



## 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: \_\_\_\_\_