



Dear Prospective Member:

On behalf of Junior Guild, we wish to thank you for your interest in our organization. Junior Guild is an organization composed of outstanding young women from Northwest Harris County, with the girls serving as members, and their mothers guiding their activities through an executive advisory board. Fifteen charter mothers and daughters formed this organization in 1987, and it has continued to grow and develop into the thriving organization it is today. The purpose of Junior Guild is to improve the quality of life within our community through members' participation in cultural, educational, and voluntary service endeavors.

To be considered for membership for the current year, please complete the application link for membership before April 10<sup>th</sup>, in order to attend the annual Membership Tea or by July 10<sup>th</sup> if not attending the Membership Tea. An applicant is not considered a Provisional Member until they have submitted the application and paid the annual dues. Both the application and dues payment can be submitted online through our website at [www.JuniorGuildofTX.com](http://www.JuniorGuildofTX.com). Once your application is submitted, your Junior Guild sponsor and co-sponsor will be contacted to submit their letters of recommendation. The sponsorship process is designed to be used as an instructional tool that encourages perpetuation of the organization by the members. If you do not have a sponsor, We would love to meet with you to discuss our organization and offer you a sponsor.

If you have any questions concerning the Junior Guild, please contact your sponsor or one of us. We look forward to meeting you!

Sincerely,

Junior Guild Family

## Junior Guild's History

Fifteen charter member mothers and daughters representing Houston Northwest area school districts established Junior Guild in the spring of 1987. Area charities had been previously canvassed as to the need for community volunteers and the willingness to include high school women as volunteers in their programs. The membership of Junior Guild includes high school women in the ninth, tenth, eleventh, and twelfth grades.

The purpose of Junior Guild is to improve the quality of life within our community through young women's participation in cultural, educational, and voluntary endeavors. Junior Guild furthers its mission by promoting community service, fellowship among the schools, the development of organizational and leadership skills, and mother-daughter participation.

The organization is composed of Executive Advisory members (mothers or other female guardians), and Guild members (daughters). The Board consists of Executive Advisory Officers/Committee Chairpersons (mothers/guardians) and the corresponding Guild Officers/Committee Chairpersons (daughters). Volunteer hours are required of the Guild members only. The adult members serve in an advisory and assisting capacity.

Requirements for Guild members include general meeting attendance, fundraiser participation (one yearly), and a minimum of 15 service hours for Provisional Freshmen, Sophomores, and Juniors, or 20 hours for Provisional Seniors. The hour requirement was set at 15 because the women in this organization are generally involved in myriad school, church, athletic, fine arts, and other activities. It was the hope of the charter members that these hours would serve as a guide rather than a burden and would encourage more active community involvement. To date this has proven to be the case. Junior Guild has grown from 45 members in 1987-88 to a high of over 120 members and includes hundreds of former members with a diverse membership.

Although new members must be sponsored to apply for membership, Junior Guild is an inclusive rather than an exclusive organization. The sponsorship process is designed to be used as an instructional tool that encourages perpetuation of the organization by the members. Applications and deadlines are used to guide the members through a structured process and offer experience with seeking and providing recommendations.



### **The two roses of Junior Guild**

The two roses of Junior Guild symbolize the mother-daughter relationship. The top rose symbolizes each young woman in Junior Guild. The rose underneath the prominent top rose is almost obscured. This rose, nonetheless, propels the top rose and keeps it looking straight, fresh, and upright. The bottom rose symbolizes each mother in Junior Guild. The mother supports the daughter and assists her in reaching her highest ideals.

## **Service Programs served by Junior Guild**

### **TEXAS MASTER CHORALE**

Assisting with various concert events to help where we are needed.

### **SHINING STAR GUILD**

Assisting with fundraising and membership events.

### **AUTUMN LEAVES – ALZHEIMERS' ASSOCIATION**

Assist at monthly Family Nights, afternoon BINGO, and Sunday ice cream socials.

### **BARBARA BUSH LIBRARY at CYPRESS CREEK**

Volunteers help with shelving books, working in the book sale room, and performing other office related tasks as needed. We also help with children's activities (story time, art projects, movies, etc.)

### **CYPRESS CREEK FACE (Foundation for the Arts and Community Enrichment)**

Volunteers will act as ushers for performances and other tasks as needed.

### **HABITAT FOR HUMANITY of NORTHWEST HARRIS COUNTY**

Volunteers help with various tasks to build homes for qualifying families. We may also serve food or snow cones for volunteers. Jobs have varying age requirements.

### **NAM (Northwest Assistance Ministries)**

NAM is a ministry to assist the needy in the NW Houston area. Volunteers help in the Resale Shop, Back to School Drive, in the Food Pantry, and as delivery teams/drivers for Meals on Wheels or where needed.

### **PEARL FINCHER MUSEUM OF FINE ARTS**

The museum provides first-hand access to original works of art and other culturally, historically, and aesthetically significant objects to a regional, national, and international audience. Volunteers assist with Summer Family Days, Drop-in-Art Wednesdays, and Fall Family Days.

### **SIRE (Self-Improvement through Riding Education)**

Volunteers serve as side walkers for horses and work with challenged and/or developmentally delayed riders. Service may require an 8- or 16-week commitment, although other opportunities are available. Orientation is required.

### **TEAM (Tomball Emergency Assistance Ministries)**

TEAM is a ministry to assist the needy in the Tomball area. We help by sorting and organizing in the Resale Shop and by stocking shelves in the Food Pantry.

### **VETERANS' AFFAIRS (Flags for Fallen Vets, & Wreaths Across America)**

Helping our veterans in their time of need. Volunteers will place and remove flags and wreaths at the veterans' cemetery.

### **ABANDONED ANIMAL RESCUE**

Assisting with collecting donation items, caring for and maintenance of foster animals.

## Requirements for Membership

### EXPENSES:

- Dues: \$300.00 to be paid with the application. The dues cover the cost of the Member Tea, tickets to Yellow Rose Ball for the girl member and her escort, and general operating expenses. Payment plans are available.
- Uniform: Each member is required to have a teal colored polo style shirt with the yellow rose logo and member's name embroidered on shirt, to be purchased through Junior Guild. The cost is \$32.00, and the shirts are typically ready by the first meeting (typically in May). Junior Guild T-Shirts (not mandatory) are also available for purchase for \$18.00, only used when participating in our very casual volunteer opportunities.
- Senior Fee: \$350.00 paid by October 31 of the girl's senior year. *Only for those seniors being presented at the Yellow Rose Ball!* This fee is in addition to general membership dues and covers the cost of presentation items: white gloves, presentation flowers, photography sessions, and gifts plus other incidentals.

### FUNDRAISER PARTICIPATION:

Each member must purchase two (2) tickets to the annual Fall Fashion Show fundraiser even if she is unable to attend. The event takes the place of the November meeting, and tickets are \$45 each. Members are encouraged to invite friends and relatives to attend. Each member must provide a minimum of one (1) auction item valued at a minimum of \$30.00 to be auctioned at the Fall Fashion Show. Auction items are due at the October meeting. All members will participate, and duties are assigned by age groups: Freshmen-Programs and RSVPs; Sophomores- Make Table Decorations; Juniors-Auction/Raffle; Seniors-Model in fashion show.

### SERVICE HOURS:

Each member must complete a minimum number of volunteer service hours per year. Currently, Junior Guild requires 15 hours for all Active and Provisional Freshman, Sophomore, and Junior members, and Active Senior members. 20 hours are required for Senior Provisional members. These volunteer hours must be at Junior Guild approved locations during the Guild year, which runs from May 1 through the following March 31. (Hours served during April will count toward the following years' service.) Service hours will be checked periodically at the monthly general meetings. **Provisional members** must complete the required service hours by the December meeting in order to sponsor a new member. **Seniors** must complete the required service hours by February 1<sup>st</sup> of her presenting year in order to be presented at the Yellow Rose Ball.

### COMMITTEE PARTICIPATION:

Each member must participate on at least one (1) committee, such as the Fall Fundraiser (outside of required grade level participation), the Yellow Rose Ball, or the Member Tea. Committee participation offers an opportunity to work with a variety of girls while gaining experience in planning an event.

### MEETING ATTENDANCE:

Each member must attend at least four (4) general meetings with the May general meeting counting as the first meeting in the new Guild year and the annual fundraiser counting as one meeting. The New Member Tea in April does not count as a meeting, but all are expected to attend if able. Meetings are typically around the second Sunday afternoon of each month.

## Explanation of Hours

### I. SERVICE:

Every member must earn service hours to be designated by the Service and Membership Vice Presidents. Service Hours will include program orientations when needed (for provisional & active members) as well as actual program service times. Each member will be given an hour sheet to record your service hours.

**The Junior Guild Polo Shirt must be worn** during on-site orientations and during service work, unless otherwise approved by Service Vice Presidents or Presidents, in order to earn service hours. Please make sure to wear proper attire, which includes pants without holes and shorts of a proper length.

If you sign up for a volunteer opportunity and for some reason cannot fulfill your obligation, it is **YOUR** responsibility to find your replacement and notify the Service and/or Membership Vice President.

All orientations and service hours must be **dated and signed by the program supervisor at the location**. This supervisor might work for the organization or be an officer in Junior Guild.

### II. COMMITTEE:

Committee hours are time spent in committee meetings (Fall Fundraiser, Yellow Rose Ball, and Tea), advisory board meetings, fundraising planning meetings and other approved activities (to be approved by the Executive Advisory Committee Chairpersons or Presidents). Committee hours need to be dated and signed by an adult committee chairperson. Your obligation to the fundraiser and any duties that come from being a Board Member do not count as committee participation.

There is frequently some confusion over the issue of the Fall Fundraiser/Fashion Show as it pertains to committee service. There is a Fundraiser Committee, who works under the direction of the Third and Fourth Vice Presidents to plan the event itself, including arranging for the venue, room layout, food, music, speakers, and so on. Serving in this capacity counts as committee service. Beyond that, every Guild member will participate in the Fundraiser by contributing to her specified grade level activity, such as helping with invitations and check in, creating centerpieces, arranging the auction items and helping to run the auction at the event, and modeling in the show. These activities are NOT committee service and fall under general membership requirements. Committee members will participate both in the planning and grade level activities.

## Junior Guild's Annual Yellow Rose Ball – Senior Presentation

**WHEN:** To be held annually in the spring.

**PURPOSE:** To recognize by presentation those seniors who are Active members, and having fulfilled all membership requirements, are in good standing in this organization.

**WHO MAY ATTEND:**

1. All Junior Guild members in good standing who have fulfilled their membership requirements by February 28, an escort, and her parents.
2. All graduated members who were presented at a previous Yellow Rose Ball, an escort, and her parents.
3. Eligible Senior members being presented, an escort, her parents, and any other family and friends desired, including the escort's parents. See below for eligibility rules.
4. Special guests as determined by the Ball Committee and Executive Advisory Board.

**COST:** *All Junior Guild members' and their escorts' tickets are included in the Junior Guild annual dues, including seniors being presented (2 total tickets).* All parents and other guests will need to purchase tickets to the Yellow Rose Ball, including presenting adult males and guests. Tickets for the current year are expected to be \$75 each.

**ELIGIBILITY REQUIREMENTS FOR PRESENTATION:**

Senior members are eligible to be presented at Yellow Rose Ball if all dues and senior fees are paid, all committee and meeting requirements are met, and minimum service hours are completed by February 1<sup>st</sup> of the spring of her senior year.

**ATTIRE: (further details will be given later in the year)**

1. Senior Girls being presented will wear floor length YELLOW gowns, and white gloves (to be provided by Junior Guild.) Dresses must be approved and registered with Senior Age Group Chair before purchase so that no dress is duplicated.
2. Escorts and Fathers/Adult Males who are involved with the presentation of a Senior Girl are required to wear a black tuxedo, bow tie, cummerbund or vest, black shoes, and white shirt.
3. All other females not being presented (including Guild members, all mothers, and guests) will wear a floor length gown, which may NOT be GOLD, CREAM, YELLOW, or WHITE. Please do not choose high-low hems or two-piece gowns exposing midriffs.
4. All other males will wear formal attire, consisting of a black tuxedo of his choice. Members of the United States Military may choose to wear their dress uniform instead.

Much time and effort and heart goes into making this a lovely evening for our seniors as well as the rest of our Junior Guild members and families. All Junior Guild members are expected to enjoy the entire evening and stay until the end of the Ball. Alcohol is not permitted by anyone at the ball.

***You may complete and submit the application online at  
[www.juniorguildoftx.com](http://www.juniorguildoftx.com)***