



**The Junior League of Cleveland, Inc.  
Membership Placement Form**

**Placement Information:**

After consulting the Placement Guide, please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choices for Placement below. Members may register by completing this form and returning it during Placement Fair on Monday, April 21<sup>st</sup>, or by completing the form and emailing it to Membership Director, Annemarie Grassi, at membership@jlcleveland.org. **You may also mail the form to Annemarie Grassi at 3383 Clarendon Road, Cleveland Heights, Ohio 44118** or fax to (216) 229-1902 attn. Annemarie Grassi. All Placement forms must be received by May 1, 2008. Your Placement will be confirmed no later than July 1, 2008.

**Membership Information:** Please fill out the following to ensure contact information is correct:

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Membership Status for 2008-2009:** Please check one of the following titles for membership purposes:

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> Year Active | <input type="checkbox"/> Transfer      | <input type="checkbox"/> Emeritus |
| <input type="checkbox"/> 2 <sup>nd</sup> Year Active | <input type="checkbox"/> Senior Active |                                   |
| <input type="checkbox"/> 3+ Years Active             | <input type="checkbox"/> Sustainer     |                                   |

**Leadership Interest for 2009-2010:**

Would you have any interest in any of the following positions for upcoming years (please check boxes)?

Position or Council	Next Year (2008-2009)	Future Years
President		
Communications		
Community		
Education/Training		
Fund Development		
Membership		
Nominating		
Operations		
Recording Secretary		
Treasurer		

**Leadership Training Opportunities**

The Association of Junior Leagues International, Inc. (AJLI) offers trainings to its members throughout the country. These trainings are offered in many cities and The JLC is dedicated to sending committed members to these types of trainings. Do you have any interest in participating in the trainings offered by AJLI? Please check your response:

	Yes	No
Current Year (2007-2008)	_____	_____
Future Years	_____	_____

Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate your top three choices by placing numbers (1, 2 or 3) next to each committee:

**Communications**

Public Relations Committee \_\_\_\_\_  
Feature Writer \_\_\_\_\_

**Community**

*Community Projects*  
Be Fit, Be Fine Forum \_\_\_\_\_  
Children's Museum \_\_\_\_\_  
Immediate Impact \_\_\_\_\_  
JLC Scholarship \_\_\_\_\_

*Other Community Committees*

Community Research & Development Committee (CRDC) \_\_\_\_\_  
Project Assessment Committee (PAC) \_\_\_\_\_

**Fund Development**

Poinsetta Place \_\_\_\_\_  
Special Events Fundraisers \_\_\_\_\_  
Gifts and Grants \_\_\_\_\_

**Membership**

Membership Meetings \_\_\_\_\_  
Membership Retention Committee \_\_\_\_\_

**Training**

Training Committee \_\_\_\_\_

**Finance**

Finance Committee \_\_\_\_\_

Placement approved by: \_\_\_\_\_

**(Please Note:** Per Standing Rules of The Junior League of Cleveland, Inc., Section 2, Article B.1.a.4, **all Active members** of The JLC are required to fulfill **one (1) full community placement** credit within every three-year period. All projects and committees within the Community Council qualify as community placements.

# Placement Guide 2008-2009

## Communications Council

*This council is responsible for communicating the good works of The JLC, both internally to League members and externally to the community. Be the first to know what's happening in our League!*

### Public Relations/Marketing Committee

- **Placement Description**  
Act as the League's link to the community at large via the media. Cross-functional placements with all League committees, projects, and fund raisers to determine the most effective communication tools, and devise and execute promotional strategies. Write or assist in scheduling press releases, feature articles, public service announcements, etc. Develop and implement a public relations annual calendar for the organization. Works under the direction of the Public Relations/ Marketing Coordinator. This is a great opportunity to help shape the how the League is perceived in the community.
- **Commitment**  
Participate in monthly council meetings and additional project/committee meetings as needed. 1-2 hours /week. Possibly more around League fundraisers (i.e., Poinsettia Place)
- **Volunteers needed: 2**

### Feature Writer

- **Placement Description**  
Work with the *Update* Editor to identify feature story ideas for the *Update and eUpdate*. Submit copy for publication. A great way for writers to further polish their skills.
- **Commitment**  
2 hours/week. Possibly more during production week.
- **Volunteers needed: 2**

### Web Site Editor

- **Placement Description**  
Work with the Communications Director to enhance and update The JLC's Web site. Submit copy and post copy to the Web site. A creative way to present the League to members and the community.
- **Commitment**  
2-3 hours/week.
- **Volunteers needed: 2**

## Photographer

- **Placement Description**  
Photograph different facets of The JLC—membership meetings, trainings, members at projects, etc.—to create an accurate visual portrayal of the League for use in the newsletter, Web site, and P/R activities. Also responsible for creating and maintaining a picture file for future League use. Be a part of capturing history!
- **Commitment**  
Expected to cover (or arrange for coverage) at all JLC activities. The time commitment varies depending upon the activities of the League.
- **Volunteers needed:** 1

## Community Council

*All members of The JLC are welcomed and encouraged to participate in all Community Council Projects*

### Community Projects 2008-2009

#### **Be Fit, Be Fine Community Forum**

This project brings together organizations within the greater Cleveland community that are working in areas of fitness, nutrition, and body image. This is the project for you if you are interested in a project that has community-wide impact by:

- pulling together the community organizations that are working in the Signature Initiative fields of fitness, nutrition, and body image.
- working to identify the ways these organizations may work together and/or work more effectively, either individually or together.
- “marketing” The JLC across the community organizations involved in the Signature Initiative areas of focus.
- assisting in identifying areas of opportunity for The JLC to work within the Cleveland community to address childhood fitness, nutrition, and body image.

Project members will assist in facilitating the Alliance of multiple organizations to address the needs in the community. You will also work closely with CRDC to identify areas of opportunities for new projects.

**Commitment:** The Forum committee meets two to three hours each month. Committee members will also be expected to attend Alliance meetings and The Forum meetings which will take place primarily in the evenings. This project is active throughout The JLC year as well as the summer.

**Volunteers needed:** 5

### **Children's Museum Exhibit**

This project will continue the League's commitment to the education of children about nutrition and fitness. This is an exciting opportunity to partner with the Children's Museum by:

- Bringing the Children's Museum traveling exhibit "Healthier Ever After" to locations within the community and working with the museum to develop new outreach programming.
- Working with the Cleveland Clinic and the Children's Museum to further the progress of Food is Knowledge, an initiative we have been working on for two years with the Clinic.
- Continuing our current projects which include Bodies and Minds (BAM) "hands on" volunteer opportunities and AJLI's Kids in the Kitchen which teaches children about the importance of eating a healthy, balanced diet and exercising on a regular basis.

**Commitment:** The committee meets 3 – 5 hours per month primarily in the evening or on weekends.

**Volunteers needed:** 20

### **The Junior League of Cleveland, Inc. Scholarship Fund**

This project has the potential to provide continued visibility for The JLC and its mission. It is an excellent blending of Actives and Sustainers working towards a common goal to enrich the educational futures of women by;

- Providing scholarship support for non-traditional women seeking to further educational and/or career training.
- Providing awards that may be used for tuition, transportation, supplies, childcare, etc.
- Establishing the Cathleen Lane Fund.

The relationships built with partner institutions have created a positive awareness of The JLC as well as enthusiastic feedback of the application process.

**Commitment:** Meetings are called as needed, but generally the committee meets 6 times each year. Work between the meetings is handled via phone and email. More meetings may be needed during the selection period.

**Volunteers needed:** 5

### **Immediate Impact**

This new project will provide hands on volunteer opportunities at Huron Hospital's Stork's Nest, which offers monthly prenatal educational programs to young women impacted by socioeconomic difficulty. Committee members will:

- Organize and coordinate volunteer opportunities for JLC members to volunteer at the Stork's Nest store where they will register participants, serve lunch, and help shoppers select necessary baby items
- Research new opportunities for immediate impact in the community

**Commitment:** Committee members will meet 1 – 3 hours monthly, mostly in the evenings and on Saturdays when the Stork's Nest is open.

**Volunteers Needed:** 5

## Community Council Committees

### **Community Research and Development (CRDC)**

- **Placement Description**  
Research and develop new project ideas for the League. Requires reaching out to community organizations. This is a great way to have input on the direction of The JLC's community service
- **Commitment**  
1 meeting per month with the full committee and small group meetings as needed. Must have enthusiasm, ideas, and good strategic vision. Past community involvement is helpful.
- **Volunteers needed:** 5

### **Project Assessment Committee (PAC)**

- **Placement Description**  
Responsible for the review and evaluation of all new and existing projects and funding proposals, allocation of designated funds, and making recommendations to the Board of Directors for approval. This is an exciting opportunity to learn more about the League's current projects and the process of developing new projects.

This committee is composed of the Chair, 2 Active or Senior Active members, Community Director, Project Management Coordinator, Community Research and Development Coordinator, and representatives from the following councils: Communication, Training, Finance, Fund Development, Membership, and Sustainer.

- **Commitment**  
Attend committee meetings to review current projects and new project proposals. Meetings are most frequent from December – February. Review one or two of the League's current projects.
- Volunteers needed:** 2

### **Finance Council Finance Committee**

- **Placement Description**  
Oversees all JLC financial activities including dues collection, annual budget and audit, investments, insurance, cash flow, and financial statements. Works closely with Board members and project and event chairs. Excellent training for other leadership positions within the League.
- **Commitment**  
Meetings are held every two months throughout the year and more as the budget process is taking place.
- **Volunteers needed:** 1

## **Fund Development Council**

### **Poinsettia Fundraiser**

- **Placement Description**  
Plan and implement the League's main fundraiser, Poinsettia Place, a holiday boutique held in November. This committee will comprise such subcommittees as entertainment, decorations, corporate sponsorship, public relations, logistics, luncheon, girls' night out, and afternoon tea.
- **Commitment**  
The committee will determine the final calendar of meetings. Planning will begin immediately and continue through the summer. Meetings will be more frequent as the event draws closer.
- **Volunteers needed:** 20

### **Other special events Fundraisers**

- **Placement Description**  
Plan and implement the League's smaller fundraisers including Derby Days, Wine Party at Saks 5<sup>th</sup> Avenue, and develop other small fundraisers to raise awareness for the JLC and expand funding sources. This committee will comprise such subcommittees as entertainment, decorations, corporate sponsorship, public relations, logistics, luncheon, girls' night out, and afternoon tea.
- **Commitment**  
The committee will meet monthly to plan fundraising events. Committee will meet more frequently prior to fundraiser. The committee will also attend council night to educate themselves on the funding needs of the League and to educate other councils and committees on the role of this committee.
- **Volunteers needed:** 12

### **Gifts and Grants Committee**

- **Placement Description**  
Responsible for coordinating the Annual Fund appeal and for developing grant requests to local corporations and foundations. Will need to become familiar with the Grants Library located in downtown Cleveland and be available to other councils and committees of the League on an "as needed" basis. Committee will consist of annual fund drive, recognition program, researching and writing grants, JLC's planned giving, and corporate giving program. Also responsible for the League's Tribute/Memorial Fund. The committee will also track gifts and use their

creative communication skills to educate League members of the many ways to pay tribute to others, such as birthdays, Mother's Day, etc.

- **Commitment**  
The committee will meet monthly to assess funding needs and plan grants based on foundation timelines. The committee will also attend council night to educate themselves on the funding needs of the League and to educate other councils and committees on the role of this committee.
- **Volunteers needed:** 6

## **Membership Council**

### **Membership Meetings Committee**

- **Placement Description**  
Works with the President, Membership Director, councils and Committees to coordinate monthly membership meetings which enhance and highlight the work of The JLC. Responsible for securing the location, approving the physical set-up of the meeting, coordinating refreshments, finalizing arrangements with the speaker, and compiling evaluation results. The committee is also responsible for sign-in at meetings and will act as hostesses for the meeting. This is a great placement for members who like to plan events, want to learn how to plan events, and want to get to know more people in the League.
- **Commitment**  
Committee will meet approximately 4 times per year to plan meetings and attend monthly council meetings. Members will also attend general membership meetings.
- **Volunteers needed:** 2

### **Membership Retention Committee**

- **Placement Description**  
Plans and executes opportunities for members to spend time together working on a service project in the community or enjoying an evening of cocktails and conversation. The committee will organize a variety of events ranging from an elegant wine tasting to a service trip to the Cleveland Food Bank. The committee also will develop focus groups and distribute surveys to help determine the needs of our growing organizations. If you are fun-spirited, committed, love to meet new people, and well-organized, we need you!
- **Commitment**  
Committee will meet monthly throughout the JLC programming year. Members will research potential events to bring to the committee and will produce fall/winter and winter/spring flyers with the event information.
- **Volunteers needed:** 1 chair and 4 members

## **Training Council**

- **Placement Description**

The JLC is the premier volunteer training organization and the Training Council makes it all happen with bright, dynamic members who create programs conducive to fun and learning. The Training Council is responsible for designing and implementing a training program for all members that focuses on the needs of the membership for growth and development in both their personal, professional and nonprofit endeavors. In 2008-2009, the Training Council will be responsible for planning and implementing the Leadership Institute, a monthly training program for all members, training(s) for leadership of The JLC, and bi-monthly Provisional trainings in conjunction with the Provisional Committee. Also, the Training Council will work with The JLC's Historian to educate the membership about JLC history, primarily at General Membership Meetings.

- **Commitment**

Attend a transitional and planning meeting in May to prepare for Leadership Day with outgoing Training Council. Attend monthly council meetings beginning in June to plan the Leadership Institute and Provisional program trainings. Possible limited work outside of meetings during summer months to secure trainings, collaborate with the Provisional program leadership and to prepare Leadership Institute booklet. Research and develop new ideas related to Leadership Institute or other training opportunities for all members. Act as greeter/facilitator at educational offerings and compile evaluation results.

**Volunteers needed: 8**