



Forming a New Extension Homemakers Club

Four to eight people are enough to organize a new club.

1. Bring together the interested people either by telephone calls or letters at a mutually agreeable time and place. Meet in a location that is agreeable to the group. Keep in mind accessibility.
2. Be sure the meeting is warm and friendly. The tone for the new club will be set at this time so be sure it is enthusiastic and enjoyable.
3. Start and end the meeting on time. This is very important.
4. Invite some of the following people: County President and other county officers, the Extension Educator and anyone who might be sponsoring the new club.
5. The County President and Extension Educator might welcome the new club and give details of the purposes, opportunities and obligations of the Extension Homemakers program. Include a lesson, ten to twenty minutes in length, presented by a club member, to familiarize the club members with Extension opportunities available.
6. Plan an activity or mixer to get acquainted before the meeting begins.
7. Serve refreshments sometime during the meeting.
8. Discuss future meetings times and dates, the election of officers, dues and the name of the new club. These may not be a possibility at the first meeting. Bring these items before those in attendance to consider for future reference, in that case. It could be done at the second meeting, if members are comfortable with that arrangement.
9. If this is a special interest club, your focus should be defined and understood at this first meeting
10. A lesson leader could be appointed and given a suggestion for a lesson for the next meeting. This will create a feeling of ongoing organization.
11. The new club should consider Constitution and/or bylaws within the first year. (A sample constitution is included.) A charter application should be applied for with the State IEHA President. (Application forms are found in the County Presidents or Educator's Blue Notebook.)
12. After the new officers are elected, let the new president close the meeting. If there is a sponsor of the club, they will assist the officers as needed.