



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 UW-Extension Family Living Educator at _____