

Return this form and your check for \$85 branch dues to:

Cynthia Plater
9 Cleveland Drive
Croton on Hudson, NY 10520

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
WESTCHESTER, NY BRANCH**



BRANCH RECORD FORM

Date: _____

NAME: Miss Dr. Mrs. Ms. _____
Last First

Home Phone: _____

Mailing Address: _____
PO Box or Street Address

City/State 9-Digit Zip Code

Cell: _____

E-mail: _____ @ _____

Education: _____
College/University attended Degree (s) Field of Study Year of graduation

Other colleges/degrees/field of study, year of graduation

Occupation: Retired _____ Active _____
Place of Employment or former occupation if retired

Volunteer experience: _____

What else would you like us to know about you? _____

Previous AAUW Membership? _____
Where? Membership # How long? **Other Language Fluency** _____

AAUW positions held: (Please give descriptions and dates.) _____

How did you learn of AAUW? friend (who?) _____ **Why did you join AAUW?** _____

Meeting preference: ___ AM ___ Evening **Need a ride?** (We can't promise, but we'll try!) _____ **Can you provide a ride?** _____

Do you have computer experience? ___ website design, ___ database, ___ spreadsheet, ___ PowerPoint, ___ word processing, ___ Photoshop, ___ Facebook, other: _____

****TO KEEP AAUW AN EFFECTIVE ORGANIZATION, YOUR PARTICIPATION IS VITAL****

Please check all areas that interest you in any category, with a minimum of two.
If you have a project in mind that's not shown, please write it in. We'll help you start a new group.

ACTION GROUPS

BRANCH PROJECTS

- ___ Community Service – Toys for Tots
- ___ Education Awards, H.S.
- ___ Education Awards, 8th Grade
- ___ Mentoring
- ___ Pay Equity Outreach
- ___ Public Policy
- ___ Running & Winning
- ___ Tech Savvy Girls

- ___ Branch E-Mail Contact
- ___ Branch Internship
- ___ Branch Record Keeper
- ___ Branch Recognition
- ___ Bylaws/Handbook
- ___ Conference Delegates
- ___ Election

- ___ Facebook Coordinator
- ___ Fundraising
- ___ Historian
- ___ Holiday Luncheon/Spring Fling
- ___ Hospitality
- ___ Newsletter Circulation
- ___ Newsletter Editor

- ___ Nominating
- ___ Parliamentarian
- ___ Publicity
- ___ Summer Activities
- ___ Web Site Coordinator
- ___ Yearbook Coordinator

Please check any **INTEREST GROUPS** that you might be interested in joining.

- ___ Art Interest
- ___ Bridge (Monday)
- ___ Bridge (Friday)
- ___ Current Issues
- ___ Financial Group

- ___ Gourmet Dinner
- ___ Ladies Who Lunch
- ___ Literature (Day)
- ___ Literature(Evening)
- ___ Literature (Tuesday)

- ___ Mah Jongg
- ___ "Now &Then" Lunch Group
- ___ Poetry
- Other _____

ACTION GROUPS

REPRESENTATIVES OF EACH GROUP ARE ENCOURAGED TO ATTEND ALL BOARD/BRANCH MEETINGS

- COMMUNITY SERVICE - TOYS FOR TOTS**....Unwrapped toys, books, or cash donations are distributed to the Bedford Hills Prison Children's Center for ages 1 – 18 years.
- EDUCATION AWARDS (HIGH SCHOOL AWARDS)**....Two awards are given to graduating senior young women attending each of Westchester County public high schools. Each awardee receives a copy of Strunk & White's *Elements of Style*, and an AAUW Branch award certificate. The *Outstanding Student Award* acknowledges seniors for service to their school, academic ability, and potential for future service to women in the solution of social and civic problems. The *Excellence in Writing Award* acknowledges female seniors for following universally accepted standards of excellence in creative as well as formal writing.
- EDUCATION AWARDS (EIGHTH GRADE CERTIFICATES)**....Female eighth graders receive AAUW certificates for excellence in math and science. Volunteers contact schools, design certificates, and insert names.
- MENTORING**....Volunteers mentor students of the College of Mount Saint Vincent.
- PAY EQUITY OUTREACH**....Promotes pay equity for women by conducting smart workshops at local colleges and universities. These workshops teach awareness of the pay gap, how to determine appropriate salaries for different positions, and develop pay negotiation skills.
- PUBLIC POLICY**....Explains AAUW's role in protecting the rights of women and families. By creating awareness through a monthly column in our newsletter CHIPS and promoting activism, we will make a difference.
- RUNNING AND WINNING**....Sponsored by the League of Women Voters of Westchester, AAUW-Westchester, and the YWCA White Plains, it is designed to give junior and senior high school girls the opportunity to explore public service as a career. The annual one-day workshop brings together students from Westchester with local female elected officials to hear about their experiences in seeking and holding public office.
- TECH SAVVY GIRLS**....Works to encourage girls and women to embrace Science, Technology, Engineering, and Mathematics (STEM) fields as positive career choices. Without a good understanding of and facility with the STEM fields, it will become increasingly difficult to function in the world of business, education and even in private lives. Projects include "Explore Your Opportunities – The Sky's The Limit!" conference.

BRANCH PROJECTS

- BRANCH E-MAIL CONTACT**....Provide members with action, policy, meeting, and event information via e-mail. Serve as the e-mail contact on the Branch web page.
- BRANCH INTERNSHIP**....College students work part-time at our branch on public relations and AAUW related activities and earn college credits.
- BRANCH RECORD KEEPER**....Maintain a database of Branch Record Form data.
- BYLAWS/HANDBOOK REVISION**....Update our bylaws and handbook to conform to Branch, State, and National mandates.
- CONFERENCE DELEGATES**....Attend district, state, and national conferences. Obtain and represent the views of the Branch and vote accordingly. Report information gained at these conferences to the branch members.
- ELECTION**....Provide absentee ballots for electing officers and passing the budget. Tally ballots and make the count available.
- FACEBOOK MANAGER**....Maintain the branch Facebook page and update content.
- FUNDRAISING FOR AAUW MISSIONS**....Plan and carry out fund raising. Communicate information to the members.
- (1) AAUW Funds (2) Local Scholarship Fund**
- (3) Explore Your Opportunities The Sky's The Limit! Conference (EYO)**
- HISTORIAN**....Actively collect information related to Branch activities and maintain a scrapbook. Make this information available at Branch meetings and events. Prepare a two page synopsis for NY State AAUW.
- HOLIDAY LUNCHEON/SPRING FLING**....Research, arrange for, and plan all aspects of our December and June gatherings.
- HOSPITALITY**....Organize, set up, and clean up beverage and food items at our Branch meetings.
- NEWSLETTER CIRCULATION**....Mail Branch newsletter to members who cannot or choose not to receive CHIPS via e-mail.
- NEWSLETTER EDITOR**....Produce and edit our newsletter CHIPS. Distribute converted PDF file to members via email.
- NOMINATING**....Present a slate of officers by March. Work is done late fall/winter.
- PARLIAMENTARIAN**....Advise meeting leaders about Parliamentary Procedure. Must be familiar with *Robert's Rules of Order* which govern Board and Branch meetings, and with *Bylaws of the Branch* and be present at meetings.
- PUBLICITY**....Gain visibility for AAUW.
- SUMMER ACTIVITIES**....Coordinate activities that members may participate in during the summer. Work is done late March – June.
- WEB SITE COORDINATOR**....Place content provided by the Board on our website. Work to design improvements to our site and keep information up-to-date.
- YEARBOOK COORDINATOR**....Design, edit, and produce the annual Yearbook.