**New HCE Club Organizational Form**

Please contact your County membership chair (information below) 2-3 weeks prior to your club’s first meeting to receive copies of the county HCE Bylaws, member handbook/program books, officer handbooks and secretary books. Return this completed form to the contact listed below.

Review County HCE Bylaws (enclosed)

Distribute HCE handbook/program books (1 per member) number of handbooks needed

**Structure**: Suggested guidelines

* Choose a club name
* Choose a regular meeting time
* Establish club dues if decided by members
* Elect club officers and distribute officer handbooks
* Club Treasurer sends membership list and county dues to County Treasurer ($ per member)
* Club Secretary sends Affirmative Action form to the county Family Living Educator or the
UW-Extension Office
* Designate host for programs
* Establish club goals and guidelines

**New Club Contact Information**-**please fill out completely**

Club Name

Club President

**County Contact:** Please return this completed form to the address below

Name:

Mailing Address

City, State, Zip:

Telephone: Home: Work:

Email

Name:

Mailing Address

City, State, Zip:

Telephone: Home: Work:

Email

Do not hesitate to call the County Membership Chair/ County Contact or the Extension contact: