



CALIFORNIA FEDERATION OF WOMEN'S CLUBS
CLUB AWARD ENTRY COVER SHEET
Annual Reporting January 1- December 31, 2023

Chairman: Anna Vandergast, Director At Large	Club: San Clemente Junior Woman's Club	
Number of Members (<i>per CFWC Yearbook</i>): 23	District: Orange	Area: C
Club Position: Director at Large (outgoing President)		
Reporter's Address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]
Email: [REDACTED]	Phone: [REDACTED]	
_____COMMUNICATIONS_____		

The San Clemente Junior Woman's Club, established in 1948, is a medium club (23 members) located in the beachside community of San Clemente, CA. Members range in age from 20's through 50's. We are a diverse group of women, most of us with children and many with professional careers, and all with a passion to serve our community.

Project Title: GroupMe - app **Hours** 7 **Donated \$** **In Kind \$**

The club started using GroupMe which is an app for group messaging. It is free and easy to setup, anyone with an email address or cell phone can use it. It is similar to Slack. The club decided it was great to have everything in one place. We can have different groups for topics and conduct polls, and share documents across the platform. It has been greatly useful keeping us organized and conversations stored since text messaging can be unreliable and emails can get lost. It's provided an overall improvement in our communication with members.

Project Title SOCIAL MEDIA BLITZ **Hours** 50 **Donated \$** **In Kind \$**

The San Clemente Junior Woman's Club knows the value of a good social media presence. Being active on social media allows our posts to get a higher ranking, meaning more people outside the club will see it. Our goal with social media is to attract new members and increase community awareness. We post our meetings and public events on Facebook so nonmembers can see our events and join in. After an event we'll post candid shots of the event so others can see the fun we have while making a difference in our community. In addition to Facebook, we use Instagram, tiktok, Nextdoor.com and smaller facebook groups that have a large following and platform presence.

Social media is always an integral part in marketing our fundraising events, partnered shopping events, Angel tree needs, and membership, when face to face interaction was not always an option.

Project Title FACEBOOK PRIVATE MEMBER GROUP **Hours** 12 **Donated \$** 0 **In Kind \$** 0

To stay connected and up to date on upcoming projects and events both related and unrelated to the San Clemente Junior Woman's Club (SCJWC), we have continued to use a Facebook private group page for our members. Our SCJWC member only page provides an outlet for our members to share upcoming reminders, crowdsource ideas through polls and share our personal successes and failures as we navigate through our various projects. Through the continuation of the pandemic, we have used our Facebook private group page to help us manage projects and communicate with each other in a time when face to face was not possible.

Project Title GOOGLE SUITE **Hours** 40 **Donated \$** 0 **In Kind \$** 0

The San Clemente Junior Woman's Club (SCJWC) transitioned to google suite a few years ago as our main hub for organizing our files and online documents. To consolidate all our files into one place, the club voted on storing all our data on google suite. This allowed us the opportunity to transfer historic files in shared folder drives that will allow for better transition to our members from year to year as well as keep our members up to date with collaborative documents that can be edited in real time. To allow us the ability to track emails by position, we also created individual email addresses for each of our positions.

Our hope in setting this up was that this would provide a better line of communication and easier access for each member moving into the position from year to year. Our shared folders include meeting agendas and minutes (every board and general meeting minutes/agenda are posted prior to meeting here), files (all important files pertaining to the club are here), general (information from chairs about their projects), and non-shared folders for each position to store their position related documents. All google documents created, such as the hours log/spreadsheet and draft agendas, are accessible via our shared members folder where members can edit and add information directly into these documents at home or even on their phones without having to send the changes to the President or Chair responsible.

Project Title ZOOM – VIRTUAL MEETINGS **Hours** 11 **Donated \$** _____ **In Kind \$** _____

The San Clemente Junior Woman's Club has found zoom to be one of the best platforms to engage together when we cannot meet in person. We could maintain our meeting schedule without interruption, especially emergency board meetings. Juniors held a few board meetings through Zoom when needed throughout the year. It's been a very important tool the club has utilized when not everyone is able to meet in person, we have also found sometimes we can get the most attendance this way for board meetings.