Member Manual

2015 Edition

Jack and Jill of America, Incorporated
Since 1938
# MEMBER MANUAL
Jack and Jill of America, Incorporated

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THE 2014-2016 NATIONAL EXECUTIVE BOARD

Tammy King
National President, Eastern Region

Joli Cooper-Nelson
National Vice President, Southeastern Region

Gladys Henderson
National Program Director, South Central Region

Regina Page
National Recording Secretary, Far West Region

Candace Berry-Vaughn
National Corresponding Secretary, Mid-Atlantic Region

Crystal Johnson Turner
National Treasurer, Central Region

Kimberley Goode
National Editor, Mid-Western Region

ACKNOWLEDGEMENTS

Grateful appreciation is extended to the 2012-2014 National Executive Board, Regional Directors, Immediate Past National President Tamara Turnley Robinson, and Past National and Regional Officers for their contributions. Special acknowledgment of appreciation to Executive Director Dy Brown and Kristjen Renard for their administrative assistance in updating this manual.

Tamara Turnley Robinson
2012-2014 National President, Southeastern Region

Gladys Henderson
2012-2014 National Program Director, South Central Region

Dyonicia Brown
Executive Director, Jack and Jill of America, Incorporated
INTRODUCTION

PREFACE
The fundamental purpose of the National Program Manual as stated in the first edition of the Manual in 1960 has not changed. The purpose at that time was to provide the membership with an official document that would provide direction and guidance for chapter leaders and the general membership in the area of programming. This manual in its present state has evolved to include our organization’s history, protocol, ceremonies and operational procedures.

The purpose of this member manual is to serve the membership in the following ways:

• To provide guidance and direction to chapter, regional and national leaders of the organization;
• To give the history and achievements of Jack and Jill of America through 2014;
• To describe the infrastructure for the organization that promotes stability and consistency throughout the regions;
• To provide the leadership and the members with an effective resource tool related to the operational procedures of the national organization;
• To serve as a valuable aid in assisting chapters in planning, evaluating, and reassessing the program needs of children/teens, chapter members and the respective communities they serve;
• To present suggested experiences that may be modified or adapted to encourage meaningful and purposeful activities for our children and for children within the communities that we serve;
• To perpetuate the traditions in Jack and Jill by providing ceremonies and rituals to be observed on special formal occasions.

It is the responsibility of the National Program Director to review and revise the content of the Jack and Jill manual when directed by the National Executive Board. The Member Manual has been updated to the best of our knowledge.

Gladys M. Henderson
2012-2014 National Program Director
INTRODUCTION

JACK AND JILL OBJECTIVES AND AIMS
The objectives of this nonprofit organization are:
• To create a medium of contact for children which will stimulate growth and development.
• To provide for children a constructive educational, cultural, civic, health, recreational and social program.

The aims of the national organization are:
• To aid mothers in learning more about their children by careful study.
• To seek for all children the same advantages which we desire for our own.
• To support all National legislation aimed at bettering the conditions of all children.

JACK AND JILL NATIONAL PLEDGE
“To support the aims of the National Organization”

JACK AND JILL NATIONAL MOTTO
“Let’s work, let’s play, let’s live together.”

JACK AND JILL NATIONAL COLORS
Pink and Blue

JACK AND JILL NATIONAL FLOWER
Pink Sweetheart Rose

JACK AND JILL NATIONAL EMBLEM
(Designed by Edward S. Richards, 1962
Father, Chattanooga (TN) Chapter)
INTRODUCTION

JACK AND JILL HYMN
Samuel J. Brown, III
Father, Philadelphia (PA) Chapter—12/15/87
JACK AND JILL PRAYER

Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer all their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong.

May we not vainly hurt the feelings of our children.

Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.

Reduce, we pray, the meanness in us. May we cease to nag; and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege that we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have genuine esteem for us. Fit us to be loved and imitated by our children.

With these gifts, Dear God, give us calm and poise and self-control.

Amen
JACK AND JILL CHILDREN’S PRAYER
© 2000 Karen M. Clark

Dear heavenly Father,
Bless us and keep us safe in your love.
Teach us the ways of good behavior
So that we are precious in your sight.
Nurture our souls with merriment
So that we can enjoy the fruits of our childhood.

Help us to remember our heritage
And the African tales of strength and stature.
Guide us in the ways of respect for our ancestors
For their hardships have brought us a long way.

Show us how to respect our families,
To honor our parents and to understand our siblings
When it is the hardest thing to do.

Help us to be kind, caring and giving.
Enlighten us in the ways of charity and good will.
With all these gifts, dear God,
Give us poise, confidence and self-respect.

Amen
JACK AND JILL TAX EXEMPT STATUS

Jack and Jill of America, Incorporated
As of October 12, 1964, JACK AND JILL OF AMERICA, INCORPORATED (Group #1 684) was classified as a tax exempt organization, as described in section 501(c)(4) of the Internal Revenue Code of 1954.

501(c)(4) denotes civic league, social welfare, etc. involved in:

a. promotion of community welfare OR
b. charitable, educational and/or recreational programs

Under this classification JACK AND JILL OF AMERICA, INCORPORATED is exempt from federal and local income tax. However, chapters must pay local sales tax and they are not eligible for nonprofit postal privileges. Also, under this status, contributions made to JACK AND JILL OF AMERICA, INCORPORATED are not tax deductible.

Jack and Jill of America Foundation
As of January 30, 1968, JACK AND JILL OF AMERICA FOUNDATION (certificate #6862 in the State of Illinois) was classified as a tax exempt corporation, as described in section 501(c)(3) and 509(a)(1) of the Internal Revenue Code of 1954.

501(c)(3) is an organization created exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals; 509(a)(1) a mostly public charity.

Organizations classified as tax exempt according to the above mentioned categories are listed in section 170(c) of the Internal Revenue Code of 1954.

Contributions made to these organizations are tax deductible.

Code numbers beside each organization indicate the type of organization and limitation on deductibility. Organizations with no code numbers are considered public charity with 50% deductibility limitation, i.e., up to 50% of one’s adjusted gross income could be deducted for charity. JACK AND JILL OF AMERICA FOUNDATION has “no code” classification.
INTRODUCTION

JACK AND JILL CODE OF ETHICS FOR MEMBERS
In order to honor its Founders, maintain a standard that allows its members to serve as role models for our children, preserve Jack and Jill of America, Incorporated as a desirable and honorable affiliation and to protect our organization from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct:
A. To respect and comply with the Constitution and Bylaws and all other official governing documents of Jack and Jill of America, Incorporated, including regional and chapter documents.
B. To remain subject to the authority of the National Organization and the National Executive Board.
C. To respect our elected/appointed leaders and support them in conducting the business of Jack and Jill of America, Incorporated.
D. To present myself publicly in a way that reflects the high moral and ethical character of Jack and Jill mothers by:
   i. Obeying the law.
   ii. Exercising good manners.
   iii. Displaying concern for my appearance by following established Jack and Jill of America guidelines.
   iv. Refraining from profanity, acts of violence and criminal conduct.
E. To demonstrate the high regard we have for each other as mothers by:
   i. Avoiding derogatory, demeaning and insulting remarks.
   ii. Being polite, kind, honest, fair and conciliatory.
   iii. Keeping confidences and maintaining confidentiality.
   iv. Abiding by and actively supporting official Chapter and Jack and Jill decisions, Regional Rules of order, Regional and National protocol and policies even in the event of personal disagreement.
F. To work diligently to foster the programs of the Organization and participate fully in meetings and conferences that enhance personal knowledge and improve the organization’s effectiveness.
G. To maintain integrity in financial matters related to the Organization by:
   i. Remaining current with all dues and financial obligations.
   ii. Following accepted financial procedures.
   iii. Avoiding the comingling of personal and Jack and Jill funds.
   iv. Utilizing the tax-exempt status only as legally permitted.
v. Expecting that financial officers will maintain records, make them available for inspection and pass them on to succeeding officers as required.

vi. Reporting the misappropriation of the Organization’s funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to Jack and Jill of America, Incorporated.

vii. Being sensitive to the dangers of conflicts of interest. Board members who are professional can advise on policies related to their expertise, but if they receive any compensation from the organization, a conflict may arise. Full disclosure is the first step, then, in each case careful and conservative judgment on the merits is called for.

H. To invite for membership in Jack and Jill only those community minded mothers of sufficient high moral and ethical character and scholarship who have true interest in serving our Organization.

I. To refrain from soliciting advertisement, endorsements and sponsorships that harm the image of Jack and Jill of America or that conflict with its program concerns and values.

I shall remain cognizant that others will judge the values and principles of Jack and Jill of America, Incorporated by my personal deportment and conduct. Furthermore, should I attain a leadership position in Jack and Jill of America, Incorporated that requires me to be an official spokesman or public representative; I understand that my conduct must rise to the highest standard.

In promising to obey these rules of conduct, I acknowledge that the continuation of Jack and Jill of America, Incorporated as an organization of women of high moral and ethical standards depends on my compliance.

A violation of this Code shall lead to disciplinary action, up to and including the termination of all membership privileges in Jack and Jill of America, Incorporated.

• Any violation of this Code of Ethics shall be reported to the Regional Director of the region where the violation occurred within 10 business days of its occurrence or the discovery of its occurrence.

• With regards to financial and other long term investigations, the report must be made upon the determination by audit or other investigation, that this Code may have been violated. In these instances, a reasonable period of time for reporting must be less than two years from the date of the actions, and shall be determined based on the facts and circumstances of each individual situation by the Regional Director.

• Within 10 business days of receiving the report of a violation of this Code, the
Regional Director shall convene the grievance committee to investigate and render an opinion as to whether a violation has occurred. The committee has 10 business days to review and render an opinion to the Regional Director. If more time is needed, the committee must make that request of the Regional Director. Any requests for an extension must be made within the first 10 business days of receipt and will be limited to an additional 5 business days.

• The Regional Director shall review all information submitted by the committee to determine if further action is needed. If the opinion of the committee is in the affirmative, the Regional Director shall, within 10 business days of receiving the opinion, render a decision stating whether or not a violation of this Code has occurred, providing written rationale for that decision. The Regional Director’s decision shall include a recommendation of an appropriate punishment, sanction, or action based on the violation.

• The Regional Director has the authority to impose disciplinary action for any breach of the Code of Ethics without filing a grievance. Prior to the Regional Director initiating the action, she must consult with the elected regional team and provide the details of the infraction. The Regional Director has the authority to send a letter to the chapter outlining the details of the recommended disciplinary action, along with any punishment or sanctions imposed, along with any consequences of non-performance of the imposed sanctions and directives.

• If the decision of the Regional Director is appealed, the National Executive Board shall have 10 business days to review the decision and recommendation as to the appropriate sanction and punishment for the violation.

• If the opinion of the National Executive Board differs from that of the Regional Director, she (the Regional Director) shall either accept the modification and/or change or request that the Advisory Council be convened. She shall make this request within 10 business days of the receipt of the opinion of the National Executive Board.

• If the subject of the ethics code violation is the Regional Director or a National Officer, the Advisory Council chair shall be immediately notified and shall act to convene the full Advisory Council. If the Advisory Council chairperson is the subject of the grievance, the National President shall be immediately notified and proceed to convene the full Advisory Council.

• If the request for the Advisory Council to be convened is made, it shall be convened within 30 days of the request and shall review the evidence submitted, decisions made, and rationales submitted. The Advisory Council shall, by a 2/3rds vote, decide any outstanding issues not agreed upon within
that 30 day period.

- Time periods for all communications shall run from the date of receipt as evidenced by certified mail, return receipt requested, Federal Express, or other carrier with delivery confirmation.

- The final determination of any sanction or punishment shall be immediately communicated to the member(s) in violation by the Regional Director, unless: the National Advisory Council has been convened, and/or membership termination or suspension is the sanction. In such instances, the communication to the member shall be made by the National Corresponding Secretary on behalf of the Advisory Council. This communication shall be made by certified mail, return receipt requested.

2006-2008 National Advisory Council
National
Section II
HISTORY

The following statement was taken from an article by Mrs. Marion Stubbs Thomas (National Founder), which appeared in the first issue of the official publication of Jack and Jill of America, Up the Hill. She tells in simple and beautiful language of the start and rapid growth of Jack and Jill. She also expresses the ideals which Jack and Jill have followed since its initiation.

“IT IS WITH DEEP AND, I HOPE, PARDONABLE PRIDE THAT I LOOK BACK OVER THE FIRST TEN YEARS IN THE LIFE OF JACK AND JILL. WHEN THE FIRST LITTLE GROUP OF US ORGANIZED IN JANUARY 1938, IN PHILADELPHIA, WE WERE SEEKING TO STIMULATE A SOCIAL AND CULTURAL RELATIONSHIP BETWEEN OUR CHILDREN. WHEN I CONTACTED THE MOTHERS AND SUGGESTED A MEETING TO DISCUSS PLANS FOR A NEW CLUB, THEY WERE ALL ENTHUSIASTIC AND RESPONDED IN A MANNER WHICH WAS HEARTWARMING. LITTLE DID WE DREAM AT THE TIME THAT THIS IDEA WHICH WAS SO IMPORTANT AND INSPIRING TO US WOULD GROW TO SUCH PROPORTIONS. AS NEW MEMBERS WERE WELCOMED, AND THEN NEW CHAPTERS FORMED, THE AIDS AND IDEALS OF JACK AND JILL WERE STRENGTHENED, ALWAYS WITH OUR CHILDREN AS THE FOCAL POINT. TO US AS MOTHERS, IT HAS BECOME A MEANS OF FURTHERING AN INHERENT AND NATURAL DESIRE - THE DESIRE TO BESTOW UPON OUR CHILDREN ALL THE OPPORTUNITIES POSSIBLE FOR A NORMAL AND GRACEFUL APPROACH TO BEAUTIFUL ADULTHOOD. IT IS INTENSELY SATISFYING TO PREDICT A NATIONWIDE GROUP OF MOTHERS AND CHILDREN BOUND TOGETHER BY SIMILAR INTERESTS AND IDEALS. AS WE GROW IN NUMBERS AND ACHIEVEMENTS, MAY WE ALWAYS KEEP BEFORE US THE LOFTY PRINCIPLES UPON WHICH JACK AND JILL OF AMERICA WAS FOUNDED.”

EARLY DEVELOPMENT

Since that day about which Marion Thomas wrote, January 24, 1938, Jack and Jill of America has avalanched into a strong national organization. The story of its growth is one of amity and felicity. The idea of bringing together children in a social and cultural relationship spread to New York City, where a similar organization was started in 1939. The third club was formed in March 1940, in Washington, D.C. Thus, Jack and Jill, which began as a local group, became an inter-city association. Enthusiasm and interest in Jack and Jill spread westward, after four successful years in Philadelphia, New York, and Washington. In 1944 a chapter was formed in Pittsburgh. Between 1944 and June 1946, Jack and Jill groups expanded to ten with the addition of the following chapters: Baltimore, Maryland; Boston, Massachusetts; Buffalo, New York; Columbus, Ohio; Durham, North Carolina and Memphis, Tennessee.

NATIONAL ORGANIZATION

Mrs. Dorothy Wright, who was president of the Philadelphia club at this time, felt that Jack and Jill had reached a point when consideration of organizing these groups into a national organization was indicated.
“The Philadelphia Chapter voted unanimously to call a meeting to bring these groups together into a national body when the formation of such was presented in my program for the year 1945-46. With this support of my chapter and with the encouragement of the clubs established or being formed, invitations were sent to these ten groups for participation in a meeting to be held June 1, 1946, in Philadelphia.”

June 1, 1946, the birth date of the national organization, brought together representatives of eight of the ten groups present - Philadelphia, New York, Washington, D.C., Pittsburgh, Buffalo, Columbus, Baltimore and Boston. The purpose and aims were set forth and they voted to formulate plans for a national organization, subject to the approval of their respective groups. Committees were set up - Constitution, Time and Place, and Nomination. Plans for incorporating were discussed. After a day of working - planning and discussing - the representatives were guests of the Philadelphia Chapter at a banquet where the new officers were installed - Dorothy B. Wright, President; Emilie Pickens, Vice President; Edna Seay, Secretary-Treasurer; Constance Bruce, Corresponding Secretary; Marion Stubbs, Journalist. Because of limited funds, the roster of officers was kept at a minimum to curtail traveling expenses to the national meetings. (Report from Dorothy B. Wright, Organizer and First National President of Jack and Jill of America, to Burma Whitted, National Program Director, Philadelphia, Pennsylvania, June 10, 1958.

The Second National Convention was held in Columbus, Ohio, April 26, 1947. The convention theme was “The Responsibility of Jack and Jill Mothers.” The convention opened with the full participation of ten chapters. At this meeting the executive committee was authorized to notify chapters as to their responsibilities in sponsoring new groups in accordance with Article III, Section 3 of the Bylaws. Five chapters were granted membership at this convention, namely Chicago, Illinois; Nashville, Tennessee; Newport News, Virginia; St. Louis, Missouri and Springfield, Massachusetts.

The Constitution and Bylaws were drawn up by Attorney Charlotte Pinkett and Jack and Jill of America was incorporated under the laws of the State of Delaware on August 28, 1947. The objectives set forth were: to create a medium of contact for the children and to provide a constructive educational, recreational and social program for the children and their parents. “The Research for Rheumatic Fever” was selected as the first national project.

Ida Murphy Smith edited the first issue of the official publication of Jack and Jill of
America, Incorporated, *Up the Hill*, May 1948. Each of the fifteen chapters was represented in this issue through articles and pictures.

**The Third National Convention** was held in Washington, D.C., on May 15, 1948. The convention theme was “Giving Our Children the New Look.” At this meeting, Emilie Pickens of Brooklyn, New York, became the second National President. Motions passed at this Convention were: each chapter observes Jack and Jill Day for the children as each sees fit; the National meeting be extended to two days beginning in 1950; all past presidents serve on the Advisory Council. A recommendation that the National Organization be divided into two regions was defeated. Chapter status for Atlantic City, New Jersey and Norfolk, Virginia was recognized at this Convention.

**The Fourth National Convention** was held in New York, on May 21, 1949, hosted by the New York Chapter. During this Convention, a Regional Committee was formed to study the needs of the National Organization and to submit a plan for future operation. The number of chapters reached twenty-two with the addition of Cleveland, Ohio; Gary, Indiana; Los Angeles, California; Petersburg, Virginia and Tulsa, Oklahoma.

**The Fifth National Convention** was held in Buffalo, New York on June 3-4 of 1950. The convention theme was “Parenthood: It’s What You Make It” Mrs. Edna Seay became the Third National President at the fifth annual meeting. Membership for the North Jersey Chapter was accepted at this meeting although the North Jersey group had expressed an interest in forming a chapter during the previous Convention. Because of the rural aspects of North Jersey, it was impossible to limit membership to a particular town. A ruling was drawn up limiting membership to a mileage radius. Other chapters accepted were Albany, Georgia; Kansas City, Missouri; Lynchburg, Virginia; Raleigh, North Carolina; and Richmond, Virginia.

**The Sixth National Convention** was held in Baltimore, Maryland, on June 2 and 3, 1951. The convention theme was “Developing Tolerance in Our Children.”

“The improvement of intercultural relationships in our local communities has substituted for a National Project for the past two years. However, since projects give to our organization vitality and meaning, chapters were asked through our Advisory Committee to support the Polio Drive on a purely voluntary basis. The response was wonderful! My personal thanks to each of you for your cooperation. Jack and Jill has justified its existence.” (Edna Seay, “A Message from Our President,” *Up the Hill*, 4th Annual Issue (1950-1951), p. 21.)

The Philadelphia teenagers and mothers invited the teenagers of other chapters within driving distance to their city for the first Regional Teenage Conference in June of 1951. Membership of the following chapters were recognized: Atlanta, Georgia;
Columbia, South Carolina; Dayton, Ohio; Hamlet, North Carolina; Indianapolis, Indiana; Lincoln University, Pennsylvania; Roanoke, Virginia; Tallahassee, Florida and Winston-Salem, North Carolina. The second Regional Teenage Conference of the Eastern meeting chapters was held in New York.

The Seventh National Convention convened in Pittsburgh, Pennsylvania during June 6-8, 1952. The convention theme was “Growing with Our Children.” Dr. Alberta Turner of Columbus, Ohio, was elected the Fourth National President. The National Foundation for Infantile Paralysis was adopted as the official National Project at this Convention and remained so through 1957. The contribution to the Polio Drive from Jack and Jill of America, Incorporated, for 1952 was $4,588.

The Eighth National Convention convened in Memphis, Tennessee, on June 26-28, 1953. The convention theme was “Abundant Living in Our Community.” Chapters reported a total of $9,392.41 for the 1953 contribution to the National Project which was the National Foundation for Infantile Paralysis. Decisions made at this convention were: to raise “50% more in contributions for ‘54”, that the National Organization publish a handbook at some yearly interval, and in the interim, the membership of the new chapters be published in Up the Hill. The issue of having a regional structure was revisited at the convention. A letter from the Advisory Council dated 1949 was read which outlined a revised regional plan. Most chapters favored a regional structure, but none were in favor of eliminating the National Organization, so the motion not to dispense with the National Organization passed unanimously. It was further decided that the Regional Plan be sent to the Executive Committee for further study and subsequent presentation to local chapters. The now official Eastern and Mid-Atlantic Regions held Teenage Conferences this year. The Eastern Region’s third Regional Teenage Conference was held in Washington, D.C. The Mid-Atlantic’s first Regional Teenage Conference was held at Newport, Virginia. The Teenage Committee on Regional Boundaries for Annual Teenage Conferences agreed that the boundaries should include these seven areas: Central, Eastern, Mid-Atlantic, Mid-Western, South Central, Southeastern and Southwestern. These are subject to change as the teenage population increases and more chapters are added.

The Ninth National Convention convened in Durham, North Carolina, June 18-20, 1954. The convention theme was “Appraising Family Life in a Changing World.” Mrs. Nellie G. Rouljac was elected Fifth National President. The report of the National Project Committee revealed that Jack and Jill had raised $15,289.75 during the year for the National Foundation for Infantile Paralysis. It was decided that Jack and Jill not only continue the Polio Drive as the National Project, but that it also establish an educational program designed to enlighten the communities concerning the function and work of the Polio Foundation. The
Eastern Region held its Fourth Regional Teenage Conference in Pittsburgh and the Mid-Atlantic’s Second Teenage Regional Conference was held in Petersburg, Virginia. St. Louis was the site of the Central Region’s First Teenage Regional Conference.

The Tenth National Convention convened in Chicago, Illinois, June 10-12, 1955. The convention theme was, “Approach to Mature Parenthood.” A congratulatory message was sent to Dr. Jonas Salk of the University of Pittsburgh from Jack and Jill of America when it was announced that the Salk vaccine helps to prevent paralytic polio. The Chairman for the National Project reported that returns for the Polio Fund had been received from fifty chapters totaling $16,486.07. It was unanimously passed that Jack and Jill continue with the National Foundation for Infantile Paralysis as its National Project for 1955-56.

The Eleventh National Convention convened in Cleveland, Ohio, June 22-24, 1956. The convention theme was, “Jack and Jill’s Role in the Community”. This Convention celebrated the Eleventh Anniversary of Jack and Jill. It was announced by the Vice-President and Chairman of the National Service Project that during 1955-56 the total amount contributed to the March of Dimes in the name of Jack and Jill was $24,000.17. A majority vote carried the motion that the Polio Drive be continued as the 1956-57 Service Project. A motion was passed that a committee be appointed by the President to study the adoption of a new national project with special consideration being given to those organizations working for the physical or social welfare of children. There was continual discussion about the rationale for Regionals; the Executive Committee defined the purpose of the Regions which is: “to allow fuller, closer participation by Chapters in all geographical areas, thus making for a stronger program.” (Minutes of the Eleventh Annual Convention, June 22-24, Jack and Jill of America, Incorporated, Cleveland, Ohio in the files of the Corporation).

The Twelfth National Convention of Jack and Jill convened in San Francisco, California, July 5-7, 1957. The convention theme was “Better Citizens for a Better World.” In the Annual Report of the Vice President, as Chairman of the National Service Project, accurate figures on the total amount raised for the National Foundation for Infantile Paralysis were unavailable because only thirty-six out of the existing eighty-one chapters reported. The incomplete report showed a total of $16,366.85 for 1957. The Committee, which had been appointed by the President at the 1956 Convention to study the needs of organizations working for the physical or social welfare of children, presented the results of the study.

The recommendations presented were:

1. The National Association of Muscular Dystrophy.
2. The National Association of Mental Health.
5. Life Membership in the National Association for the Advancement of Colored People.

Ballots were distributed for the election for the National Project for the year 1957-1958. The Recommendations Committee submitted a report: one of the recommendations, which was adopted, was that a committee appointed to study plans for a National Project which would be exclusively Jack and Jill and would have no affiliations with any other group, organization, or corporation. The proposed projects were slated to be presented to the National Organization at the 1958 Convention.

The Thirteenth National Convention convened in St. Louis, Missouri, June 27-29, 1958. The convention theme was “Jack and Jill Comes of Age”. At this convention, Dr. Ruth Howard of San Francisco, California, was elected the Sixth National President. The outgoing Vice President, in her Annual Report, stated that the financial contributions from forty-eight chapters for Mental Health and other projects totaled $7,424.50. Much discussion followed the report of the Recommendations Committee, the final amended recommendations were: “The National Service Project will be Mental Health and other charities, with the majority of the funds going to the NAACP. All monies will be sent to the National Treasurer, with designation for distribution.” The 1958 Annual National Convention was the last “annual national” meeting. (Minutes of the Thirteenth Annual Convention, June 27-29, 1958, Jack and Jill of America, Incorporated, St. Louis, Missouri in the files of the Corporation).

The First Mothers’ Regional Conferences were held in 1959, thus there was no National Convention held. In accordance with the Revised Regional Plan of 1957, regional meetings were to be held in June or July on alternate years of the National Convention.

The First Biennial National Convention: 1960

The Fourteenth National Convention convened in Boston, Massachusetts, June 30, July 1-3, 1960. The convention theme was “Meeting the Challenge as Parents.” Dr. Ruth Howard of San Francisco, California, presided as National President. The National Vice President, serving as chairman of the National Service Project, reported monies given in these areas: Mental Health, $7,540.96; NAACP “Freedom Fund, Life Memberships, Legal Defense,” $12,225.64 and other charities, $7,669.53. The National Project approved for the next two years, 1960-1962, was “Mental Health for Children.” Dr. Lathan, a father recommended to the delegates that some provision be made at the next national convention for the entertainment of the visiting fathers.
The Second Biennial National Convention: 1962

The Fifteenth National Convention convened in Minneapolis, Minnesota, July 19-22, 1962, with the Twin Cities Chapter serving as host. The convention theme was “Jack and Jill’s Blueprint for Broader Horizons.” Dr. Ruth Howard of San Francisco, California, presided as National President. Eighty-three chapters answered the delegates’ roll call. “Mental Health” was accepted as the National Project for the next biennium. Our Bylaws were amended to elect not more than one National Officer from a given Region. This would permit equal representation of all chapters on the Executive Committee, (one from each of the seven regions). Mrs. Margaret E. Simms of St. Louis, Missouri was elected the Seventh National President.

The Third Biennial National Convention: 1964

The Sixteenth National Convention convened in Seattle, Washington, June 26-28, 1964. The theme of the convention was “Jack and Jill’s Role in Bringing Order Out of Chaos.” There were fifty-four chapters present, eight proxy votes out of a possible one hundred eight chapters. The National Vice President reported the success of our National Project “Mental Health” Jack and Jill had accepted the responsibility of underwriting the cost of a publication for the National Association of Mental Health. The booklet was entitled “The Mentally Ill Child, A Guide for Parents” the copyright date for this booklet would be 1966. The inside of each booklet will bear the legend “We acknowledge with gratitude the generous contribution of Jack and Jill of America, Incorporated which made possible the publication of this guide.” To this date chapters had contributed $6,651.36 on a $10,000 commitment to Mental Health. It was voted that the chapters who had not paid their $100.00 assessment were required to do so immediately. This would enable Jack and Jill of America, Incorporated to fulfill its obligation to the National Association of Mental Health. During the 1962 Convention a National Emblem Contest was held. The winning design was approved at the 1964 convention. The National Emblem (logo) was officially registered as the trademark of the organization in 1995. Edward S. Richards (Chattanooga Chapter father) submitted the winning entry. The Executive Committee was empowered to file application for a tax exemption under 501(c)(4) with the Internal Revenue Service of the United States Government. 501(c)(4) classification was granted October 12, 1964. Delegates of the convention voted as its National Project for the next biennium to support NAACP Legal Defense Fund only.

The Fourth Biennial National Convention: 1966

The Seventeenth National Convention convened July 7-10, 1966 in Atlanta, Georgia. The convention theme was “Jack and Jill Prepares for World Citizenship.” Mrs. Margaret E. Simms, National President, called the Convention into session.
Ninety-nine chapters answered the delegates’ roll call. A report of the National Service Project for this biennium and a check was presented to Mr. Rufus Smith, Director of Program Development Legal Defense and Educational Fund, Incorporated. The total gift was $29,140.87. The National Service Project Committee Report recommended to the Convention delegates plans to establish a Jack and Jill of America Foundation. The following resolution was passed by the delegates:

“We resolve that within two years Jack and Jill establish a charitable foundation with the National Service Project assets, and that the Executive Committee be empowered to appoint the personnel of said foundation to delineate the scope and perform all the necessary acts to create the foundation.”

This foundation would receive its seed monies from the assets of our National Project funds. The 1966 National Convention went on record as completely revising and updating the National Bylaws. Mrs. Eleanor Collins DeLoache was elected Eighth National President.

The Fifth Biennial National Convention: 1968

The Eighteenth National Convention convened in Washington, D.C. July 18-21, 1968. The convention theme was “Youth Power in the Twentieth Century.” Mrs. Eleanor DeLoache was re-elected National President. During this administration the Jack and Jill of America Foundation became a reality and was incorporated in 1968 in Chicago, Illinois.

The Sixth Biennial National Convention: 1970

The Nineteenth National Convention convened in Dallas, Texas, July 13-17, 1970. The convention theme was, “Meeting the Challenge of Change Through Family Solidarity.” Dr. Mirian Shropshire was elected to lead more than 129 chapters as the Ninth National President. Malvin Goode of the American Broadcasting Co. and the Honorable Maynard Jackson were guest speakers at the convention activities. Highlights of the convention included an expansive coverage on the Jack and Jill Foundation including SOPHIA, a project in St. Louis, Missouri.

The Seventh Biennial National Convention: 1972

The Twentieth National Convention convened in Roanoke, Virginia, July 14-17, 1972. The convention theme was “Jack and Jill Responsibility Preparing Today’s Youth for Tomorrow’s Destiny.” Dr. Mirian Shropshire was re-elected President. Mr. Vemon Jordan of the National Urban League and Congressman Ronald Dellums were the featured speakers at the convention.

The Eighth Biennial National Convention: 1974

The Twenty-First National Convention convened in Los Angeles, July 14-21, 1974. The theme of the convention was, “Starvation, Health, Education and Day
Care." (SHED). Dr. Pearl Watson Boschulte was elected as the 10th National President. More than 1,200 members were in attendance. Highlights of the convention included speeches by C. Delores Tucker, Secretary of State of Pennsylvania; Earl G. Graves, Editor of Black Enterprise and Congressman Andrew Young of Georgia.

The Ninth Biennial National Convention: 1976

The Twenty-Second National Convention convened in Denver, Colorado, July 21-25, 1976. The conference theme was, “With Rights, Privileges and Liberties”. More than 1,000 members attended the convention where Dr. Pearl Watson Boschulte was re-elected President. June Christmas was the keynoter and Congresswoman Patricia Harris spoke at the banquet.

The Tenth Biennial National Convention: 1978

The Twenty-Third National Convention convened in Miami, Florida, July, 13-16, 1978. The convention theme was, “The Three E’s—Education, Employment, Equal Opportunity”. Dr. Lillian A. Parks was elected as the 11th President of the more than 140 chapters. Delegates were asked to consider the establishment of a National Headquarters and employing a full-time Executive Secretary. The National Programmatic Theme for 1978-1980 was the “PEP Program - Parenting, Education, and Political Involvement.” Chapters throughout the nation were encouraged to implement this theme through their chapter programming which was a reflection of the aims and objects of the national organization. The members were impressed and inspired with the outstanding speeches of the Rev. Jesse Jackson, President of PUSH, and Attorney Patricia Russell, a motivational speaker.

The Eleventh Biennial National Convention: 1980

The Twenty-Fourth National Convention convened in Houston, Texas, July 16-20, 1980. The conference theme was “Clarifying Family Values.” The entire Executive Board was re-elected for a second term, which was a first in our organizational history. The National Theme, “PEP,” was continued for the ensuing two years. At this convention, the delegates gave the Executive Board the charge to proceed with the establishment of a National Headquarters. The first Executive Secretary, Patricia M. Cannon, was hired and operated an office from her home in Atlanta, Georgia. All publications of Jack and Jill of America, Incorporated were revised and a new publication, the “Jack and Jill Brochure,” was compiled by National President Lillian A. Parks and National Recording Secretary Dorothy K. Quigless. The public relations phase of the Jack and Jill program was increased and expanded with listings in “A Guide to Black Organizations,” “The Delegate,” and Excell. Jack and Jill of America, Incorporated was also represented in Jet magazine and numerous local and regional newspapers. The National President
was listed among “100 Most Influential Black Americans” in Ebony magazine for two consecutive years. Contributions were made to the Martin Luther King, Jr. Center for Social Change, Atlanta, Georgia; United Negro College Fund; PUSH and the Urban League. A life membership in the NAACP was purchased. Record contributions were made to the Jack and Jill of America Foundation and other charitable causes.

**The Twelfth Biennial National Convention: 1982**

**The Twenty-Fifth National Convention** convened in July 20-25, 1982, in Chicago, Illinois. Mrs. Ramona W. Arnold of the South Los Angeles Chapter was elected the 12th National President. The theme, “The Black Family, Visible and Viable,” was appropriately selected for the 1,000 members, fathers, teens and children that were in attendance. Dr. Erwin A. France, Vice President of a consulting firm, and Rev. Jesse Jackson, President of PUSH, were the keynote and banquet speakers, respectively. The National Program theme “Focus on the Family - New Directions in Unity, Service and Survival” was established. Liaison relationships were formed with organizations such as the National Black Child Development Institute, Children’s Defense Fund, and A Better Chance. These liaison relationships were formed as a means to improve the quality of life for children, particularly Black children. A National Legislative Chairman was appointed to spearhead a legislative network comprised of national, regional and chapter legislative chairman.

This network:

1. disseminated information on State and U.S. Senators as well as representatives;
2. gathered information on bills and proposed bills impacting children;
3. targeted major areas of concern at the city, county, state and national levels to enable chapters to focus their efforts on issues of concern; and developed a retrieval and monitoring process of action to be taken by chapters; and
4. developed a retrieval and monitoring process of action to be taken by chapters.

Health Services, Education, Child Care and Adoption/Foster Care were the suggested areas of concentration for local chapters’ projects in keeping with the legislative thrust.

**The Thirteenth Biennial National Convention: 1984**

**The Twenty-Sixth National Convention** convened in Washington, D.C., July 18-22, 1984. Ramona Arnold was re-elected National President. The convention theme was: “Focus on the Family - New Directions in Unity, Service and Survival” One of the Convention highlights was the interactive panel discussion
focused around the convention theme. Carol Randolph, D.C. TV Talk Show host was the moderator for this event and the panelists were: Dr. Ethelyn Strong, Professor and Dean of the School of Social Work at Norfolk State University who addressed UNITY; Dr. Judith Thomas, chair and Professor of Education at Lincoln University in Pennsylvania who addressed SERVICE; and Dr. Michael Winston, Vice President for Academic Affairs at Howard University who addressed SURVIVAL. Thirteen provisional groups were granted membership which brought the total number of chapters to 174. The Ad Hoc Feasibility Committee was formed to study the probability of establishing a national headquarters. Crystal Stairs presented a report which outlined major organizational revisions and supported the idea of establishing the National Headquarters. They voted that such a huge undertaking required additional study.

The Fourteenth Biennial National Convention: 1986

The Twenty-Seventh National Convention convened July 23-27, 1986 in Norfolk, Virginia. Chesapeake, Hampton, Norfolk and Portsmouth Chapters served as hosts. The theme was “The Black Family - A Symbol of Strength Meets the Challenges of the 21st Century”. The keynote speaker at the opening session was Assembly Woman Maxine Waters. The banquet speaker was Dr. Leon W. Chestang. Sixteen provisional groups were granted membership which brought the total number of chapters to 186. Dr. Eva C. Wanton of the Tallahassee Chapter was elected the 13th National President.

The organization was moved from passive to active in the areas of maternal and child welfare issues on both the national and international levels. Increased involvement of projects in Africa was heightened by the interaction with AFRICARE of Washington, D.C. Through our partnership with AFRICARE, Jack and Jill contributed to building a well in a village in Mali. National President Wanton personally attended the dedication of the well. The highlight of the organization’s international involvement was the Jumoke project jointly undertaken by several chapters and financially supported by AFRICARE through a federal grant of $100,000.00. The funds were used to broaden the understanding of the international demands of peaceful coexistence and cultural differences by our Jack and Jill of teens.

Commendations for Jack and Jill’s efforts on behalf of the nation’s children included the organization’s entry into the United States Congressional Record, (May 5, 1987) Vol. 133, No. 71 by the Honorable William H. Gray III, Congressman of Pennsylvania, which established the observance of Black Family Day, the first Saturday in May.

An elaborate celebration of the 50th Anniversary of Jack and Jill was held January 22-24, 1988 in Philadelphia (the founding chapter). Seven past National
Presidents joined President Wanton and the founder, Marion Stubbs Thomas. Participating chapters from all regions honored the founding members of the Philadelphia chapter. Mayor W. Wilson Goode welcomed the attendees and presented a replica of the Liberty Bell to the National President. Samuel J. Brown III was commissioned to write the Jack and Jill Hymn, which debuted at this celebration. Susan L. Taylor, editor of Essence Magazine, was the dynamic banquet speaker.

**The Fifteenth Biennial National Convention: 1988**

**The Twenty-Eighth National Convention** convened July 19-24, 1988 in San Francisco, California. Contra Costa, Fresno, Oakland Bay, Sacramento, San Francisco and San Jose Chapters served as hosts. The convention theme was “The Black Family More Precious Than Gold: Onward Toward A Century of Unity”. Dr. Eva C. Wanton was re-elected National President. This convention celebrated our 50th year of existence and 20 years since the inception of the Jack and Jill of America Foundation. The public meeting speaker was Dr. George McKenna and the banquet speaker was Mr. Jesse McCrary, Jr. Seventeen provisional groups were granted membership into the organization bringing the total number of chapters to 199.

**The Sixteenth Biennial National Convention: 1990**

**The Twenty-Ninth National Convention** convened July 15-25, 1990 in Memphis, Tennessee. The convention theme was, “Empowerment of the Black Family: Global Implications for the Future.” Nellie Thornton of the Westchester County, NY Chapter was elected 14th National President. Debbie Turner, “Miss America,” was the public meeting speaker, and Dr. Benjamin Hooks the banquet speaker. The National President was presented with the Jack and Jill ‘T’ shirt worn by Astronaut Charles Bolden of the Clear Lake Bay, Texas Chapter on his mission into outer space.

The historic aspect of this convention was the vote of the body to raise the necessary revenue to purchase a site for the National Headquarters Building to be located in the Nation’s Capital, Washington, D. C. The affirmative vote paved the way for the organization to begin our one-time headquarters assessment to be paid by all active members at the time of the vote and all subsequent new members upon initiation. An Ad Hoc Headquarters committee composed of a representative from each region, various members of the Jack and Jill Foundation, and National Officers was formed to locate a site for the Headquarters. Seventeen provisional groups were granted membership into the organization increasing the number of chapters to 216. An Associate Chairperson was appointed for each region and invited to the Advisory Council meeting (a first) to discuss ways that the Associates could be of more help to the various chapters. The “Mothers-Away-From Home” program was initiated as an outcome of that meeting.
Jack and Jill of America was represented at the opening of the Congressional Black Caucus in Washington, D.C. in 1990. President Thornton attended the signing of The Civil Rights Bill of 1991 at the White House and was the guest of President George Bush for a “Special Black History” seminar in February, 1992. She attended the Rainbow Coalition Summit for National Leaders called by Rev. Jesse Jackson and was selected to be on a nine-member steering committee of the summit conference of Black Organizations. President Thornton was elected National Financial Secretary of the newly formed National Association of Black Organizations (NABO).

The Seventeenth Biennial National Convention: 1992

The Thirtieth National Convention convened July 14-21, 1992 in Orlando, FL. The convention theme was “Vision for the 90’s: Empowering Tomorrow’s Leaders Today”. Nellie Thornton was re-elected as National President. Six provisional groups were granted membership into the organization increasing the number of chapters to 222. Patricia Russell-McLoud was the keynote speaker at the public meeting, and Betty Shabazz delivered the banquet address.

The First International Chapter of Jack and Jill of America, Incorporated was installed in the Republic of Germany in November, 1992. President Thornton conducted the ceremonies. Under this administration, the Execucom, a newsletter from the National Executive Board to the chapters, was published and circulated. The newsletter provided the executive board an opportunity to share with the membership pertinent administrative information needed throughout the year for effective chapter and regional operations. The National Headquarters in Alexandria, VA was purchased, and in 1994, an elaborate Grand Opening Celebration took place. Three past National Presidents joined President Thornton for this historic occasion.

Jack and Jill of America became a charter member of WAVE (Women Against Violence in Entertainment) now known as NAPA (National Alliance of Non-Violent Programs). A Disaster Fund was established, funded by the chapters to aid Jack and Jill families who were victimized by Hurricane Andrew. President Thornton represented the organization at the William (Bill) Clinton Presidential Inauguration and Ball. The organization, through the office of the National President, was also represented at the White House Conference on Children, where she had tea with First Lady Hillary Clinton. She also represented the organization at the Children’s Defense Fund meeting and developed a partnership with CDF. Mrs. Thornton was listed among the 100 Most Influential Leaders Among Black Americans in Ebony Magazine during her tenure as National President. She was also featured in a televised broadcast. The organization continued to be cited in leading newspapers and magazines across the country.
The Eighteenth Biennial Convention: 1994

The Thirty-First National Convention convened July 1994 in Austin, TX. The convention theme was “Forging Ahead for Future Generations.” Shirley Barber James was elected as the 15th National President. Seven provisional groups were granted membership into the organization. Judge Nelda W. Spears was the speaker for the public meeting, and Mayor Johnny Ford of Tuskegee, AL was the banquet speaker. Chapters for the first time brought their best chapter activity and program books for display and to share with other chapters as a means of enhancing chapter programming. The Alumni Membership was established to include an extension of affiliation with the organization for Jack and Jill college teens and young adults through age 25, was voted on and approved at this convention. Life Membership was extended to Associates. The National Leadership Development Program, a signature program for Jack and Jill of America, was adopted. The National Teens Task Force, National Strategic Planning Committee and The National Elections Task Force were established and charged with evaluating the teen’s program, developing a strategic plan and evaluating the national elections process.

Using as a theme “Forging Ahead for Future Generations”, the major thrusts of the new administration were to focus on the infrastructure of the organization in order to ensure its continued growth, development, and viability into the 21st Century. The major objectives of this administration focused on enhancing services to the members, strengthening, as well as establishing new collaborative relationships with other national and community organizations. These organizations would focus on youth programming and increasing the organization’s visibility as an advocate for children.

A Strategic Planning Committee was immediately mobilized (Aug. 1994) and charged with developing a Strategic Plan for the organization to be presented at the 1996 Biennial Convention. The renovation plans for the National Headquarters were re-examined and a new plan was fully launched in order to ready the building for occupancy. For the first time in the history of the organization, National Liability Insurance coverage was secured. New membership cards were re-issued to members, associates, and life members; and standard certificates from the National Office were issued to all new members, as well as those completing active tenure. The 6th Edition of the Jack and Jill of America Manual was revised, updated, and published. The first Resource Manual of the Jack and Jill membership was commissioned for publication, and Membership Profile Data Sheets were distributed to each member in order to compile information for a centralized and computerized membership database.

Collaborative relationships were strengthened with the National Alliance for Non-Violent Programming and The Children’s Defense Fund. A new business
collaborative with the GTECH Corporation resulted in the Foundation receiving a substantial contribution earmarked as the “GTECH-Camille Barber-Shirley Barber James Award” (GTECH-Barber-James Award) to be granted to Jack and Jill Chapters which promote programs that train minority youth in the use of advanced technology to prepare them for employment in a high technological society. President James attended the dedication of the Alex Haley Farm by the Children’s Defense Fund. President James represented Jack and Jill of America Incorporated as one of the panelists at the National Dialogue of Women Leaders sponsored by the Kellogg Foundation to discuss the African-American Males Initiative. She was also present at the historic inaugural of Merlie Evers-Williams as Board Chairman of the NAACP in May, 1995.

The organization became more visible in its role as child advocate by joining a coalition of national women’s organizations to launch a major campaign to actively respond to the U.S. Congress in their attempt to balance the budget with the famous “Contract for America.” Jack and Jill of America was on the Advisory Council and was the 14th national organization to endorse the first national “Stand For Children” rally organized by Marian Wright Edelman, President of the Children’s Defense Fund. This event was held in Washington, DC, at the Lincoln Memorial June 1, 1996. Jack and Jill members, children, and teens, from across the country, including Regional and National Officers, were among those selected to participate in the “Stand for Children” Parade.

The Teen Leadership Development component of the National Leadership Development Program for the Organization was piloted in 1996 at Teen Cluster meetings in all seven regions. Jack and Jill teen leaders representing the seven geographic regions participated in the Ella Baker Child Policy Training Institute facilitated by the Black Student Leadership Network (BSLN) of CDF at the Alex Haley Farm in February, 1995. The James Administration launched the Jack and Jill of America PROMISE Summit (Pooling the Resources Of Many to Inspire, Save, and Educate). This was a milestone for the organization. National and Regional officers, along with the endorsed candidates for national office, convened at the Haley Farm May 3-5, 1996 to formulate an action plan with guidelines for Jack and Jill Chapters to use in forming collaborations with community and national organizations in an effort to broaden the resource base of services to youth. President James on behalf of Jack and Jill of America received an appointment to the Minority Initiative Task Force Committee on Employment of People with Disabilities by the Clinton Administration. President James was listed among Ebony Magazine’s 100+ Most Influential African Americans in 1995 and 1996, and was featured as one of Ten Women of Achievement in Mentor Magazine, April 1996.
The Nineteenth Biennial National Convention: 1996

The Thirty-Second National Convention convened July 17-21, 1996 in Cleveland, OH during the city’s Bicentennial Celebration. Dr. Sheryl Benning Thomas was elected the 16th National President. The convention initiated Pre-Convention Training Workshop for Chapter Officers and the Family Ecumenical Prayer Hour was re-instituted. The following task forces were appointed: Computer Technology/Communications; Public Relations; and Headquarters Interior Design. Major speakers included Lawrence Otis Graham, author of Member of the Club, and Greg Alan Williams, screen star and youth motivational speaker. A featured highlight of the Convention was the initiation of Marian Wright Edelman as the first Honorary Member of Jack and Jill of America, Incorporated. She delivered the keynote address at the closing banquet. Two Provisional groups were granted membership into the organization.

During this administration, there were many initiatives for Jack and Jill of America. The National Associates Committee, under the leadership of Cleasie Davis, National Associates Chair distributed a national survey at the Regional Mothers’ Conferences to focus on the expanded role of Associates and to collectively address the vision for the Associates for the next decade. Jack and Jill Dads organized a National Fathers’ Auxiliary, chaired by Fitzroy Younge. Other regional and local representatives participated in developing bylaws, programming and promotion of the auxiliary within the chapters. Each region had a regional fathers’ representative. In August, 1997, the first National Teen Summit was held in Chicago, IL. Over 150 teen officers attended this three-day teen leadership development summit. They had an opportunity to analyze their National Teen Bylaws, discuss objectives for Jack and Jill teen strategic planning and increase their awareness of the fundamentals of leadership in today’s society.

The Thomas administration collaborated with The Links, Incorporated launching a health initiative, “Project Walking Fete: Making Health A Habit”. The National Health Concerns Committee, chaired by Dr. Donna Baytop, created the “Million Point Health Plan”. Chapters were able to raise awareness of health issues. Jack and Jill of America placed health as a national priority in their programming. There was a significant increase in public relations and publicity for Jack and Jill of America, Incorporated. The past, present and the future of Jack and Jill of America, Incorporated was recorded in the October, 1997 issue of EBONY Magazine and in three issues of JET. The new Jack and Jill of America, Incorporated tri-fold brochure, was available to the delegates at the National Convention for distribution to the public. National Editor Ingrid Miller established Jack and Jill’s presence on the internet with the www.jack-and-jill.org domain.

The National Headquarters located in Alexandria, Virginia was sold in February, 1997. National Treasurer Gladys Wade Bragg established a standardized chart
of accounts and financial guides to assist the membership with their chapter financial operations and accountability. This met the expressed needs of the membership regarding fiscal accountability. Financial forms were updated and utilized for reporting the income and expenses of chapters. Quicken templates of the Chart of Accounts (line items) for National, Regional and Chapters were developed and utilized respectively. National Treasurer Bragg set the stage for the organization to become more computerized. All national forms were updated and available for usage by chapters. She also was the first to computerize the registration process for National Conventions, Regional Conferences, Teen Conferences, Clusters and other meetings held by the organization. A temporary National Office was leased in Orlando, Florida, while still searching for a permanent National Headquarters.

The use of the web site, scanners, E-mail, and standardized computer programs helped enhance communications for the membership during this administration. Partnerships and collaboration with other organizations continued to grow. Collaborative relationships were strengthened with past partners, such as the Children’s Defense Fund and the National Alliance for Non-Violent Programming. New partnerships were fostered with the U.S. Government Center for Substance Abuse Prevention, the N.A.A.C.P., the Congressional Black Caucus and many corporate sponsors. The membership continued to support the Jack and Jill of America Foundation through the increased number of proposals submitted for funding, increase financial contributions through chapter fundraisers and the support of the national projects such as: Project Smart. We also reached a record high in corporate sponsorship of national, regional and local events. The Strategic Plan was used as a guide to implement programs and brought the National theme - “F.O.C.U.S. for the Future; Fulfill the Dream” into fruition Dr. Thomas stated, “As we celebrated Jack and Jill’s Sixtieth anniversary, we celebrated with love and unity. Our challenge, as we continued into the new millennium is to continue addressing the concerns of today’s youth, seeing opportunities in the challenges and transforming problems into new possibilities.”

The Twentieth Biennial National Convention: 1998

The Thirty-Third National Convention convened in New York, NY. in July 1998. Ingrid Watson Miller was elected as the 17th National President. She and the Executive Board began their administration fully charged and motivated to propel the organization into the 21st century effectively and efficiently. With the theme, “Family - The Essence of our Health and Heritage into the New Millennium,” the Miller Administration’s goal was to complete the 1996 Strategic Plan while firmly establishing the organization in society as an advocate for all children. Inroads were made in the following areas of the Strategic Plan, as well as other areas:
Alumni chapters - Under the leadership of alumnus Monique Ingram, with Terese McGee assisting, the basic guidelines were established for college-aged members to establish chapters on the HBCUs. A multi-faceted program, with its own logo, was implemented in the areas of Health Issues, Children’s Activities, Teen Issues, Non-Violence in the Media, the J&J Village, HBCUs, and Heritage. The following were implemented through these program foci: the Southeastern Region’s Children’s Cluster Workday and Children’s Pen Pal programs became national projects; a campaign to establish a Jack and Jill Heritage postage stamp was launched; a newsletter highlighting summer programs at HBCUs was established; The Teen Leadership Development Fellows program was inaugurated for outstanding low-income students to attend the Second National Teen Summit; support of AFRICARE was reinstated and contributions to aid the all-black town of Princeville, NC, as well as other black families were presented.

Jack and Jill of America, Incorporated received a $50,000 grant from the National Highway Traffic Safety Administration (NHTSA) to nationally launch “A Habit for Life: Jack and Jill Says Buckle Up!” project. The purpose of this project was to enhance the African American community awareness of the fact that motor vehicle crashes are the number one killer of African American children, ages 0-14 and number two for ages 15-26. Each chapter and region was eligible to receive funding to support community projects within their area.

Membership involvement increased through the addition of new Associate groups, as well as an increase in Father’s participation in the chapters. Ceremonies were created to include the fathers during the initiation process and a special memorial service for deceased fathers. A membership intake manual was published to ensure that all members have the same and complete knowledge of Jack and Jill. A retreat was held for interest and provisional groups to enhance their knowledge of the organization so that each new chapter would begin on the same level.

The organization became more fiscally accountable with the establishment of more efficient record keeping for chapters through the Quicken® computer program, establishment of a bulk-rate permit, as well as registration of all emblems and logos. Forms were updated, streamlined and placed on the website for easy access. The newest operational tool, the Policies and Procedures Manual, was introduced to the membership for consideration developed by the previous administration.

The history of the organization was solidified through the publication of a new history book, Into the New Millennium, and the making of a historical video, which detailed the founding of Jack and Jill through interviews with the founding and charter members and their families. Additionally, a project to formally establish the archives of all documents was initiated. Communication was
enhanced through the publication of a comprehensive national directory, which included all chapter officers, and with the publication of a national magazine Top of the Hill, which combined all previous newsletters.

Jack and Jill became well-grounded in the national arena through special partnerships with Walt Disney, The US Census 2000 Project, Parenting is Prevention Project (PIPP), the Prevention Through Alliance Anti-Drug Campaign of President Clinton, and Mothers Against Drunk-Driving (MADD) to name a few. A five-year Scholarship Project was established with the Adams Mark Hotel Corporation.

Recognition for outstanding service to the community occurred through the establishment of National Awards: the Nellie A. Thornton Service to Children Award, to honor both members and non-members for their service to children and specific criteria for the Samuel J. Brown, Ill Award was formalized by the Fathers’ Auxiliary to honor the outstanding contribution by African American males. Additionally, the teens received the President’s Student Service Award from President Clinton for volunteerism.

The organization voted at the National Convention to adopt the Thompson Children as the organization’s national service project. The delegates voted to assist the parents in raising the children and chapters were assessed a $50 annual assessment to finance a fund in their honor which would be used to finance various activities or needs that the children may have.

The boundaries of the Organization expanded with the establishment of chapters in Nigeria (now defunct, due to the fact that our charter does not allow the establishment of chapters outside of the United States) and the organizing of an interest group in Anchorage, Alaska.

The Miller Administration worked diligently to impact the organization and to make Jack and Jill one of the leading national advocates for children.

**The Twenty-First Biennial National Convention: 2000**

The Thirty-Fourth National Convention convened July 2000, in Charlotte North Carolina. Electronic voting was established at this convention. The delegates voted for the National Headquarters to be established in Washington DC and the Headquarters Committee was given the tasks of locating property and moving forward with the completion of an established national headquarters. The O’Jays and Black provided live entertainment for the attendees. Walt Disney World Executives attended the Banquet and presented the Thompson children with a trip to Disney World. Adams Mark Executives presented scholarships to one outstanding teen from each of the seven (7) regions. The Thompson children were guests of the National Executive Board and were presented to the membership as our National Community Outreach Project: It Takes a Village to Raise A Child.
children by delegate vote were adopted by the organization until the age of 18 to receive organization support.

The National Theme was “High Tech, High Touch” which was evident in the upgrading of the national website and the encouragement of national officers to utilize the website for national forms and ongoing national communication updates and newsletters. Karen Clark, National Program Director, worked with the NHTSA in the continuation of the Habit for Life: Jack and Jill Says Buckle Up. Video and other printed materials were developed as a seat belt kit and distributed to all chapters for a Seat Belt Community Service Action Program in their communities. The National Headquarters building was purchased and a groundbreaking ceremony was held in June of 2000 in Washington D.C. Jack and Jill of America, Incorporated established a working partnership with the National African American Tobacco Education Network. The organization granted membership to provisional groups. Carla Williams was elected as the 18th National President.

The Twenty-Second Biennial National Convention: 2002

The Thirty-Fifth National Convention convened July 2002. Over 900 Jack and Jill mothers, fathers, teens and children descended on Los Angeles for the 2002 Biennial National Convention of Jack and Jill of America, Incorporated. Hosted by the Los Angeles chapter, the 2002 National Convention was held at the elegant, historic, Millennium Biltmore Hotel in downtown Los Angeles. Convention attendees were treated to fabulous activities including the Far West Regional Family Night at the California Science Center an Oldies But Goodies party at the Hollywood Entertainment Museum complete with vintage Soul Train footage, the Fashion Show Luncheon and Heritage Luncheons. Foundation Gala attendees were treated to a performance by the Jazz recording artist, vocalist Phil Perry (a Jack and Jill dad) and the Closing Banquet featured award winning recording artists The Whispers. In the midst of all this entertainment and excitement, the work of the Jack and Jill was accomplished by dedicated officers, delegates, alternates and mothers. The convention came to a successful close with the installation of newly elected National President Ida LaBrie Younge and her board.

It was without hesitation that Ida L. Younge 19th National President, Alice Peoples National Vice President, Linda Knight Burkley National Recording Secretary, Evelyn Simmons Davis National Corresponding Secretary, Dayatra Baker-White National Treasurer, Murvyn Kelsey National Editor and Regina Singleton, Program Director volunteered to dedicate the next twenty-four months in service to Jack and Jill of America, Incorporated, its members, fathers, and most importantly its children. The entire National Executive Board is to be commended for staying the course, accepting the challenges, working tirelessly above and beyond their prescribed duties while being servant-leaders and role models to all the members
of this organization. Challenging can best describe the times. The organization was in transition and the NEB worked daily to lay the groundwork for a stronger foundation and more rewarding tomorrows. Great strides were made in stabilizing the organization through the following activities by the Younge Administration:

Adoption of the slogan, “Creating Legacies of Leadership and Service for our Children to follow”, using every occasion to highlight the fruits of our labor; the accomplishments of our children through service and leadership. Chapters were urged to highlight their graduates and to this end the NEB also highlighted accomplished children and graduates throughout the biennium especially at the Headquarters Gala and the National Convention.

The newly elected NEB inherited the task of completing the renovations of the national headquarters building purchased in February 2002 by the prior administration. An Adoptions Agency had previously occupied the building at 1930 17th Street NW in Washington, DC and extensive plans were made to make the four-level building fully functional for the purposes of Jack and Jill of America, Incorporated. By February 2003 most of the work on the building was completed. We were able to have furniture delivered and office space set up so that we could move forward in hiring an Executive Director. The organization had been without an ED for two and one half years, relying on the volunteer NEB to perform day-to-day operations as well as their stated responsibilities.

We were delighted when Mioshi Moses, one of our Jack and Jill Legacies accepted the offer to become the Executive Director of the organization. In August 2003, she was able to assist the board in the facilitation of a wonderful Headquarters Opening Weekend and began the necessary work of modernizing the infrastructure of the organizations including a records management system, computer upgrades, integrated databases for use at the national, regional and chapter levels, online access to registrations, and the use of technology at all levels in all systems to make our work more efficient.

The establishment of the Headquarters in Washington, DC, gave us an opportunity to network and reconnect with Community Partners. National President Younge, along with other officers made personal contacts and visits to AFRICARE, National Highway Transportation and Safety Administration, Teen Pregnancy Project, African American Experience in the National Parks, and Black Women’s Agenda, to name a few. We attended many social events, which afforded an opportunity to network with our membership at these various functions and chapter events. We planned our Headquarters Gala the weekend of the Congressional Black Caucus in order to take advantage of the presence of so many other organizations and legislative opportunities. Members who attend the Gala were also invited to register for the CBC to participate in the workshops and social events. Regional Teen Officers were afforded the opportunity to come to Washington to experience
firsthand the opportunities available in the nation’s capital. It was a fun-filled weekend for all members of the family and a great way to introduce Washington to Jack and Jill of America, Incorporated. It also launched the rededication of the organization’s commitment to advocate for all children through legislative efforts spearheaded by the national legislative chair and representatives from all seven regions. Special guests for the weekend included past presidents Shirley Barber James, Ingrid Miller and Dr. Eva Wanton, Frieda Durham, one of the early members of the Philadelphia Chapter, and Riki Stubbs, daughter of our founder Marion Stubbs Thomas.

Christmas 2003 was especially memorable at Jack and Jill Headquarters as Board members Younge and Davis along with members of their families welcomed the Thompson family for a visit. Our new staff had decorated the beautiful Christmas tree with ornaments from members and chapters around the nation. The children were lavished with treats of gifts and money, also provided by members and chapters to make their holidays memorable.

At this time negotiations began in earnest with members of the Foundation Board to explore the possibilities of the Incorporated and Foundation co-existing under one roof. A lease agreement was executed in early 2004 to provide Foundation space in the Headquarters building. This was a momentous occasion for both Incorporated and Foundation.

**The Twenty-Third Biennial National Convention: 2004**

**The Thirty-Sixth National Convention** convened in the beautiful “City of Fountains”, Kansas City, Missouri, in July 2004. The Central Region and the Kansas City Chapters demonstrated their “Heartland” style hospitality each and every day. The National Executive Board had opportunity to visit the convention site, Westin Crowne Center several times, and was pleased with the ambiance of the hotel and the surrounding amenities. Mothers, Associates, Fathers, Teens and Children were delighted by the offerings of Kansas City as they Eased on Down the Road to Kansas City with their National Executive Board for “Baseball, Blues and BBQ”, which included visits to the Negro League Baseball Hall of Fame and a catered dinner by Gates BBQ in the famed Union Station. There were fabulous themed luncheons for the mothers including the “Ruby Red Slippers” Luncheon and the Heritage Luncheon featuring our past national presidents and special guest Dr. Beverly Tatum, president of Spelman College. Artwork in honor of our Founders, commissioned by the Younge administration was unveiled and the original hangs in the Headquarters today. Whitney Van der Vuilt provided a powerful message to parents about the media as our community awareness presentation in action. The closing banquet saluted our children as we continued “Embracing Our Heritage and Homes in the Heartland”. Alice Leigh Peoples of the Ypsilanti, MI Chapter was elected as the 20th National President; Evelyn Davis
was elected as National Vice President, Murvyn Baker Kelsey as National Recording Secretary, JoAnn Manning as National Corresponding Secretary, Faye Scott as National Treasurer, Dayatra Baker White as National Editor and Regina Singleton, as National Program Director.

The Peoples administration attended the Congressional Black Caucus Workshop in Washington, DC and the President and the Program Director utilized their time in Washington, DC to meet with our various national partners. These meetings were used to begin identifying common goals, program areas and collaborative planning for the coming two years. The Peoples administration held an officers’ training retreat in September for the national and regional teams to enhance leadership skills among the organization’s leaders. The Peoples administration National Theme was “Celebrating Our Children, Serving Our Communities, Honoring Our Culture.”

The Peoples administration continued to move forward with the national legislative programming and strengthening our role in the national community as strong advocates for children and youth. Jack and Jill and the Children’s Defense Fund collaborated to jointly promote nationwide awareness and program development regarding the Dismantling the Cradle to Prison Pipeline Campaign.

The Peoples administration was very visible within the Jack and Jill community through their attendance at various chapter and regional events. The Board, under the leadership of President Peoples, held a forum in the Far West Region in Los Angeles which was well attended and a very informative meeting for the membership. The Board members strongly supported the continued growth of the national organization through chapter establishment in the regions and attended various chapters’ 50-year anniversaries. The Board continued the development of the MIS system in order to improve membership access and data-keeping.

Programming continued in the areas of Pen Pal, Children’s Clusters, Seat Belt Programming, Tobacco Education and Prevention, AFRICARE, Healthy People 2010 and many other areas. The National Program Director began a quarterly SCOPE Newsletter for chapters on Programming tidbits and continued the Youth Community Service Recognition Awards Program where Jack and Jill youth received certificates and award pins that celebrated their hours of service to the community. The National President attended the State of the Union for African Americans facilitated by Tavis Smiley. In January of 2005 she attended the White House Conference on Children. In 2006 she attended the Children’s Defense Fund retreat on the Dismantling of the Cradle to Prison Pipeline at Haley Farms.

The Twenty-Fourth Biennial National Convention: 2006

The Thirty-Seventh National Convention was held in Houston, Texas July 26-29,
2006. The theme for the convention was “Putting Children First, Reclaiming the Dream” which was very appropriate. The 2004-2006 national executive board was impacted by internal challenges which had unfortunate consequences to its ability to remain focused. The convention provided an opportunity for us all to be reminded that our organization is vital to our people and to our communities and that it is greater than any individual or agenda. Jacqueline Moore Bowles of the Milwaukee Chapter of the Mid-Western Region was elected the 21st National President. Gail Johnson was elected Vice-President, Izella Dornell, National Recording Secretary, Denise Eaton-May, National Corresponding Secretary, Mavis James, National Treasurer, Sharon Johnson, National Editor and Valeska Buie, National Program Director.

The national disaster of Hurricane Katrina had a significant impact on the Gulf Coast Region, the nation as a whole and our organization. We were deeply affected by the images of personal devastation suffered by the people of New Orleans and Mississippi. Our members mobilized to create a Katrina Relief Fund specifically for our members and families. Chapters nationwide provided monetary and direct support of families devastated by this unprecedented national disaster. It is important to note that there was a national dialog about the poor response by the Federal government to the suffering of those most deeply impacted by the storm. The New Orleans chapter was disbursed throughout the nation and chapters received them with open arms.

The organization was impacted directly because the convention was scheduled to be held in the New Orleans Hilton but when Katrina struck the national executive board and the South Central Region had to regroup. We were able to relocate to the Houston Hilton of the Americas. The convention was planned and executed in 8 months! The South Central Region and the Houston area chapters in particular rose to the occasion in “Jack and Jill” style and the convention came together wonderfully.

Highlights of the convention include corporate partnerships with McDonald’s and Smith Barney. McDonald’s provided the sponsorship for the Regional Breakfasts and Smith Barney sponsored a presentation that was to be conducted by Dr. Henry Louis Gates, famed historian. Dr. Gates became ill and Dr. K. Anthony Appiah, his co-editor in the Africana volume presented instead. Smith Barney also presented a financial workshop to the 10-12 year old children in attendance. Price Waterhouse provided support for the Closing Banquet which included Dr. Mae Jemison as the keynote speaker addressing the importance of investing in our youth.

The traditional community service activity prior to the convention involved about 100 youth from the Houston area who received Leadership Development and Training. The Jack and Jill Foundation and Exxon Mobil provided funding for this
event which involved several workshops. Sisters Network founded by a former Jack and Jill mother presented critical information to the assembled mothers regarding breast cancer and awareness.

The Twenty-Fifth Biennial National Convention: 2008

The Thirty-Eighth National Convention convened in Miami, Florida in July 2008 at the Doral Golf Resort and Spa. The theme was Passport to Our Future, 70 Years of Building Tomorrow’s Leaders. For almost three quarters of a century, Jack and Jill of America, Incorporated has made a commitment to prepare youth for leadership and adulthood while teaching them to become contributing citizens of America. The National Executive Board that presided over this convention consisted of National President Jacqueline Moore Bowles, National Vice President, Gail Johnson, National Recording Secretary Kimberly Henderson, National Corresponding Secretary Denise Eaton-May, National Treasurer Mavis Parkman James, National Editor Sharon Johnson, and National Program Director Valeska Buie. By resolution, the 2006-2008 NEB was named “The Dream Team” for their commitment to the organization as a whole, all children and for their fiscal responsibility.

The Southeastern Region under the leadership of Regional Director Tamara Robinson planned a spectacular event. Althea Coleman served as Convention Chair and Candace Berry-Vaughn and Ann Pope served as Co-Chairs.

The activities spanned across all family member categories. There were activities for youth (ages 5-12), Teens, which included the first ever Youth Empowerment Summit, Associates, Fathers and alumnae. National President Jacqueline Moore Bowles hosted a President’s Luncheon where dynamic motivational speaker Patricia Russell McCloud addressed the audience. The room was beautifully adorned by women in hats! Convention delegates enjoyed a welcome reception and the Southeastern Region hosted a family night affair “Carnivale” style. Eric Benet performed during the Foundation Reception and the closing banquet was a wonderfully elegant formal affairs. More than $100,000 was raised to help offset the cost of registration for members.

Held during the Convention, The Jack and Jill National Youth Empowerment Summit was a one-day event that culminated the year-long Teen Leadership & Development Training program. The innovative program consisted of 16 interactive and experiential leadership competency modules designed to guide teens as they explored the principles of leadership. Program modules focused on developing critical leadership skills such as personal responsibility, goal-setting, service and sacrifice, financial literacy, and conflict resolution. Jack and Jill of America Teens that successfully completed 12 leadership modules were invited to participate in an exciting and educational Youth Empowerment Summit. In addition
to Jack and Jill Teens and in accordance to our mission to “seek for all children that which we desire for our own,” Teens from the Miami Area Boys and Girls Club also participated in this one-day event. They were also required to complete a preset number of leadership modules. National Program Director Valeska Buie and the Program Committee worked very hard to make this event successful and by Resolution voted on by the body, the modules were officially renamed to the Jacqueline Moore Bowles Teen Leadership modules. The Body also approved a complete revision of the National Bylaws to make the document more member friendly.

For the first time in Convention history, National Recording Secretary Kimberly Henderson, a member of the Humble/Kingwood Chapter, successfully implemented electronic voting during plenary sessions. This reduced roll call time significantly. The delegates voted to change the leadership hierarchy and elevated the office of the National Program Director to the third highest officer of the organization. This realignment was consistent with the vision of our Founding Mothers and the mission of our organization. By resolution, two chapter name changes occurred. The Metro Kalamazoo Chapter of the Mid-Western Region is henceforth known as the Southwestern Michigan Chapter. The Missouri City/Ft. Bend Chapter of the South Central Region is henceforth known as the Missouri City/Sugarland Chapter.

The Twenty-Sixth Biennial National Convention: 2010

Thirty-Ninth National Convention convened in Chicago, Illinois in July 2010 at the historic Chicago Hilton and Towers. The theme was Power, Purpose and Pearls, Securing Our Children’s Future. National President Jacqueline Moore Bowles, National Vice President Gail Johnson, National Program Director Tara Joseph-Labrie, National Recording Secretary Kimberly Henderson, National Corresponding Secretary Denise Eaton-May, National Treasurer Mavis Parkman James and National Editor Sharon Johnson presided over the convention. The Mid-Western Region served as Convention hosts under the leadership of Regional Director Kimberley Will, Convention Chair Gale Farley and Co-Chairs Sharon Brown and Vynessa Alexander. They planned and executed an outstanding National Convention.

The 39th National Convention was filled with phenomenal speakers, great entertainment, engaging plenary sessions and fun for all. The 2008-2010 National Executive Board left an unprecedented one million dollar financial cushion to the organization. During the convention, a new National Policy and Procedures Manual was adopted. The manual was produced by former National Corresponding Secretary Denise Eaton-May, Policies and Procedures Committee Chair Ann Pope and the members of the Committee. This governing document is a supplement to the National Constitution and Bylaws and explains “how” the
bylaws should be implemented. Previous National President Sheryl Benning-Thomas began this effort during her administration and it came to fruition in 2010. The delegates and alternates are to be commended for the adopting this important manual. The delegates also voted to approve the separation of the Regional Secretary-Treasurer office into two; Regional Treasurer and Regional Secretary to acknowledge the increasing responsibility and challenge to effectively carry out both roles. It was at the subsequent Mother’s Conferences in 2011 that the first Regional Treasurers and Regional Secretaries were elected. The Mid-Western Region hosted an outstanding Family Night, entitled “It’s a Family Affair,” that boasted a spectacular tumbling act, the Jessie White Tumblers, and line dancing lessons. Mid-Western culinary favorites were enjoyed by all. During the National Program Luncheon, John Hope Bryant rendered an uplifting and unforgettable speech to attendees. Foundation night aimed to please. Attendees were treated to the moving music of Maze featuring Frankie Beverly. What a night! The closing banquet was a night of pure beauty. Outgoing National President Jacqueline Moore Bowles was serenaded by Will Downing who also performed additional songs. The Associates participated in the Crossing Over Ceremony and the Fathers enjoyed many activities.

The second Youth Leadership Summit, henceforth named the Jacqueline Moore Bowles Youth Leadership Summit” was a tremendous success. Teens were empowered through an outstanding first account of the life of Kemba Smith who was sentenced to 24½ years in a federal prison for associating with the wrong crowd. After serving 6½ years she was pardoned by President Bill Clinton. Her speech was insightful and impacted the attendees of the Youth Leadership Summit in an unforgettable way about the journey to leadership.

Delegates voted in a new 2010-2012 National Executive Board: National President Tara Joseph-Labrie (South Suburban Denver, CO), National Vice President Tamara Robinson (North Suburban Atlanta, GA), National Program Director Dr. Cheryl Beal Anderson (Indianapolis, IN), National Recording Secretary Allison Copeland (Portsmouth, VA), National Corresponding Secretary Jacqueline A. Nash (Baton Rouge, LA), National Treasurer Terri Parker (Baltimore, MD) and National Editor Brenda Lacy-Davis (Los Angeles CA).

**The Twenty-Seventh Biennial National Convention: 2012**

**The Fortieth National Convention** convened in July 2012 in Philadelphia, Pennsylvania, the City of Brotherly Love and Sisterly Affection and city of our organization’s birthplace. This convention marked the beginning of Jack and Jill of America, Incorporated’s 75th anniversary celebration. The theme was Living the Legacy: Honoring Our Past, Celebrating our Present, Securing our Future. National President Tara Joseph-Labrie, National Vice President Tamara Turnley Robinson, National Program Director Cheryl Beal Anderson, National Recording
Secretary Allison Copeland, National Corresponding Secretary Jacqueline Nash, National Treasurer Terri Parker and National Editor Brenda Lacy-Davis presided over the convention. The Eastern Region served as Convention hosts under the leadership of Regional Director Tammy King, Convention Chair Henri Moore and Co-Chairs Sandy Booth, Yvette Franklin, Lynette Phillips, Shelly Pullian and Marcia Shepherd-Baker.

The convention formally opened with a wonderland in white with over 1,300 officers, delegates, alternates and their families. In honor of the 75th Anniversary celebration, a Public Meeting was held that included a historical recap of Jack and Jill by Victoria Ailey, President of the Philadelphia Chapter and Former National President Mirian Shropshire. Internationally-renown poet laureate, Sonia Sanchez was the special guest. Elected leaders were celebrated during the Leader’s Luncheon with a rousing address by Roslyn Brock, Chairman of the National Board of Directors of the National Association for the Advancement of Colored People. The Jack and Jill of America Foundation “We Do Great Things For Kids” event thanked our mothers for their contributions with hilarious comedy by Mark Dixon and dance.

The 2012 Jacqueline Moore Bowles Teen Leadership Summit, entitled “AIM to Live, Lead and Succeed” was organized by the National Program Committee. Mr. Marlon Smith, an international global leadership development speaker, was the keynote speaker and inspired almost 200 teens to assess their leadership skills, challenge their fears, and provided them strategies of successful leaders. The teens were then organized into teams and went to Succeed Centers where they had 3 interactive workshops related to leadership development, financial literacy and healthy living. The teens were given practical tools and challenged to step up their leadership when they returned to their home communities and for the first time held accountable to report back their progress during a follow-up Leadership Accountability Challenge Video Webinar.

The National Programming Luncheon celebration, “Programming Leaders: An Academy of Stars” was star studded with a pink and blue “red carpet” entrance for chapters with superior program planning ratings. The keynote speaker was Dr. Felicia DeHaney, President of the National Black Child Development Institute. It also marked the successful culmination of the national programming thrust, AIM for Healthy Living. This new component of programming was deemed an overwhelming success by our chapters and received national recognition by the American Heart Association, Association of Black Cardiologists, March of Dimes and the United States Presidential Active Lifestyle Award program to live healthier lives, combat childhood obesity, educational programs for children and partner with the community to positively impact disease states that disproportionately affect
African-Americans. Members were able to celebrate the successful completion of the national AIM to Win Weight Loss Challenge, Jack and Jill Steps Across America, National Day of Fitness focusing on our children and communities and the first-ever national publication, “The Jack and Jill of America Healthy Living Cookbook.” The Healthy Living Cookbook recipes were submitted by Jack and Jill chapters, adult and youth, reviewed by a professional chef/nutritionist to chronicle the work of our organization in our AIM to live healthier lives. The luncheon was closed with music and dance to the song “Move Your Body” by those in attendance.

Under the leadership of Regional Director Tammy King, The Eastern Region hosted a fabulous Family Night with the theme: “A Family Affair.” A leadership wall of National Presidents since our founding and history making Jack and Jill events created a living legacy for all in attendance. The National Convention was also memorable for our Associates and marked the first-ever publication of an Associates Guide. The convention used for the first-time mobile application so that attendees could have scheduling information at-a-glance and polling booths to make amendments to the National Bylaws. A commemorative edition of Up The Hill was published to preserve this celebration. The National Convention Closing Banquet featured the musical stylings of Kenny Lattimore and special reading by Pearl Cleage, famous writer, playwright, poet, essayist, and journalist. Her novel What Looks Like Crazy on an Ordinary Day was a 1998 Oprah Book Club selection.

The 40th National Convention resulted in the election of a new National Executive Board for 2012-2014: National President Tamara Turnley Robinson (Southeastern Region), National Vice President Tammy King (Eastern Region), National Program Director Gladys Henderson (South Central Region), National Recording Secretary Allison Copeland (Mid-Atlantic Region), National Corresponding Secretary Kimberley Goode (Mid-Western Region), National Treasurer Crystal Turner (Central Region) and National Editor Regina Page (Far West Region). These leaders accepted the baton to continue the legacy of leadership and service to Jack and Jill of America.

The Twenty-Eighth Biennial National Convention: 2014

The Forty-First National Convention of Jack and Jill of America, Incorporated convened in July 2014 in Charlotte, ‘The Queen City”, North Carolina at the Westin Charlotte and Charlotte Convention Center. The theme was “A Legacy of Leadership and Service, And Still We Rise”. As we ended our 75th anniversary celebration, the theme was embraced as an acknowledgement of our renewed commitment to remain true to our organizational mission. The poem ‘And Still I Rise’ by poet and author Maya Angelou provided inspiration for the theme.
The Mid-Atlantic Region, including Charlotte area chapters, Gastonia-Piedmont, Charlotte, South Charlotte and Queen City, served as convention hosts under the leadership of Regional Director Deidre Williams and convention co-chairs, Candace Berry-Vaughn, Martina Davis and Artisena Hill. Feedback from attendees overwhelmingly indicated a well-planned and well-executed national convention. The National Convention opened with over 1,000 officers, delegates, alternates and their families, record attendance for a non-anniversary year. Prior to the official convention opening, educational, social and enrichment activities included:

- A reception honoring all 2012-2014 chapter presidents at the historic and beautiful Duke Mansion.
- The fourth JMB (Jaqueline Moore Bowles) Teen Leadership Summit planned by National Program Director Gladys Henderson was held with over 200 teens from across the organization who earned an invitation to benefit from an agenda focused on STE[A]M (Science, Technology, the Arts and Math) with guest speakers from NASCAR. Four of the Thompson Quintuplets were our special guest participants.
- J&J University: Training & educational workshops open to all members included: Parliamentary Procedures; Our History/Our Future including a presentations by Valada Flewellyn co-author of JJOA Into The New Millennium, and the Strategic Relevance & Value committee; J&J Cultural Heritage Task Force Update and Programming Best Practices.
- Leadership Development: The invitation only Marion Stubbs Thomas Leadership Academy was held for over 225 members.
- A Bylaws Forum and a Budget Forum for all members presided over by National Corresponding Secretary Kimberly Goode and National Treasurer Crystal Johnson Turner respectively.
- National VP Tammy King presented eight Provisional Groups to the body for consideration of Provisional Chapter status and the vote was unanimous for approval.

Technology was successfully leveraged at the convention including a convention application ‘app’ that was accessible by members’ smart phones, tablets and laptops to view agendas, convention updates and announcements as well as post and view candid pictures. Delegates and alternates were provided Wi-Fi capability to receive and view committee reports uploaded to the ‘app’ by committee chairs and National Officers. The ‘app’ was extremely well-received. It allowed ‘up-to-the-minute’ information and greatly alleviated the need for printing/copying. National Recording Secretary Allison Copeland continued the technology which allowed delegate and alternate electronic roll call. In addition ALL attendees badges were ‘scanned’ and attendance recorded electronically onsite.
In addition to the business of the organization, activities were planned for mother members, associate members, fathers, children aged 5-12 and teens aged 13-19. Over $100,000 was raised via corporate sponsorships to assist with programming and our service project. Activity highlights included: an engaging Associates Breakfast & Fashion Show with a lively ‘crossing over’ ceremony; an energetic Program Luncheon recognizing chapter ‘Best of the Best’ programming and featuring author Reshonda Tate Billingsly; and an incredibly engaging Family Night, hosted by the Mid-Atlantic Region. Friday Night Entertainment with a ‘Focus on JJOA Foundation’ featured actress and comedienne Kym Whitley as Mistress of Ceremonies and R&B entertainer KEM. During the event, JJOA Incorporated officially presented to JJOA Foundation President Lucille Hadley a ceremonial check representing the $650,000 that J&J moms donated to the Foundation in 2013-2014. A “Hats off to Legislative Advocacy” Luncheon was held to highlight the legislative programming of our chapters and featuring icon Marian Wright Edelman as guest speaker.

A new component to convention agenda included “Literacy Saturday”. The day featured our convention service project benefiting Promising Pages and Charlotte area Freedom Schools. Over 1,600 books were donated by J&J members. In addition, the inaugural Authors Pavilion was held, featuring 16 authors, and featuring guest speaker David Johns, Executive director of the White House Initiative on Educational Excellence for African Americans. The Convention Center Crown Ballroom was transformed into a vision of purple elegance for the Closing Ceremony – a regal ending to our “Queen City” convention and honored the service of 23rd National President Tamara Turnley Robinson and the 2012-2014 National Executive Board. The forty-first national convention concluded with inspirational worship service, and installation of the 2014-2016 National Executive Board: National President Tammy King (Eastern Region), National Vice President Joli Cooper-Nelson (Southeastern Region), National Program Director Gladys Henderson (South Central Region), National Recording Secretary Regina Page (Far West Region), National Corresponding Secretary Candace Berry-Vaughn (Mid-Atlantic Region), National Treasurer Crystal Johnson Turner (Central Region) and National Editor Kimberley Goode (Mid-Western Region).
1. Jack and Jill of America, Incorporated, was organized in 1938 in Philadelphia, PA by Marion Stubbs Thomas. There were two (2) founders: Marion Stubbs Thomas and Louise Truitt Jackson.

2. Chapters have organizers and charter members upon installation as a chapter.

3. The first National President was Dorothy B. Wright, one of the organizers of Jack and Jill of America, Incorporated.

4. There are seven (7) National Officers who represent the seven (7) Regions. They are President, Vice President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer and Editor.

5. There are seven (7) Regions and Regional Directors. The Regions are: Central, Eastern, Far West, Mid-Atlantic, Mid-Western, South Central and Southeastern.

6. Jack and Jill Day is observed by chapters during the month of September annually. (mandatory activity)

7. National Black Family Day is observed by chapters on the first Saturday in May, annually. (mandatory activity)

8. Carole Robertson Memorial Day is observed during the month of September to honor this Jack and Jill Teen that was killed in the Birmingham, Alabama church bombing of the 16th Street Baptist Church. Memorial activities in honor of Carole Robertson can be for the entire chapter, but are strongly recommended for teen groups.

9. Jack and Jill Chapters must financially support the Jack and Jill of America Foundation, our National Service Project, by raising funds through chapter fundraisers. One third of all monies raised go to Foundation and two-thirds of all monies raised must be given to 501(c)(3) organizations.

10. Each chapter must have a minimum of one local service project per age/grade group and mothers group.

11. The National Convention meets biennially (in the even numbered years).

12. The Mothers’ Regional Conferences meet biennially (in the odd numbered years).

13. The Teen Regional Conferences meet annually.

14. The National Program Director publishes the annual journal, SCOPE, for Jack and Jill of America, Incorporated.
15. The National Editor publishes Up the Hill, the annual journal of Jack and Jill of America, Incorporated.

16. The National Editor publishes Execucom, to be shared with general membership, and posts it on the Jack and Jill of America, Incorporated website.

17. Teens, who are not members of Jack and Jill of America, Incorporated, may attend upon invitation from the local chapter, chapter sponsored social activities. ONLY JACK AND JILL TEENS WHOSE MOTHER’S MEMBERSHIP IS IN GOOD STANDING, MAY ATTEND THE TEEN REGIONAL CONFERENCES AND CLUSTERS.

18. A Mother may become an Associate member of the organization when her youngest child reaches age 20 or when the youngest child completes high school. Associate members must pay the National per capita tax, Regional per capita tax and whatever local fees are agreed upon with the Chapter. Upon completion of tenure a member may also qualify for Life Membership as outlined in the National Constitution and Bylaws.

19. Life Membership is awarded to Past National Officers who have completed their term of office and active mother tenure is in good standing.

20. The official dress for Jack and Jill of America, Incorporated, ceremonies is uninterrupted white. This means that no other color of any kind may be on the garment or on the shoes. The official ceremonies of the organization are: installation of chapters and officers, initiation of new members, formal opening ceremonies of conventions/conferences, memorial services, and any other ceremony listed in the official Jack and Jill of America, Incorporated Member Manual under the section labeled ceremonies. The officiating officers shall wear white as well as the membership unless it is stated otherwise in the manual for the membership.

21. Only Jack and Jill Mothers holding Active Membership may attend Jack and Jill of America, Incorporated, ceremonies. Fathers may only attend the Fathers’ portion of the New Members Initiation Ceremony once the mothers have been initiated. Teens may only attend those ceremonies that are designed for the teen programming.

22. Ceremonies are conducted by the current highest-ranking officer in attendance.

23. The official attire for regional and national mother and teen conferences during the plenary session is business attire. This means: stockings, heels or pumps (not sandals), suits, business pant suits.

24. Fathers do not hold membership in Jack and Jill of America, Incorporated.
They do support the mothers and the organization through the Fathers’ Auxiliary Groups. Fathers groups cannot have separate checking accounts, bylaws, or officers.

25. The Jacks and Jills of our organization are the male and female children, respectively.

26. The official colors of the organization are blue and pink.

27. The official flower of the organization is the pink Sweetheart Rosebud.

28. The Jack and Jill of America official emblem is the registered trademark of the organization. Edward S. Richards, a father of Chattanooga, Tenn. Chapter, designed it in 1962.


30. The Jack and Jill Hymn was written and composed in 1987 by Samuel J. Brown, a father of the Philadelphia, Pennsylvania Chapter. All mothers and teens are expected to learn the hymn and sing the hymn at any official Jack and Jill of America, Incorporated ceremony when required.

31. There is only one Constitution, The National Constitution and Bylaws of Jack and Jill of America, Incorporated.

32. Chapters are governed by Chapter Bylaws and Regions are governed by Regional Policies and Procedures, as long as these documents do not conflict with the National Constitution and Bylaws, the Official Jack and Jill of America, Incorporated Manual, Roberts Rules of Order and the Official Policies and Procedures of Jack and Jill of America, Incorporated.

33. The National Headquarters of Jack and Jill of America, Incorporated is located at 1930 17th Street, NW, Washington, D.C. 20009.
NATIONAL PUBLICATIONS

Directory

Execucom
This publication is the communication vehicle of the National Executive Board. It is published at least twice a year.

SCOPE
The SCOPE is, by design, intended to spotlight the variety and richness of programs implemented by chapters across the country. It is published annually and provides chapters the opportunity to share with others, successful programs that our families have enjoyed. It is also intended to highlight special programming as well as programs at the regional and national level. In the past it has been delivered in a variety of formats. It is currently published as a color magazine that is available to all members electronically and to each chapter president in hardcopy.

Up the Hill
Up the Hill is the annual journal for Jack and Jill of America, Incorporated. The first annual issue was published in May 1948, under the administration of Dorothy B. Wright, our first National President. Ida Murphy Smith was the first editor of Up the Hill. The original concept of Up the Hill was to include news from each chapter with special emphasis on educational, cultural, and social activities; fundraising events; and outstanding community contributions. Through the years, from the earliest journals, original poems, short stories, and drawings from both mothers and children have been encouraged. Up the Hill has been a medium through which the phenomenal growth of Jack and Jill of America, Incorporated has been recorded. The ideals shared in Up the Hill, bring us together as a global family.

Guidelines for Publications
The SCOPE and Up the Hill publications are based on submissions from the membership and guidelines for submission may vary from year to year. The guidelines should be posted on the national website, communicated via the Execucom or distributed directly to the membership each year prior to the submission deadline. The National Editor is the officer responsible for the publication of the Up the Hill. The National Program Director is the officer responsible for the publication of the SCOPE. The deadline for submissions for Up
the Hill is January 15 of each year. The deadline for submissions for SCOPE is February 15 of each year.
# IMPORTANT DATES TO REMEMBER

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<thead>
<tr>
<th>Due Date</th>
<th>Report</th>
<th>Place/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>National Per Capita Reporting</td>
<td>National Treasurer, National Recording Secretary</td>
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<tr>
<td></td>
<td>• MIS Membership Roster</td>
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<tr>
<td></td>
<td>• Bank Transmittal Form</td>
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<tr>
<td></td>
<td>• New Member Per Capita</td>
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<tr>
<td></td>
<td>• National Per Capita Chapter Check</td>
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<tr>
<td></td>
<td>• $50 Donation for Thompson Quintuplets</td>
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<td>September 30</td>
<td>Regional Per Capita Reporting</td>
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<td>• Regional Per Capita Chapter Check</td>
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<tr>
<td></td>
<td>• Copy of all reports sent to HQ</td>
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<tr>
<td>November 1</td>
<td>Chapter Program Handbook due</td>
<td>National Program Director, Regional Director</td>
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<tr>
<td>January 15</td>
<td>Up the Hill Submissions due</td>
<td>National Editor</td>
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<td>January 31</td>
<td>Legacy Application due date</td>
<td>Director, Headquarters</td>
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<td>February 15</td>
<td>SCOPE articles due</td>
<td>National Program Director</td>
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<td>Jan/Feb/March or April</td>
<td>New Member Intake Election</td>
<td>All Chapters</td>
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<td>February, March or April</td>
<td>Chapter Officer Elections</td>
<td>All Chapters &amp; Teens</td>
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<td>March 1</td>
<td>Foundation Grant Applications Due</td>
<td>Foundation</td>
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<tr>
<td>May</td>
<td>Initiation of New Members and Officers</td>
<td>All Chapters</td>
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<td>May 15</td>
<td>Foundation Reports</td>
<td>Regional Treasurer</td>
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<td>• Bank Transmittal</td>
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<td></td>
<td>• Check written to Foundation</td>
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<td>May 31</td>
<td>New Member Financial Reporting</td>
<td>National Treasurer, National Recording Secretary</td>
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<tr>
<td></td>
<td>• MIS new member roster</td>
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<td>• Bank Transmittal - HQ</td>
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<td>• Bank Transmittal - Joining Fee</td>
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<td>New Member Financial Reporting</td>
<td>Regional Treasurer</td>
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<td>• Regional joining fee</td>
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<td>June 1</td>
<td>Chapter Foundation Reporting for the Region</td>
<td>National Treasurer, Regional Treasurer</td>
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<td>National Treasurer, National Recording Secretary</td>
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<tr>
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<td>• National per capita check</td>
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<td>• Regional per capita check</td>
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<td>• Copies of all reports sent to HQ</td>
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<tr>
<td>June 30</td>
<td>End of Year Reporting</td>
<td>National Treasurer</td>
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<td>• Financial Report</td>
<td>Regional Treasurer</td>
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<td>• Profit and Loss Statements</td>
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</table>
OTHER IMPORTANT DATES TO REMEMBER

February, March or April  Election of Chapter Officers

March 1  (Before a National Convention) The National Nominating Committee submits slate of candidates for national office to National Recording Secretary

March 1  All Foundation grant proposals are due to the Foundation HQ; Jacqueline Robinson (Final) Grant Competition Applications are due.

April  Election and Orientation of new Chapter Members

April 1  (Before National the Convention) National Recording Secretary circulates slate of candidates for national office

May  National Black Family Day (1st Sat.)

No Later Than May 15  Youth Volunteer Service Hours and Teen Leadership Module Completion are due to National Program Director. Actual due date will be communicated by September of the program year.

May 31  Initiation Ceremony for new members and Installation of Chapter Officers must be completed

September 30  Per Capita due to National for all active members, new members and associates

November 1  Amendments (proposed) to National Bylaws due to National Corresponding Secretary the November immediately preceding the National Convention

December 1  All Foundation grant proposals are due to the Foundation HQ; Jacqueline Robinson Regional Grant Competition Applications are due to the Member-At-Large
ASSOCIATES

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall be active Associate members and the Chair shall be rotated among the regions in alphabetical order by region. The liaison to the committee is the National Vice President. Committee members shall be recommended by their respective Regional Directors and must be prepared to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. The Committee’s responsibilities are to identify areas of the organization (e.g. programming, fundraising) where Associates can best support Jack and Jill of America, Incorporated, coordinate the Associates National Day of Service and provide ongoing communication to Associate members.

BUDGET & FINANCE

Committee Membership
The committee shall be comprised of the elected Regional Treasurers of each region. The Chair of the Committee is the National Treasurer. The National President shall serve as an ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
The committee’s principal responsibilities are to see that Jack and Jill establishes and follows appropriate accounting policies and internal controls; that the organization issues financial statements and reports on time and in accordance with regulatory obligations related to tax-exempt status and other laws affecting Jack and Jill of America.
CONSTITUTION & BYLAWS

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region who serve as regional bylaw chairs. Committee members shall have parliamentary experience and the Chair shall have attended at least one national convention. The national liaison of the Committee is the National Corresponding Secretary. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as an ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. The committee’s principal responsibilities are to oversee the revision and adoption process as stated in our national constitution and bylaws.

FATHERS’ AUXILIARY

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall be active fathers of the organization and the Chair shall have attended at least one national convention. The chairman shall be rotated among the regions based on the national convention. The liaison to the committee is the National Corresponding Secretary. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. Its principal responsibilities are to address past, present and future issues regarding the Fathers’ Auxiliary; improve the participation amongst the fathers at the local level; strengthen communication at the national, regional and local level; and to recommend changes in the bylaws to reflect current and future direction.
LEGISLATIVE

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have legal or legislative experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National President. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two or more years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. Its principal responsibilities are to provide leadership and collaborative development to strengthen Jack and Jill of America’s legislative advocacy program.

MEMBERSHIP

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have chapter membership chair experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National Vice President. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National Vice President or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. The Committee’s principal responsibilities are to identify improvement strategies for the organizations recruitment, retention and intake strategies.
NOMINATING

Committee Membership
The committee shall be elected by the body. It will be comprised of one member from each region of the organization elected at the previous Mothers’ Conference. Committee members shall have served as Regional Nominating Chair at the Mothers’ Conference. The Committee Chair shall be rotated among the regions in alphabetical order by region. The liaison to the committee is the National Recording Secretary.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. Its principal responsibilities are to insure excellence in the leadership of the organization by recruiting highly qualified members. The committee shall identify a slate of candidates for national office by April 1 of the year of the national convention.

POLICIES AND PROCEDURES

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region. Committee members shall have bylaws or parliamentarian experience and the Chair shall have attended at least one national convention. The national liaison of the Committee is the National Corresponding Secretary. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as an ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. The committee’s principal responsibilities are to oversee the revision and adoption processes as stated in our national constitution and bylaws.

PROGRAM

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall
have chapter or regional programming experience. The Chair of the Committee is the National Program Director. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is a standing Committee of the national organization. The committee’s responsibilities are to identify and propose age-appropriate best practices for programming that complement the national program theme, report program handbook scores, and promote quality programming throughout their regions. The committee shall be responsible for drafting proposals for national funding as well as identifying national funding as well as identifying national partners who complement the national programming thrust.

PROTOCOL COMMITTEE
Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have experience and knowledge with Jack and Jill protocol customs and etiquette. The Chair shall have attended at least one national convention. The liaison to the committee is the National Vice President. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. The Committee’s principal responsibilities are to ensure Jack and Jill membership and leaders are educated on proper protocol and serve as trainers to chapters and regions.

PUBLIC RELATIONS
Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. The Chair of the Committee
shall have public relations experience and shall have attended at least one national convention. The liaison to the Committee shall be the National Editor. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. The committee’s responsibilities are to create an internal and external communications campaign that builds brand awareness, and establishes broader awareness of Jack and Jill and its value to America.

STRATEGIC PLANNING COMMITTEE

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have experience in strategic planning, quantitative or qualitative research or as a focus group moderator. The liaison to the committee is the National President. Committee members shall be recommended by their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. Its principal responsibilities are to identify and propose new considerations for the continued success, relevance and viability of the national organization and its structure.

TECHNOLOGY

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have computer or information technology experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National Recording Secretary. Committee members shall be recommended by
their respective Regional Directors and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. The Committee’s principal responsibilities are to assess the current state of the organization’s technology component (MIS); identify the MIS needs and requirements from the body, chapters, regions and national officers; recommend next steps for meeting the needs of the organization; act as liaisons/trainers to chapters within the respective regions.
**CHAPTERS AND DATE OF ENTRY**

The Philadelphia Chapter was founded in 1938 followed by three additional chapters between 1939 and 1944. The order of chapter entry is listed in the table below. Chapter name changes and chapter dissolution are noted as applicable.

* Not currently on active roster.

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<th>1938–1944</th>
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<td>4. Pittsburgh, PA 1944</td>
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<td>11. Chicago, IL</td>
<td>12. Nashville, TN</td>
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<td>15. Springfield, MA*</td>
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<td>16. Atlantic City, NJ</td>
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<td>17. Norfolk, VA</td>
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<td>48. St. Paul-Minneapolis, MN⁵</td>
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July 1966
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121. Columbus, GA
122. Knoxville, TN
123. Newton, MA
124. Northern Virginia, VA
125. Orangeburg, SC
126. Port Arthur, TX*

July 1968
127. Alexandria, LA
128. Chesapeake, VA
129. Fernandina Beach, FL*
130. Jackson, MS
131. Jacksonville, FL
132. Martinsville, VA*
133. Rocky Mountain, NC*
134. Salem-Cumberland, NJ*
135. Springfield, OH*
136. San Jose, CA
137. Tyler, TX*

July 1970
138. Augusta, GA
139. Columbia, MD
140. Inglewood, CA
141. Omaha, NE*

July 1972
142. Johnson County, KS
143. Lexington, NC*
144. Overland Park, KS*
145. Tri-County, NY*

July 1974
146. Bellevue, NE*
147. Buffalo, NY*
148. Burlington-Willingboro, NJ
149. Prince George’s County, MD
150. Reston, VA
151. Wilmington, DE*

July 1976
152. Ann Arbor, MI
153. Chester County, PA
154. Halifax-Northampton, NC*
155. Highland Park, IL*
156. Macon, GA
157. Missouri City-Ft. Bend, TX*
158. North Shore, IL
159. Peoria, IL*
160. So. Suburban Chicago, IL
161. Spartanburg, SC

July 1978
162. Ann Arbor, MI
163. Oakland County, MI
164. San Fernando Valley, CA
165. Tucson, AZ

July 1980
166. Fort Wayne, IN
167. Fresno, CA
168. Lake Charles, LA*
169. Madison, WI*
170. N. Suburban Atlanta, GA
171. Sanford, FL*
172. So. Suburban Denver, CO
173. Tacoma, WA
174. Williamson County Area, TN

July 1982
175. Contra Costa, CA
176. Greater Lansing, MI
177. Moline, IL*
178. Morris County, NJ
179. N. Suburban Dallas, TX
180. Orange County, CA
181. St. Paul, MN*
182. San Gabriel Valley, CA*
183. Syracuse, NY
184. W. Suburban Chicago, IL
185. Western Cook County, IL
July 1984
186. Boulder Valley, CO*
187. Burke-Fairfax, VA
188. Central New Jersey, NJ
189. Little Rock, AR
190. Monmouth County, NJ
191. Montgomery County, PA
192. North Houston Suburban, TX
193. Potomac Valley, MD
194. Prince William County, VA
195. St. Clair County, IL
196. Shreveport/Bossier City, LA*
197. Vancouver, WA*
198. Wichita, KS

July 1986
199. Aiken, SC
200. Anderson, SC
201. Beaumont, TX *
202. Greater Tampa, FL
203. Greater Union, NJ
204. Inland Empire, CA
205. Lawrenceville, VA*
206. Lorain County, OH
207. North Augusta, SC*
208. Ocean County, NJ21
209. Saginaw, MI*
210. Stone Mountain, GA
211. Treasure Coast, FL
212. West Covina, CA
213. Ypsilanti, MI

July 1988
214. Athens, GA
215. Baltimore County, MD
216. Bluefield, WV22
217. Bucks County, PA
218. Clear Lake Bay Area, TX
219. Derby City, KY
220. Greater Vallejo, CA
221. Humble/Kingwood, TX
222. Long Beach, CA23

July 1989
223. Lubbock, TX*
224. Lynchburg, VA*
225. Peach-Houston, GA*
226. Polk County, FL *
227. South Miami, FL
228. South Shore, MA*
229. Stockton, CA
230. The Woodlands, TX

July 1990
231. Crisp-Dooley, GA*
232. Greater Albany, NY
233. Greater Glen Burnie, MD24
234. Greater Harrisburg, PA
235. Golden Circle, TN25
236. Griffin, GA
237. Huntsville, AL26
238. Mercer County, NJ
239. Metro Kalamazoo, MI27
240. Midlothian, VA
241. Pinellas County, FL28
242. Rockland County, NY29
243. Roanoke Valley, VA*
244. Selma, AL*
245. Tuscaloosa, AL
246. Volusia County, FL30
247. Youngstown, OH

July 1992
248. Arlington, TX
249. Florence, SC
250. Gateway West, MO*
251. High Desert, CA31
252. Las Vegas, NV
253. Mid-Hudson Valley, NY
254. Monroe-Bastrop, LA*
255. Republic of Germany*
256. South Belt Houston, TX
257. Ventura, CA*

July 1994
258. Bronx, NY
259. Conway, SC
260. Greater Channel, TX
261. North County San Diego, CA
262. North Puget Sound, WA*
263. South Palm Beach, FL*
264. Tri Valley, CA

July 1996
265. Rock Hill, SC*
266. Motor City, MI

July 1998
267. Madison County, AL*
268. North Oakland/Macomb, MI
269. North Texas, TX
270. Windy City, IL

July 2000
271. Air Capital Wichita, KS
272. Bloomington, IL
273. Central Area Springfield, IL*
274. Fayette County Area, GA
275. Greater Little Rock, AR
276. Metropolitan St. Louis, MO*
277. Quad Cities, IL/IA
278. San Fernando Valley, CA
279. Anchorage, AK
280. Greater Essex County, NJ

July 2002
281. Beaumont, TX
282. Katy-Prairie View, TX
283. Loudoun County, VA
284. Southwest Sub. Dallas, TX
285. Brevard County, FL

July 2004
286. DFW Mid-Cities, TX
287. James River, VA
288. Manassas-Woodbridge, VA
289. Texarkana, TX
290. Lake Spivey, GA

291. Jackson, TN
292. North Atlanta, GA*

July 2006
293. Essex Hudson, NJ
294. Long Beach, CA
295. Tyler-East Texas, TX*
296. Southern Maryland, MD

July 2008
297. Central Kentucky, KY
298. Charlottesville, VA
299. East Suburban Atlanta, GA
300. Gastonia-Piedmont, NC
301. Greater Frisco, TX
302. Lake Shore, IL
303. Santa Clarita/Antelope Valley, CA
304. Sugar Land, TX
305. Tulsa, OK

July 2010
306. Eastern North Carolina, NC
307. Greater Grand Rapids, MI
308. Greater North Atlanta, GA
309. Hammond-Northshore, LA
310. National Harbor, MD
311. Queen City, NC
312. South Charlotte, NC

July 2012
313. Capital City, NC
314. Circle City, IN
315. City of Lakes, MN
316. Greater Metropolitan Atlanta, GA
317. Northeast Dallas, TX
318. Palm Beach County, FL
319. Red River, LA

July 2014
320. Bakersfield Golden Empire, CA
321. Dunwoody Atlanta, GA
322. Greater Chattanooga, TN
323. Greater Peoria, IL
324. Mississippi Gulf Coast, MS
325. Northwest Arkansas, AR
326. Portland-Willamette Valley, OR
327. Western Maryland, MD

Notes:
1. Name changed to Metropolitan, NY
2. Dissolved at one time, reinstated in 1974
3. Defunct for a period; reinstated in 1988
4. Chapter not installed until 1958, reinstated 1988, no longer active
5. Name changed to Minneapolis
6. Name changed to Stamford-Norwalk in 1957
7. Defunct at some point, reinstated 2004
8. Name changes to Oakland Bay, CA
9. Name changes to Burlington-Graham
10. Reinstated as Katy/Prairie View in 2002
11. Name changed to Greater Fort Lauderdale in 2014
12. Name changed to Cumberland-Salem, NJ
13. Reactivated in 2006
14. Reinstated
15. Name changes to New Castle County, DE
16. Name changed to Missouri City-Sugar Land, TX
17. Name changed to Pomona Area, CA
18. Reinstated in 2000
19. Reinstated in 2000
20. Reinstated in 2002
21. Name changed to Jersey Shore in 2014
22. Reinstated; No longer on active roster
23. Reinstated in 2006
24. Name changed to Arundel Bay Area, MD
25. Reinstated as Jackson, TN in 2004
26. Reinstated
27. Name changed to Southwestern Michigan
28. Name changed to Suncoast in 2014
29. Name changed to Rockland-Orange County in 2014
30. Name changed to Daytona Beach, FL
31. Name changed to Pomona Area, CA
32. Name changed to Greater Huntsville
33. Name changed to Buckhead Atlanta in 2006
# NATIONAL CONVENTIONS

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<tr>
<td>July 2000</td>
<td>Charlotte, NC</td>
<td>Mid-Atlantic</td>
</tr>
<tr>
<td>July 2002</td>
<td>Los Angeles, CA</td>
<td>Far West</td>
</tr>
<tr>
<td>Date</td>
<td>Location and Details</td>
<td>Region</td>
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</tr>
<tr>
<td>July 2004</td>
<td>Kansas City, KS, Johnson County, Kansas City, MO</td>
<td>Central</td>
</tr>
<tr>
<td>July 2006</td>
<td>Houston, TX Chapters (Hurricane Katrina struck Gulf Region in August 2005, resulting in site change from New Orleans)</td>
<td>South Central</td>
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<tr>
<td>July 2008</td>
<td>Miami, FL</td>
<td>Southeastern</td>
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<tr>
<td>July 2010</td>
<td>Chicago, IL (site change from Detroit)</td>
<td>Mid-Western</td>
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<tr>
<td>July 2012</td>
<td>Philadelphia, PA</td>
<td>Eastern</td>
</tr>
<tr>
<td>July 2014</td>
<td>Charlotte, NC (site change from Myrtle Beach)</td>
<td>Mid-Atlantic</td>
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**FUTURE CONVENTIONS**

<table>
<thead>
<tr>
<th>DATE</th>
<th>REGION</th>
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<tbody>
<tr>
<td>July 2016</td>
<td>Far West Region</td>
</tr>
<tr>
<td>July 2018</td>
<td>Central Region</td>
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<tr>
<td>July 2020</td>
<td>South Central Region</td>
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<tr>
<td>July 2022</td>
<td>Southeastern Region</td>
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<td>July 2024</td>
<td>Mid-Western Region</td>
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<tr>
<td>July 2026</td>
<td>Eastern Region</td>
</tr>
</tbody>
</table>
NATIONAL OFFICERS (Elected at Convention)

June 1946 – Philadelphia, Pennsylvania

Dorothy B. Wright, President
Emilie B. Pickens, Vice President
Edna Seay, Secretary-Treasurer
Constance Bruce, Corresponding Sec.
Marion T. Stubbs (now Thomas), Editor
(Founder of the first Jack and Jill Club)

Dorothy B. Wright, President
Emilie B. Pickens, Vice President
Edna Seay, Secretary-Treasurer
Constance Bruce, Corresponding Sec.
Marion Stubbs Thomas, Editor
Ida M. Smith, Editor – Up the Hill

The above are signees of the Certificates of Incorporation, August 28, 1947

June 1947 – Columbus, Ohio

Dorothy B. Wright, President
Emilie B. Pickens, Vice President
Edna Seay, Secretary-Treasurer
Constance Bruce, Corresponding Sec.
Marion Stubbs Thomas, Editor
Ida M. Smith, Editor – Up the Hill

May 1948 – Washington, District of Columbia

Emilie B. Pickens, President
Edna Seay, Vice President
Helen Prattis, Secretary-Treasurer
Charlotte Pinkett, Corresponding Sec.
Ida M. Smith, Editor

June 1950 – Buffalo, New York

Edna Seay, President
Alberta Turner, Vice President
Vernice Wynn, Secretary-Treasurer
Sarah S. Scott, Program Director
Margaret M. Smith, Editor

June 1954 - Durham, North Carolina

Nellie G. Rouihac, President
Margaret M. Smith, Vice President
Hortense Fitzgerald, Secretary

October 1951 to June 1952

Lucille Bondin, Corresponding Sec.
(Appointed, temporarily by the President)

June 1952 – Pittsburgh, Pennsylvania

Alberta Turner, President
Margaret M. Smith, Vice President
Hortense Fitzgerald, Secretary
Antoinette Robinson, Treasurer
Nathalie Johnson, Program Director
Ellen Perry, Editor

June 1954 - Durham, North Carolina

Nellie G. Rouihac, President
Margaret M. Smith, Vice President
Hortense Fitzgerald, Secretary

Philadelphia, PA
Brooklyn, NY
Buffalo, NY
Columbus, OH
Philadelphia, PA
Philadelphia, PA
Brooklyn, NY
Buffalo, NY
Columbus, OH
Philadelphia, PA
Philadelphia, PA
Brooklyn, NY
Buffalo, NY
Columbus, OH
Philadelphia, PA
Brooklyn, NY
Buffalo, NY
Columbus, OH
Philadelphia, PA
Baltimore, MD
Brooklyn, NY
Buffalo, NY
Pittsburgh, PA
Washington, DC
Baltimore, MD
Buffalo, NY
Columbus, OH
Philadelphia, PA
Baltimore, MD
Baltimore, MD
Philadelphia, PA
Philadelphia, PA
Pittsburgh, PA
Washington, DC
St. Louis, MO
South Orange, NJ
Norfolk, VA
Philadelphia, PA
Pittsburgh, PA
Washington, DC
<table>
<thead>
<tr>
<th><strong>NATIONAL</strong></th>
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<tbody>
<tr>
<td>Ruth B. Howard, Treasurer</td>
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<tr>
<td>Nathalie Johnson, Program Director</td>
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<tr>
<td>Ellen Perry, Editor</td>
</tr>
<tr>
<td><strong>June 1955, Chicago, Illinois</strong></td>
</tr>
<tr>
<td>Nellie G Roulhac, President</td>
</tr>
<tr>
<td>Osbeth H. Adams, Vice President</td>
</tr>
<tr>
<td>Odessa P. Willis, Secretary</td>
</tr>
<tr>
<td>Ruth B. Howard, Treasurer</td>
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<tr>
<td>Burma A. Whitted, Program Director</td>
</tr>
<tr>
<td>Ellen Perry, Editor</td>
</tr>
<tr>
<td><strong>June 1956 – Cleveland, Ohio</strong></td>
</tr>
<tr>
<td>Emilie B. Pickens, President</td>
</tr>
<tr>
<td>Edna Seay, Vice President</td>
</tr>
<tr>
<td>Helen Prattis, Secretary-Treasurer</td>
</tr>
<tr>
<td>Charlotte Pinkett, Corr. Secretary</td>
</tr>
<tr>
<td>Ida M. Smith, Editor</td>
</tr>
<tr>
<td><strong>July 1957 – San Francisco, California</strong></td>
</tr>
<tr>
<td>Nellie G. Roulhac, President</td>
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<tr>
<td>Osbeth H. Adams, Vice President</td>
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<tr>
<td>Odessa P. Willis, Secretary</td>
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<tr>
<td>Ruth B. Howard, Treasurer</td>
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<tr>
<td>Burma A. Whitted, Program Director</td>
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<tr>
<td>LuSybil Taylor, Editor</td>
</tr>
<tr>
<td><strong>June 1958 – Saint Louis, Missouri</strong></td>
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<tr>
<td>Ruth B. Howard, President</td>
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<tr>
<td>Osbeth H. Adams, Vice President</td>
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<tr>
<td>Odessa P. Willis, Secretary</td>
</tr>
<tr>
<td>Margaret E. Simms, Treasurer</td>
</tr>
<tr>
<td>Burma A. Whitted, Program Director</td>
</tr>
<tr>
<td>LuSybil Taylor, Editor</td>
</tr>
<tr>
<td><strong>July 1960 – Boston, Massachusetts</strong></td>
</tr>
<tr>
<td>Ruth B. Howard, President</td>
</tr>
<tr>
<td>Odessa P. Willis, Vice President</td>
</tr>
<tr>
<td>Edna V. Roosa, Corr. Secretary</td>
</tr>
<tr>
<td>Hattie Mae White, Rec. Secretary</td>
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<tr>
<td>Margaret E. Simms, Treasurer</td>
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<tr>
<td>Blanche Hughes, Program Director</td>
</tr>
<tr>
<td>Thelma Keck, Editor</td>
</tr>
<tr>
<td><strong>July 1962 – Minneapolis, Minnesota</strong></td>
</tr>
<tr>
<td>Margaret E. Simms, President</td>
</tr>
<tr>
<td>Jacqueline Robinson, Vice President</td>
</tr>
<tr>
<td>Junauld Braddock, Rec. Secretary</td>
</tr>
<tr>
<td>Hattie Mae White, Corr. Secretary</td>
</tr>
<tr>
<td>Catherine Phillips, Treasurer</td>
</tr>
</tbody>
</table>
Aurelia T. James, Program Director
Thelma Keck, Editor
Chattanooga, TN

July 1964 – Seattle, Washington
Margaret E. Simms, President
St. Louis, MO
Jacqueline Robinson, Vice President
Washington, DC
Junauld Braddock, Rec. Secretary
Twin Cities, MN
Ada Anderson, Corr. Secretary
Austin, TX
Catherine Phillips, Treasurer
San Diego, CA
Aurelia T. James, Program Director
Chattanooga, TN
Ray N. Moore, Editor
Durham, NC

Eleanor C. DeLoache, President
Columbus, OH
Muriel R. Spaulding, Vice President
Los Angeles, CA
Aurelia T. James, Rec. Secretary
Chattanooga, TN
ViCurtis Hinton, Corr. Secretary
Washington, DC
Barbara J. Tillmon, Treasurer
Kansas City, KS
Hazel W. Partee, Program Director
Dallas, TX
Ray N. Moore, Editor
Durham, NC

July 1970 – Dallas, Texas
Miriam C. Shropshire, President
Atlanta, GA
Alma H. Mayson, Vice President
Detroit, MI
Euva R. Bembry, Rec. Secretary
Scarsdale, NY
Ruthie M. Spencer, Corr. Secretary
Los Angeles, CA
Kermit B. Hill, Treasurer
St. Louis, MO
Phyllis Lodrig, Program Director
New Orleans, LA
Mercedes J. Newsome, Editor
Wilmington, NC

July 1972 – Roanoke, Virginia
Miriam C. Shropshire, President
Atlanta, GA
Alma H. Mayson, Vice President
Detroit, MI
Euva R. Bembry, Rec. Secretary
Scarsdale, NY
Ruthie M. Spencer, Corr. Secretary
Los Angeles, CA
Mercedes J. Newsome, Treasurer
Wilmington, NC
Phyllis Lodrig, Program Director
New Orleans, LA
Frances Hawthorne, Editor
Des Moines, IA

July 1974 – Los Angeles, California
Pearl A. Watson Boschulte, President
Washington, DC
Eddie Bernice Johnson, Vice President
Dallas, TX
Alma H. Mayson, Rec. Secretary
Detroit, MI
Clementyne T. Guy, Corr. Secretary
Portland, OR
Miriam C. Shropshire, Treasurer
Atlanta, GA
Helen M. Caldwell, Program Director
Elizabeth City, NC
Frances Hawthorne, Editor
Des Moines, IA
### July 1976 – Denver, Colorado
- **President**: Pearl A. Watson Boschulte  
- **Vice President**: Frances Hawthorne  
- **Rec. Secretary**: Georgia L. Williams  
- **Corr. Secretary**: Clementyne T. Guy  
- **Treasurer**: Mirian C. Shropshire  
- **Program Director**: Helen M. Caldwell  
- **Editor**: Barbara Williams  
  - **Location**: Denver, Colorado

### July 1978 – Miami, Florida
- **President**: Lillian A. Parks  
- **Vice President**: Grace Y. Wyatt  
- **Rec. Secretary**: Dorothy K. Quigless  
- **Corr. Secretary**: Gertrude G. Paxton  
- **Treasurer**: Erma W. Hines  
- **Program Director**: Patricia W. Morris  
- **Editor**: Rosa W. Perry  
  - **Location**: Miami, Florida

### July 1980 – Houston, Texas
- **President**: Lillian A. Parks  
- **Vice President**: Grace Y. Wyatt  
- **Rec. Secretary**: Dorothy Quigless  
- **Corr. Secretary**: Gertrude G. Paxton  
- **Treasurer**: Erma W. Hines  
- **Program Director**: Patricia W. Morris  
- **Editor**: Rosa W. Perry  
  - **Location**: Houston, Texas

### July 1982 – Chicago, Illinois
- **President**: Ramona W. Arnold  
- **Vice President**: Jacqueline Bostic  
- **Rec. Secretary**: Gwendolyn M. Means  
- **Corr. Secretary**: Charlotte B. Polk  
- **Treasurer**: Willie Mae Beamon  
- **Program Director**: Karan A. Howard  
- **Editor**: DeVida Johnson  
  - **Location**: Chicago, Illinois

### July 1984 – Washington, District of Columbia
- **President**: Ramona W. Arnold  
- **Vice President**: Jacqueline Bostic  
- **Rec. Secretary**: Suellen G. Hurt  
- **Corr. Secretary**: Charlotte B. Polk  
- **Treasurer**: Marlene W. Randall  
- **Program Director**: Karan A. Howard  
- **Editor**: DeVida Johnson  
  - **Location**: Washington, DC

### July 1986 – Norfolk, Virginia
- **President**: Eva C. Wanton  
- **Vice President**: Charlie Mae Brown  
- **Rec. Secretary**: Suellen G. Hurt  
  - **Location**: Norfolk, Virginia
Alice Johnson, Corr. Secretary
Marlene W. Randall, Treasurer
Barbara Duell-Clark, Program Director
Bennie H. Toles, Editor
Oklahoma City, OK
Portsmouth, VA
Seattle, WA
Baton Rouge, LA

July 1988 – San Francisco, CA
Eva C. Wanton, President
Patricia D. Turner, Vice President
Bettiejoyce Brady, Rec. Secretary
Emma Jackson, Corr. Secretary
Bennie H. Toles, Treasurer
Sonja Brown, Program Director
Gale Hollingsworth, Editor
Tallahassee, FL
Cleveland, OH
Kansas City, KS
Wilmington, NC
Baton Rouge, LA
New Castle County, DE
Orange County, CA

July 1990 – Memphis, Tennessee
Nellie Thornton, President
Emma Jackson, Vice President
Alma Vinyard, Rec. Secretary
Lynda Jolivette, Corr. Secretary
Veronica Frazier, Treasurer
Cleasie Davis, Program Director
Gale Hollingsworth, Editor
Westchester County, NY
Wilmington, NC
West Suburban Chicago, IL
Miami, FL
Dallas, TX
Orange County, CA

July 1992 – Orlando, Florida
Nellie Thornton, President
Marcea Staten, Vice President
Ruth Whitney, Rec. Secretary
Shirley Barber James, Corr. Secretary
Veronica Frazier, Treasurer
Jacqueline Scott, Program Director
Jenice Parks, Editor
Westchester County, NY
Minneapolis, MN
Columbia, SC
Savannah, GA
Dallas, TX
South Los Angeles, CA
Topeka, KS

July 1994 – Austin, Texas
Shirley Barber James, President
Beverly Johnson, Vice President
Ruth Whitney, Rec. Secretary
Sheryl Thomas, Corr. Secretary
Gladys Wade Bragg, Treasurer
Jacqueline Scott, Program Director
Jenice Parks, Editor
Savannah, GA
Shreveport, LA
Columbia, SC
Detroit, MI
Baltimore, MD
South Los Angeles, CA
Topeka, KS

July 1996 – Cleveland, Ohio
Sheryl Benning Thomas, President
Sylvia W. McGee, Vice President
Rosaland Anderson, Rec. Secretary
Gwendolyn Childs, Corr. Secretary
Gladys Wade Bragg, Treasurer
Ingrid Watson Miller, Editor
Detroit, MI
Macon, GA
San Antonio, TX
St. Clair County, IL
Baltimore, MD
Chesapeake, VA

75
A. Marie Young, Program Director
Greater Vallejo, CA

Ingrid Watson Miller, President
Charlotte, NC
Sylvia W. McGe, Vice President
Macon, GA
Rosaland Anderson, Rec. Secretary
San Antonio, TX
Gwendolyn Childs, Corr. Secretary
St. Clair County, LA
Sharon Eubanks-Pope, Treasurer
Chicago, IL
Dr. Catherine Collins, Editor
Buffalo, NY
Carol L. Borden, Program Director
Sacramento, CA
Ida L. Young, Program Director
Pomona, CA
(appointed 3/2000 to complete the term)

July 2000 – Charlotte, North Carolina
Carla D. Williams, President
Pasadena, CA
Dr. Catherine Collins, Vice President
Buffalo, NY
Patrick Noble, Recording Secretary
Columbia, SC
Linda Knight Burkley, Recording Secretary
Houston, TX
Patrise Perkins-Hooker, Treasurer
Atlanta, GA
Gail D. Barrett, Editor
Indianapolis, IN
Dr. Karen Clark, Program Director
Oklahoma City, OK

July 2002 – Los Angeles, California
Ida L. Younge, President
Pomona Area, CA
Alice Leigh Peoples, Vice President
Ypsilanti, MI
Linda Knight Burkley, Recording Secretary
Houston, TX
Evelyn Simmons Davis, Corr. Secretary
Morris County, NJ
Dayatra Baker-White, Treasurer
Greenville, SC
Murvyn Baker Kelsey, Editor
Daytona Beach Area, FL
Regina Barger Singleton, Program Director
Johnson County, KS

July 2004 – Kansas City, Missouri
Alice Leigh Peoples, President
Ypsilanti, MI
Evelyn Simmons Davis, Vice President
Morris County, NJ
Murvyn Baker Kelsey, Recording Secretary
Daytona Beach Area, FL
JoAnn Manning, Corr. Secretary
Inglewood, CA
Faye Bracy Scott, Treasurer
North Houston Suburban, TX
Dayatra Baker-White, Editor
Greenville, SC
(appointed 2005, Treasurer)
Izella M. Dornell (appointed 2005, Editor)
Clear Lake/Bay Area, TX
Regina Barger Singleton, Program Director
Johnson County, KS

July 2006 – Houston, Texas
Jacqueline Moore Bowles, President
Milwaukee, WI
Gail Johnson, Vice President
Columbia, MD
Izella M. Dornell, Recording Secretary
Clear Lake/Bay Area, TX
Kimberly Henderson, Rec. Secretary
Humble-Kingwood, TX
(appointed 2007)
Denise Eaton-May, Corr. Secretary
Oakland/Bay Area, CA
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<tbody>
<tr>
<td>Mavis Parkman James, Treasurer</td>
<td>Jacqueline Moore Bowles, President</td>
<td>Tamara Turnley Robinson, President</td>
<td>Tammy King, President</td>
</tr>
<tr>
<td>Sharon Johnson, Editor</td>
<td>Gail Johnson, Vice President</td>
<td>Tammy King, Vice President</td>
<td>Joli Cooper-Nelson, Vice President</td>
</tr>
<tr>
<td>Valeska Buie, Program Director</td>
<td>Kimberly Henderson, Recording Secretary</td>
<td>Gladys Henderson, Program Director</td>
<td>Gladys Henderson, Program Director</td>
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<tr>
<td></td>
<td>Denise Eaton-May, Corr. Secretary</td>
<td>Allison Copeland, Recording Secretary</td>
<td>Regina Page, Recording Secretary</td>
</tr>
<tr>
<td></td>
<td>Mavis Parkman James, Treasurer</td>
<td>Kimberley Goode, Corr. Secretary</td>
<td>Candace Berry-Vaughn, Corr. Secretary</td>
</tr>
<tr>
<td></td>
<td>Sharon Johnson, Editor</td>
<td>Crystal Turner, Treasurer</td>
<td>Crystal Turner, Treasurer</td>
</tr>
<tr>
<td></td>
<td>Tara Joseph-Labrie, Program Director</td>
<td>Regina Page, Editor</td>
<td>Kimbley Goode, Editor</td>
</tr>
</tbody>
</table>

Jackson, MS
Winston-Salem, NC
Des Moines, IA
Milwaukee, WI
Columbia, MD
Humble-Kingwood, TX
Oakland/Bay Area, CA
Jackson, MS
Winston-Salem, NC
Denver, CO
South Suburban Denver, CO
North Suburban Atlanta, GA
Indianapolis, IN
Portsmouth, VA
Baton Rouge, LA
Baltimore, MD
Los Angeles, CA
North Suburban Atlanta, GA
Bergen-Passaic, NJ
Clear Lake/Bay Area, TX
Portsmouth, VA
Milwaukee, WI
Air Capital Wichita, KS
Pomona Area, CA
Bergen-Passaic, NJ
Greater Tampa, FL
Clear Lake/Bay Area, TX
Pomona Area, CA
Orangeburg, SC
Air Capital Wichita, KS
Milwaukee, WI
FRAMEWORK FOR THE ASSOCIATES

NATIONAL

Chair - Associates
There shall be a National Chairman to be appointed by each National President of Jack and Jill of America, Incorporated. The National Chairman shall serve for one term of two years, but can be re-appointed.

REGIONAL

Chair - Region of the Associates
There shall be an Associate Chairman for each region of Jack and Jill of America, Incorporated to be appointed by the National Officer along with the Regional Director of the various regions. The Regional Chairman shall be appointed to serve for one term of two years, but can be re-appointed.

LOCAL

Chair - Local Chapter of the Associates
The Chairman should be elected by the members of the Associate Group. The Local Associate Chairman shall serve for one term of two years, but can be re-elected.

MEMBERSHIP IN THE ASSOCIATES
Local Chapters shall have five or more Associate members to constitute an Associate Group. There shall be exceptions to this number when the size of the membership does not permit a large enough number of eligible Associates.

BUDGET
Local Level
The Local Chapter and Associates must mutually agree upon the dues for the Associates, but all funds must be channeled through the Local Chapter.

MEETINGS
Local meetings shall be determined at the discretion of the individual local Associate Group.
FRAMEWORK FOR THE FATHERS AUXILIARY

With the fathers in a supporting role, Jack and Jill of America, Incorporated is positioning itself to grow and prosper in the new millennium.

One of the primary objectives of the Auxiliary is to establish a line of communication between the seven regions and numerous chapters. The objective is to share information and ideas. Chapter Presidents should designate a father to be a point of contact.

Several of the activities that the fathers have been supporting this past year are:

- Planning children age-group activities
- Organizing Family Day Picnics
- Organizing ski trips
- Teen Conference chaperons and night security
- Helping the Teens with their conference scrapbooks, plays and oratorical competitions.

Jack and Jill of America, Incorporated Fathers’ Auxiliary Mission Statement

NATIONAL

1. A National Chairperson will be appointed by the National President of Jack and Jill of America, Incorporated.

2. Organized the Regional Representatives for the purpose of gathering and disseminating information for the support of the regional and local chapters.

3. Interface and coordinate with the national Jack and Jill of America Incorporated organization.

4. Facilitate communication, promote ideas, and forward concerns of Jack and Jill Fathers to the national Jack and Jill of America Incorporated organization.

5. Advocate the understanding of Jack and Jill of America Incorporated organizational goals.

REGIONAL

1. The Regional Representative will be appointed by the Regional Director.

2. Facilitate the organization of Father’s Auxiliaries at the local level.

3. Communicate information from the nation level to the local auxiliary.

4. Facilitate cooperation, disseminate information, and coordinate activities between local auxiliaries.

5. Study opinions and attitudes of local auxiliaries and promote activities for the purpose of improving the effectiveness of the organization.

6. Communicate and coordinate with the regional teen, local and regional Jack and Jill of America Incorporated officers.
7. Provide assistance as needed at the teen regional conferences, cluster days, and other organized activities.

8. Advocate the understanding of Jack and Jill of America Incorporated organizational goals.

LOCAL
1. Each Chapter President will appoint a father to lead the Auxiliary in support of the local Jack and Jill of America Incorporated chapter or to act as a point of contact for purpose of gathering and disseminating information to the local Fathers.

2. Organize the local auxiliary according to the needs of the local Jack and Jill of America Incorporated Chapter and coordinate with its officers.

3. Advocate the understanding of Jack and Jill of America Incorporated organizational goals.
FRAMEWORK FOR THE ALUMNI

These are young adults (Jacks and Jills) seeking post-secondary degrees, graduate degrees, and/or entering the world of work, who wish to extend themselves to be of service to children and their communities as affiliates of Jack and Jill of America, Incorporated.

Alumni groups/individuals may support local chapter activities, or sponsor projects as a service organization on a college or university campus. If organized on a college or university campus, the alumni group must operate within policies as established by the college/university.

The National Executive Board Liaison to the Alumni Members is the National Editor.

PUBLIC RELATIONS

Media relations for Jack and Jill of America, Incorporated are handled through the national headquarters. The National President is the official spokesperson for the organization on all external media inquiries, unless otherwise delegated by the National President.

Solicited Publicity for Jack and Jill Events

When chapters/regions are soliciting publicity for Jack and Jill events such as Teen Conference, Mother’s Conference, community events or fundraisers, the host region or chapter should develop a press kit which includes a press release, fact sheet, Jack and Jill history, photos on CD, past articles and the Jack and Jill logo. The region or chapter should also contact the National President for a comment to be included in press releases when soliciting publicity. A generic press release which includes a fact sheet, Jack and Jill history, past articles and the Jack and Jill logo are available from the Executive Director at the national headquarters.

Unsolicited Requests from the Media

Jack and Jill of America, Incorporated’s official spokesperson is the National President. All unsolicited media matters/ inquiries related to Jack and Jill of America should be directed to the Executive Director of Jack and Jill and/or the National President.

Inquiries related to the Jack and Jill Foundation

The Jack and Jill of America Foundation’s official spokesperson is the Foundation Chairman of the Board. All media matters/ inquiries related to the Foundation should be directed to the Executive Director of the Foundation.

Use of Jack and Jill logo

Members desiring to use the Jack and Jill must use the official logo with the correct color scheme if reproducing in color, or may do so in black in white. Members are not allowed to alter the logo in any way.
Crisis Communications
In the event of a crisis, the National Executive Board shall approve the appropriate crisis communication plan to respond to media inquiries in a timely fashion. Members are not to make comments to external media outlets on behalf of the organization.
NATIONAL HEADQUARTERS

Visiting Jack and Jill of America Headquarters
Our Headquarters is located at 1930 17th Street, NW at the corner of 17th and U Street in Northwest Washington, D.C. in the historic Strivers Row district. The closest Metro subway stops are U Street/African-American Civil War Memorial/Cardozo on the Green/Yellow lines and Dupont Circle on the Red line.

Organizational Structure
The headquarters staff is managed by an Executive Director who manages a dedicated group of individuals who each have a unique, yet essential job to do for our organization.

The Work of Headquarters
The team who work at our national headquarters in Washington organize and coordinate Jack and Jill of America membership around the nation. That includes:

- Ensuring centralization and coordination at all levels;
- Providing operational, financial and administrative support to chapter, regions and national officers; and
- Facilitating communication between national partnering organizations.

History of Jack and Jill of America Headquarters
Our Headquarters has been at the current location since 2003.

The first discussion of purchasing a headquarters building in DC was approved by the body in 1990. In 1994 a headquarters was opened in Alexandria, VA. In 1997 this location was sold and the organization temporarily moved the headquarters to Orlando, Florida. In 2000, the organization successfully purchased and held a groundbreaking on the current headquarters facility. In 2003, the current headquarters was officially opened for business.
Foundation

Section III
THE JACK AND JILL OF AMERICA FOUNDATION

The Seventeenth National Convention of Jack and Jill passed a resolution to establish a Jack and Jill Foundation as the National Service Project. The Foundation was brought into existence in response to a Jack and Jill consensus that monies donated for charitable projects be spent in a way that more effectively help eliminate some of the contemporary obstacles that confront the African-American in our society.

National Service Projects before the establishment of Foundation were:

1. Research for Rheumatic Fever (1947-1949)
4. Mental Health for Children (1960-1964)

Incorporation & Purpose

“The Jack and Jill of America Foundation was incorporated in February 1968; its charter recorded on February 1 in Chicago, Illinois. Its purpose is stated as follows: The Jack and Jill of America Foundation is a short-term funding agency whose purpose is to carry on education, literary, scientific and charitable projects or any of the preceding, by application of assets to the use of the Jack and Jill of America Foundation.” Specifically stated by the Articles of Incorporation, “the intent of the Foundation is a corporation organized exclusively for charitable, religious, educational, and scientific purposes, including such purposes as the making of distributions to organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law)”.

The new logo was adapted at the 1998 annual board meeting held in San Diego, CA. It was designed by a student in Columbus, OH.

In 2011, a branding tagline was adopted for the Foundation by the Board of Trustees. It is, “We do GREAT things for kids.”
Organizational Structure
The Foundation has a Board of Trustees consisting of 24 members and meets annually. Membership consists of four Foundation officers: President, Vice President, Secretary, and Treasurer, and four national officers of the parent organization, Jack and Jill of America, Incorporated: National President, National Vice President, National Treasurer, and National Program Director.

The Executive Committee holds interim meetings and is comprised of the Foundation officers (President, Vice President, Secretary, Treasurer, and the Immediate-past Foundation President, when applicable), and the national officers of Jack and Jill of America, Incorporated (National President, National Vice President, National Treasurer, and Member-At-Large liaison).

The Foundation is supported primarily by funds from the Jack and Jill of America, Incorporated chapters. One-third of monies raised by each chapter is sent to the Foundation by June 1st. Funding also comes from the Board Members. Funds from outside sources include those from corporations, individuals, and other foundations.

Grant Programs
The four categories of grants are: Jacqueline Robinson Regional Competition Grant, Independent Proposals Grant (amount varies on availability of funds approved by the Board), the Violet Greer Teens/Associates, the National Project and the Lucille Allen Hadley Teen Conference Grant. Grant applications are reviewed by the Foundation Program Committee and are voted on by the Foundation Board of Trustees.

The specific guidelines and application materials are updated regularly and may change from year to year. The current application and guidelines are available on the organizational website: www.jackandjillfoundation.org.

1. The Jacqueline Robinson Regional Grant proposals are due March 1st and are to be submitted to the Member-At-Large (MAL). The MAL from each region initiates screenings and proposals are then sent to the Foundation. These proposals are developed by Chapters of Jack and Jill America, Incorporated.

2. Independent proposals are due March 1st to the Foundation’s Office. The Program Committee makes recommendations to the full Board during the annual meeting. Independent Proposals can be from Chapters or 501(c)(3) nonprofit groups.

3. The Violet D. Greer Teens/Associates proposals are due March 1st to the Foundation office. The Program Committee makes recommendations to the full Board during the annual meeting.
4. The Lucille Allen Hadley Teen Conference grant is due sixty (60) days prior to the Regional Teen Conference.

National Project History
At the beginning of the ‘80s, Foundation President Betty H. Johnson directed the implementation of the national project concept, “Education + Leadership = Success,” to become the united thrust of each chapter and each proposal request. The theme of this national endeavor was to assist in preparing youngsters to compete successfully in the rapidly developing technological marketplace.

Such programs were initiated at Florida A&M University in Tallahassee, FL, at Central State University in Wilberforce, OH, the Saturday Academy in Kansas City, KS, and Young Black Scholars in Los Angeles, CA.

In 1993, guidelines were developed under the leadership of Mrs. Betty H. Johnson for a new series of National Projects: Project SMART: Self Esteem and Motivation Accomplish the Realization of Talents. All chapters in seven regions had an opportunity to submit a proposal addressing the specific guidelines. In March 1994, two proposals were selected: one from the Toledo, Ohio Chapter and one from the Midlothian, Virginia Chapter of Jack and Jill of America, Incorporated and others (Mid-Atlantic). Each project was developed with the support of other groups. In Toledo, the public school’s board (Lincoln Elementary) served as a partner in conducting Project SMART. In Midlothian, Richmond, the project was conducted in cooperation with Virginia State University (Human Ecology Department) and The Commonwealth Women Impacting Families (C-WIC) Organization. A total of 180 children were served during the projects (1994-1996) and $120,000 ($60,000 for each grant) was spent.

Two new SMART projects were funded for 1996 for the Missouri City, Texas and San Diego Chapters of Jack and Jill of America, Incorporated. A Project SMART proposal was to be funded every three years until 2002. A new proposal category was established in 1996 for Teens and/or Associates. The proposed guidelines specify that Teens and/or Associates may submit proposals related to leadership not to exceed $2,500.

The Betty H. Johnson National Project Award
The Betty H. Johnson National Project Award, formerly Project SMART, was announced at the 1999 Annual Meeting of the Jack and Jill of America Foundation. The award was renamed in honor of Trustee, Emerita Betty H. Johnson, former Foundation President, under whose leadership the project was created.

The project was initiated in 1994 to address an issue of particular concern to the parent body of Jack and Jill of America, Incorporated. Designed to serve as identified population over a period of three consecutive years, each project is
awarded up to $20,000 annually, contingent on effective implementation and periodic evaluations. Initially, the program focused on “reclaiming our African-American males.” Recognizing the well-documented fact that the plight of many African-Americans is a devastating one, it was later concluded that the project should extend to all African-American youth who are considered at-risk. It was felt that the situation of many of at-risk youth can be positively affected through broad-based programs that emphasize early intervention.

The 1999 National Project funding was awarded for “Enhancing East St. Louis Educational Test Scores,” a collaborative effort of the Adventures in Motivation (AIM) Agency, St. Clair County, the East St. Louis Chapter of Jack and Jill of America, Incorporated and the East St. Louis School District AIM is a youth leadership organization based in the area. The program began in the fall of 1999 at the Edgemont Elementary School in East St. Louis, Illinois.

In 2007, the Foundation awarded a $40,000 grant over two years in support of a National Youth Leadership Development project entitled “Empowering Leaders for the Nation.” The project was developed under leadership of then-National President Jacqueline Moore Bowles, National Program Director Valeska Buie, Dr. Cheryl Beal Anderson (Mid-Western Region), Mrs. Joli Cooper (Southeastern Region), and Mrs. Andrea Neely (Mid-Western Region). The program entailed competition of leadership development and financial literacy modules for chapter teen groups. Chapters that partnered with the Boys & Girls Club of America in their community were eligible to receive a stipend up to $1,000 in an effort to accelerate teen leadership development. The program year culminated in a National Teen Summit, held at the National Convention with youth from Jack and Jill and the Boys & Girls Club of the Miami, FL area.

**Highlights**

During the 1992 convention a cultural heritage calendar, highlighting Jack and Jill of America, Incorporated children and teen’s art work was sold. The calendar art contest was designed and coordinated by MAL Margaret Lucas of California. The sales for the calendar exceeded expectations. Some of the art work was used on the cover of the annual report.

The Silver Anniversary of the Jack and Jill of America Foundation, Incorporated was celebrated with a kickoff on Saturday, April 24, 1993 at the Hyatt Regency, Chicago, Illinois.

**Mission and Purpose**

In the 21st Century, the mission of the Jack and Jill of America Foundation is to provide financial support to organizations that promote leadership development for children, youth, and young adults.
Vision
The Foundation envisions itself in collaboration with the community service agenda of Jack and Jill of America, Incorporated—as an internationally recognized center that furnishes personal, professional, and financial support for the benefit of children, youth and young adults in the areas of leadership skills, training, and personal development.

Core Values
The core values of the Jack and Jill Foundation are principles by which the organization will operate. While there are many values that are important to the organization, these core values shape and define the essence of the organization. Without adherence to these values it is impossible for the Foundation to achieve its mission and purpose. The Jack and Jill Foundation will always operate within strict ethical guidelines. They are: Leadership, Development, Team Work, Integrity and Excellence.

Jacqueline Robinson Regional Competition Awards
Applications for this competition are submitted by local chapters of Jack and Jill of America, Incorporated to their region. The applications are submitted by the mother members or the teen members of chapters for programs that benefit youth outside the organization. The grant amount is up to $3,000 and proposals may be resubmitted for funding up to three years.

Independent Grant Awards
Applications for this competition are submitted by nonprofit organizations when their projects’ thematic emphasis corresponds to the Foundation’s mission and purpose. Applicants are expected to demonstrate community support by securing additional funds for execution of the project.

Violet D. Greer Teen/Associates Competitive Grant
Applications for this grant are submitted by the teens or the associate members of a chapter to promote and enhance the development of leadership skills for youth. The grant amount ranges from $1,000 to $2,500. The Foundation may establish a new program emphasis at any time.

Since 1968, the Foundation has awarded more than $3 million in annual grants to charitable organizations that provide programming, channeled toward eliminating some of the contemporary obstacles that confront minority children and young adults.

Lucille Allen Hadley Grant
The objective of this award is to provide a service learning opportunity to teens participating in each Regional Teen Conference service project. It was Lucille Hadley’s hope that this award would enable Jack and Jill chapters an opportunity to establish lasting relationships with local organizations. The ultimate goal is
to leverage the funds and manpower donated with other companies to provide as much assistance as possible for community organizations in need. Maximum funding is $3,000.

Meetings
Executive Committee: Monthly via teleconference

Full Board: Quarterly via teleconference and annually; July in the even year at National Convention of Jack and Jill of America, Incorporated; others as scheduled

Structure of Board of Trustees (2014) (24)

<table>
<thead>
<tr>
<th>National Office</th>
<th>Members- At-Large</th>
<th>Regional Directors</th>
<th>Community Leaders</th>
<th>J&amp;J Youth Reps</th>
<th>Member Emeritus</th>
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<td>JJoA Inc.</td>
<td>7</td>
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<tr>
<td>President</td>
<td>Active Member</td>
<td>From the Regional Directors: (Rotation in alpha order by Region)</td>
<td>From the Nation-at-Large: Names submitted by Chapters, individuals and by a Board Member</td>
<td>J&amp;J Regional Teen President (Rotation by Region)</td>
<td>Past Board Members (Ex-officio) with exceptional service to the Board</td>
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<td>Vice President</td>
<td>J&amp;J Elected at Mother’s Reg. Conference</td>
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<td>Program Director</td>
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<td>Treasurer</td>
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Term of Office: 2 Years
Member Emeritus: 1 Year

Foundation Financing
- Jack and Jill Chapters
- Corporate Contribution
- Trustees Contributions
- Public and Private Donors
- Other Foundation
- Matching Contributions

Proposals and Grants
1. Independent Proposals
2. Jacqueline Robinson Regional Competition
3. Violet D. Greer Teen/Associates
4. Lucille Allen Hadley Grant
5. National Project
6. Special Projects
1. **Independent Proposals**  
   Maximum Funding: Varies to $5,000  
   Initiated by: Any nonprofit organization  
   Deadline: March 1  
   Online application available at www.jackandjillfoundation.org

2. **Jacqueline Robinson Regional Competition Maximum Funding: $3,000**  
   Maximum Funding: Up to $3000  
   Initiated by: Chapters  
   Regional Deadline: March 1  
   Foundation Deadline: April 1  
   Online application available at www.jackandjillfoundation.org

3. **Violet D. Greer Teens/Associates (Initiated 1961)**  
   Maximum Funding: $2,500  
   Initiated by: Teens and/or Associates  
   Foundation Deadline: March 1

4. **Lucille Allen Hadley Grant (Initiated 2008)**  
   Maximum Funding: $3,000  
   Foundation Deadline: 60 days before the Regional Teen Conference  
   Initiated by: Regional Officer (MAL or Regional Director)  
   Online application available at www.jackandjillfoundation.org

5. **National Project**  
   Maximum Funding: Varies

6. **Special Projects**  
   From time to time, the Foundation board may establish a special program emphasis.
Jack and Jill of America Foundation, Incorporated
OFFICERS (1968-2014)

1968
Jacqueline Robinson, President
Violet D. Greer, Secretary
Aurelia T. James, Treasurer

1970-72
Jacqueline Robinson, President
Juanita T. Spain, Vice-President
Violet D. Greer, Secretary
Aurelia T. James, Treasurer

1973
Jacqueline Robinson, President
Juanita T. Spain, Vice-President
Violet D. Greer, Secretary
Aurelia T. James, Treasurer

1974-75
Jacqueline Robinson, President
Nellie Roulhac, Vice President
Violet D. Greer, Secretary
Aurelia T. James, Treasurer

1975
Jacqueline Robinson became Honorary Life Member

1975-78
Nellie G. Roulhac, President
Betty H. Johnson, 1st Vice President
Dr. Omar K. Moore, 2nd Vice President
Violet D. Greer, Secretary
Dr. B.T. Hollins, Treasurer

1979-82
Betty H. Johnson, President
Dr. Emma B. Benning, 1st Vice President
Dr. Omar K. Moore, 2nd Vice President
Violet D. Greer, Secretary
Charlie B. Nunn, Recording Secretary
Dr. B.T. Hollins, Treasurer

1983-84
Betty H. Johnson, President
Dr. Emma B. Benning, 1st Vice President
Dr. Omar K. Moore, 2nd Vice President
Violet D. Greer, Secretary
E. Jean Carr, Recording Secretary
Dr. B.T. Hollins, Treasurer

1985-86
Dr. Emma B. Benning, President
William E. Byrd, Sr., 1st Vice President
Dr. Omar K. Moore, 2nd Vice President
Violet D. Greer, Secretary
Bennett DeCoux, Recording Secretary
Dr. B.T. Hollins, Treasurer

1987-88
Dr. Emma B. Benning, President
William E. Byrd, Sr., 1st Vice President
Dr. Winston C. Doby, 2nd Vice President
Violet D. Greer, Secretary
Bennett DeCoux, Recording Secretary

1989
Dr. Emma B. Benning, President
William “Bill” Byrd, Sr., 1st Vice President
Dr. Winston C. Doby, 2nd Vice President
Irving C. Nunn, Recording Secretary
Dr. B.T. Hollins, Treasurer
Violet D. Greer, Secretary to Board

1990-92
Dr. Emma B. Benning, President
William “Bill” Byrd, Sr., 1st Vice President
Henry Stepp Sr., 2nd Vice-President
Violet D. Greer, Executive Secretary
Irving Nunn, Recording Secretary
Dr. B.T. Hollins, Treasurer
1993-1996
Dr. Emma B. Benning, President
William “Bill” Byrd, Sr., 1st Vice President
Henry Stepp Sr., 2nd Vice President
Dr. B.T. Hollins, Treasurer
Violet D. Greer, Executive Secretary

1996
William E. Byrd, Sr., President
Dr. Cynthia R. Mayo, 1st Vice President
Ava Washington, 2nd Vice-President
Dr. B.T. Hollins, Treasurer
Violet D. Greer, Executive Secretary

1997
William E. Byrd, Sr. President
Dr. Cynthia R. Mayo, 1st Vice President
Ava Washington, 2nd Vice President
Emma B. Benning, Secretary
Dr. Blanchard T. Hollins, Treasurer

1998
Ava F. Washington, President
Dr. Cynthia R. Mayo, Vice President
Myma Irons, Secretary
Dr. Blanchard T. Hollins, Treasurer

1999
Ava F. Washington, President
Dr. Cynthia R. Mayo, Vice President
Barbara Edwards, Secretary
Dr. Blanchard T. Hollins, Treasurer

2000
Ava F. Washington, President
Anthony R. Moore, Esq., Vice President
Barbara Edwards, Secretary
Mildred S. Matthews, Treasurer

2001
Ava F. Washington, President
Fitzroy E. Younge, Vice President
Barbara Edwards, Secretary
Mildred S. Matthews, Treasurer
2002
Ava F. Washington, President
Marcella Jones, Vice President
Barbara Edwards, Secretary
Jesse J. Tyson, Treasurer

2003
Ava F. Washington, President
Marcella Jones, Vice President
Barbara Edwards, Secretary
Jesse J. Tyson, Treasurer

2004
Ava F. Washington, President
Marcella Jones, Vice President
Barbara Edwards, Secretary
Jesse J. Tyson, Treasurer

2005
Grace E. Speights, President
Marcella Jones, Vice President
Debra Hunter-Johnson, Secretary
Jesse Tyson, Treasurer

2006
Grace E. Speights, President
Monica E. Blake, Vice President
Debra Hunter-Johnson, Secretary
John L. Braxton, Treasurer
Daryl Trawick, Assistant Treasurer

2007
Grace E. Speights, President
Daryl E. Trawick, Vice President
Elizabeth Espy, Secretary
John L. Braxton, Treasurer
Eric Cliette, President Elect
Monica E. Blake, Assistant Treasurer

2008
Erik A. Cliette, President
Daryl E. Trawick, Vice president
Elizabeth Espy, Secretary
John L. Braxton, Treasurer
Kim M. Green, Assistant Treasurer

2009 - 2010
Erik A. Cliette, President
Daryl E. Trawick, Vice President
Paulette Keys, Secretary
Christine M. Govan, Treasurer
Kim M. Green, Assistant Treasurer

2011
Erik A. Cliette, President
Jacqueline Moore Bowles, Vice President
Paulette Keys, Secretary
Christine M. Govan, Treasurer

2012
Jacqueline Moore Bowles, President
Lucille Hadley, Vice President
Paulette Keys, Secretary
Christine M. Govan, Treasurer

2013
Jacqueline Moore Bowles, President
Lucille Hadley, Vice President
Paulette Keys, Secretary
Mavis James, Treasurer

2014
Lucille Hadley, President
Shelley Cooper, Vice President
Richard Gay, Secretary
Mavis James, Treasurer
Five-Point Strategy for Building Tomorrow’s Leaders
Jack and Jill of America Foundation, Incorporated believes that leaders are made, not born. Since building tomorrow’s leaders is at the core of the Foundation’s activities, we have developed a five-point strategy for achieving this goal. This strategy, along with the community service agenda, sets the framework upon which the Foundation’s grant making rests. Programs the Foundation funds must embrace at least one of the following five points:

1. Seek to foster the building of character within children.
2. Aim to instill cultural consciousness and intellectual, moral, practical and emotional responsibility in children.
3. Cultivate and promote projects that provide children with the opportunities and challenges to learn about leadership.
4. Target Foundation resources toward grant proposals that emphasize listening, learning, thinking and problem-solving.
5. Design, implement and support programs that provide leadership training for children.

Grant applications are reviewed by the Foundation Program Committee and the following applications were approved for support by the Foundation Board of Trustees in 2014-2015 program year:

**INDEPENDENT GRANTS**

2011 Olweus Bully Prevention Program  
Council on At-Risk Youth, Austin, TX

AAMBHF Reagan High School Program  
The African American Men and Boys Harvest Foundation, Inc., Austin, TX

Accounting Career Awareness Program  
National Association of Black Accountants Accounting Career Awareness Program, Redford, MI

Act-SO  
Jack and Jill of America, Inc. – Syracuse, NY Chapter  
Boys and Girls Club of Denton, Texas

Art of Leadership  
J/J Greater Frisco Chapter  
Art of Leadership

J/J Greensboro, NC Chapter  
Boys and Girls Club Red Cross Certification CPR First Aid AEB
Amazing Race of Thanks and Giving
J/J Indianapolis IN Chapter
Dr. Basilyn Bunting
Robotics Engineering
J/J Humble/Kingwood Chapter
Camp Nobis Est & Keep Calm and Lead On
Chain of Lakes Achievers, Inc.
Youth Empowerment through Leadership
Children’s Outing Association
Youth Leadership Institutes
Citizen U and the Bronzeville Teen Summit
City of Greenville, NC
(S.T.E.A.M.) Program
Center For New Horizons, Inc Chicago, IL
College Preparation
Young Scholars’ Institute, Trenton, NJ
Cooking Matters
The Sande Youth Project, Austin, TX
Covenant House Missouri
Covenant House Missouri’s Education Program EMBODI
J/J North Suburban Dallas Chapter
Dawn May
Indianapolis Beautillion Militaire Program
EMBODI
Delta Sigma Theta Sorority Foundation, Inc., Columbia, MD
J/J Greater Frisco Chapter
Destination CEO
The FELAS (Future Entrepreneurs Leading, Achieving, and Succeeding)
J/J Spartanburg, SC Chapter
Future Leaders
Boys & Girls Clubs of The Emerald Coast, Pensacola, FL
GENaustin
Pathfinder
Generation Hope
Hope Conference 2014
Girl Scouting at Safe Place and Settlement Home
Girl Scouts Of Central Texas, Austin, TX
Harvey B. Gantt Center for African-American Arts+Culture
Cultural Competency Partnership with CMS Healthy Challenge
Healthy Challenge
Jack and Jill of America, Inc. – Katy Prairie View, TX Chapter
HerShe Group Foundation, Inc.
Camp Cinderella Independent School Diversity Network
Ifetayo Cultural Arts Academy
Rites of Passage Programs
Independent School Diversity Network
ISDN - The On Track Program
Inspiring Tomorrow’s Leaders Today (ITLT)
Bradley Initiative for Church And Community, Inc., Cleveland, TN
IYI Student Council/Youth Grow
Isles Youth Build Institute, Inc. Trenton, NJ
JaVan Jefferson
Sass & Class
John Andrew Mazie Memorial Foundation
Goal Achievement and Awards Component
Latino Children’s Health Initiative
Children at Risk, Houston, TX
The Leadership Experience
Camp LEAD
LeAP Student Public Art Program
Learning through an Expanded Arts Program, Inc., New York, NY
Links Foundation Incorporated - Birmingham AL Chapter
J.A.M.S. - Joining Artists and Music in our Schools
Mentoring for Youth
Big Brothers Big Sisters of Colorado, Inc., Denver, CO
Motivating Youth to Lead and Succeed
Jack and Jill of America, Inc. – Nassau County, NY Chapter
Moving Ahead with STEAM
J/J Morris County Chapter
National Campaign to Stop Violence
Support of the National Do the Write Thing Challenge
New Castle County, Delaware Chapter
EMS2: Exciting Minority Students about the Sciences
Parent-Child Home Program
Year-Two Leadership Foundation Curriculum Project
Project Achieve: ACT/Developmental Studies Support Program
J/J Memphis TN Chapter
Project Morry
Leadership, Exploration, Awareness, Development (LEAD)
Project RISE
Jack and Jill of America, Inc. – St. Louis, MO Chapter
Reach One to Teach One & MISSION 180-ONE
One Church One Child of Illinois, Chicago, IL
J/J Albany GA Chapter
Real Men Real Boys
Ronika Pletcher
March 14 (Unconfirmed)
Saturday Night Youth Arts Program (YAP-Saturday Night)
Center For Community Arts, Cape May, NJ
Sickle Cell Support Services
SCSS Youth Leader Development Program
Southfield Youth Assistance
Technology and Leadership Skill Building Program
Summer Enrichment Program
Center For Re-Creation and Family Training, Inc., Hopkins Park, IL
Teen L.I.F.E. Day Camp
Willing Heart Community Care Center, Newark, NJ
Teen Moms’ House
Freeport West, Inc., Minneapolis, MN
Houston Chapter
Teen Summit
The 3 E’s of Healthy Living
Jack and Jill of America, Inc. – Fresno, CA Chapter
The Turning Point of Lansing MI
UIH Family Partners
Planting S.E.E.D.s of Leadership

The Young Leaders Academy
The Young Leaders Academy of Baton Rouge, Inc., Baton Rouge, LA

Wilson Park & Fairmont Torch Club Program
Boys & Girls Clubs of Metropolitan Philadelphia, Philadelphia, PA

JACQUELINE ROBINSON GRANTS

2015 Science and Technology Fair
Missouri City-Sugar Land (TX) Chapter

Academic, Culture and Healthy Lifestyle Enrichment Project
Bergen-Passaic (NJ) Chapter

"America Black & Classic": A Black History Anthology & Stage Production
Memphis (TN) Chapter

Ann Arbor Chapter of Jack and Jill Annual Beau-Debutante Ball
Ann Arbor (MI) Chapter

Beautillion Militaire: Reaching for Success
Jack and Jill of America, Inc.
Akron (OH) Chapter

Beautillion Militaire
Dayton (OH) Chapter

Birthday Bash Literacy Program
Jack and Jill of America, Inc.
James River (VA) Chapter

Bound to Lead: Called To Serve
Jack and Jill of America, Inc.
New Orleans (LA) Chapter

Budget Fit Workshop
Jack and Jill of America, Inc.
Katy Prairie View (TX) Chapter

The Cake Connection
Jack and Jill of America, Inc. Buckhead-Atlanta (GA) Chapter

Career Pathways Showcase and College Fair 2014
Pasadena (CA) Chapter
Chat with Distinction
Jack and Jill of America, Inc.
Atlanta (GA) Chapter

Cinematique: Fostering Community and Connection
Seattle (WA) Chapter

College Bound, College Success Part II
Columbus (OH) Chapter

Collaborative Support for DST SUCCESS for Teens
Orange County (CA) Chapter

Collaborative Support of The Delta Sigma Theta Sorority, Inc. SUCCESS for Teens Program (Delta GEMS/EMBODI)
Orange County (CA) Chapter

A COLLABORATIVE APPROACH TO BUILDING TOMORROW’S LEADERS
Columbia, Maryland Chapter

Community Health Ambassador
Jack and Jill of America, Inc.
Greater North Atlanta (GA) Chapter

Creating a Better You A Day of Wellness, Work and Joy
North Suburban Atlanta Chapter

Creating Tomorrow’s Leaders Through Technology & Entrepreneurship
Jack and Jill of America, Inc.
Pittsburgh (PA)

Cultural & Educational Outings (CEO)
Jack and Jill of America, Inc.

Detroit (MI) Chapter/ Christ Child House
Family Fit and Fun Day
Jack and Jill of America, Inc.

Fayette Grandparents & Kin Raising Children
Fayette County Area (GA) Chapter

Cleveland (OH) Chapter
Fit for Life
Jack and Jill of America, Inc. Cincinnati (OH) Chapter

Engineering Your Pathway: Full STEAM Ahead
Nashville Tennessee Chapter
Food, Fitness, and Fun  
Jack and Jill of America, Inc.  
Orlando (FL) Chapter  

Foster Teens and Youth Success Strategies Project  
Jack and Jill of America, Inc.  
Bucks County (PA) Chapter/ Christ’s Home  

Girls Gift  
Circle City (IN) Chapter  

H.O.P.E. Farm Inc.  
STEM Camp  

How to Lead Your Ship  
Jack and Jill of America, Inc. Jacksonville (FL) Chapter  

Indianapolis Beautillion Militaire Program  
Indianapolis (IN) Chapter  

It Takes a Village - Together As One Foundation  
Greater Union County (NJ) Chapter  

Jack and Jill Leadership Summit  
Jack and Jill of America, Inc.  
Birmingham (AL) Chapter  

Jiggy  
Jack and Jill of America, Inc.  
Southwest Suburban Dallas (TX) Chapter  

JR Civil Rights Journey-Fina  
Atlanta (GA) Chapter  

Knowledge Fair  
Jack and Jill of America, Inc.  
Pasadena (CA) Chapter  

Leadership in Literacy  
Jack and Jill of America, Inc. Morris County (NJ) Chapter  

LEAP  
Jack and Jill of America, Inc.  
Prince George’s County (MD) Chapter  

Lemonade Day  
Cleveland (OH) Chapter  

Lessons In Leadership Basics:  
Inspiring, Uplifting, and Challenging Tomorrow’s Leaders  
Austin (TX) Chapter
The Many Faces of Santa and Christmas around the World
Spartanburg (SC) Chapter

Moving Full STEAM Ahead
Queen City (NC) Chapter

Multi-Talented Resource Center Cyber Camp
Jack and Jill of America, Inc.
South Suburban Chicago (IL) Chapter

The Next Step Program
Baltimore (MD) Chapter

A Pathway to Manhood
Jacksonville (FL) Chapter

Project LEAD
Sugar Land (TX) Chapter

Relatively Speaking
Jack and Jill of America, Inc.
North Jersey (NJ) Chapter

The Rites of Passage Programs
Brooklyn (NY) Chapter

Rites of Passage
Jack and Jill of America, Inc. Dayton (OH) Chapter

Sass & Class - Reading and Lecture Series
Richmond (VA) Chapter

Score! Sports Symposium
Greater Frisco (TX) Chapter

South Shore Drill Team, Springboard to Teens Excellence Program (STEP) Jack and Jill of America, Inc.
Windy City (IL) Chapter

Speaking Up for Success
Bloomington/Normal (IL) Chapter

STEM Camp
DFW Mid-Cities (TX) Chapter

Steps to Success
Jack and Jill of America, Inc. Mobile (AL) Chapter
Survival Skills of the 21st Century
North Texas Chapter

Taking Back Our Youth
Jack and Jill of America, Inc. Akron (OH) Chapter

Together AsOne Foundation
Greater Union County (NJ) Chapter

Y.E.$.! Empowering our Future - A Youth Economic $ummit
Indianapolis (IN) Chapter

YES Leadership Program & Chapter Annual Youth Empowerment Summit
Houston (TX) Chapter

YES to our Future!
Jack and Jill of America, Inc. Indianapolis (IN) Chapter

Youth Health Fair
Jack and Jill of America, Inc. Tacoma (WA) Chapter

**VIOLET GREER TEEN/ASSOCIATES**

21st Century Learning Initiative: Improving Outcomes for the Future
J/J Cincinnati Chapter

"Amazing Thanks and Giving"
J/J Indianapolis Chapter

Boys and Girls Club Red Cross Certification in CPR First Aid and AED
J/J Greensboro, NC Chapter

Go You! Take Charge of your Health
J/J Greater Frisco Chapter

J/J STEAM Engine: Interactive Camp and Career Fair "Propelling Youth to
Prosperity"
J/J Memphis Chapter

Keeping it Real
J/J Suffolk County Chapter

Keepin’ it R.E.A.L
Jack and Jill of America, Inc. Chapter Teen Group

Life Skills: Skills For Life
Jack and Jill of America, Inc. Birmingham (AL) Chapter

Positive Choices, Powerful Lives
Jack and Jill of America, Inc.
Motor City (MI) Chapter Associates Group
Teen Leadership Conference
J/J Southwest Suburban Dallas Chapter
Teen to Tween Tutoring
Jack and Jill of America, Inc. St. Louis (MO) Chapter

LUCILLE ALLEN HADLEY GRANTS
Central Regions Teens in Action and Summer Arts
Tulsa Chapter of Jack and Jill

Dallas Texas Chapter
South Central Region

Durham North Carolina
Mid-Atlantic Region
Jack and Jill of America, Inc. Central Region
Teen Conference Community Service Project
Jack and Jill of America, Inc. Eastern Region
Teen Conference Community Service Project
Jack and Jill of America, Inc.
Far West Region
Teen Conference Community Service Project
Jack and Jill of America, Inc.
Mid-Atlantic Region
Teen Conference Community Service Project
Jack and Jill of America, Inc.
Mid-Western Region
Teen Conference Community Service Project
Jack and Jill of America, Inc. South Central Region
Teen Conference Community Service Project
Jack and Jill of America, Inc. Southeastern Region
Teen Conference Community Service Project

Nashville, TN Chapter
Southeast Region

San Diego Chapter
Far West Region
106
Washington DC Chapter
Eastern Region

West Suburban Chicago Chapter
Mid-Western Region

SPECIAL PROJECTS

National Scholarship Program
The College Fund/UNCF, Fairfax, Virginia
Regional History

Section IV
REGIONAL HISTORY

The idea of dividing the organization into a regional structure was initially put before the members at the Third Annual meeting of Jack and Jill of America, Incorporated, held in Washington, D.C., in 1948. It was suggested that three (3) regions: East, Mid-West, and West, would be established to (1) shorten the travel time to annual meetings; (2) allow more time for discussions on issues by all of the membership prior to attending the national meetings and (3) allow the inclusion of children at the meetings. The regional plan was discussed fully at this meeting and then forwarded to a committee for further study. The group was charged with bringing back to the membership a report on the advantages and the process of developing a regional structure within the organization at the next Annual Meeting.

The Annual Meeting for Jack and Jill of America, Incorporated was held in 1949 in New York City. The committee (Washington D.C. Chapter) presented a full report on the advantages of regional organization. It was recommended for a second time that a committee be formed to study the needs and to submit a plan for how the regions would operate within the structure of the national organization, taking into consideration how the purpose of the organization could best be achieved.

In 1952, the Teenage Committee on Regional Boundaries set up seven (7) regions to serve as a framework for the Teenage Regional Meetings. During the 1954 Annual Meeting the teenage regional plans were advanced and developed to the point where several Teenage Regional meetings had been held. Pro-tem Teenage Directors (now referred to as Regional Directors) were appointed. The Teenage Regions by now had or scheduled Teenage Regional conferences for the purpose of conducting teenage programming and business within the regional boundaries.

For several years, the regional plan continued to be discussed during the annual meetings and each time subsequently sent back to committee for further study. During the 1954 annual meeting, the decision was made by those in attendance that the proposal of the National Executive Committee/Board concerning the regional organization of the national body would be sent to the chapters and would be subsequently voted on by letter to the National Recording Secretary no later than January 31, 1955. The National Executive Committee/Board had a full discussion of the reorganization plan in Chicago in 1955 and at that time 36 chapters had voted in favor of the regional plan; 13 were not in favor of the plan; one chapter did not vote; and 12 chapters were still left to be heard from. The result of the voting indicated that the National Executive Committee/Board would be empowered to go forward in making plans for future regional meetings, not eliminating the possibility of also having national conventions every
two years.

At the 11th Annual Meeting of Jack and Jill of America, Incorporated, held in Cleveland, Ohio in 1956, the National Executive Committee/Board presented the regional organization of Jack and Jill of America, Incorporated for review and discussed by the body. The membership decided by majority vote that the plan warranted further study by the Executive Board and the matter was tabled until the next annual convention.

However, the Teenage Regional Conferences were progressing very well. By 1956, each of the seven teen regions had held Teenage Conferences guided by the seven (7) elected or appointed Teenage Regional Directors. The future of the Mother’s Regional Meetings looked promising in view of the success the Teenage Regionals were enjoying.

In 1957, at the Annual Convention held in San Francisco, the Regional Plan of Organization was finally adopted, and Regional Directors were appointed or elected for three regions. A “write-in” voting procedure was set up for the four remaining regions. The Thirteenth Annual Convention held in 1958 in St. Louis was the last yearly convention of the national body. The regions met in 1959 and the national organization convened in 1960.

Currently, the organization is divided into seven regions – Central, Eastern, Far West, Mid-Atlantic, Mid-Western, South Central and Southeastern. Each of the seven regions had three elected officers: Regional Director, Regional Secretary-Treasurer and Foundation Member-At-Large, who are responsible for providing continuity between the National Executive Board and the chapters in the respective regions. At the 2010 National Convention in Chicago, the national body voted to have four elected Regional Officers: Regional Director, Regional Treasurer, Regional Secretary and Foundation Member-At-Large. The Regional Officers are elected during the Biennial Regional Conferences, which convene on the odd numbered years following the National Convention.

CENTRAL REGIONAL HISTORY
When Jack and Jill of America, Incorporated was three years old, members of the then 15 chapters expressed differences of opinions concerning a division of the national organization into regions. The idea of a regional plan of the national organization was advanced at the third annual meeting of Jack and Jill of America, Incorporated held in Washington, DC, in 1948. At the 1953 National Convention in Memphis, TN, guidelines for organizing teen conferences were established.

In June 1954, the St. Louis chapter invited the teens in the Central Region to attend their first regional conference. Three chapters, Memphis, Oklahoma City and St. Louis, attended the teen conference. The second teen conference was held in Oklahoma City on June 17, 1955.
The regional plan for the mothers’ organization was finally adopted at the 1957 National Convention in San Francisco and Regional Directors were appointed or elected for the three regions. A ruling was also adopted at this time that the delegates would elect Regional Directors at the conference from their respective regions.

The 13th Annual Convention was held in 1958 in St. Louis (Central Region) and was the last yearly convention of the national body. The first Regional meetings were held in 1959. The first Central Region Mother’s Conference was held in Memphis, TN. Melba Briscoe was the first Central Regional Director. Chapters that have been a part of Central Region follow:

1946 – Memphis, TN (moved to Southeastern in 1998)
1947 – St. Louis, MO (moved to Mid-Western in 1970)
1949 – Tulsa, OK – dissolved in 1990
1950 – Kansas City, MO
1952 – Oklahoma City, OK
1956 – Denver, CO (moved from Far West to Central in 1970)
1956 – Pine Bluff, AR dissolved
1957 – Kansas City, KS; Topeka, KS dissolved
1962 – Des Moines, IA; East St. Louis, IL
1962 – Wichita, KS reinstated in 1984; dissolved in 2004
1970 – Omaha, NE - dissolved; Johnson County, KS
1974 – Bellevue, NE - dissolved
1980 – S. Suburban Denver, CO
1984 – Boulder Valley, CO - dissolved; Little Rock, AR - dissolved
1984 – St. Clair County, IL
2000 – Air Capita Wichita; Greater Little Rock; Metropolitan St. Louis; Quad Cities, IL/IA; Bloomington/Normal, IL;
2002 – Capital Area Springfield, IL - dissolved
2008 – Tulsa, OK
2014 – Greater Peoria, IL; Northwest Arkansas, AR; Metro St. Louis - dissolved

Margaret Simms from the St. Louis Chapter was elected National President in 1962 and served two terms until 1966. Dr. Lillian A. Parks from the East St. Louis Chapter was elected National President in 1978 and served two terms until 1982. Tara Joseph Labrie from the South Suburban Denver Colorado Chapter was elected 22nd National President in 2010 and served one term.
EASTERN REGIONAL HISTORY

Excerpts taken from “Jack and Jill of America, Incorporated: Into the New Millennium”

The idea that Marion Stubbs Thomas espoused at the gathering of friends at the initial meeting concerning the development of a club that would bring their children together in a close social and cultural relationship was met with great enthusiasm. Because there were more children than a home could comfortably accommodate, the children met once a month at the Young Women’s Christian Association (YWCA). It soon became necessary to plan specially for each gathering; therefore, the mothers deemed it wise to have a “Mothers” Meeting for this purpose. Such was the humble beginning in the East-Philadelphia.

1939-1940, 1944 (New York and Washington, D.C.)

The second Jack and Jill group to organize was the New York Chapter in 1939. The Washington, DC Chapter was started by Marguerite Green in March 1940. Four years later, the success of Jack and Jill programs in Washington, Philadelphia and New York picked up momentum. The enthusiasm and interest in the concept of such an organization began to spread.

1944 (Pittsburgh, Pennsylvania)

Toki Schalk Johnson, the dynamic Pittsburgh Courier Society Editor, presented to a group of Pittsburgh mothers the idea of forming a similar club. Marjorie Butler became Pittsburgh’s first president. Under her capable guidance began one of the most successful chapters of Jack and Jill.

1945 (Buffalo, New York)

Following the shadows of Pittsburgh, a group of mothers of Buffalo, New York were nurturing the same idea. The first group of prospective Jack and Jill members met in September 1945 to organize. The charter membership of twelve elected Edna Seay as their first Chapter President.

1944-1946

The Eastern Region tentacles were in a continuous growth pattern during this three year period with the chartering of chapters in Baltimore, Maryland and Boston, Massachusetts.

A national organization committee was mobilized representing these seven Eastern Region chapters and three additional chapters in the Mid-Atlantic, Central and Mid-Western Regions. The committee met in Philadelphia on June, 1 1946 to make plans for bringing these groups together as one body.
1948
The Eastern Region expansion had been phenomenal from the beginning and now Atlantic City, New Jersey and Springfield, Massachusetts were being added to the roster.

1949
Nathalie Johnson, encouraged by Sara Speaks of the New York Chapter, realized the need for her son to become a member of such a group as Jack and Jill. It was during this time that she initiated the move to organize the North Jersey Chapter. The North Jersey Chapter officially joined the National Organization in June 1950. Because of the rural aspects of North Jersey, it was impossible to limit membership to a particular town; instead it was limited to a mileage radius.

1951
The Eastern region resurfaced with the addition of the Lincoln University, Pennsylvania Chapter.

There would be no history to write, no tentacles across the nation, were it not for the untiring efforts of individuals who believed in the values and aims of Jack and Jill of America, Inc. It is to these persons we must give our thanks for organizing 37 chapters (of which 11 were in the Eastern Region) into one large national organization; thus projecting the first tentacles across the nation.

To Dorothy Wright of Philadelphia, the first National President, we owe our appreciation for guiding us through the difficult period of organization. Further, under the leadership of Emile Pickens of New York, Second National President, marked progress was made toward the realization of Jack and Jill objectives. Edna Seay of Buffalo, our Third National President served in the capacity of national officer since its inception and guided and directed the group wisely and efficiently to the place we assume in our communities today.

The Eastern Region owes gratitude to Ida Murphy Smith of Baltimore for her high standards as Editor of the first edition of *Up the Hill*; Helen Prattis of Pittsburgh and Vernice Wynn of Baltimore for the wonderful and difficult job they performed in the capacity of Secretary/ Treasurer. It was necessary for all of the chapters to seek advice and grateful thanks was echoed for the guidance given by Sara Scott of Philadelphia, Program Chairman.

The idea of a regional plan for the National Organization was first advanced at the 3rd annual meeting of Jack and Jill of America Inc., held in Washington, D.C., in 1948. It was suggested that three regions (East, Midwest and West) be established to (1) shorten the travel time to annual meetings; (2) allow more time for discussions, and (3) allow the inclusion of children at the meetings.
For several years (1948-1956), a regional organizational plan was discussed during annual national conventions. These discussions were fueled by a hugely successful Teen regional conference organized and hosted by the Philadelphia Chapter in June 1951 around the program year of study and research on Haiti.

At the 1957 National Convention held in San Francisco, the Regional Plan of the Organization was finally adopted and Regional Directors were appointed or elected. The first Regional meetings were held in 1959, and the decision was made to alternate years between the Regional and National conventions. Hence, each is held every two years.

Regional teen conferences are held annually. The first teen conference was held in Philadelphia, PA, in June 1951. In recognition of Dr. Martin Luther King, Jr. national holiday, Regional Director Tammy King invited teens to participate in a regional Teen Leadership Summit on the campus of Howard University to catapult youth to new levels and to support our beloved HBCU’s. The region is proud to have launched in 2007 a mandatory certification training for teen conference chaperones to assure clear expectations and a safe experience for our teens.

The Eastern Region has continued to grow in membership and chapters. The Eastern region is the largest with 56 chapters. In 2011, the Mother’s Conference was held on a cruise to Bermuda with more than 600 persons in attendance under the leadership of Regional Director Tammy King. The Eastern Region chapters hosted the On the Hill Summit in 2009 and 2011. In 2012, the region was the host of the 40th Biennial National Convention in Philadelphia, PA, which marked the beginning celebration of the 75th Anniversary of Jack and Jill of America.

At the 41st Biennial National Convention, delegates elected the former Regional Director, and National Vice President Tammy King as the 24th National President, making her the first National President hailing from the Eastern Region in 22 years.

**FAR WEST REGIONAL HISTORY**

The Far West Region encompasses the western-most United States. There are currently 29 chapters in 6 states; Alaska, Arizona, California, Nevada, Oregon, and Washington. In 2014 the Far West Region welcomed two new Chapters, the Portland-Willamette Valley and the Bakersfield Golden Empire Chapters. These Chapters were voted in at the 2014 National Convention in Charlotte, North Carolina. During a cool blustery weekend in October of 2014, the entire Regional Executive Board traveled to the Pacific Northwest to Oregon to install the Portland Willamette Valley Chapter and down to central California’s agricultural valley to install the Bakersfield Golden Empire Chapter. National Recording Secretary
Regina Page and Regional Director, Kathy Chappell Dossett conducted the installation ceremonies: the Portland Chapter on October 17, 2014 and the Bakersfield Chapter on October 19, 2014. Local civic leaders, other African American organizations, families, and friends attended to show their support. Host Chapter Members from Santa Clarita/Antelope Valley and Seattle also joined the event.

With the addition of the new chapters, the Far West Region continues to be a vibrant and active contributor to Jack and Jill of America, Incorporated. Four National Presidents have come from the Far West Region including the 6th, Ruth Brown Howard (1958-1962) from the San Francisco Chapter, the 12th, Dr. Ramona Arnold (1982-1986) from the South Los Angeles Chapter, the 18th, Carla Williams (2000-2002) from the Pasadena Chapter, and the 19th, Ida LaBrie Younge (2002-2004) from the Pomona Area Chapter. Dr. Sheryl Thomas, the 7th National President, appointed the first Father’s Auxiliary Chair, Fitzroy L. Younge, Jr., a legacy from the Oakland Bay Area Chapter (and husband of 19th National President, Ida L. Younge), in 1997.

The region has also held many appointed positions including, but not limited to National Legal Advisor, which was held by Cecilie Vaughters Johnson, Esq. from the San Jose chapter from 2002-2004 and Denise Eaton May, Esq. from the Oakland Bay Area Chapter. From 2012-2014, the National Associate Chair position was held by Norma Ryles of the Tri-Valley Chapter. During the 2014-2016 programming years, the Far West Region was honored to hold three National Chair positions. The National Father’s Auxiliary Chair was held by Greg Young, Contra Costa County Chapter, the National Legislative Chair was held by Karen Clopton, San Francisco Chapter, and the National Protocol Chair was held by Patricia Grooms-Jones, North County San Diego Chapter. At the 2014 National Convention in Charlotte, North Carolina, Regina Page was successfully elected to National Recording Secretary.

How the Far West Region Began

In 1949, Jack and Jill of America expanded across the country to form the Los Angeles Chapter, the first chapter in our region. The year, 1952 brought two more chapters into the region, the Phoenix Chapter and the San Francisco Chapter. Throughout 1955-1958, our Region grew even more with the chartering of the following chapters: Oakland Bay Area Chapter (1955), San Diego Chapter (1955), Pasadena Chapter (1956), Sacramento Chapter (1956) South Los Angeles Chapter (1957), and Seattle Chapter (1958).

From the years 1949 and in to the new millennium, the Far West Region continued the strategy of growth and expansion and has chartered many chapters across the furthest 6 states in the western United States.
The following list contains the chapters of the Far West Region and the years chartered:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Year</th>
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<tbody>
<tr>
<td>Los Angeles, CA</td>
<td>1949</td>
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<tr>
<td>Phoenix, AZ</td>
<td>1952</td>
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<td>San Francisco, CA</td>
<td>1952</td>
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<td>Oakland Bay Area, CA</td>
<td>1955</td>
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<td>San Diego, CA</td>
<td>1955</td>
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<tr>
<td>Pasadena, CA</td>
<td>1956</td>
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<tr>
<td>Sacramento, CA</td>
<td>1956</td>
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<tr>
<td>South Los Angeles, CA</td>
<td>1957</td>
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<tr>
<td>Seattle, WA</td>
<td>1958</td>
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<tr>
<td>San Jose, CA</td>
<td>1968</td>
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<tr>
<td>Inglewood, CA</td>
<td>1970</td>
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<td>San Fernando Valley, CA</td>
<td>1978</td>
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<td>Tucson, AZ</td>
<td>1978</td>
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<td>Fresno, CA</td>
<td>1980</td>
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<td>Tacoma, WA</td>
<td>1980</td>
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<tr>
<td>Contra Costa County, CA</td>
<td>1982</td>
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<td>Orange County, CA</td>
<td>1982</td>
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<td>Pomona Area, CA</td>
<td>1982</td>
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<td>Inland Empire, CA</td>
<td>1986</td>
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<td>Greater Vallejo, CA</td>
<td>1988</td>
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<td>Stockton, CA</td>
<td>1988</td>
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<td>Las Vegas, NV</td>
<td>1992</td>
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<td>North County San Diego, CA</td>
<td>1994</td>
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<td>Tri Valley, CA</td>
<td>1994</td>
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<td>Anchorage, AK</td>
<td>2000</td>
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<td>Long Beach, CA</td>
<td>2006</td>
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<tr>
<td>Santa Clarita/Antelope Valley, CA</td>
<td>2008</td>
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<tr>
<td>Bakersfield Golden Empire, CA</td>
<td>2014</td>
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<tr>
<td>Portland-Willamette Valley, OR</td>
<td>2014</td>
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</table>

By 1959, our region elected its first regional officer. Ms. Willa Jean Lewis was elected at the regional conference hosted by the Los Angeles Chapter. Ms. Lewis served two terms, from 1959 through 1963. In 1963, Ms. Muriel Spaulding was elected at the regional conference hosted by the Denver Chapter in Denver, Colorado. Ms. Spaulding was re-elected for a second term at the 1965 regional conference hosted by the Oakland Bay Area Chapter in Oakland, California. In 1967, Ms. Mariam Rogers took the helm, having been elected at the regional conference hosted by the Pasadena Chapter in Pasadena, California. In 1968, the San Jose Chapter joined the family of Far West Region chapters.

The year 1969 marked a new era for the region as the particular duties of overseeing a region were split into different offices: the Regional Director and Secretary/Treasurer. Almost four decades later, at the 2008 National Convention, the body voted to divide the Regional Secretary/Treasurer into two positions. In July of 2011, at the Far West Mothers Regional Conference, hosted by the Tri-Valley chapter, elections were held for the newly created Regional Treasurer and Regional Secretary positions, along with the Regional Director and Member-at-Large.

The first officers elected to the new positions were, Tahnda Bailey, Regional Treasurer, from the Los Angeles Chapter, and Emma Turner, Regional Secretary, from the San Diego Chapter.
The lists below show the history of the elected positions and the current officers.

## Regional Directors

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<tr>
<th>Date</th>
<th>Name</th>
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<th>Name</th>
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<tr>
<td></td>
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<td>2013–2015</td>
<td>Kathy Chappell Dossett</td>
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## Regional Secretary-Treasurers

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<th>Date</th>
<th>Name</th>
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Current officers are:

- LaTanya Bellow – Regional Secretary (2013-2015)
- Vara Allen Jones – Member At Large (2013-2015)

Throughout the history of the organization, the Far West Region has continued to create excellent programming and outstanding cultural, leadership, and service experiences that increase the value of Jack and Jill for families and children in the community.

In July 2016, the Far West Region will be hosting National President Tammy King at the 43rd National Convention in Palm Desert, California.
MID-ATLANTIC REGIONAL HISTORY
The Mid-Atlantic region is one of seven regions established by the National Body in San Francisco, 1957. The regional plan was brought forth as a means of involving more participation at annual meetings. Regional meetings would shorten travel, allow more time for discussions and promote children/teen inclusion at annual meetings. Regions would also bring together representatives of chapters within the Region, allow closer communication between chapters, enrich chapter programs and through discussion, interpret National policy, programs and projects.

The National Assembly established rules and regulations for hosting meetings and conducting business at the Regional Meetings/Conferences. Each Regional Conference is held alternate years with the National Convention; each chapter has one vote and must meet the attendance requirements for the region. The business during such time consists of matters referred from the Executive Board, interpretations of and recommendations for programs and policies, consideration of regional projects and programs and election of Regional Officers.

The Mid-Atlantic Region was thus established and embodies four states: North Carolina, South Carolina, Virginia and West Virginia. By 1957, when the Regional concept was implemented, there were already 22 chapters established across these four states. The first chapter in the Region was established in Durham, NC, in 1946; the other chapters that soon followed were Newport News, VA; Norfolk, VA; Petersburg, VA; Lynchburg, VA; Raleigh, NC; Richmond, VA; Columbia, SC; Hamlet, NC; Roanoke, VA; Winston-Salem, NC; Bluefield, WV; Charleston, SC; Greensboro, NC; Burlington, NC; Graham, NC; Charlotte, NC; Fayetteville, NC; and Portsmouth, VA. Since then, some of the chapters have become inactive.

The first Mother’s Regional Conference held in the Mid-Atlantic Region took place in Raleigh, NC, in 1959, under the direction of Regional Director Eva Miller. The theme was “Building Programs for Today’s Youth and Tomorrow’s Citizen.” Mrs. Miller served until 1963, when Mrs. Elizabeth Coefield, from Newport News, VA was elected Regional Director and served until 1967. The following members have served as Regional Directors since 1967: Mrs. Ruth Gore (Greensboro, NC) 1967-1969; Mrs. Maggie Nelson (Wilmington, NC) 1969-1971; Dr. Helen Caldwell (Elizabeth City, NC) 1971-1973; Mrs. Lydia Pride (Durham, NC) 1973-1977; Mrs. Harriette Webster (Raleigh, NC) 1977-1979; Mrs. Emma Jackson (Wilmington, NC) 1979-1983; Dr. Carmelita K. Williams (Norfolk, VA) 1983-1987; Mrs. Barbara Savage (Hampton, VA) 1987-1989; Mrs. Ingrid W. Miller (Hampton, VA) 1991-1995; Mrs. Lizzie Williams (Charlotte, NC) 1995-1997; Mrs. Norma Martin (Durham, NC) 1997-2001; Mrs. Beatrice Toombs (Hampton, VA) 2001-2003; Mrs. Kyle Grinnage (Midlothian,


MID-WESTERN REGIONAL HISTORY

The origin of the Mid-Western Region began with the founding of the Columbus, Ohio Chapter in 1945. The Chapter hosted the National Convention in April 1947. It was the eighth chapter to be organized and was the first chapter not located in the Eastern area of the country. This represented the start of the spread of the organization. The chapters which later became organized into the Mid-Western Region contributed significantly to the early growth of the organization. Between 1947 and the first Mother’s Regional in 1959 the following chapters were added:

- Chicago
- Cleveland
- Gary, Indiana
- Dayton, Ohio
- Indianapolis
- Toledo
- St-Paul-Minneapolis
- Cincinnati
- Detroit
- Louisville
- Wilberforce-Xenia

It is noteworthy that our Founder Marion Stubbs Thomas was a charter member of the Detroit Chapter after moving from Philadelphia. From the very beginnings it has reflected the core values of the organization while embracing a Mid-Western
flavor of commitment to excellence, leadership and innovative programming.

The first teen conference was hosted by the Cleveland, Ohio Chapter in 1955. The first mother’s regional was hosted in 1959 by the Toledo, Ohio Chapter. As with other regions several chapters were impacted by the ebb and flow of transitional target population. One example of this is the Wilberforce-Xenia Chapter which was tied to the Central State and Wilberforce colleges and dis-banded when the core population was lost.

The Mid-Western Chapters provided leadership for the organization and for the Foundation throughout its history. Constance Bruce of the Columbus Chapter was the first National Corresponding Secretary. Alberta Turner and Eleanor DeLoache of Columbus were National Presidents, Sheryl Benning Thomas from the Detroit Chapter, Alice Leigh Peoples from the Ypsilanti Chapter and Jacqueline Moore Bowles of the Milwaukee Chapter also served as National President. Emma Bowman Benning of the Cleveland Chapter was long-time President of the Jack and Jill Foundation and now emeritus member of the executive board. She is also the mother of Sheryl Benning Thomas, 15th National President, who grew up in the Cleveland Chapter. In 2012, Jacqueline Moore Bowles was elected to serve as the President of the Jack and Jill Foundation after serving as National President of Jack and Jill of America, Incorporated.

The Chapters of the Mid-Western Region have been consistently among the highest contributors both teen and mothers to the Foundation. Our chapters raised large sums and are committed to the goals and aims of the Foundation. The Region was the site of the first Teen Conference Service Projects which were held at the 1998 Teen Conference hosted by the Western Cook County Chapter. This concept was presented to the Foundation at its 1998 Board Meeting by Mid-Western Region Member-at-Large Alice Leigh Peoples. The Foundation was requested to provide support for the transportation of the teens throughout the Chicago area community to perform hands-on community service. It was embraced by the Foundation and executed under the leadership of Regional Director Sharon V. Clayton. The initiative was a great success and the practice has been embraced by several other regions and continues to align with the leadership development commitment of the Foundation.

The Mid-Western Region is organized into two clusters: Michigan/Ohio and Illinois Area. We have alternated between two and three clusters and initially held one cluster in the spring and one in the fall. The Clusters were moved to the fall in the late 1990s to ensure that all chapters received the information early in the program year to enhance its program and improve operations. Our teen and mothers clusters have grown significantly over the years and are widely attended.
SOUTH CENTRAL REGIONAL HISTORY

Today it seems the proper thing,
The praises of one’s “Roots” to sing;
The search from Genesis to Revelation
Has spread across our very nation.
South Central Region is no different from the rest,
And so we’d like to share our best.
Of those who with their talents have paid;
And for our children a strong foundation laid.
June, nineteen hundred and fifty-two
The first chapters established “Spanking New,”
Was Houston, Texas in the south
and New Orleans, Louisiana, at the Mississippi’s mouth.
June nineteen hundred and fifty-three
Came Austin, Dallas, San Antonio,
Texas, all three.
None in Fifty-four, but in fifty-five
came Fort Worth, Texas, we’re still alive!
June nineteen hundred fifty-six
In Waco, Texas, things were fixed.
A very long jump until July nineteen sixty-two
Prairie View, Texas said, “We’ve made it too.”
In June, nineteen hundred-sixty-four
Baton Rouge, Louisiana and Galveston, Texas
made two more.
July, nineteen hundred and sixty-six,
Port Arthur, Texas had her name affixed.
Then in nineteen hundred and sixty-eight
Tyler, Texas came in.
We had found ourselves another friend.
Back down to that Pelican State,
Alexandria, Louisiana, asked if it was too late.
Then in nineteen hundred and seventy-five
Missouri City says, “we’ll keep it alive!”
Then in nineteen hundred and eighty-two
we go to the largest city in Texas with no port;
North Suburban Dallas, Texas gives Dallas two.
In nineteen hundred and eighty-four,
North Houston Suburban, Texas;
and the twin cities Shreveport/Bossier City, Louisiana
gives Texas and Louisiana each one more.
Back up to the great State of Texas,
July nineteen hundred and eighty-six
Beaumont, Texas gets its name fixed.
July nineteen hundred and eighty-eight,
Southeast Texas adds three more.
Humble-Kingwood, Clear Lake Bay and the Woodlands.
Then it is Westward Ho!, Lubbock, Texas drives in its stake.
It has been a long dry spell,
till nineteen hundred and ninety-two,
Texas gives us Arlington Chapter and
South Belt to add to its roll,
while Louisiana charters Monroe.
Texas continues to grow as Houston
adds Greater Channel Chapter in
nineteen hundred and ninety-four.
Four years later, North Texas ends its wait
in July, nineteen hundred and ninety-eight.
The Republic of Texas comes back into view,
with Beaumont, Katy-Prairie View and
Southwest Suburban Dallas in two thousand-two.
The chapters in Texas continue to grow,
adding Texarkana and DFW Mid-Cities
in the fall of two thousand-four.
Louisiana suffers a loss, Shreveport,
while Texas grows stronger
as she welcomes friends old and new,
Tyler-East Texas in two thousand and six anew.
2008 graced South Central with two
Greater Frisco to the north
And Sugar Land to the south
Then Hammond-North Shore came in
It was 2010!
Twenty-twelve brought a milestone
Northeast Dallas and Red River shone!
In twenty-fourteen, Tyler East Texas said goodbye which was not foreseen.
The Sensational Region is now at twenty-nine
South Central is mighty fine.
This shows up to date how we have grown
From a tiny start we’ve become renown.
We’ll strive and work until we die,
To keep the standards of Jack and Jill high.
And with devotion as deep as our religion
Do a bit of flag waving for the South Central Region!

SOUTHEASTERN REGIONAL HISTORY
Established as one of the seven regions under the 1957 Regional Plan, the Southeastern Region has distinguished itself as one of the premier regions of the national organization. With a rich legacy of leadership, both as elected and appointed leaders and as developers of signature programs that address the needs of children and families, other regions have traditionally viewed the Southeastern Region as a model organization.

First Southeastern Region Chapter…
The Nashville (TN) Chapter was the first chapter chartered in the Southeastern Region in April 1947 and the twelfth (12th) chapter of Jack and Jill of America, Incorporated. Today, more than fifteen hundred (1,500) families are members of the forty-three (43) chapters that make up this region.

Nashville, TN Chapter hosted the first Southeastern Regional Teen Conference on the campus of Fisk University and served as host for the next three years. Just as it should be, the Nashville Chapter co-hosted, along with the Williamson County Chapter, the 58th Teen Leadership Conference in June 2014.

The mission of the Southeastern Region is to be the most effective organization in the Southeast advocating for the welfare of children. Resultingly, we have embraced innovative activities that leverage the talents of our mothers and benefit children and teens.

Children’s Clusters mark expanded programming for children….
During the 1991-1993 administration of Regional Director Sylvia W. McGee, the concept of Children’s Clusters began to take shape. Delegates at the 1993 Southeastern Mother’s Regional Conference hosted by the Williamson (TN) Chapter voted unanimously that a portion of the regional budget be allocated to fund programming specific to children between the ages of 2-12. With that mandate, the first Children’s Clusters in the nation unfolded in the Southeastern Region on Saturday, April 16, 1994 on the campus of the Green Forest Baptist Church in Decatur, GA. Umoja, the first principle of Kwanzaa was the first Children’s Cluster theme. Children’s Clusters are now being held annually by chapters across the country.

Georgia L. Johnson, Life Associate Member, Austin, Texas Chapter
Family Leadership Conference takes center stage…

Some nearly fifty years after the introduction of the Mothers’ Regional Conferences, the mothers of the Southeastern Region seized the opportunity to continue the trademark of focused and strategic leadership and best practices by introducing the Inaugural Family Leadership Conference.

Under the leadership of Regional Director, Marjorie Belton, the members of the Southeastern Region hosted its Inaugural Family Leadership Conference, in Atlanta, GA, June 28-July 3, 2005. Over this five-day period, the traditionally separate Mother’s Regional Conference, the Regional Teen Leadership Conference and the Children’s Clusters were coordinated to unfold at a single site.

Building on the past…

Four members of the Southeastern Region have served as National Presidents of Jack and Jill of America, Incorporated:

- Dr. Mirian C. Shropshire 9th National President 1970-1974
- Dr. Eva C. Wanton 13th National President 1986-1990
- Mrs. Shirley Barber James 15th National President 1994-1996
- Mrs. Tamara Turnley Robinson 23rd National President 2012-2014

The Southeastern Region is pleased to have contributed many innovative programs and initiatives still adding value in the region and across the nation. Each of these programs reflects the commitment of the Southeastern mothers and leaders to the aims and objects of the national organization. Included among these are the following signature projects and programs:

- Regional Officers Directory-Regional Advisory Board
- Loose Change Program for the Jack and Jill of America Foundation
- Children’s Clusters
- Annual President’s Retreat
- Children’s Pen Pal Program
- Teen Senior Recognition and Medallion Ceremony
- Annual Regional Trips including the groundbreaking trip to President Barack Obama’s 2009 Inauguration
- Teen Stock Market Online Game
- Regional Online Book Club
- Annual Treasurer’s, Program Director’s and Vice-President’s Retreat
- Annual Programming Roundtable and Idea Swap at Mother’s Workday
The Southeastern Region, launched in 1959 under the leadership of its first Regional Director Alpha Robertson (Birmingham, AL Chapter), and with the theme, “Forward-Through Organization, Friendship and Service”, continues in 2015 under the leadership of Regional Director Gail Ash Dotson (South Miami, FL Chapter). The 2013-15 theme, “A Legacy of Service, Excellence & Leadership for our Children”, ensures that Jack and Jill remains relevant as one of the most effective organizations in the Southeast advocating for the welfare of children.
## MOTHERS’ REGIONAL CONFERENCES AND REGIONAL OFFICERS

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### Southeastern

**Memphis, TN**
- Tamara Robinson, RD
- Joli Cooper, ST
- Sharon Bourges-Jones

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CHAPTERS
ARKANSAS: Greater Little Rock; Northwest Arkansas
COLORADO: Denver, South Suburban Denver
ILLINOIS: Bloomington-Normal; East St. Louis; Greater Peoria; St. Clair County
IOWA: Des Moines
KANSAS: Johnson County; Kansas City; Air Capital Wichita
MISSOURI: Kansas City
OKLAHOMA: Oklahoma City; Tulsa
CHAPTERS

CONNECTICUT: Bridgeport; Greater Hartford; New Haven; Stamford-Norwalk

DELAWARE: New Castle County

MARYLAND: Arundel Bay Area; Baltimore; Baltimore County; Columbia; Montgomery County; National Harbor; Potomac Valley; Prince George’s County; Southern Maryland; Western Maryland

MASSACHUSETTS: Boston; Newton

NEW JERSEY: Atlantic City; Bergen-Passaic; Burlington-Willingboro; Central New Jersey; Essex-Hudson; Greater Essex County; Greater Union County; Jersey Shore; Mercer County; Morris County; North Jersey; South Jersey

NEW YORK: Bronx; Brooklyn; Buffalo; Greater Albany; Metropolitan New York; Mid-Hudson Valley; Nassau County; Queens; Rochester; Rockland-Orange County; Suffolk County; Syracuse; Westchester County

PENNSYLVANIA: Bucks County; Chester County; Greater Harrisburg; Montgomery County; Philadelphia; Pittsburgh

VIRGINIA: Alexandria-Mt. Vernon; Burke-Fairfax; Loudoun County; Manassas-Woodbridge; Northern Virginia; Prince William County; Reston

WASHINGTON: District of Columbia
CHAPTERS

ALASKA: Anchorage

ARIZONA: Phoenix; Tucson

CALIFORNIA: Bakersfield-Golden Empire; Contra Costa County; Fresno; Greater Vallejo; Inglewood; Inland Empire; Long Beach; Los Angeles; North County San Diego; Oakland Bay Area; Orange County; Pasadena; Pomona Area; Sacramento; San Diego; San Fernando Valley; San Francisco; San Jose; Santa Clarita/Antelope Valley; South Los Angeles; Stockton/San Joaquin; Tri-Valley

NEVADA: Las Vegas

OREGON: Portland-Willamette Valley

WASHINGTON: Seattle; Tacoma
CHAPTERS
VIRGINIA: Charlottesville Area; Chesapeake; Hampton; James River; Midlothian; Norfolk; Portsmouth; Richmond; Roanoke Valley
NORTH CAROLINA: Burlington-Graham; Capital City; Charlotte; Durham; Eastern North Carolina; Fayetteville; Gastonia-Piedmont; Greensboro; Queen City, Raleigh-Wake; South Charlotte, Wilmington; Winston-Salem
SOUTH CAROLINA: Charleston; Columbia; Conway; Florence; Greenville; Orangeburg; Spartanburg
CHAPTERS
ILLINOIS: Chicago; Lake Shore; North Shore; South Suburban Chicago; West Suburban Chicago; Western Cook County; Windy City
INDIANA: Circle City; Gary/Northwest Indiana; Indianapolis
KENTUCKY: Central Kentucky; Derby City; Louisville
MICHIGAN: Ann Arbor; Detroit; Flint; Greater Grand Rapids; Greater Lansing; Motor City; North Oakland/Macomb; Oakland County; Southwestern Michigan; Ypsilanti
MINNESOTA: City of Lakes; Minneapolis
MISSOURI: St. Louis
OHIO: Akron; Cincinnati; Cleveland; Columbus; Dayton; Toledo; Youngstown
WISCONSIN: Milwaukee
CHAPTERS

LOUISIANA: Alexandria; Baton Rouge; Hammond-North Shore; New Orleans, Red River

TEXAS: Arlington; Austin; Beaumont; Clear Lake/Bay Area; Dallas; DFW Mid-Cities; Fort Worth; Greater Channel; Greater Frisco; Houston; Humble-Kingwood; Katy-Prairie View; Missouri City-Sugar Land; Northeast Dallas; North Houston Suburban; North Suburban Dallas; North Texas; San Antonio; South Belt Houston; Southwest Suburban Dallas; Sugar Land; Texarkana Twin Cities; The Woodlands; Waco
CHAPTERS
ALABAMA: Birmingham; Greater Huntsville; Mobile; Montgomery; Tuscaloosa; Tuskegee

FLORIDA: Brevard County; Daytona Beach Area; Greater Fort Lauderdale; Greater Tampa; Jacksonville; Miami; Orlando; Pensacola; Palm Beach County; South Miami; Suncoast; Tallahassee; Treasure Coast

GEORGIA: Albany; Athens; Atlanta; Augusta; Buckhead-Atlanta; Columbus; Dunwoody Atlanta; East Suburban Atlanta; Fayette County Area; Greater Metropolitan Atlanta; Greater North Atlanta; Lake Spivey; Macon; North Suburban Atlanta; Savannah; Stone Mountain

MISSISSIPPI: Jackson, Mississippi Gulf Coast

TENNESSEE: Greater Chattanooga; Jackson; Knoxville; Memphis; Nashville; Williamson County
TEEN REGIONAL HISTORY
The mothers of the Philadelphia Chapter in June of 1951 supervised and directed their teenagers through a spectacular program. The day’s activity, termed “A Haitian Festival,” was just that. It was the result of summarizing the year’s program of study and research on Haiti.

Invitations were issued to the teenagers of chapters within a reasonable traveling distance. Teen Jacks and Jills from Washington, Baltimore, New York, Atlantic City, North Jersey, Pittsburgh, and Columbus attended. So thrilled were the young people that it was through their suggestions that the Philadelphia Chapter organized the first Regional Teen Conference in the east.

The first Eastern Conference followed the Philadelphia program.

- 1952 New York City, NY
- 1953 Washington, DC
- 1954 Pittsburgh, PA
- 1955 Baltimore, MD
- 1956 Philadelphia, PA
- 1957 Atlantic City, NJ
- 1958 Springfield, MA
- 1959 Queens, NY

Teenage Conferences in other areas followed the pattern set by the Eastern Region. As these conferences for our teenage children proved to be so beneficial and fostered the progressive programs of the National Organization that the National body at its conference in Memphis, Tennessee in 1953 developed guidelines for organizing teenage conferences in each region.

Seven area regions were established for the teenage organized meetings. The early conferences were sponsored totally by the interested chapters who were hostesses to their invited guests. The mothers of the chapters took full responsibility for the care and safety of each visiting member. The expenses were limited, and both youngster and adults attending the conferences were the houseguests of the entertaining chapter. As the conferences grew to include larger areas and more chapters with more visitors, it became necessary to increase the scope of the program. This, of course, meant a different plan of supervision and program implementation.

During the conferences mothers were entertained informally; and, of course, their conversations drifted toward the improvements needed within the organization of the teen meetings.

At the 1957 National Conference in San Francisco, a ruling was made that Regional Directors would be elected at the conference by the delegates from their areas. They are to serve as directors of both the teenage and mothers’ conferences of their respective regions. However, future directors will be elected at their respective adult regional conferences.
TEEN REGIONAL CONFERENCE PURPOSE AND ORGANIZATION

The purpose of Teen Regional Conferences is to create a medium of contact for teenage children and to provide constructive educational, recreational and social programs by and for teenagers within given geographical areas. (Teenagers include those children ages 13 through 19 years.) Each region shall hold an annual Teen Conference, which shall not conflict with the National Convention or Regional Mothers’ Conferences. Teen Conference will take place prior to the Mothers Regional and National Conference.

Teen Conference Programming in every region will include the following:

- Teen members shall elect officers. Voting shall be on the basis of one (1) vote for each chapter seated.
- Senior Recognition Program (Rites of Passage or something similar)
- Awards Banquet to honor all youth and teen chapter groups
- Dances, Step Shows, competitive sports etc.
- Community Service Project
- Skit, Oratorical, Scrapbooks, Banner, T-shirt Competitions
- Foundation Rally
- Candidates Forum/Speeches or Luncheon
- Special Programming (regional choir, praise dancers, talent show, concerts etc.)
- Workshops that teach leadership skills, character building, topics that are relevant to the teen population
- Installation Ceremony and Memorial Service
- Opening Ceremony
- Seating of the Delegates
- Plenary Sessions to include the following:
  - Roll call
  - Reports of the teen regional officers of their accomplishments or tasks completed throughout their term
  - Reports of the committees
- Voting on the following year regional conference theme
- Election of Officers

Teen Code of Ethics:

Code of Ethics—Approved at the 1999 National Convention, Charlotte, NC

Amended 2001

1. Teenagers attending the Teen Conference must attend all sessions planned by the region and the host chapter. The purpose is to benefit from attendance by taking part in all planned events.

2. Teens will abide by all rules required by the Region, host chapter, teen sponsors and hotel management.
3. Each teen must respect all sponsors, chaperones, adults, and regional officers regardless of chapter affiliation.

4. There will be no alcoholic beverages, marijuana, illegal stimulants, depressants or other illegal drugs allowed at the conference.

5. All parties must end before 1:00 a.m. No post curfew parties are allowed in the hotel rooms, hallways, or chapter suites.

6. No sexually explicit or suggestive dancing will be allowed during social activities.

7. No teen should infringe upon the rights of their peers or guests in the hotel with loud music, loud talking, and unruly behavior.

8. No teen may leave the conference/hotel premises unless for a scheduled teen conference activity and with registered teen sponsors for those activities.

9. All registered teens, sponsors, adults, regional officers, and chaperones must wear their registration badges at all times except for the formal banquet at which time a ticket must be presented in order to attend.

10. Only registered college teens may attend the Conference and are expected to abide by all the rules and regulations of the Conference.

11. Adequate adult chaperones must be provided at all social functions (one adult chaperone per every five teens).

12. All teens must be in their rooms by 1:30 a.m. Sponsors will physically conduct room checks at 1:00 a.m. to make sure that the assigned teen is in the room.

13. Each teen will keep hotel room assigned to him/her during the duration of the conference. Sponsors are to respect and enforce this rule. Sponsors are responsible for completing and sending in the room assignment form by the deadline date.

14. The Registration Fee will not pay for any incidentals incurred at the conference/hotel by a teen or sponsor. All telephone calls, room service, cot rental, etc. must be paid by teens or sponsors prior to hotel checkout time. This includes any damages to the hotel.

15. Hotel keys are to be turned in at the hotel desk when checking out at the end of the conference.

16. Each sponsor is to be responsible for making their teens aware of the Code of Ethics for the Regional Conference and the rules and regulations set by the participating hotel and host chapter.

17. Sponsors must meet with their teens throughout the conference to make sure that the teens are abiding by the Code of Ethics.
18. Any infraction of rules will result in appearing before the Teen Judicial Board with possible dismissal of the offending teen(s) from the conference. Parents will be duly informed of the infraction, preferably by telephone. Each infraction and decision will be discussed and approved by the Regional Director.

19. Dress Code: No short-shorts, halter-tops, cut-off jeans, midriff shirts, see through clothing, micro mini skirts/dresses, or “do-rags” will be allowed. The attire required for all plenary sessions is business attire. Male teens are required to wear dress shirts, ties and slacks. Female teens are required to wear dresses, pant suits or a skirt, blouse and hosiery.

20. For the Opening Ceremony, young ladies are required to wear white and white shoes; young men are required to wear a suit, white dress shirt with a tie and appropriate shoes (no gym shoes).

21. The Teen Conference is strictly for members of Jack and Jill. Teens, who are not members of Jack and Jill of America, Incorporated are not allowed to participate at any function of the Teen Conference.

22. Sponsors will receive keys and have access to each teen’s room if necessary throughout the conference.

23. Parents that have a participating teen(s) should receive a copy of the Code of Ethics for signature prior to the Teen Conference.

Teen Campaigns and Elections
Candidates for regional teen officers must follow the campaign guidelines developed and voted upon by the Regional Teen Nominating Committee under the auspices of the Mothers National/Regional Nominating Committee.

Qualifications for eligibility to hold office are:
• Must have attended at least one previous Teen Regional Conference either as a voting delegate, alternate or registered member.
• Must have attended at least one teen cluster.
• Must be active in Jack and Jill of America for one full year prior to election and remain active during the tenure of office. Active is defined as attending meetings and participating in local chapter teen activities.
Regional Teen Officers
The following are elected officers of the teen regional cabinet:
• President
• Vice-President
• Treasurer
• Secretary
• Foundation Chair

The appointed officers of the teen regional cabinet are:
• Chaplain
• Sergeant–at-Arms
• Parliamentarian

Regions may have additional elected and appointed officers upon the approval of the mothers at the Mothers Regional Conference. Chapters have only one vote and the power of that vote is invested in the delegate.

DUTIES AND RESPONSIBILITIES OF THE REGIONAL DIRECTOR
The annual Teen Regional Conference is to be hosted by chapters within the Region on a rotation basis. The Time and Place of the Teen Regional Conference shall be submitted by the Teen time and place committee to the Mothers time and place committee for approval and then submitted to the mothers at the Mothers Regional Conference for final approval.

Duties and Responsibilities of the Regional Director include:
• To serve as the coordinator of Teen Conference activities.
• To work with the teen regional officers to develop the Teen Regional Rules of Order.
• The Regional Director and the Regional Teen President Each shall submit a copy of the Region’s Teen Regional Rules of Orders to the National Vice President, the National Corresponding Secretary, the National Editor (Teen Advisor) and to the National Headquarters to be placed on file.
• To work with the Teen Regional Officers in the program planning for the teen regional conference with final approval by the Regional Director in consultation with the National Officer of the Region.
• The Regional Director and the Regional Teen Officers will include the teen members of the chapter in conference program planning, with final approval by the Regional Director, the hosting chapter and consultation with the National Officer of the Region.
• The Regional Director shall correspond and meet with the Host chapter to develop programs, locate facilities; develop the conference budget, etc.
• Copies of general correspondence pertaining to the Conference shall be sent to the National Officer of the region.

• Copies of all contracts related to the conference shall be sent to the National Officer of the region and to the National Headquarters for the regional file.

• Each region shall receive an allotted amount annually from the National Treasurer for the Teen Conference. The funds are mailed to the Regional Treasurer to be deposited in a Regional Teen Conference Account.

• Send copies of the Teen Conference Souvenir Journal to the National Program Director, National Editor (Teen Advisor) and to Headquarters for filing in the Regional Files.

• Send copies of the Teen Regional Conference minutes to the National Officer of the Region, the National Editor (Teen Advisor) and National Headquarters (for the regional file) no later than ninety (90) days after the Annual Conference.
### INITIAL TEENAGE REGIONAL CONFERENCES 1951-1959

<table>
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<th>Eastern Region</th>
<th>Date</th>
<th>Location</th>
<th>Chairmen</th>
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<tr>
<td><strong>First</strong></td>
<td>June 1951</td>
<td>Philadelphia, PA</td>
<td>Lucille Blondin and Sarah Scott, Co-Chairmen</td>
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<td><strong>Second</strong></td>
<td>June 1952</td>
<td>New York, NY</td>
<td>Emilie Pickens; Chairman</td>
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<tr>
<td><strong>Third</strong></td>
<td>June 1953</td>
<td>Washington, DC</td>
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<td>June 1954</td>
<td>Pittsburgh, PA</td>
<td>Jewel K. Blow; Chairman</td>
</tr>
<tr>
<td><strong>Fifth</strong></td>
<td>June 1955</td>
<td>Baltimore, MD</td>
<td>Jewel K. Blow; Chairman</td>
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<td>June 1956</td>
<td>Philadelphia, PA</td>
<td>Sarah C. Scott, Director (Elected at Conference)</td>
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<tr>
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<td>June 1957</td>
<td>Atlantic City, NJ</td>
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<td>Springfield, MA</td>
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<td><strong>Ninth</strong></td>
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<td>Newport News, VA</td>
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<td>November 1955</td>
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<td>Cleveland, OH</td>
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<td>June 1956</td>
<td>Chicago, IL</td>
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<td><strong>Fifth</strong></td>
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<td>Louisville, KY</td>
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### Central Region

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### Southeastern Region

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### South Central Region

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Programming
Section VI
PROGRAMMING EXCELLENCE

I. Introduction
Planning programs to meet the needs and interests of the different age groups in Jack and Jill offers a real challenge. However, no task is too difficult, nor time too great, to spend planning for and with our children. We must keep our programs geared to the fact that Jack and Jill of America is children-centered, and pattern our programs to meet their needs. Good program planning in a chapter requires teamwork.

It is through local programming that chapters implement the goals of the organization and carry out the aims and objectives that provide the “medium of contact” for children. It is through local programming efforts that children will be exposed to cultural enrichment and challenged to try new activities, acquire social skills and learn more about their African-American heritage. They can be encouraged to accept different leadership positions and hold office at the local and regional levels as they move through the teen group. Through the local chapter, they will make friends that last a lifetime.

II. Programming Best Practices
A. Prioritize Planning

• Each chapter is required to organize a program planning meeting BEFORE the start of each program year. It is the responsibility of the Chapter Program Director in collaboration with the Executive Committee and Teen Advisors to organize and facilitate the formation of the chapter programming for the year. The Program Planning retreat can take various forms and shape (i.e. All chapter retreat, programming only etc.). The primary purpose is for mothers to carefully discuss together the programming goals for each grade group, collaboration, teamwork and create excitement about the program year. It is also an opportunity to leverage resources and develop cost effective resources in the local community and eliminate or lighten the programming load. Mothers should discuss the financial commitments and guidelines related to chapter programming.

• The children’s annual program schedule for each age group should include at least one activity centered on the national theme and/or the national programmatic thrust for the year. The programming requirements of Jack and Jill of America, including but not limited to: social, recreational, cultural, educational, civic, community service, health issues, legislative, leadership development and financial literacy.

• Planning the program calendar for the entire year to the extent possible is essential. Early planning and decisions will help avoid last-minute
activities that are not innovative, well planned or executed. By having the calendar planned for the entire year, it gives the membership and children/teens a view of what can be anticipated. The chapter program calendar should also include the regional events such as Regional Teen Leadership Conferences, Children’s Clusters, and school holidays/activities. National Programming dates should also be included on the chapter calendar such as:

**September** Jack and Jill Day which may include chapter-wide family worship, family outing, dinner and/or entertainment.

Carole Robertson Memorial is celebrated in September and may be done in conjunction with Jack and Jill Day.

A memorial ceremony may be conducted (see Ceremonies Section of Member Manual or reading the poem “To Carole” (see Poetry Section of Manual)

**January** National Day of Service Founder’s Day

**April** Father’s Appreciation Day

**May** Black Family Day

- 5-Star Chapters seek to continuously improve and provide an enriching programming experience through Jack and Jill that cannot be obtained through any other forum. In 5-Star Chapters, expectations for members are clear, communicated and in writing. Each member is accountable for successful programming and should be held to the expectations of the chapter membership and bylaws. An example of written chapter expectations and program planning checklist for members hosting program activities is provided at the end of this section (see example “BestofBest Chapter” Guide to Planning Your Monthly Group Activity and Activity Host Sponsor Planning Timeline/Checklist).

- Although every group should make plans for its meetings and activities on a long-range basis to provide a sense of direction, these plans should not be so rigid that if the occasion demands, they cannot be changed. Groups should be encouraged to relate their programs to the things going on in their community and the world. Every community provides unique resources which should be utilized.
activities (not just the ones they like), notify the lead organizer when a child is unable to participate, take an active role in planning and executing an activity.

- Members are responsible after each activity for completing an activity evaluation. Members appreciate knowing their opinions matter and it is important to collect feedback from each activity. Completing evaluation forms or an electronic survey may be done. The information becomes useful information to the Chapter Program Director and Program Committee to review and make recommendations throughout the year.

- It is important that children and teens be included in this cooperative effort, although they are not to be given the responsibility of making decisions which they are not prepared to make because of their ages, maturity and experiences. Within every group there will be a wide range of likes, dislikes, hobbies and skills. Therefore, projects should be flexible, thus providing opportunities for each child to participate fully. Generally, the best results can be obtained when common projects are selected which are appealing to the group as a whole and to which each person can make individual contributions. Creating a chapter culture that is focused on providing a positive experience for the children and therefore mothers is an important to fulfilling our organizations mission, recruiting and retaining committed members.

- When there is an outstanding programming experience, feel free to share with members across our organization. In 2010-2012, a national programming blog site was established and a one-page form to describe your activity to share with mothers in our organization. The form is emailed to programinnovation@jack-and-jill.org and cleared by the National Program Director and/or National Program Committee for posting. This enables mothers to have access to a repository of ideas that is searchable and in real-time.

- Concerted efforts must also be made by chapters to offer programs in the various communities that will aid other children to live a more fruitful and rewarding life. Plan programs that will also include other children from your respective communities in children’s activities. Be mindful that when guests are invited to activities that additional liability must be considered. Secure the necessary additional liability insurance and have signed liability release forms to be adequately prepared.

C. Periodic Pruning

- The Chapter Program Director and Grade Group chairs have the responsibility of leading the mothers through a period review of what is
working well and what is not. They are the programming gardeners of the chapter.

- Programming, like gardening, is a result of effective planning, proper nutrition, environmental conditions and nurturing. The best programming, like a garden, can have “weeds.” These “weeds” camouflage as good programming, but in reality they are not meeting the needs of the members and children; they extract nutrients from other programs. To get the best “blooms and fruit”, children who are well-rounded servant leaders, programming must be pruned and weeds removed. Programming activities that are no longer helpful should be cutback.

- It is very important that each chapter member, carefully consider what programming activities need to be cut-back or eliminated. Activities that have been repeated for many years and no longer are stimulating (you will know this based on attendance and feedback) should be removed from the program calendar as agreed by the members of that age group.

- Programs that were begun many years ago but have lost their value to the membership may need to be eliminated or revised so that they are vibrant to the mothers, children and teens remain interested.

III. Community Service

A. Community service is a pillar of Jack and Jill of America. Mother members of each chapter are expected to conduct at least one community service project.

B. We also expect our children to be lifelong community servants. It is very important that children and teens bond together to perform community service as a group during the program year. We realize that our children participate in community service outside of Jack and Jill, however, the purpose of the organization is for youth to form a bond with each other. Planning and executing a project together can do that.

C. We encourage our children to volunteer and recognize them through the Jack and Jill of America Youth Volunteer Service Program. Each year, Jack and Jill children/teens submit verification that they conducted at least 25 hours volunteer service hours in the community. These youth receive commendation from the National Program Director. In 2010, Jack and Jill of America was approved as a Certifying Organization for the United States President’s Volunteer Service Award (PVSA). Jack and Jill youth who meet the PVSA criteria are eligible to receive an additional commendation for the volunteer
service through this program.

IV. Other Special Programs
Jack and Jill chapters have created amazing programs in support of youth.
Below are examples of what chapters are doing.

1. Alcohol/Drug Abuse Workshop
2. Black History Month Observance
3. College/Career Decision-Making Workshops
4. Conflict Resolution
5. Father/Son, Mother/Daughter Banquets
6. Financial Literacy Workshops/Legislative Workshops
7. Jack and Jill Cotillions and Beautillions
8. Jack and Jill Talent Show/Cultural Arts Explosion
9. Kwanzaa Celebration
10. Leadership Development Workshops
11. Oratorical Contest
12. Rites of Passage Programs
13. Sex Education Workshop
14. Test-taking Strategies Workshops

V. Chapter Programming Handbooks (formerly the Program Bulletin)

A. Your chapter program handbook is an annual publication provided by the chapter to each member. This handbook contains all that a member needs to function as a vital and fully functioning chapter member. Most chapters include national bylaws to make their program handbook truly complete.

B. The Chapter Program Director is responsible for compiling the handbook and ensures that it is complete and well organized. The Chapter Program Director should have a committee to assist in the preparation of the handbook because it is a major effort. It should be distributed to each member at least two (2) weeks prior to the first activity or chapter meeting in September and is to include each item listed on the chapter program handbook checklist (see form).

C. The Chapter Program Handbook is required to be submitted to the National Program Director on or before November 1 of each year, along with a copy to the Regional Director of each year for review. Chapters that do not submit or submit the Chapter program handbook after November 1 are subject to a $100 penalty.

D. The National Executive Board via the National Program Director recognizes Excellence in Chapter Programming/Handbook and is celebrated at each National Convention.
VI. Medical Information and Liability Release Forms - MANDATORY
At the beginning of each program year, your Chapter Program Director should make sure that liability release forms and medical information forms are completed for EACH children and teens. Jack and Jill of America liability insurance policy is a third party liability policy that covers the third party only. If a person other than a Jack and Jill member participates in one of our activities and has an accident, our policy will cover the incident. The major point in signing the liability waiver is so that Jack and Jill members will know that our policy will not cover them, and that if they have some problem, accident, etc, they must use their own insurance. All members should sign the liability release form each year for each child so that it is clear to them that they are not covered.

The Medical Information and Liability Release form should be centrally archived and easily accessible at every activity in case of emergency. Grade Group Leaders should be prepared! The current Medical Information and Liability Release form is available through the member only portal of Jack and Jill of America, Incorporated at www.jackandjillinc.org.

VII. Special Topics
A. Children and Teen Programming by Grade
Children and teens should be divided into programming groups by grade rather than age. Such division enables chapters to have groupings that are more likely to be socially, intellectually and environmentally similar and better develop appropriate programming for stage of development. Such consistency across our organization improves transition between chapters. This grade division has no impact on financial requirements that are based on age. The chapter retains the flexibility to adjust grade division based on the number of youth and size of chapter, however, the following division is recommended when possible:
- Pre-School to Kindergarten
- Grade 1 through Grade 2
- Grade 3 through Grade 5
- Grade 6 through Grade 8
- Grade 9 through Grade 12

B. “Tween” Programming
Programming for “tweens” typically children in grade 4 through grade 6 should be given specific attention by the National Program Committee for the purpose of improvement. The Tween Apprentice Program, developed by the Mid-Western Region in 2009 is an example of programming developed specifically to target this grade group.
C. Combining Grade Groups:  
Combining age groups can be counterproductive to age group activities. The developmental stages of the children have to be taken into consideration. One age group that many feel are often overlooked are the “‘tweens” – grades 4-6. They do not always fit into Children’s Cluster programming, but are too young to attend the Mother/Teen Cluster Workdays. Emphasis should be placed on programming that fits the development stage of the children rather than making the activity fit the children. Combining activities between grade groups maybe be a more effective means to increase participation among the membership, however, be mindful that mothers within each grade group will need to study the needs, interests, and concerns of the children in all groups and plan action-packed and age appropriate programs to meet the demands and dictates of the group of children involved.

D. The National Leadership Development Program - Teens  
Over the years Jack and Jill of America has introduced different programs as its National Leadership Development Program. In 2006, a new Teen Leadership Development Program was introduced. It is designed to promote the objectives and aims of the organization, provide consistency among regions, establish Jack and Jill workshops on the national, regional and chapter levels, and to sponsor community seminars. Teen Leadership Modules include:

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<tr>
<th>Accountability &amp; Responsibility</th>
<th>Character Building</th>
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<td>Confidence</td>
<td>Communications/Listening</td>
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<td>Communications/Public Speaking</td>
<td>Goal Setting</td>
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<td>Integrity &amp; Ethics</td>
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<td>Problem Solving &amp; Conflict Resolution</td>
<td>Risk-Taking</td>
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<td>Self-Discipline</td>
<td>Service &amp; Sacrifice</td>
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<td>Vision</td>
<td>Financial Literacy</td>
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The National Program Director’s role is to direct the National Leadership Development Program and ensure the maintenance of its modules with Regional Directors and Chapter Presidents. She also chairs and provides leadership for the JMB Teen Leadership Summit that is hosted in conjunction with the Jack and Jill National Convention in the even years. Chapter Program Directors may also request program modules from Jack and Jill of America Headquarters.
National Leadership Development - Members
Leadership Development is not only for our youth, but also for mothers. Chapters are encouraged to have officer training workshops. Workshops should also be offered at the regional and national level to develop leadership skills in our members. Any focused workshops for mothers on leadership development are highly encouraged.

Mothers Training Modules may consist of but not be limited to:
- Parenting Children
- Children Cluster Days
- Skills Negotiation Skills
- Procedures Effective Leadership
- Fundraising
- Mentoring
- Effective Officer/Chairperson/Group Leader
- New Chapter President Orientation
- New National Officer Orientation
- New Regional Officer Orientation

Programming Forms and Deadlines
In older versions of the Member Manual, forms and documents had been incorporated in the Manual for ease of member access. With each administration, these forms may be revised or their use may be discontinued. All current forms are posted on the national website, communicated via the Execucom according to deadlines, or sent directly to the membership via e-mail or by mail. Currently, the following forms are in use:

1. Chapter Program Handbook Checklist – due with program handbooks by November
2. SCOPE submission – due to National Program Director by February 15
3. Youth Service Recognition Form – due to National Program Director by May 15
4. Liability and Medical Information Release Form – for chapter use - to be completed annually for all Jack and Jill youth
EXAMPLE GRADE GROUP PROGRAM ACTIVITIES

The examples which are listed for the grade groups in this Manual are only a few of the many worthwhile activities which might be included in a Jack and Jill program. These ideas should not destroy spontaneity or the resourcefulness of an enthusiastic group, but should serve as a springboard for new and better ideas. A well-rounded program for each age group should include recreational, cultural, social and educational activities, with major emphasis on service projects and leadership development training.

PRESCHOOL – KINDERGARTEN

It is very important that the program for the preschool age group include a variety of simple activities which will help them develop rapport and friendship with other children in their group. These children like to play together, although they are not particularly interested in team play. Their physical growth rate is slower than at any other time between infancy and puberty. Even though they are full of energy, they fatigue easily, so frequent rest periods are important. They enjoy most of the chasing and running games. Their attention span is short, so games should not be played for too long a period of time.

Motor skills improve toward perfection during this period and it is also at this age that beginnings of cooperative behavior should be encouraged. A well-planned program that they enjoy and anticipate will encourage them to develop some independence in leaving their parents when attending Jack and Jill meetings. The children usually respond more enthusiastically when there is a minimum of adult supervision, and they are not under constant surveillance of parents. Mothers also need encouragement along this line.

Even at this early age, one or more service projects should be implemented. By starting at this age in Jack and Jill, the seed of service is planted and will in later years become a way of life rather than an obligation.

Suggested Activities (Preschool-Kindergarten)

Recreational & Social
- Games or sports day
- Picnics
- Holiday parties (let children assist with food and decorations)
- Skating lessons
- Kite flying
- Beach or snow fun day
Educational & Cultural
- Creative arts and crafts
- Music exploration
- Drama, dance, storytelling workshops
- Trips to factories, businesses, libraries, police and fire stations, farms and zoos
- Puppet show about critical issues such as child abuse, drugs and fire safety

Service Projects
- Toy and book sharing with hospital or day-care center
- Adopt-a-grandparent program
- Collecting items and donating for the homeless, UNICEF, children abroad
- Filling baskets or stockings at Christmas, Thanksgiving to share with those less fortunate

Health
- Healthy Eating Choices
- Participate in a Walkathon for a Health Concern

Legislative
- Bullying Workshop
- Supporting a Transitional Shelter
- Violence/Values Workshop

Leadership
- Etiquette Workshop
- Managing Your Money Workshop

GRADES 1 – GRADE 3
This is the age of curiosity and questions. Youngsters want to know what makes things tick. Their interest in any particular activity is limited in duration. They like to do a variety of things at a meeting rather than concentrate on a single one. They are full of imagination and creativity and need to find ways of expressing them. Secrets are loads of fun. They love riddles and enjoy having secret names, signs and mottos. They grow more independent of adults and take pride in doing an increasing number of things for themselves.

Suggested Activities (Grades 1 – 3)

Recreational & Social
- Nature hike
- Sport participation and training: ice skating, tennis, bowling, golf, skiing
- Treasure hunts
- Cycling excursion
- Outing with fathers: kite flying, attending sports events
- Holiday parties
Educational & Cultural
• Arts and crafts day: sewing, clay modeling, shrink art, batikin, sculpting soap, making ornaments and holiday cards
• Sessions in cooking and table manners
• Educational tours: TV/radio studio, bank, railroad, fishing/boating dock, art galleries, concerts or plays, planetarium
• Drama workshop series culminating with a play being presented for parents, senior citizens or a day-care center
• Participation in Children’s Cluster Day activities

Service Projects
• Holiday baskets and party for orphanage, senior citizens home, day care center or hospital
• Seasonal or holiday decoration of pediatric ward of hospital
• Toys and books collected/donated to hospital pediatric ward
• Collecting/donating items for homeless, children abroad, UNICEF

Health
• Healthy Eating Choices
• Participate in a Walkathon for a Health Concern
• National Day of Fitness

Legislative
• Bullying Workshop
• Supporting a Transitional Shelter
• Violence/Values Workshop

Leadership
• Etiquette Workshop
• Managing Your Money Workshop

GRADES 4 – GRADES 5
Between the ages of 9 and 11 years, children like some of the same things that they did earlier, such as singing, but they often shift from creative activities (painting, making things of clay and other media) to intellectual pursuits. The 9-year olds are undergoing a change, for they are entering the age where the peer group becomes important. Inclined toward hero worship, they need love and understanding, certainly not comparisons.

At this age the children may “gang up” on their elders. They are not difficult to work and play with if a leader is understanding and sympathetic with their needs and points of view. They need guidance, not dictatorship. They must have opportunity and room for noise, and they must express emotions. Organized games, including competition, they will enjoy. They need to learn to win and lose.
However, cumulative competition is not wholesome, and this age is generally not ready for “league play.”

**Suggested Activities (Ages 9 to 11/Grades 4-6)**

**Recreational & Social**
- Skating parties: sponsor a skate-a-thon for a charity
- Sports day of fun for group
- Archery
- Fishing and picnic outing
- Kite flying or cycling with fathers
- Retreat with special focus

**Educational & Cultural**
- Drama workshop series or learning the techniques of mime
- Oratorical presentation/Speak Outs
- Creative dance series
- Cultural and historical festivals
- Tours of interesting businesses
- Nature hikes or beachcombing
- Science activities
- International day – pick a country
- Financial literacy activity
- Rites of passage activity
- Elementary Parliamentary Procedure

**Service Projects**
- Party and gifts for orphanage
- Christmas caroling at a senior citizens home or a hospital
- Adopt-a-grandparent for monthly contact with each child to help with chores, remember on special days
- Holiday entertainment and decoration at day care center or nursing home
- Collect items and stock the pantry at homeless shelters and Ronald McDonald Houses

**Health**
- Healthy Eating Choices
- Participate in a Walkathon for a Health Concern

**Legislative**
- Bullying Workshop
- Supporting a Transitional Shelter
- Violence/Values Workshop
Leadership
• Etiquette Workshop
• Managing Your Money Workshop

GRADES 6 – GRADE 8

The Middle School Group is perhaps the most difficult group to make plans for because of the indefinable makeup and dispositions of its members. In some chapters the grade break is different for Junior High and Senior High. Some chapters choose to have only one teen group. This is acceptable depending on the size of the group. The larger the group of teens, the greater the need will be to divide the groups. Make sure it is clear to mothers and teens that a teen must be 13 years old by June 30th of the year in order to attend a teen conference.

Grades 6-8 are times of great fluctuation in attitudes, performances, cooperation and interests, as well as, maturity in some areas. One factor which makes it especially hard to reach is the great disparity of maturity between the sexes. The girls become socially inclined much earlier and more intensely than the boys do, typically.

A prerequisite for planning activities for this group should be the recognition of the diversified needs indicated there. This planning would take into consideration these needs and direct the activities to reach the adult-guided goals, but with the cooperative planning (not control) of the teens themselves. It is always wise for the adults to formulate the goals initially, and then meet with the teens to break the means down to tangibles pleasing to both parents and children. In all planning, local uniqueness should be considered and programs so adapted to those needs.

HIGH SCHOOL

These are exciting times for teenagers. Never before has there been a young generation of Americans, brighter, better educated or more highly motivated. Teens need understanding, love and wise counseling. For this group parents and teens should plan activities together. Continuous evaluation of the teen program is necessary. Sponsors should change their approach, change their format and be flexible if this makes for a more effective program in meeting the needs of this age group. As teens mature, they need to feel that they are planning their program more themselves but they also need to know what good program planning entails.

Recreational & Social
• Sports day/cookout with “friendly competition”
• Learn and/or perfect a sport
• Amusement park day
• Professional sporting event outing
• Holiday parties
• Career lock-in slumber party

**Educational & Cultural**
• Day in court followed by a rap session with attorneys or a judge
• Tours of Black Colleges, cultural museums or interesting businesses
• Drama workshops including assistance with writing scripts, preparing backdrops and acting expertise
• Project on tracing family roots
• Studying the black history of their town
• Alcohol/drug abuse rap sessions with professionals and ex-addicts
• Sex Education
• Body language workshop – how it can help you understand people
• Weekend Retreat or Sleep-Over including any of these listed activities
• Arts and crafts fun day trying unique forms
• CPR training series
• Kwanzaa Celebration
• Table etiquette
• Auto clinic
• ACT/SAT Prep workshops
• Coping with Racism workshop

**Service Project**
• Adopt an orphanage or senior citizen home or individually be a buddy to an orphan or senior
• Hospital volunteer: giving a designated number of hours each month to assist or befriend patients
• Adopt a social service agency that has youth service auxiliaries such as the Red Cross, mental health agencies, schools for the blind or hearing impaired, etc.
• Assist with Voter Registration drives
• Sponsor a clothing drive for the underprivileged
• Become a Big Brother/Big Sister volunteer
• Volunteer with the Girl Scouts or Boys and Girls Clubs, etc.

**Health**
• Healthy Eating Choices
• Participate in a Walkathon for a Health Concern
• Health Fair
• Childhood Obesity Workshop
• St. Jude Hospital/Sickle Cell Awareness
Legislative
- Bullying Workshop
- Supporting a Transitional Shelter
- Violence/Values Workshop
- Juvenile/Criminal Justice Education
- Dismantling the Cradle to Prison Pipeline
- Substance Abuse Workshop
- Child Abuse Workshop
- Adoption/Foster Care Workshop
- Teen Pregnancy Prevention
- Day at the Capitol
- Congressional Black Caucus Visit
- Take a Family to Vote
- Update with State Legislators
- Legislator Letter Writing Campaign

Leadership
- Managing Your Money Workshop
- Leadership Training Modules
- Rites of Passage Modules
- Career Decision Making
- Oratorical Presentations
GUIDE TO PLANNING YOUR MONTHLY GROUP ACTIVITY

1. At the planning meeting each of you will volunteer to be a part of the team of mothers (activity committee) that will be responsible for planning a particular month’s activity. If you are not in attendance at the planning session you will be assigned an activity by the group chair and program director at the end of the meeting. Take notes at the planning session on the activity and the ideas discussed concerning each activity, these notes will form valuable background when it comes to the actual activity planning.

2. You will be assigned to an activity with a number of other Mothers, one of the mothers will be designated as the Lead Activity Sponsor, however, any mother on the team can initiate the planning. The Lead Activity Sponsor is responsible for organizing and coordinating the planning team of activity sponsors. The entire team is accountable for the success of the activity. Everyone must do their fair share of the work in order to fulfill their obligation per the by-laws.

3. The monthly group activities are identified at the planning meeting and are listed in the program book. If you and your committee are unable to deliver the activity defined, then you must contact the Group Chair and Program Director to determine how to proceed and what a viable substitute might be for the activity.

4. Activity Sponsors are expected to participate actively in the planning and must be in attendance at the activity. Attendance at the activity is mandatory for all activity sponsors. Sponsors should arrive early for set up 30 minutes or so depending on the activity. Any sponsor who is unable to participate in their assigned group activity due to an emergency must discuss this situation with the other sponsors on the committee and then inform the Group Chair. All efforts will be made to accommodate the situation, however it is your responsibility to bring this to the attention of the other activity sponsors. Failure to do so will impact your fulfillment of your responsibilities as a member. (See Member Duties in the By-Laws)

5. The Chair or Group Co-Chair will provide a activity planning packet to the Lead Activity Sponsor three months in advance of the activity. This is the notice to get the ball rolling on planning. The materials in the activity packet are in the Program Book as well for all activity sponsors.

6. Your tool kit for planning a group activity is this guide, timeline/checklist, your roster (listing all children in the group), financial procedures and the group activity form. All of these documents are in this Program Book and should be
reviewed by each activity sponsor planning an activity. In addition, any notes or comments you have kept from the planning meeting will help to guide your planning. If you need referrals for activity contacts, consult the resource guide in the Program Book. This document lists venues, performers and other contacts helpful when researching an activity.

7. Be respectful of everyone’s time and plan effectively, start early. Follow this guide and the J&J Activity Sponsor Planning Timeline. Do not wait to be reminded by your Group Chair or Co-Chair.

8. Begin working with your team to determine how you want to implement the activity. This can begin as early as the summer break but should be at least 2-3 months in advance. Research your activity at least 2 months prior to the month scheduled. Don’t wait for the Group Chair or Co-Chair to remind you to begin planning or to give you the activity packet. Time is set aside at the Mother’s meeting for pre-meetings; the room is available from 5:45pm -- 7:00pm for meetings. Group Activities are to be announced at the each mother’s meeting for the coming month. Be sure to get your save the date to the Group Chair, Co-Chair and Program Director. A flyer for your activity should be on the back table at the meeting one month prior to the activity.

9. Activity research and planning includes considering the time/day, finances, number of members who will attend, invitations, etc. Include the host children in some of the decision making around the activity this is especially important for Groups III and above.

10. Involve the host children in the planning, if possible. As they grow up in J&J they will begin to take ownership for the activities their mother is responsible for planning by participating in invitation preparation, making calls, etc. Involving them engages them as active participants in J&J. They have provide input, help with invites, make RSVP calls, etc.

11. For timing, consider Sundays and Friday evenings. Saturdays are not the only good days for activities. Consider and check the chapter calendar to ensure your planned date does not conflict with any chapter activity (meeting, installation, etc). When selecting dates, try not to plan activities on holidays or during school vacation, as there may be conflicts. Once a date is set and an activity planned it is not to be changed, unless discussed with the Group Chair and Program Director.

12. Finances: review the activity planning finance tips, review the financial procedures outlined in the Financial Procedures Section of the Program Book. Keep in mind the desire to have activities that are cost effective for all member families.

13. The budget should be set well in advance of the date to allow time to
research costs and determine if an assessment is necessary. Use the budget activity form (included in the financial tips) in this section to help with budget development. The budget should include cost of facility, performers, invitations, mailing, refreshments and any other expenses associated with the activity.

14. Once the basic framework is in place, use the email list serve or Evite to send a Save the Date to the Group members. You can have save the date flyers at the meeting as well. This is NOT the “real” invitation but is simply a “heads up” to members of the upcoming event. ELECTRONIC FINAL INVITES ARE NOT ACCEPTABLE -- final invitations must be sent via US postal mail.

15. Be creative with the invitations. A computer flyer is easy; however, an invitation sets the tone of what to expect at an activity, so really try to be creative. It will spark early interest in your activity. The use of special shapes, confetti, etc will make the invitation special. The children look forward to their monthly J&J activity and the invitation creates the excitement and desire to attend the activity. Have the host children participate in the invitation creation, stamping, addressing, etc. It is another aspect of activity planning that helps the children understand they are the host of the activity.

16. Invitations should be mailed out at least three-four weeks in advance of the activity, no less than two weeks. A copy of the invitation should be mailed to the Program Director and the Chapter President. Ample notice guarantees participation. Do not rely on the email list service for the initial invitations, it can be used for reminders and save the date notices, but an invitation should be mailed for all activities. Plan on having a save the date at the mother’s meeting prior to your activity.

17. Invitations should include activity details (date, time, place, cost), name of hosting children, the name of the mothers receiving the RSVP details, whether guests are allowed or not.

18. Invitations should include all assessments. Assessments should be kept to a minimum. Our goal is for the activities to be cost effective for all families. If you RSVP to an activity with an assessment and your child does not attend, you are still responsible for paying the assessment. This assessment is a mother’s obligation per our bylaws (Article V Finance). If you are unable to attend after agreeing to attend, contact the mother’s planning the activity to settle your obligation.

19. Regarding guests, the activity sponsors for an activity should determine if guests are allowed for an activity. Siblings are considered guests. Remember the purpose of the activity is the children in the group to get to know one
another. Keep that in mind when making the decision regarding guests. Also
the cost of guests at activities cannot be paid by the funds allocated by the
chapter. Unless specifically indicated on the invitation, guests are not invited.
Silence means no guests. Some activities can have siblings only—remember
siblings are considered guests.

20. Put an RSVP on the invitation with a date. Despite the RSVP, activity sponsors
should make calls to those mothers who do not respond by the designated
date, as there may have been a problem with the mail.

21. Mothers for children in younger grade groups should plan to stay at the
group activity or have a designated guardian at the activity unless otherwise
directed by the activity sponsors. For older grade groups it is optional, however
the J&J guideline for chaperones must be followed. 1 Mother for every 5
children should be in attendance at any activity. This may mean that other
moms will need to help with the chaperoning of an activity even though they
are not on the activity sponsor team.

22. All activity sponsors are to remain at the activity until all children have been
picked up and all guests have left, unless other arrangements have been
made with your activity planning committee.

23. At the activity, plan ways to ensure the children interact. Circle time, ice-
breakers, name tags, etc. are methods of providing interaction among the
attendees. Consider how new children to the group will be welcomed into an
already close group. Facilitate the activity. Be observant; make sure all children
are participating.

24. You may want to consider name tags for activities until the children get to
know each other.

25. At the activity have an attendance/sign in sheet. You can use the roster list or a
separate document. This will also be used to track assessments collected, etc.
Turn the attendance sheet and Group Activity report form in with the voucher.

26. All activities should be evaluated. Ask Moms to complete the evaluation form
at the end of the activity.

27. The designated sponsor (typically lead activity sponsor for month) should
complete the finances (voucher) and turn it in with receipts to the Group
Chair or Co-Chair for approval, then on to the financial secretary for
approval.

28. Make sure the historian or one of the sponsors takes pictures in order to
preserve the memories. Your group historian may use these for publication in
one of the Newsletters. If you feel this activity is particularly special and you
would like to see it published in one of the J&J publications, contact the
chapter editor and submit an article for publication in *Up the Hill* or *SCOPE*.

29. Finally, The Group Chair and Co-Chair are responsible for managing the group and ensuring activities are planned in accordance with what was agreed upon at the planning meetings. They are your resource – contact them for assistance when planning. If they cannot help they will direct you accordingly.
ACTIVITY HOST SPONSOR PLANNING TIMELINE/CHECKLIST

June Planning Session

• Jot down your activity month activity planning sheet, note who are you are working with
• Begin thinking about your activity

Eight Weeks (2-3mths) Prior to the Activity Month

• Lead Activity Sponsor makes contact with other mothers on planning team or anyone can make the contact. Do not wait to hear from the Group Chair or Co-Chair as your reminder to begin planning.
• Contact Group Chair or Co-Chair to obtain your activity packet (everything you need to fill out)
• Review activity for month – review description – begin research
• If a teen activity, make plans to talk to the Teens about the activity at one of their monthly meetings– See Teen Program Calendar for schedule – talk to Activities Sponsor for guidance and to identify a target date
• Determine framework for event, assign each mom responsibilities (venue, program, invites, finance, food – for example)

4-6 Weeks Prior

• Plans final: date, location, cost, guests or not.
• Notify Group Chair of plans, date, assessment, etc. so information can be in Newsletter.
• Make sure the President and Program Director have the information for publication to the mothers
• Prepare a save the date for distribution at the moms meeting
• For teens, make a final presentation at the teen meeting on the details
• Prepare invitations, get children together to do invites, if possible
• If there is an assessment, make sure it is listed on the invite
• Are they creative and focused on theme?
• Did you indicate if guests are allowed or not (siblings are guest)? Is there an RSVP date?
• Are the invites addressed to the child?
• Plan to mail invites 3 weeks in advance
• Is there an invite for each child in the group (even if in the same family)?
• Remember to send invitation to Program Director and President
1-2 Weeks Prior

- Finalize count, Begin to receive RSVP notices
- Call mothers/children who you have not heard from (invite may have been lost in the mail). Be sure to call everyone in the group
- Make day of assignments (collecting money, completing group activity forms, working with venue)
- Review financial procedures so you know what to do before you spend to be reimbursed

Activity Day

- Collect receipts and complete voucher
- Take attendance and complete Group Activity Report Form
- Have moms complete evaluation or, if appropriate, have the children complete it
- Prepare voucher and activity form for Group Chair Approval
- Have fun and make sure the children have fun and enjoy the day
Chapter New Member Intake

Section VII

For more information, refer to the Jack and Jill of America national website www.jackandjillinc.org via the Member Portal for the New Member Intake Manual.
MEMBERSHIP DEVELOPMENT

It is important our membership process is viewed not only in terms of “intake”, but also as an opportunity for member development. To be successful as an organization, our members need ongoing growth and development throughout their tenure. With an effective development strategy, we will be able tap into the passion and unique talents of each member and use it to further drive our mission to be an advocate for children. Through our development efforts, we intend to more fully engage our members in the operations of this organization and support our commitment to children.

Leadership Roles and Responsibilities

A chapter’s success, in part, will depend on the foundation it builds through a committed membership. Although strategic and well-executed recruiting and retention efforts will produce a solid membership base, the responsibility for creating and sustaining this foundation rests in the chapter’s leadership. The emphasis they place on consistent planning, training and follow-through, as well as the visible support they demonstrate will ultimately determine the overall strength of the chapter.

The chapter vice president is the officer charged with membership oversight and serves as Chair of the Membership Committee. In this role, the vice president ensures the Committee executes its responsibilities for developing the chapter membership. Larger chapters may have a first and second vice president, but local bylaws must specifically state which officer is responsible for membership.

Membership Committee

The purpose of the Membership Committee is to identify, recruit, and initiate prospective new members in compliance with national and local bylaws. The committee is led by the vice president and includes representation from all age groups. It is recommended sponsors actively participate on this committee.

The Membership Committee is responsible for several efforts related to recruitment and retention, as well as, ongoing attention to member development. The list below is not all-inclusive; however, it provides general areas of membership activities in which all chapters must participate.

• Identify, recruit, and initiate prospective new members – Activities must be in compliance with national and local bylaws for deadlines and submission of fees.

• Create, administer and maintain a mentoring program – Program should promote retention and early issue identification by monitoring prospective new members’ progress during the first three years.

• Educate, train, and develop members – Intentional focus should be placed on the development of all members.
• Track chapter demographics and identify areas of imbalance – Process should include reporting at the beginning of every membership recruitment cycle that includes final decisions on member numbers and categories.

• Oversee a strategic planning process – Process should include timing that ensures the membership body is informed of membership composition and chapter growth patterns and/or needs.

• Stay current on members’ needs and concerns – Activities should promote a climate of benevolence and care.

• Participate in the planning and execution of yearly planning retreat.

• Monitor member compliance with national and regional attendance requirements – Activities should include promoting attendance at national and regional events.

• Conduct yearly membership evaluations and report findings – Reporting should be complete and submitted to the membership body.

• Contact financial, but in-active members – Follow-up contact should determine why a member is not attending meetings and convey that her presence is missed.

• Create and administer a formal recognition award program – Program should recognize and reward members for outstanding and committed service to the chapter.

Recruitment
Previously, recruitment was thought of only as part of the intake process, or those steps resulting in initiation. Recruitment efforts are now seen as an opportunity to not only foster chapter growth, but actively acquire diverse ideas and talent. Increasing our “people power” helps the organization thrive by continually benefitting from fresh perspectives while providing a means for succession planning. Developing incoming members to one day take on leadership roles is key in continuing the legacy of our organization.

The recruitment process should not be seen as just adding numbers. Prospective new members need to be truly involved in the mission of our organization. This means more than attending a few meetings or an event. It means effectively integrating their family into the chapter and begins with an intentional recruitment strategy.

To ensure appropriate efforts are placed toward membership recruitment, each chapter should:

• Create and document a membership recruitment strategy and timeline

• Ensure the recruitment strategy and timeline is reviewed and approved by the
• Establish an active Membership Committee that is responsible for the following activities:
  - Conducting a membership drive to share and generate excitement about our mission
  - Conducting a membership assessment to determine the ages needed to sustain active age-groups
  - Determining strategies to reach out and connect with potential members
  - Setting goals to make the chapter more appealing
  - Planning an annual membership tea or welcoming meeting for prospective new members
  - Conducting a prospective new member orientation using chapter officers and tenured members to facilitate the session
• Encourage chapter members to attend the public functions sponsored by the chapter to increase community visibility
• Establish an Associate Group

Retention
It is essential we place greater focus on retaining our members. Everything a member experiences after joining our organization – early mentoring, leadership development, active participation, and joining the Associate Group – will have an impact on whether they choose to stay with us or move on. Our tenured members serve an important role in keeping newer members engaged and active in our organization. By sharing their own knowledge and experiences, tenured members help guide the passion and strengthen the commitment of newer members. It is our tenured members that understand the culture of the chapter and can inspire prospective new members to participate more fully in the organization. This sharing and interaction between our tenured and newer members is critical for our organization’s growth.

Retention efforts, however, cannot only target newer members using a time-boxed approach; efforts must be ongoing and impact all members throughout their journey with us. Our vision for retention is an approach that meets the needs of our chapter’s tenured members while nurturing prospective new members as we welcome them to our organization.

To ensure appropriate efforts are placed toward membership retention, each chapter should:
• Create and document a membership retention strategy that includes:
  - Retention rates by category
  - Percentage of first-year member drops
  - Activities to be undertaken
  - Available resources

• Create a new member mentoring program to establish an immediate link with the organization, help guide development, and provide necessary support and encouragement early on. Whenever possible, the new member sponsor should serve as the mentor.

• Educate members on the benefits of attending chapter meetings, age-group sponsored activities, chapter activities, regional meetings, and national conventions

• Optimize communication efforts by using the most effective medium, e.g., print, e-mail, phone tree, internet

• Identify membership strengths and weaknesses to maximize available talent and minimize member departures

MEMBERSHIP COMMITTEE TIMELINE

June
• Create Membership Committee (vice president and members from each age group)
• Survey age-group sponsors and determine specific demographic needs of the chapter

July - August
Provide your membership, including survey results and procedures, sponsorship qualifications and criteria for prospective new member nominations to the membership body

August - September
Report the following at chapter meeting:
• Number of vacancies anticipated
• Projected distribution by age and gender among the children’s group
• Recommendations on number of prospective new members to be invited
• Requirements for eligibility to sponsor prospective new members
NEW CHAPTER MEMBER INTAKE

- Eligibility for consideration including residency requirements and age of children
- Date and site of orientation
- Initiation fee and deadline
- Date of initiation ceremony

**September**

Make the following available to chapter members:

- Mentoring and sponsorship workshops
- Profile sheet
- Membership nomination form
- New member brochure

**October - February**

- Prospective New Member Informational Tea (optional)
- Legacy candidate paper work due by January 31
- Collect names, sponsors’ letters, and any additional material, and review with the Executive Board

**January/February/March or April**

- Present slate to chapter
- Prepare ballots for meeting
- Send letters of invitation to prospective new members (PNM) including orientation date and site, as well as initiation fee and deadline for payment
- Schedule orientation for prospective new members with the Membership Committee.
- Orientation should be attended by the entire chapter, if possible. Officers, committee chairs, and sponsors are expected to attend.
- Facilitate a minimum of two Orientation Workshops to be held at least one month prior to the Initiation Ceremony. All prospective new members including Legacy Candidates must attend orientation and initiation.
- Collect all fees
- Order copies of documents and membership certificates for all prospective new members from headquarters
April

- Submit all completed New Member forms and checks to National Treasurer and Regional Treasurer at least 2 weeks prior to initiation (Article IX. Section I. Finance)

- Ensure prospective new members have completed orientation evaluations

May

- Plan and hold Initiation (not Installation) Ceremony
- Prepare Initiation Program and New Members’ certificates
- Enter prospective new member information into Membership Information System (MIS)

May - July

Host Post-Initiation Informational Session for all new members
Chapter Establishment

Section VIII

For more information, refer to the Jack and Jill of America national website www.jackandjillinc.org via the Member Portal for the Chapter Establishment Handbook.
PROCEDURES AND GUIDELINES FOR ESTABLISHING CHAPTERS

Jack and Jill of America, Incorporated grows and enriches itself as it establishes a relationship with mothers interested in the objectives and aims of the organization. These guidelines are to be used by the National Officers, the Regional Directors, the Sponsoring Chapters and the Groups during the entire period in the establishment of a chapter.

During the establishment period, the group of mothers expressing an interest in becoming a chapter of Jack and Jill of America, Incorporated, is referred to progressively as:

LEVEL 1. INTEREST GROUP
LEVEL 2. PROVISIONAL GROUP
LEVEL 3. PROVISIONAL CHAPTER

To begin the chapter establishment process, a group of mothers who have interest in becoming a part of Jack and Jill of America, Incorporated must submit a letter to the National Vice President expressing their interest, and requesting consideration as an Interest Group. The request to the National Vice President should include:

1. Name, email and address of organizer(s) of the group.
2. A short overview of the group including geographic area of families in the group.

Interest Group

An Interest Group is a group of mothers who have expressed, in writing, to the National Vice President an interest in becoming a part of Jack and Jill of America, Incorporated, AND have received approval from the National Vice President to continue the chapter establishment process. The National Vice President will forward with this approval, the instructions for completion of the Interest Group Application.

The Interest Group Application will require the following:

1. The geographic area for families of the group (zip codes and/or counties).
2. A membership roster with the name(s) of the organizer(s), as well as the names of all family members of the group, addresses, telephone numbers, and ages of all children.
3. Letters of recommendation from the Regional Director and a chapter near the group that is willing to be the group’s sponsor.
Provisional Group
A Provisional Group is the status given to the Interest Group after the satisfactory completion of the following:

1. Satisfactory completion of Interest Group Application requirements.
2. Presentation of the Group to the National Executive Board by the National Vice President.
3. Approval of the National Executive Board of the Group’s application.

Provisional Chapter
A Provisional Chapter is the status given a Provisional Group after having received a majority vote of a quorum of the voting delegates present at the National Convention until such time as the installation is held. The installation must be completed no later than December 31, following the National Convention where the group was voted into the organization. The date of installation must first be approved by the National Officer of the Region in consultation with the Regional Director with the concurrence of the National Vice President. If the installation does not occur by December 31, a new Interest Group application must be submitted.

LEVEL 1: INTEREST GROUP

How to Form an Interest Group
An Interest Group in Jack and Jill of America, Incorporated, comprises a group of a minimum of fifteen (15) families, who have children between the ages of 2 and 19 years, who are interested in the goals and objectives of Jack and Jill, and who are desirous of promoting such goals in their respective communities through establishing a chapter of Jack and Jill of America, Incorporated.

The goals and objectives of Jack and Jill are to:

• Create a medium of contact for children which will stimulate growth and development.

• Provide for children, a constructive educational, cultural, civic, recreational and social program.

The following procedures must be followed to begin an Interest Group:

1. Assemble a group of families with children between the ages of 2 and 19.

   Note: The mother of the family is the person who will hold the membership in the organization. Invitation to families in the Interest Group should exceed the minimum (15). It is recommended that your application have at least twenty-five (25) mothers. As your group begins to work, there may be families who decide that Jack and Jill does not address their needs; if your group begins with more than the minimum required, the Interest Group
will still maintain the required members after potential attrition.

2. Discuss the purpose of establishing a chapter in your respective community and work toward that purpose.

3. Determine the area within your city from which you will invite families for membership. Use a map to draw such a parameter with an understanding that once the territory has been defined and approved, the National Executive Board will have to grant approval for any changes. (zip codes and/or counties).

4. Compile a membership roster with the names of the organizer(s), as well as the names of all family members of the group, addresses, telephone numbers, and ages of all children.

5. Send Interest Group request letter to National Vice President.

6. Upon favorable review of your request, the National Vice President will grant Interest Group status and forward the Interest Group Application Packet to the group organizer(s). This packet will contain forms for each family to complete.

7. Complete Interest Group Application and forward as directed.

LEVEL 2: PROVISIONAL GROUP

How to Form a Provisional Group:

A. Any group of mothers with children between the ages of two (2) and nineteen (19) years, interested in the objectives and aims of Jack and Jill of America, Incorporated and who have submitted an application to the National Vice President for the establishment of a new chapter is defined as an Interest Group.

B. After Interest Group status has been granted by the National Executive Board and communicated by the National Vice President, Interest Group organizer(s) and members should work towards achieving Provisional Group Status by taking the following steps:

   a. Understand and commit to the chapter development process

   b. Select a name for your group

      i. Must not use the name “Jack and Jill of America, Incorporated”

   c. Complete application forms and collect non-refundable application fee

      i. A non-refundable application fee must accompany each application to the National Vice President at least nine (9) months prior to the National Convention.
ii. Notification of application fee amount will be sent by the National Vice President upon granting of Interest Group status
d. Obtain a letter of recommendation from the Regional Director
e. Determine geographic boundaries of Interest Group
   i. Interest Group boundaries may not overlap the boundaries of existing chapters without said chapters’ approval.
f. Establish a plan to secure sponsorship (National Vice President and Regional Director can assist if needed)
   i. The Interest Group may be sponsored by the majority vote of an existing chapter or the National Executive Board
g. Complete entire application package and submit as directed by the National Vice President

C. Upon successful completion of Interest Group application process, the Interest Group will become a Provisional Group.

Provisional Group Guidelines & Procedures
A Provisional Group is one that has been voted upon by the National Executive Board of Jack and Jill of America, Incorporated to continue the process for chapter establishment.

• The provisional group formation period – the period following National Executive Board approval of provisional group.

• The provisional group probationary period – minimum of nine months prior to election of membership at National Convention.

Formation Period
During the provisional group formation period, the following guidelines should be followed:

1. A name for the group and time for meeting must be established. (The name of Jack and Jill cannot be used until your group becomes a chapter in Jack and Jill of America, Incorporated)

2. Meetings should be held once a month for the group membership. (This can also be established during the Interest Group process.)

3. The members of the Provisional Group must determine the officers of the group. The elected officers should include but not be limited to the following:
   - President, Vice President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer, Historian. A Parliamentarian may be appointed.
4. Committee chairs must be established for the following:

   Age/Grade Group Chair (one for each group), Bylaws, Budget (can also be chaired by the Treasurer), Community Service, Foundation, Special Projects, etc. These chairs may be appointed.

5. The children should be divided into the age/grade groups listed below and age-appropriate activities should be planned that reflect: cultural, civic, religious, academic and social concerns:

   Example:

   Group I: Pre-K/K
   Group II: Grades 1-3
   Group III: Grades 4-5
   Group IV: Grades 6-7
   Teen Group: Grades 8-12/Ages 13-19

   Note: When necessary, the teen group may be subdivided to reflect social development.

   Example: Grades 8-9 Teen Group I (Jr. Teens); Grades 10-12 Teen Group II (Sr. Teens)

   Descriptive names can be given to each age group if desired.

   Example: Group I (Buttons and Bows)

6. Develop a budget that is inclusive of all expenses it takes to operate the group as well as finance the activities that will occur throughout the year. A sample budget, as well as financial obligations to the National Office will be sent in a separate mailing by the National Vice President.

7. A set of bylaws should be established by which all members will be governed. These bylaws should be parallel to the National Constitution and Bylaws of Jack and Jill of America, Incorporated. A sample copy of how your bylaws should be written will be sent in a separate mailing by the National Vice President.

Probationary Period

During the provisional group probationary period, the following procedures should be followed:

1. Maintain contact with National Vice President, Regional Director, Sponsoring Chapter and National Officer of the Region.

2. All program activities must be coordinated with the Program Director in your group. During this phase of Provisional Group status, a program booklet reflecting all activities for each group should be developed and sent to the
National Vice President. (A checklist for the program booklet is contained in the Appendix of this document)

3. An invitation will be extended to your group to attend the Regional Teen Conference to become more familiar with the Regional Teen Program. Provisional Group attendees will be observers ONLY and shall not have the power to vote, or participate in teen competitions or submissions.

4. An invitation will be sent for your group to the Regional Mothers’ Conference to become more familiar with national policies and procedures, as well as, to become more familiar with the chapter members in your region. Provisional Group attendees will be observers ONLY and shall not have the power to vote.

5. An invitation will be sent for your group to the Regional Mothers Workday / Cluster to become more familiar with regional programs and activities. Provisional Group attendees will be observers ONLY and shall not have the power to vote.

6. Evaluation forms must be completed by your group, your sponsoring chapter and the Regional Director in your region. (Forms are located in the appendix)

7. A Provisional Group can request permission to add additional members. A letter should be written to the National Vice President stating reasons for addition of new members. This is subject to approval of the National Executive Board. All requests must be submitted and approved no later than nine months prior to National Convention. The minimum required number of fifteen (15) members is necessary for membership in the National Organization. The National Executive Board may at its discretion, consider granting permission to add new members prior to National Convention if membership number falls below fifteen (15).

8. Submit periodic progress reports in writing to the National President, National Vice President, National Officer of the Region, Regional Director and National Office. The forms for the progress reports are located in the Appendix of this document.

9. Provisional Groups may be known as a chapter of Jack and Jill of America, Incorporated ONLY after it has been duly installed.

Provisional Group Development Period (Formation & Probation)
The Provisional Group period begins when the interest group receives a letter from the National Vice President indicating National Executive Board approval of Provisional Group status.
Provisional Group Formation
The following actions should be taken within the first three months of Provisional Group status approval:

1. Election of Group Officers
2. Leadership Training (Officers / Committee Chairs)
3. Chapter Bylaw Adoption (sample Bylaws will be provided)
4. Chapter Budget Adoption (sample Budget will be provided)
5. Chapter Program Adoption (sample program calendars will be provided)
6. 1st Progress Report
7. 1st Onsite Visit Report

Provisional Group Probation
The following actions should be taken prior to provisional chapter consideration.

1. Provisional Group Workshop One
2. 1st Evaluation Form
3. Provisional Group Workshop Two
4. 2nd Evaluation Form
5. 2nd Progress Report
6. Final Evaluation & Recommendation
7. Invitation to National Convention
8. Final Checkpoint and Progress Report

Provisional Group Development Ownership:
• The Sponsoring Chapter, Regional Director, National Officer of Region and National Vice President are responsible for successful implementation of the chapter development process.

Provisional Group Customized Development Plan
• The Regional Director and National Officer of the Region should schedule a conference call / meeting within two weeks of provisional group approval to identify specific ownership of above action items and a preliminary plan.
• Sponsoring chapter representatives should be included in the above planning call.
• The National Vice President should be copied on meeting notice and minutes of the development plan meeting.

National Vice President shall provide the following items to the Provisional Group
• Sample Bylaws
• Sample Budgets
• Sample Program
Suggested Agendas

PROVISIONAL GROUP LEADERSHIP TRAINING

Attendees: Provisional Group Officers and Committee Chairs
- Jack and Jill Leadership Structure (chapter, regional, national)
- Chapter Officer Duties & Responsibilities
- Chapter Committee Chair Responsibilities
- Leadership Tips for Success
- Q&A

PROVISIONAL GROUP WORKSHOPS

Attendees: All Provisional Group Members

Provisional Group Workshop One

Suggested Agenda:
- J&J Overview (Organization/Aims & Objectives)
- Membership Development and Responsibility
- Chapter Programming
- Chapter Budget
- Chapter Bylaws
- Jack and Jill Protocol Overview

Provisional Group Workshop Two

Suggested Agenda:
- Service Initiatives
- J&J Foundation Overview
- Programming Update
- National Convention Preparation
- J&J Protocol

Summary of Steps for Provisional Groups

STEP 1  Notification of Provisional Group status has been received from National Vice President stating approval of Provisional Group status

STEP 2  Maintain contact with Sponsoring Chapter Regional Director, National Vice President and National Officer of the Region
STEP 3 Successfully complete Provisional Group Formation Period
STEP 4 Successfully complete Provisional Group Probationary Period
STEP 5 Once invitation is received, send representatives to Regional meetings and conferences.
STEP 6 Once invitation is received, MUST send at least two (2) representatives to National Convention
STEP 7 Send program book to National Vice President
STEP 8 Keep a provisional group scrapbook
STEP 9 Keep membership 15 or above
STEP 10 Send progress reports to indicated officers
STEP 11 Do not use the name of Jack and Jill of America, Incorporated until after installation as a chapter.

During the Provisional Group Formation Period
Provisional Group Organizer(s) should have a general orientation meeting with Regional and/or National Officers to review the chapter establishment process.
Provisional Group Organizer(s) should meet with Sponsoring Chapter to review a plan for the following:
- Election of Provisional Group Officers
- Ratification of Provisional Group Bylaws
- Ratification of Group Budget / Dues
- Approval of Program Plan for the year
Provisional Group mothers and organizer(s) must meet to:
- Elect Provisional Group officers
- Vote on Provisional Group Bylaws
- Affirm Programming Plan
- Vote on a Budget / Dues

During the Provisional Group Probationary Period
- Send list of provisional group officers, bylaws, budget and program book to National Vice President
- Implement program calendar
- Perform group assessments
• Send copies of all correspondence, programs and Bylaws to National Vice President, National Officer of Region, Regional Director and Sponsoring Chapter.

LEVEL 3: PROVISIONAL CHAPTER
A provisional Chapter is the status given a Provisional Group after having received a majority vote of the voting delegates present at the National Convention or by the National Advisory Council in the interim between national conventions.

If the membership of Jack and Jill of America, Incorporated, votes favorably to admit a Provisional Group into its membership, then the status changes from Provisional Group to Provisional Chapter. The group remains in this status until Installation occurs. The Installation must be completed no later than December 31, following the National Convention.

The date of installation must first be approved by the National Officer of the Region in consultation with the Regional Director and with concurrence of the National Vice President.

A Provisional Chapter must be installed by December 31 of the year in which it received Provisional Chapter status. If not, the process toward membership must begin at the Interest Group level. If the membership of Jack and Jill of America, Incorporated votes unfavorably to accept a Provisional Group into membership, the process for membership must begin at the Interest Group level.

The Provisional Chapter Information and Planning Guide may be obtained from the National Vice President.

Duties and Responsibilities of the National Vice President
A. Acknowledge receipt of the letter from the interested group within 30 days.
   1. Request the following information:
      a. Map of proposed boundaries;
      b. List of mothers’ names, addresses, telephone numbers with childrens’ names and birthdates;
      c. Name(s) of organizer(s) of the group.
   2. Instruct the group to initiate contact with the National Officer of the Region and Regional Director, providing names, addresses and telephone numbers of the National Officer and Regional Director.
   3. Request a letter from the Regional Director endorsing the group.
   4. Request a letter from the Sponsoring Chapter consenting to sponsor the group.
5. Upon satisfactory completion of the above, provide the group with application forms for the membership and notification to the group the amount of the non-refundable application fee.

B. Maintain communications with the interested group by:
   1. Responding to requests for information and clarification.
   2. Sending copies of all correspondence to National President, National Officers of the Region, Regional Director and Sponsoring Chapter.
   3. Instructing group to send an electronic copy of the required materials to the National Vice President for distribution to the National Officers, the Regional Director and Sponsoring Chapter, and one copy to the National Office.
   4. Inform National Officer, Regional Director and Sponsoring Chapter when application forms and fees have been received.
   5. Present the completed application form to the Executive Board for final approval.
   6. Notify Interest Group of the Executive Board’s decision within fifteen (15) days following action taken on said applications.
   7. Request written report from the Provisional Group every three (3) months.
   8. Obtain progress reports every three (3) months from the Sponsoring Chapter and Regional Director regarding Provisional Group.
   9. Evaluate Provisional Groups
      a. Acceptability based on progress reports from Regional Director and Sponsoring Chapter
      b. Completion of eligibility requirements.
   10. No money should be sent to the National Vice President. All monies must be sent to the National Treasurer through National Headquarters.
   11. Attend installation ceremony of new chapter if invited or National Officer of the Region cannot attend.

Duties and Responsibilities of the Regional Director
1. Acknowledge communications from Sponsoring Chapter and proposed Interest Group.
2. Assist in securing Sponsoring Chapter if necessary.
3. Inform Sponsoring Chapter of obligations and responsibilities. Instruct sponsoring chapter to send copies of all correspondence to:
CHAPTER ESTABLISHMENT

National President, National Vice President, National Officer of the Region, Regional Director and the National Office

4. Notify the National Vice President of the time, date and place of the Region meetings so that the National Executive Board may invite Provisional Group representative(s) to attend as observers.

5. Submit evaluations every three (3) months in writing during the probationary period to the National Vice President.

6. Respond to requests for information and clarification.

7. Conduct two (2) workshops in cooperation with the National Officer and the Sponsoring Chapter.

8. Review Provisional Group Bylaws with Regional Bylaw Chair.

9. Assist the Provisional Chapter in formulating the program for the installation.

10. Notify the chapters in the Region of installation date of Provisional Chapter

11. Attend the Installation Ceremony and assist the National Officer.

12. Include the newly installed chapters on the mailing list.

13. Provide all pertinent Regional materials:
   a. Assist group in formulating organizational structure and program.
   b. Interpret rules and regulations to Interest Group.

Duties and Responsibilities of the National Officer of the Region

Provide general assistance to Regional Director as requested to ensure a successful chapter establishment process.

1. Assist in conducting two (2) workshops in cooperation with Regional Director and Sponsoring Chapter.

2. Assist the Regional Director as needed in the formulation of the program for chapter installation.

3. Conduct installation ceremony of the new chapter. National Vice President should be notified prior to ceremony if National Officer cannot be in attendance.

Duties and Responsibilities of the Sponsoring Chapter

1. Notify the National Vice President, Regional Director and National Officer of the Region when contacted by an interested group of mothers seeking Jack and Jill of America, Incorporated membership.
2. Provide the interested group with the name and address of the National Vice President and direct them to write a letter of interest.

3. Provide interested group with information concerning programming, childrens activities, goals of organization and other essentials for active operation of the group.

4. Assist the interested group in fulfilling the requirements for submitting an application.

5. After receipt of application materials:
   a. Assist group in formulating organizational structure and program.
   b. Interpret rules and regulation to Interest Group.

6. Plan and execute at least two (2) workshops for Provisional Group in cooperation with the Regional Director, National Officer of the Region or National Vice President.

7. The following information are recommended agenda items:
   a. Workshop One
      i. J&J Overview (Organization / Aims & Objectives)
      ii. Membership Development and Responsibility
      iii. Programming
      iv. Budget and Finance
      v. Bylaws
      vi. Protocol
   b. Workshop Two
      i. Service Initiatives
      ii. Jack and Jill Foundation
      iii. Programming Update
      iv. Protocol
      v. National Convention Preparation

8. Submit evaluations every three (3) months in writing to the National President, National Vice President, Regional Director, National Officer of the Region.

9. Attend installation ceremony.
PROVISIONAL GROUP SAMPLE BYLAWS

Article I. Name
The name of this group shall be the ‘________________’ Group.

Article II. Purpose
Section 1. The object of this non-profit group is to create a medium of contact for children which will stimulate growth and development, and to provide for them constructive, educational, cultural, civic, recreational and social programs.

Section 2. The aims of the group are:
1. To aid mothers in learning more about their children by study.
2. To seek for all children the same advantages which we desire for our own.
3. To support all legislation aimed at bettering the conditions of all children.

Article III. Membership
Section 1. Members must have children between the ages of two and nineteen years.

Section 2. In the event the membership falls below 15, new members may be added upon receipt of written approval by the National Executive Board.

Section 3. A prospective member must have children between the ages of two and nineteen. The prospective member must submit an application for membership to the group, be recommended by one member, seconded by another, and voted upon by the entire membership present. Affirmative vote by a simple majority of the membership present shall constitute acceptance for membership. Vote shall be by secret ballot.

Article IV. Duties of Members
Section 1. Members in good standing must have met the following requirements annually:
1. Members must be current in all financial obligations.
2. Members must attend number of mothers’ meetings per year.
3. Members must serve on at least one committee.
4. Members must chair or co-chair activities for their children’s groups.

Article V. Dues and Finances
Section 1. The fiscal year begins June 1 and ends May 31.

Section 2. Members must be financial with the local Group.

Section 3. Dues shall be determined annually in accordance with the budget submitted by the Budget/Finance Committee and approved by the membership.

Section 4. All local dues are due September 1, payable no later than September 15, and are not refundable.

Section 5. A joining fee shall be levied on each member within the Group and shall be paid by the Group, in one lump sum, by certified check, cashier’s check or money order to the National Treasurer on or before June 1, during the year of the National Convention.

Section 6. A Regional per capita tax shall be levied on each member within the Group and shall be paid by the Group, in one lump sum, by certified check, cashier’s check or money order to the National Vice President on or before June 1, during the year of the National Convention.

Section 7. A Regional Teen tax shall be levied on each mother of each teen within the group and shall be paid by the Group, in one lump sum, by certified check, cashier’s check or money order to the National Vice President on or before June 1, during the year of the National Convention.

Section 8. There shall be no Fundraisers until the Group is an Official Chapter.

Article VI. Elections

Section 1. The Nominating Committee shall be elected by a majority vote of the membership.

Section 2. Officers shall be elected by secret ballot.

Section 3. Should a vacancy occur, the President shall recommend a member to serve the unexpired term of office, subject to the approval of the Executive Committee.

Section 4. The Executive Committee shall be the elected officers of the Group.

Section 5. The elected officers shall remain in office through the installation of the Provisional Chapter into Chapter Status of Jack and Jill of America, Incorporated.

Article VII. Officers

Section 1. Elected Officers
A. President
   1. Presides at local meetings.
   2. Enforces Group’s Bylaws.
   4. Acts as the liaison between the local, Regional and National entities.

B. Vice President
   1. Acts in the place of the President when she is absent.
   2. Plans and coordinates program activities of the Group.
   3. Acts as Chairman of the Membership Committee.

C. Program Director
   1. Develops and direct the program thrust of the Chapter in keeping with the aims and purpose of Jack and Jill of America, Incorporated
   2. Acts as Chairman of the Program Committee.
   3. Edits the yearly calendar of activities and compile chapter program books.

D. Recording Secretary
   1. Records minutes of meetings and keeps records of all financial transactions of the Group.
   2. Submits copies of the minutes to the President no later than two weeks following each meeting.

E. Corresponding Secretary
   1. Prepares correspondence as authorized by the President.
   2. Records minutes of meetings when the Recording Secretary is absent.
   3. Notifies all members of special meetings, announcement and/or amendments to the Bylaws.

F. Financial Secretary
   1. Receives and records all monies of the Group.
   2. Keeps record of all financial members.
   3. Notifies membership of all delinquent members.
   4. Works in cooperation with the Treasurer to compile and transmit such financial reports as required by the Group.
   5. Serves on the Budget/Finance Committee.
G. Treasurer
1. Receives and deposits all monies of the Group.
2. Deposits all funds in the name of the Group.
3. Keeps written counts of all transactions as authorized by the Group.
4. Works in cooperation with the Financial Secretary to compile and transmit such financial reports as required by the Group.
5. Acts as Chairman of the Budget/Finance Committee.

H. Editor
1. Gathers and assembles all information concerning the activities of the Group.
2. Compiles the history of the Group and distributes copies to the members.
3. Maintains a scrapbook for viewing during the National Convention and Installation Ceremony.
4. Serves as Chairman of the Publicity Committee.

Section 2. Appointed Officers

A. Parliamentarian
2. Assists the President in keeping order during the business meeting.
3. Acts as Chairman of the Bylaws Committee.

B. Chaplain
1. Opens each meeting with a prayer.
2. Offers benediction at the close of each meeting.

Note: Other officers elected/appointed may be added at the discretion of the body.

Article VIII. Duties of Committees

Section 1. The Standing committees shall be the following: Executive, Program, Bylaws, Budget/Finance and Membership. All other committees shall be appointed as needed by the President.

Section 2. Duties

A. Executive Committee acts in the interim between meetings and assists the President.

B. Program Committee shall assume responsibility for planning yearly
activities.

C. Budget/Finance Committee shall assume responsibility for preparing and reviewing the annual budget for the Group.

D. Bylaws Committee shall assume responsibility for developing, reviewing and proposing amendments as needed. Membership Committee shall assume responsibility for the initiation and orientation of new members.

Article IX. Expulsion of members
All members who have not paid dues and assessments by the date specified by the Budget/Finance Committee and approved by the membership, shall be dropped from the Group. Notification will be by certified mail with “Return Receipt” requested. Copies of letters of termination should be sent to the National Vice President, National Officer of the Region, Regional director, Sponsoring Chapter and the National Office.

Article X. Observers

Section 1. Upon invitation from the National Vice President, representatives from the Group may attend as OBSERVERS the following

A. Workdays / Clusters
B. Regional Teen Conferences
C. Regional Mother’s Conferences

Section 2. A representative MUST attend the National Convention

Article XI. Parliamentary Authority
Meetings shall be conducted according to Robert’s Rules of Order, Newly Revised.

Article XII. Amendment of the Bylaws
These Bylaws may be amended at any meeting by a two-thirds vote of the membership.

Article XIII. Quorum
One-third of the total membership shall constitute a quorum for conducting the business of the Group in regular meetings and call meetings.
Jack and Jill of America, Incorporated - Provisional Group
Sample Budget

<table>
<thead>
<tr>
<th>Group</th>
<th>Year</th>
</tr>
</thead>
</table>

### INCOME
- Application Fee
- Joining Fee
- National Headquarters Assessment
- National Joining Fee
- National Per Capita Assessments
- Installation Fees

**TOTAL INCOME $0.00**

### EXPENSES
- Application Fee
- Joining Fees:
  - National Headquarters Assessment
  - National Joining Fee
  - National Per Capita
  - Regional Assessments
  - Regional Joining Fees
  - Regional Per Capita
  - Regional Teen Per Capita
- Provisional Group Training Expenses
- Chapter Installation:
  - Travel, Food, Lodging - Regional director
  - Courtesies:
    - National & Regional Officers in Attendance
    - Sponsoring Chapter
    - Organizer(s)
    - Memento for members, children, etc.
- National Convention
- Regional Conference
- Teen Regional Conference
- Regional Clusters
- Children’s Activities
- Charitable Contributions Supplies
- Printing
- Postage
- Telephone
- Miscellaneous

**TOTAL EXPENSES $0.00**

*Regional taxation, per member, varies with each region. Budgets may vary due to location of meeting sites and to the individual groups program.*
Jack and Jill of America, Incorporated - Provisional Group

EVALUATION FORM 1

Date ____________________________________________

Name of Provisional Group ____________________________________________

Region ____________________________________________

Sponsoring Chapter ____________________________________________

Directions: This evaluation is designed to be completed by the Sponsoring Chapter President or appointee, Regional Director or National Officer of the Region.

S = Satisfactory   U = Unsatisfactory   N = Needs Improvement

<table>
<thead>
<tr>
<th>Provisional Group Overview</th>
<th>S</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Leaders demonstrate a clear understanding of the chapter formation process and timeline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Officer Elections have occurred</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Committees have been formed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group programming calendar activity is sufficient</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use this space to write any comments.


Jack and Jill of America, Incorporated - Provisional Group
Evaluation Form 2

Date ______________________________________________________

Name of Provisional Group _____________________________________

Region _____________________________________________________

Sponsoring Chapter ___________________________________________

Directions: This evaluation is designed to be completed by the Sponsoring Chapter president or appointee, Regional Director or National Officer of the Region. (Check where necessary; otherwise write answers.)

<table>
<thead>
<tr>
<th>S = Satisfactory</th>
<th>U = Unsatisfactory</th>
<th>N = Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provisional Group Mothers Meeting</strong></td>
<td>S</td>
<td>U</td>
</tr>
<tr>
<td>The site was conducive for the meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A printed agenda was available for all members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The presiding officers were (please list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The officers of the group clearly knew their responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members were active or passive participants in the meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee reports were written and submitted to the Recording Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer’s report included income, expenditures and monthly balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The agenda was followed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert’s Rules were followed by the presiding officers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Provisional Group Programming**

| Are a variety of activities designed for the children in each age group? | S | U | N |
| Comments: |  |  |  |

**Provisional Group Operations**

| Are provisional group operations (budget, bylaw, membership) committees operating efficiently? | S | U | N |
| Comments: |  |  |  |
Jack and Jill of America, Incorporated - Provisional Group
Evaluation Form 3

Date ____________________________

Name of Provisional Group ________________________________

Region ________________________________

Sponsoring Chapter ________________________________

Directions: This evaluation is designed to be completed by the Sponsoring Chapter president or appointee, Regional Director or National Officer of the Region. (Check where necessary; otherwise write answers.)

S = Satisfactory   U = Unsatisfactory   N = Needs Improvement

<table>
<thead>
<tr>
<th>Provisional Group Programming</th>
<th>S</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are a variety of activities designed for the children in each age group?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Group Health</th>
<th>S</th>
<th>U</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are provisional group operations (budget, bylaw, membership) committees operating efficiently?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please comment on the strengths of the Provisional Group.

Please comment on the areas that represent opportunities for improvement.

216
Jack and Jill of America, Incorporated - Provisional Group
Progress Report 1

Provisional Group

Date

Group President

1. Membership Census
   a. Number of Mothers
   b. Number of Children (2 – 12)
   c. Number of Teens (13 – 19)
   d. Number of Members Dropped Since PG Approval
   e. Do you have a waiting list?

2. Provisional Group Meetings
   a. How often does the Group meet?
      i. Day of week meetings are held?
      ii. Length of meetings?
      iii. Average attendance?
   b. Are printed agendas provided?
      Please attach a copy of a meeting agenda
   c. Are Executive Board meetings held prior to regular meetings?

3. Describe how Group handles Member Communications. If you have group newsletters, please attach.

4. Finances
   a. Is there an approved Group budget?
   b. Who developed the budget?
   c. How often does the budget committee meet?
   d. Are copies of the budget given to all members?
   e. Is the Group following the budget?

5. Organizational Knowledge
   a. Please name the following Officers:
      i. National Officer of your Region
ii. Regional Director ____________________________

iii. Regional Treasurer ____________________________

iv. Regional Secretary ____________________________

v. Regional Member-At-Large ____________________________

b. Please list your seven National Officers:

i. National President ____________________________

ii. National Vice President ____________________________

iii. National Program Director ____________________________

iv. National Recording Secretary ____________________________

v. National Corresponding Secretary ____________________________

vi. National Treasurer ____________________________

vii. National Editor ____________________________

6. Sponsoring Chapter/Regional/National Contact

a. Who is your Sponsoring Chapter Liaison? ____________________________

b. How many times have you heard from your Sponsoring Chapter? __________

c. How many times have you heard from your National Officer? __________

d. How many times have you heard from your Regional Director? __________

e. Are you getting enough support from your Sponsoring Chapter? __________

7. Please add any additional comments and/or recommendations below:

________________________________________________________

Submitted by (Name/Title): ____________________________ Date: ____________________________

Please send copies of this form to your:

• Sponsoring chapter
• National Officer of the Region
• Regional Director
• National Vice President
Jack and Jill of America, Incorporated - Provisional Group
Progress Report 2

Provisional Group _________________________________________________________
Date_______________________________________________________________
Group President ______________________________________________________

1. Membership Census
   a. Number of Mothers ________________________________________________
   b. Number of Children (2 – 12) ________________________________________
   c. Number of Teens (13 – 19) _________________________________________
   d. Number of Members Dropped Since PG Approval ______________________

2. Provisional Group Meetings
   a. How often does the Group meet? _________________________________
      i. Length of meetings? __________________________________________
      ii. Average attendance? _________________________________________
   b. Are printed agendas provided? ____________________________________
      Please attach a copy of a meeting agenda
   c. How are members notified about the meetings? ______________________
   d. Are Executive Board meetings held prior to regular meetings? ________

3. If you have group newsletters, please attach.

4. Bylaws
   a. Do you have ratified group bylaws? Yes [ ] No [ ]
   b. Are you following them? Yes [ ] No [ ]
   c. Name the most difficult part(s) to follow: ___________________________

5. Finances
   a. Is there an approved Group budget? Yes [ ] No [ ]
   b. Is the Group following the budget? Yes [ ] No [ ]

6. Programming
   a. Who plans your Group programming? ________________________________
   b. Are there activities planned for each age group? _______________________
      i. How frequent are the activities? _________________________________
   c. How are teens involved in teen activity planning? ____________________
   d. Do the members have copies of all group activities? __________________
e. Are all group activities listed in your group program booklet? ___________

f. How are fathers involved? __________________________________________

7. Provisional Group Workshops
   a. How many workshops have been conducted by Regional/National Officers? __
   b. Who conducted the workshops? ______________________________________
   c. How many mothers attended? _________________________________________
   d. Please list the highlights from the workshop(s) ________________________

8. Organization Participation
   a. How many mothers/teens attended the Regional Mothers Workday/Cluster? __

9. Organization Knowledge
   a. Does your group understand the mission of the Jack and Jill Foundation? __
   b. Who is the JJ Foundation President? _________________________________
   c. Who is the JJ Foundation Executive Director? ________________________
   d. What role does the Regional Member-At-Large play with the Foundation? __

10. Sponsoring Chapter/Regional/National Contact
    a. How many times have you heard from your Sponsoring Chapter? _________
    b. How many times have you heard from your National Officer? __________
    c. How many times have you heard from your Regional Director? __________
    d. Are you getting enough support from your sponsoring chapter? __________

11. Please add any additional comments and/or recommendations below:

_____________________________________________________________________
                                                                 ___________

Submitted by (Name/Title): ________________________ Date: __________________

Please send copies of this form to your:
• Sponsoring chapter
• National Officer of the Region
• Regional Director
• National Vice President
Jack and Jill of America, Incorporated - Provisional Group
Progress Report 3

Provisional Group ________________________________________________
Date ____________________________________________________________
Group President ____________________________________________________

1. **Membership Census**
   a. Number of Mothers ____________________________________________
   b. Number of Children (2 – 12) ___________________________________
   c. Number of Teens (13 – 19) _____________________________________
   d. Number of Members Dropped Since PG Approval ____________________
   e. Reasons for Dropped Members ___________________________________

2. **Group Service**
   a. Do you have established Group service activities?  □ Yes   □ No
   b. Please describe your most successful service activity (objective/implemention) ________________________________

3. **Provisional Group Workshops**
   a. How many workshops have you had? _______________________________
   b. Who conducted the workshops? __________________________________
   c. How many mothers attended? ____________________________________
   d. Please list the highlights from the workshop(s) ____________________

4. **Organization Participation**
   a. How many Group members/teens plan to attend Regional Teen Conference? ________________________________________
   b. How many members plan to attend Mothers Regional/National conference? _______________________

5. **Provisional Group Meetings**
   a. How often does the Group meet? _________________________________
      i. Length of meetings? __________________________________________
      ii. Average attendance? _________________________________________
   b. Are Executive Board meetings held prior to regular meetings? ___________

6. **Group Health**
   a. What are your strengths as a group? ________________________________
   b. What are your weaknesses as a group? ______________________________
c. What can we do to make things better for your group? ___________________

d. Please attach any newsletters created since Progress Report 2 submission.

7. Finances
   a. Is the group following the budget? Yes ☐ No ☐

8. Sponsoring Chapter/Regional/National Contact - Past THREE months
   a. How many times have you heard from your Sponsoring Chapter? _______
   b. How many times have you heard from your National Officer? _______
   c. How many times have you heard from your Regional Director? _______
   d. Are you getting enough support from your Sponsoring Chapter? _______

9. Please add any additional comments and/or recommendations below:

   ________________________________________________________________

   ________________________________________________________________

Submitted by (Name/Title): ___________________________ Date: __________________

Please send copies of this form to your:
- Sponsoring chapter
- National Officer of the Region
- Regional Director
- National Vice President
Jack and Jill of America, Incorporated - Provisional Group
Final Progress Report

Provisional Group ____________________________________________
Date _______________________________________________________
Group President _____________________________________________

1. Membership Census
   a. Number of Mothers _______________________________________
   b. Number of Children (2 – 12) ________________________________
   c. Number of Teens (13 – 19) _________________________________
   d. Number of Members Dropped Since PG Approval ______________

2. Meetings
   a. What was the average meeting attendance?

3. Please attach Group newsletters created since Progress Report 3 (as appropriate).

4. Group Bylaws
   a. Did the Group follow the established bylaws? □ Yes □ No

5. Finances
   a. Did the Group follow the approved budget? □ Yes □ No

6. Programming (Please include the objective of the activity and describe how implemented)
   a. List your most successful children’s activity (2 – 12 years)
      _______________________________________________________
      _______________________________________________________
   b. List your most successful teen activity (13 – 19 years)
      _______________________________________________________
      _______________________________________________________
   c. List your most successful family activity
      _______________________________________________________
      _______________________________________________________

7. Overall Group Health
   a. What are your strengths as a group?
b. What are your weaknesses as a group?

c. Please list any support needed prior to National Conference

8. Organization Participation - How many group members attended the following:
   a. Workshop 1 conducted by Regional/National Officer ____________
   b. Workshop 2 conducted by Regional/National Officer ____________
   c. Regional Workday/Cluster: Mothers ____________ Teens ____________
   d. Regional Teen Conference: Mothers ____________ Teens ____________
   e. Regional Mothers Conference ____________ NA ____________
   f. Plan to attend National Conference ____________

9. Please add any additional comments and/or recommendations below

Submitted by (Name/Title): __________________________ Date: __________

Please send copies of this form to your:
- Sponsoring chapter
- National Officer of the Region
- Regional Director
- National Vice President
Protocol & Procedures

Section IX
INTRODUCTION
The purpose of this section is to further enhance all events within the chapter, the region, and the nation. It addresses proper protocol for meetings, fundraisers, gifts, courtesies, invitations and special situations. Remember, protocol is just proper behavior as we were instructed in childhood. Good manners are said to be the oil that greases the wheel of society. Protocol is all of this and more.

GLOSSARY OF TERMS
Protocol
The code of ceremonial forms and courtesies accepted as proper in official dealings and public forum. The act of following procedures, which prescribe order and good manners in official activities, rituals and ceremonies. (Webster’s Dictionary)

Etiquette
A code of behavior based on kindness, consideration and unselfishness; something that should not, and will not, ever change. (Emily Post)

Manners
A way or method in which something is done or happens; ways of social behavior with reference to polite conventions (Webster’s Dictionary)

CHAPTER PROTOCOL
It is important for members of a chapter, not just the Chapter President or executive board, to be aware of chapter protocol. Use of protocol can enhance chapter operations as well as lend a supportive environment for chapter members. We have an obligation to our children and our community to present our organization and ourselves in the manner in which we will be respected and appreciated. Our command of protocol will seek to project and strengthen our image on national, regional, and local levels.

Member Responsibilities
Each member is responsible for her conduct during business meetings and whenever she is representing Jack and Jill of America, Incorporated. Proper conduct in meetings promotes a climate of civility and courtesy, which promotes the orderly conduct of business. Adherence to the dictates of our organization ensures a positive image to the community, which is essential to our mission.

The following guidelines are applicable to internal and external activities.

Each member should:

• Address each other with respect at all times.
• Address each officer by title during meetings.
• Wait to be recognized by the chair before speaking.
• Keep remarks brief and clear.
• Raise all concerns during the meeting where they can be addressed.
• Be prompt.
• Be supportive of the executive board and chapter activities.
• Refrain from discussing chapter issues outside of chapter meetings.
• Pay all dues and assessments in a timely manner.
• Always remember to acknowledge efforts and contributions of members.
• Adhere to the Code of Ethics of Jack and Jill of America, Incorporated at all times.
• Inform your communities of the outstanding contributions of Jack & Jill of America, Incorporated.

All press releases or other public information regarding Jack & Jill must be approved and signed by the highest ranking officer within each chapter before publication (refer to section on Public Relations).

Presiding Officer Responsibilities
The presiding officer sets the tone of chapter meetings. She should:
• Create a positive climate in chapter meetings.
• Be inclusive by encouraging all members to feel a part of the chapter.
• Strive to reach consensus.
• Be supportive and appreciative for the contributions and hard work of chapter members.
• Be professional, warm, gracious, and neutral.
• Give clear direction and communication.
• Prepare a written agenda and distribute in advance whenever possible.
• Ensure that members receive notices in a timely fashion regarding chapter meetings and other functions.
• Forward all communications from regional and national to chapter members as soon as they are received.
• Be knowledgeable of all Jack & Jill documents and resources needed to carry out a productive and efficient meeting (e.g. the current edition of Robert’s Rules & Order, newly revised, chapter, regional and national bylaws).


ORDER OF RANK, FORM OF ADDRESS AND TITLES
It is important that members follow the correct protocol for rank, form of address, title, and procession at all closed and public settings. Ranking determines seating, placement in receiving lines and courtesies to be extended.

Order of Rank
This table provides the rank order of national, regional and local Officers. The National Officers are the highest ranking, followed by Regional and then Local.

<table>
<thead>
<tr>
<th>National Elected/Appointed</th>
<th>Regional Elected/Appointed</th>
<th>Chapter Elected/Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Director</td>
<td>President</td>
</tr>
<tr>
<td>Vice President</td>
<td>Treasurer</td>
<td>Vice President</td>
</tr>
<tr>
<td>Program Director</td>
<td>Secretary</td>
<td>Program Director</td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>Member-At-Large</td>
<td>Recording Secretary</td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Associate Chair</td>
<td>Corresponding Secretary</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Father’s Auxiliary Chair</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Editor</td>
<td>Committee Chairs</td>
<td>Financial Secretary</td>
</tr>
<tr>
<td>Committee Chairs</td>
<td>Committee Members</td>
<td>Editor</td>
</tr>
<tr>
<td>Committee Members</td>
<td></td>
<td>Parliamentarian</td>
</tr>
<tr>
<td>Executive Director</td>
<td></td>
<td>Foundation Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chaplain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Historian</td>
</tr>
</tbody>
</table>

Form of Address and Titles
Business Meetings – Chapter, Clusters, Regional and National Meetings

- The ranking presiding officer must welcome, address and introduce Officers prior to start of business.

- It is important for the members of an organization to know how to appropriately address each other in closed and public settings. Use of a title reflects respect for the office as well as the person.

- Address the Chair; Madame President (chapter meetings) Madame Regional Director and Madame National President.

- Formal Public Events – Dr., Ms., Miss, Mrs., – official public title or title preferred by the addressee.

- Addressing former National and Regional Officers – Dr., Ms., Miss, Mrs., Immediate Past National President or Immediate Past Regional Director.
CEREMONIAL ATTIRE REQUIREMENTS
• White (not off white or beige) dresses or skirt suits must be worn for all Jack and Jill of America ceremonies. If a blouse is necessary, it must be white.
• The white attire must be uninterrupted, except for crystal accessories, such as buttons. J&J pins are acceptable.
• Shoulders should be covered.
• White or flesh colored stockings are required.
• Shoes must be white. The toes should be enclosed or peep toe. Sling pumps are acceptable. Wooden heels are not acceptable.
• Sandals (toes and heels exposed) or mules are not acceptable.
• Pants or pant suits are not acceptable.
• When a ceremony is held, members who are not properly attired may not enter the room until the ceremony is concluded.

Ceremonial attire is required for the following events:
• Opening ceremonies at National/Regional Conferences
• New member initiation
• Officer installation
• New chapter chartering
• Rededication
• Memorial services at National or Regional meetings
• Funeral services

RECEIVING LINE, HOLDING ROOM, PROCESSION, DAIS
Receiving Line
The Receiving Line is dictated by the rank of members and guests present.

If there are more than 60 guests, at a reception, a receiving line is appropriate. It is important that the chair of the event have prior contact with the National or Regional Protocol Chair to make appropriate arrangements. The designated person to start the receiving line should be a member who is familiar with the majority of the participants.

Following are guidelines for receiving lines:
• Form receiving line in an appropriately sized and located area to allow comfortable greeting of guests and smooth traffic flow.
• Make the line as short as possible including, at a minimum, National Officers, Regional Officers and the Host chapter President.
• The person at the start of a receiving line should be the one designated by the highest ranking officer to initiate the introduction of the receiving line. The
placement of dignitaries must follow protocol.

- Each dignitary, after the highest ranking officer, will introduce themselves.
- The first guest turns to second guest in line and continues with the introduction.
- The head person should keep the line moving and the conversation to a minimum.

**Holding Room**
The purpose of a holding room is to provide a designated place and time for dais participants to gather before the event for procession preparation. The holding room should be the responsibility of the Host chapter.

The holding room should be located so that it is easily accessible to the main event and be large enough to comfortably accommodate the participants.

**Arrangements for coat checking**
- A table should be located at the door, with a check off list provided so that the host designee can recognize the participants as they enter the room.
- Organize rows of chairs with names cards prominently displayed for each dais participant.
- Distribute corsages and boutonnieres just before the event (e.g. luncheons, public meetings, banquets) to National and Regional Officers and other officials on the dais. Wrist corsages are preferable.

**Procession**
The procession should reverse the order of rank, lowest rank Officers to the highest-ranking officer in the region (e.g., Regional Director is the last one to enter the procession at Regional Conferences; National President is the last one at National Convention).

Members should always rise for the National President when she is introduced.

If there is a National Officer present at your mother’s Regional Conference, this National Officer will march in before the Regional Director. Remember, this is the Regional Director’s conference and she deserves full accolade.

The above protocol also applies to the Teen Conferences. During the Teen Conference, the Teen President is the presiding officer and should be the last officer to enter into the Conference.

**Luncheon and Banquet Seating**
- It is important for chair of protocol or designated member to communicate to the chair of a major event a week before the event the names and numbers of guests that will be on the dais or head table. Nothing is more embarrassing than not having the correct number of seats at the dais.
• The Protocol Chair is responsible for the lineup.
• The presiding officer and dais guests should arrive at the designated holding room 30 minutes prior to the event.
• If additional seating is required, it should only be communicated to chair of protocol and approved by the highest-ranking officer.
• Place cards should be provided for each dais-seated event.
• The Host chapter is expected to provide the place cards from the prepared lists received from the Protocol Chair.
• If it’s a buffet event, the Protocol Chair (or designee) is expected to escort the National/Regional Officers to buffet service. A National Officer attending Regional Conferences will receive the same courtesy.
• To avoid conflict, it is suggested that an empty seat be placed at the end of the dais in case a person assigned to the dais is running late and others have already been seated. A member of the host committee should escort this person to the dais.
• Reserve seating should be provided to associates, disabled members and other members designated by the highest-ranking officer (e.g. National President, Regional Director or Chapter President).
• Members of the hostess committee should be assigned to monitor the reserved seating areas to ensure smooth processions, dais entries and seating for all events.

Dais or Head Table (Regional Conference)

Head Table (In lieu of Dais)
• Two to three tables should be reserved for the use of National Officers, Regional Director, regional team members and guests.
• A microphone and podium should be placed in the front of the room, close to head table.
• A host should escort head table guests to their seats.
• The catering manager should be notified of the number of people seated at the head tables so they can be served first.
• It is permissible to have gifts or courtesies at their tables in order to keep the event on schedule, instead of calling each person individually.
• The tables designated for dignitaries should be designated appropriately with reserved signage. (E.g., special flower arrangements, reserved signs, etc.)
• At Teen Conferences, this is the recommended seating. A table facing the audience with the podium and/or appropriate microphones should seat the
Teen Officers. Facing the head table to the front of the room, tables should be reserved for the National Officers, Regional Director, Regional Team members and guests.

**The Dais**
- The dais should be one tier with fewer than twenty (20) participants and two tiers for 20-50 participants. If there is a need for two tiers, higher-ranking Officers are placed on the upper tier.
- Each tier of a dais should have a podium and microphone.
- Guest on the dais should be limited to escorts of Officers as dignitaries participating in the program.

**Dais Seating**
- The Highest-ranking officer is to the left of the podium (the audience’s left) at formal affairs also to the left of the podium at clusters, regional or national meetings.
- The speaker or honored guest should be seated to the immediate left of highest ranking Officers.
- Other dais guest – right
- Presiding Officers – left
- At Regional Conferences, the Regional Officers are the presiding Officers. At Teen Conferences, the presiding Officers are the Teen Officers. The presiding Officers sit to the left of the podium.
- Person designated to introduce speakers, other than the highest ranking officer, is seated to the left of the podium. [See Diagrams]

**GIFTS AND COURTESIES**
Traditionally, gifts and courtesies are an expression of appreciation, thanking members for their contributions. Many of us do this within our personal lives, saying “thank you” for your support. This should not be any different for Jack & Jill members. It is good manners and a tradition to recognize significant events in the lives of those who are important to us and to welcome them to our city by doing something special for them.

- Committee chairs and members of national or regional teams should always be recognized by the Host chapter/Region at clusters and national or Regional Conferences. This includes elected Regional Officers (i.e., RD, RT, RS, MAL, plus your Region’s National Officer) and appointed Regional Officers who serve on national/regional committees – if host chapter budget allows.
- Traditionally, the outgoing Officers are presented a gift at the end of the term in office. All National Officers who are guests at Regional Conferences are
always recognized with a token of the appreciation.

- Traditionally, Officers should receive gifts from their own prospective chapter at National or Regional Conferences. They have represented you well during their term. Let them know how proud you feel about their positive leadership.

- Courtesies for committee chairs are usually presented by the National President, the Regional Director, chair of Regional Conference or Chapter President.

- The Host chapter/Region can always add persons to whom courtesies may be extended.

- The Host chapter (and Regions) should keep within their budget when selecting gifts.
  - Budget line items are recommended at the chapter, Regional, and National levels for courtesies, gifts, stipends, etc.
  - Regional and Chapter Protocol Chairs should be reimbursed for purchasing courtesies and gifts on behalf of their respective Regions or Chapters.

- The time and place for presenting courtesies and gifts is usually determined by the highest-ranking officer.

- The Protocol Chair is responsible for seeing to it that a member receives the gift if it is presented when a person who has left the conference early.

- On the chapter level, the new member initiation ceremony is an opportunity for the chapter to honor and acknowledge outgoing Officers and members. Appropriate gifts should be considered.

- It is not about the gift, but the sincere thanks being extended to the members for their leadership of the group.

- It is important to consider the members’ transportation plans when selecting courtesies. It is difficult traveling by plane carrying large gifts such as large fruit baskets. If you select large items, be prepared to ship them to the members’ home.

CARING FOR YOUR GUESTS
National and Regional Officers and their teams should be treated with respect and recognition.

INVITATIONS
An invitation sets the tone of the event and it reflects the taste of the chapter.
Remember, first impressions are often lasting ones. It is important that the information on an invitation is accurate. Verbal invitations should be followed with a written request. (cc: National Officer of the Region, Executive Director of Jack and Jill, Regional Director, National and Regional Protocol Chairs)

**Important Components of the Invitation**
- Date
- Time / Place
- Type (open or closed function)
- Subject to be addressed
- Attire
- Name of the chapter, region, cluster and the contact person
- Travel information (minimum four weeks prior to event)

**When to Send an Invitation/Notification**
- All National and Regional Officers must receive an invitation to all public Jack and Jill of America events.
- Invitations for the National Convention or Regional Conference should be received at least four (4) to six (6) months before the event. This allows time for scheduling and responding to your invitation. Be sure to make it very clear what you are expecting from them at your event.
- If your budget cannot support paying for the National Officers or Regional Director, you must clearly mark the invitation – F.Y.I. (For Your Information).
- If the invitation is unmarked, Officers will assume they are your guest for the entire event and all of their expenses will be covered.

Once an invitation has been accepted via phone, text or by email, the Regional Director and Regional Protocol Chair should be notified, as welcome letters should be generated and sent to the invited National Officer. The National Officer of the Region, Executive Director of Jack and Jill and the National Protocol Chair and Chapter President should be copied.

Correspondence/communication with the Jack and Jill Executive Director is necessary to secure the itinerary of the visiting National Officer. This information should be shared with the Regional Director, Regional Protocol Chair and Chapter President.

When National or Regional Officers are visiting another region, it is proper protocol to notify the Regional Director in advance of their visit to her area. The Regional Director will then notify the Chapter President of that city in which they are visiting. Full protocol should be followed.

**Complimentary Invitations**
- When inviting the national or regional elected Officers or former National and
Regional Officers to affairs, please be sure the invitation is marked “Complimentary” if that is the intent. This is indicating that the chapter or entity hosting the event will assume all expenses.

• Complimentary registration to all Conferences and Conventions are extended to National Executive Board members by the National Officer of the region where the event is being held, with the exception of the National President who is welcomed at ALL Conferences and Conventions.

• Complimentary registration to Immediate Past NEB members is extended to National Conventions.

• Complimentary invitations to special events may be made via telephone by the Chapter President, and then followed up in the form of a letter on chapter stationary. The letter should be inserted with a general invitation for the events so all parties involved will have the pertinent information.

• Complimentary invitations to National Officers and the Regional Director generally includes: a) cost of event, b) transportation and c) hotel accommodations. To all other dignitaries invited, the chapter may designate what “complimentary” includes.

TRANSPORTATION
• The Host chapter should confirm travel arrangements twelve (12) hours prior to arrival to anticipate any last minute changes.

• Local transportation is provided by the Host chapter on arrival and departure during the visit, unless otherwise agreed.

• If the officer(s)/guest choose to provide her/his own transportation, the Host chapter should provide participants with clear directions to the event location.

• The chairperson should assign a designee(s) to meet special guest(s) at the airport, train station, etc.

• A chapter designee should be at hotel to greet and ensure orderly check-in for guests.

HOSPITALITY
• Receptions are appropriate for visiting National and Regional Officers.

• If National Officers or Regional Director cannot attend a cluster or conference, their assignee should be extended full protocol.

• National and Regional Officers should be treated with respect and recognition when attending the National Conventions or Regional Conferences, cluster or chapter functions.
• An itinerary should be sent to the national or Regional Officer four weeks in advance. The logistics for travel and check-in procedures should be included.

• In-room courtesies should be simple but thoughtful. A variety of courtesies can be placed in the room such as cheese and crackers, flowers, small fruit basket, sodas, nuts, etc.

• The Host chapter is not responsible for family members’ meals, accommodations, out of town personal telephone calls. This should be communicated in all correspondence to the invited guest.

SPECIAL POINTS TO REMEMBER
• If the National or Regional Officer is escorted to the special event by her spouse or significant other, courtesies should be shown to the escort. They should be introduced at functions when they are escorting National or Regional Officers and take part in the procession.

• Tradition is a very important part of Jack and Jill of America, Incorporated. Attire is very important and we must all adhere to the same requirements. White (not off white or beige) dresses or skirts suits must be worn for all ceremonies. Pants or pant suits are not acceptable. Members who are not properly attired may not enter the room until the ceremony is concluded (see Ceremonial Attire Requirements section).

• Former Officers attending National or Regional Cluster Meetings are a part of any processional, directed to the holding room, given courtesies and, if possible, seated on the dais (depending on level of rank) or seated at a reserved table.

• Associates are very important; they should always be placed at reserved tables at all Jack and Jill functions. This is common courtesy.

• Mothers are the members of Jack & Jill of America. The children are “Jacks and Jills”.

• Request help from chair of protocol to reassure there is a reserved area assigned for special guests who might not be on the dais (e.g., husband or escort of a VIP or former Officers that will not be seated on the dais).

• The hostess or protocol committee must arrive one hour before an event to ensure that everything is in place (e.g. check microphones, other equipment, ensure correct amount of seats on dais programs and to see that the evening runs smoothly).

• It is inappropriate to receive at the start of one’s tenure (Chapter President, Regional Director, and National Officer) proclamations or awards. This
honor should only be received at the end of one’s service to the chapter, region or national.

- Proper protocol should always be conducted when one sends an E-mail to local chapters, regional or National Officers regarding Jack & Jill business. E-mail is not appropriate for one’s personal communications.

- Chapters have charter members not founders. (Founders of our national organization are deceased.)

- The Regional Director is the person elected by her region to be in charge of her area. However, the region must recognize the National Officer from the region who is also very much a part of the team. She is to be given full protocol at all Jack & Jill functions. (e.g. clusters, regional, and chapter events, etc.)

- Check, check and recheck is the operational motto which guarantees success.

- Each Chapter President should appoint a Protocol Chair or a committee to assist the president or Regional Director to make sure good manners are always a part of their chapter.

- Elected Officers (National or Regional) should be a part of the procession and be seated on the dais at any banquet.

- At the time of election, it is suggested that all candidates be seated in the front rows until all votes are counted and the results announced. If she is a candidate, the presiding officer can opt to have the second in command conduct the election for the office for which she is a candidate.

- The Protocol Chair should be visible and available to assist with seating for photographs. [See Diagrams]

CEREMONIES
[See Ceremonies Section of the Member Manual]

- For all ceremonies, the highest-ranking elected officer in attendance shall preside. It is courtesy for the presiding officer to ask the officer “what is their pleasure” in the conducting of the ceremony. They may wish to share the lead with the presiding officer or defer to presiding officer of that convention/meeting. Former Officers are honored guests only, and only participate in ceremonies if the highest presiding officer is reelected. (i.e. if a National President is reelected, the Past National President presides. Alternatively, if a Regional Director is reelected, the highest ranking National Officer in attendance will preside.) All conferences/meetings follow like protocol.

- Communication is the essential tool.
• Respect, respect, respect for each other, our children and the organization is imperative.

PROCESSIONS

Teen Conference - Opening Ceremony/Banquet
Lowest Ranking Member Enters First
1. Conference Co-Chair
2. Conference Chair
3. Visiting Officers from other Regions
4. Former National Officers
5. Regional Associate Chair
6. Foundation Member-at-Large
7. Regional Secretary
8. Regional Treasurer
9. National Officer of the Region
10. National Officer (Guest)
11. Regional Director
12. Regional Teen Sergeant-at-Arms
13. Regional Teen Chaplain
14. Regional Teen Parliamentarian
15. Regional Teen Foundation Chair
16. Regional Teen Treasurer
17. Regional Teen Secretary
18. Regional Teen Vice President
19. Regional Teen President

Mother’s Regional Conference - Opening Ceremony/Banquet
Lowest Ranking Member Enters First
1. Conference Co-Chair
2. Conference Chair
3. Visiting Officers from other Regions
4. Appointed Regional Officers
5. Appointed National Officers
6. Newly Elected Officers (for the closing banquet)
7. Regional Associate Chair
8. Foundation Member-at-Large
9. Regional Secretary
10. Regional Treasurer
11. National Officer of the Region
12. Guest Speaker
13. Regional Director
ORDER OF PROCESSIONAL FOR National Convention

Opening Ceremony
1. Conference Co-Chair
2. Conference Chair.
3. Executive Director of Jack & Jill, of America Foundation, Inc.
4. Executive Director of Jack & Jill, of America, Incorporated
5. Former Associate Chairs (in alpha order by region, in service order, earliest to most recent)
6. Former Members-at-Large Chairs (in alpha order by region, in service order, earliest to most recent)
7. Former Secretary-Treasurers Chairs (in alpha order by region, in service order, earliest to most recent)
8. Former Regional Directors Chairs (in alpha order by region, in service order, earliest to most recent)
9. Former National Officers (Presidents, Vice President, etc.) Chairs (in alpha order by region, in service order, earliest to most recent)
10. Regional Teen Presidents (alpha by Region)
11. Regional Associates Chairs (alpha by Region)
12. Regional Members-at-Large (alpha by Region)
13. Regional Secretaries (alpha by Region)
14. Regional Treasurers (alpha by Region)
15. Regional Directors (alpha by Region)
16. Foundation Treasurer
17. Foundation Secretary
18. Foundation Vice President
19. Foundation President
20. National Standing Committee Chairs (legislative, nominating, Father’s Auxiliary)
21. Newly Elected Officers (for banquet processional)
22. National Editor
23. National Treasurer
24. National Corresponding Secretary
25. National Recording Secretary
26. National Program Director
27. National Vice President
28. (Guest Speaker)
29. National President
Banquet Dais or Head Banquet Table
The Dais or Head Table seating is determined at the time of the National Convention by the National Officer or the highest-ranking officer. The Protocol Chair must be flexible and work closely with the National Officer and Banquet Chair to make it a smooth evening with dignity and class.
Dear [Name of Guest],

On behalf of the _____________ Chapter, I invite you to the [name of event] of the _____________ Chapter of Jack and Jill of America, Inc. Events will be held [dates] in [city] and include the following:

- A reception on [day/date] in honor of you and [name and title of additional honorees(s)].
- A luncheon on [day, date, time and location].

Complimentary round trip coach airfare to [city/state], transportation to and from [city airport] and accommodations at [name of the hotel], are included for you.

We hope that your schedule will permit your participation in this historic event. Please RSVP to [contact name, office/title, (if appropriate), email address and phone number], by [date]. After we receive your response, we will begin to make the necessary travel and hotel reservations. Additional details regarding the logistics of your stay and a schedule of activities to celebrate this momentous occasion will follow.

We look forward to hearing from you.

Sincerely,

Your Name, Event (i.e., 25th Anniversary Protocol Committee)
Chapter Name
Telephone number (home) Mobile number (cell)

cc: Regional Director
    Chapter President
    Chapter Protocol Chair
    Event Chair
PROTOCOL & PROCEDURES

At Reserved Seating

On Second or Third-Degree Tier

Appropriate to the discretion of the Procedural Officer.

Formal Banquet – National Convention – Two or Three-Tier Days

Upper Tier: National Officers and Spouse or Escort, Guest Speakers

Lower Tier:

Escorts or Spouses next to the Officer

Diagram
FORMAL BANQUET - REGIONAL CONFERENCE

RS: Regional Secretary
RT: Regional Treasurer
NAC: Foundation Member-at-Large
RP: Regional Associate Chair
FRO: Former Regional Officers

APPOINTED OFFICERS

ELECTED OFFICERS

LOCAL CHAPTER MEETING

REGIONAL BUSINESS SESSIONS (AREA WORLDPAY CLUSTERS, MOTHERS' CONFERENCES)

DAS DIAGRAMS
HOW TO CONDUCT A MEETING
Based on Robert’s Rules of Order, Newly Revised

The order of business has been developed in a natural manner:
• What did we do the 1st time?
• What has been done since the last meeting?
• What is to be done now?

I. CALL TO ORDER
• The president, standing, makes one tap of the gavel and says, “The meeting will please come to order.”
• START ON TIME when there is a quorum. The president should take the chair when a quorum is present.
• If, after a reasonable time, there appears to be no likelihood of a quorum, the president calls the meeting to order. The president announces the absence of a quorum and entertains a motion to fix the time to which to adjourn, recess, take measures to obtain a quorum, or adjourn.

II. PRAYER/REFLECTION
If desired, a prayer or reflection may be used. It should, however, be thoroughly non-sectarian. On occasion the Jack and Jill prayer may be used.

III. READING AND APPROVAL OF THE MINUTES
• The minutes are the official record of all business transacted in a meeting and should contain:
  a. Kind of meeting - regular or special
  b. Name of association
  c. Date and hour of the meeting and place
  d. Presence of president and secretary or, in their absence, their substitutes
  e. Statement concerning the minutes of the previous meeting—whether they were read and approved or whether their reading was dispensed with
  f. Statement of budgetary balance or, if no budget, balance on hand
  g. All main motions (except those withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; also the name of the person who made a main motion but not the seconder
  h. Program topic, method of presentation, names of participants. The secretary should never try to record addresses, etc., of speakers
  i. Hour of adjournment
• The secretary should record what was done by the association, not what was said by the members.

• Minutes should not contain discussion or opinion of the secretary.

• Several of the above points may be contained in one sentence.

• It is good to have all motions in writing. If this is not the usual procedure, the secretary or president may request that a motion be put in writing if it is very long or involved.

• MINUTES SHOULD BE AS BRIEF AS POSSIBLE, and should be signed by the secretary with the word “secretary” written under the signature. Do not say or write “respectfully submitted.”

• It is not necessary to have a motion to approve the minutes. This is usually done by general consent.

• If two or more sets of minutes are to be approved, they are handled in chronological order.

• After the minutes are approved, a notation should be made at the end of the minutes that they were approved as read, as amended, or as corrected, and the date and initials of the secretary.

• Minutes of a regular meeting are not read at a special meeting; but, minutes of a special meeting are approved by a regular meeting.

IV. STATEMENT OF THE TREASURER
• This is a statement for information. Copies are given to the secretary and the president.

• The president asks if there are any questions about the statement.

• The treasurer’s statement is NOT ACCEPTED. To accept means to adopt. It is heard and placed on file for audit.

• The treasurer’s book should be audited annually. The report of the auditor is accepted.

• Treasurer’s books should always be audited before a new treasurer takes over.

• The treasurer’s statement should be a summary, preferably. It should obtain the balance on hand, receipts, disbursements, and the current balance.

V. REPORTS OF OFFICERS
• Reports should be made in the order listed in the By-Laws.

• Reports should be in writing, particularly if they contain recommendations.
• Copies should be given to the secretary and the president.
• Officers, except the president, may move the adoption of a recommendation. The president may make recommendations, but does not move to carry them out.
• Business growing out of a report is in order when the report is made.

VI. REPORT OF THE EXECUTIVE COMMITTEE
• This report should include any recommendations and that part of the committee’s activities that the association needs as information. This report is NOT the reading of the minutes of the Executive Committee.
• This report is prepared and read by the secretary, or another member of the committee, and is not acted upon unless it contains recommendations.

VII. REPORTS OF STANDING COMMITTEES
• Business arising from the report of a committee is in order when the report is made.
• Copies of the report are given to the secretary and the president.
• If the report is given for information only, it requires no action to accept. The report is heard and placed on file.
• If the report contains resolutions or recommendations, the reporting member moves their adoption ... “By direction of the_______________Committee, 1 move... “
• A motion from a committee member needs no second as it already has the approval of more than one member.

VIII. REPORTS OF SPECIAL COMMITTEES
• A special committee is appointed for a specific purpose. It goes out of existence when its work is finished.
• Reports of special committees are handled in the same way as reports of standing committees.

IX. UNFINISHED BUSINESS
Any business or motions postponed from the previous meeting.

X. NEW BUSINESS
• Communications that require action by the association and have not been presented earlier in the meeting.
• Motions proposed by members.
XI. COMMUNICATIONS AND ANNOUNCEMENTS

- It is bad to put communications at the top of the order of business. If they refer to regular business of the association, they may be a part of the report of the officer or committee receiving them. Note: A president receiving mail should be sure to pass it on promptly to the officer or committee concerned.
- If the communications contain important questions from outsiders, they are offered under new business.
- If there are advertisements or announcements of uncertain interest, they may be read at the end of the meeting or posted on the bulletin board.
- ALWAYS announce the date of the next association meeting, workshops, or any important activity.

XII. ADJOURNMENT

There may or may not be a motion to adjourn. It is usually done by general consent.

The president says, “Is there any further business to come before this meeting?” If there is no response, the president says, “If not, the meeting is adjourned.”

Motion Procedures

1. Obtain the floor
   - Member rises and addresses the chair: “Madam President”
   - Member is recognized by the chair, who announces member’s name: “Ms.”

2. Make the motion: “I move that -”

3. The motion is seconded: “I second the motion.”

4. If there is no second, the chair says... “There being no second, the motion is not before the assembly.”

5. Chair states the motion: “It has been moved and seconded that.”

6. Debate or discussion: “Is there any discussion?”

7. Vote: “All in favor say `Aye.'” (Pause for vote) “Those opposed say `nay.'”

8. Chair announces result: “The `ayes’ have it and the motion is carried” or “The `nays’ have it and the motion is lost.”

Decorum In Debate

The orderly progress of meetings is greatly enhanced when the assembly observes the following:

1. Remarks are limited to the pending motion.
2. Members refrain from commenting on the motives of other members.

3. All remarks are addressed to and through the chair.

4. Members refrain from using the names of other members. For example: “... the member presenting the report; or the member stating the question.”

5. Members refrain from adverse remarks about previous actions of the assembly unless it is intended to introduce a motion to rescind, reconsider, or amend.

6. The maker of a motion either takes a favorable position on the motion, refrains from speaking on the motion, or withdraws the motion.

7. Members refrain from disturbing the assembly with side conversations, walking across the floor, or other actions which may be distracting.

8. The chair refrains from exercising the right to debate in order to maintain the position of impartiality.

9. When the chair rises to speak within the presiding officer’s privilege, any member who is speaking steps back slightly if standing at a microphone or podium, or the member takes a seat.

Parliamentary Procedure in Action Fundamentals of Parliamentary Law

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. The purpose is to evaluate action, not obstruct it.

Reminders for the Presiding Officer

1. Correct procedure should always be your goal.
2. In dealing with motions or amendments, always state the exact wording. Ask the secretary to read it if you forgot how it was phrased.
3. Discussion is not in order until the motion has been stated by the Chair.
4. The chair or president refrains from entering into discussion while presiding. As a member of the assembly, the chair is entitled to vote.
5. Always indicate clearly how a vote is to be taken - never call for “the usual sign.”
6. Always call for the negative vote, saying, “Those opposed say ‘No’.”
7. Adoption of an amendment does not mean adoption of the main motion. Remember to state the main motion “as amended.”
Purpose of Motion
A MAIN MOTION brings a question before the assembly for consideration.

SUBSIDIARY MOTIONS are for the purpose of modifying or dispensing of the Main Motion under consideration.

PRIVILEGED MOTIONS have no connection with the Main Motion, but are of such importance as to demand immediate consideration.

INCIDENTAL MOTIONS are those miscellaneous motions which cannot be placed in any of the three groups listed above.

NEWS LETTERS To keep the lines of communication open and to make sure everyone is informed, there should be Jack and Jill Newsletters from Chapters and Regions.

There can be a joint one for the entire chapter with separate sections carrying news, announcements, etc. for the younger children, teens and the mothers. The Teens may have a Newsletter of their own, or serve as editors for the joint Newsletter under the direction of a committee of Mothers who would be responsible for the actual editing and publishing. The Chapter Newsletter could be published three to five times yearly.

In every Region, both Teens and Mothers should publish a Newsletter. The Regional Newsletter could be published two or three times each year. Copies of these should be sent to all Regional Directors and each National Officer.

The Newsletter may contain among other things the following:
1. Calendar of date, time and place of chapter or Regional activities (Both parents and children.)
2. Brief reports on group activities for children and parents.
3. Personal notes on individuals when news would be of interest to the group. (Outstanding accomplishments)
4. Report of news that might come from National Officers or Regional Officers.
5. Stories, poems, letters, essays, written or composed by the children.
6. A clear explanation of National Projects as well as local community projects.
7. A message of from Regional Directors and other Regional Officers to the Region or Chapters.
8. The names of Officers of local chapters and the names of National Officers and Regional Officers. (Teens and Mothers)

All chapters should contribute articles on chapter programming to the Regional Newsletter.
EACH CHAPTER AND REGION SHOULD HAVE A SCRAPBOOK TO KEEP ARTICLES AND PICTURES OF PROJECTS AND ACTIVITIES

POLICIES AND PROCEDURES
During the 39th Biennial Convention in Chicago, Illinois, the first-ever Policies and Procedure Manual was adopted. The Policies and Procedures Manual outlines the operational policies and procedures for the organization at the national, regional and chapter level. This document may be accessed electronically at the Jack and Jill of America, Incorporated website: www.jackandjillinc.org. The topics addressed are:

- Governance
- National Operations
- National Conferences and Conventions
- Election Procedures
- Ethics
- Grievance and Discipline
- Membership
- Region Operations
- Chapter Operations
- Program Operations
- Teens
- Associates
- Financial Handbook

All Officers and members should refer to this document for the most current policies and procedures that should be adhered to at the national, regional and chapter level.
SAMPLE RESOLUTION FOR DECEASED MEMBER*

WHEREAS ____________________ was a Member of the ____________ Chapter of Jack and Jill of America, Incorporated, and;

WHEREAS During her term as ____________ of the ____________ Chapter from _______________ to ____________, many youth service projects for the community were realized, and;

WHEREAS She was an active working mother of Jack and Jill of America, Incorporated, on the local, regional, and national levels, who kept her family involved in the activities of the organization, and;

WHEREAS Throughout her life, she upheld the main objectives of Jack and Jill of America, Incorporated, which are to “aid mothers in learning more about their children by careful study; (and) to seek for all children the same advantage which we desire for our own,” and;

WHEREAS She has demonstrated her love, care, and concern for all children through her work in the ____________ community, being constantly recognized for her outstanding volunteerism in the ____________ community, and;

WHEREAS Upon her demise, she was an (active) (Associate) Member of Jack and Jill of America, Incorporated;

BE IT THEREFORE RESOLVED that we, the members of the ____________ Chapter of Jack and Jill of America, Incorporated, and on behalf of members and Officers in the _______________ Region, Officers of the National Executive Board, as well as members nationally, extend to her family our deepest sympathy as we hereby solemnize the memory of ________________.

We do hereby record this RESOLUTION in the official records of the Chapter of Jack and Jill of America, Incorporated, on this Day of in the year of Our Lord

Corresponding Secretary ____________________________________________

Chapter President _________________________________________________

Regional Officer _________________________________________________

Chapter _________________________________________________________

Region _________________________________________________________

National Officer of the Region _____________________________________

*Can be used by a chapter
JACK AND JILL OF AMERICA, INCORPORATED RESOLUTION*

WHEREAS, _______________ was a family member of the ____________ Chapter in the ____________ Region of Jack and Jill of America, Incorporated, and has departed this life; and

WHEREAS, _______________ will be dearly missed, but always remembered by family and friends; and

WHEREAS, the purpose of this Resolution is to express our love to the family and chapter members,

NOW, THEREFORE, BE IT RESOLVED, that The National Executive Board and the entire membership of Jack and Jill of America, Incorporated, do hereby extend sincere condolences to the family of ________________

BE IT FURTHER RESOLVED that this Resolution be made a part of the records in The National Office of Jack and Jill of America, Incorporated, and that a copy be forwarded to the family of ________________.

The National Executive Board Jack and Jill of America, Incorporated

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Jack and Jill of America, Incorporated to be affixed.

National President ____________________________

*As issued by the National Office
NATIONAL CONVENTION
FORMAL OPENING

MATERIALS NEEDED:
• Table with white cover
• 15-16 candles/Candle holders:
  • 1 for center candle;
  • 1 candle holder for the remaining candles
• Protective sleeves for candles
• Bible

SET UP: Lighted candle in center of table. A copy of the entire ceremony should be available to each officer and participant involved in the opening ceremony, preferably in white folders.

Give candles to National Vice President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer and Editor. Place seven (7) candles in holders for children to light.

ORDER OF PROCESSIONAL FOR NATIONAL CONVENTION OPENING CEREMONY:
1. Conference Co-Chair
2. Conference Chair
3. Executive Director of Jack & Jill, of America Foundation, Incorporated
4. Executive Director of Jack & Jill of America, Incorporated
5. Former Associate Chairs (in alpha order by region, in service order, earliest to most recent)
6. Former Members-at-Large Chairs (in alpha order by region, in service order, earliest to most recent)
7. Former Secretary-Treasurers, Secretary or Treasurer Chairs (in alpha order by region, in service order, earliest to most recent)
8. Former Regional directors Chairs (in alpha order by region, in service order, earliest to most recent)
9. Former National officers (Presidents, Vice President, etc.) Chairs (in alpha order by region, in service order, earliest to most recent)
10. Regional Teen Presidents (alpha by Region)
11. Regional Associates Chairs (alpha by Region)
12. Regional Members-at-Large (alpha by Region)
13. Regional Secretaries (alpha by Region)
14. Regional Treasurers (alpha by Region)
15. Regional Directors (alpha by Region)
16. Foundation Treasurer
17. Foundation Secretary
18. Foundation Vice President
19. Foundation President
20. National Standing Committee Chairs (legislative, nominating, Father’s Auxiliary)
21. Newly Elected Officers (for banquet processional)
22. National Editor
23. National Treasurer
24. National Corresponding Secretary
25. National Recording Secretary
26. National Program Director
27. National Vice President
28. (Guest Speaker)
29. National President

CONVENTION CHAIR (MOVE TO DAIS) (CLOSE DOORS)
CHAIR ANNOUNCES ENTRANCE OF EXECUTIVE DIRECTORS
ENTER... (Move to Front Right - Designated Chairs)
Executive DIRECTOR- Jack & Jill of America Foundation Executive DIRECTOR- Jack and Jill of America, Incorporated (CLOSE DOORS)

CHAIR ANNOUNCES ENTRANCE OF PAST REGIONAL OFFICERS
ENTER... (Move to Front Left Side of Center - Designated Chairs, EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF PAST NATIONAL OFFICERS
ENTER... (Move to Front Left Side of Center - Designated Chairs) (EIGHT(8) COUNT PAUSE) (CLOSE DOORS)

CHAIR ANNOUNCES ENTRANCE OF FOUNDATION EXECUTIVE DIRECTOR
ENTER... (Move to Front Left Side of Center - Designated Chairs) (CLOSE DOORS)

CHAIR ANNOUNCES ENTRANCE OF EXECUTIVE DIRECTOR
ENTER... (Move to Front Left Side of Center - Designated Chairs) (CLOSE DOORS)

CHAIR ANNOUNCES ENTRANCE OF REGIONAL TEEN PRESIDENTS
ENTER... (Move to Left Front of Room - Designated Chairs) (EIGHT(8) COUNT PAUSE)
CHAIR ANNOUNCES ENTRANCE OF REGIONAL ASSOCIATES CHAIRS
ENTER... (Move to Left Front of Room - Designated Chairs) (EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF REGIONAL FOUNDATION MEMBERS- AT-LARGE
ENTER...(Move to Front Right Side of Center -Lower Tier) (EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF REGIONAL SECRETARIES
ENTER...(Move to Front Right Side of Center -Lower Tier) (EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF REGIONAL TREASURERS
ENTER...(Move to Front Right Side of Center -Lower Tier) (EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF REGIONAL DIRECTORS
ENTER...(Move to Front Right Side of Center -Lower Tier) (EIGHT(8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF FATHERS, REPRESENTING SEVEN (7) REGIONS
ENTER... (Move to Front Left - Designated Chairs) (EIGHT (8) COUNT PAUSE)

CHAIR ANNOUNCES ENTRANCE OF CHILDREN, AGES 6-12 YEARS REPRESENTING SEVEN (7) REGIONS
ENTER... (Move to Front Right - Designated Chairs) (DOORS CLOSE)

CHAIR ANNOUNCES ENTRANCE OF NATIONAL PARLIAMENTARIAN
ENTER... (Move to Front Right - Designated Chair)

CHAIR ANNOUNCES ENTRANCE OF NATIONAL ASSOCIATE CHAIR

CHAIR ANNOUNCES ENTRANCE OF THE NATIONAL EXECUTIVE BOARD OF JACK AND JILL OF AMERICA, INCORPORATED

CHAIR ANNOUNCES ENTRANCE OF Enter ...(EIGHT (8) COUNT PAUSE)

IMMEDIATE PAST NATIONAL PRESIDENT (Move to Front Right - Designated Chair)
NATIONAL EDITOR (Move to Right End of Table for Ceremony)
NATIONAL TREASURER (Move to Left End of Table for Ceremony)
NATIONAL CORRESPONDING SECRETARY (Move to Right)
NATIONAL RECORDING SECRETARY (Move to Left)
NATIONAL PROGRAM DIRECTOR (Move to Left of Center)
NATIONAL VICE PRESIDENT (Move to Right Center)

CHAIR ASKS AUDIENCE TO STAND AND GREET OUR NATIONAL PRESIDENT
ENTER… NATIONAL PRESIDENT JACK AND JILL OF AMERICA, INCORPORATED (Move to Center of Table for Ceremony)

Chair Moves From Dais
FORMAL OPENING CEREMONY

NATIONAL PRESIDENT:
You may be seated

Families, we are about to open the Biennial National Convention of Jack and Jill of America, Incorporated. We have come together, representative of the chapters and provisional groups from seven (7) geographic regions of this nation and the world. We encompass thirty-five (35) states and the District of Columbia with a membership of over 10,000 mothers and associate members and a total of over 35,000 family members.

Prayerfully, our deliberations will address the visions for the decade and we will make decisions which determine the future of our organization and our children, as we prepare to empower our leaders for the 21st century.

We must keep ourselves mindful of our objectives and aims: To aid in the development of a fully integrated child
To learn more about our children by careful study
To seek for all children, the same advantages which we desire for our own, To support all national legislation aimed at bettering the conditions of all children.

Let us enter into the spirit of this meeting in love and charity to all. Let us repeat in unison our Jack and Jill Motto:
“Let’s work, let’s play, let’s live together.” National President lights top candle

NATIONAL VICE PRESIDENT:
“Let us set the child in our midst as our greatest wealth, and our most challenging responsibility. Let us exalt him above industry, above business, above politics, above all the petty and selfish things that weaken and destroy a people. Let us know that the race moves forward through its children, and by the grace of Almighty God, setting our faces toward the morning, dedicate ourselves anew to the service and welfare of childhood.” -Joy Elmer Morgan

National Vice President Lights Candle #2

NATIONAL PROGRAM DIRECTOR:
We thank Thee, O God, Our Father, for giving us our children to bring up for Thee. Help us, as true disciples, to set them good examples in all we think or say or do. Keep them well in body and mind, and grant that they may grow in grace
and in knowledge and love of thy Son, Our Savior, Jesus Christ. Amen.

National Program Director lights candle #3

**NATIONAL RECORDING SECRETARY:**
In the names of our founder and organizers whose vision and wisdom make it possible for us to be united in our efforts for our children, we light this candle.

National Recording Secretary lights candle #4

**NATIONAL CORRESPONDING SECRETARY:**
We light this candle with the hope for peace and love among families everywhere. National Corresponding Secretary lights candle #5

**NATIONAL TREASURER:**
We thank God for making us dear one to another, for good times in happy union, and for all our many blessings. National Treasurer lights candle #6

**NATIONAL EDITOR:**
We light this candle in honor of our children in whose interest we are here assembled. National Editor lights candle #7

**CHILDREN**
Seven children move forward to light a candle each. Together, children return to places.

**NATIONAL PRESIDENT:**
Let us all stand, please.

**FATHER NO. 1:**
Almighty God, our heavenly Father, who settest the solidarity in families, we commend to Thy continual care the homes represented here.

**FATHER NO. 2:**
Put from them, we beseech Thee, every root of bitterness, and the desire for vain glory and false pride. Fill them with faith, virtue, knowledge, temperance, patience, godliness, and peace.

**FATHER NO. 3:**
Turn the hearts of the fathers toward the children, and the hearts of the children to the fathers, and so kindle charity among us that we may evermore be kindly affectioned with brotherly love.

**FATHER NO. 4:**
Pour down, we beseech Thee, upon this organization the dew of Thy heavenly blessing, and grant that all who are members of it may grow in grace, and departing from all pettiness and ungodliness, may serve Thee in pureness of living and truth.

**FATHER NO. 5:**
Forgive our waste of precious moments, our loitering feet, our procrastinating will.
O teach us to number our days that we may apply our hearts to wisdom; to lengthen our brief life by intensity of living; to fill swift hours with mighty deeds; to lay up treasures where neither moth nor rust doth corrupt.

FATHER NO. 6:
Flood our path with light, we beseech Thee; turn our eyes to where the skies are full of promise; give us the sense of comradeship with heroes and saints of every age; and bless our spirits that we may be able to encourage the souls of all who journey with us on the road of life, to Thy honor and glory.

FATHER NO. 7:
Mercifully hear our petitions and grant our supplications. O Father Almighty, through Thy Son’s name, Jesus Christ. Amen. Father No. 7 extinguishes candles

NATIONAL PRESIDENT:
Please remain standing and join us in singing the Jack and Jill Hymn.

ALL:
Jack and Jill Hymn

NATIONAL PRESIDENT:
I here and now declare the Biennial National Convention of Jack and Jill of America, Incorporated open in due form.

Parliamentarian and Executive Board Members move to dais.

Fathers and children leave room down center aisle.
DEVOTIONAL SERVICE

National President officiates at the Service and is the Leader in the responsive reading.

HYMN OR SOLO LEADER:
The hour cometh and now is, when true worshippers shall worship the Father in spirit and in truth. Let the words of our mouths and the meditations of our hearts be always acceptable in thy sight. O Lord, our strength and our redeemer.

SELECTIVE RESPONSIVE READING
(Can be taken from Psalms 78, Proverbs 3 and 4; and/or Ephesians 6.)

LEADER:
Almighty God, our Heavenly Father, who settest the solidarity in families, we commend to Thy continual care the homes represented here. Put from them, we beseech Thee, every root of bitterness, and the desire for vain glory and false pride. Fill them with faith, virtue, knowledge, temperance, patience, godliness, peace. Turn the hearts of the fathers toward the children and hearts of the children to the fathers, and so kindle charity among us that we may evermore be kindly affectioned with brotherly love.

Pour down, we beseech Thee, upon this organization the dew of Thy heavenly blessing and grant that all who are members of it may grow in grace, and departing from all pettiness and ungodliness, may serve Thee in pureness of living and truth.

Forgive our waste of precious moments, our loitering feet, our procrastinating will. O teach us to number our days that we may apply our hearts to wisdom; to lengthen our brief life by intensity of living; to fill swift hours with mighty deeds; to lay up treasures where neither moth nor rust doth corrupt. Flood our path with light, we beseech Thee; turn our eyes to where the skies are full of promise; give us the sense of comradeship with heroes and saints of every age; and so our spirits that we may be able to encourage the souls of all who journey with us on the road of life, to Thy honour and glory.

Mercifully hear our petitions and grant our supplications, O Father Almighty.

Amen
REGIONAL CONFERENCE

FORMAL OPENING

MATERIALS NEEDED:
- Table with white cover
- 4 candles
- 1 candle holder
- 3 protective sleeves for candles to catch dripping wax
- Bible

SET UP:
Lighted candle in center of table. A copy of the entire ceremony should be available to each officer and participant involved in the opening ceremony, preferably in white folders.

Give candles to Regional Treasurer, Regional Secretary, Member-At-Large, and Regional Associate Chair

Officers should wear white

ORDER OF PROCESSIONAL:
1. Conference Co-Chair
2. Conference Chair
3. Visiting Officers from other Regions
4. Appointed Regional Officers
5. Appointed National Officers
6. Newly Elected Officers (for the closing banquet)
7. Regional Associate Chair
8. Foundation Member-at-Large
9. Regional Secretary
10. Regional Treasurer
11. National Officer of the region
12. Guest Speaker
13. Regional Director

REGIONAL DIRECTOR:
We hereby assemble to open formally this Regional conference of Jack and Jill of America, Incorporated. We have come together from the chapters that comprise
this region to make decisions which help to determine the future of our organization. We must keep ourselves mindful of our purpose:

1. To bring together representatives of chapters within the region;
2. To allow for closer and fuller participation and communication among chapters;
3. To enrich chapter programs; and
4. To interpret National policy, programs and projects.

Let us enter into the spirit of this meeting in love and charity to all. In the words of our motto:

MEMBERS:
Let’s work, Let’s play, Let’s live together. (MEMBERS MAY BE SEATED.)

REGIONAL TREASURER:
Let us set the child in our midst as our greatest wealth and our most challenging responsibility. Let us exalt him above industry, above business, above politics, above all the petty and selfish things that weaken and destroy our people. (LIGHT CANDLE.)

REGIONAL SECRETARY:
Let us know that the race moves forward through its children, and by the grace of Almighty God, setting our focus toward the morning, dedicate ourselves anew to the service and welfare of childhood. (LIGHT CANDLE.)

FOUNDATION MEMBER-AT-LARGE:
I light this candle so that we may continue to make progress and uphold the purpose of this organization for which we are here assembled. We thank God for making us dear, one to another, for good times in happy union, and for all our many blessings. (LIGHT CANDLE.)

REGIONAL ASSOCIATE CHAIRMAN:
I light this candle in honor of our children in whose interest we are here assembled. (LIGHT CANDLE.)

NATIONAL OFFICER:
Let us pray. Our Heavenly Father, bless us and lead us in this conference, and show us the urgency of the problems that should be solved and the work that should be done. May we ever be looking for inspiration and stimulus that will help us to be more effective in our work and constructive in our thinking. In the fellowship of these hours, consecrate us with new devotion, and imbue us with a new spirit. Show us how we may be useful and how we may attain a better understanding of life. Above all, may the spirit of Thy Son rest upon us and guide us unto the truth. In His name we pray. Amen.
REGIONAL DIRECTOR:
Let us sing the Jack and Jill Hymn.

ALL:
Jack and Jill Hymn.

REGIONAL DIRECTOR:
I here and now declare the Regional Conference of Jack and Jill of America, Incorporated open and in due form.
REGIONAL TEEN CONFERENCE

FORMAL OPENING

MATERIALS NEEDED:

- Table with white cover
- 8 candles
- 1 candle holder
- 7 protective sleeves for candles to catch dripping wax
- Bible

SETUP:

Lighted candle on table

Give candles to Teen President, Vice President, Secretary, Treasurer, Foundation Chair and Parliamentarian

ATTIRE: White

(The chairman of the Teen Regional Conference enters and proceeds to the dais to announce the processional in the order listed.)

ORDER OF PROCESSIONAL:

1. Conference Co-Chair
2. Conference Chair
3. Visiting Officers from other Regions
4. Former National officers
5. Regional Associate Chair
6. Foundation Member-at-Large
7. Regional Secretary
8. Regional Treasurer
9. National officer of the Region
10. National officer (Guest)
11. Regional Director
12. Regional Teen Sergeant-at-Arms
13. Regional Teen Chaplain
14. Regional Teen Parliamentarian
15. Regional Teen Foundation Chair
16. Regional Teen Treasurer
17. Regional Teen Secretary
18. Regional Teen Vice President
19. Regional Teen President
REGIONAL DIRECTOR:
We hereby assemble to open formally the annual meeting of the Teens of the Region of Jack and Jill of America, Incorporated. We have come together from the chapters that comprise this region to make decisions which help to determine the future of our organization. We must remain ever mindful of the aims and objectives of Jack and Jill of America, Incorporated. To paraphrase these goals:

The members of Jack and Jill of America, Incorporated are committed to creating a medium of contact for you, our children, which will stimulate your growth and development into responsible citizens of tomorrow; and provide you with constructive educational, cultural, civic, recreational, and social experiences, many of which you have had an opportunity to assist in planning. We are committed to learn more about each other and dedicated to the pursuit of lofty goals which contribute significantly to self-improvement and the betterment of all mankind. We want to join hands with other members of our organization and subsequently with our fellow man. We must learn the HOW, the WHY, and the WHEN. Hence, we assemble for this regional conference. (LIGHT CANDLE.)

TEEN PRESIDENT:
Let us enter into the spirit of this meeting with love. (LIGHT CANDLE.)

MEMBERS:
We pledge ourselves to work together, in harmony.

TEEN VICE PRESIDENT:
Whatever tasks that we may be required to do (LIGHT CANDLE.) we know it will be asked with love; therefore, we pledge ourselves.

MEMBERS:
Let us know that the race moves forward swiftly through its children and by the Grace of Almighty God. Setting our faces toward the morning, let us dedicate ourselves anew to the service and the welfare of mankind.

TEEN SECRETARY:
History will record the efforts of those who envisioned new things; and then, having dreamed, to make dreams realities through positive actions. (LIGHT CANDLE.)

MEMBERS:
In the name of the founder and organizer of Jack and Jill of America, Incorporated whose wisdom and action made it possible for us to be here, we dedicate ourselves anew.

TEEN TREASURER:
I light this candle in honor of the financial sacrifices that our parents have made, not only in assisting us to attend this kind of conference, but also, in respectful
recognition of the innumerable times they have shown us that they are willing to do whatever is essential to support us in achieving worthwhile goals. (LIGHT CANDLE.)

MEMBERS:
We dedicate ourselves, to happy union, and to thoughtful deliberations; we humbly acknowledge our many blessings.

TEEN FOUNDATION CHAIR:
I light this candle in the spirit of giving. May we continue to make progress and uphold the purpose of this organization for which we are here assembled. (LIGHT CANDLE.)

MEMBERS:
We thank God for making us dear and kind, one to another, and for a giving heart.

TEEN PARLIAMENTARIAN:
I light this candle in honor of the rules and regulations that have been established by and for us. May we be mindful of them at all times, realizing that privileges require responsible conduct. (LIGHT CANDLE.)

TEEN PRESIDENT:
Let us repeat, in unison, the charge of the members of this assembly:

MEMBERS:
Grant, O God, that we may all feel that this conference is in every way OURS: that we would see great questions from a wider perspective and approach our problems equipped with the best resources and methods for solving them; and that we would prove ourselves capable of independent thinking, assuming responsibility, and justifying confidence.

Give us, we beseech Thee, the willingness to consider the viewpoints of others and to acknowledge the merit of their work. In these sessions, may we get a chance to think through a few crucial questions and to deliberate current issue effectively. May this conference help us to see things more clearly and provide for us a sense of duty and a new call to service.

Help us to make this meeting our own by making our real needs known. Give us all, O God, a desire to use these sessions to make ourselves better prepared to become responsible adults through our words and deeds.

TEEN PRESIDENT:
Let us sing the Jack and Jill Hymn.

ALL:
Jack and Jill Hymn.
TEEN PRESIDENT:
I here and now declare the __________ Teen Conference of the __________ Region of Jack and Jill of America, Incorporated, open in due form.
INSTALLATION OF NATIONAL OFFICERS

MATERIALS NEEDED:
- Table with white cover
- 1 candle holder with pink and blue candles (at least 3)
- 7 white candles
- 7 protective sleeves for candles to catch dripping wax
- Bible
- Floral arrangement

SET UP: Give each officer a candle

ATTIRE: OFFICERS AND LEADER(S) SHOULD WEAR UNINTERRUPTED WHITE

(ALL STAND)

LEADER: (Highest ranking Past National Officer in attendance):

“Blessed is the leader who has not sought the high places, but who has been drafted into service because of her ability and willingness to serve.

Blessed is the leader who knows where she is going, why she is going, and how to get there.

Blessed is the leader who knows no discouragement, who presents no alibi. Blessed is the leader who seeks the best for those she serves.

Blessed is the leader who leads for the good of the most concerned, and not for the personal gratification of her own ideas.

Blessed is the leader who develops leaders while leading.

Blessed is the leader who marches with the group, interprets correctly the signs on the pathway that leads to success.

Blessed is the leader who has her head in the clouds but her feet on the ground.

Blessed is the leader who considers leadership an opportunity for service.”

A candle is a lovely thing. It makes no noise or stir at all, but softly and quite unselfishly gives itself away. So, like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles exemplify the parents giving of themselves that children may work, play and render worthwhile service to others.

Jack and Jill has as its aims, the development of a fully integrated child. The organization exists to provide opportunities for social, cultural, education and emotional growth through the medium of group experiences. The Jack and Jill
founders, who early realized the value of the organization, have been tireless in
their efforts to further the basic idea that Jack and Jill is an organization of Mothers
for their children. Will the members please stand.

Members of Jack and Jill, you have selected these women as your leaders,
showing that you have confidence in their ability to carry on the work of this
organization in an ever larger and more effective way. Do you pledge your loyalty
to them in supporting them and working for the best interest of the association?

MEMBERS: We do.

LEADER:
To the officers and members of this organization is given a great responsibility to
further the aims of the organization. These aims are: To aid in the developing of a
fully integrated child.
To seek for all children the same advantages which we desire for our own.
To support national legislation aimed at bettering the conditions of all children. It
is the duty of each who has been chosen for a place of leadership in Jack and Jill
to work together with the other officers and members for the good of the
organization.

(MEMBERS MAY BE SEATED.)

LEADER:
Will those persons who have been elected as officers please step forward in turn to
light your candle from this beam which represents this spirit of Jack and Jill of
America, Incorporated, burning in the heart and soul of every member of this
organization throughout the land. As you take on your duties may the
remembrance of what this flame represents serve as a light to help you find
answers and guide you in carrying out your responsibilities.

President ______________________ (name) __________________________

Light your candle, the symbol of Work. As President, your responsibility shall be to
preside at the biennial meeting of Jack and Jill of America, Incorporated, and the
meetings of the executive committee. You will plan the agenda of such meetings in
consultation with the Executive Board and fellow officers, to work to make Jack and
Jill a working, playing, serving group that we may help our children enjoy normal,
healthy, happy and worthwhile lives.

RESPONSE:
(Repeat after me) I will assume responsibilities as President of Jack and Jill of
America, Incorporated, and seek to fulfill, to the best of my abilities, the
obligations of this office.

LEADER:
Vice President ______________________ (name) __________________________
Your candle represents Service. As Vice President you stand ready to preside in the absence of the President, and serve as Chair of the National Advisory Council and membership committee.

RESPONSE:
(Repeat after me) I will assume responsibilities as Vice President of this organization and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Program Director_____________________(name)_______________________
Will you light the candle of Activity. Your responsibility as Program Director is to help and guide in the planning of activities of the chapters in keeping with the aims and purpose of Jack and Jill of America, Incorporated. You shall aid new and existing chapters with problems of program planning.

RESPONSE:
(Repeat after me) I will assume responsibilities as Program Director and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER: Let us pray.

Recording Secretary____________________(name)_____________________
Light your candle, the symbol of Duty. As Recording Secretary, your duty is to attend the biennial meetings of the organization and all meetings of the Executive Committee, and shall keep minutes thereof. You shall preserve all books, records, and documents pertaining to your office.

RESPONSE:
(Repeat after me) I will assume the duties of the office of Recording Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:

Corresponding Secretary________________(name)_____________________
Your candle also represents the symbol of Duty. It is your duty to handle all correspondence as may be required. You shall distribute proposed amendments of the Constitution and Bylaws and shall negotiate all transfers.

RESPONSE:
(Repeat after me) I will assume duties of the office of Corresponding Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:

Treasurer___________________________(name)_______________________
Your candle is the candle of Giving. Without giving, our service would be small. Light your candle. As Treasurer you will collect all funds of the organization; deposit them in a checking account in the name of the organization and disburse all funds in accordance with the budget approved at the biennial meetings. You
shall submit to the biennial meetings an audited account of receipts and disbursements during the past two years.

RESPONSE:
(Repeat after me) I will assume the responsibilities as Treasurer of this organization and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Editor________________________(name)________________________

This candle represents Knowledge. As the candle gives light to those in a room, so will faithful reporting keep us informed as to the activities of all chapters. Your responsibility as Editor shall be to edit, publish, and distribute the journal.

RESPONSE:
(Repeat after me) I will assume responsibilities as Editor and seek to fulfill, to the best of my ability, the obligations of this office.

MEMBERS:

JACK AND JILL PRAYER

Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong.

May we not vainly hurt the feelings of our children.

Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.

Reduce, we pray, the meanness in us. May we cease to nag, and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our
children.
With all these gifts, Dear God, give us calm and poise and self-control.
Amen

LEADER:
And so we light the candles of Jack and Jill of America, Incorporated, by those present, and with the help of all chapters we will keep our candles burning. Let us sing the Jack and Jill Hymn.
INSTALLATION OF REGIONAL OFFICERS

MATERIALS NEEDED:
- Table with white cover
- Pink and blue candles
- Pink and blue floral arrangement
- 4 white candles
- 4 protective sleeves for candles to catch dripping wax Bible

ATTIRE: OFFICERS AND LEADER(S) SHOULD WEAR UNINTERRUPTED WHITE

(ALL STAND)

LEADER: (Highest ranking National Officer or the Immediate Past Regional Director if a National Officer is not present):

“Blessed is the leader who has not sought the high places, but who has been drafted into service because of her ability and willingness to serve.

Blessed is the leader who knows where she is going, why she is going, and how to get there.

Blessed is the leader who knows no discouragement, who presents no alibi. Blessed is the leader who seeks the best for those she serves.

Blessed is the leader who leads for the good of the most concerned, and not for the personal gratification of her own ideas.

Blessed is the leader who develops leaders while leading.

Blessed is the leader who marches with the group, interprets correctly the signs on the pathway that leads to success.

Blessed is the leader who has her head in the clouds but her feet on the ground. Blessed is the leader who considers leadership an opportunity for service.”

A candle is a lovely thing. It makes no noise or stir at all, but softly and quite unselfishly gives itself away. So like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles exemplify the parents’ giving of themselves that children may work, play and render worthwhile service to others.

Jack and Jill has as its aims, the development of a fully integrated child. The organization exists to provide opportunities for social, cultural, education and emotional growth through the medium of group experiences. The Jack and Jill founders, who early realized the value of the organization, have been tireless in
their efforts to further the basic idea that Jack and Jill is an organization of Mothers for their children. Will the members please stand.

Members of Jack and Jill, you have selected these women as your leaders, showing that you have confidence in their ability to carry on the work of this organization in an ever larger and more effective way. Do you pledge your loyalty to them in supporting them and working for the best interest of the association?

**MEMBERS:** We do. (MEMBERS MAY BE SEATED.)

**LEADER:**

To the officers and members of this organization is given a great responsibility to further the aims of the organization. These aims are:

To aid in the developing of a fully integrated child.

To seek for all children the same advantages which we desire for our own.

To support national legislation aimed at bettering the conditions of all children.

It is the duty of each who has been chosen for a place of leadership in Jack and Jill to work together with the other officers and members for the good of the organization.

**LEADER:**

Will those persons who have been elected as officers please step forward in turn to light your candle from this beam which represents this spirit of Jack and Jill of America, Incorporated, burning in the heart and soul of every member of this organization throughout the land. As you take on your duties may the remembrance of what this flame represents serve as a light to help you find answers and guide you in carrying out your responsibilities.

Regional Director ________________ (name)________________________

Light your candle, the symbol of Work. As Regional Director, your responsibility shall be to preside at the biennial meeting of the Region, the workdays of your region and any special meetings called. You will plan the agenda of such meetings, to work to make Jack and Jill and, more specifically, the ______ Region, a working, playing, serving group that we may help our children enjoy normal, healthy, happy and worthwhile lives.

**RESPONSE:**

(Repeat after me) I will assume the responsibilities of Regional Director of the ______ Region of Jack and Jill of America, Incorporated, and seek to fulfill, to the best of my abilities, the obligations of this office.

**LEADER:**

Regional Treasurer ________________ (name)________________________
Light your candle which represents Service. As Treasurer, your duty is to attend all meetings and workdays of the Region. You are to collect all funds of the Region, deposit them in a checking account in the name of the Region and disburse all funds in accordance with the budget approved at the biennial meetings. You shall submit to the biennial meetings an audited account of receipts and disbursements during the past two years.

RESPONSE:
(Repeat after me) I shall assume the responsibilities of Treasurer of this Region and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Regional Secretary (name) Light your candle which represents Service. As Secretary, your duty is to attend all meetings and workdays of the Region, to keep minutes and distribute them within the required time as designated by the Constitution.

RESPONSE:
(Repeat after me) I shall assume the responsibilities of Secretary of this Region and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Foundation Member-At-Large (name) Light your candle, the symbol for Representation. It is your duty to represent the region on the Jack and Jill of America Foundation Board of Directors. You are to attend the annual board meeting of Foundation and other meetings within the region to keep the mission of Foundation at the forefront of the minds of the membership and convey information on the ongoing activities of Foundation.

RESPONSE:
(Repeat after me) I shall assume the responsibilities of Member-At-Large of the Region and seek to fulfill, to the best of my ability, the obligations of this office. Let us pray.

MEMBERS:

JACK AND JILL PRAYER
Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know
that we have done them wrong.

May we not vainly hurt the feelings of our children.

Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.

Reduce, we pray, the meanness in us. May we cease to nag, and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm. Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our children.

With all these gifts, Dear God, give us calm and poise and self-control.

Amen

LEADER:
And so we light the candles of the____________________Region of Jack and Jill of America, Incorporated. By those present, and with the help of all chapters, we will keep our candles burning.

Let us sing the Jack and Jill Hymn.
INSTALLATION OF REGIONAL TEEN OFFICERS

MATERIALS NEEDED:
- Small table with white cover
- 6 candles
- Jack and Jill Constitution and Bylaws
- A Bible

SET UP:
One lighted candle on table with Bible and Constitution and Bylaws. Give candle with holder to Teen President, Vice President, Secretary, Treasurer, and Foundation Chair. The Leader (Installing Officer) stands behind the table for the installation. Officers are seated in front.

ATTIRE: OFFICERS AND LEADER(S) SHOULD WEAR UNINTERRUPTED WHITE

(ALL STAND)

LEADER: (Highest ranking Officer in attendance):
“Blessed is the leader who considers leadership an opportunity to serve. Blessed is the leader who seeks the best for those they serve.”

Will those individuals who have been elected as Regional Teen Officers please stand.

The members of Jack and Jill of America, Incorporated are committed to creating a medium of contact for you, our children, which will stimulate your growth and development into responsible citizens of tomorrow; and provide opportunities for your social, cultural, educational and emotional growth through the medium of group experiences.

Teens of the______________Region of Jack and Jill of America, Incorporated, you have selected these individuals as your leaders showing that you have confidence in their ability to carry on the work of your group in an effective way. Do you pledge your loyalty to them in supporting them and working for the best interest of the group?

MEMBERS: We do.

(MEMBERS MAY BE SEATED)

LEADER:
Each officer who has been chosen for a place of leadership in your group shall perform his or her duties under the direction of and with approval from the Regional Director.
Will the officers step forward, in turn, to light your candle from the beam which represents the spirit of Jack and Jill of America, Incorporated burning in the heart and soul of every member of this organization and throughout the land. As you take on your duties, may the remembrance of what this flame represents serve as a light to help you find answers and guide you in carrying out your responsibilities.

LEADER:
President ___________________________(name)________________________

Light your candle. Your candle symbolizes Leadership and Work. Your duty as President shall be to preside over all meetings, conducting them impartially with grace and dignity, and to be encouraging but not dominating. You will work with the Mothers’ Regional officers and host chapter in planning the Teen Conference; and attend the National Convention, when eligible, as a representative of the________________________Region, to serve as a Page.

RESPONSE:
(Repeat after me) I will assume responsibilities as President and seek to fulfill, to the best of my abilities, the obligations of this office.

LEADER:
Vice President (name)

Light your candle. Your candle represents Service. As Vice President, you stand ready to preside in the absence of the President, to be of assistance to the President; and perform those specific duties as designated by the Region’s Rules of Order.

RESPONSE:
(Repeat after me) I will assume the responsibilities as Vice President and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Secretary_____________________________(name)________________________

Light your candle. This is the candle of Duty. As Secretary, you will keep records of the business sessions of the Teen Regional meeting; record all votes, and compile all committee reports for inclusion in the minutes. You shall work under the direct supervision of the Mothers’ Regional Secretary-Treasurer on the recording of minutes. In addition, you will conduct roll call at each plenary session, to include seating of the delegates and recording their tardiness and absences.
RESPONSE:
(Repeat after me) I will assume the responsibilities of Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Treasurer_________________________(name)__________________________

Light your candle. Your candle is the candle of Giving. As Treasurer, you will serve as Chairperson of the Budget Committee and work under the supervision of the Regional Treasurer. You will keep an accurate account of all income and expenditures and submit a copy at the________________Regional Conference. In addition, you are to record and report the Teen Chapters’ Contributions to Jack and Jill of America Foundation.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Treasurer and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Foundation Chair:_______________(name)______________

Light your candle. Your candle symbolizes service to the community. With you lies the responsibility of serving as the region’s teen liaison to the Regional Foundation Member-at-Large and represent the best interest of the region’s teens as it relates to the Jack and Jill of America Foundation.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Foundation Chair and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
And so we illumine the spirit of Jack and Jill of America, Incorporated, with these candles, by these pledges, and with the help of all members we will keep our candles bright.

WILL ALL WHO ARE PRESENT PLEASE STAND.

Teens of the_________________________Region of Jack and Jill of America, Incorporated, you have heard these__________________________officers pledge to fulfill to the best of their ability the obligations of the office. Do you pledge your loyalty to them in supporting them and working for the best interests of the group?

MEMBERS:
We do.
LEADER:
Let us Pray: Heavenly Father, look with favor upon these young officers assembled here; help them to perform their duties individually and collectively to the greater glory of Thy Kingdom. (Extinguish candles at the conclusion of this ceremony.)
INSTALLATION OF CHAPTER OFFICERS

MATERIALS NEEDED:
• Small table with white cover
• Candle holder on table
• 1 candle for each officer
• Protective sleeves for candles to catch dripping wax

SET UP: Give candle to each officer

ATTIRE: MEMBERS AND OFFICERS SHOULD WEAR UNINTERRUPTED WHITE

LEADER: (Highest ranking Officer in attendance):
Jack and Jill has as its aims the development of a fully integrated child. The organization exists to provide opportunities for social, cultural, educational and emotional growth through the medium of group experiences. The Jack and Jill founders early realized the value of helping the children to develop sound friendships. So the leaders of the organization have been tireless in their efforts to further the basic idea that Jack and Jill is an organization of Mothers for their children. Will the members please stand.

Members of the Chapter of Jack and Jill of America, you have selected these women as your leaders, showing that you have confidence in their ability to carry on the work of this organization in an ever larger and more effective way. Do you pledge your loyalty to them in supporting them and working for the best interests of the association?

MEMBERS: We do.

LEADER:
To the officers and members of this organization is given a great responsibility to further the aims of the organization. These aims are: To aid in the developing of a fully integrated child.

To seek for all children, the same advantages which we desire for our own.

To support the national legislations aimed at bettering the conditions of all children.

(MEMBERS MAY BE SEATED)
It is the duty of each officer who has been chosen for a place of leadership in Jack and Jill to work together with the other officers and members for the good of the organization. Will you abstain from whatever is petty and uncharitable; will you solemnly pledge yourself to accept your office in good faith and perform your duties to the best of your ability?

OFFICERS: We will.
A candle is a lovely thing. It makes no noise or stir at all, but softly and quite unselfishly gives itself away. So, like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles exemplify the parents giving of themselves that children may work, play, and render worth-while services to others.

Will those persons who have been selected as officers please step forward in turn to light your candle from this flame which represents the spirit of Jack and Jill of America, Incorporated, burning in the heart and soul of every member of this organization throughout the land. As you take on your duties may the remembrance of what this flame represents serve as a light to help you find answers and guide you in carrying out your responsibilities.

President (name) Light your candle, the symbol of Work. As President, your responsibility is to preside at all Mothers’ meetings, to plan the agenda of such meetings in consultation with your Executive Board and fellow officers, to work to make Jack and Jill a working, playing, serving group that we may help our children enjoy normal, healthy, happy and worthwhile lives.

RESPONSE:
(Repeat after me) I will assume the responsibilities as President of this chapter and seek to fulfill, to the best of my ability, the obligations of this office.

Vice President (name) Light your candle represents Service. As Vice President you stand ready to preside in the absence of the President and to be of assistance to her in all endeavors. You shall also chair the membership committee.

RESPONSE:
(Repeat after me) I will assume the responsibilities as Vice President of this chapter and seek to fulfill, to the best of my ability, the obligations of this office.

Program Director (name) You will light the candle of Activity. Your responsibility as Program Director is to help and guide in the planning of the activities of the chapter in keeping with the aims and purposes of Jack and Jill of America, Incorporated.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Program Director and seek to fulfill, to the best of my ability, the obligations of this office.
LEADER:
Recording Secretary_____________________________(name)________________

This is the candle of Duty. As Recording Secretary, your duty is to keep accurate records of all chapter and Executive Committee meetings and preserve all books, records and documents pertaining to your office.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Recording Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Corresponding Secretary_____________________________(name)________________

This is also the candle of Duty. As Corresponding Secretary, your duty is to handle all correspondence for the chapter, which includes the chapter’s newsletter.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Corresponding Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Financial Secretary_____________________________(name)________________

Your candle is the candle of Giving. As Financial Secretary, you will collect and record all funds, receipt them, and turn them over to the Treasurer for deposit.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Financial Secretary and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Treasurer_____________________________(name)________________

Your candle is also the candle of Giving. Without giving, our service would be small. As Treasurer, you will be responsible for all funds. The funds shall be disbursed in accordance with the budget approved by the group. You shall be ready for audit of your accounts at any time.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Treasurer of this chapter and seek to fulfill to the best of my ability the obligations of this office.

LEADER:
Editor_____________________________(name)________________

This candle gives light to those in a room, so will faithful reporting keep us informed of all activities. As Editor, you will report chapter activities in Up The Hill and in local periodicals. You will serve on the Archives Committee.
RESPONSE:
(Repeat after me) I will assume the responsibilities of Editor/Journalist and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Historian__________________________ (name)__________________________
This is the candle of Posterity. It is your duty as Historian to record and keep up to date the history of your chapter for succeeding generations. You shall serve as chair of the Archives Committee.

RESPONSE:
(Repeat after me) I will assume the duties of Historian and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Chaplain:______________________________ (name)________________________
Your candle is the candle of Faith. You are to encourage us to do the work of Jack and Jill in an atmosphere of faith.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Chaplain and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Parliamentarian_______________________ (name)________________________
Your candle symbolizes Order. You are to interpret procedure according to the National Constitution, Regional and Chapter By-Laws and to refer items not covered in the Robert’s Rules of Order. With you lies the responsibility, at all times, to assist the presiding officer in the orderly conduct of the meetings.

RESPONSE:
(Repeat after me) I will assume responsibilities of Parliamentarian and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Sergeant-at-Arms______________________ (name)________________________
Your candle also symbolizes Order. With you lies the responsibilities, at all times, to assist the presiding officer in the orderly conduct of the meetings.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Sergeant-at-Arms and seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
Foundation Chairman__________________ (name)________________________
Your candle also symbolizes service to the community. With you lies the responsibility of serving as the chapter’s liaison with the Regional Foundation
Member-At-Large and organizations in the community the benefit from your chapter’s fundraiser.

RESPONSE:
(Repeat after me) I will assume the responsibilities of Foundation Chair and will seek to fulfill, to the best of my ability, the obligations of this office.

Note: There may be other chapter officers as described in the chapter bylaws that may be added.

LEADER:
Office Title _____________________________ (name) _____________________________

Your candle also symbolizes service. With you lies the responsibility of serving the chapter for the betterment of the organization.

RESPONSE:
(Repeat after me) I will assume the responsibilities of _____________________________ and will seek to fulfill, to the best of my ability, the obligations of this office.

LEADER:
And so we light the candle of Jack and Jill of America, Incorporated, by these pledges, and with the help of all members we will keep our candles bright.

Let us sing the Jack and Jill Hymn.

(Extinguish candles at the conclusion of this ceremony.)
INSTALLATION OF CHAPTER TEEN OFFICERS

MATERIALS NEEDED:
• Small table with white cover
• Candle holder on table
• 1 candle for each officer
• 1 candle holder for each officer

SET UP: Lighted candle in holder on table Give candle to each officer

ATTIRE: MEMBERS SHALL WEAR WHITE/ BOYS WHITE SHIRTS/GIRLS UNINTERRUPTED WHITE DRESS OR SUIT - NO PANTS

(ALL STAND)

LEADER (Highest ranking Officer in attendance):
The members of Jack and Jill of America, Incorporated are committed to creating a medium of contact for you, our children, which will stimulate your growth and development into responsible citizens of tomorrow, and provide for you constructive, educational, cultural, civic, recreational, and social experiences.

WILL THE FOLLOWING OFFICERS PLEASE STEP FORWARD?
President
Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Foundation Chair
Editor

Teens of the_________________________Chapter of Jack and Jill of America, Incorporated, you have selected these individuals as your leaders, showing that you have confidence in their ability to carry on the work of your group in an effective way. Do you pledge your loyalty to them in supporting them and working for the best interest of the group?

MEMBERS: We do.

(MEMBERS MAY BE SEATED.)

LEADER:
It is the duty of each officer who has been elected to work together with other
officers and members for the good of the organization, and to abstain from whatever is petty and uncharitable. Will you solemnly pledge yourself to accept your office in good faith and perform your duties to the best of your ability?

OFFICERS: We will.

LEADER: __________________________(name)__________________________

Your duty as President shall be to preside at meetings, conducting them impartially with grace and dignity, to be encouraging but not dominating; to keep order; to carry through motions, to use good judgment; and to learn and observe good parliamentary usage.

LEADER: __________________________(name)__________________________

It will be your duty as Vice President to act in the absence of the President and to assist him/her in the performance of his/her duties.

LEADER: (all other officers)

You will act and fulfill your duties as your office requires.

LEADER:

A candle is a lovely thing. It makes no noise or stir at all, but softly and quite unselfishly gives itself away. So, like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles exemplify your parents giving of themselves that you may work, play, and render worthwhile services to others.

Will the officers, in turn, light your candles from this flame which represents the spirit of Jack and Jill of America, Incorporated burning in the heart and soul of every member of this organization throughout the land. (Pause while officers light candles.)

As you assume your duties, may the remembrance of what this flame represents serve as a light to help you find answers and guide you in carrying out your responsibilities.

OFFICERS RESPONSE:
(Repeat after me) I solemnly promise in the presence of this assembly, to carry out the duties of my office to the best of my ability; to do all in my power to maintain the high standards of this organization, and with loyalty to keep my Jack and Jill Pledge, so help me God.

WILL ALL PRESENT PLEASE STAND?

LEADER:

Teens of the__________________________Chapter of Jack and Jill of America, Incorporated, you have heard the pledge of these officers to fulfill to the best of their ability the obligations of the office. Do you pledge your loyalty to them in supporting them and working for the best interests of the group?
MEMBERS: We do.

LEADER:
Let us Pray. Heavenly Father, look with favor upon these young officers, help them to perform their duties individually and collectively to the greater glory of Thy Kingdom.
Amen.

(Extinguish candles at the conclusion of this ceremony.)
INSTALLATION OF NEW CHAPTERS

MATERIALS NEEDED:
- Table with white cover
- Floral arrangement
- Pink and blue candles for table
- Bible (opened to Proverbs 31:10 ff.)
- 1 candle for each member (white)
- Protective sleeves for candles to catch dripping wax
- History of National Organization
- History of Local Chapter
- 2 pens
- 2 Charters (Pledge sheets)
- List of charter members

SET UP: The Installing National Officer (or highest-ranking officer in attendance) stands behind the table for the ceremony and the charter members stand in a semi-circle in front of the table. Appropriate soft background music should be played during the entire installation service.

ATTIRE: MEMBERS SHALL WEAR UNINTERRUPTED WHITE

I. INTRODUCTION
Installing officer is introduced
Installing officer lights center candle
History of National Organization
History of Local Chapter

II. DEVOTIONAL SERVICE
LEADER:
“On Children” from The Prophet by Kahlil Gibran (or Proverbs 31:10-31).
And a woman who held a babe against her bosom said,
Speak to us children.
And she said:
Your children are not your children.
They are the sons and daughters of Life’s longing for itself.
They come through you but not from you.
And though they are with you yet they belong not to you.
You may give them your love but not your thoughts,
For they have their own thoughts.
You may house their bodies but not their souls,
You may strive to like them, but seek not to make them like you. For life goes not backward nor tarries with yesterday.

You are the bows from which your children as living arrows are sent forth. The Archer sees the mark upon the path of the infinite, and He bends you with His might that His arrows may go swift and far. Let your bending in the Archer’s hand be for gladness;

For even as He loves the arrow that flies, so He loves also the bow that is stable.

III. PLEDGING CEREMONY LEADER:
You are about to enter the Pledge Ceremony. Please listen carefully, for you are about to pledge your commitment to the aims and objectives of our organization. Will you please stand as I read the Jack and Jill Pledge. State your name and then repeat the pledge after me.

Jack And Jill Pledge

LEADER:
I hereby pledge:

To support the aims of the National Organization.

To aid in the development of a fully integrated child in the educational, emotional, physical, social, cultural and religious development areas. To seek for all children, the same advantages which we desire for our own.

To support all national legislation aimed at bettering the conditions of all children.

To encourage my children to support these aims and participate fully in all of the activities and programs of the organization.

Would you please come forward as your name is called, place your hand on the Bible and say, “I pledge.” Sign both pledge sheets, then light your candle and return to your place.

(Pause while charter members come forward to sign pledge sheet.)

Members of the_________________________Chapter of Jack and Jill of America, Incorporated, be it known and recorded in the official records of our organization that, as of this day, you are the chapter installed, and a member of the_________________________Region. As you work in our organization, be guided by this principle as in___________(Read excerpts Psalms 78; Proverbs 3, Proverbs 4, or Ephesians 6.)
YOU MAY EXTINGUISH YOUR CANDLES AND BE SEATED.

LEADER:
Will the officers please come forward.

IV. INSTALLATION OF CHAPTER OFFICERS:
See INSTALLATION OF CHAPTER OFFICERS. (Jack and Jill Manual)

V. INSTALLATION CEREMONY OF TEEN OFFICERS:
See INSTALLATION OF TEEN OFFICERS. (Jack and Jill Manual)

Let us pray.

Jack And Jill Prayer
Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer all their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong.

May we not vainly hurt the feelings of our children.

Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.

Reduce, we pray, the meanness in us. May we cease to nag; and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our children.
With all these gifts, Dear God, give us calm and poise and self-control. Amen.
VI. DECLARATION OF MEMBERSHIP
Will the President of the _______________ Chapter please come forward.
Will the members of the Chapter please stand.

(The installing officer presents the President with a copy of the Charter, a Manual, and the most recent copy of Bylaws, and says):

“By virtue of the authority vested in me as a National Officer, I present the Chapter with this Charter, these Bylaws, and this Manual, and welcome you as the Chapter into full membership in Jack and Jill of America, Incorporated.”

(Candles are extinguished.)

Let us sing the Jack and Jill Hymn.

(The new members are seated. Presentation of gifts from the National and Regional offices and the sponsoring chapter is in order at this time with appropriate words of welcome from each.)

Installing officer must send the signed pledge sheet to the National Officer for the permanent files.
INITIATION SERVICE FOR NEW MEMBERS

MATERIALS NEEDED:
• Table with white cover
• Pink and blue candles
• Candle for President and each new member
• Protective sleeves for candles to catch dripping wax
• History of National Organization
• History of Local Chapter
• Copies of the Jack and Jill Hymn,
• The Jack and Jill Manual,
• The Jack and Jill History Book,
• The Constitution and Bylaws Bible (Optional)
• Official Chapter Pledge Book for members’ signature (optional)

SETUP: Appropriate soft background music during entire service. New members seated in front with sponsors.

ATTIRE: MEMBERS SHALL WEAR UNINTERRUPTED WHITE

I. DEVOTIONAL SERVICE

LEADER (Highest ranking Officer in attendance):
“On Children” from The Prophet by Kahlil Gibran (or Proverbs 31:10-31).

And a woman who held a babe against her bosom said, Speak to us children. And she said:

Your children are not your children.

They are the sons and daughters of Life’s longing for itself. They come through you but not from you.

And though they are with you yet they belong not to you. You may give them your love but not your thoughts, For they have their own thoughts.

You may house their bodies but not their souls.

You may strive to like them, but seek not to make them like you. For life goes not backward nor tarries with yesterday.

You are the bows from which your children as living arrows are sent forth. The Archer sees the mark upon the path of the infinite, and He bends you with His might that His arrows may go swift and far. Let your bending in the Archer’s hand be for gladness; For even as He loves the arrow that flies, so He loves also the bow that is stable.
II. VICE PRESIDENT/MEMBERSHIP CHAIR  
Will summarize the new members’ orientation, projects, etc.

III. INTRODUCTION OF NEW MEMBERS  
LEADER: Each sponsor will introduce the member she sponsored and then give her a candle.

IV. PLEDGING CEREMONY LEADER:  
(Each new member, standing in alphabetical order, lights her candle from the President’s candle and repeats the Pledge for New Members):

PLEDGE FOR NEW MEMBERS  
*Repeat after me: I ____________________________(* saying your name one at a time) solemnly pledge myself, in the presence of this assembly, to accept my Jack and Jill membership in good faith, and practice the art of being a good parent in the home and in the community.

I will abstain from whatever is unkind and mischievous, and will not knowingly undermine the policies of the organization. I will do all in my power to maintain the standards set by the local and National Organizations, and hold in confidence all personal and organization matters committed in my keeping or coming to my knowledge in the course of club events.

With loyalty, will I endeavor to aid the President in her work and devote myself to the welfare of the organization as a whole.

LEADER: (Optional)  
Would you please come forward as your name is called, place your hand on the Bible, and say, “I so pledge.” Sign the pledge book and return to your place.

LEADER: Let us pray.

MEMBERS:  
Jack And Jill Prayer  
Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer all their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong.

May we not vainly hurt the feelings of our children.  
Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.
Reduce, we pray, the meanness in us. May we cease to nag; and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our children.

With all these gifts, Dear God, give us calm and poise and self-control. Amen

LEADER:
Will the Chapter officers and sponsors present our new members with their official copies of the National Constitution and Bylaws, the Jack and Jill Manual, the Jack and Jill History Book, and the local Chapter Bylaws and Program Annual and Membership Certificate. (Other gifts and presentations may be made, as appropriate, at this time.)

LEADER:
We welcome you to the ranks of our membership as we strengthen the family unit through our work in Jack and Jill of America, Incorporated. Let us join together and sing the Jack and Jill Hymn.

Jack And Jill Hymn
Let’s work, let’s play, let’s live together is our Jack and Jill motto forever. We’re one big family of love, with blessings from God up above.

Gain our children’s trust, make them leaders we must, to believe in themselves, to achieve and excel. Let’s work, let’s play, let’s live together is our Jack and Jill motto forever.

In our hearts we pray, that ev’ry day, our motto’s fulfilled; long live Jack and Jill.

(Extinguish candles at the conclusion of this ceremony.)
NEW MEMBERS INITIATION SERVICE FOR FATHERS

Many chapters have indicated an interest in having the fathers participate in some manner in the Initiation process. You may add this segment to the ceremony, if you wish.

(Insert after the new members have signed the Pledge Book.)

Have the fathers (or significant other) to enter the room at this time, in the same order as the new members, and form a semi-circle in front of them. They should be led into the room by a designated father of the chapter. (If you have the children in attendance they may enter behind the fathers and take a seat)

LEADER:
Gentlemen, you have come together today to become a part of a wonderful national organization whose objectives are:

• To create a medium of contact for children which will stimulate growth and development; and
• To provide for children a constructive educational, cultural, civic, recreational and social program.

We feel that the male image in our children’s lives is very important one. We strive to maintain that positive image as well as support our men while they continually mentor our children, our future.

Will the new members step forward and light your partner’s candle from yours and stand beside him. (Pause)

Male Leader (designated by the President or Membership Chairman):

Your presence here is an indication of your commitment to children. As fathers we pray that our hearts are ever turned toward our children and that we are ever mindful of our role as their mentors. May we always remain charitable and kind with the brotherhood that binds us together this day. Please repeat after me:

“I solemnly pledge myself in the presence of this assembly to embrace my role as supporter of and assistant to (state the mother’s name, one at a time) in good faith, and commit to complement her efforts to practice that art of being a good parent in the home and in the community.

I will abstain from any action that would prohibit her from fulfilling her membership role and responsibilities.

With loyalty and personal resolve, I will endeavor to foster and maintain an exemplary partnership with the Chapter of Jack and Jill of America, Incorporated
(Sign the pledge sheet or bottom of the same page as the mothers)

LEADER:

Let us pray (follow the mothers ceremony from this point)

(Developed by the Hampton (VA) Chapter)
INSTALLATION CEREMONY FOR ASSOCIATE GROUPS AND OFFICERS

MATERIALS NEEDED:
• Table with white cover
• Floral arrangement
• Pink and blue candles for table
• Bible (opened to Proverbs 31:10 ff.)
• 1 candle for each associate and officers (white)
• Protective sleeves for candles to catch dripping wax
• History of National Organization
• History of Local Chapter Jack and Jill Manual
• 2 pens
• 2 charters (pledge sheets)
• List of associate group members and officers

SET UP: The Installing National Officer stands behind the table for the ceremony and the associate officers stand in a semi-circle in front of the table. Appropriate soft background music should be played during the entire installation service.

ATTIRE: MEMBERS SHALL WEAR WHITE

I. INTRODUCTION
Installing National Officer is introduced.

History of National organization (optional) History of Chapter (optional)

II. DEVOTIONAL SERVICE
“On Children” from The Prophet by Kahlil Gibran or Proverbs 31:10-31.

III. PLEDGING CEREMONY
LEADER: (National Officer)
I shall read the associates pledge. Please listen carefully to the pledge and then come forward as instructed to sign the pledge sheet.

ASSOCIATE’S PLEDGE:
I hereby pledge:

To support the aims of the National Organization.

To aid in planning and implementing associate activities and projects.

To support the Mother’s Chapter in planning and implementing Local, Regional, and National programs.
To seek for all children, the same advantages which we desire for our own
To support all national legislation aimed at bettering the conditions of all
children.
To give moral and financial support to the Jack and Jill of America Foundation and
Jack and Jill of America, Incorporated.
Would you please come forward as your name is called, place your hand on the
Bible and say, “I so pledge.” Sign the pledge sheet; return to your places, and be
seated.

(Presiding officer or designee lights center candle taper; prepared candles for
Associate Group Officers’ installation.)

LEADER:
Will those persons who have been selected as officers please come forward as your
names are called.

IV. INSTALLATION OF ASSOCIATE GROUP OFFICERS

LEADER:
Associate Chairperson_________________________(name)_________________________
Please light your candle. As Chairperson, your responsibility is to preside at all
Associate meetings; to plan the agenda of such meetings in consultation with
fellow officers, and serve as liaison to the Mothers’ chapter.

LEADER:
Secretary (Assistant Chairperson)______________ (name)_________________________
Please light your candle. As Secretary, your duty is to keep accurate records of all
chapter meetings, handle all correspondence for the chapter, and preside in the
absence of the chairperson.

LEADER:
Treasurer_____________________________(name)____________________________
Please light your candle. As Treasurer, your duty is to collect and record all
funds, receipt them, and turn them over to the Mothers’ chapter treasurer.

LEADER:
Chaplain_____________________________(name)____________________________
Please light your candle. You are to encourage us to do the work of Jack and Jill
in an atmosphere of faith.

LEADER:
Will the officers repeat after me:
I will assume the responsibilities of the office to which I have been selected, and seek
to fulfill, to the best of my ability, the obligations of this office.
WILL ALL ASSOCIATES PLEASE STAND? (ALL STAND)

LEADER:
Members of the Associate Group of Jack and Jill of America, you have selected these women as your leaders, showing that you have confidence in their ability to carry on the work of this organization in an effective way. Do you pledge your loyalty to them in supporting and working for the best interest of the association?

MEMBERS: We do.

LEADER:
And so we have illumined the candle of Jack and Jill of America, Incorporated; by these pledges, and with the help of all members and associates we will keep our candles bright.

Let us pray.

Almighty God, who through your blessed Son calls all people to serve you in serving one another, bless these officers that they may perform their duties in accordance with Christ’s precept and example of fellowship, that collectively we may help to make this world a better place for all children.

You may extinguish your candles and return to your seats.
HONORARY MEMBERSHIP CEREMONY

The Honorary Membership Induction Ceremony is to recognize leaders in our communities from across the Nation who have given of themselves unselfishly to provide a better quality of life for all children.

MATERIALS NEEDED:
• Small table with white cover
• 7 candles (one for National President, 6 for National Officers)
• 7 candle holders
• One candle holder for each Honorary Member
• 7 pink rosebuds Vase with greenery

SET UP: Lighted candle (President’s) and vase on table with greenery Give rose to each National Officer. Have candles in holders for National Officers and Honorary Members.

ORDER OF PROCESSIONAL:
1. Regional Directors
2. National Editor
3. National Treasurer
4. National Corresponding Secretary
5. National Recording Secretary
6. National Program Director
7. National Vice President
8. National President
9. Honorary member(s) escorted by the Regional Teen President(s)

NATIONAL VICE PRESIDENT:
Madam National President, there are outstanding, influential, and distinguished women of our respective communities throughout the Nation who have made meritorious contributions to children and children’s welfare, whom we have invited to join our organization as Honorary Members.

NATIONAL PRESIDENT:
Sergeant-at-Arms, will you have our Escorts bring those community leaders into our Assembly to be officially initiated into Jack and Jill of America, Incorporated.

Each Candidate enters with an escort. (Escorts may be the Regional Teen Presidents who serve as pages.) The Jack and Jill Hymn is played. Each candidate will stand in front of the initiation table, and is greeted by the National President.

(A brief biographical sketch of each candidate is given by an appointee. After all candidates are introduced, the ceremony continues as the candidates stand in front
of the initiation table.)

NATIONAL VICE PRESIDENT:
Jack and Jill has as its aims the development of a fully integrated child. The organization exists to provide opportunities for social, cultural, educational and emotional growth through the medium of group experiences. The Jack and Jill founders realized early, the value of helping children to develop sound friendships. So, the leaders of this organization have been tireless in their efforts to recognize community leaders whose goals are parallel to those established by our founders.

NATIONAL PRESIDENT:
Our work as members of Jack and Jill of America, Incorporated, may be compared with the placed flowers in a beautiful well-planned garden and a lovely glowing candle. (The center candle is lit. Flowers are placed in a vase with greenery.) Truly, the beauty of flowers and the illumination of candles do speak to us in a language all their own, because they usually convey to our minds the thought of some virtue which they seem to symbolize and which, if emulated by us, will give our organization the same characteristics most cherished. The glowing candle makes no noise, but softly and quite unselfishly gives itself away. So, like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles and flowers exemplify the spirit of those community leaders giving of themselves that children throughout our Nation will have freedom, justice and a better quality of life. We must keep ourselves mindful of our aims and objectives. The National Officers, speaking for each aim, will explain their meaning.

NATIONAL PROGRAM DIRECTOR:
KINDNESS and THOUGHTFULNESS. There is another ever-burning flame and another flower that must be planted all through our organization - KINDNESS. Someone once said, “Every moment is the right one to be kind.” The late Margaret E. Simms (National President 1962-66) said, “Let us seek for as many compliments for others as we do criticisms... Let us in all situations retain the proper manners, dignity, and poise which is expected.” I light the last of these aims and place a flower as symbols of KINDNESS and THOUGHTFULNESS.

NATIONAL RECORDING SECRETARY:
FAITH: Whoever plants a garden must have faith. It was Thomas Watson who said, “Love is the crowning grace in heaven; but faith is the conquering grace upon earth.” I light this candle and place a flower for our first aim, FAITH.

NATIONAL CORRESPONDING SECRETARY:
COURAGE: Even though we may have faith, our faith must be fortified with courage. Let us have the courage to speak out what we think is best at the time when changes can be made. I light this candle and place a flower for our second aim, COURAGE.
NATIONAL TREASURER:
PATIENCE: Patience is a slowly opening flower and a continuously burning flame that we must have in our organization. Benjamin Franklin said, “He that can have patience can have what he will.” We need patience in the home with our family members, in our work with each other, and with all we meet in our community. I light this candle and place a flower as a symbol of our third aim, PATIENCE.

NATIONAL EDITOR:
SERVICE: Service must blossom to its full beauty in our organization. One of our aims is to seek for all children the same advantages which we desire for our own. Let us donate meaningful service to the community and encourage our children to participate in activities which improve the quality of human life. I light this candle and place this flower to our fourth aim, SERVICE.

NATIONAL VICE PRESIDENT:
The candles of Kindness, Thoughtfulness, Faith, Courage, Patience and Service, are representative of the many contributions that our revered community leaders have made for children around the world.

The Regional Directors, representing the seven regions in Jack and Jill of America, Incorporated are united in supporting this (these) Honorary Membership(s). We know that Success is eminent when our children live by the following principles taken from famous words by Marian Wright Edelman.

NATIONAL VICE PRESIDENT: Central Region
CENTRAL REGIONAL DIRECTOR:
We Measure Our Success when our children learn that they don’t deserve anything that they have not sweated and struggled for.

NATIONAL VICE PRESIDENT: Eastern Region
EASTERN REGIONAL DIRECTOR:
We Measure Our Success when we teach our children to set goals and work quietly and systematically toward them.

NATIONAL VICE PRESIDENT: Far West Region
FAR WEST REGIONAL DIRECTOR:
We Measure Our Success when children learn to assign themselves during idle moments.

NATIONAL VICE PRESIDENT: Mid-Atlantic Region
MID-ATLANTIC REGIONAL DIRECTOR:
We Measure Our Success when we teach our children that money and power isn’t everything.

NATIONAL VICE PRESIDENT: Mid-Western Region
MID-WESTERN REGIONAL DIRECTOR:
We Measure Our Success when we teach our children to be risk takers and show by example to take parenting and family life seriously and responsibly.

NATIONAL VICE PRESIDENT: South Central Region

SOUTH CENTRAL REGIONAL DIRECTOR:
We Measure Our Success when our children have developed confidence in themselves.

NATIONAL VICE PRESIDENT: Southeastern Region

SOUTHEASTERN REGIONAL DIRECTOR:
And of course, We Measure Our Success when we have taught our children that the fellowship of human beings is more important than the fellowship of race and class and gender in a democratic society.

NATIONAL PRESIDENT:
We have lighted our candles and share our success to be in the same spirit as our founders before us. I shall now administer to each candidate the Honorary Membership Pledge.

(Candidate(s) lights candle from the President’s candle and repeats the Pledge for Honorary Members.)

PLEDGE FOR HONORARY MEMBERS
I solemnly pledge myself in the presence of this National Assembly to accept my Jack and Jill membership in good faith. I will continue through my service to aid in the development of a fully integrated child, to advocate for children in ways that will promote their optimum growth and development and to support National legislation aimed at bettering their conditions.

NATIONAL PRESIDENT:
As the National President of Jack and Jill of America, Incorporated, I bestow upon you the Honorary Membership of this Organization, which brings with it all the rights and privileges of any other member of Jack and Jill of America, Incorporated. May you continue your loyalty toward your true task - a better quality of life for children everywhere.

Please stand and sing our National Hymn.

ALL: Jack and Jill Hymn
(Developed in 1996 by: Beverly Johnson, National Vice President; Celestra Patton Teele, Southeastern Regional Director.)

(Extinguish candles at the conclusion of this ceremony.)
MEMORIAL SERVICE FOR DEPARTED MOTHER

MATERIALS NEEDED:
- Small table with white cover
- Candle holder 6 candles
- 6 protective sleeves for candles to catch dripping wax
- Vase
- 1 pink rosebud*
- Pianists to play: Abide with Me,

SET UP: Unlighted candle on table Give a lighted candle to 6 members

ATTIRE: MEMBERS SHOULD WEAR WHITE
*At National or Regional Memorial service, 1 pink rosebud per departed member.

LEADER (Highest ranking Officer in attendance):

Prayer
Eternal rest grant unto her, O Lord; and let perpetual light shine upon her.
Amen

Reading
“Man is a grass that springeth up at morn,
Grows green and is cut down and withereth Ere nightfall - truth that well may claim
a sigh, Its natural echo; but hope comes reborn
At Jesus’ bidding.”

Candle Ceremony
Mothers in Jack and Jill, before you, you will see an unlighted candle. This
candle, which once burned brightly, now signifies that life which never more on
earth will shine. As we take this candle from the holder we shall place it in our
remembrance of who has joined the great celestial family. While her candle
burns no more, will you who represent MOTHER and the still lighted candles,
extinguish your flame in momentary tribute to our departed Jack and Jill member.

MEMBER #1
I now extinguish the first candle which represents MEMORY, a dear mother
which we shall ever hold precious and dear.

MEMBER #2:
O OMNIPOTENT might we always be. May life after death be almighty with
Thee. I now extinguish the second candle, OMNIPOTENT.

MEMBER #3:
I extinguish the third candle, TOGETHERNESS. May our memory of the
departed still bind us together in thought and deed.
MEMBER #4:

H May the HEART of gold that once lived in the body of our departed Mother this day live in her spirit. I now extinguish the fourth candle, HEART.

MEMBER #5:

E ETERNAL life is sought after death. May you, our dear departed Mother, find eternal life in the here-after. I now extinguish the fifth candle, ETERNAL life.

MEMBER #6:

R RIGHTEOUS is what you stood for and may this quality permeate our every act. I now extinguish the six candle, RIGHTEOUS.

Soft music (Abide With Me - or selected) while those present read “The 23rd Psalm.”

MEMBERS:

Psalm 23:1-6

The Lord is my shepherd; I shall not want. He maketh me to lie down in green pastures: he leadeth me beside the still waters. He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake. Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou prepardest a table before me in the presence of mine enemies; thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the Lord forever.

LEADER:

(Places a rose in a vase in memory of the departed member.) May this beautiful rose stand as a symbol of our love for our departed member.

(Soft music “The Rose” or selected) The Rose Still Grows Beyond the Wall Near shady wall a rose once grew,
Budded and blossomed in God’s free light, Watered and fed by morning dew,
Shedding its sweetness day and night.
As it grew and blossomed fair and tall, Slowly rising to loftier height,
It came to a crevice in the wall,
Through which there shone a beam of light. Onward it crept with added strength,
With never a thought of fear or pride;
It followed the light through the crevice-length And unfolded itself on the other side.
The light, the dew, the broadening view Were found the same as they were before;
And lost itself in beauties new,
Breathing its fragrance more and more. Shall claim of death cause us to grieve
And make our courage faint or fall?
Nay, let us faith and hope receive; The rose still grows beyond the wall, Scattering
CEREMONIES

fragrance far and wide,
Just as it did in days of yore, Just as it did on the other side, Just as it will
forevermore.

MEMBERS:

Hymn
Blest Be the Tie that Binds
Blest be the tie that binds
Our hearts in Christian love;
The fellowship of kindred minds
Is like to that above.
Before our Father’s throne,
We pour our ardent pray’rs;
Our fears, our hopes, our aims are one,
Our comforts and our cares.
We share our mutual woes,
Our mutual burdens bear;
And often for each other flows
The sympathizing tear.
When we asunder part,
It gives us inward pain;
But we shall still be joined in heart,
And hope to meet again.

LEADER:

Prayer
O Eternal God, the giver and taker of life, we as Jack and Jill mothers stand
humble, yet gracious, as we speak these words in memory of
Let us as Mothers stand steadfast, and ever ready to accept all realities, knowing that
you are God Almighty, who created Heaven and Earth.
O God let us be guiding lights that will forever shine in Thy sight. Grant unto us a
feeling of acceptance so that we may see only the beauty of a job well done. Amen.

(Chapter President gives rose to oldest child as other members return to their
seats.)

OPTIONAL: A Resolution may be read and presented to the family at the end of
the ceremony.
MEMORIAL SERVICE FOR DEPARTED FATHER

MATERIALS NEEDED:

• Small table with white cover
• Candle holder 6 candles
• 6 protective sleeves for candles to catch dripping wax
• Vase 1 pink rosebud
• *Pianists to play: Abide with Me,

SET UP: Unlighted candle on table Give a lighted candle to 6 members

ATTIRE: MEMBERS SHOULD WEAR WHITE

*At National or Regional Memorial service, 1 pink rosebud per departed member.

LEADER (Highest ranking Officer in attendance):

Prayer
Eternal rest grant unto him, O Lord; and let perpetual light shine upon him.
Amen

Reading
“Man is a grass that springeth up at morn,
Grows green and is cut down and withereth
Ere nightfall - truth that well may claim a sigh, Its natural echo; but hope comes reborn
At Jesus’ bidding.”

Candle Ceremony
Mothers and Fathers in Jack and Jill, before you, you will see an unlighted candle. This candle, which once burned brightly, now signifies that life which never more on earth will shine. As we take this candle from the holder we shall place it in our remembrance of who has joined the great celestial family. While his candle burns no more, will you who represent FATHER and the still lighted candles, extinguish your flame in momentary tribute to our departed Jack and Jill Father.

MEMBER #1
F I now extinguish the first candle which represents the FAMILY’S FOUNDATION, a dear father, may it hold forever strong.

MEMBER #2:
A APPRECIATION may we always be thankful for the gifts we are given and those we have to give. I now extinguish the second candle, for APPRECIATION.

MEMBER #3:
T I extinguish the third candle, TOGETHERNESS. May our memory of the departed still bind us together in thought and deed.

MEMBER #4:
H May the HEART of gold that once lived in the body of our departed Father this day live in his spirit. I now extinguish the fourth candle, HEART.

MEMBER #5:
E ETERNAL life is sought after death. May you, our dear departed Father, find eternal life in the hereafter. I now extinguish the fifth candle, ETERNAL life.

MEMBER #6:
R RIGHTEOUS is what you stood for and may this quality permeate our every act. I now extinguish the six candle, RIGHTEOUS.

Soft music (Abide With Me - or selected) while those present read “The 23rd Psalm.”

MEMBERS:
Psalm 23:1-6

The Lord is my shepherd; I shall not want.
He maketh me to lie down in green pastures: he leadeth me beside the still waters.
He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake.
Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies; thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the Lord forever.

LEADER:
(Places a rose in a vase in memory of the departed member.) May this beautiful rose stand as a symbol of our love for our departed member.

(Soft music “The Rose” or selected)
The Rose Still Grows Beyond the Wall
Near shady wall a rose once grew,
Budded and blossomed in God’s free light,
Watered and fed by morning dew,
Shedding its sweetness day and night.
As it grew and blossomed fair and tall,
Slowly rising to loftier height,
It came to a crevice in the wall,
Through which there shone a beam of light.
Onward it crept with added strength,
With never a thought of fear or pride;
It followed the light through the crevice-length
And unfolded itself on the other side.
The light, the dew, the broadening view
Were found the same as they were before;
And lost itself in beauties new,
Breathing its fragrance more and more.
Shall claim of death cause us to grieve.
And make our courage faint or fall? Nay, let us faith and hope receive; The rose still grows beyond the wall,
Scattering fragrance far and wide,
Just as it did in days of yore,
Just as it did on the other side, Just as it will forevermore.

MEMBERS:

_Hymn_  
Blest Be the Tie that Binds  
Blest be the tie that binds  
Our hearts in Christian love;  
The fellowship of kindred minds  
Is like to that above.  
Before our Father’s throne,  
We pour our ardent pray’rs;  
Our fears, our hopes, our aims are one,  
Our comforts and our cares.  
We share our mutual woes,  
Our mutual burdens bear;  
And often for each other flows  
The sympathizing tear.  
When we asunder part,  
It gives us inward pain;  
But we shall still be joined in heart,  
And hope to meet again.

LEADER:

_Prayer_  
O Eternal God, the creator of Heaven and Earth, the giver and taker of life and the lover and keeper of our soul, we as Jack and Jill members stand before you with heavy hearts. Comforts us as we speak words in remembrance of___
NAME.

Precious Lord lead us and guide us as we accept your divine will. Let us as mothers and fathers of Jack and Jill always seek you god for strength and guidance.

We want to thank you God for the memories and times we shared with our departed father. O God comfort his family and help us to encourage their hearts. Let us be guiding lights that forever shine in thy sight and this world. In Jesus Christ name we ask and pray. Amen

(Chapter President gives rose to oldest child as other members return to their seats.)

OPTIONAL: A Resolution may be read and presented to the family at the end of the ceremony.
MEMORIAL SERVICE FOR DEPARTED NATIONAL OFFICER

MATERIALS NEEDED:
Candle Ceremony:
• Small table with white cover
• Candle holder and 7 candles
• 6 protective sleeves for candles to catch dripping wax
Rose Ceremony:
• Vase
• 1 pink rosebud
• Soft music or pianist to play “The Rose”

SET UP: Unlighted candle on table
Give a lighted candle to 6 members

ATTIRE: MEMBERS SHOULD WEAR WHITE

National President, Presiding Officer

Prelude and Music
Entrance National and Regional Officers, Members and Officers of Jack and Jill of America, Incorporated and the Jack and Jill of America Foundation

Memorial Service

LEADER:
Members of Jack and Jill of America, Incorporated, let us stand in tribute as we enter into this ceremony memorializing the service, commitment, dedication, and love for Jack and Jill of America, its aims and objectives, as exhibited by our beloved departed member and National Officer,

Prayer
Eternal rest grant unto her, O Lord; and let perpetual light shine upon her.
Amen

Reading
“Man is a grass that springeth up at morn,
Grows green and is cut down and withereth
Ere nightfall - truth that well may claim a sigh,
Its natural echo; but hope comes reborn
At Jesus’ bidding.”

Candle Ceremony
LEADER:
Mothers in Jack and Jill, before you, you will see an unlighted candle. This candle, which once burned brightly, now signifies that life which never more on earth will shine. As we take this candle from the holder we shall place it in our remembrance of who has joined the great celestial family. While her candle burns no more, will you who represent MOTHER and the still lighted candles, extinguish your flame in momentary tribute to our departed Jack and Jill member.

MEMBER #1
I now extinguish the first candle which represents MEMORY, a dear mother which we shall ever hold precious and dear.

*Except for the Leader and Chapter President, parts should be assigned to National and Regional officers, if present.

MEMBER #2:
O OMNIPOTENT might we always be. May life after death be almighty with Thee. I now extinguish the second candle, OMNIPOTENT.

MEMBER #3:
T I extinguish the third candle, TOGETHERNESS. May our memory of the departed still bind us together in thought and deed.

MEMBER #4:
H May the HEART of gold that once lived in the body of our departed Mother this day live in her spirit. I now extinguish the fourth candle, HEART.

MEMBER #5:
E ETERNAL life is sought after death. May you, our dear departed Mother, find eternal life in the here-after. I now extinguish the fifth candle, ETERNAL life.

MEMBER #6:
R RIGHTEOUS is what you stood for and may this quality permeate our every act. I now extinguish the six candle, RIGHTEOUS.

Soft music (Abide With Me - or selected) while those present read “The 23rd Psalm.”

LEADER:
Members and friends present, let us read the 23rd Psalm in unison.

MEMBERS:
Psalm 23:1-6
The Lord is my shepherd; I shall not want.
He maketh me to lie down in green pastures: he leadeth me beside the still waters.
He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies; thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the Lord forever.

LEADER:
Members, you may be seated.

Tribute
Words from the Heart
A close friend/acquaintance and Jack and Jill member Resolution
National Officer of the Region

Rose Ceremony

LEADER:
Members of the Officer’s Chapter, please stand as your chapter president comes forward to conduct the Rose Ceremony.

CHAPTER PRESIDENT:
(Places a rose in a vase in memory of the departed member)

May this beautiful rose stand as a symbol of our love for our departed member. (Soft music “The Rose” or selected)

The Rose Still Grows Beyond the Wall (Regional Officer(s) shall Read)

Near shady wall a rose once grew,
Budded and blossomed in God’s free light,
Watered and fed by morning dew,
Shedding its sweetness day and night.
As it grew and blossomed fair and tall,
Slowly rising to loftier height,
It came to a crevice in the wall,
Through which there shone a beam of light.
Onward it crept with added strength,
With never a thought of fear or pride;
It followed the light through the crevice-length
And unfolded itself on the other side.
The light, the dew, the broadening view
Were found the same as they were before;
And lost itself in beauties new,
Breathing its fragrance more and more.
Shall claim of death cause us to grieve
And make our courage faint or fall?
Nay, let us faith and hope receive;
The rose still grows beyond the wall.
Scattering fragrance far and wide,
Just as it did in days of yore,
Just as it did on the other side,
Just as it will forevermore.

MEMBERS:

_Hymn_
Blest Be the Tie that Binds
Blest be the tie that binds
Our hearts in Christian love;
The fellowship of kindred minds
Is like to that above.
Before our Father's throne,
We pour our ardent pray'rs;
Our fears, our hopes, our aims are one,
Our comforts and our cares.
We share our mutual woes,
Our mutual burdens bear;
And often for each other flows
The sympathizing tear.
When we asunder part,
It gives us inward pain;
But we shall still be joined in heart,
And hope to meet again.

LEADER:

_Prayer_
O Eternal God, the giver and taker of life, we as Jack and Jill mothers stand
humble, yet gracious, as we speak these words in memory of

Let us as Mothers stand steadfast, and ever ready to accept all realities, knowing that
you are God Almighty, who created Heaven and Earth.

O God, let us be guiding lights that will forever shine in Thy sight. Grant unto us a
feeling of acceptance so that we may see only the beauty of a job well done.
Amen.

CHAPTER PRESIDENT:
(Child(ren)/spouse/family member), please come forward and accept this rose as a
symbol of our love, admiration, and respect for your mother, our member, and the
(National Office held) of Jack and Jill of America, Incorporated,

(Chapter President gives rose(s) to child(ren) as other members return to their seats.)

LEADER:
Members of Jack and Jill of America, Incorporated, let us resolve to be inspired by the life of our departed member, who will be remembered by the familiar things she touched, and the people with whom she worked and loved as family and friends.
MEMORIAL SERVICE FOR DEPARTED CHILD

MATERIALS NEEDED:
• Small table with white cover
• Candle holder
• 5 candles
• 4 protective sleeves for candles to catch dripping wax
• Vase
• 1 pink rosebud
• Pianists to play: Abide with Me

SET UP: Unlighted candle on table Give a lighted candle to 4 members

ATTIRE: MEMBERS SHOULD WEAR WHITE

LEADER (Highest ranking Officer in attendance):

Prayer
Eternal rest grant unto her/him, O Lord; and let perpetual light shine upon her/him. Amen

Reading
“Man is a grass that springeth up at morn,
Grows green and is cut down and withereth
Ere nightfall - truth that well may claim a sigh,
Its natural echo; but hope comes reborn
At Jesus’ bidding.”

Candle Ceremony
Mothers in Jack and Jill, before you, you will see an unlighted candle. This candle, which once burned brightly, now signifies that life which never more on earth will shine. As we take this candle from the holder we shall place it in our remembrance of who has joined the great celestial family. While her/ his candle burns no more, will you who represent HOPE and the still lighted candles, extinguish your flame in momentary tribute to our departed Jack and Jill member.

MEMBER #1
H May the HEART of gold that once lived in the body of our departed loved one this day live in her/his spirit. I now extinguish the first candle, HEART.

MEMBER #2:
O OMNIPOTENT might we always be. May life after death be almighty with Thee. I now extinguish the second candle, OMNIPOTENT.

MEMBER #3:
P May the soul of our dear departed loved one find PEACE that passeth all understanding and solace with Thee. I now extinguish the third candle, PEACE.
MEMBER #4:
ETERNAL life is sought after death. May our departed loved one find eternal life in the hereafter. I now extinguish the fifth candle, ETERNAL life.

MEMBERS:
Psalm 23:1-6
The Lord is my shepherd; I shall not want.
He maketh me to lie down in green pastures:
He leadeth me beside the still waters.
He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake.
Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.
Thou preparest a table before me in the presence of mine enemies; thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life;
and I will dwell in the house of the Lord forever.

CHAPTER PRESIDENT:
(Places a rose in a vase in memory of the departed member)
May this beautiful rose stand as a symbol of our love for our departed member. (Soft Music: “The Rose” or selected)

The Rose Still Grows Beyond the Wall
Near shady wall a rose once grew,
Budded and blossomed in God’s free light,
Watered and fed by morning dew,
Shedding its sweetness day and night.
As it grew and blossomed fair and tall,
Slowly rising to loftier height,
It came to a crevice in the wall,
Through which there shone a beam of light.
Onward it crept with added strength,
With never a thought of fear or pride;
It followed the light through the crevice-length
And unfolded itself on the other side.
The light, the dew, the broadening view
Were found the same as they were before;
And lost itself in beauties new,
Breathing its fragrance more and more.
Shall claim of death cause us to grieve
And make our courage faint or fall?
Nay, let us faith and hope receive;
The rose still grows beyond the wall,
Scattering fragrance far and wide,
Just as it did in days of yore,
Just as it did on the other side,
Just as it will forevermore.

MEMBERS:

_Hymn_
Blest Be the Tie that Binds
Blest be the tie that binds
Our heart in Christian love;
The fellowship of kindred minds
Is like to that above.
Before our Father’s throne,
We pour our ardent pray’rs;
Our fears, our hopes, our aims are one,
Our comforts and our cares.
We share our mutual woes,
Our mutual burdens bear;
And often for each other flows
The sympathizing tear.
When we asunder part,
It gives us inward pain;
But we shall still be joined in heart,
And hope to meet again.

LEADER:

_Prayer_
O Eternal God, the giver and taker of life, we as Jack and Jill mothers
stand humble, yet gracious, as we speak these words in memory of
_________________________________________ Let us as Mothers stand steadfast, and ever ready to
accept all realities, knowing that you are God Almighty, who created Heaven and
Earth. O God let us be guiding lights that will forever shine in Thy sight.
Grant unto us a feeling of acceptance so that we may see only the beauty of a job
well done. Amen.
(Chapter President gives rose to the parent(s) or sibling(s) as other members
return to their seats.)
CAROL ROBERTSON MEMORIAL CEREMONY

At the 1964 National Convention in Seattle, Jack and Jill of America Incorporated, paid tribute to Carole Robertson at the Carole Robertson Recognition Night and decreed that in September each chapter is expected to highlight those goals of human rights that Carole did not live to enjoy.

MATERIALS NEEDED:
• Small table with white cover
• 7 pink and blue candles (one for Chapter Teen President and other participants)
• 7 candle sleeve (to protect from wax drippings)
• 1 white candle
• 1 candle holder
• Flowers or greenery (optional)

SET UP: Set lit white candle in center of table. Have candles in holders for teen participants. A copy of the ceremony should be available to the teens conducting the ceremony and the audience.

TEEN LEADER #1 (chapter teen president; lights candle from white candle):
The Sixteenth Street Baptist Church in Birmingham was an important place for activists during the Civil Rights Movement. It was used as a meeting-place for civil rights leaders such as Martin Luther King, Ralph David Abernathy and Fred Shuttlesworth. Tensions ensued when the Southern Christian Leadership Conference and the Congress on Racial Equality became involved in a campaign to register African Americans to vote in Birmingham.

RESPONSE:
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #2 (lights candle from white candle the reads):
On Sunday, Sept. 15, 1963, a white man was seen getting out of a white and turquoise Chevrolet car and placing a box under the steps of the Sixteenth Street Baptist Church. Soon afterwards, at 10:22 a.m., the bomb exploded killing Denise McNair (11), Addie Mae Collins (14), Carole Robertson (14) and Cynthia Wesley (14), and injuring 23 other people. The four girls had been attending Sunday school classes at the church.

TEEN LEADER #3 (lights candle from white candle the reads):
These racist killings fueled protests that helped speed passage of the 1964 Civil Rights Act, which made racial discrimination in public places, such as theaters, restaurants and hotels, illegal; and required employers to provide equal employment opportunities.
RESPONSE:
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #4 (lights candle from white candle the reads):
Carole Robertson was the third child of Alpha and Alvin Robertson. She was an avid reader and straight-A student who belonged to Jack and Jill of America. Carole was also active in the Girl Scouts, the Parker High School marching band and science club.

RESPONSE:
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #5 (lights candle from white candle the reads):
Today, we frequent the public place you could not go, theaters, restaurants and hotels. We have employment opportunities you did not. We have access to equal education that you did not.

RESPONSE:
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #6 (lights candle from white candle the reads):
As Jack and Jill teens, we accept the responsibility that comes with the civil rights we now possess. We stand firm against anything that degrades, discredits or attempts to erode what has been earned.

RESPONSE:
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #7 (lights candle from white candle the reads):
As Jack and Jill teens, we embrace our African heritage that has given us the strength, courage and character to persevere and be leaders. Like you, we must be active in the issues that impact us today and become the leaders that are accountable to make a difference in the world.

RESPONSE (read):
Carole Robertson, we remember you and the many leaders who fought and died for the civil rights we have today.

TEEN LEADER #1:
With our candles lit, Carole Robertson, we remember you. We declare today that we will walk into our destiny with purpose.

(Developed in 2012 by: Cheryl Anderson, National Program Director)
REDEDICATION CEREMONY

MATERIALS NEEDED:
• Small table with white cover
• Candle holder
• 6 candles
• 6 protective sleeves for candles to catch dripping wax
• Vase
• 5 pink rosebuds

SETUP: Lighted candle and empty vase on table
Give rose and a lighted candle to 5 officers

ATTIRE: MEMBERS SHALL WEAR WHITE

LEADER (Highest ranking Officer in attendance):
God sends children into the world for other purposes than merely to keep up the race, but rather to enlarge our hearts; to make us unselfish and full of kindly sympathies and affections; to give our souls higher aims; and to call out all our faculties to extended enterprise and exertion. We as parents, who are joined together in this common undertaking should appreciate the immeasurable values that are vested in childhood. The hope of the world is the child.

MEMBERS:
We must keep ourselves mindful of our aims and objectives: To aid in the development of a fully integrated child; To learn more about our children by careful study;
To seek for all children, the same advantages which we desire for our own;
To support all national legislation aimed at bettering the condition of all children.

LEADER:
Our work as members of Jack and Jill of America, Incorporated, may be compared with the placed flowers in a beautiful, well-planned garden, and a lovely, glowing candle. Truly, the beauty of flowers and the illumination of candles do speak to us in a language all their own, because they usually convey to our minds the thought of some virtue which they seem to symbolize and which, if emulated by us, will give our organization the same characteristics most cherished. The glowing candle makes no noise, but softly and quite unselfishly gives itself away. So, like the spirit of those who dreamed and worked to found the organization of Jack and Jill of America, Incorporated, these candles and flowers exemplify the parents giving of themselves that children may work, play, and render worthwhile services to others.
As we reaffirm our dedication to the aims and goals of our organization, let us consider our flowers as they will be arranged in a bouquet and the lighted candles like the spirits of those who worked to found our organization. As we hereby pledge to support the aims of the National Organization, we ask (name) to light her candle and place a flower for our first aim, FAITH.

MEMBERS:
Whoever plants a garden must have faith. It was Thomas Watson who said, “Love is the crowning grace in heaven; but faith is the conquering grace upon earth.” We must do the work of Jack and Jill in an atmosphere of FAITH.

LEADER:
Even though we may have faith, our faith must be fortified with courage. We ask (name) to light her candle and place a flower for our second aim, COURAGE.

MEMBERS:
Let us have the courage to speak out what we think is best at the time when changes can be made.

LEADER:
Patience is a slowly opening flower and a continuously burning flame that we must have in our organization. Benjamin Franklin said, “He that can have patience can have what he will.”

As we re-affirm our desire to have patience, we ask (name) to light her candle and place a flower as a symbol of this third aim, PATIENCE.

MEMBERS:
We need patience in the home with our family members, in our work with each other, in our local chapter, and with all we meet in our community.

LEADER:
Service must blossom to its full beauty in our organization. One of our aims is to seek for all children the same advantages which we desire for our own. As a fitting symbol of service, we now ask (name) to light her candle and place a flower to our fourth aim, SERVICE.

MEMBERS:
May we donate meaningful service to the community and encourage our children to participate in activities which improve the quality of human life.

LEADER:
There is another ever-burning flame and another flower that must be planted all through our organization - KINDNESS. Someone once said, “Every moment is the right one to be kind.” The last of these aims will pro-vide a beautiful bouquet
and a bright glow of light as we ask name to light her candle and place a flower as symbols of KINDNESS and THOUGHTFULNESS.

MEMBERS:
The late Margaret E. Simms (National President 1962-66) said, “Let us seek for as many compliments for others as we do criticisms ... Let us in all situations retain the proper manners, dignity, and poise which is expected of us. “

LEADER:
With the flowers and burning candles of FAITH, COURAGE, PATIENCE, SERVICE, KINDNESS AND THOUGHTFULNESS, we will increasingly grow into a more functional and progressive organization. Ralph Waldo Emerson gave us a definition that reads, “Progress is the activities of today and the assurance of tomorrow.”

MEMBERS:
Let’s work, let’s play, let’s live together... To support the aims of the National Organization.

LEADER:
To the responsibilities of working to develop the personalities and inner resources of our children.

MEMBERS:
We pledge ourselves.

LEADER:
To serve as aides in furthering their knowledge and happiness, in seeking to instill in them a sense of beauty, courage, self-reliance and tolerance.

MEMBERS:
We pledge ourselves.

LEADER:
To all of the satisfaction and intangible rewards that will be ours through our interests and efforts in behalf of all children, let us pray.

MEMBERS:
Our Father, make us better parents. Teach us to understand our children, to listen patiently to what they have to say and to answer all their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong. May we not vainly hurt the feelings of our children. Forbid that we should laugh at their mistakes or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us, hour by
hour, that we may demonstrate, by all we say and do, that honesty produces happiness.

Reduce, we pray, the meanness in us. May we cease to nag; and when we are out of sorts, help us, O Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us grow up with our children, to treat them as those of their own age; but let us not expect of them the judgments and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our children.

With all these gifts, Dear God, give us calm and poise and self-control. Amen

LEADER:
And so, we have lighted the candles of Jack and Jill of America, Incorporated, by these pledges, and with the help of all members; as we extinguish our ceremonial candles, may we keep the candle of love burning bright in our hearts.

Let us sing the Jack and Jill Hymn.
CEREMONIES

BRIDGING OVER CEREMONY FOR GRADUATING MOTHERS

LEADER: It has been written that,
NAME OF MOTHER(S)_________
Have traveled the road of Jack and Jill of America, Incorporated in proper form. Let the record reflect that these mothers have been able to hold the banner of our organization in a dedicated and committed way. We are proud of our mothers; they will forever be in our hearts.

SPEAKER 1: This is an exciting time for our sisters. For the long and familiar road of Jack and Jill will now be traded in for new adventures on unpaved highways. This is a most exciting time indeed. It is filled with hope, faith, creativity, vision, trust and joy.

SPEAKER 2: Although this excitement is mixed with pride for our children who will embark onto unfamiliar grounds in college, truly this time presents the wonderful opportunity for our sisters to maintain their love and concern for their children in new settings.

SPEAKER 3: Mothers will remain through all of the new adventures of their children’s lives. We pray that they remember the Jack and Jill Mothers’ Prayer for this message will provide them the steadfastness and love throughout all the valleys and turns life presents to them.

LEADER: I wish you hope for the future.
GROUP: And so do we.
LEADER: I wish you much laughter in the future.
GROUP: And so do we.
LEADER: I wish you the desire for acquiring new skills, for this will allow you to be eternally young.
GROUP: And so do we.
LEADER: I wish you peace in knowing that your journey on this Jack and Jill road has completed in an outstanding manner and all is well. Group: And so do we.

It is now time for you to end one station in life and begin a new one. Begin the walk on the bridge to the new life of a Jack and Jill Associate. For in this station of life, you will still be able to help not only your children but others as well. Mothers, as you take the walk on the path to an Associate, do you have any comments?

PAUSE FOR COMMENTS
(The Graduating Mothers walk to the other side and are greeted by an Associate or Chapter Officer.)

Written by Baltimore, Maryland Chapter – Eastern
LITANY TO JACK AND JILL OF AMERICA, INCORPORATED

Developed by Shirley Barber James, National Corresponding Secretary on the occasion of the Gala Celebration for the Purchase of the National Headquarters - January, 1994

Adapted from Mae Kendall’s SISTERS. YOU HAVE CLASS and Maya Angelou’s “PHENOMENAL WOMAN”

The Litany may be read during rededication, membership intake, workday/cluster meetings or on occasions where mothers and Jack and Jill families need inspiration and motivation. Two or more mothers may present the Litany.

A true mother makes all things she touches work with excellence, for the good of all the children - the sons, the daughters, the sisters and the brothers. A true mother is a woman - phenomenally.

Phenomenal woman, that’s she.

A true mother is the mother who brings life, beauty, love, meaning, reason and majestic reality to her own ideas.

She listens, giving ear, heart, empathy, openness, faith, love and often reconciliation.

She sometimes appears to lose ... but only for the moment ... because inside she knows she will be back a winner!

A true mother takes no mess, for she is a woman - phenomenally. A phenomenal woman, that’s she.

As true mothers, we must teach the children not to subject the possibilities of their bright and shining futures to the execution-style murder of the brain; drunken on drugs. We must help them not to brutalize themselves, their heritage, their future, nor jeopardize their productive perpetuation by bringing into this world children whose futures can only exist on life’s death row. We must show the children how to make things better as they get better ... and Jack and Jill must keep on, and hold on, and grow and improve and increase her worth and make a cherished difference in a whole lot of lives, for we are mothers and we are women - phenomenally. Phenomenal women, are we.

Jack and Jill must see itself in the center of the storm, saving the world’s children from the damaging, ravaging claws of ignorance. Mothers, fathers, and children of Jack and Jill, we cannot hate; less we become consumed by hate’s own forceful, deadly, destructive, debilitating virus. But rather, we must walk hand
in hand in progress, love, power, truth, guts relevancy, success, and high standards, and **Jack and Jill will become phenomenal, a phenomenal organization, That’s we.**

As true members, we must realize that it’s all right for us to reach downward - but only to raise a fallen mother, father, sister, or brother, and always a sinking child - back up to our lofty, happy, loving-every-minute-we-are-on-this-earth dimensions... **this is what it takes to make us phenomenal. Phenomenally phenomenal, that’s we.**

We must take risks because we know that collectively our own productivity is unquestionably, solidly, together.

- Always tops, extraordinary
- Demanding, but giving
- Completing, continuing
- Secure in her foundation
- Outstanding, genius
- Uniquely excellent
- Phenomenal

As leaders of Jack and Jill, past, present, and yet to come, we have always known that we are biologically, psychologically, and intellectually fit to go forth and proclaim excellence ... we must be ready, willing and committed to demanding excellence ... of all whom we shall touch. We must join jubilantly in the fight to redefine excellence for our babies, born and unborn, for the children, for young folks, and older fathers, and mothers, and grandmothers, and all others who have given their blood ... helping us learn that our heritage, our history and our culture is lasting and precious and worth the investment.

Mothers of Jack and Jill, you phenomenal women of Jack and Jill. We have a responsibility to create our own image of the universe ... and not be molded nor shaped to another’s form; we must shape our own. We must each bring life, beauty, love, meaning, reason, and majestic reality to our own ideas ... let us illuminate and deliver the whole truth ... and let’s dream, and let’s believe, and let’s make our dreams materialize, **for we are phenomenally, phenomenal** ... that’s we.

We can know no mountain too high to climb.

No ocean of success too deep to swim.

No battle of hatred too vicious to fight ...

As true mothers we should be ordering and feeding and improving the good, and molding the best and the beautiful inside of every child we meet. Feeding their minds ... taking every opportunity to create, polish, and positivize their class ... relating to all whom we touch and symbolically passing on our love -- song of
music and our values and our rituals and our litanies to all of our children ... our phenomenally, phenomenal children ... linking them to the chain of excellence.

This is our call of excellence to you, our mothers, our fathers, our children, our leaders, our phenomenal selves ... for we realize that each of us is a rare, creative, praying, strutting, confident, refreshed, experienced, stand-for-something, take-no-mess, one-of-a-kind, kind of person. Phenomenally. A phenomenal person - that’s you, that’s you, that’s me, that’s us. Jack and Jill of America, committed to the chain of achievement, success, and excellence.
SONGS

A Great Big Family
(Tune: Jingle Bells)

Jack and Jills, Jack and Jills,
Welcome Jack and Jills.
Oh what fun it is to be,
A great big family.
The Jack and Jill Family
(Tune: Auld Lang Syne)
We’re proud to sing this Happy song
We’re one big family The Moms and Dads and Jacks and Jills
All join in harmony
From tots of two To growing teens
From rompers to blue jeans
We’ll work and play and Live together
Jack and Jills are we.

Hail Jack and Jill
(Tune: God Bless America)

Hail, Hail, our Jack and Jill True parents we,
Always hoping and praying that Our children fine citizens will be.
Looking upward, pressing forward, Holding firmly to our creed.
Hail, Hail our Jack and Jill, We must succeed.
Hail, Hail our Jack and Jill, We must succeed.

Jack and Jill Hymn
Gain our children’s trust, make them leaders we must, to believe in themselves to achieve and excel. Let’s work, let’s play, let’s live together is our Jack and Jill motto forever. In our hearts we pray, that ev’ry day, our motto’s fulfilled; long live Jack and Jill.

Greeting Song
(Tune: Row, Row Your Boat)

Hi, hi, how are you?
Glad that you are here.
Merrily, merrily, we sing along,
Because you are so dear.
To Carole Robertson
by Junita Uancey, Kansas City, Kansas

Dearest Carole,
If you could be with us tonight
We’d wish for you to know
We’re lighting candles
And watching them glow.
In mem’ry of your candle
So early, whose light
Was darkened when your life
Was just reaching its height.
We’d want you to know
Perhaps it wasn’t for naught
That though fighting continues
And freedom’s yet sought –
That souls search daily
And if there’s but one
Who asks His forgiveness
For deeds wrongly done -
Then your candle, dear Carole,
Was not snuffed in vain
For our world’s a bit better,
A bit stronger our gain.
And so as our candles
Burn brightly for you
We’ll search our souls deeply
And try to renew
Our faith in God
Who, we know, always knows best
And trust in Him always
Secure or oppressed.
Now as our candles burn for you
We each will breathe a prayer
For peace - hope - equally
And a life less fraught with care.
Children Learn What They Live
If a child lives with criticisms
he learns to condemn.
If a child lives with hostility he learns to fight.
If a child lives with fear he learns to be apprehensive.
If a child lives with pity he learns to be sorry for himself.
If a child lives with ridicule he learns to be shy.
If a child lives with jealousy he learns to feel guilty.
If a child lives with tolerance he learns to be patient.
If a child lives with encouragement he learns to be confident.
If a child lives with praise he learns to be appreciative.
If a child lives with acceptance he learns to love.
If a child lives with approval he learns to like himself.
If a child lives with recognition he learns it is good to have a goal.
If a child lives with honesty he learns what truth is.
If a child lives with fairness he learns what justice is.
If a child lives with security he learns to have faith in himself and others.
If a child lives with friendliness he learns that the world is a nice place in which to live.

.. As a Jack and Jill, I Want To Be...
Just myself A(ways happy
Courteous and careful
Kind to others
Aiming for perfection
Never disrespectful
Doing my best
Joily at all times impartial in judgment
Loyal to parents Loyal to friends!
Jack and Jill Creed

We are building everyday
The child in a better way
And the structure as it grows
Will our innermost self disclose
Till in every arch and line
All of childhood’s virtues shine
Build him well what e’er you do
Build him straight, tall and true.

The St. Louis Chapter Jack & Jill of America

Someone Believes

Dr. Rebera Elliott Foston, M.D., M.Ph.

When someone believes in you
the toughest times you can get through
There’s nothing you cannot do
When someone believes in you.

When someone tells you that you
can and respect you begin to demand
There’s nothing you cannot understand
When someone tells you that you can
When someone wants to validate you
and reminds you God did create you
There’s no one who can berate you
When someone wants to validate you
When someone loves you as a friend
and stays through thick and thin
There’s no battle you cannot win
When someone loves you as a friend
When someone holds you in prayer
and you know they really do care
There’s no burden you can not bear
When someone holds you in prayer

When someone knows you’ve been anointed
So a nose becomes disjointed
There’s no way to become disappointed
When someone knows you’re anointed

When someone knows you inside
God’s plan for you cannot be denied
There’s no talent He will let you hide
When someone knows you inside  
When someone believes in you  
Be the light for someone else too  
There is no way to forget to say “Thank You”  
When someone believes in you.

Our African-American Children Are Coming  
by Mona Lake Jones

Hurry, our African-American children are coming  
Arriving by the thousands each and every day  
Counting on you and me to show them the way  
Hurry, now hurry.  

Get to the church and tell the preacher  
they will be needing to hear God’s word  
And that they must be given scriptures  
for they have not yet heard  
Find families who will love them and  
provide the confidence to grow  
Then they can take the risk  
to learn all they need to know  
Stock the shelves with books that  
tell them who they are  
So they can dream that  
their success cannot be far

Hurry, now hurry.  

Fix the schools so they  
expect our children to succeed  
Recognition of their bright, creative minds  
is what they need  
Provide their care in environments  
that help them thrive  
Ones that show them they can do  
more than just survive  
Pull the curtain on the peddlers of drugs  
and tell them to go away  
Let them know we will give the children direction  
and guide their way  
Hurry, now hurry!  
Make sure the tables are set with food that
is good for their soul
To make their bodies strong
and ready to unfold
Change the minds of those who they will encounter
so they look at our children with
respecting them by playing the games
with rules that are fair
Gather just enough worldly goods
to satisfy their needs
So they can keep their values focused on one another,
sharing and doing kind deeds
   Hurry, now hurry,
   Don’t you understand?
They are reaching out asking for your hand
Hurry, our African-American children are coming
Arriving by the thousands
each and every day
Counting on you and me
to show them the way
   Hurry, now hurry.

Lift Ev’ry Voice And Sing

Lift ev’ry voice and sing
Till earth and heaven ring,
Ring with the harmonies of liberty;
   Let our rejoicing rise
High as the listening skies,
Let it resound loud as the rolling sea.
Sing a song full of the faith that the dark past has taught us,
Sing a song full of the hope that the present has brought us,
Facing the rising sun of our new day begun,
   Let us march on till victory is won.

   Stony the road we trod,
   Bitter the chastening rod
Felt in the days when hope unborn had died;
   Yet with a steady beat,
   have not our weary feet
Come to the place for which our fathers sighed?
We have come over a way
that the tears has been watered,
We have come, treading our path
through the blood of the slaughtered;
Out of the gloomy past,
Till now we stand at last
Where the white gleam of our bright star is cast.

God of our weary years,
God of our silent tears,
Thou who has brought us thus far on the way,
Thou who has by thy might
Led us into the light,
Keep us forever in the path,
We pray,
Lest our feet stray from the places, our God, where we met thee,
Lest our hearts drunk with the wine of the world, we forget thee,
Shadowed beneath thy hand,
may we forever stand;
True to our God,
True to our native land.
OFFICER TRANSITIONS

Congratulations! You have accepted a position of leadership in Jack & Jill of America, Incorporated. Thank you for your service and assuming this huge responsibility. Your efforts will be rewarded by the many families who will benefit from your commitment to our organization.

Purpose
This section is meant to serve as a guide to assist a new officer transitioning into their new leadership position. It provides the minimum level of responsibility for each office and outlines a foundation for what the new officer should expect to receive from their past predecessor. This information should always be adjusted to adapt to your particular needs and circumstances. Lastly, it should always reflect the direction of our National Executive Board and comply with our organization’s governing documents. Best wishes to you, as your journey begins as a Chapter, Regional, or National Officer.

Transition Meeting – Newly elected officers are in place and effective as soon as installation has occurred (or as soon as the installation ceremony has occurred). Therefore, it is important that the transition meeting takes place soon afterwards (typically within the next 10 days).

Transition Responsibility – The highest ranking officer at each level is ultimately responsible for ensuring each officeholder adequately and thoroughly transitions into their respective elected or appointed office. Each officer is expected to keep records pertinent to their role of office to make certain the transition process is a smooth one.

Transition Timelines – Full chapter transition of all documents, booklets, historical data, files and records must be turned over to the new officers by June 15th. On the National and Regional level, all financial records and properties are to be passed on to the incoming financial officer no later than 90 days after the term begins, unless the Financial Handbook, or other Governing Documents state otherwise. Any officer who refuses to assume the responsibility of passing all required documents, equipment etc. to the incoming officer within the prescribed time allotted may be subject to a grievance, sanction, disciplinary action and/or suspension.

Transition Officer Checklist – The Transition Checklist gives a “general” overview of the items that should be provided to the newly elected or appointed officer. However, the list may or may not provide a full description of everything the new officer should expect to receive. The general consensus is all items that were received, purchased, or used by the chapter, region or national office must be passed to the new officer(s).
Items That Must Be Provided (Or Given Access) To The Newly Elected Officer

1. Complete minutes of all meetings (Chapter, Executive Board, Committee meetings, Regional Conferences and National Conventions etc.).

2. A copy of all fiscal year reports submitted.

3. A copy of all completed audits during tenure.

4. All governing documents used to fulfill the roles, responsibilities, policies and procedures of the organization.

   This includes the following (but not limited to):
   - National Constitution and Bylaws
   - Jack and Jill Manual
   - Jack and Jill Code of Ethics
   - Policies and Procedures Manual
   - Jack and Jill Financial Handbook
   - Regional Policies and Procedures
   - Chapter Bylaws
   - Chapter Policies and Procedures
   - Any reference materials purchased with organization funds

Important Helpful Hints

1. All financial records should be kept for a minimum of seven (7) years for auditing purposes (including canceled checks).

2. Financial records should be audited prior to a new officer assuming the financial office.

3. Other Materials – Keep at least two (2) copies of all written materials, programs, reports, etc. One (1) copy for the chapter/region/national office and one (1) for your personal files.

4. All correspondence relating to financial matters, termination of membership, or other pertinent chapter/region/national documentation should be sent to the appropriate person by verifiable mail delivery.

5. Editor/Historian should update the chapter/region/national historical log prior to a new officer assuming that office.
OFFICER TRANSITION CHECKLIST

PRESIDENT

☐ All governing documents
  ☐ Chapter Handbook
  ☐ Chapter Charter

☐ Jack and Jill National Publications
  ☐ Up-The-Hill(s)
  ☐ SCOPE(S)
  ☐ ExecuCom(s)
  ☐ Newsletters (national, regional and chapter)

☐ Published Jack and Jill books
  ☐ “Work, Play, and Commitment: The First 50 Years”
  ☐ Jack and Jill of America, Inc: “Into The New Millennium”
  ☐ Jack and Jill of America, Inc: “Healthy Living Cookbook”

☐ Meeting agendas

☐ Chapter event planning procedures

☐ Training materials provided by the Region and National

☐ Any additional items that were purchased or used by the chapter

☐ Contact National Headquarters to add/drop “Chapter Admin” rights to the Membership Information System (MIS)

☐ Chapter Awards and Certificates

☐ All current and future contracts

VICE PRESIDENT

☐ All membership documentation (chapter brochures, new member profile forms etc.)

☐ Membership letters (member termination/resignation letters, transfers, etc.)

☐ Name(s), place(s) and contact information used for various events

☐ Current Chapter 1-in-4 status for all members, active or on leave
OFFICER TRANSITIONS

PROGRAM DIRECTOR
☐ Any documentation pertaining to the creation of the Chapter Program Handbook (electronic files, forms etc.)
☐ Chapter Evaluation forms
☐ Liability and Medical Release forms for all children/teens
  NOTE: A new form must be completed for each child/teen at the beginning of each Program year and properly discarded at the end of the same Program year.
☐ Program Activity Evaluation Forms
☐ Chapter Submissions for SCOPE (if applicable)

FINANCIAL SECRETARY
☐ Monthly reports detailing all intake of monies collected
☐ All receipts of financial intake
☐ A complete list of membership dues owed and paid

RECORDING SECRETARY
☐ All recorded minutes of chapter and committee meetings
☐ All final committee reports

CORRESPONDING SECRETARY
☐ All correspondence that was sent to and on behalf of the chapter

EDITOR/HISTORIAN
☐ All chapter historical data
☐ Chapter scrapbooks (Mothers and Teens)
☐ Up-the-Hill Chapter submissions (if applicable)
☐ Chapter/Regional/National Newsletters
☐ Contact information for local area newspapers
☐ Updated chapter history report
☐ Chapter Website information (if applicable)
TREASURER
- Check writing signatory power
  NOTE: If the chapter continues to use the same bank accounts, most banks will require a copy of the chapter minutes listing the new financial officers, before changing the names on the account
- Information necessary to gain access to chapter financial and/or other records
  NOTE: If the chapter purchases specific software (Quicken or QuickBooks) to maintain their chapter reports, then the software and all historical data must be given to the new officer
- Checkbooks for all accounts
- Checking account information, including last bank statements for all chapter accounts
- Chapter End-of-Year reports filed with the National Treasurer (or provide access to)
- Chapter Audit reports sent to the National Treasurer (or provide access to)
- Chapter Foundation reports (or provide access to)
- IRS tax identification number
- Vouchers and receipts of all reimbursements
- Audit

REGIONAL DIRECTOR (RD)
- All contracts signed for current and future years
- List of chapter presidents, officers and regional committee chairs including their contact information
- List of host chapter contact information for upcoming workday clusters, regional and teen conferences
- List of regional teen officers, chapter teen presidents and regional teen committee chairs including their contact information
- Review of any ongoing Grievances & Hot Spots within the region, including any “at risk” chapters
- Copies of all reports and action items voted upon at the close of the Mothers’ Conference
- Minutes from the previous Mothers’ and Teen Conferences
OFFICER TRANSITIONS

- Any documents or information from previous administrations (if applicable)
- Conference planning manuals or handbooks (if applicable)
- Any other information or documentation that is necessary to the continued success of the region
- Contact National Headquarters to add/drop “Staff” rights to the Membership Information System (MIS)
- Contact National Headquarters to ensure the Regional website is updated with the new officers information
- All rental equipment and/or purchased items used for regional purposes or pay the depreciated value back to the region. This would include, but not limited to, computers, printers, projectors etc.

REGIONAL TREASURER (RT)
NOTE: Treasurers must transition within 30 days of the Mother’s conference unless otherwise specified in the bylaws

- A check must be given to the newly elected RT to carry on the business of their region as the prior administration concludes their business. This check must be presented to the newly elected RT at the conclusion of the Mothers’ Regional Conference. This check is to be deposited in a bank selected by the RT with the approval of the new Regional Director.
- A Teen Conference account and Mothers Conference account may be opened as funds become available for those accounts.
- Hard and Electronic copy of the newly approved budget of the region RT
- All chapter files that include information collected during tenure of the RT
- Regional End of Year Reports submitted during the tenure of RT
- Copies of all signed contracts and leases during tenure RT
- Copies of all 1099 tax forms filed during tenure (including information for filings by newly elected RT) and copies of the W9 forms in possession RT
- Copy of Audits and Interim reports when completed as per the bylaws RT
- Electronic file and/or disc of QuickBooks and/or Quicken files RT

REGIONAL SECRETARY (RS)

- Provide the National Treasurer with a list of the newly elected officers so that she may prepare and provide the official letter to the newly elected officers with their names on it and with the Jack and Jill stamp of the National
President for financial institutions to open accounts in the Jack and Jill name.

- Contact information of the Region’s chapter Presidents, Regional Officers, and Regional Committee Appointees
- Minutes from Mothers Conference and Teen Conference
- List of all equipment purchased and/or leased during tenure with dates of purchase, id numbers, description and price of purchase

**Important Reminders For Regional Secretary And Regional Treasurers**

- Minutes must be complete and distributed within 90 days following your Regional Conferences (Mothers and Teens).
- The Audit covering the period of June 1st – May 31st must be completed and distributed by August 31st to the National Treasurer and copies sent to all Chapter Presidents by November 30th.
- All bank accounts opened by the previous regional team should be closed by September 1st. All remaining funds should be sent to the newly elected Treasurer.
- The Interim Financial report covering the period June 1st – August 31st should be complete and distributed to the National Treasurer and Chapter Presidents within 90 days of your Mothers Regional Conference.

**REGIONAL FOUNDATION MEMBER-AT-LARGE (MAL)**

- Copies of all reports and forms presented to the membership
- All training materials pertaining to the office
- All information on Jack and Jill Foundation
- All copies of chapter grant proposals from the previous term

**NATIONAL PRESIDENT**

- All contracts signed for current and future years
List of Regional officers and National committee chairs including their contact information
- Copies of all reports and action items voted upon at the close of the National Convention
- Any documents or information from previous administrations (if applicable)
- Employment and contact information for the National Headquarters’ Staff
- Hiring practices and (potential) need for additional staff (if applicable)
OFFICER TRANSITIONS

☐ All policies and procedures currently administered by the Headquarters’ Staff under your direction

☐ Schedule a time for the newly elected President to meet the staff and become familiar with the policies and procedures currently in place

☐ All minutes, resolutions or any other documents obtained from the Jack and Jill Foundation Board of Directors

☐ Any outstanding or unresolved legal actions or proceedings

☐ Convention planning manuals or handbook (if applicable)

☐ Any other information or documentation that is necessary to the continued success of the organization

☐ All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

NATIONAL VICE PRESIDENT

☐ Chapter Establishment Policies and Procedures Manual

☐ A list of current provisional chapters including their contact information

☐ Chapter training materials (Membership and Chapter Establishment), including electronic copies

☐ A list of current Regional Directors and their contact information

☐ Review of any pending National Advisory Council issues

☐ All policies and procedures currently administered by the Headquarters’ Staff under your direction

☐ Review of any ongoing Grievances & Hot Spots within the country, including any “at risk” chapters

☐ All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

NATIONAL PROGRAM DIRECTOR

☐ All information related to the publication of SCOPE

☐ Chapter Program Handbook files

☐ All information related to the revision or publication of the Member Manual

☐ National Program Committee and their contact information
OFFICER TRANSITIONS

- Member-at-Large Liaison files and their contact information
- Files or documents updated during tenure
- All policies and procedures currently administered by the Headquarters’ Staff under your direction
- Copy of SCOPE from tenure
- Copy of the other publications and vendor’s contact information
- Thompson Quintuplet contact information
- All electronic web based accounts related to national programs, including user name and password
- All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

NATIONAL RECORDING SECRETARY

- Meeting minutes of all National Executive Board and National Advisory Council meetings and any other minutes recorded during tenure
- Regional conference minutes from each region (Mothers and Teens) NOTE: Minutes may already be on file at the National Headquarters
- All Recorded minutes, Plenary Summaries, Committee Reports from the previous National Convention(s)
- All contact information for the incoming National and Regional Nominating Committee Chairs
- Master copies and electronic files of all forms created and revised tenure
- Provide the newly elected officers a Resolution identifying the new officers. It should include provisions for opening the national financial accounts and the National Tax ID number. This letter is to be presented to the financial institution chosen by the newly elected National Treasurer, with the approval of the National President.

- All chapter forms that were sent to the past National officer, including:
  - Per Capita Transmittal forms (including check copies)
  - Termination of Member forms
- All policies and procedures currently administered by the Headquarters’ Staff under your direction
- All rental equipment and/or purchased items used for national purposes or
pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

**NATIONAL CORRESPONDING SECRETARY**
- Transfer Request Forms
- Legacy Request Forms
- Tenure Membership Legacy Forms
- All Bylaw revisions and files updated during tenure
- Electronic voting vendor’s contact information for National Convention
- Policy and Procedure Manuals from each region
- Trademark information and documentation
- All policies and procedures currently administered by the Headquarters’ Staff under your direction
- All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

**NATIONAL TREASURER**
- A check from the operational account to open the new national operating checking account
- Check(s) to open others accounts when the prior accounts have cleared, i.e. National Convention account (if applicable)
- Contact information of the Region’s Treasurers to include address, phone number(s) (home, work, cell, fax) and email
- A copy of the financial report provided to the membership at the immediate past National Convention
- A hard copy and electronic version of the approved National budget
- The Financial Handbook and other documents updated during tenure
- Any other documents or information from previous administrations (if applicable)
- All Audits
- All electronic files (if applicable)
- Copies of all signed contracts for current and future years
OFFICER TRANSITIONS

- Contact information on all insurance carriers
- All policies and procedures currently administered by the Headquarters’ Staff under your direction
- Payroll information and contact information for Headquarter staff and independent contractors
- 1099 information for filling
- Access to all files
- Briefing with newly elected Treasurer at HQ to go over operations
- All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.

NATIONAL EDITOR

- All information and documentation related to the Up the Hill publications
- Chapter Submission forms
- Chapter notifications
- Tracking spreadsheets
- Execucom and other publications from tenure
- Files or documents updated during tenure
- All policies and procedures currently administered by the Headquarters’ Staff under your direction
- Publication vendor’s contact information
- All rental equipment and/or purchased items used for national purposes or pay the depreciated value back to the organization. This would include (but not limited to) computers, printers, projectors etc.