

**GRIFFIN-SPALDING HISTORICAL SOCIETY
JUNIOR GUILD HANDBOOK
2017-2018**

This year will offer you a variety of opportunities to serve your community. The following information and sign-ups at meetings will be helpful in scheduling your volunteer service hours. Opportunities for hours will arise during the school year and you will be contacted to see if you wish to serve. Be sure to sign up on the Junior Guild Facebook Page. Updates and service hour opportunities will be posted.

On the following pages you will find a listing of all Advisory Board members (Guild Moms) and their contact numbers. **Important dates** are printed in the calendar. Please read carefully and note these dates on your calendars. Remember that Junior Guild Meetings and GARC Parties are mandatory and not attending results in service hour penalties. **Please consult this book when you have questions. If you are still unable to find answers, feel free to call your advisors.**

It is important that you begin earning service hours immediately. **All sophomore and junior girls must complete a minimum of 6 service hours no later than Dec. 1, 2016 at 6:00 PM and senior girls must have a minimum of 12 hours by this date.** You are responsible for reporting your service hours to your Guild Mom. In order to receive credit for your hours, you must be sure to sign in and sign out at events, and if required, get your volunteer supervisor to initial the sign-out sheet at your volunteer site. **Keep a personal record of your service hours with dates and times.** There is a log sheet for this purpose you will be given at the first meeting and is shared in this handbook. It is a good idea to verify your cumulative total of hours with your Guild Moms on a regular basis. It is your responsibility to serve and report your hours in a timely manner. If your schedule prohibits you from working pre-planning with the schools, you need to get busy signing up for other hour opportunities. Under NO circumstances may anyone miss school to achieve hours.

If you are unable to work as 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 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 Junior Guild member and arrange for her to take your place. Then call your advisor and tell her

who will work in your place. The replacement also needs to call the Guild Mom to verify that she accepted the service opportunity.

1. If you do not call your Guild mom and you or your replacement does not serve the hours, then you are docked the total number of hours that are missed and those hours are added to your total service hours required.

2. If you do call your Guild mom and confirm your replacement, and then your replacement does not show up to work as planned, 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!

Junior Guild Service Opportunities 2017-2018

Griffin Area Resource Center – These service hours are required. Each class will give a party – see dates on calendar (Page 4). Three hours are earned for this activity. You are required to bring refreshments and set up, attend the party, and clean up. If you are unable to attend you will be deducted 3 hours.

Griffin Historical Society – There will sign up sheets at Junior Guild Meeting and additional opportunities for Historical Society hours. For information contact Rusty Slider, President of the Griffin Spalding Historical Society at russell.l.slider@gmail.com.

Brightmoor Nursing Home – Volunteers needed for visiting patients, setting up for functions, activities, and parties, and whatever assistance is needed. Contact Terri Moody at (770) 789-7596 for days and times you may be needed prior to visiting. Other assignments will be made available by the Junior Guild board such as: Pre-planning at local elementary schools, school festivals, Salvation Army, and Rotary Tour of Homes. Members will be contacted as needed for these board-sanctioned activities. Remember to look at our Junior Guild Instagram account for updates.

REMEMBER THAT ONLY BOARD SANCTIONED ACTIVITIES WILL EARN SERVICE HOURS!

You may not earn hours for 2 different organizations at the same time. (Example – Hours cannot be earned for both Key Club and Junior Guild at the same time.)

Junior Guild Advisory Board 2017-2018

<u>Jr. Guild Advisory Committee 2017-18</u>		
Senior Moms	Junior Moms	Sophomore Moms
Amanda Franklin 770-468-9099	Suzanne Cumming 770-294-6749	Kelli Bankston 404-538-6478
Laura Geiger 404-473-1102	Marcy Flanagan 404-226-2437	Amy Chambers 770-294-5728
Terri Moody 770-789-7596	Lindsay Johnson 770-351-7685	Angie Copeland 770-714-5498
Nikki Neel 770-468-4801	Stephanie Manley 404-245-0466	Amy Parker 770-519-8963
Denise Waits 770-584-0860	Jennifer Smith 770-584-8980	Meredith Schroeter 770-468-6126

Junior Guild Important Dates for 2017-2018

- August 13** Mother-Daughter Tea Bailey-Tebault House 2:00pm
**Sophomore Members and their mothers, Junior and Senior Members
Seniors in charge of refreshments
Program: 2016-2017 Overview share procedures for collecting hours, group pictures, introduction of Griffin Spalding Historical Society and sign up for placements
- September 12** GARC Back to School Party hosted by Senior Class
- September 17** Junior Guild Meeting at Bailey Tebault House 2:00 p.m.
Juniors in charge of refreshments
Program: Big Sister/Little Sister announcement, Flower Arranging, Sign up for placements
- October TBA** Halloween GARC Party hosted by Juniors (date TBD)
- November 4** ***FALL PARTY*** hosted by Senior Class
- November 12** Junior Guild Meeting at Bailey-Tebault House 2:00
Sophomores in charge of refreshments
Program :Yuletide Ball Etiquette
- ALL HOURS MUST BE COMPLETED AND REPORTED BY 6:00 PM on December 1st. FOR YULETIDE BALL INVITATION TO BE ISSUED**
- SENIORS MUST HAVE 12 HOURS/JUNIORS & SOPHOMORES MUST HAVE 6 HOURS.
- December 16** ***Yuletide Ball-The Club at Shoal Creek*** (hosted by Junior Class)
- January 21** Junior Guild Meeting at Bailey Tebault House 2:00 p.m.
Sophomores in charge of refreshments
Program: Note-writing
- February 1** Senior Junior Guild Scholarship Applications due at 6:00 p.m. to Brittany Stikes, Executive Director of the Griffin Historical Society
- February TBA** GARC Valentine Party hosted by Sophomore Class
- March 11** Junior Guild Meeting at Bailey-Tebault House 2:00
Guild Board hosts refreshments
Election of Officers - Senior Send off - Awards
Sign up for placements through May 1st/Junior refreshments
- **May 1** All hours must be completed and reported by 6:00 p.m. to be issued a Junior Guild invitation for the 2017-2018 year.
- May 4** **Last Blast - Event for Seniors at Bailey Tebault House**

**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 celebration for having performed community service. 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 in the interest of Guild philosophy. Every effort will be made to consider and accommodate the needs of 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. A family membership is 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 and service hours are complete. 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 one representative from each class 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 3: The president shall preside at all membership meetings, and shall serve as official Guild representative.

Section 4: Scrapbook Committee members may earn a maximum of three hours. Additional Junior Guild members helping with scrapbook may also earn a maximum of two hours. The scrapbook for each year should be completed before a new Junior Guild season.

Section 5: 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: Three to five meetings of the Guild membership shall be held each year.

Section 2: Attendance at each meeting is mandatory. 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 COMMITTEE: The Advisory Committee shall be composed of mothers of four girls in each of the sophomore, junior, and senior classes. The committee shall have the responsibility for the general operation of the organization. Advisory Committee senior mothers shall serve as President, Vice-President, and Secretary. The positions of Treasurer and Hours Coordinator shall be appointed from the Junior class mothers on alternating years (ex., Treasurer appointed in 2017 shall serve until spring 2018 and the hours coordinator appointed in 2016 shall serve until spring of 2019). The Advisory Committee senior mother that serves as Hours Coordinator shall handle the service opportunities, with each Guild mom maintaining a record of hours worked by girls in her class. The President of the Advisory Committee and an advisor from the Junior/Sophomore class mothers shall serve as the Executive Committee, and may make administrative decisions between Advisory Board meetings as needed.

Section 2: The Advisory Committee 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 Committee shall be held as called by the President of the Advisory Committee. She shall preside at all these meetings.

Section 4: Advisory Committee members will serve as long as their daughters are members of the Junior Guild.

Section 5: In January of each year, four mothers of girls in the rising sophomore class shall be nominated to the Advisory Committee for the following year.

Section 6: The Junior Class Advisors will be in charge of the Yuletide Ball. All Advisory Committee members shall serve as chaperones at this dance.

Section 7: Senior Class Advisors will host the Fall dance. All Advisors shall serve as chaperones. Any Spring Activity for the Junior Guild will be coordinated by the Sophomore Advisors.

Section 8: Mothers of rising sophomore girls who will become Advisory Committee Members the following year should attend the spring Advisory Committee 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 Committee, as it deems necessary.

ARTICLE VIII.

Section 1: STANDING RULES:

1. **Waiver:** All Junior Guild members will complete a liability waiver (Over the age of 18 or Under the age of 18) annually prior to a guild sponsored event volunteer event. **See both Over the age of 18 and Under the age of 18 Liability Waiver forms at the end of the handbook for completions.

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

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 Committee. Any service project undertaken by the Guild must have prior approval by the Advisory Committee.

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

Senior girls may earn up to 9 hours with pre-planning
Junior girls may earn up to 6 hours with pre-planning.
Sophomore girls may earn up to 3 hours with pre-planning.

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) and seniors must complete at least twelve (12) hours by the November Junior Guild meeting in order to receive an invitation to the Yuletide Ball.

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 assessed prior to the November Junior Guild meeting.

D. Members who do not complete and report hours to their advisors 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. Three hours are earned for the Griffin Area Resource Center (GARC) parties. You are required to bring refreshments and set up, attend the party, and clean up. **Members will be penalized three hours for not attending this event.** It shall be your responsibility to make up an additional three hours of service work, except in the event of a death in the family.

G. If the Griffin-Spalding Historical Society requests the assistance of Junior Guild at a Historical Society function over the summer, the Advisory Committee will attempt to fill such a request by offering the opportunity to all returning Senior Class members and then to returning Juniors. Any hours earned in this manner will be applied toward the upcoming years' 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 Hours Coordinator 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, if she is unable to work as scheduled, the member must find a replacement. The Guild member must call or email her Guild Advisor and let her know about the change. Failure to complete specific hours to which a member has agreed to work without finding a replacement and contacting her advisor will result in the addition of extra service hours equal to the hours missed. See Article VIII, 2B for specific dates on hours required.

6. Membership Dues.

Annual dues for the Junior Guild shall be set by the Junior Guild Advisory Committee based on expenses and membership. 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. Please see the code of conduct below.

JUNIOR GUILD OF THE GRIFFIN HISTORICAL SOCIETY CODE OF CONDUCT

Code of Conduct

Junior Guild is a service-based organization under the umbrella of the Griffin-Spalding Historical Society which enables young girls to fully develop as responsible, productive citizens, to learn manners and proper social behavior, develop skills and values, which will prepare them for a richer career, community and family life. The Junior Guild is an ancillary branch of the Griffin-Spalding Historical Society that is open to daughters of GSHS members in good standing. The purpose of the organization is to support the Griffin Spalding Historical Society in its activities and to provide opportunities for community service. The organization prepares young girls for their life ahead by teaching them the importance of community service and historic preservation through fundraising and volunteerism. Participation in the organization's programs is subject to the observance of the organization's rules and procedures.

The activities outlined below are strictly prohibited while attending or representing any Junior Guild and Historical Society meeting and/or event. Any participant who violates this Code is subject to discipline, up to and including removal from the program.

- Possession or use of alcoholic beverages or illegal drugs on the Historical Society property or at a Junior Guild sponsored event or reporting to the program while under the influence of drugs or alcohol.
- Possession or use of dangerous or unauthorized weapons or materials such as explosives, firearms, weapons or other similar items on Historical Society property or at a Junior Guild sponsored event.
- Defacing, destroying or otherwise intentionally damaging the property of Historical Society or at a Junior Guild sponsored event or a fellow participant, staff member or volunteer.
- Abusive language, discourtesy or rudeness towards a fellow participant, staff member or volunteer.
- Verbal, physical, visual or electronic harassment or bullying of a fellow participant, staff member or volunteer. Actual or threatened violence toward a fellow participant, staff member or volunteer.
- Intentionally discriminating against a fellow participant, staff member or volunteer on the basis of race, gender, age, religion, sexual orientation or disability.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Failing to cooperate with an adult supervisor/leader/mentor.
- Conduct detrimental to the stated goals and purposes of the Junior Guild.

I have read and I fully understand the Junior Guild Code of Conduct set forth hereinabove. By my signature hereto, I consent and agree to abide by the Code of Conduct set forth hereinabove. Further, by my signature hereto, I acknowledge that any violation of the Code of Conduct set forth hereinabove may subject me to discipline, up to and including removal as a participant from the program.

9. Responsibilities of Each Class.

A. Senior Class

- Senior Advisory Committee members chaperone all Junior Guild events
- The Senior Advisory Committee Members are in charge of Junior Guild Invitations Mother/Daughter Tea and Informational Meeting (if in spring it will be upcoming Seniors) and March meeting.
- Publication of handbook
- Chairman of the Guild Advisory Committee
- Senior Advisory Committee member must host the Fall Party.
- **Girls may help decorate for the dance. No hours are given for this service.**
 - **At parties, 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 Back to School Party

B. Junior Class

- Junior Advisory Committee members chaperone all Junior Guild events.
- Junior Advisory Committee member must host the Yuletide Ball and provide a keepsake for the graduating seniors. **Girls may help decorate for the dance. No hours are given for this service.**
- **At parties, 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 Halloween Party
- The Junior Class is in charge of the September Junior Guild meeting and the spring tea (they will be considered upcoming seniors at that point).

C. Sophomore Class

- Sophomore Advisory Committee members chaperone all Junior Guild events.
- Sophomore Class will host any Spring Junior Guild activity.
- **At parties, 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 Valentine Party
- The Sophomore Class is in charge of the November and January Junior Guild meetings.

ALL JUNIOR GUILD MEMBERS ARE EXPECTED TO ARRIVE ON TIME FOR THE DANCES AND REMAIN THERE UNTIL THE DANCES ARE OVER. NO ONE MAY LEAVE EARLY WITHOUT PARENT NOTIFICATION.

10. Appropriate Dress for Meetings: Appropriate dress for Sunday afternoon Junior Guild meetings shall be Sunday dress unless otherwise notified.

11. Junior Guild Scholarship:

The Junior Guild will award a \$500 scholarship each year based on the following qualifications:

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 no later than 6 p.m. on February 1st of the current Junior Guild 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. Selections will be announced at the March Junior Guild Meeting each year.
4. The decision of the judges from the Griffin Spalding Historical Society is final.

GRIFFIN-SPALDING HISTORICAL SOCIETY JUNIOR GUILD HANDBOOK 2017-2018

I have read the Griffin-Spalding Historical Society Junior Guild handbook for the 2017-2018 school year in its entirety and understand the rules and requirements of my Junior Guild membership.

Junior Guild Member Signature:

Date:

****Please give this signed and dated form to your Junior Guild mom by the Nov. 1, 2017.***

Junior Guild Information Sheet

First Name: _____ Middle _____ Last _____

Address: _____

City: _____ State: _____

Cell Number: _____

DOB: _____ High School: _____

Grade and Graduation year: _____

Mother's name _____ Cell Number _____

Mother's email: _____

Father's name: _____ Cell Number _____

Father's email: _____

Clubs, Activities, Church, etc.

Any previous community service? If yes, please list:

T-shirt size: _____

