

Ambassador

**WOMEN'S CLUB
Handbook**



WOMENS CLUB SONG

1. We've learned a lot, we've laughed a lot, the bond of love has grown. Indi-
2. We wo-men of Am-bas-sa-dor are blessed be-yond com-pare, With

vi-du al - i - ty, pro-gressed hospi-tal-i-ty's been shown. The
op-por-tun - i - ties to serve our brethren every - where. As

way of charm and cul - ture is now much bet - ter known. The
wo-men of Am-bas-sa-dor our lights must brightly glow. So

more we grow in u - ni - ty, The more this seems like home.
all join in, our voic-es blend, as to-gether on we go.

Ambassador

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HANDBOOK



FOREWORD

The Ambassador College Women's Club is a completely unique organization. Rather than seeking any of the temporal goals of the various organizations of women, the club strives to recapture the true values of womanhood.

Recognizing the need to develop and mature in the social graces, domestic arts, and the many important feminine interests not specifically covered in the planned curriculum, the Women's Club was established.

The Ambassador College Women's Club is not for the purpose of further "emancipating" the females of God's college from the God-designed place in life, but to provide a warm, friendly, social atmosphere in which the serious-minded girls of Ambassador may strive to help one another recapture the true status of women. Vanity, frivolousness, felinity, caustic wit—the ingredients in the carnal female of this modern age—are openly exposed and discouraged.

Rather, a true warmth and an inspiring sisterly atmosphere in genuine Ambassador spirit prevails in each meeting.

Originally, the club was small enough for all members to meet together. With the continual growth of the college, the Women's Club had to be divided into many sections. However, the groups are carefully correlated to insure coverage of the same general topics, and pursuit of the same goals.

Properly used, Ambassador College Women's Club can be another of the vitally important tools for the women of this college to use in achieving the truly balanced, successful, abundant life!

Barbara Ted Armstrong

Goal

*Women better able to serve God
through femininity, culture,
and hospitality.*

Colours

Turquoise and White

Motto

*"She openeth her mouth with wisdom;
and in her tongue is the law of kindness."
Proverbs 31:26*

Flower

White Rose

PRESIDENT OF AMBASSADOR

Faculty Advisor

President of Women's Club

CO-ORDINATING COMMITTEE

Section A Section B Section C Section D

AMBASSADOR WOMEN'S CLUB

FACULTY ADVISOR

MR. RAYMOND F. McNAIR

DR. ERNEST L. MARTIN

C O - O R D I N A T I N G C O M M I T T E E

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
MONITOR
ALUMNA REPRESENTATIVE

LINDA UNTIEDT
LYN PAYNE
DELIA PALMER
SUE HILDING
GENELL GRAY
MRS. RONALD DART

SECTION OFFICERS

SECTION A

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

LINDA UNTIEDT
MARY JEAN WOODNUTT
LYNN DEMAREST
DESIREE MACDONALD

SECTION B

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

LYN PAYNE
LOUISE RUBIN
LUANN KALBER
GENELL GRAY

SECTION C

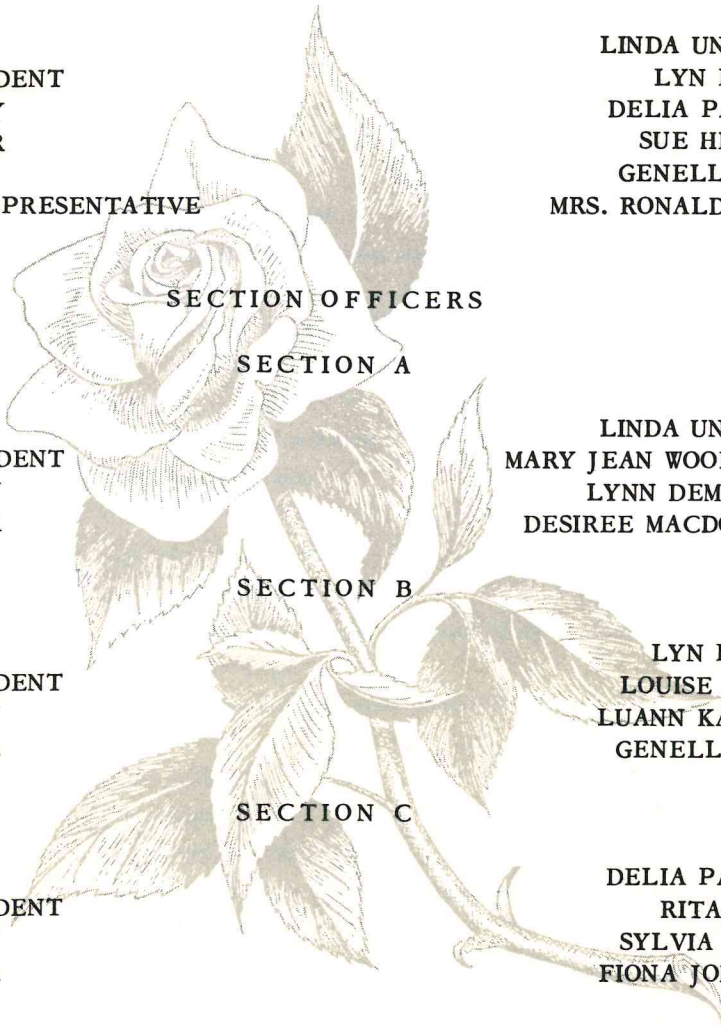
PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

DELIA PALMER
RITA NUTT
SYLVIA JONES
FIONA JOHNSON

SECTION D

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

SUE HILDING
BEVERLEY VILLIERS
HARLEAN CROYLE
JUDY LEHMANN



RESPONSIBILITIES OF THE CO-ORDINATING COMMITTEE

I. FACULTY ADVISOR

- A. Appoints new presidents and committee for the year
- B. Advises and counsels

II. CO-ORDINATING COMMITTEE

A. GENERAL DUTIES

- 1. Aid in the selection of new officers
- 2. Approve and make final appointments for member of each section
- 3. Meets weekly and co-ordinates subjects
- 4. Prepare and make tentative schedule of events for the year
 - a. Combined meetings
 - b. Men's Nights
 - c. Tea for Ministers' wives
 - d. Annual Brunch
 - e. Alumni Night
- 5. Advise and help the presidents of each section for individual meetings
- 6. Make necessary changes in Handbook

B. SPECIAL DUTIES

- 1. President
 - a. Presides at committee meetings and combined clubs
 - b. Responsible for all activities of the club
- 2. Vice President
 - a. Works with the president providing help when needed
 - b. Presides over the meeting whenever the President is absent
 - c. Keeps an idea file
- 3. Secretary
 - a. Keeps record of weekly committee meetings
 - b. Co-ordinates the section secretaries and collects

- minutes of section clubs
- c. Keeps a guest list
- d. Acts as club librarian
- e. Types and keeps a record of all charts, lists, and meetings
- 4. Treasurer
 - a. Collects fine money from Dorm Monitors every two weeks
 - b. Keeps a record of incomes and expenditures.
 - c. Periodically checks with section treasurer's records
 - d. Is in charge of supplies
- 5. Monitor
 - a. Sets up for Committee meetings
 - b. Writes Portfolio articles on club activities
 - c. Checks supply drawers and works with Treasurer with club supplies
- 6. Club Co-Ordinator
 - a. Attends weekly Committee meetings
 - b. Gives advise and experience in planning all club activities
 - c. Evaluates section meetings
- 7. Foreign Correspondent
 - a. Corresponds with the clubs of the other Ambassador campuses
 - b. Carries out all other club correspondence

III. SECTION OFFICERS

A. GENERAL DUTIES

1. Select hostesses for the year
2. Prepare a tentative schedule of events for the year
3. Help guide the hostesses and committees
4. Plans the format for each meeting

B. SPECIFIC DUTIES

1. President
 - a. Meets with co-ordinating committee
 - b. Presides over each section meeting

- c. Turns in a tentative list of hostesses to committee president
 - d. Checks with committee president on special events
2. Vice President
- a. Works very closely with president
 - b. Offers suggestions, help and plans
 - c. Presides in absence of president
 - d. Turns in club assignment list to the evaluator
3. Secretary
- a. Keeps records, minutes, and evaluations of each meeting
 - b. Responsible to committee secretary in co-ordinating section minutes
 - c. Keeps list of club assignments for each member
 - d. Turns in material for club scrapbook
 - e. Responsible for any duplicating of lists, etc. which are necessary for meetings
 - f. Takes care of all correspondence and special invitations
4. Treasurer
- a. Collects 10/- dues per semester from each member
 - b. Keeps record of all income and expenditures
 - c. Reports to committee Treasurer periodically
 - d. Looks after club supply drawer

The success of the planned programme section of each meeting is a direct result of the cooperation and enthusiastic participation of *every member!* The individual sections are small in membership, thus giving each member opportunity to participate in the preparation and execution of every meeting.

This check list is intended as a guide to being a good club member regardless of your part in the meeting.

SUGGESTED MEETING FORMAT

- I. DINNER PORTION
 - A. Begins promptly at 5:45 p.m.
 - B. Dinner
 - C. Hostess welcomes guests and explains theme for evening
 - D. President is introduced for business about 5:55 p.m.
 1. Secretary's report
 2. Treasurer's report
 3. Old business
 4. New business
 - E. News discussion and helpful hint
- BREAK (6-8 mins.)
- II. PROGRAMME SECTION (by Hostess)
 - A. Skit or demonstration
 - B. Table Topics
 - C. 1st Speech
 - D. 2nd Speech
 - E. Introduction of evaluator
 - F. Evaluation
 - G. Women's Club Song – ending by about 7:30 p.m.

HOSTESS

The hostess is responsible for the programme section of the evening. She meets with the section officers and her co-hostess, and makes plans for this section.

1. Contacts committee heads and those who are giving speeches and table topics.
2. Attends all meetings called by the president, and continually checks progress of the committees.
3. Reports to the president any problems, etc. which may arise.

4. Plans seating arrangement with the help of the co-hostess and set-up committee.
5. Makes the final check with all committees before the meeting.
6. Meets with the president, table topic's chairman and the Faculty Advisor 4 days before the meeting.
7. Greets members and guests at the door as they enter.
8. Encourages and helps speakers with ideas and friendly concern.
9. Conducts the continuity of the programme – introducing each facet.
10. Makes sure everything is in order at the completion of the meeting – all borrowed property then returned.

She has a double responsibility in that she guides all the "behind-the-scenes" activity and also carries out the actual presentation of the subject. She should seek to offer unlimited warmth, friendliness and encouragement to all and to fulfill the qualifications of a good hostess.

CO-HOSTESS

The purpose of the co-hostess is to do all she can to help the hostess carry out her responsibilities and to learn all she can for the time when *she* will be hostess. She should keep the hostess informed at all times on the progress of those things which she has been assigned.

1. Attends all meetings the president calls.
2. Is responsible for inviting any special guests and sending a reminder to all club members about 4 days before.
3. Takes care of background music.
4. Shows interest in all speakers and participants before the club.
5. Assists the hostess in greeting the guests as they arrive.

HELPFUL HINT

This part of the programme is designed to inform the club on any helpful point or social custom which may be appropriate. It need not necessarily be on the subject of the evening, but is intended to help the club members to be informed on correct conduct or dress for social situations which may come up on campus or in any activity of which we find ourselves a part.

SKIT OR DEMONSTRATION

In some programmes there is a need for a little humour or relaxation from strict information. In such cases a skit, planned to reveal the funny side of the evening's subject may be in order. Maturity and depth need to be the guide lines for all skits. A preview of the skit should be shown to the hostess 4 days before.

Other meetings lend themselves to a demonstration to help members understand a particular facet of the subject better and to see first hand how to do something which they may at some time be called upon to do.

SPEAKERS

There are two speakers for each meeting. Their responsibility is to take the facet of the evening's subject which they have been assigned, find as much *helpful* information as possible on it and present this in clear form to the club. The co-ordinating committee secretary will give suggestions of library books and helps. The file in the Domestic Science Department can also be consulted.

1. Prepare an outline
2. Give outline to hostess 4 days before club
3. Should be 9-11 minutes

TABLE TOPICS

This is the time in the programme when *every* member must participate. It is an opportunity to express any opinions or make comments which may help other members of the club, as well as to raise questions on the subject which may need answering.

1. Lasts 8-10 minutes
2. Table topics chairman must be sure to check with the speakers to see there is no needless duplication of information.
3. Talk over the questions with the hostess and president. Be sure to get approval on ALL subjects.
4. Meet with hostess, president, and Faculty Advisor 4 days before club.

MUSIC

Pleasant background music provided before club begins and during the meal.

1. Obtain and *return* record player and suitable records or tape recorder.
2. Operate the machine
3. Keep in touch with the president and hostess so as to know when she is ready to start the meeting.

DECORATIONS

This aspect of the evening's atmosphere is one of the most important. Spend time and thought developing simple, elegant ideas rather than expensive or elaborate. Decorations usually consist of place cards and attractive table decorations. Candles add to style, but it is wise to keep in mind that there must be room on the table for condiments, jugs, etc.

Some subjects lend themselves to very pretty decorations. If it is possible to tell the theme of your meeting through decorations, this is desirable. Remember to keep in mind practicality and decorate the tables as you would in a home and family situation.

COMMITTEE HEAD

1. Work out over-all plan with help and ideas from committee members.
2. Present ideas to hostess and president.
3. Check over club supply drawer.
4. Decide if you need to buy any supplies – see your president for approval and treasurer for finances.

SET-UP CHECK LIST

1. Check with the hostess for specific number to set up for, including guests and evaluator.
2. Arrangement of tables and chairs.
 - a. Check with hostess for plan of room.
 - b. Arrange with lead man on Dining block Janitor crew to help with moving furniture. Put a drawing in his box with a plan of the room.
 - c. Check with janitors for additional equipment, i.e., lectern, blackboard.
 - d. Special lighting is the responsibility of decoration committee.
3. Set tables – Decoration committee should be consulted at this point.

- a. Check the menu
- b. Tablecloths are obtained from the Laundry or Housekeeping (check for these about 3 days before.)
- c. Put on tables
 1. Salt, pepper, sugar
 2. Cutlery and table napkins
 3. Milk glasses, and/or water (if desired)
 4. Butter and biscuits or bread
 5. Sauces (ketchup) or vinegar for salad
4. Serve plates – cover with metal lids and place on tables.

BREAK

5. Tables should be cleared of all dirty dishes, cutlery and paper.
6. Bring in (this should have been prepared *before* club by set-up – now all ready)
 - a. Dessert or cheese and biscuits
 - b. Coffee, tea or other beverage
 - c. Cream and sugar (can be on already)

This clear-up during the break is done in connection with alternate serving girls from other clubs.

ALTERNATE SERVING GIRLS

These are women whose club meets on the alternate Sunday and who are prepared at 6:10 - 6:20 p.m. to help clear away during the break.

1. Committee head checks with hostess ahead of time for any instructions.
2. Bring trays and clear away all dirty dishes, cutlery and paper.
3. Bring in beverage and/or dessert if any.

The heads of the *decorations* and *set-up* committees should work together in order to have things run smoothly up to the beginning of the meeting.

EVALUATION

The purpose of the evaluation is to help the club toward more and more successful meetings. Some of the things which may be mentioned are:

- I. Dinner portion
 - A. Punctual
 - B. Business

1. Participation
 2. Content
 - C. Helpful Hint
 - D. News discussion
- II. Programme
- A. Hostess – fulfill the check list
 - B. Physical aspect
 1. Decorations – attractive and in good taste?
 2. Music
 3. Set-up
 4. Club as a whole
 - C. Goal: Have we learned something we can apply?
 - D. Theme
 1. Adequately covered
 2. Right approach
 3. Presented effectively
 - E. Specific parts
 1. Skit
 2. Table Topics
 - a. Well-governed
 - b. Stimulate interest and response
 - c. Strive to get *all* club members on their feet
 3. Speeches
 - a. Co-ordinated
 - b. Research
 - c. Authoritative Source
 - d. Organization
 - e. Personality and interest
 - f. Correct grammar
 - g. Good vocabularly
 - h. Praise
 - F. Participation
 1. Good fellowship and warm conversation
 2. Spontaneity and enthusiasm
 3. Attentive
 - G. Overall

CLEAN-UP

This committee makes sure that everything is in order and in spic-and-span condition after the meeting is over.

CHECK LIST FOR CLEAN UP

1. Clear tables of *all* dishes, glasses, and materials from the kitchen.
 - a. Carefully wash up all dirty dishes.
 - b. Put away all left over food, milk, sugar, etc.
 - c. Wipe off counters, leaving kitchen spotless. (Be sure to turn off lights)
2. Help put away decorations.
 - a. Return re-useable ones to proper owner or club drawers.
 - b. Take care of candles – clean holders of wax.
3. Fold and return tablecloths.
 - a. Gather and dispose of crumbs.
 - b. Fold tablecloths on SAME folds as they originally were.
 - c. Check to see they are returned safely to Housekeeping.
 - d. Be sure any stains are given proper attention by the proper person IMMEDIATELY.
4. Check club room
 - a. Wipe tables
 - b. See that chairs are spotless with crumbs brushed off.
 - c. Make sure all borrowed equipment is returned.
 - d. Before leaving the room see that everything is completely clean, neat, and orderly. TURN OUT LIGHTS.
 - e. If anything is broken or lost, be sure to report it immediately to the hostess *and* president.

CHECK LIST FOR HOSTESSES

1. Select topic for evening and plan tentative programme

2. Obtain approval from the section president

_____ Receive check list from president

_____ Receive permission for use of supplies

3. Make final committee appointments and prepare list

_____ Set-up Committee

_____ Programme Committee

_____ Decoration Committee

_____ Clean-up Committee

4. Supervise committees for the accomplishment of the following

_____ Table set-up with janitors (including sketch)

_____ Tablecloths, napkins, etc.

_____ Table decorations

_____ Check with Mr. Hill and Mrs. Horn for menu and type of service

_____ Invitation of special guests

_____ Individual seating arrangements

_____ Greeting of guests

_____ Purchase of SPECIAL supplies

_____ Use of special facilities (room, phonograph, recorder, etc.)

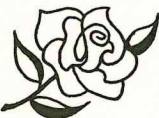

_____ Arrangement of clean-up committee from club

_____ Return of all borrowed materials

_____ Meeting area left in proper order

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WOMENS CLUB CALENDAR

<p>SEPTEMBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	R	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>OCTOBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	R	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>NOVEMBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td></td><td></td><td></td><td></td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td><td></td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	R	F	S					1	2	3					4	5	6	7	8	9	10	11			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
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Alumni Night _____

Annual Brunch _____
