
Reaping the fruits of patriotism,  
May we love our country more;  
Members of the worldwide community  
May we cherish our neighbors everywhere;  
Grateful to Thee,  
May we show our gratitude  
By efficiency and service.

I now declare the officers of the Altrusa Club of \_\_\_\_ duly installed for the \_\_\_\_\_ to \_\_\_\_\_ year. May God hold each of you in the palm of His hand!

## **INSTALLATION OF OFFICERS**

Theme "Service" (Props on following pages) (Courtesy of Altrusa of the Brazos, Texas)

Welcome Sisters in Service to the 25<sup>th</sup> Installation of officers for Altrusa International, Inc. of the Brazos.

From the lands of Tennessee  
To the tallest buildings in New York  
Over the prairies and through the woods  
To Texas on the Brazos we gather  
We bring our magic  
To unite as members  
To encourage our new leaders and  
To inspire our group to a renewed commitment

Once more the "sands of time" have swept a year. The months have slowly faded away . . . another year silently retreats to its place in Altrusa history.

As I call your name would the outgoing officers and committee chairs please come forward. Please hold your applause until all have been recognized. Thank you for a year, and for some, repeating years, of time well spent.

(Follow names on each certificate.....Read the first Certificate, then each name from then on. If anyone is still standing – Thank you, you may be seated.)

An installation of officers is neither a beginning nor an ending, but rather a vital part of service to the club. At all levels of our organization – Local, District, and International – it is imperative to have a good transition from one administration to the next, to ensure that our service for Altrusa remains a strong part of the service that is inherited by the officers to be installed today.

Service is the key to our work in Altrusa – whether for our members, for community, or for our world wide organization. Service will bind us together. Good service will communicate our idea and our plans for the future of Altrusa.

Today, as we begin another year of progress, I have used our new President's theme, "Sisters in Service" as our theme for this installation. We are fortunate to live in a free society, enjoying tremendous freedom and opportunities; but there is a price to pay for all these blessings. Our price is a coordinated effort. We as Altrusans have a responsibility to get involved in our community. Our call as Altrusans to help others was built into the fabric and framework of Altrusa. Altrusa requires the contributions and the voluntary support of

ALL members. Together we can motivate and inspire each other to greater heights of service.

As I call your name would the new officers please come forward and remain here at the front until we have completed our program.

**IMMEDIATE PAST PRESIDENT** \_\_\_\_\_. We want to thank you for all you have done this past year to render service to your club. Your service to the club this coming year will be **“STAND-BY-SERVICE”**. We know you will stand by to continue to give service to the Board and all members. We know you will stand by the new President, helping and encouraging her in any way you can.

**DIRECTORS** \_\_\_\_\_; \_\_\_\_\_; and \_\_\_\_\_. As Directors, you will offer **“HELPFUL SERVICE”** to the club. In your service role, you will help shape and recommend policies, act as liaisons between the members and the Board, and assist where needed. You will be concerned with the well being of the club. Your helpful service will be significant to the club members, because you are their voice.

**TREASURER** \_\_\_\_\_. As Treasurer, you will give **“FINANCIAL SERVICE”** to the club. You will oversee the financial affairs of the club. Keep an accurate record of the receipts and expenditures, collect all money due the club, and pay bills authorized by the Board. You will prepare monthly financial reports to be presented to the Board and to the club. As Treasurer, you will show financial service by sending all reports to District and International on time.

**SECRETARY** \_\_\_\_\_. As Secretary, you will provide **“WRITTEN SERVICE”**. You are responsible for the permanent records of the club. Your good record keeping will provide the history of this administration and will forever etch the club’s experiences and decisions on service as a guide for future administrations. In addition, you are responsible for the correspondence of the club, providing prompt responses. You will provide written service as the vital communication link between the Club, District, and International.

**FIRST VICE PRESIDENT** \_\_\_\_\_. As First Vice President, you will serve as presiding officer in the absence of the President or such other occasions as the President may direct. You will be willing to perform such other duties as your President may assign. In all things, provide **“LOYAL SERVICE”** by contributing your energies in providing advice, ideas, high morale, strength, and depth to all endeavors of the club.

**PRESIDENT** \_\_\_\_\_. You have been elected to assume the highest office your club has in its power to bestow. In your election, your members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa. I know you will nurture these principles. You will rise above difficult situations. It is your responsibility to work with the Board to execute the affairs of the club in strict accordance with the Bylaws of Altrusa International, Inc. Show interest in the desires of the membership. Your qualities of leadership, enthusiasm, and zest for the purposes and objective will serve as an inspiration to all as you represent the club in **“DEDICATED SERVICE”** this year. A well-informed club is a progressive club. Your dedicated service will set the pace, for under your watchful guidance and authority rests the dedicated service of the members.

**TO THE MEMBERS:**

God refused to mass produce his handiwork in nature, so He could hardly be expected to cut corners when it came to creating women. Each of us is unique, special, and unrepeatable. Each person has strengths and weaknesses, insights, and experiences that are hers alone. Learning to accept our individuality, to build on it and to act through it can be a major first

step toward living a fuller life and making our contribution to the world. Since each of us is unique, we have our own special gift to give. The art of giving one's self is not easy. As Longfellow said, "The talent of success is nothing more than doing what you can do, without a thought of fame."

Without members, Altrusa could not exist. It will be your job to provide "**ACTIVE SERVICE**" this year. I charge each of you to keep the lines of communication open and the flow of information moving. Actively participate and be involved. Your elected leaders want to lead in the direction that you, the membership, want to be led. This can only be accomplished through your constant communication. Keep your club participation strong, and be proud, knowing that your service helps people, touching lives and making things better for your neighbors.

God gives us joy that we may give;  
He gives us joy that we may share;  
Sometimes He gives us loads to lift  
That we may learn to bear.  
For life is gladder when we give.  
For love is sweeter when we share,  
And heavy loads rest lightly too,  
When we have learned to bear.

Today, rededicate yourselves to never losing sight of what has brought you together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. I hope that you will light a new spark of commitment that will become a blaze with enthusiasm and positive energy.

In naming these challenges and responsibilities to you and presenting your certificates of service, I declare you the fully installed officers of Altrusa International Inc. of the Brazos and committed and dedicated members.

I offer you my congratulations.

It is with great honor and pleasure that I ask \_\_\_\_\_, Past President to place the active President's pin on President \_\_\_\_\_.

And now, may I present your new President \_\_\_\_\_.

## **PROPS**

Certificate Poem Tags

(Courtesy of Altrusa of the Brazos, Texas)

One side of each tag:

*Altrusa of the Brazos Knows-  
The importance of serving,  
The power of friendship,  
And the magic that happens when an  
Altrusa Club unites with the community.*

2<sup>nd</sup> side of tag:

*ACTIVE  
SERVICE  
MEMBER*

print enough of this tag for each member

present to attach to the Certificate poem

following

*LOYAL  
SERVICE*

*STAND-BY  
SERVICE*

*DEDICATED  
SERVICE*

*HELPFUL  
SERVICE*

*FINANCIAL  
SERVICE*

*WRITTEN  
SERVICE*

Certificate Poem

(Courtesy of Altrusa of the Brazos, Texas)

## SERVICE

OUR LOVE FOR OTHERS CREATES A NEED –  
A NEED TO FREELY GIVE.  
HOPEFULLY, THAT URGENT NEED WILL STAY  
LONG AS WE SHALL LIVE.

SOME GIVE “THINGS” AND THEY DON’T LAST.  
OTHERS GIVE “MONEY” BUT IT CAN VANISH FAST.  
SO WHAT CAN WE GIVE TO SHOW OUR LOVE?

SOMETHING TO LAST AFTER WE'RE ABOVE.

OUR CHOICE SHOULD BE "GOOD DEEDS".  
WE CAN DO THEM EVERYDAY.  
AND THEY WILL ALWAYS BE THERE  
WHEN WE ARE ON OUR WAY.

A GOOD DEED WILL REMAIN, NOW AND EVERMORE  
AND THERE ARE TIMES WHEN IT CAN MAKE OUR VERY  
SPIRIT SOAR.  
EVERYDAY WE LIVE, "GOOD DEEDS" MUST BE OUR GOAL  
AND WITH THIS PLAN WE WILL BRING, FRESH BLESSINGS  
TO OUR SOUL.

(EDITED FROM UNKNOWN AUTHOR - MAY 06 JUDIE RIDLEY, THE BRAZOS)