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## Welcome New Members

*As Membership Coordinator, I am always excited with the prospect of meeting new families. With each new member to TRUCKEE FAMILY CLUB (aka Truckee Family Connection) comes new ideas and great shared experiences.*

*TRUCKEE FAMILY CLUB is an organization built on member participation. You and your family can become as involved in this group as your busy lives allow, from attending outings, playgroups, meetings, to serving as an officer or director.*

*You will meet other families and our hope is that you will make new friends. We are always welcome to new ideas.*

*The **New Member Application** is attached; please complete the Application as well as the **Guidelines Acknowledgment and Liability Waiver** on the reverse side. If you would like to contribute to TRUCKEE FAMILY CLUB without any cost to you via eScrip, please complete the section below the Guidelines Acknowledgment.*

*Sincerely,*

*Dionne Pope, Membership Coordinator  
530-579-1825*

### Board of Directors

*President*  
Anne Butterworth

*Treasurer*  
Dionne Pope

*Secretary*  
Dawn Spillman

### Our Mission Statement

Truckee Family Club, aka Truckee Family Connection (TFC), is an organization for families with children. Our goal is to provide families with a supportive and informative environment through planned monthly activities and ongoing community awareness. TFC is a non-profit organization and does not discriminate.

### Membership Benefits

- Playgroups
- Moms night out
- Dads night out
- Family outings
- Regular Newsletter
- Book Club

You can participate as much or as little as you want.

### Membership Dues

General Membership dues are \$30 per year, prorated.

# TRUCKEE FAMILY CLUB GUIDELINES

## Membership Requirements

- A TFC member is any person, 18 years or older, who has children between the ages of 0 and 18 years. Special consideration may be given to persons without children who are seeking membership.
- Members must pay their dues upon signing up, unless otherwise arranged.
- Members are required to assist the group in some form at least once in the course of each membership year, as stated in Article 11, Section 2, of the TFC Bylaws.

## Dues

- Dues are \$30 annually and are made payable to *Truckee Family Club*.
- Dues must be current to participate in TFC activities and playgroups.
- Dues may be adjusted by decision of the Board in certain financial hardship circumstances.
- Dues are collected annually on August 1.
- New Members' dues are prorated monthly at the time of membership.
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## General Courtesies and Guidelines

- All current members will receive membership roster updates via e-mail periodically. Updates are available monthly via US Postal Service upon request. The roster is available to every member for convenience and TFC use only -- never for commercial use.
- Parents must remember at all times that the safety and well-being of the children involved in TFC is the exclusive responsibility of the parent.
- Please do not attend a playgroup or functions when you or your children are ill.

- Some events require an RSVP a week or so prior to the activity due to the planning involved. Please RSVP as soon as you know you can attend. We would regret having to turn anyone away after the RSVP date. Also, please cancel your RSVP if your plans change.
- Children should be encouraged to pick up after themselves when playgroup and social events are over.
- Members are encouraged to assist in set up and clean up at all TFC functions.

## Newsletter

Anyone wishing to submit an article or announcement for the newsletter should submit it to the newsletter editor by the 20<sup>th</sup> of each month.

## Meetings

Meetings are held approximately every six weeks as specified in the TFC monthly Newsletter Calendar.

All meetings are open to the public. Members are encouraged to attend meetings and comment on agenda items.

## Board of Director Positions

A candidate for a position on the Board of Directors may be any TFC member in good standing. Directors are to be elected annually by the general assembly and serve a term of one year.

- *President*. The President presides over quarterly Board and monthly Officer Committee Meetings, as well as oversees all facets of the organization.
- *Treasurer*. The Treasurer creates and maintains the annual and operating budgets and balances sheets. This position also reports financial status of the organization at each board meeting.
- *Secretary*. The Secretary records the minutes at the quarterly board meetings and ensures the meeting operates in

## TRUCKEE FAMILY CLUB GUIDELINES

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accordance with the rules set forth in Parliamentary Procedure for Nonprofit Corporations handbook. Also, this position submits the board meeting agenda to the newsletter.

### Other Committees

- **Operations & Procedures.** Ensures that TFC is operating in accordance with the operating procedures, bylaws and the *Parliamentary Procedure for Non-profit Corporations* handbook.
  - *Nominating Committee.* Solicits and screens potential candidates for both board and officer positions; also tabulates and reports the results of the general election.
  - *Ombudsman Committee.* Researches a complaint or recall request of a Board or Officer Position.
- **Finance.** Responsible for the revenue generation and charitable programs.
  - *Grants & Donations.* Writes grants for TFC and solicits donations for charitable programs.
  - *Fundraising.* Organizes fundraising events.
  - *Charitable Programs.* Designs and initiates worthy community projects, scholarships, subsidies, and other types of philanthropic projects for TFC.
  - *Finance Officer.* Collects and records membership dues and special assessments; also collects board and committee expense receipts, issues receipts for approved expenses and donations, and makes all organization deposits.
  - *Membership.* Maintains the current record of memberships, mails out membership renewals, and issues new membership packets upon request.
- **Member Services.** Responsible for on-going member support services.
  - *Family Support.* Determines the special needs of individual members; enlists volunteers from within the organization to temporarily support members in need.
  - *Playgroups.* Establishes and coordinates playgroups for the children of members in good standing.
  - *Library.* Maintains the organization's reference library.
  - *Historian.* Collects and records all organization activities, photos, press items, and memorabilia.
- **Community Services.** Responsible for ongoing community support services.
  - *Social Calendar/Outings.* Creates the monthly calendar.
  - *Newsletter.* Produces and distributes the monthly newsletter
  - *General Meeting Coordination.* Facilitates the monthly general meeting.
  - *Public Relations.* Promotes TFC's presence in the community.

# TRUCKEE FAMILY CLUB GUIDELINES

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## WEEKLY PLAYGROUP INFORMATION

### Definition

The Playgroup Coordinator will connect TFC parents depending on their location, ages of children, days and times of availability. Playgroups generally range in size from two to eight families. Parents usually rotate hosting a Playgroup at their home. The purpose of Playgroups is to provide consistent weekly socialization for children, as well as parents.

### Leadership

Each Playgroup elects a representative for their group. The Playgroup representative will report to the Playgroup Coordinator any changes in the Playgroup (i.e., days, time Playgroup member status and size).

### Commitment

For Playgroups to be successful and reliable, each member must be committed to it with regular attendance. Call host if you cannot attend your regularly scheduled playgroup.

### Playgroup Decisions

- Who will be the Playgroup representative?
- How many Playgroup members do you want in your group?
- What day and time of week will you meet?
- How does the location rotate?
- Who calls to confirm attendance (host or guests)?
- Discuss guidelines for snacks, drinks, activities, discipline, clean-up, etc.

### Playgroup General Guidelines

- Each parent should be responsible for his/her own child's safety and behavior. Houses, decks or other play spaces should be childproofed with any hazardous areas fenced off from the group.
- Please do not attend Playgroup if your child is sick. Discuss symptoms, if minor, to get OK to join for the day. Report any communicable diseases to the Playgroup ASAP.
- Children should be current on their immunizations.
- Please be respectful of each person's home. Clean up spills made by your child.

If you are interested in joining or starting a Playgroup in your area, please contact one of the playgroup coordinators listed above.

### DROP-IN PLAYGROUP INFORMATION

Drop-in Playgroups are on the TFC calendar. Any TFC member can host a drop-in Playgroup. There is no weekly commitment, nor age or location grouping guidelines. The host will determine size by the RSVPs received. Weekly Playgroup rules apply.

If you would like to host a drop-in Playgroup, please contact the newsletter editor to include it onto the next month's calendar.

