

Establishing a New VFRW Club (For VFRW District Representatives)

I. Recruitment

- A. Visit local committee meetings
 - Ask Committee Chair for a few minutes at their next meeting.
- B. Place an announcement in local papers.
- C. Post a notice in local Victory Centers

II. Speak about the advantages of joining a Federated Club

- A. Notify VFRW President and 2nd Vice President of intent to establish a new club.
- B. Membership in the largest women's political organization in America
 - Dues provide membership not only to your local club but also to the Virginia Federation of Republican Women (VFRW) <http://vfrw.org/> and the National Federation of Republican Women (NFRW) <http://www.nfrw.org/>
- C. Effective leadership training
 - NFRW Campaign Management School http://nfrw.org/programs/political_education.htm
 - VFRW Leadership Training for club presidents and officers <http://vfrw.org/leadership-training/>
 - Plus many connections to other Republican and Leadership training institutes and seminars.
- D. Scholarships
 - NFRW National Pathfinder Scholarship
The three annual scholarships of \$2,500 provide financial assistance and support to women seeking undergraduate or graduate degrees.
<http://www.nfrw.org/documents/awards/pathfinder.pdf>
 - Betty Rendel Scholarship
The three annual scholarships of \$1,000 are awarded to female undergraduates who are majoring in political science, government or economics and have successfully completed at least two years of college coursework.
<http://www.nfrw.org/documents/awards/rendel.pdf>
 - VFRW Political Studies Scholarships
The VFRW awards three \$1,000 scholarships annually to young women who are undergraduate or graduate students enrolled in an accredited Virginia college or university, studying government, political science, or law.
<http://vfrw.org/programs/scholarships-awards/>

E. Recognition

- As a member of the largest women's political organization in America, elected officials and candidates know that you are a serious asset to their careers and campaigns.
- Newspapers and other media recognize the Federation as a group of dedicated women who are actively working to increase the effectiveness of women in the cause of good government through involvement in political activities.
- VFRW Annual Convention including prominent speakers, workshops and special recognition awards for clubs and individuals.

III. Have handouts to give them an idea of what you are talking about.

A. Among the handouts include an explanation of some of the advantages of belonging to the Federation as listed in Section II.

B. Included a copy of the Presidents Guidelines for planning meetings and activities. Explain that it doesn't mean that clubs are required to complete everything on the list. It is merely a means of Award Recognition for those who do complete them and a measurement of the contributions women make to the political process.

http://vfrw.org/wp-content/uploads/2013/06/VFRW_GUIDELINES_FOR_2013_PROPOSED-1.pdf

- The NFRW has achievement awards they can participate in as well as a Checklist for Success with helpful tips. Suggest these links on the NFRW website

<http://www.nfrw.org/documents/awards/achievement.pdf>

http://www.nfrw.org/membersonly/units/new_presidents.htm

- Explain the criteria for establishing a new club is
 1. Must have 10 members or more
 2. All must support the Republican Creed
 3. Should commit to attending regular meetings
 4. Must be willing to support Republican candidates
 5. Must have New Club Package to the VFRW President no less than 30 days prior to the next Board of Director's meeting.

IV. Help prepare Bylaws.

A. It is very helpful if you give them a copy of either your club's

bylaws (if they are up to date) or the latest version of the VFRW bylaws to use as a template.

- Decide on a club name, preferably beginning with or ending with "Republican Women"
 - Review bylaws and standing rules with the president.
 - Advise of the difference between the bylaws and the standing rules.
 - Explain how to set their annual dues, keeping in mind they should cover the VFRW & NFRW dues as well as the annual \$30 fee to the VFRW. (Sum # of members x VFRW dues + Woman's Candidate Fund then add annual service charge. Divide total by # of members)
- <http://vfrw.org/wp-content/uploads/2014/02/VFRW-Bylaws-Apr14-2013-FINAL.pdf>

B. Club members should vote to approve the final draft of the bylaws and standing rules.

V. **Complete required paperwork as discussed on the NFRW Website.**

A. Create membership application (suggestions on website)

- Use applications to make a membership list with Name, Address, Phone numbers and Email addresses.
It is useful to create this list in an Excel format which can be easily updated.

B. Complete the Charter Application

- Found on NFRW website.
<http://www.nfrw.org/documents/membership/charter.pdf>
- Prepare check from club's treasurer as calculated on Charter Application form
- List club officers <http://vfrw.org/members-only/>

C. Club President - prepare a Letter of Intent to use as a cover letter for Application Package.

<http://www.nfrw.org/documents/membership/letterofintent.pdf>

D. District Representative – prepare a Letter of Recommendation to accompany package.

- Be sure **to ask the** VFRW President **has made to make** time for a vote at the next Board **meeting no less than 30 days prior to meeting.**
- Be prepared to speak on behalf of the new club at the BOD meeting
- Invite prospective members to the Board meeting and introduce them to the membership.

VFRW Link to the NFRW

