

JUNIOR LEAGUE OF LANSING

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MISSION STATEMENT

Junior League of Lansing, Michigan is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Sharing the Junior League Story

Betsy Svanda, President



What an incredible evening. I want to thank each of you for giving me this opportunity to serve as your president of the Junior League of Lansing. If it were not for the training and friendship from all of you, I would not be here this evening. Thank you to all the outgoing board members who have taught me so much this year and to the incoming Leadership team who have put their faith in me and in our organization to impact our community. Also, thank you to our dear sustainers who continue to guide us, help us and support us. Thank you all for being

here this evening.

I would also like to thank my husband, Todd, who could not be here tonight. His quote to me is “If you’re happy, then I am happy.” He is my main support in all my endeavors, whatever they may be.

Also to my four children, I would have brought them, but the idea of our youngest pouring milk over her head, as she did last week would have been a bit distracting. Oh the stories I could tell of trying to accomplish Junior League work with my four children around.

Each of us has our own story of why we joined Junior League and why we continue to be members of this powerful organization. My story may not be much different from yours. I joined Junior League to make a difference in my community, but found the training, leadership and the friendships are the reasons I continue to stay a member.

I love the concept of random acts of kindness and have had the opportunity to participate in such acts on my own several years ago. I bought an umbrella at the local Dollar Store to give to people in need on a rainy day. It was around 5:00 p.m., right about the time people are getting out of work, and driving down a busy road, I saw a woman with a paper over her head, soaked from head to toe. I saw that there were no cars behind me, so I rolled down my window to give her the umbrella. She explained that she was walking to Kalamazoo and would not be able to return the umbrella. I tried to explain it was an act of kindness and basically threw the umbrellas at her as I could see cars coming behind. Now get this picture in your mind, me trying to be kind, a woman soaking wet, and cars backing up...and then...crash...a pile up...no maybe a fender bender..ahhh a training moment, next time pull off on a side road.

I know that the random acts of kindness the Junior League of Lansing will show our community will end up much safer than my personal endeavor. That is the beauty of the Junior League; it can take a bad situation and turn it into a personal training opportunity. I have been trained well, very well.

I love that we can make a difference not only one person at a time, but as we band together we can make all the difference. Let me share with you a well known story, adaptation of Loren Eiseley’s “The Starfish Thrower,” of a young woman, not different from any of us walking down a deserted beach just before dawn. In the distance she saw another woman who very well could have been a Junior League member. As she approached the woman, she saw her picking up stranded starfish and throwing them back into the sea. The young woman gazed in wonder as the other woman again and again threw the small starfish from the sand to the water. She then asked, “Why do you spend so much energy doing what seems to be a waste of time?” The woman explained that the stranded starfish would die if left in the morning sun. “But there must be thousands of beaches and millions of starfish!” exclaimed the woman “How can you make a difference?” The woman looked down at the small starfish in her hand and as she threw it into the safety of the sea, she said, “It makes a difference to this one, and it makes a difference to this one, and this one and this one.” Now let me add that the young woman paused and then knelt and started to help her new found friend pickup the starfish one at a time. Side by side they worked and others joined in as they walked by and they began making a difference together.

(continued on page 2)

JLL Email Addresses

Just a reminder to use these emails:

FOCUS

focus@jllansing.org

New Member Recruitment

membership@jllansing.org

Webmaster

webmaster@jllansing.org

Public Relations

publicrelations@jllansing.org

Signature Fundraiser

fundraiser@jllansing.org

JLL Office (Nancy)

office@jllansing.org

FOCUS is the newsletter of the Junior League of Lansing, published 9 times each year for the use of its members. Any inquiries regarding **FOCUS** may be directed to the office staff or the following address:

Junior League of Lansing

1231 Michigan Ave., Suite 204
East Lansing, MI 48823
517-324-8716
office@jllansing.org
Focus@jllansing.org

Junior League of Lansing, Michigan reaches out to women of all races, religions, and national origins who demonstrate an interest in and a commitment to voluntarism. The JLL strives in all endeavors to be sensitive to the special needs of our members and guests. If there is a special need, please notify the Education Vice President, Shelly Bugg.

FOCUS accepts advertisements to help offset the publication costs. For advertising rates or to place an advertisement, please contact the Junior League of Lansing office.

FOCUS submissions are due by 5:00 p.m. on the Monday before each GMM. Email submissions should be sent to Focus@jllansing.org in Microsoft Word, Times New Roman 12 pt. font. Articles should include a title, author and author's placement. All photos should be digital and sent to the Focus email address with the word "photo" in the subject line. Photos must include a caption with the names of those pictured and the title of the accompanying article.

President's Message *continued from page 1*

Here in Lansing, Michigan suffering and problems may seem overwhelming and too "big" for us to really make any difference, but every one "starfish" matters, and there are countless ways that each of us can help throw them back into the sea. Junior League members are building better communities by preventing life long illness through partnering with Care Free Dental, helping fight childhood obesity with Kids in the Kitchen, providing shelter and food to the homeless through Habitat for Humanity and Volunteers of America, giving abused women an opportunity to live on their own by the donations given to DIAD and community service projects, and by the grants that are awarded makes a difference in our community.

Not only is our community changed because of the Junior League, our members and ourselves are changed by what we do.

We are doing so much more than training women and impacting our communities; we are changing ourselves. In my past 13 years as a League member I have seen members rally around each other not only in good times, but in times where a child has been in the hospital, a life threatening illness has happened, or there has been a death in the family. Never forget what a smile or kind word can do for a member; we don't know their full story and your understanding smile and kind word may make all the difference.

In the coming year, let's not forget to share with the community the impact of the Junior League story. What we have accomplished in our community, what we are currently accomplishing, and the great things we will accomplish in the years to come. Our organization is 400 members strong, members who are community leaders, members who have changed thousands of lives over the years by sharing the Junior League story of building better communities and helping families and children at risk.

And let us not forget to share our story with the State of Michigan. At its worst time in history since the Great Depression, the Junior League is needed more than ever. As we partner with our eight sister Leagues, we will not only make a difference individually, but together as the Junior League story is told statewide.

Now as I close for the evening, I have brought you some gifts. If your picture is in any of the frames, please take the frame home as a memento of your story with the Junior League of Lansing. Also, I brought each of you a gift from my small home town of Charlevoix. Let the sweet treat of fudge be a reminder how sweet it is to be a volunteer. As we go forth and tell the Junior League story and impact our community in extraordinary ways, please take the Junior League sticker and place it on your vehicle. Only by getting the Junior League story out can we impact our community.

I look forward to hearing your stories this upcoming year, as we change lives in our community, one life at a time, and in turn each of your lives will be changed as well.

Nanette VanDervoort Martin

The Junior League of Lansing sends sincere condolences to the family and friends of Sustaining member Nanette (Nan) VanDervoort Martin who passed away June 2, 2010 at the age of 85.

Nan was a past President of JLL in 1962-1963. She served on and was President of numerous boards through out the community. Nan had an uncanny ability of getting jobs done, both individually or by committee. Her almost 60-year commitment to JLL and her business and civic contributions in the Greater Lansing Community will be missed by all.



New Member Congratulations

Courtney Schnelker, New Member Recruitment Chair



A huge thank you goes out to the Membership Recruitment Committee Members and Council VP. As a committee, we recruited 23 fabulous New Members.

Thank you to **Suzanne Johnson**, Membership VP, who found a way to speak at every single informational session; aside from making herself present and known to our New Members, Suzanne offered significant information relating to how one can fit JLL into their lives. **Ivana Marinig**, New Member Recruitment Vice Chair, always provided support when and where needed; further, she helped initiate and subsequently oversaw the New Members as they put together the phenomenal KITK event! I'd like to thank the New Member Advisors, **Lydia Millbrook, Kate Marchyok, Kelly Kobus, and Jennifer Schick**. They all not only did their jobs, but did them with true dedication. They were focused, excited, and true task masters! Within all of their valued work, they also provided a comfortable support for their advisees. Lastly, a huge thank you to Sustainers **Kim Hartman and Janet Freund**. They committed themselves to helping with recruitment and training. Their knowledgeable suggestions along the way provided the New Members with a solid foundation of JLL.

Congratulations and Welcome to the New Members...each one of them is unique and offers a rich background. Each one brings wonderful opportunities to JLL. They are a strong group, already tied together by their experiences that helped unfold the successful Kids in the Kitchen event. The JLL will become a stronger organization because of them. I have enjoyed meeting and getting to know all of them. I hope they are happy with their choice to have joined the JLL and feel that vibe that they have joined the most powerful women's organization in the nation.

Congratulations to the following:

Destiny Saucedo, Christina Michols, Yvonne Fleener, Brianna Garrett, Tameko Richard, Jennifer Edmonds, Liza Moore, Ellen Bode, Paula Wilcox, Nichole Martin, Kristin Clark, Maureen Neugent, Jordan Sutton, Rochelle Rizzi, Ryonn Clute, Tobi Lyon, Carol Ayotte, Amy Drumm, Cherise Teasley, Jolene Smith, Amber Terakedis, Elizabeth Stieber, and Christina Medawar

Membership Changes

- (A) **Brick, Gina**
Home Email: brickgina@gmail.com
- (NM) **Ferrini, Christine**
Resigned

Care Free Dental at Willow Elementary School

Angela Vlahakis, Signature Project

I would like to personally thank the following individuals for volunteering of their time to the Care Free Dental event at Willow Elementary School in Lansing on Friday, March 19, 2010.

Dental Hygienists from the Michigan Dental Association gave a 25 minute presentations about oral health to all fifteen K-5 classrooms at Willow Elementary school. The night prior to the event **Kristen Pricco, Meghan Sifuentes, Lynna Walta** and I to put together goodie bags. On the day of the event **Peggy Cole, Nanette Nasser, Jennifer Charette, and Ann Vogelsang** distributed goodie bags and bottled water to each student. Then the dental hygienists ask if the volunteers would like to participate, educating the 5th grade class with oral presentations and Peggy and Ann happily volunteered.



Host a CAbi show in the privacy of your home
Contact Independent Sales Consultant
Amy Crites
517-204-2550/amycrites@aol.com

Congratulations to Our Newest Sustainers

THE JUNIOR LEAGUE OF LANSING WOULD LIKE TO THANK EACH ONE OF YOU FOR ALL YOUR HARD WORK AND DEDICATION OVER THE YEARS IN HELPING US TO WORK TOWARD ACCOMPLISHING OUR MISSION.



Gina Brick

Gina joined League in 1999 she was new to the area and was looking for a way to meet new people and also be able to contribute to the community.

In the past 10 years she has met so many amazing women. She is thankful to League for the connections it has brought her. She is also thankful to have been a part of an organization that puts forth tremendous efforts to make this community a better place for those in need. Gina will miss being an active part of League but with her third child on the way, she is looking forward to spending more time with her family!



Molly Chan

Molly is so grateful for her years with the Junior League and would not change one aspect of her experience. Molly joined League in 2003 upon the suggestion of some co-workers who had recently joined and after she went to the first meeting, she knew it was a good fit for her. Since that day, Molly feels that she has grown both personally and professionally and she attributes aspects of that growth to the training and experiences she received in League.

Molly has worked on the Signature Fundraiser for years, held numerous Chair positions and was on the Board. The best part of her journey with League was the opportunity to grow a strong foundation of great volunteer and leadership training which she now implements in all facets of her life.

Molly feels that Junior League creates and fosters lasting friendships and some of her very best friends are women that she met in League. Molly is so grateful for every woman that she has met along the way as she feels that she has learned something from each one of them. Molly will always be “grateful for my League experience!”



Beth Cook

Beth joined the Junior League of Lansing as a New Member in 2002/2003, a couple of years after moving to Lansing from Grand Rapids. She wanted to make a difference in her new community and meet other women who felt the same way. Beth truly enjoyed her active years with the Junior League and made many great friends.

Beth's placements included Signature Fundraiser (2 years), Treasurer Elect – which ended up turning into a double placement

of Treasurer Elect and Treasurer, as the acting Treasurer had moved to the U.P. in January. Beth felt that year as Treasurer Elect and Treasurer was a challenging placement for her and it made the following year as Treasurer seem quite easy in comparison. Beth credits Katie Strong's excellent leadership as President of League and Diana Mitchell's CPA experience as Treasurer Elect as reasons for her smooth Treasurer year. After serving as Treasurer, Beth took on yet another double placement of Endowment Treasurer and Nominating/Placement Advisor. Beth's final placement was as Nominating Chair.

Beth chose to go Senior Active this past year as she and her family were moving back to Grand Rapids. While Beth misses the camaraderie of being an active member of Junior League, she loves being closer to her family now that she and her husband Scott have their daughter, Addison, born October 15, 2009. Beth looks forward to the monthly lunches with hers JLL girls and knows that her friendships will last a lifetime.



Katherine Donohue

Kaye decided to join JLL to meet new people, especially women who were interested in community service. Kaye has been active for 9 years, and her favorite placements were Done In a Day and Nominating/Placement. Kaye is really grateful for the friends that she has made and the training that she received. In her own words: “JLL is AWESOME.”



Heather Gilkey

Heather joined Junior League in 2002 with the idea that she would be able to give back to the women and children in the community.

Heather served on various committees including: Signature Fundraiser, Training and Member Relations. One year Heather even dressed up as the Easter Bunny for the Easter Egg Hunt which, to her amazement, led to her winning the Spirit of Junior League Award. Heather's favorite activity in Junior League was shopping for Caring about Kids and organizing and shopping for Back to School Backpacks.

Heather feels that even though her main focus for Junior League was giving back to the community, to her delight and surprise and as often happens in life, Junior League gave back to her by introducing her to some of her very best girlfriends. These friendships enhanced her experience in Junior League and she knows these ladies will be her sister friends for many, many years to come.

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Sara Gillespie

Sara was encouraged to join Junior League by her dear friend Sarah Knapp. After hearing about her experiences and meeting some other members, the decision for her to join was easy. Sara's provisional year was in 2002 and she was fortunate enough to gain many friends who also joined at that time; many of whom she remains close to today.

When Sara thinks back on her Junior League experience, she believes that she had the most fun and worked the hardest during her two years planning the Signature Fundraiser. It was a great opportunity for her to meet other members and rewarding to see the group's collective efforts turn out such a fantastic event. Sara also really enjoyed the work that she did on the Done in a Day Committee once as the chair and another year as a committee member. This committee allowed her to try things that she would not have sought out on her own. An example she gives is when she was helping with Habitat for Humanity, she was really hoping that she would be asked to paint or plant flowers for, but somehow she ended up with the power saw! She found that experience rather empowering.

All in all, Sara is grateful that Junior League provided her with so many opportunities to give back to the community, connect with amazing women, and grow in ways that she had never expected.



Renee Knake

Renee joined Junior League first at Charlottesville, Virginia, in 2002. Renee transferred to the Lansing League in 2005.

Most of Renee's League service has focused on membership, including placements such as New Member Recruitment Chair, Membership Vice President and Nominating/Placement. One of her favorite things about League is the instant connection it facilitates with community organizations and with women in the area.

Renee is a law professor at Michigan State College of Law, and is the mom of James, age 5, and Grace, age 2. So she is looking forward to having more time to focus on research, writing, students, and, most important, hanging out with James and Grace.



Nancy Nyquist

Nancy joined the Junior League of Lansing in 2001, and when joined League she was looking for a way to get involved in the community and meet new people. Joining Junior League was an easy decision because it is focused on the areas of the community in which she wanted to be able to make an impact. League has provided great insight into the needs of our

community and she hopes to continue to volunteer in a number of capacities as a sustainer.

Nancy states that she truly enjoyed all of her placements for different reasons—placements included Member Relations, Community Service, New Member Vice Chair, Nominating/Placement Advisor and SPAC. Nancy has enjoyed many volunteer opportunities with the Junior League, but one of her favorites is Caring About Kids. Nancy is continuously impressed with the caliber of women League attracts and the willingness of everyone to get the job done. Nancy is very proud to belong to such an outstanding organization and looks forward to becoming a sustaining member of Junior League.



Amy Suhrheinrich

Amy joined the Junior League of Lansing in the fall of 2000. She had done volunteer work in college and loved it. After having a family, Amy wanted to find a volunteer organization where she could meet women with similar interests and make a difference in her community. Some of Amy's best friendships have been established in League and she continues to meet many extraordinary women.

Given her long history in JLL, Amy has held numerous placements, including DIAD, Provisional Advisor, Provisional Vice Chair & Chair, Membership Vice President, Nominating Placement Advisor, and President. Amy currently serves as the president of the Michigan State Council of Junior Leagues. Always willing to help out where needed, Amy will serve as the Training Chair for MSC next year, which will help her ease into "sustainerhood."

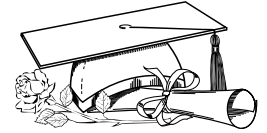
Amy could not pick a favorite placement, as each offered so many different things, however, she has many fond memories serving on the Board as the Membership VP, including a fun, non-JLL-related trip the Board decided to take to Las Vegas. Additionally, an ODI training in Tampa opened Amy's eyes to the degree of impact that the Junior Leagues make in communities around the world and the training that occurs within each League. It was at this time that she couldn't wait to get more involved.

Throughout her tenure, she has enjoyed watching change occur within League and seeing how women adapt to become successful. The Lansing area is blessed by the dedication and spirit of the women in this organization. Attending meetings will be missed, but no worries as she continues to keep very busy volunteering, traveling and spending time with her husband and two children, Madeline and Richard.



2010 Scholarship Recipients

We congratulate the following individuals for their contributions to the benefit of our community, while never abandoning their goals of academic excellence. We hope the scholarship from the Junior League of Lansing will inspire these ladies to remain involved in their communities throughout their lives.



Jennifer Tsai will graduate from Okemos High School this spring with a 4.0 GPA and plans to attend either the University of Chicago or Northwestern this fall.

Jenny was nominated by Susan Herner, the Youth Volunteer Coordinator for Sparrow Hospital. Jenny has been a teen volunteer since July of 2006 and has assisted the nursing staff in the Cardiac Progressive Care Unit, Radiology Unit and the Emergency Room. She is currently the president of the Youth Volunteer Program at Sparrow. Ms. Herner finds Jenny to be an exceptional volunteer in addition to her high achievement in school.

Jenny is the captain of the Varsity Tennis Team and the Science Olympia. She is the President of her Senior Class and received the 2010 Kiwanis Citizenship Award.

In addition to the volunteer work she does at Sparrow, Jenny has raised funds for earthquake victims in Sichuan, China (2008), the Heifer Foundation (2008) and a Taiwan orphanage (2009). Through A.C.T.I.O.N and the Key Club she has helped at-risk elementary students, fed the hungry at a soup kitchen and played the piano for seniors at the Ingham County Medical Care Facility. Jennifer has truly embraced her opportunity to be a role model in the Okemos community and we wish her all the best.

Alyssa Mazvrek will attend the University of Michigan in the fall. Alyssa was nominated by her science instructor, Dr. Judith Brooks Harwood. Dr. Harwood stated that Alyssa is capable and focused and will continue to use her considerable talents to positively impact her community. She believes that Alyssa brings a positive energy, great organizational ability and commitment to her work in the community.

Alyssa volunteers once a week in the Emergency Room at Sparrow Hospital to better prepare her for a career in medicine.

She also organizes and volunteers in a school wide tutoring program and is the secretary of both the Student Senate and the National Honor Society.

Alyssa has helped to raise funds and has participated in Toys for Tots, Relay for Life, World Medical Relief Fund and Red Cross blood drives. She is very involved with her church and has helped organize 5K races, recycling events and elementary school carnivals. This young lady has been a model student and active volunteer. She has made a positive impact on our community, and will continue to do so wherever she is.

Heather Badder is the recipient of our Non-Traditional scholarship this year. Heather is a senior at Baker College in Jackson, has a 3.5 GPA and majors in accounting.

Heather is very actively involved with our community. She has served on the Board of Directors at the Ronald McDonald House of Mid-Michigan since January of 2007. She has been the Volunteer Coordinator and Treasurer of the RMHMM since 2009. She has been on the 5K race committee since 2006 and has served on the RMHMM Operations Committee since 2009. All of this, and she also works at the house on the 2nd and 4th Sundays of each month.

Heather has also volunteered at Sparrow Hospice Services since May 2006. Heather was nominated by our very own, Lisa Gnass. Lisa states that Heather has always displayed compassion and empathy for others and a willingness to ease the suffering and give aid to those in our community. Heather has given valuable contributions of her time, money and skills to help so many. Because of this it is our honor to support Heather develop her potential through higher education. Heather is obviously a Dynamic Woman Impacting Lives and we thank you for all that you do.

Congratulations To Our New Active Members

Carol Ayotte ❖ Ellen Bode ❖ Kristin Clark ❖ Ryonn Clute
 Amy Drumm ❖ Jennifer Edmonds ❖ Yvonne Fleener ❖ Brianna Garrett
 Tobi Lyon ❖ Nichole Martin ❖ Christina Medawar ❖ Christina Michols
 Liza Moore ❖ Maureen Neugent ❖ Tameko Richard ❖ Rochelle Rizzi
 Destiny Saucedo ❖ Jolene Smith ❖ Elizabeth Stieber ❖ Jordan Sutton
 Cherise Teasley ❖ Amber Terakedis ❖ Paula Wilcox

Whistleblower Policy

Rationale: This new policy is required in order to comply with Form 990 reporting requirements.

Section 23: Whistleblower Policy

The Junior League of Lansing requires that all members [and employees] observe high ethical standards in the execution of their responsibilities. It is the intent of The Junior League of Lansing to comply with all laws and regulations that apply to its operation; with the Junior League Mission, Vision and Reaching Out Statement; and with the bylaws and operational policies. The full cooperation of all members [and staff] of the Junior League of Lansing with this policy is necessary to achieve and maintain such compliance.

Procedure:

Any member [or employee] of the Junior League of Lansing may report practices that are unlawful or are noncompliant with the League's Mission, bylaws or operational policies and procedures, and should do so in good faith, having reasonable grounds for believing that the practices disclosed are in violation of the League's governing and operating principles. Such individuals are protected from retaliation if the report is made in the following manner:

1. If the whistleblower is a member of the Board of Directors, a written complaint should be sent to the President. If the matter involves the President or if the Board member is not comfortable in making the report to the President or feels that the President has not responded appropriately, the complaint should be sent to the Sustaining Advisor.
2. If the whistleblower is a member of the League, but not a member of the Board of Directors, a written complaint should be sent to the Chair of the committee to which the member is assigned. If the matter involves the Chair, or if the member is not comfortable in making the report to the Chair, or believes that the Chair has not responded appropriately, the complaint should be sent to the Sustaining Advisor.
3. If the whistleblower is an employee of the League, a written complaint should be sent to the President Elect. If the matter involves the President Elect or if the employee is not comfortable in making the report to the President Elect or feels that the President Elect has not responded appropriately, the complaint should be sent to the President. If the matter involves the President or if the employee is not comfortable in making the report to the President or feels that the President has not responded appropriately, the complaint should be sent to the Sustaining Advisor.

The recipients of the written complaint must fully and promptly investigate all complaints brought to them and must take appropriate corrective action, bearing in mind the best interests of the League.

The Junior League of Lansing will not retaliate, either by suspending from membership or ending employment, respectively,

against any member or employee who has submitted an allegation in good faith. However, if it is found that the allegation was not made in good faith, adverse membership or employment consequences, whichever is applicable, could ensue.

Scope: Board of Directors/Membership/Employees

Monitored by: Board of Directors

Effective: May 2010

Office Key Assignment Policy Change

18.6 Office Key Assignment: All Members of the leadership team will be assigned a numbered key to the League office.

Scope: Committee Chairmen

Monitored by: President Elect

Effective: October 1999, revised March 2010

Procedure: Assignment and distribution

- a. The Assistant to the President will assign keys to the Board.
- b. Each Board Member will receive her key and assignment letter by the May Meeting, but no later than the Board retreat.
- c. Board Members will have their keys available to their chairs.
- d. Key cards will be kept in the Junior League office and can be signed out for access to the main building. Key cards must be returned to the office immediately following use.

Procedure: Accountability

- a. Board Members are the principle key holders.
- b. Chairs are responsible for contacting Board Members to obtain keys and returning keys to Board Members within 48 hours.
- c. Any Board Member who has not turned in her assigned keys by the May Meeting will be billed as stated in the key assignment letter.
- d. The Assistant to the President will submit names of the Board Members/Chairs that have misplaced their keys to the Treasurer Elect, who will send those Members a billing notice.

Retaining and Safeguarding Records Policy

Rationale: This new policy is required in order to comply with Form 990 reporting requirements.

Section 24: Retaining and Safeguarding Records

The following chart outlines the various finance-related records that JLL is likely to have, along with recommended retention periods. The list is indicative, not exhaustive. Following the retention period, records should be disposed of promptly. In italics are listed the parties responsible in performing and documenting the destruction of the applicable documents.

If at all possible, certain documents should be kept in a locked, preferably remote, and preferably fireproof storage area (called Safe Storage in the chart below). While the originals of these documents should be held safely, copies should be kept in the office files and be easily accessible.

In addition to the documents themselves, an inventory of the organization's records should be maintained, identifying items that are kept in office files and the contents of the organization's safe storage area as well as the names of those who have access to it. An inventory listing should include:

- Description of the item of record
- Reason for retention
- File location while active and when inactive
- Retention period
- Format (paper, electronic, etc.)
- Name and contact information for who has access

Scope: Board of Directors

Monitored by: Board of Directors

Effective: May 2010

Procedure:

General Documents and Office Records

Description	Safety Storage	Retention Period			
		Permanent	7 years	5 years	3 years
IRS determination letters	X	X			
State sales tax exemption ruling	X	X			
Articles of incorporation (charter) with amendments	X	X			
Bylaws and standing rules (original plus dated copy of each revision)	X	X			
Minutes of the Board of Directors		X			
Contracts – <i>President</i>	X		X		
Leases and titles – <i>Finance Council</i>	X		X		
Employee personnel records – <i>Planning Council</i>			X		
Current insurance policies – <i>Finance Council</i>	X				
Expired insurance policies – <i>Finance Council</i>					X
Inventory and location of owned equipment – <i>Planning Council</i>					X

Treasurer's/Membership Records

Description	Safety Storage	Retention Period			
		Permanent	7 years	5 years	3 years
Federal and state tax (information) returns		X			
Audited/reviewed annual financial statements		X			
Membership lists (if applicable)	X				
Bookkeeping journals and ledgers		X			
Canceled checks – <i>Finance Council</i>			X		
Budgets and financial forecasts – <i>Finance Council</i>				X	
Bank records — deposit slips/statements – <i>Finance Council</i>					X
Check Requests and Invoices – <i>Finance Council</i>					X
Committee budgets – <i>Finance Council</i>					X
Treasurer's reports – <i>Finance Council</i>					X
Financial policies/guidelines – <i>Finance Council</i>			X		
Federal and state reports on lobbying expenditures/effort		X			
Payroll records – <i>Planning Council</i>			X		
Employee's W-2 records	X				

(continued on page 9)

Annual Membership Awards Policy Change

Rationale: The Selection Committee wishes to clarify the existing language to include sustaining members for all categories with the exception of the New Member award so that it is consistent with the Recognize Excellence Award document.

Current language:

18.10 Annual Membership Awards

Membership awards shall be presented at the May General Membership Meeting to recognize those who served in an outstanding capacity in community service, placement, spirit, leadership, New Member and Sustainer involvement.

Procedure:

1. New Member, Active, and Senior Active members in good standing are eligible for the Community Service, Placement, Spirit, and Leadership awards. Only Sustainers are eligible for the Sustainer award. Only New Members are eligible for the New Member award.
2. Members who received a monthly KUDOS award during the League year will automatically be considered a candidate for an Annual Membership Award. Active members may also provide a written nomination of fellow members they believe are most deserving of an award.
3. The Selection Committee will be comprised of the Membership Vice President, Nominating Chair, Placement Chair, a Sustaining member, and Member Relations Chair.
 - a. The Selection committee will be chaired by the Membership Vice President
 - b. The committee will review each submission and judge it according to the selection criteria and reach a consensus on the above listed awards. In the event a member of the selection committee is nominated for an award, they shall excuse themselves from the committee.
4. Nominations must be submitted by the April General Membership Meeting.
 - a. The Member Relations Chair, by mail, will notify each member that their name was submitted for one of the above listed awards.
 - b. The winner of the award will be announced at the May GMM.

Scope: Membership

Monitored by: Membership Vice President

Effective: March 2000, Revised July 2004

Revised language:

18.10 Annual Membership Awards

Membership awards shall be presented at the May General Membership Meeting to recognize those who served in an outstanding capacity in community service, placement, spirit, leadership, New Member and Sustainer involvement.

Procedure:

1. New Member, Active, ~~and~~ Senior Active **and Sustaining members** in good standing are eligible for the Community Service, Placement, Spirit, and Leadership awards. Only Sustainers are eligible for the Sustainer award. Only New Members are eligible for the New Member award.
2. Members who received a monthly KUDOS award during the League year will automatically be considered a candidate for an Annual Membership Award. Active members may also provide a written nomination of fellow members they believe are most deserving of an award.
3. The Selection Committee will be comprised of the Membership Vice President, Nominating Chair, Placement Chair, a Sustaining member, and Member Relations Chair.
 - a. The Selection committee will be chaired by the Membership Vice President
 - b. The committee will review each submission and judge it according to the selection criteria and reach a consensus on the above listed awards. In the event a member of the selection committee is nominated for an award, they shall excuse themselves from the committee.
4. Nominations must be submitted by the April General Membership Meeting.
 - a. The ~~Member Relations Chair~~, **Membership Vice President**, by mail **or email**, will notify each member that their name was submitted for one of the above listed awards.
 - b. The winner of the award will be announced at the May GMM.

Scope: Membership

Monitored by: Membership Vice President

Effective: March 2000, Revised May 2010

Records Policy *continued from page 8*

Signature Project and All Fundraisers

Description	Safety Storage	Retention Period			
		Permanent	7 years	5 years	3 years
Letters of agreement/contracts – <i>President</i>	X		X		
Project reports/reimbursement records – <i>Fund Development Council and Community Council</i>			X		
Project proposals and budgets – <i>Fund Development Council and Community Council</i>				X	
Project close-out acknowledgements – <i>Fund Development Council and Community Council</i>			X		

June, July & August Birthdays

ACTIVES

Santucci, Torye	06/06
Briggs, Laura	06/09
Brewer, Jennifer	06/18
Wilcox, Paula	06/20
Johnson, Gabielle	06/21
Teasley, Cherise	06/21
Bode, Ellen	06/25
Schick, Jennifer	06/26
Jelneck, Tracy	07/06
Gnass, Lisa	07/09
Rhorer, Kristen	07/11
Fleener, Yvonne	07/12
Myers, Becky	07/18
Garret, Brianna	07/19
McHenry, Ann	07/19
Naser, Nanette	07/22
Campbell, Jane	07/23
Callaghan-Keefe, Lisa	07/26
Slone, Diane	07/26
Carr, Sherri Marie	07/27
Shewsbury, Rochelle	07/30
Schuppner, Nicole	08/01
Carl, Stacy	08/03
Bugg, Shelly	08/07
Campbell, Amanda	08/08
Steger, Sheila	08/12
Johnson, Suzanne	08/18
Paalman, Becky	08/19
Svanda, Betsy	08/19
Meny, Lisa	08/24
Pricco, Kristen	08/27

SUSTAINER BIRTHDAYS

Duda, Barbara	06/02
Duffield, Darrell	06/02
Frangos, Tula	06/03
Irwin, Phyllis	06/03
Joslin, Marge	06/04
Brooks, Ginny	06/05
Hollister, Diane	06/10
Schwendener, Polly	06/12
Mooney, Nance	06/14
Couling, Meredith	06/18
Nugent, Marilyn	06/18
Zsigo, Kerry	06/18

Freund, Janet	06/23
Hirt, Linda	06/23
Brewster, Susie	06/26
Drake, Jane	06/26
Hacker, Jo	06/26
Spencer, Marcia	06/27
Dansby, Linda	06/28
Wilson, Patty	06/30
Linnell, Pat	07/01
Oade, Donna	07/01
Rosekrans, Elizabeth	07/01
Petersmark, Debbie	07/02
Lasch, Suzanne	07/04
Stapleton, Joan	07/04
Croom, Patty	07/05
Liechty, Mary	07/05
Bartholic, Cheryl	07/06
Crouse, Patty	07/07
VanDeventer, Jackie	07/07
Merando, Marcia	07/09
Hamilton, Barbara	07/10
Hauser, Shirlean	07/11
Chambers, Jeannie	07/12
Boyer, Mary	07/13
Moore, Denise	07/13
Freiberg, Barbara	07/14
Chan, Gengen	07/15
Abbott, Amy	07/16
Allman, Ellen	07/16
Legg, Joan	07/16
Perry, Mary	07/20
Haddad, Jody	07/21
Whiting Dobson, Lisa	07/22
Engle, Carri	07/24
Hotchkiss Cathie	07/24
Sheldon, Nancy	07/24
Hines, Jan	07/25
Rahimi, Carol	07/27
Born, Marty	07/28
Crites, Amy	07/28
Schaberg, Barbara	07/30
McKay, Ellen	08/01
Condon, Georgia	08/03
Jakubiak, Karen	08/04
Brodbeck, Margaret	08/05
Dubenion-Smith, Shela	08/07

Brick, Gina	08/11
Crooks, Patti	08/12
Brown, Sue	08/15
Lazar, Cathy	08/18
Reed, Jan	08/19
Culpepper, Marilyn	08/20
DesJardins, Marilyn	08/21
Maas, Mary Ellen	08/21
Hagan, Barbara	08/22
Gillespie, Pamela	08/23
Parker, Candy	08/23
Hagan, Pat	08/26
Burns, Judy	08/27
Grettenberger, Sandy	08/27
Stebbins, Jackie	08/29
Hayes, Annie	08/31
Wirtz, Barb	08/31



Upcoming Events

Please mark your calendar for the upcoming *New Member Recruitment* dates:

- Tuesday, August 31st
- Tuesday, September 21st
- Tuesday, October 19th

First GMM, Walnut Hills Country Club
Tuesday, September 14th

NEXT FOCUS DEADLINE

Monday, July 12, 2010 • 5 pm

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April 27, 2010

Dear Friends,

Thank you for the delicious dinner you brought in to the Ronald McDonald House. It is always nice for the families to come "Home" after a long day at the hospital and know that dinner will be waiting for them. Thank you for helping us make this a warm and caring Home-Away-From-Home for our families.

Again, thank you so much for caring and sharing with us.

Sincerely,

Shukyetta Sernick

For the Ronald McDonald House of Mid-Michigan
Board of Directors, Staff and Volunteers



We would like to express our deepest appreciation for the ongoing support of the members of Junior League to our House.

The meals prepared by Dawn Kroger and Samantha Hughes's groups were deeply appreciated by the families.

After all the stresses of the day the families have come to depend on these dinners as a way to relax and unwind as they gather together, compare notes and support each other. It is the meals groups such as yours provide that our families have come to depend on. By taking time out of your schedules to come here and show them you care for their well being you help keep them going as they look to the many days ahead of caring for their ill child.

Without groups such as the Junior League being a tremendous support to our mission of a warm and caring home away from home for our families we would not be able to do all we do.

We truly appreciate your efforts to support our Ronald McDonald House and hope we can continue to count on you in the future.

Sincerely,

RMH Staff and Volunteers

Beach Session at Lake Michigan/South Haven

50% off Session & 25% off Photos

Fri. Sat. Sun.
August 6th, 7th & 8th



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