



Association of Women in Agriculture
Membership Handbook

Fall 2007

2007-08 AWA Officers

Principle Officers

President	Chrissy Wendorf
Vice-President	Sarah Galdi
Secretary	Ali Schultz
Treasurer	Ashley Driver

Coordinators

Membership	Ashley Sprengeler
Activities	Sara Hendrickson
Public Relations	Maura Tracy
Alumni	Katie Behnke
Fundraising	Tracy Meinholz
Scholarship	Liz Seitz
Sentinel	Joell Henken
Sunshine	Sarah Peters
AWA Wear	Shi Lurvey
Newsletter Editor	Rachael Herschleb
Service	Andrea Showers

House Manager	Danyel Hosto
House Steward	Stephanie Paull

In-House Representative	Andrea Showers
Out-of-House Representative	Rachael Herschleb

Introduction

When you join AWA, you do not just become a member of an ordinary group. Becoming a member involves more than paying dues.

As potential members, there are certain expectations and requirements you must fulfill to become an active member. There is a time commitment needed to become a member of AWA, but we are sure that you will find the time worthwhile. We plan our potential program so that it will not interfere with your studies, but we want you to make the commitment from the beginning.

Throughout the semester, potential meetings will be held. These are conducted by the Membership Coordinator and are designed for you to learn about AWA. You will learn about our facts, history, famous people, the house, and the alumni. You will have the chance to meet the active members by attending active meetings, coming over to the house, and participating in club activities.

An important part of AWA is meeting the actives of the club. Therefore, we ask you to get their signatures. This involves a short interview with the actives before they sign your book. Make sure you find out their name, hometown, major and year in school. You also need to get signatures for each member of your potential class.

Another part of the program is receiving a big sister. You will be assigned an active that has similar interests to you. Use your big sister to help you learn more about AWA, and meet the actives and alumni. Your big sister can become a good friend and close confidant.

The potential program should not be taken lightly. Like any other organization, what you get out of AWA is what you put into it. Take the time to become close friends with your pledge class, meet the actives and learn the history behind AWA.

Background Information on AWA

Purpose of AWA

The purpose of AWA is to help its members prepare for a career in agriculture and agricultural related fields; to aid women in agriculture in achieving their goals; to improve communication among women in agriculture; and for the general betterment of agriculture.

AWA Information

1909 University Ave.

Madison, WI 53726

(608) 231-3702

Fax: (608) 231-3703

Website: <http://www.uwmadisonawa.org>

AWA Emblem

The circle represents the never-ending harvest of maturity and food in agriculture fields (waving wheat). The hill and mountains represent those we must climb to accomplish our goals (the sun), which we hold desirable as women in agriculture.

AWA Colors

Sunshine gold and soil black

AWA Flower

Yellow Rose

AWA Founding

Spring 1973 – Ag Women’s Cooperative

Fall 1974 – Name was changed to the Association of Women in Agriculture

AWA Prayer

Thank you God for happy hearts,

For rain and sunny weather.

Thank you God for the food we eat,

And that we are together.

*Introduced in 1983 when the white and blue houses were purchased.

Active Officer Duties

President

- To guard the welfare and aims of the association and see that all officers perform their respective duties.
- To preside at all meetings, or ask the Vice President to do so.
- To appoint all chairpersons and committees decreed necessary and not otherwise provided for.
- To set meeting dates, both the entire membership or of selected members and officers.
- Will coordinate with the secretary and to keep record of members in good standing.
- Will work with the treasurer to write any grant proposals for the organization.
- To serve as the chairman of the Executive Committee, call meetings and distribute information to committee members.
- To vote only to make or break a tie.
- To serve on the Corporation Board of Directors and to keep the Board informed of the student membership activities.

Vice-President

- To assist the President in the absence or at the request of the President, will preside at the meetings and perform the duties of the president.
- To succeed to the office of President upon resignation or permanent absence of the President, until such time as elections are held.
- To be responsible for communications within the organization and shall inform members of meetings and actives through a calendar of events, phone chain and e-mail. All communications shall be posted at the house.
- Keep advisors informed of student membership activities.
- To serve as an ex-officio member on committees and be responsible for the functioning of all committees and teams and represent the membership on the House Management Committee.
- To provide information to female high school students about AWA. Mailing lists come from reply cards, agriculture acceptance lists, and sign-up sheets from the AWA promotional booth.

Secretary

- To keep an accurate record of the minutes of all minutes and post minutes at the house.
- To keep an up-to-date attendance record.
- Will contract with a photographer to have composites taken. An accurate list of members, correct name spellings, and their positions are needed.
- Will work with the President to keep record of each member's status within the organization.

Treasurer

- To be responsible for the association's financial policy and assets.
- To make disbursements in payment of the association's debts and obligations.
- To collect membership dues for both the Corporation and the student membership by the third meeting of each semester.
- To maintain a checking account with the group's chosen bank.

- Will work with the President to keep records of each member's status and help write any grant proposals for the organization.

Membership Coordinator

- To recruit potential members.
- To plan a social even for potentials and members usually held the second week of school each semester.
- To organize the Intent to Pledge ceremony early each semester where potentials state their intentions to become an active or associate AWA member.
- Run a potential program that informs new members of the objective, purpose and history of AWA and to plan their initiation program.
- To assign Big Sisters to the new members, who help introduce the potentials to AWA.
- To organize a professional activity designed to familiarize active and potential members in a formal business discussion each semester to help members build professional interview skills.
- To plan the initiation ceremony of potential members.

Alumni Coordinator

- To send the names, phone numbers and addresses of graduate AWA members to the alumni membership coordinator each semester.
- To serve on the corporation board of directors and act as a liaison between the student membership and the board of directors.
- To organize an alumni social event every two years.
- To organize AWA day with the alumni.
- Work with the newsletter editor.

Public Relations Coordinator

- To update the AWA booth and set-up the booth at functions designed by the club to inform people of AWA.
- Keep stocks of brochures and business cards full.
- Update and add new pages to the AWA website as needed.
- Send press releases and public service announcements at area media.
- To serve as a representative on the College of Agricultural and Life Sciences Student Council.

Activities Coordinator

- To plan the AWA Spring Formal and House Auction.
- To contact the UW Homecoming committee to obtain information about homecoming activities.
- To work with the membership coordinator to plan Thanksgiving and Easter dinner.
- To plan professional, social, and community service activities for membership to become involved with, either on or off campus including blood drives, luncheons, etc.
- To be responsible for organizing and scheduling athletic events for the club.

Newsletter Editor

- To compile articles for and put together newsletters for distribution to the alumni and actives.
- To send address changes to the alumni membership coordinator.

Sentinel

- To be familiar with Roberts' Rules of Order to keep order at meeting.

- To take pictures at club events and arrange a scrapbook.
- To prepare a slide show for AWA Day, Parent's Day and AWA Formal.
- To schedule speakers for selected meetings.
- To set-up and take down the great room for meetings.

Sunshine

- Update birthday list and add new members throughout the year.
- Recognize new members' birthdays at meetings.
- Decorate the house and/or residents' doors for holidays and seasons.
- Recognize graduates each year with a gift.
- Send cards, flowers, etc. for events deemed necessary.

Scholarship Coordinator

- Provide members with AWA scholarship applications.
- To get plaques and awards for outstanding members and alumni.
- Monitor test files.
- To head the Competitive Edge and Scholarship program.

Fundraising Coordinator

- Organize events to raise money for the membership. These include: football parking, card party, bake sales, Tupperware, pizza and candy sales, etc.

AWA Wear Coordinator

- To plan an order for AWA clothing and/or jackets each year.
- Survey members on interest, research costs, etc.

Service Coordinator

- Coordinate all service activities deemed appropriate by the membership.

House Steward

- To order and/or purchase food items and cleaning supplies for the house.
- To work with the cook to plan the meals.
- To set a budget for supplies and collect monthly payments from the residents.
- To serve on the House Management Committee and report their decisions to the club.
- To maintain the house checking account.
- To make sure residents perform their K-Crew responsibilities.

House Manager

- To maintain the up-keep of the house.
- To be responsible for all the repairs of the house and to bill the corporation for such repairs.
- To assign weekly duties to the house residents and make sure the duties are done correctly and on time. The manager will have the right to impose fines if they are not done satisfactorily.
- To collect rent payments, keep record of them and give them to the corporation treasurer.
- To serve on the House Management Committee and report to the club
- *The House Manager first started in 1987-88, to split the House Steward's job.*

In-House Representative

- To attend all meetings of the House Management Committee and any house resident meetings.
- * *The In-House Representative will be chosen out of the officers and by the officers that live in the AWA House.*

Out-Of-House Representative

- To attend all meetings of the House Management Committee.
- * *The Out-Of-House Representative will be chosen out of the officers and by the officers that live outside of the AWA House.*

AWA, Inc. Board of Directors

- The board includes thirteen offices – five alumni of the student’s organization, the senior advisor of the student organization, an off-campus advisor of the student organization, the active president, house manager, house steward and alumni coordinator. There is also a faculty member (either from the College of Agricultural and Life Sciences or the School of Veterinary Medicine).

AWA Activities

PROFESSIONAL

AWA Day – a day convention for actives and alumni. This day involves seminars/workshops to build professional skills, the corporation annual meeting, installation of new officers, silent auction, slide show and awards.

Officer Retreat – officers and chairpersons spend weekends in August and January planning the upcoming semester's activities.

Formal Interviews – actives interview potential members in a professional atmosphere to build interview and social skills.

Guest Speakers – at selected club meetings, professionals from various agricultural careers or AWA alumni are invited to share their experiences and offer advice and insight to the members.

Competitive Edge – the program, co-sponsored by Alpha Gamma Rho (AGR), is designed for high school seniors accepted into CALS to visit the campus, speak with faculty, and familiarize themselves with other students of the CALS campus. The students and their parents are invited to lunch at the AWA house. AWA also holds interviews and awards one female with a scholarship.

CALS Career Expo – Each year, many members attend the Expo and speak with businesses that are offering internships and permanent jobs at Steenbock Library.

SOCIAL

Fall Party – invite potential members for a picnic/ pizza party at the house and hold an informational meeting. This is a good opportunity to have potentials meet the actives and find more out about AWA.

Homecoming – Each year AWA participates in many homecoming activities. The biggest task is teaming up with Babcock House and decorating a float for the parade.

Parent's Day – our parents are invited to spend a day meeting other members' parents and to see the house.

Scavenger Hunt – potentials of AWA travel throughout CALS campus to find clues and things. It is a great opportunity to get to know each other.

Thanksgiving Dinner – Actives and potentials enjoy a meal together at a restaurant. Initiation ceremony follows at the AWA house.

Christmas Party – before finals week, the club has a big celebration with food, drink and music. Big and Little Sisters exchange gifts.

Spring Formal – our major social event, actives and dates enjoy a day and evening of activities at a unique location each year.

Easter Dinner – potentials and actives gather to enjoy a feast. Initiation ceremony follows at the AWA house.

Sports – active in intramural sports since the very beginning. Possible participation in volleyball, baseball, football and basketball teams.

Spring Cookout – Each year AWA and Babcock house grill out and socialize together in May.

SERVICE

Breakfast on the Farm – In 2002, AWA moved the Breakfast to the West Madison Agricultural Research Station, different from our previous location of the Stock Pavilion on campus. Other events of the day include the petting zoo, guest speakers, informational club booths, milk mustache pictures, a visit from Bucky and various entertainments such as a polka band and cloggers. A vast amount of time is put into promotions and preparation.

Christmas Caroling – go to area convalescent centers, nursing homes and retirement homes to spread holiday cheer.

Food Drive – before Thanksgiving and Christmas, members collect canned goods that are taken to food kitchens in the area.

Valentine's Day Cards – members construct cards to sent to the convalescent center.

Cancer Walk – AWA raises money and a team of walkers participated in the Cancer Walk at the Shell.

** There are many more service opportunities offered. They vary from year to year.*

OTHER CLUB PARTICIPATION

Academic Quadrathlon – sponsor several teams in a two-day competition.

Club 101 – members can show beef, dairy, swine, sheep or horses in a fall livestock show.

Little International – many AWA members show in either the horse or livestock shows. Also, AWA girls have a good reputation of making court.

Spring Dairy Judging Contest – AWA girls have been the winners of the contest several times over the years.

World Dairy Expo – AWA helps supply much of the support needed during Expo week. Our members have served as chairs and AWA is one of the first places called when additional help is needed. We also recently signed a contract to help promote milk by handing out cartons at the end of every day to the attending public and other WDE workers.

World Beef Expo – like Dairy Expo, AWA girls help out with the work that needs to be done before and after the show. AWA also sets up a booth to promote our organization.

CALS Picnic – during the first two weeks of classes in the fall, AWA sets up the booth for promotion at the picnic. This is a good place to meet the new students on campus.

State FFA Convention – members give tours of the campus to prospective UW students.

FUNDRAISERS

Tupperware – every other fall we sell Tupperware. AWA gets a commission and gifts for the house. The highest sellers win prizes.

Card Party – each year AWA hosts a euchre and sheephead card tournament for male and female students. Prizes are given for top teams.

Pizza and Candy Sales – each year, AWA members are asked to sell pizza or candy.

Football Parking – at home games, the parking lot at the house is cleared out and Badger fans can park their vehicles for \$10. Many fans tailgate before the game. This is one of AWA's biggest sources of funds – especially for scholarships.

Rummage Sale – on occasion, AWA cleans out its basement and sells high items during the first week of school.

** Fundraisers vary with each year.*