



**JUNIOR LEAGUE OF KINGSPORT**

*Women building better communities*

**Prospective  
Member  
Packet**

# **JUNIOR LEAGUE OF KINGSPORT**

## **PROSPECTIVE MEMBER PACKET**

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## **GENERAL INFORMATION**

Junior League of Kingsport is a non-profit, charitable, and educational organization of women interested in becoming effective volunteers in our community. Members are educated about community needs through membership meetings and study groups. We are trained in the skills needed for community leadership through participation in League committees, projects, and placement in community agencies. Through these activities we seek to fulfill our desire for personal growth while serving the community in which we live as trained volunteers building a better society.

We are thrilled and excited you are considering joining us in our efforts. We have compiled this packet of information to better inform you of Junior League activities and the process of joining our organization. We look forward to working with you in our efforts to improve ourselves and build a better community.

## **PROVISIONAL YEAR REQUIREMENTS**

Your Provisional year in Junior League runs September through May. During this time, you will learn how Junior League operates and gain more insight about the programs and projects supported by Junior League in our community. After completion of the Provisional Training Course, you will be ready to serve on one of the many committees offered. The time and financial commitments during your Provisional training will be as follows:

- \*Provisional Fees: \$125 (\$100 annual member dues, \$25 Provisional Course fee)
- \*Attend all Provisional training course events and meetings (Provisional meetings are scheduled September through February – no meeting in December, followed by a Provisional Project event held in the spring) The Provisional meetings will be held on the first Thursday of every month beginning at 6:45 and ending at 8:00.
- \*Attend the monthly JLK General Membership Meetings (GMMs) held the third Tuesday of each month September through May (no meeting in December)
- \*Complete Provisional requirements for the approved JLK fundraiser (Holiday Market, held the second weekend in October each year)
- \*Attend ONE League Committee meeting and ONE League Board meeting prior to Provisional Graduation at the February General Membership Meeting (GMM)
- \*Participate in the annual Provisional project (planned and held in the spring)

## **ACTIVE MEMBERSHIP REQUIREMENTS**

Upon completion of the Provisional Training Course, you will become a full Active member of the Junior League of Kingsport entitling you to voting rights and all membership privileges. Your yearly requirements will then be the following:

- \*Payment of annual dues of \$100 – Due by March 1 for the following League year
- \*Attend the monthly General Membership Meetings held the third Tuesday of each month September through May (no meeting in December)
- \*Complete Active member requirements for the approved JLK fundraisers
- \*Serve on an in-league standing or project committee – you will be able to notate your preference of placement during a spring membership meeting for the following League year

## **PROVISIONAL COURSE 2010-2011** **SCHEDULE OF MEETINGS / EVENTS**

Your Provisional year in Junior League runs September through May. During this time, you will learn how Junior League operates and gain more insight about the programs and projects supported by Junior League in our community. After completion of the Provisional Training Course, you will be ready to serve on one of the many committees offered. The scheduled events during the Provisional year are:

*May 4	(Tuesday)	11:30 a.m.	Prospective Member Open House
*May 10	(Monday)	6:30 p.m.	Prospective Member Open House
*August 7	(Saturday)	9:00 a.m. – Lunch	Provisional Trolley Tour and Luncheon
*August 17	(Tuesday)	TBA	JLK Summer Social
*September 2	(Thursday)	6:45 – 8:00	Provisional Meeting
*September 21	(Tuesday)	6:30 / 7:00 p.m.	JLK General Membership Meeting (GMM)
*October 7	(Thursday)	6:45 – 8:00	Provisional Meeting
*October 7-9			JLK Holiday Market fundraiser at MeadowView
*October 19	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM
*November 4	(Thursday)	6:45 – 8:00	Provisional Meeting
*November 16	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM
*December	TBA		Provisional Christmas Party
*December	TBA		JLK Christmas Party
*January 6	(Thursday)	6:45 – 8:00	Provisional Meeting
*January 18	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM
*February 3	(Thursday)	6:45 – 8:00	Provisional Meeting
*February 15	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM – Provisionals become Actives
*March – May			Provisionals plan and execute Provisional Project with meetings as scheduled by the group for planning
*March 15	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM
*April 19	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM
*May 17	(Tuesday)	6:30 / 7:00 p.m.	JLK GMM – Annual May Dinner Meeting

## **MEMBERSHIP DEVELOPMENT COMMITTEE INFORMATION**

The Junior League of Kingsport's Membership Development Committee is responsible for new member recruitment and also for planning and directing the education and training of all Provisional (new) members until they are admitted to Active membership in the League. Members of the committee are proposed by the Nominating Committee and are elected by the full JLK membership. Only members who have served a minimum of 3 years in the Junior League of Kingsport are eligible to be nominated to the Membership Development Committee. In addition, the Nominating Committee considers the depth and variety of in-league and community experiences when nominating members to the committee. Some of JLK's most experienced members (both in the league and in the community) serve on the Membership Development Committee because it is our desire that Provisional (new) members of JLK have a positive experience during the first year of membership and that the information shared and the activities planned during that time enhance each member's overall league and community involvement.

**Junior League of Kingsport**  
**MEMBERSHIP APPLICATION FORM**  
**Due with provisional fees and provisional contract**

**Mail to:** Junior League of Kingsport at 418 Shelby Street Kingsport, TN 37660

NAME \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

MAIDEN NAME \_\_\_\_\_ SPOUSE'S NAME \_\_\_\_\_

CHILDREN \_\_\_\_\_ YES \_\_\_\_\_ NO

NAMES

YEAR OF BIRTH

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LENGTH OF RESIDENCE IN THE KINGSPORT AREA \_\_\_\_\_

\*\*\*\*\***This section only for non-resident prospective members**\*\*\*\*\*

IF NON-RESIDENT, HOW MANY YEARS LIVED AWAY \_\_\_\_\_

PREVIOUS RESIDENCE \_\_\_\_\_

NAME OF RECEIVING LEAGUE \_\_\_\_\_

\*\*\*\*\*

EDUCATION EXPERIENCE:

A. College(s) attended, Dates attended, Degrees held, etc.:

B. Honors:

C. Extra-Curricular Activities:

PROFESSIONAL EXPERIENCE: (Current occupation, relevant past experience)

CURRENT COMMUNITY VOLUNTEER SERVICE:

SPECIAL SKILLS, ABILITIES, TRAINING: (i.e. clerical, musical, artistic, etc)

REASON FOR INTEREST IN JOINING JUNIOR LEAGUE OF KINGSPORT:

I understand that not everyone sponsored is elected to membership in the Junior League of Kingsport. I further understand that I must meet my Provisional obligations to be considered for Active membership.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

# PROVISIONAL CONTRACT

All Provisional members must agree to meet requirements listed below to be recommended for Active membership in the Junior League of Kingsport:

1. ATTENDANCE

- A. Attendance at all Provisional Course sessions is required unless excused by the Membership Development Committee Chair due to extenuating circumstances
- B. In the event of an absence from a Provisional Meeting, the Provisional should contact a member of the Membership Development Committee by the next day, review a tape of the meeting, and prepare a written report of the missed meeting or make up meetings in other ways as deemed appropriate by the Membership Development Committee.
- C. Attendance at monthly JLK General Membership Meetings (GMM) is required. If a Provisional member is unable to attend a Membership meeting, attendance at a JLK Board meeting prior to the completion of the Provisional Training Course will serve as a make-up for the missed GMM.

2. PAYMENT OF FEES

Annual dues of \$100 and Provisional Course Fee of \$25 (\$125 total) are due upon acceptance into the Provisional Training Course.

3. COMPLETE FUNDRAISING ASSIGNMENT

4. ATTEND THE FOLLOWING ON YOUR OWN:

- One Junior League Board Meeting (dates are listed in the monthly FOCUS newsletter)
- One in-League committee meeting (dates are often listed in FOCUS, or you may call JLK Headquarters to get schedule)

5. PARTICIPATE IN THE PROVISIONAL PROJECT

All requirements will be acknowledged on the "On Your Own" form to be signed and dated appropriately and then returned to the Membership Development Chair.

Should the Provisional fail to meet any of the above requirements, due to circumstances beyond her control, the Membership Development Committee will recommend that she resign in good standing so that she will be eligible to join a future JLK Provisional Class.

I hereby fully understand and agree to fulfill the requirements as stated in order to be recommended to Active membership in the Junior League of Kingsport.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_