



CALIFORNIA COUNCIL OF NAIW, INT'L COMMUNITY ACTION BEST PRACTICES



cacouncilnaiw.com

Mother's Day Brunch at a Women's Shelter or Similar Organization

Is there a Theme? Yes, if the committee elects to have one

Is there a certain month of time of the year best implemented? Mother's Day (SFCNAIW) will host our event the Saturday before Mother's Day

How many members are required? Depending on the size of the event at least 5-7 committee members are needed including the Community Service Chairperson

What materials are required?
(Detailed information)

- 1) Advance Chapter Participation is needed Begin communicating with members in Dec/Jan about getting a committee together to determine a suitable organization for this event.
- 2) Establish 1-2 contact persons to work with the organization/logistics.
- 3) In January draft donations letter for committee use in seeking gifts/donations, etc. for the event.
- 4) Follow Up...Volunteers Needed!!
- 5) Committee meetings needed for all areas of event incl. Menu, Donations, Decorations, Music, Overall Planning, Flyers, Communication, etc.
- 6) Visit the site to confirm venue, kitchen facilities, parking, etc.
- 7) Follow up with all volunteers for directions, attire, final donations, hours of event, etc.
- 8) SFCNAIW will conduct a raffle / door prizes during our Mother's Day Brunch in order to keep guests engaged throughout the event.
- 9) Arrive on time/early for event and begin preparations for the day.
- 10) Make sure there is a Committee Wrap Up meeting in order to discuss overall outcome of the event.

11) Report back to Chapter President with status of event.

What is the time frame for preparation?

Depending on the overall scale of the event at least 5 months of planning is advisable.

Steps to carry out the event:
(In detail)

- 1) Determine if the chapter members are interested in an event of this nature.
- 2) Contact local organization(s) to determine feasibility of a Mother's Day Event
- 3) Gather committee members / notify other chapters / partners for donations / potential volunteers
- 4) Host committee meetings
- 5) Draft donations letter for use by all committee members
- 6) Secure donations and report back to committee
- 7) Confirm volunteers who will work at event / cook / assist with set-up, etc.
- 8) Stay in contact with local org./confirm head count
- 9) Re-confirm head count as the date of the event approaches
- 10) Determine all donations/gifts
- 11) Keep chapter members apprised of event, etc.
- 12) Visit site in advance of the event.
- 13) Confirm who will shop/do advance cooking as needed/decorate, etc. before event (preferably the day before)
- 14) Attire needs to be confirmed with all volunteers. Make sure gifts/donations not obtained in advance are brought to the event in the morning.
- 15) Checklist needed for all gifts/donations
- 16) Provide cell # of at least one contact person for volunteers to call on the day of the event for E/R purposes
- 17) Be prepared for arrival of guests / volunteers / staff members of organization
- 18) Be prepared to feed guests and volunteers at the event
- 19) Be prepared for Clean Up, etc.
- 20) Thank all involved and provide wrap up with committee members, etc.
- 21) Have Fun...

Submitted by San Francisco Chapter of NAIW

YOUTH ESSAY AWARD

Is there a Theme? Student Essay's

Is there a certain month of time of the year best implemented? Send topic to students in January and choose your deadline for submissions. The deadline is usually in March to allow time for judging.

Complete description and time lines are on a separate page below.

How many members are required? Select a chair and at least two committee members.

What materials are required?
(Detailed information) Essay topic and essay forms
Sponsorship
Letterhead and stamps for mailing

What is the time frame for preparation? September to May. If possible the presentation of the award should coincide with a monthly meeting or NAIW Week.

Steps to carry out the event: Month by Month details are attached.

(In detail)

YOUTH ESSAY AWARD

SPONSORED BY _____

Association and/or Other Sponsors

The Youth Essay Award program is another tool for local associations to utilize in promoting NAIW's Partners in Literacy community focus within their local areas.

You are invited to participate for a Youth Essay Award by writing an essay (Minimum 100 words/Maximum 200 words) on the following topic:

TOPIC: _____

Award Category – 3 Awards per category

1st Place - \$25*

2nd Place - \$20*

3rd Place - \$15*

*NOTE: These figures are **suggested** amounts and can be adjusted by the Local Association based on their overall budget and or sponsorships obtained.

A – Grades 1 and 2

B – Grades 3 and 4

C – Grades 5 and 6

D – Grades 7 and 8

Judging Criteria:

Subject Matter: 30 points

Grammar/Spelling: 30 points

Originality: 20 points

**Penmanship/Format: 20 points

**Essays may be hand written or computer generated but must follow a specific format:

- Hand written essays must be legible and written on white paper with blue lines (standard notebook paper)
- Computer generated essays must be on white paper with black ink and should be double spaced
- Entrant's name and age must appear in the upper right hand corner of all pages
- Entries must have all pages stapled in the top left corner

Mail Completed Essay Forms To:

NAIW Local Association: _____

Attn: _____

Address: _____

City/State: _____

Submission deadline: March 15th (Received by the Close of Business)

Winners to be announced at _____ **on** Date _____

TIME LINE FOR IMPLEMENTATION AND JUDGING

September:

- 1) Select chairman to oversee Award process
- 2) Ask for volunteers to assist
- 3) Set up budget (number of Awards and amounts to be awarded)
- 4) Seek sponsorships or plan fund raising event to secure funds to match budgeted amount

October:

- 1) Survey local schools (public & private), boys/girls clubs, home school associations, scout troops for interest in participation
- 2) Establish contact information from each group surveyed
- 3) Send notices to local newspapers, industry publications, local association newsletter, TV and radio stations regarding the contest with chairman's contact information
- 4) Prepare and mail letters to the group(s) to be contacted; in the beginning you may want to limit to no more than two (2) groups
- 5) Follow up within 10 days of sending letter to ascertain their interest in participation

December:

- 1) Select topic for essay
- 2) Prepare essay entry forms and guidelines

January:

- 1) Send topic, entry forms and guidelines to groups who have expressed an interest in participating
- 2) Follow up with contact at each group to make sure they have received all information and understand the process and the deadline

February:

- 1) contact local dignitaries, insurance industry personnel, etc. to see if they will volunteer to judge the essays*
- 2) send letter of confirmation to judges including the judging criteria forms

* Local association's members may judge the essays but make sure that there is no affiliation with the group of essays being judged.

March:

- 1) All submissions must be received by the close of business on the 15th
- 2) Check to make sure that the essays meet the criteria for participation and eliminate those that do not meet the criteria
- 3) Make copies of only those entries that meet the criteria (depending on the number of judges you have) – attach a judging criteria form to each and send to the judges by March 31st.
- 4) Follow up with the judges to make sure that they have received all information and essays
- 5) Advise judges that all judging criteria forms must be returned no later than April 25th.

April:

- 1) April 25th deadline for receipt of judging forms from the judges
- 2) Establish the winners based on total points scored by all judges
- 3) Prepare Certificates and Checks for the winners
- 4) Prepare Certificates for all participants

May:

- 1) Presentation time, if possible, should coincide with one of the following events:
 - a) NAIW Week
 - b) Local Association Monthly Meeting
 - c) School or Groups Award Day
- 2) Notify winners of the date and time for their presentation
- 3) Take digital photos at presentation and send along with a publicity notice to the local newspaper, industry publications, local association newsletter, TV and radio stations

Submitted by Insurance Women of North San Diego County

Spirit of Women/Spirit of Children

Is there a Theme? Spirit of Women/Spirit of Children – Donation Drive

Is there a certain month of time of the year best implemented? All Year

How many members are required? No set number

What materials are required?
(Detailed information)

Spirit of Children: Clothing (infant to 10 yrs old boy or girl), shoes, toys, books...

Spirit of Women: Clothing, shoes, towels (hand towels or bath towels), sheets (twin size), blankets, and basic care items (shampoo, conditioners, lotions, etc)

What is the time frame for preparation? This is an ongoing collection process. Once enough donations are collected, they are taken to the organization.

Steps to carry out the event:
(In detail)

Fliers listing items needed, bulletin articles, reminders at meetings, collect items from members and other or have them deliver them to community action chair and/or committee and then deliver the items to the organization.

Submitted by Insurance Women of Fresno

Operation Paperback

Is there a Theme? Operation Paperback

Is there a certain month of time of the year best implemented?

No

How many members are required? No set number (5-10 to assemble the boxes of books is helpful)

What materials are required? Books, magazines and boxes
(Detailed information)

What is the time frame for preparation?

Steps to carry out the event:
(In detail)

- Collect books and magazines from anyone whiling to donate
- Collect boxes to mail the books in
- Create a letter to mail with each box from the associations so the soldiers know who the books came from
- Print list of who to send books to from the Operation Paperback website
- Put the books in boxes with a letter from the association, tape boxes shut, label them and then mail them as the Post Office.

Submitted by Insurance Women of Fresno

Family in Need Food Drive

Is there a Theme? Family in Need Food Drive

Is there a certain month of time of the year best implemented? October & November

How many members are required? No set number

What materials are required? Non-perishable food
(Detailed information)

What is the time frame for preparation?

Steps to carry out the event: Determine # of families we are going to donate baskets food
(In detail)

Prepare a list of items to be in each basket

Some members take the list and prepare the basket then return it to the community action chair

Other members donate money and then the community action chair arranges to purchase items to complete the basket

Submitted by Insurance Women of Fresno

Spirit of Children Christmas Stockings

Is there a Theme? Spirit of Children – Christmas Stockings

Is there a certain month of time of the year best implemented? December

How many members are required?

What materials are required? Prepare a list of items to be included in each stocking i.e. stocking, coloring book, stuffed animal, chocolate santa, etc
(Detailed information)

Color code the list by boy or girl with the first name and age of each child – Make 2 copies for each child

Members take one list and write their name on the second copy and return it to community action chair

Members complete the stocking(s) per the list(s) they take and return to community action chair approx. 1 week before Christmas

Members can also give cash donations and community action committee purchases items and assembles stockings

What is the time frame for preparation? Forms are usually given out at the November General Meeting and then members are asked to return the completed stocking(s) with the list in the stocking, as the list has the child's name on it, approx. 1 week before Christmas

Steps to carry out the event: See above

(In detail)

Submitted by Insurance Women of Fresno

Suiting up for Success!

Is there a Theme? Suiting Up for Success – Clothing Drive

Is there a certain month of time of the year best implemented? All Year

How many members are required?

What materials are required? Professional clothes for both women and men, shoes, hand bags, belts, shoes and panty hose...
(Detailed information)

What is the time frame for preparation? Ongoing collection process

Steps to carry out the event: Collect items and then deliver them to the organization
(In detail)

Submitted by Insurance Women of Fresno

Spirit of Children- Easter Baskets

Is there a Theme?	Spirit of Children – Easter Baskets
Is there a certain month of time of the year best implemented?	February & March
How many members are required?	10-15 is helpful for the assembly of the baskets
What materials are required? (Detailed information)	Easter Basket Grass Eggs filled with Candy Chocolate Easter Bunnies McDonalds Toy Stuffed Animal Bubbles Cellophane Wrapping Curling Ribon
What is the time frame for preparation?	
Steps to carry out the event: (In detail)	Determine the current number of children we need to prepare baskets for Collect gift cards from local Target Shop for as many items as possible from Target, its easiest if you purchase the same size Easter baskets (buckets) Put out fliers and bulletin articles letting members know what other items are needed

Assemble the baskets at March General Meeting

Deliver the baskets

Submitted by Insurance Women of Fresno

Candy for The Troops

Is there a Theme? No

Is there a certain month of time of the year best implemented? October/November

How many members are required? Ideally the entire chapter. However, with the participation of at least 20% to 25% of chapter members a meaningful contribution of candy items can be forwarded to our US Troops serving overseas.

What materials are required?
(Detailed information) Members are asked to bring their remaining Halloween (and any additional candy they may want to contribute) candies, in intact wrapping, to the November meeting in order to timely send the donations to an organization that collects candies for Christmas stockings for our troops. Candies of all types are requested from the months of November to April

What is the time frame for preparation? Notification is forwarded to chapter members in September / October and candy donations are collected at the November meeting.

Steps to carry out the event:
(In detail)

- 1) Contact organization to determine name/address/donations info
- 2) SFCNAIW partners with Boatsie's Boxes in Wheeling, WV. Website: www.boatsie.com/
- 3) Gather donations from members at November meeting.
- 4) Ship (via UPS for cost savings) to selected organization in November for timely assembly/packaging to US Troops for Christmas.
- 5) Report back to Chapter President with confirmation that the donations were forwarded as planned.

Submitted by San Francisco Chapter of NAIW

Rainbow House- Christmas Community Outreach

Is there a Theme?	Christmas Community Outreach with Rainbow House Services
Is there a certain month of time of the year best implemented?	Oct-Nov-Dec
How many members are required?	2 or 3 to collect items from members & store & 1 to deliver to Rainbow House facility after our Dec meeting.
What materials are required? (Detailed information)	We ask members to bring items listed in our newsletter to our monthly meetings, Oct thru Dec. This year we targeted pre-teen age group.
What is the time frame for preparation?	3 months
Steps to carry out the event: (In detail)	We announce at our Sept meeting what our Community Outreach program is and to bring items each month to our meetings. We have helped Rainbow House for the last 2 years. This year we also donated coats & jackets to One Warm Coat on the same basis as Rainbow House.

Submitted by South Bay Chapter of NAIW

Home Hospitality

Is there a Theme? Adopt A Marine

Is there a certain month of time of the year best implemented? November – Thanksgiving Day

How many members are required? One or two homes and volunteers to cook

What materials are required? Transportation to and from the base for Marines
(Detailed information) Thanksgiving Dinner
Games
Chairs for napping, young recruits never get sleep

What is the time frame for preparation? 7 A.M to 5 P.M

Steps to carry out the event:
(In detail)

1. Assign a Chair and committee
2. If they live close together ask one member to host breakfast and one member to host dinner. If the members do not live close together see if a local clubhouse is available or have everything at one home
3. Contact local Marine base and ask if they offer the Home Hospitality program. If so, how many Marines can you adopt and what time are they allowed off base. Someone will sign them in and out for the day
4. Camp Pendleton offers the program and their contact number is 760-385-4921.
5. Must call before September of each year
6. Assign a group of volunteers to cook and clean up

Submitted by Insurance Women of North San Diego County

Operation One Warm Coat

Is there a Theme?	Warming Communities...One Coat at a Time
Is there a certain month of time of the year best implemented?	Winter Months
How many members are required?	All members should donate coats
What materials are required? (Detailed information)	New or gently used coats and sweaters
What is the time frame for preparation?	One to Two Hours to check coats for cleanliness and sort into bags or boxes for delivery
Steps to carry out the event: (In detail)	<ol style="list-style-type: none">1. Assign a Chair and committee2. Visit www.onewarmcoat.org, click on Organize a Coat Drive and you will find the 5 Easy Steps for a Successful Coat Drive3. Under Share your Plans, complete your coat drive information including the contact person's information. You will also list the charity you are collecting for and the coat drive start and finish dates4. You can order banners, flyers and stickers from this web site5. Give all members a banner, sheet of stickers and a collection box for their offices6. Collect coats at meetings and from friends and neighbors7. Advertise the event in the local newspaper and on your association web site8. Arrange a meeting place and time for all volunteers to deliver the coats to your charity9. Take photos for your web site10. Visit www.onewarmcoat.org to Share Your Success and they will mail your association a Certificate of Completion

Submitted by Insurance Women of North San Diego County

Roses for Our Senior Friends

Is there a Theme?	Deliver a rose...deliver friendship
Is there a certain month of time of the year best implemented?	Christmas Eve
How many members are required?	As many volunteers as there are Roses
What materials are required? (Detailed information)	Roses and buckets of water to keep them fresh
What is the time frame for preparation?	One to Two Hours, depending on how many senior facilities you are visiting and how many volunteers you have
Steps to carry out the event: (In detail)	<ol style="list-style-type: none">1. Assign a Chair and committee2. Ask a local rose distributor or florist to donate the roses3. If you can't find a company to donate the roses, take up a collection and buy them. Ask for a discount in exchange for advertising on your web site4. Contact one or several Senior Facilities to arrange for delivery5. De-thorn Roses and keep fresh6. Advertise the event in the local newspaper and on your association web site7. Arrange a meeting place and time for all volunteers8. Assign a group of volunteers to each facility and hand out driving directions and maps to facility9. Volunteers will give a rose to each senior resident, take time to stop and chat. Listen to a story or two10. For more information or to read how this program was started please visit www.rosesforourseniorfriends.info.

Submitted by Insurance Women of North San Diego County

Teddy Bears for Seniors

Is there a Theme?	Teddy Bears
Is there a certain month of time of the year best implemented?	February – Valentine’s Day After 9 AM is usually the best time
How many members are required?	As many volunteers as you have Teddy Bears
What materials are required? (Detailed information)	Teddy Bears- new or clean gently used- free of buttons or items that can dislodge and cause choking
What is the time frame for preparation?	One to Two Hours
Steps to carry out the event: (In detail)	<ol style="list-style-type: none">1. Assign a Chair and committee2. Ask members to donate and collect bears3. Make sure bears are clean and free of buttons and items that are easily dislodged and cause choking4. Contact one or several Senior Facilities to arrange for delivery5. Publish the event in the local newspaper and on your association web site and give a donation site6. Arrange a meeting place and time for all volunteers7. Assign a group of volunteers to each facility and hand out driving directions and maps to facilities8. Volunteers will give a Teddy Bear to each senior resident, take time to stop and chat. Both men and women enjoy hugging Teddy Bears!

Submitted by Insurance Women of North San Diego County

Serving Food at a Women or Childrens Shelter

Is there a Theme? No- just helping others

Is there a certain month of time of the year best implemented? Set up a schedule to serve one Saturday a month or every Saturday

How many members are required? 2-3 each food service depending on the size of the shelter

What materials are required? None- just volunteers

(Detailed information)

What is the time frame for preparation? Takes one-two hours of the volunteers time

Steps to carry out the event:
(In detail)

1. Contact a local shelter to see if they serve food on Saturday
2. Talk to the membership to see if it would be best served to do it one Saturday a month or every Saturday
3. Find out which service the food will come from- or does the shelter need the membership to actually cook the food
4. Depending on the shelter, you will need 2-3 volunteers to serve the food – the volunteers should show up at least 15 minutes prior to the serving time
5. We have found that the local shelters need volunteers to serve food more than they need donations- we currently serve food to a local womens day shelter every Saturday and have been doing so for the past 3 years.

Submitted by San Diego Insurance Women