

Dear Members:

We are entering a new year for Ottawa University Women Club. It is our hope that this year will open doors to new friendships, avenues of service and to personal enrichment for us all.

This book contains the programs we have planned for the year. They are quite varied with the hopes that you will attend them with enthusiasm.

The executive committee has met and formulated the following budget:

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|--------------------|--------------|
| Freshmen Tea | \$50.00 |
| Courtesy Committee | 60.00 |
| Yearbooks | 30.00 |
| Scholarship | 100.00 |
| Special Programs | 50.00 |
| Miscellaneous | <u>25.00</u> |
| | \$315.00 |

It is now for you as a group to accept or amend this budget as you wish. We will have a brief business meeting at 2:30 prior to the tea. At this time dues can be paid to our treasurer.

We are looking forward to seeing you.

Deane Meyers
President

Martha Bushman
Martha Bushman
Vice-President



OTTAWA UNIVERSITY

OTTAWA, KANSAS

OFFICE OF STUDENT PERSONNEL SERVICES
BILL B. BOUCEK
ELIZABETH A. SNODGRASS
ASSOCIATE DEANS OF STUDENTS

SUMMER PROJECTS FOR OFFICERS (August):

1. Newsletter before school starts, perhaps outlining some of the programs planned for the year, introducing new members and their interests or areas of training.
2. Make up sheets of duties and when they should be performed as guides for general chairmen. Also give them evaluation sheets to be filled out and returned to the Vice-President and to be included in the Vice-President's notebook. Vice-President should also fill out an evaluation sheet for each meeting and include in notebook.
3. Yearbook - ~~done~~.
- 4.

PROCEDURE FOR VICE-PRESIDENT:

1. Meet with President to plan committees; call all people selected to ask if they will serve on the committee to which they have been assigned.
2. The Vice-President should work with the Membership Committee as well as the Program Committee since she will need the list of members for the directory in the yearbook. I suggest that the Membership Committee compile a list of members based on the list in the previous year's directory early in the summer. Then early in September, have a one-page list of members (new ones) made to include at the back of the directory. This way the yearbooks can be completed and distributed early.
3. Gather ideas for meetings just to get committee started thinking. You can use previous yearbooks, materials from other schools, etc., as a basis for ideas.
4. Decide on programs for a given evening.
5. From there, select general chairmen, any special chairmen (e.g., flowers and table for Freshman Tea), place, dates, and times. Then fill in committees.