



### **Junior Auxiliary of Abbeville**

Please see our attached Constitution for details regarding membership. Below are high points for you consider, prior to applying for membership:

- Each year applications are taken for upcoming 9<sup>th</sup>-12<sup>th</sup> grade girls, living within the Vermilion Parish School boundaries, who are interested in becoming a member of Crown Club. The application/membership requirements are discussed at an “interest meeting” held each year for girls interested in our organization. Parents are invited to attend this meeting. The application must be accompanied by two letters of recommendation as well as a copy of the most recent report card. Applications must be post-marked by the deadline established to be considered for membership. Completed application packets are given a number and the applicant’s name is removed from all pages in order for girls to be considered solely on their application.
- The applicants are notified by letter of their acceptance or denial of acceptance. A “Meet and Greet” will then be held to congratulate the new members as well as discuss further the mission and procedures for Crown Club. Again parents are invited to attend.
- JA of Abbeville meets monthly on the 1<sup>st</sup> Tuesday of each month. It allows the girls to plan ahead to be sure not to miss meetings as they must attend at least 2/3 of the regular scheduled meetings.
- The JA Chair for the Crown Club completes an agenda for each meeting. A draft is forwarded to each officer for review and for additional items to be added if necessary. Once approved by all, the JA Chair for the Crown Club makes copies to be available at the meeting and to be discussed by the President of Crown Club.
- Minutes are kept by the secretary and forwarded to the JA Chair for approval. Once approved minutes are emailed to all members.
- The meeting is conducted according to Parliamentary Procedures and is conducted by officers.
- Hour folders are brought to each meeting by the Vice President who oversees the member hours for the year. Each member is responsible for writing down her hours each month. (Sign in sheets are available from projects to spot check hours as they are maintained on an honor system). Periodic reports are compiled to be sure members are obtaining hours needed to maintain membership.
- Roll is called and recorded by the Secretary each meeting with periodic attendance reports given to the JA Chair.
- Occasionally, throughout the year we will have “treats” at our meetings to acknowledge the girls accomplishments.
- This year we are trying something different. In order for crown club members to maximize their experience in Crown Club, an advisor is assigned to a small group of girls (5-8) members to be a mentor or overseer. The advisor is available to each member assigned to her to discuss difficulty in obtaining service hours, attending meetings, project discussion, etc. This just helps girls not to “fall through the cracks” throughout the year if they are experiencing difficulties. Each advisor will be responsible for monitoring grades throughout the year by reviewing report cards as issued.
- Crown Club has service projects which are planned, funded, and implemented by Crown Club members. Some projects are joint efforts with JA.