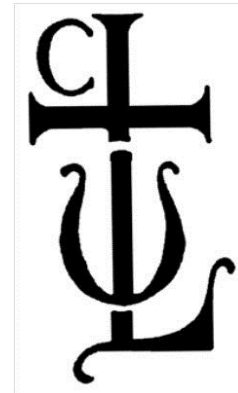


Council of Lutheran Women

- C. Return the nomination form with the name and contact information by the deadline stated in the letter.
- D. Your WOY will receive a congratulatory note with information on what is expected of her on the day of the luncheon.
2. **Luncheon Reservation Process**
 - A. The email with instructions for reserving your table(s) will be delivered shortly after the 1st of January.
 - B. You may begin to make your reservation via Eventbrite (on or near January 15th). Payment can be made online by credit card (with an extra charge) or a check can be mailed.
 - C. Additional reservations will be accepted until the published deadline.
 - D. NO refunds will be given.

Opportunities to Support the Council

1. CLW Sponsorships - monetary support of our seminarian scholarship program
2. Congratulatory Notes - honor your Woman of the Year or other appropriate person or group in the luncheon booklet
3. Ads in the Annual Luncheon booklet - advertise your business and help defray the costs of the luncheon
4. Checks for memorials may be sent to the treasurer at any time designating either seminarian scholarships, food banks, or Operation Layette.
5. CLW encourages its members to gather donations for Detroit area food banks, Operation Layette, and other Inter-congregational Organizations as they make requests known. Please refer to the Human Care Committee's report to learn the current needs of these organizations or to the Council's website for a full list of needs.
6. Supporting the Council also includes being willing to serve in an appointed or elected position.
7. Visit the website: www.CLW Michigan.com
8. Visit the Council's page on FaceBook: <https://www.facebook.com/pages/Council-of-Lutheran-Women-Michigan/1436102193300318>



Handbook for Member Organizations

Updated August 2019

The leadership of the Council of Lutheran Women compiled this information in a concise manner to assist each member organization in supporting the Council. You may wish to host a meeting or the Presidents Tea and this information will assist in that decision. There is also information regarding your responsibilities for the Council of Lutheran Women Luncheon, which includes the honoring of your Woman of the Year (WOY).

Hosting a Meeting

1. Meetings that Need a Host

- A. General Meetings
 - 1. 4th Monday of April and September
 - 2. Seating for 50 -100
- B. Board of Directors Meetings
 - 1. 4th Monday of August and January
 - 2. Seating for 20
- C. Executive Committee Meetings
 - 1. April, August and November (generally the 1st Monday)
 - 2. Seating for 7

2. Set Up Requirements

- A. General meetings
 - 1. At main entrance
 - a. 1 table for registration
 - b. 2 tables for donations or a room for collection
 - c. 1 table for information
 - d. 1 table for reports
 - e. 2 tables for Lutheran Bookstore (if coming)
 - 2. In meeting space
 - a. 1 table for President, Vice President and Secretary
 - b. microphone
 - c. other equipment for speaker as required
- B. Board Meetings and Executive Committee Meetings
 - 1. Table seating during the meeting

3. Refreshments

- A. General meetings
 - 1. Morning - coffee, tea, and water
 - 2. Luncheon - Up to \$200 reimbursement w/receipts unless donated, consider applying for a Thrivent Action Card if more resources are needed
 - 3. Place a small basket for donations on each table, to be collected by our Treasurer, reimbursement will be by check

- B. Board Meetings and Executive Committee Meetings
 - 1. Morning - coffee, tea, and water is appreciated

4. Opening Devotion

- A. General meetings
 - 1. The local pastor is encouraged to lead either a 10 minute opening devotion or closing comments.
- B. Board Meetings
 - 1. Our Pastoral Counselor will provide the opening devotion.

Presidents Tea

The purpose of the Tea is to honor the presidents and representatives of our member organizations and attendance is by invitation only. The Tea is held the 3rd Monday of October at 11:00 am.

1. Set Up Requirements

- A. Space to seat 80-100 people
- B. 2 tables for registration
- C. 2 tables for Lutheran Bookstore (if coming)
- D. Tables for serving food
- E. Other tables as required
- F. Technical equipment for entertainment as required

2. Refreshments

- A. Light lunch - tea sandwiches, fruit, dessert w/tea and coffee
- B. Exact menu will be at the host's discretion
- C. Reimbursed up to \$200 w/receipts, consider applying for a Thrivent Action Card if more financial resources are needed

3. Opening Devotion

- A. The local pastor is encouraged to lead either a 10 minute opening devotion or closing comments.

4. Entertainment

Provided by the Council's Event Coordinator

Council of Lutheran Women Luncheon, including the Honoring of the Women of the Year (WOY)

1. Women of the Year Process

- A. The information for nominating your WOY will be emailed or sent by US mail, if email is not available.
- B. After receiving your letter, determine who will be your Woman of the Year.