

WELCOME TO THE GRIFFIN-SPALDING HISTORICAL SOCIETY JUNIOR GUILD

On the following pages you will find a listing of all Advisory Board members along with ways in which you may contact them – regular mail, telephone, and e-mail. Page 5 contains important dates. Please note these dates on your calendars. We do not usually have trouble with girls forgetting a dance, but Guild meetings are very important, too, and if missed, penalty hours will be assigned. The deadline for Yuletide Ball service hours is important also.

Please **consult this book when you have questions**. If you are still unable to find answers, **then** call your advisors.

This year will offer you a variety of opportunities to serve your community. The following list will be helpful in scheduling your volunteer service hours, but it is not a complete list. Opportunities for hours will arise during the school year and you will be contacted to see if you wish to serve.

It cannot be stressed too strongly that girls should begin immediately to earn service hours. All sophomore and junior girls must complete a minimum of 6 service hours no later than November 15, 2008 at 6:00 PM and Senior girls must have a minimum of 12 hours by this date. You are responsible for **promptly reporting your service hours** to your hours' advisor. In order to receive credit for your hours, you must be sure to sign in and sign out, and if required, get your volunteer supervisor to initial the sign-out sheet at your volunteer site. Keep a record of your service hours with dates and times for yourself. We have provided a log sheet for this purpose on page 2. It is a good idea to verify your cumulative total of hours with your hours' advisor on a regular basis. It is your responsibility to serve and report your hours in a timely manner. If your schedule prohibited you from working pre-planning with the schools, you need to get busy contacting Stepping Stones or the Food Pantry. Under NO circumstances may anyone miss school to achieve hours.

If you are unable to work where you are scheduled, you must find a replacement. Then call or email your Guild mom and let her know about the change. In accordance with the Junior Guild by-laws, failure to complete specific hours to which a member has agreed to work without finding a replacement and contacting her hours' advisor will result in the addition of extra service hours equal to the hours missed.

Example: You have signed up to work Main Street Players, but you have a huge test to study for and just cannot take time out from your studies. Call a fellow Guild member and arrange for her to take your place. Then call your hours' advisor and tell her who will work in your place. The replacement also needs to call the hours' advisor to verify that she accepted the placement.

1. If you do not call your Guild mom and the girl you got to take your place does not show up, then **you** are penalized the hours that are missed.
2. If you do call your Guild mom and the girl you got to take your place does not show up, then **she** is penalized the hours that are missed.

As you work in different areas, it is our hope for you that you will learn to give of yourself to your community, broaden your horizons, and continue this throughout your life. Service hours are not intended to be a burden. They can be great fun with the right attitude! By facing challenges, we grow into better people.

Junior Guild Service Opportunities 2009-2010

Main Street Players (3 hours) - Girls serve as ushers on several dates throughout the year. Sign-up sheets will be available at each Guild meeting. Please wear a black top and pants. (770) 229-9916

Five Loaves and Two Fish Food Pantry – Volunteers are needed to work Monday and Wednesday from 2:00 – 4:00, Tuesday and Thursday from 10:00 – 2:00 and 5:00-6:00, and Saturday mornings from 10-12. The Food Pantry is located at 125 North 10th Street.

GARC – each class will give a party – see dates on calendar. Three hours may be earned for this activity in the following manner: 1 hour for attending the party; 1 hour for bringing refreshments; ½ hour for set up and ½ hour for clean up. Contact person for arranging a date for the party is Lisa Sassaman at 770-228-9919. Hours: Monday – Friday, 8 am – 4 pm

Stepping Stones – Varied opportunities during the year. Stepping Stones is located at 141 Futral Road. You can work daily from 8:30 – 4:30. Contact Mrs. Bonnie Brown or Mrs. Saralynn Fountain at 229-5511 to schedule work assignments. Duties will include assisting teachers, assisting children with computers, field trips, supervising outside play, putting on socks and tying shoes, etc. Be sure to sign in and out on the Junior Guild sign-in list.

Run for Griffin – last Saturday in March

Griffin Historical Society – Varied opportunities for Historical Society functions. For information contact Kay Landham (770-229-2432, gshsisto@bellsouth.net)

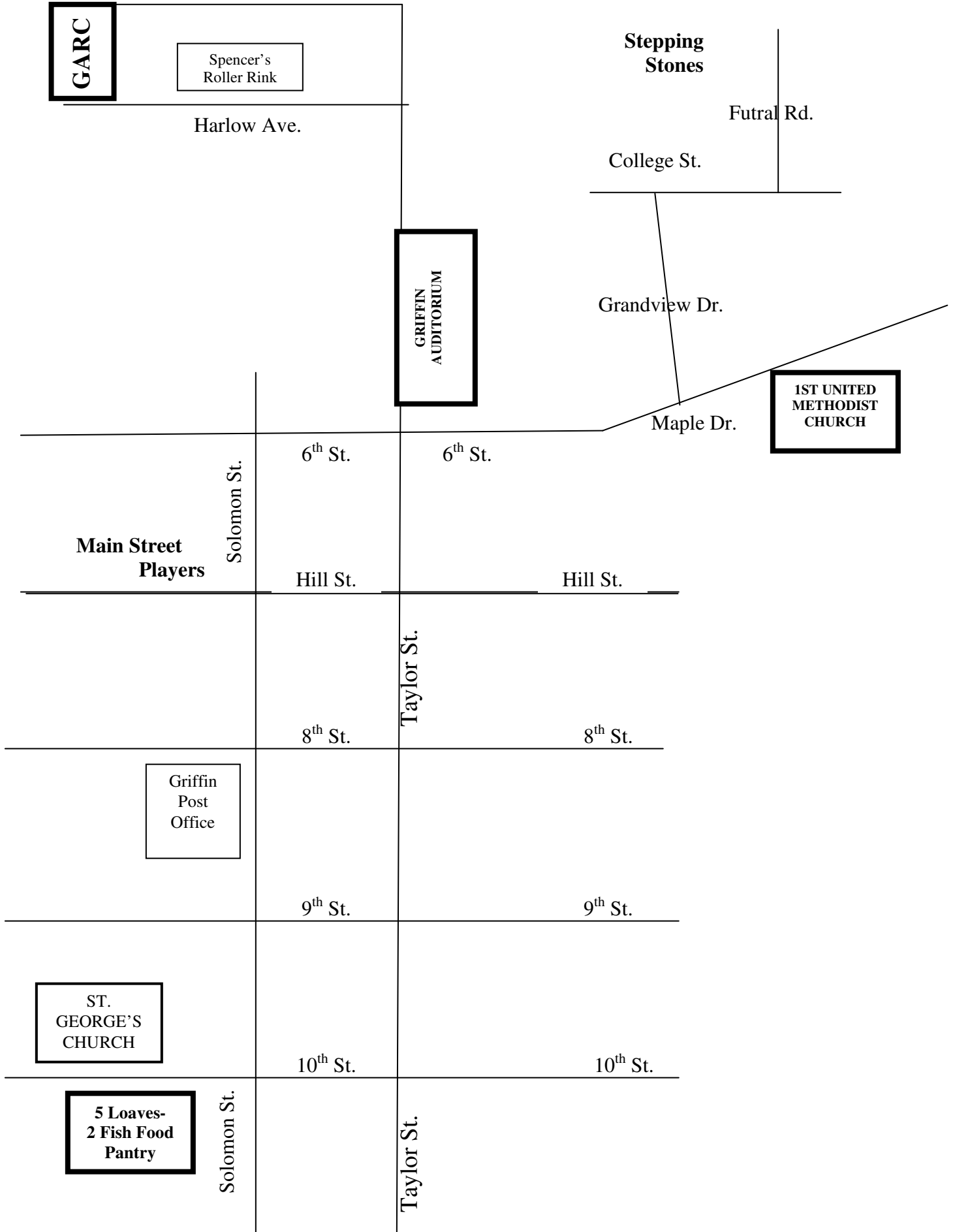
Other assignments will be made available by the Guild board such as: Pre-planning, school festivals, Salvation Army, and Rotary Tour of Homes, etc. Members will be contacted as needed for these board-sanctioned activities.

It is mandatory that 2 of your 12 hours are completed at the Food Pantry.

REMEMBER THAT ONLY BOARD SANCTIONED ACTIVITIES WILL EARN SERVICE HOURS!

You may not earn hours for 2 different organizations at the same time.

MAP OF 2009-2010 SERVICE OPPORTUNITIES



Junior Guild Calendar 2009-2010

July 28-July 30	Pre-planning— Crescent Elementary Orrs Elementary Futral Road Elementary Jackson Road Elementary Rehobeth Road Middle
August 16	Mother –Daughter Tea Bailey-Tebault House 2:00 PM—Sophomores 3:00 PM—Juniors and Seniors Senior Class is in charge of refreshments Sign up for placements through September 20, 2009
September 20	Sign up for placements through November 15 Bring \$50.00 Dance Fee or mail it to Mrs. William Ward 821 Maple Drive, Griffin, GA 30224
October 27	GARC Halloween Party Junior Class
November 7	Fall Dance Sophomore Class
November 15	Junior Guild Meeting Bailey-Tebault House 2:00 Junior refreshments and program Sign up for placement through December 31, 2008 All HOURS must be COMPLETED and reported by 6:00pm for Yuletide Ball invitation to be issued. Seniors must have 12 hours completed. Juniors and Sophomores must have 6 hours completed.
December TBA	GARC Christmas Party Senior Class
December 19	Yuletide Ball Presentation of Seniors (Senior parents invited)

- January 10, 2010 Junior Guild Meeting
Bailey-Tebault House
2:00 PM
3:00PM Informational meeting for upcoming Sophomores
Placements through the end of March 14, 2010
- February 9, 2007 GARC Valentine Party
Sophomore Class
- March 14 Junior Guild Meeting
Bailey-Tebault House 2:00
Elections
Sophomore refreshments and program
Sign up for placements through May 1st
- May 1** All hours must be completed and reported by 6:00 PM to be issued
invitation for the 2010-2011 year.
Deadline to join the Historical Society

**2009-2010
Junior Guild Advisory Board**

Senior Advisory Board:

Teresa Copeland- Chairperson 136 Four Oaks Dr. Griffin, GA 30224 teresa_copeland@comcast.net	770-227-2476 Cell: 770-365-8809
Harriet Newton-Vice-Chairperson 16 Stillwater Trace Griffin, GA 30223 mountainnewton@aol.com	770-227-0031 Cell: 770-468-8005
Lynn Rakestraw-Secretary 1144 Sage Dr. Griffin, GA 30224 Lynn.Rakestraw@verizonwireless.com	770-227-7774 Cell: 770-359-9347
Donna Thacker-Placements 132 Four Oaks Dr. Griffin, GA 30224 thacker.donna@gmail.com	770-229-1754 Cell: 678-438-8021

Junior Advisory Board:

Susan Murray 427 Audubon Circle Griffin, GA 30223 Sfmusc82@aol.com	770-468-5575
Tracy Mabbett 227 Westchester Dr. Griffin, GA 30223 hmabb@aol.com	770-815-7513
Robin Hearn 826 Hanover Dr. Griffin, GA 30224 timjhearn@bellsouth.net	770-227-3607 Cell: 770-722-4799
Julia Willis 682 Brook Circle Griffin, GA 30224 Jwillis822@aol.com	770-367-0703

Sophomore Advisory Board

Lisa Moore
716 E. College St.
Griffin, GA 30224
Moore2052@bellsouth.net

770-227-2052
Cell: 770-584-2052

Allison Moore
213 Laramie Rd.
Griffin, GA 30224
Allijeff_89@yahoo.com

770-229-9353

Kay Harris
2050 S. 6th St. Ext.
Griffin, GA 30224
Kharris7525@yahoo.com

770-229-1022

Sheryl O'Brien
544 6th St.
Griffin, GA 30224
Sherylob@gmail.com

770-229-8430
Cell: 770-468-8430

April Wilson
810 Maple Dr.
Griffin, GA 30224
april@murraycompanyrealtors.com

678-794-1344

Treasurer - Representative to the Historical Society:

Christy Ward
821 Maple Dr.
Griffin, GA 30224
crmward@yahoo.com
christyward@bellsouth.net

404-713-9060

Griffin Spalding Historical Society:

Kay Landham
P.O. Box 196, Griffin, GA 30224
FAX: 770-229-2707
E-mail: gshistso@bellsouth.net

770-229-2432

BY-LAWS of the JUNIOR GUILD

GRIFFIN SPALDING HISTORICAL SOCIETY

ARTICLE I.

- NAME:** The name of this organization shall be the Junior Guild of the Griffin Spalding Historical Society.
- PURPOSE:** The purpose of this organization shall be to support the Griffin Spalding Historical Society in its activities and provide opportunities for community service for Guild members.
- PHILOSOPHY:** Service hours shall be earned as a result of service rendered. Social events are a reward for having performed community service, and while only twelve hours per year are required of each member, it is hoped that Junior Guild members will be willing to work additional hours beyond the minimum requirement, as necessary, in the interest of Guild philosophy. Every effort will be made to consider and accommodate the needs of the various community groups, which our organization serves.

ARTICLE II.

Section 1: MEMBERSHIP: The membership of Junior Guild shall be composed of young ladies in their sophomore, junior, and senior years of high school whose parents are members in good standing of the Griffin Spalding Historical Society on May 1 of each year (family membership required). Historical Society membership is renewable in January of each year.

Section 2: Invitations shall be extended annually to all eligible young ladies. Any Guild member whose previous year's service and financial record is not satisfactory as of May 1 is not eligible to be invited to membership in any subsequent year.

Section 3: The annual Guild dues shall accompany one's acceptance within the specified deadline of an invitation.

Section 4: Resignations shall be made in writing, addressed to the Chairman of the Advisory Board. With the Board's approval, a member may resign in good standing provided dues have been paid, service hours are complete, and fundraiser responsibilities are current. She will be eligible to join the following year. A member who resigns not in good standing may not rejoin.

ARTICLE III.

Section 1: OFFICERS: The officers of the Junior Guild shall be president, vice-president, and secretary. The president and secretary shall be from the senior class and the vice-president shall be from the junior class. The officers shall perform the duties prescribed by these by-laws and as directed by the Advisory Board. There will be two representatives on the scrapbook committee.

Section 2: At the last regular spring meeting, candidates for each office shall be nominated and elected by secret ballot to serve one year.

Section 4: The president shall preside at all membership meetings, and shall serve as official Guild representative.

Section 5: The vice-president shall be responsible for keeping a scrapbook and may earn up to three hours. Committee members will also earn a maximum of three hours. The scrapbook should be completed by the September meeting of the following year. The hours earned will be applied to the next year of service.

Section 6: The secretary shall keep minutes and check rolls at all membership meetings and handle correspondence as directed by the Advisory Board.

ARTICLE IV.

Section 1: Five meetings of the Guild membership shall be held each year with one meeting being historical in nature.

Section 2: Attendance at each meeting **is required**. Members are expected to arrive on time and stay for the entire meeting. Hours are not earned for attending, but members will be penalized one hour for not attending. It shall be your responsibility to make up one hour of service work, except in the event of a death in the family.

Section 3: Advance notice shall be given of each general meeting. These meetings are specified in the handbook that is issued at the August meeting. Special meetings may be called by the President and/or the Advisory Board, provided at least three days' notice is given.

Section 4: All mothers of new Guild members shall be invited to attend the Mother-Daughter Tea in August of each year.

ARTICLE V.

Section 1: THE ADVISORY BOARD: The Advisory Board shall be composed of mothers of four girls in each of the sophomore, junior, and senior classes and a liaison from the board of the Griffin Spalding Historical Society. The board shall have the responsibility for the general operation of the organization. A senior class member of the Advisory Board shall serve as President, Vice-President, and Secretary. The senior class member of the board who serves as President shall serve as overall coordinator for the service hours, with each Guild mom maintaining a record of hours worked by girls in her class. The chairman of the Advisory Board and the chairpersons of each class shall serve as the Executive Committee, and may make administrative decisions between Advisory Board meetings as needed.

Section 2: The Advisory Board shall supervise the affairs of the Guild, fix the date, hour, and place of the meetings and social functions, make recommendations to the Historical Society, and perform other duties as specified by these by-laws.

Section 3: Regular meetings of the Advisory Board shall be held as called by the Advisory Board Chairman. She shall preside at all these meetings.

Section 4: Board members will serve on the board as long as their daughters are members of the Junior Guild.

Section 5: Each year, no later than the January Advisory Board meeting, four mothers of girls in the rising sophomore class shall be nominated to the Advisory Board for the following year. These mothers and their spouses or escorts shall attend the spring function as chaperones to assist in the supervision during the entire party.

Section 6: The Junior Class Advisors will be in charge of the Yuletide Ball. Sophomore Advisors will provide the reception at the Bailey-Tebault House on the night of the Yuletide Ball. All Advisory Board members shall serve as chaperones at this dance.

Section 7: Sophomore Class Advisors will arrange an additional dance (note: the Senior girls will be allowed to choose the theme of the additional dance and will vote at the beginning of the year for the dance theme). New Sophomore Class Advisors shall serve as chaperones to allow them to gain first-hand knowledge in preparation for their dance the next year.

Section 8: Mothers of rising sophomore girls who will become Advisory Board Members the following year should attend the spring Advisory Board Meeting to be briefed on their upcoming duties.

ARTICLE VI.

Section 1:

PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Guild may adopt.

ARTICLE VII.

Section 1:

AMENDMENT OF BY-LAWS: These by-laws may be amended or revised by the Junior Guild Advisory Board, as it deems necessary.

ARTICLE VIII.

Section 1: STANDING RULES:

1. Meetings:

Attendance at each regular meeting of the Guild is required. See Article IV, Section 2.

2. Participation in Fund-Raising Efforts. Each Junior Guild member is expected to participate in any fund-raising effort by the Guild if applicable. All monetary obligations must be paid in full by the November meeting.

3. Community Service. The purpose of working community service hours is multipurpose: to serve the community at large by helping those less fortunate than ourselves, and to instill the desire to return something to our community and to learn the work ethic of service.

A. Opportunities for service shall be made available by the Advisory Board. Any service project undertaken by the Guild must have prior approval by the Advisory Board.

1. School Service Hours shall be extended to all girls. Service Hours earned at pre-planning shall be limited so that other Organizations, such as Stepping Stones, GARC, and the Food Pantry, do not suffer. Only schools designated by the Advisory Board will earn service hours for Guild credit. Pre-planning hours are available with the following stipulations:

Senior girls may earn twelve or more hours with pre-planning.

Junior girls may earn up to six hours with pre-planning.

Sophomore girls may earn up to three hours with pre-planning.

Designated Schools 2009- 2010

Futral Road Elementary

Orrs Elementary

Jackson Road Elementary

Crescent Elementary

St. George's Episcopal School

- B.** Each Guild member shall work a minimum of twelve (12) volunteer service hours each Guild year. Juniors and Sophomores must complete at least half of these hours (6) before November 15 and Seniors must complete at least twelve (12) hours before November 15 in order to receive an invitation to the Yuletide Ball. Each guild member will be required to have 3 completed service hours to attend the additional dance.
- C.** To attend the Yuletide Ball, each member must be in good standing, having worked the appropriate number of service hours as designated by their class level, and have paid all associated dues and fund-raising costs assessed prior to the November 15th deadline.
- D.** Members who do not complete **and report** hours to their hours advisor within the time frame specified (May 1) will not be invited to join the Junior Guild the following year.
- E.** The member who works the greatest number of hours beyond thirty shall be presented the "Outstanding Service Award". Her name will be engraved on the plaque that hangs at the Bailey-Tebault House and she will receive one hundred dollars from the Junior Guild.
- F.** GARC parties will earn the following hours: 1 hour for attending the party; 1/2 hour for both set up and clean up; 1 hour for refreshments = 3 service hours.
- G.** If the Griffin-Spalding Historical Society requests the assistance of Junior Guild at a Historical Society function over the summer (occurring after the May 1 hours deadline and before the pre-planning service opportunity), the Advisory Board will attempt to fill such a request by offering the opportunity to all returning Senior Class members. Any hours earned in this manner will be applied toward the upcoming year's service requirement.

4. Reporting Hours Worked.

Sign-in sheets will be available at most service activities. Guild members are responsible for signing these sheets as directed by the person in charge of the activity.

The Guild members should report hours within one week to their advisor.

- 5. Service Responsibility.** The class hours' advisor will keep a list of service opportunities, and will contact Guild members regarding events as needed. Once a Guild member has agreed to work a service project, should she later find that she is unable to work the project as arranged with the chairperson, it shall be the GUILD MEMBER'S responsibility to find a replacement, **and to notify her class hours' chairperson regarding her replacement.** Failure to complete service hours to which a member has agreed to work without finding a replacement and/or contacting the class hours' chairperson will result in the addition of extra service hours equal to the hours missed. See Article VIII, 3B for specific dates on hours required.

6. Membership Dues.

Annual dues for the Junior Guild shall be \$150.00. Dues are non-refundable.

7. Information Meeting.

The service and attendance requirements shall be explained and presented in writing to all Junior Guild members at the August meeting.

8. Behavior.

Junior Guild members must remember that they are representatives of the Griffin Spalding Historical Society. Appropriate behavior is expected. Behavior that is less than exemplary at any Junior Guild or Griffin Spalding Historical Society event will constitute grounds for immediate expulsion after review by the Guild Board.

9. Responsibilities of Each Class.

A. Sophomore Class - Reception prior to Yuletide Ball at the Bailey-Tebault House, Chaperones for Yuletide Ball.

All girls are required to sign their own name upon arrival and sign out when leaving. Parents of girls arriving late or leaving early will be called.

GARC party - All girls are strongly encouraged to participate in the GARC Valentine's Party.

The Sophomore Class is in charge of the March Jr. Guild meeting.

B. Junior Class - Membership/invitations during the summer between sophomore and junior years; Yuletide Ball- **All girls are required to help decorate for the dance whether they are attending the dance or not. No hours are given for this service. If you are unable to participate in decorating for the dance, you must make up two hours of service.** All girls are required to sign their own name upon arrival and sign out when leaving. Parents of girls arriving late or leaving early will be called.

GARC party - All girls are strongly encouraged to participate in the GARC Halloween Party.

The Junior Class is in charge of the November Jr. Guild meeting.

C. Senior Class –

Chooses the theme of the additional dance.

Mother/Daughter Tea.

Publication of handbook.

Chairman of the Guild Advisory Board.

Service Hours Coordinator

Chaperones for Yuletide Ball

GARC party - All girls are strongly encouraged to participate in the GARC Christmas Party.

The Senior Class is in charge of the August Jr. Guild meeting.

ALL JUNIOR GUILD MEMBERS ARE EXPECTED TO ARRIVE ON TIME FOR THE DANCES AND REMAIN THERE UNTIL THE DANCES ARE OVER UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

10. **Appropriate Dress for Meetings.** Appropriate dress for ALL five Sunday afternoon Junior Guild meetings shall be Sunday dress unless otherwise notified.
11. **Junior Guild Scholarship:** the Junior Guild based on the following qualifications will award a \$500 scholarship each year:
1. Must be a senior
 2. Must be a female
 3. Must have completed 12 hours per year of community service for 3 consecutive years in the Spalding County area.
 4. Must be able to document the community service.
 5. Must write an essay entitled “What My Service in This Community has Meant to Me”.
 6. Application must be submitted by March 15th of each year.
 7. Must be a member in good standing of the Junior Guild of the Griffin-Spalding Historical Society.

The selection will be made as follows:

1. Judges will be chosen from the Board of Directors of the Griffin Spalding Historical Society.
2. The essays will be numbered in such a way that no judge will have knowledge to whom entries belong.
3. The check will be issued upon receipt of proof of registration in a college, university, or trade school beyond high school level. The funds are to be used for tuition, books, or room and board.
4. Selections will be made by May 1st of each year.
5. The decision of the judges from the Griffin Spalding Historical Society is final.

JUNIOR GUILD SPONSORED SCHOLARSHIP APPLICATION FORM

Amount - \$500

Purpose – Remembering the past but investing in the future

Requirements-

1. Must be a senior and a member of Junior Guild for 3 years
2. Must be a female
3. Must have completed 12 hours per year of community service for 3 consecutive years
In the Spalding County area.
4. Must be able to document the community service.
5. Must write an essay entitled “What My Service in This Community has Meant to Me”.
6. Application must be submitted by March 15th of each year.
7. Must be a member in good standing of the Junior Guild of the Griffin-Spalding Historical Society.

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Name _____

Address _____

Telephone number _____

Female ____ Yes ____ No

High School Attended _____

Are you a senior? ____ Yes ____ No

Institution under which community service was performed _____

Years in which community service was performed _____

Name and telephone number of person who can verify said community service

Attach your type written essay to this application form and mail it to:

Junior Guild Scholarship Committee
P.O. Box 196
Griffin, GA 30224

Dear Junior Guild Member,

Congratulations on your decision to join, or rejoin Junior Guild. We are confident that your time will be well spent and enjoyable. We have made a few changes, so if you are a returning member, be sure to read through all of your information carefully and don't assume that everything is the same.

Junior Guild has two major facets: service and social. Each girl is required to attend all meetings and to participate in 12 hours of community service. Opportunities for service will be made available by the Board, and only Board-sanctioned activities will count toward the required hours. There are two annual social events—the Fall Dance and the Yuletide Ball. The Fall Dance is a themed event and is paid for by your dues. The Yuletide Ball is a formal Dinner Dance and requires a \$50 ticket per couple for attendance. This covers the cost of the meal and is in lieu of a fundraising event. The dates for these events are as follows:

Fall Dance	Saturday, November 7, 2009
Yuletide Ball	Saturday, December 19, 2009

The first meeting of the year will be a Mother/Daughter Tea on Sunday, August 16, 2009, at 2:00 PM for all Sophomores, and 3:00 PM for all Juniors and Seniors and that Mothers are invited for all three groups. New Junior and Senior members will attend with their respective classes. Everyone should bring a calendar as you will sign up for placements through the end of September.

Your attendance at the Tea and the other four meetings is required. The dress code for all Junior Guild meetings is Sunday Dress. Please do not wear jeans.

The Junior Guild Advisory Board has been working hard to try to make this the best year ever! We are looking forward to all that we have planned and hope you are too. If you have any questions, please feel free to contact one of us.

Teresa Copeland
Chairperson

Kay Landham
GHS

Harriet Newton
Lynn Rakestraw
Robin Hearn
April Wilson

Donna Thacker
Tracy Mabbett
Lisa Moore
Kay Harris

Julia Willis
Susan Murray
Sheryl O'Brien
Allison Moore

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