

# Junior Service League of Shawnee

## 2024-2025 Board

### Executive Board

<b>President</b>	Jennifer Gates	<a href="mailto:jrs.slp@sbcglobal.net">jrs.slp@sbcglobal.net</a>
<b>Vice-President</b>	Shakira Stafford	<a href="mailto:shakirajudeh@gmail.com">shakirajudeh@gmail.com</a>
<b>Recording Secretary/Hours/Membership</b>	Angie Stuteville	<a href="mailto:angelastuteville@gmail.com">angelastuteville@gmail.com</a>
<b>Treasurer</b>	Lisa Knight	<a href="mailto:ptchemknight@gmail.com">ptchemknight@gmail.com</a>
<b>Corresponding Secretary</b>	Katie Landes	<a href="mailto:katie.landes@yahoo.com">katie.landes@yahoo.com</a>
<b>Parliamentarian</b>	Apryl McCaslin	<a href="mailto:aprylsuzi@gmail.com">aprylsuzi@gmail.com</a>
<b>Sustaining Representative</b>	Marcy Holter	<a href="mailto:marcyholter@att.net">marcyholter@att.net</a>

### Committee Chairs

<b>Projects</b>	Arrielle Saremi	<a href="mailto:mamasaremi@gmail.com">mamasaremi@gmail.com</a>
<b>Publicity/ Service Awareness/ Scrapbook</b>	Erin Allred	<a href="mailto:els_erin@hotmail.com">els_erin@hotmail.com</a>
<b>Provisional Advisor</b>	Lindsey Cowan	<a href="mailto:jklin78@gmail.com">jklin78@gmail.com</a>
<b>Luncheon</b>	Apryl McCaslin/ Stephani Jones	<a href="mailto:aprylsuzi@gmail.com">aprylsuzi@gmail.com</a>
<b>Website</b>	Apryl McCaslin	<a href="mailto:aprylsuzi@gmail.com">aprylsuzi@gmail.com</a>
<b>Civic and Welfare</b>	Juanita Marshall	<a href="mailto:Juanita.Marshall@myyahoo.com">Juanita.Marshall@myyahoo.com</a>
<b>Yearbook</b>	Kim Davidson	<a href="mailto:davidson_kim@live.com">davidson_kim@live.com</a>
<b>Community Outreach</b>	Mindy Palmer/ Lindsey Cowan	<a href="mailto:mpalmer@streetmac.net">mpalmer@streetmac.net</a>
<b>Audit Committee</b>	Kim Bowlan	<a href="mailto:kimbowlan@aol.com">kimbowlan@aol.com</a>
	Caroline Skinner	<a href="mailto:caroline.skinner728@gmail.com">caroline.skinner728@gmail.com</a>
	Cristen Garbutt	<a href="mailto:cristen.mcmains@gmail.com">cristen.mcmains@gmail.com</a>
<b>KOS</b>	Sylwia Partyka	<a href="mailto:sylwiahair@gmail.com">sylwiahair@gmail.com</a>
	Keely Tolin	<a href="mailto:ktolin@shawnee.k12.ok.us">ktolin@shawnee.k12.ok.us</a>
	Jordan Cleveland	<a href="mailto:jomac.cleveland@gmail.com">jomac.cleveland@gmail.com</a>

### Pumpkins

<b>Wreaths for Wolves</b>	Arrielle Saremi Taylor Edmonds	<a href="mailto:mamasaremi@gmail.com">mamasaremi@gmail.com</a> <a href="mailto:tay.edmonds11@gmail.com">tay.edmonds11@gmail.com</a>
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<b>Ragin Cajun</b>	Mindy Palmer	<a href="mailto:mpalmer@streetmac.net">mpalmer@streetmac.net</a>
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# Past Presidents

Mrs. Floyd Graham	1937-1939
Mrs. Clinton Gallaher	1937-1939
Mrs. Joe Reilly	1940-1942
Mrs. John McCullin	1942-1943
Mrs. Carl Earnest	1943-1944
Mrs. Lloyd Moody	1944-1945
Mrs. Sidney Clark, Jr.	1945-1946
Mrs. E.R. Waite	1946-1947
Mrs. Merle Chapman	1947-1948
Mrs. Phil Watson	1948-1949
Mrs. Paul Ailey	1949-1950
Mrs. A.D. Howard	1950-1951
Mrs. Tom Coffey	1951-1952
Mrs. Hudson Ruff	1952-1953
Mrs. David Way	1953-1954
Mrs. George Defendbaugh	1954-1955
Mrs. Sim K. Sims	1955
Mrs. R.F. Harris	1955-1956
Mrs. Drew Finley, Jr.	1956-1957
Mrs. Keith Bovee	1957-1958
Mrs. Newton Prichett	1958-1959
Mrs. Matt Goree	1959-1960
Mrs. J.H. Hatch	1960-1961
Mrs. Arnold Davis	1961-1962
Mrs. E.L. Stewart, Jr.	1962-1963
Mrs. Merle Dinkins	1963-1964
Mrs. Nadine Love	1964
Mrs. Jim Winterringer	1964-1965
Mrs. Fred Hinchee	1965-1966
Mrs. Robert Toler	1966-1967
Mrs. Barry Segell	1967-1968
Mrs. Floyd Perryman	1968-1969
Mrs. John Walton	1969-1970
Mrs. Jack Coffey	1970-1971
Mrs. Charlotte Weedman	1971-1972
Mrs. George Snider	1972-1973
Mrs. Bill Billings	1973-1974
Mrs. Robert Jones	1974-1975

Mrs. Bill Ford	1975-1976
Mrs. Gary Smith	1976-1977
Mrs. C. L. Craig	1977-1978
Mrs. Terry Hopkins	1978-1979
Mrs. Merle Dereberry	1979-1980
Mrs. Gary Jay	1980-1981
Mrs. Jim Sill	1981-1982
Mrs. Mike Smith	1982-1983
Mrs. Kraig Kendall	1983-1984
Mrs. Megan Clement Pratt	1984-1985
Mrs. Elaine Craig	1985-1986
Mrs. Gaye Shepherd	1986-1987
Mrs. Mary Sims	1987-1988
Mrs. Anna Looper	1988-1989
Mrs. Patty Lanier	1989-1990
Mrs. Jane Bowers	1990-1991
Mrs. Maureen Trotter	1991-1992
Mrs. Leanne Howard	1992-1994
Mrs. Beverly Dinsmore	1994-1995
Mrs. Debbie Teape	1995-1996
Mrs. Ellen Cook	1996-1997
Mrs. Loree Hopkins	1997-1998
Mrs. Sabra Tucker	1998-1999
Mrs. Marcia McQuerry	1999-2000
Mrs. Susan Field	2000-2001
Mrs. Karla Kelly	2001-2002
Ms. Candance Hansford	2002-2003
Ms. Pam Cale	2003-2004
Ms. Suzanne Maltos	2004-2005
Ms. Rae Ann Gossett	2005-2006
Ms. Krista Daniels	2006-2007
Ms. Sarah Oliver	2007-2008
Mrs. Michelle Wallace	2008-2009
Mrs. Carol Diamond	2009-2010
Mrs. Rachel Epperly	2010-2011
Mrs. Angie Franklin	2011-2012
Mrs. Katie Ford	2012-2013
Mrs. Karen Cook	2013-2014
Mrs. Jessica Becker	2014-2015
Mrs. Marcy Holter	2015-2016
Mrs. Kelli Ann Rollins	2016-2017
Mrs. Katie Cannon	2017-2018
Mrs. Amy Price	2018-2019
Mrs. Amanda Teape Johnson	2019-2020
Mrs. Haley Cox	2020-2021

Mrs. Tiffany Williams  
Mrs. Jordan Cleveland

2021-2022

2022-2023

Mrs. Apryl McCaslin

2023-2024

# Charter Members

Mrs. Del Baker  
Mrs. Charles Balph  
Mrs. W.M. Beck  
Mrs. W.M. Bell  
Mrs. George Carey  
Mrs. Glenn Carr  
Mrs. Sidney Clarke, Jr.  
Mrs. E.C. Cranston  
Mrs. Don Cochrane  
Mrs. Edwin Dawson  
Mrs. Tom Douglas  
Mrs. Bill Duncan  
Mrs. Carl Earnest  
Mrs. Morton Earnest  
Mrs. L.K. Eastman  
Mrs. Haylor Fisher, Sr.  
Mrs. Clinton Gallaher  
Mrs. George Graf  
Mrs. Floyd Graham  
Mrs. Weldon Hall  
Mrs. Peyton Jennings  
Mrs. J.P. Jones  
Mrs. E.P. Kerr  
Mrs. Albert LaFleur  
Mrs. J.C. Liebman  
Mrs. M.H. McClelland  
Mrs. Fred McDuff  
Mrs. George Mckinnis  
Mrs. Gus Nelson  
Mrs. R.R. Pace  
Mrs. E.N. Panner  
Mrs. M.C. Patrick  
Mrs. Kenneth Pike  
Mrs. Joe Reily  
Mrs. Eugene Rice  
Mrs. Watt Richards  
Mrs. B.H. Rowlett  
Miss. Eleanor Sanders  
Mrs. E.R. White  
Mrs. John Watson  
Mrs. Horton Hughes

# Past Sustaining Representatives

Mrs. Joe Reilly	1949-1952
Mrs. Audree Ham	1953-1955
Mrs. Maklyne Reding	1955-1957
Mrs. Jack Wood	1957-1958
Mrs. Merle Chapman	1958-1959
Mrs. Vivian Moody	1959-1960
Mrs. Loretta Mae Warren	1960-1961
Mrs. Edwin Dawson	1961-1962
Mrs. Maudi Gallaher	1962-1963
Mrs. Percy Brown	1963-1964
Mrs. J Knox Byrum	1964-1965
Mrs. Joe Wood	1965-1966
Mrs. Tom Coffey	1966-1967
Mrs. James Bowles	1967-1968
Mrs. R.J. Wissinger	1968-1969
Mrs. James Hatch	1969-1970
Mrs. Leona Rogers	1970-1971
Mrs. Dora Cowen	1971-1972
Mrs. John Walton	1972-1973
Mrs. R.J Wissinger	1973-1974
Mrs. Merle Dinkins	1974-1975
Mrs. Jack Coffey	1975-1976
Mrs. John Walton	1976-1977
Mrs. Sue Winterringer	1977-1978
Mrs. Bevlyn Taron	1978-1979
Mrs. Yvonne Hinchee	1979-1980
Mrs. Betty Jones	1980-1981
Mrs. Nancy Ford	1981-1982
Mrs. Mattie Perryman	1982-1983
Mrs. Sue Winterringer	1983-1984
Mrs. Helen Craig	1984-1985
Mrs. Dian Sill	1985-1986
Mrs. Karen Bowles	1986-1987
Mrs. Megan Clement	1987-1988
Mrs. Charlotte Weedman	1988-1989
Mrs. Dian Sill	1989-1990
Mrs. Margaret Hopkins	1990-1991
Mrs. Fran Coffey	1991-1992
Mrs. Leroy Smith	1992-1993
Mrs. Ann Davis	1993-1994
Mrs. Kathy Stuart	1994-1995
Mrs. Elaine Craig	1995-1996

Mrs. Mary Sims	1996-1997
Mrs. Margaret Hopkins	1997-1998
Mrs. Edie Akin	1998-1999
Mrs. Leanne Howard	1999-2000
Mrs. Helen Craig	2000-2001
Mrs. Mary Sims	2001-2002
Mrs. Nancy Ford	2002-2003
Mrs. Loree Hopkins	2003-2004
Mrs. Sue Winterringer	2004-2005
Mrs. Karla Kelly	2005-2006
Mrs. Karla Kelly	2006-2007
Mrs. Kathy Stuart	2007-2008
Mrs. Kathy Stuart	2008-2009
Mrs. Cheryl Lawson	2009-2010
Mrs. Lori White	2010-2012
Mrs. Nancy Ford	2012-2013
Mrs. Mary Sims	2013-2014
Mrs. Julie Brittain	2014-2015
Mrs. Maureen Trotter	2015-2016
Mrs. Billye Sue Hatch	2016-2017
Mrs. Starla Howard	2017-2018
Mrs. Suzanne Maltos	2018-2019
Mrs. Leanne Howard	2019-2020
Mrs. Marcy Holter	2020-2021
Mrs. Stephanie Litherland	2021-2022
Mrs. Sheril Payne	2022-2023
Mrs. Shelley Autrey	2023-2024

# Job Descriptions

## President

The President is to preside over all Board and general meetings as a non-voting member. She is a non-voting member of ALL standing and special committees. She should attend as many special meetings as possible, including the Civic and Welfare and Projects meetings. She is to regularly check-in and assist any officer or committee chairman with any problems. She shall be knowledgeable of each Board member's job description and is responsible for making sure that officer and committee chairmen are checking their job descriptions monthly to make sure that all tasks are completed. She should communicate with the appropriate committee chairmen regarding change of status. She shall also communicate with the Recording Secretary on a monthly basis to help provide upcoming dates and information for the newsletter. Finally, the President and Treasurer will be custodians of the P.O. box key and check the mailbox monthly. Prior to a Ways and Means project, the mailbox may need to be checked frequently to collect checks for that project.

## May

- Formulate proposed budget with new executive board and parliamentarian. Have meeting with all Old/New Officers to train.
- All reports were due May 1 with the exception of the Treasurer and Luncheon, which are due July 1. Check with the Yearbook Chairman to verify report status.
- Add the Vice-President to the Facebook administration and remove any members not in good standing.

## June

- The President will help with the collection of updates of the yearbook and shall examine a copy of the yearbook before it is submitted for printing.
- Initiate and monitor through summer with previous provisional group on status of the Summer Social or oversee the beginning plans of the Summer Social with new members
- Verify Audit Committee has started annual review and expect updates.
- When person in position of Treasurer changes (every 2 years), verify that new Treasurer has been added as associated signer to bank account.

## July

- Check on KOS and Pumpkin preparations with chairmen.
- Remind previous provisional class planning the Summer Social to create a special reserved seating for the Sustaining members at the Summer Social.

## August

- Verify paid receipt of yearly Chamber Dues & PO Box Renewal Fee by Treasurer.
- Welcome guests and introduce New Provisionals at the Summer Social/Meeting.
- Update new JSL information with the Chamber for their website.

## September

- **Remind/Verify Treasurer submits a form of the 990 Federal**
- **Annual Tax Return to IRS by September 15<sup>th</sup>.**
- Notify all Executive Board Members, Committee Chairs and Ways & Means Chairs of mandatory attendance at September Board meeting which will be 1 HOUR before General meeting begins. Have everyone read through their job descriptions at Board. (Most Board meetings are 30 minutes and the Executive Board should always attend. Committee Chairs and Ways & Means Chairs are encouraged to attend all Board meetings, but must attend prior to and following their event/tasks.



- Allow for sign-up for KOS and Pumpkins.

## November

- Verify receipt of Sales Tax Permit (must be renewed by Treasurer every 3 years; last renewal was November 17, 2017).

## January

- Form Ways & Means Committee
- See that the Project Chairman forms the Projects Committee.
- Confirm that Parliamentarian has formed the Nominating Committee.

## February

- Remind the Parliamentarian to preside over voting for the Nominating Committee.
- Conduct Ways & Means Committee meeting to nominate projects for next year for the membership's April meeting vote.
- Confirm that the Nominating Committee has its first meeting
- Confirm that the Projects Committee meets. Attend the meeting if possible.
- Help the Vice President mail letters to proposed Provisionals.
- Encourage attendance at the Sustaining Coffee.

## March

- Ask the Vice-President to announce proposed Provisionals.
- Encourage attendance at the Get-Acquainted Social for proposed Provisionals.
- See that the Nominating Committee has its second meeting and presents proposed slate of officers to membership within ten days of the April meeting.
- Confirm that the Project Chairman announces the Projects Committee's recommended slate of projects for next year.
- Announce the Ways & Means Committee's slate of recommended Ways & Means projects for next year.

## April

- Conduct vote on Ways & Means projects for the next year.
- Remind the Parliamentarian to conduct vote on slate of officers.
- Have the Project Chairman conduct the vote on elective projects.
- Arrange for new President's gavel, Sustaining Representative gift, and Honorary/50 year Members gifts to be presented at the Luncheon.
- Check with members on leave to get change of status in writing for upcoming year.
- Remind member dues are due in May and resignations are due by May meeting or they have to pay dues to resign in good standing.
- Remind Board members that reports are due next month.

## May

- See that Project Chairman coordinates sign-up for elective projects.
- Get all leave requests approved.
- Preside over Spring Luncheon.
- Work with Yearbook Chairman to collect officer and committee chairmen's reports in duplicate. President retains one copy and gives one copy to the Yearbook chair.
- Encourage payment of dues at the May meeting.
- Should the meetings be held at the Shawnee Public Library in the future, and they did NOT apply for grant(s) and receive grant(s), then conduct vote to contribute a monetary donation to Library for their generosity in allowing us to have meetings at no cost.

- Recognize Longevity members going to Sustaining status.
- Check-in with any members that have taken a year of leave. Remind them that they will need to pay dues and come to the May meeting to sign-up for their project.

## Vice-President

The Vice-President shall assist the President and shall assume all duties of the President in her absence. She should attend as many special meetings as possible, including the Civic and Welfare and Projects meetings. She shall be in charge of all activities pertaining to the course for the provisional members.

In May after the luncheon, write a letter to all the new Provisionals, welcoming them to League, advising them that you and the Provisional Chair (name) are responsible for them for the next year. Provide them with both of your phone numbers. Let them know that they will get a yearbook at the Summer Social, give them a short rundown of the Calendar of Events for the next year and the hours required for projects, etc. Also advise them to record their hours for the May meeting, luncheon, summer social and any project hours that they complete over the summer to be turned in at the August meeting. Over the summer, close to the summer social, check with the Provisional chair to make sure she has called all of them encouraging them to attend the summer social. Finally, she is the custodian of the MacArthur Street Storage key and may allow members to get into the storage locker, but must collect it and keep it safe.

### May

- Modify names on MacArthur Street Storage account and collect gate key and locker key. Hold onto the key throughout the year and make sure that it is returned.
- Invite Provisionals to join the JSL Facebook Page.

### June

- Order the Junior Service League T-Shirt for each provisional.

### July

- Help schedule pumpkin had cutting gathering for Provisionals with the Pumpkin Chairs.
- Meet with new Provisionals to pass out yearbooks and aprons, answer questions about the Constitution, volunteer hours, projects, meetings, etc. Make the calendar for the year's meetings.

### August

- Call proposers to arrange for them to escort their Provisionals to the Summer Social.
- Arrange for each proposer or an active member to accompany each provisional to the September meeting.
- Communicate with the Provisionals to remind them about the September meeting.

### October

- Meet with Provisional Advisor and Provisionals to keep them informed, checking on their project hours, and reminding them to gather data for the skit.
- Have proposal forms available at each meeting until they are due in February.

### November

- Hours chairman should provide you with project hours completed on projects of Provisionals within one week of the November meeting. Call any Provisionals who have less than five hours on their project and see how they are doing and if they need any help or have any questions.

## December/January

- Check on each Provisional's monthly hours (they must have 35 hours by February 1). The Hours Chairman shall provide you with a list of their total hours within one week of the January meeting.

## February

- Meet with the Provisional Advisor and Provisionals help them with ideas and schedule practices for their skit for the Spring Luncheon (each provisional must have 35 hours by now).
- Attend Ways & Means Committee meeting.
- Revise informational flyer about JSL to be given to prospective Provisionals at Get-Acquainted Social and enclose invitation from President.
- Send e-mail two weeks prior to March meeting listing potential new members and if anyone needs to discuss then come to March Board meeting. The Board will decide how to handle any situations. General meeting will vote on the list as a whole.

## March

- Announce the candidates for membership.
- Co-host with the Sustaining Representative the Get-Acquainted Social for prospective new Provisionals. League will pay for food and invitations.
- Begin working on selections for new board.
- Check in with the Luncheon Chairs to make sure that proposed ladies that have accepted membership receive an invitation to the Spring Luncheon.

## April

- Announce the new Provisionals that accepted membership at the April meeting.
- Arrange for President's gift (President charm, purchased at Shawnee Trophy, ask if they want silver or gold) to be presented at the Luncheon. This is usually given by the Parliamentarian. This should be listed on the luncheon program as to who and when it is being given.
- Meet with Provisionals to preview skit and check each Provisionals hours.

## May

- Introduce new Provisionals at the Luncheon and introduce new members (old Provisionals) before they start the skit.
- Recognize and have new members say OATH at May meeting.
- Recognize members entering their longevity year.

## Recording Secretary, Membership & Hours

**Recording Secretary** shall keep the typed minutes (in duplicate) of the General Meeting and of the Board of Directors. She shall keep a current list of the names and addresses of all members and their classifications and shall have charge of all files and records. She shall perform such other duties as may be required of her by the Board of Directors.

The Recording Secretary must attend ALL Junior Service League Board and General meetings or make arrangements for one of the other officers to record in her absence. She is in charge of the Membership records of League, and is to oversee the Membership Chairman in her responsibilities regarding updating and maintaining the files throughout the year, including member change of status.

The Recording Secretary is responsible for taking roll at each meeting and carefully taking the minutes. The minutes should be typed in duplicate with one electronic copy to the Website Chairman for the website, and one retained for the Recording Secretary's notebook. She should read the previous month's board and general meeting minutes at the meetings and provide a copy of the minutes to each member at the meeting. Provide the minutes to the Corresponding Secretary each month so they can be sent with the newsletter.

The recording secretary is responsible for keeping up with the order for sign up, alternating between beginning with alphabetical order or reverse alphabetical order and calling out the names for each sign up done in seniority order throughout the year.

**Membership Chairman** assists the Recording Secretary in maintaining accurate records of League membership. Membership information is now available for all actives to edit on our website. In February, update those selected for the Nominating Committee.

- Update Membership Sheets in August, December, and May to indicate status, Project, demographic information, etc. Have members review their information at this time to update any committees they have been or are on.
- Make changes to Membership Sheets whenever a change in status or demographics occurs. (This is very helpful for Ways & Means chairs, when they are determining who all is available to work.)
- Compile a list of Junior Service League members for the Honorary 50-year Sustaining Member status. The 50-year Honorary Member status is determined by reading the minutes and finding when the member went sustaining and adding 40 years. This makes 50 years of active service. (It is not the year the member was a provisional.) Add members going sustaining this year to the list.
- Provide Spring Luncheon Chairman with the honorary 50-year members to be honored at the luncheon.
- Inform Yearbook Chairman of any change in status.

**Hours Chairman:** Hours information is now available online for active members to edit and keep track. Hours Chairman should remind members to post their hours using Facebook, newsletter, or text and at meetings. If members are absent or fail to report hours, the Hours Chair should give them a courtesy call to keep their hours up to date. Active members not completing their Ways and Means hours needs to be reported by the Ways and Means Chairs to the President and Hours Chair immediately. Active members that do not complete their Ways & Means hours need to pay for those hours within one week of the end of the project. Paid for hours count as completed hours and need to be logged on their hours sheet as such. It is important for the Hours Chair know when a member has paid for hours. Provisional members not completing their Ways and Means hours needs to be reported by the Ways and Means Chairs to the Vice-President and Hours Chair immediately. Provisional members may not pay for Ways & Means hours.

Immediately after the November and January meetings (1-week maximum) she provides a list of the hours recorded for the Provisionals to the Vice-President and Provisional Advisor so that they can ensure that they complete their hours timely. After the January meeting a list of anyone who does not have at least 10 of their project hours completed should be given to the President and the projects chair. Provisionals must have 35 hours before February 1<sup>st</sup>. In the spring, immediately after the March meeting, she adds each member's hours and notifies the President of anyone she anticipates will fall short of the 15 project hours and number of overall hours as assessed by the Board. Any member

who falls short of required hours by April 30<sup>th</sup> needs to be contacted regarding the shortage of hours and then should be given to Treasurer so she can send a letter/email informing of fines due. By the Spring Luncheon she tabulates all hours, reports those totals to the President timely so it can be included in their report at the luncheon and she makes a report for the yearbook.

## Corresponding Secretary

The Corresponding Secretary shall conduct general correspondence of the League and publish a monthly newsletter for all members in good standing. This newsletter will contain upcoming meeting times, dates and location, a general agenda, a list of items members will need at the meeting, pertinent League news, and reports on League events. She shall work with the President, Ways and Means Chairs and projects chairs to obtain information for the newsletter. She shall communicate with the Board members on a monthly basis to provide enough response time of those members prior to producing the newsletter to ensure that all possible information necessary is published in the newsletter. She shall make sure the newsletter is emailed timely to ensure that all members are kept informed and by-laws are not violated. For regular months please email at least 7-10 days prior to the meeting.

General Correspondence shall be sent by the Corresponding Secretary. This will include, but is not limited to, congratulations, sympathy cards, invitations, and thank you notes. At times it might be appropriate to arrange meals for members in need.

The corresponding secretary will maintain a current and accurate mailing list and make labels available for the membership for various activities, Summer Social, Luncheon, etc. Remove any members not in good standing from the e-newsletters and mailing lists. The newsletters are mailed at the end of the months listed below to arrive timely for the following month. Collect the minutes from the Recording Secretary to attach to the newsletters.

### July

- Check with Kickoff Chairs & Pumpkin Chairs to put info about those events. Include the meeting minutes from the previous month in the newsletter.
- Remind members about the Summer Social. Members that proposed Provisionals need to contact them about the Summer Social and escort them or ask another active member to escort them.
- Add new Provisionals to the e-mail list.

### August

- Check with Kickoff Chairs & Pumpkin Chairs to put info about those events. Include the meeting minutes from the previous month in the newsletter.
- Remind members about the September meeting. Members that proposed Provisionals need to contact them about the September meeting and escort them or ask another active member to escort them.

### September

- Include the meeting minutes from the previous month in the newsletter.
- Email Sustainings, Honorary Sustainings, and non-resident member to remind them that proposal forms are available and due by the February meeting and provide the Vice-President's number for them to contact.
- Check with Pumpkins Chairs.

### October

- Include the meeting minutes from the previous month in the newsletter.
- Remove members that have not paid dues from the e-mail list and mailing list.

### November

- Include the meeting minutes from the previous month in the newsletter.
- Include the Pumpkins Chairs report and Allocation report.

### January

- Include the meeting minutes from the previous month in the newsletter.

- Sustaining coffee

## February

- Include the meeting minutes from the previous month in the newsletter.
- Check with Ragin' Cajun Chairs for details and the Vice-President for the date of the "Get Acquainted Social". Mail/Email the newsletter to all Sustainings and Honorary Sustainings, this is their invitation to the social.

## March

- Include the meeting minutes from the previous month in the newsletter.
- The March newsletter (should be emailed no less than 10 days prior to the April meeting, per the constitution). It should be sent to the entire membership: Sustainings, Honorary Sustainings, non-residents and active members. It should contain the list of Proposed Provisionals, (as they have until April 1<sup>st</sup> to accept), Ways & Means options, projects to be approved, and the nominating committee's slate of officers. You should also list any details regarding Ragin' Cajun and the Luncheon.

## April

- Include the meeting minutes from the previous month in the newsletter and information about Ragin' Cajun and the Luncheon.
- This newsletter should list those proposed ladies who accepted Membership.

## May

- Include the meeting minutes from the previous month in the newsletter.
- This newsletter should be sent to the new Provisionals that have accepted membership and remind everyone that we are signing up for projects. It should also include the date, time and place of the luncheon.

## Treasurer

The Treasurer shall be the custodian of the funds of Junior Service League. She shall collect all dues and assessments and receive all sums and donations. She shall disburse the money of the League in accordance with the budget and expenses not provided for in the budget shall be paid only upon the order of the Executive committee.

The Treasurer should attend all board and general meetings and bring the checkbook with her to those meetings. The she should timely issue checks to League members for authorized receipts from immediately to within 48 hours of notification of payment due. The treasurer should notify the executive board of outstanding dues owed at the September meeting.

The Treasurer needs to sign signature cards at both banks on League accounts, having the President co-sign. All funds received by Junior Service League will be deposited TIMELY by the Treasurer in the Operating Account or Ways & Means Account at Arvest Bank. The Treasurer will pay all bills approved by the Board or as statements are received. She will receive a key to P.O. Box 3036 and should check it at least once weekly for money or bills received.

If an active member has failed to complete hours (not including project hours), the Website Chair may create a PayPal bill for that member to pay for their hours with the awareness of the Treasurer. Provisionals may not pay for hours. Ways & Means hours should be paid for within one week of the conclusion of an event.

The treasurer should try to be available for photographs with President or other members when League is giving out checks that they have allocated money for, including scholarships.

### June

- Post dues payments to record any changes of status. File accordingly.
- Send statements to those members whose dues have not been received by June 1, noting that dues not paid by September meeting will be assessed a \$15.00 penalty.
- Receive books from past Treasurer, after audit is completed.
- Meet with Executive Board to set up budget for new year. This meeting is set by the President.
- When the person in the position of Treasurer changes (every 2 years), the new Treasurer must register as the associated person to handle the bank account.

### July/Aug.

- Pay yearly Chamber Dues & PO Box Renewal Fee **Due July 20<sup>th</sup>**
- **File Oklahoma Sales Tax Report (\$0) by July 15th (MUST be filed!!) Send copy of filed report to Audit Committee and President by July 15th.**

### September

- **Submit a form of the 990 Federal Annual Tax Return to IRS by September 15th. Send copy of accepted submittal form to Audit Committee and President.**
- At meetings, request outstanding dues, with \$15.00 penalty. Have letter ready at the meeting for those who have not paid, advising members to pay. At the end of the meeting hand letter with penalty to those who did not pay. Letter should clearly state that they will be dropped from the roll due for non-payment of dues if not paid by October 1<sup>st</sup> as stated in the Constitution.



## October

- Notify Recording Secretary of those members dropped from roll due to non-payment of dues by Oct. 1 as stated in the Constitution.

## November

- Renew Sales Tax Permit (must be renewed every 3 years; last renewal was November 17, 2017).

## January

- **Submit Oklahoma Sales Tax Report and pay for Pumpkin sales by January 15th. Send copy of filed report and receipt of payment to Audit Committee and President.**

## April

- Send the Sustaining dues statement one month prior to the luncheon. Send statement via mail for those that have asked for paper mailings and statements via e-mail to all other Sustainings.

## May

- After May meeting prepare financial statements: one Operating and one Ways & Means. Balance on reports should agree with checkbook balance. Make copies of reports to be available at least three days before the Spring Luncheon.
- Any member who falls short of required hours by April 30<sup>th</sup> should be given to Treasurer so she can send a letter/email informing of fines due.

## June

- Finish books so they include all expenses from the year and Luncheon. **Complete a form of the 990 form for JSL annual records (not to be filed with IRS).**
- Take the balanced books to the CPA chosen by League for audit and tax return; sign and mail it. Retain one copy for your files and one for the President. Give books to the new treasurer. **\*\*In the event an outside CPA is not engaged, the Treasurer is responsible for the timely filing of the appropriate IRS prescribed form (refer to September tasks) \*\***

## Parliamentarian

(Luncheon Co-Chair with Social Chairman)

The Parliamentarian will be the immediate Past President and will serve as a non-voting member of the Executive Board. She will act in an advisory capacity to interpret the Constitution and keep the rules in order. She is in charge of the Nominating Committee.

## January

- Create the list of nominees for the Nominating Committee
- Present to the Board and General membership.
- Begin planning Spring Luncheon with the Social Chairman

## February

- Preside over voting on Nominating Committee slate.
- Give opportunity at Board and General meetings for membership to submit names for officer nominations.
- Chair Nominating Committee at its first meeting. Recommendations should be discussed for nominations. Create a list in order of preferred names to serve in office, and distribute the list with the Committee members to contact throughout the month.

## March

- Nominating Committee should have its second meeting. Discuss results of contacts made with recommended names to serve, and create slate to present to membership.
- The proposed slate of officers must be delivered to the Corresponding Secretary in time to be delivered to the membership at least 10 days prior to the April meeting.

## April

- Preside over vote on slate of officers.

## Audit Committee

The job of the Audit Committee is to annually give closure to the Treasurer and set a starting point for the new year's activity. This committee is the primary tool to insure and improve the integrity of our financial procedures. Your information resource will be the Parliamentarian and current and past Treasurer.

You must be willing and able to meet as needed to **complete the Audit by the May JSL meeting**. Please refer to the Audit Committee notebook for details on completing the yearly JSL Audit.

### June

- One Audit Committee Member needs to have a duplicate copy of the bank statements sent to their home for their duration on the Audit Committee. This relieves that Treasurer from the task of sending a copy to the Audit Committee each month. Also, ask Treasurer to write in the memo of each check what the payment is being written to fulfill. The Committee needs a report of income and expenditures from each Ways and Means Committee after the event.

### July

- Verify receipt of Oklahoma Sales Tax report filed by Treasurer by July 20th. (\$0 but report MUST be filed).

### August

- Verify paid receipt of yearly Chamber Dues & PO Box Renewal Fee by Treasurer.

### September

- Commence work as committee.
- Verify receipt of submitted and accepted IRS form of 990 Tax Return by September 15th from Treasurer.
- Verify that KOS Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures.

### October

- Verify that Pumpkin Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures.

### November

- Verify receipt of Sales Tax Permit (must be renewed every 3 years; last renewal was November 17, 2017).

### January

- Verify receipt of PAID Oklahoma Sales Taxes on Pumpkins by January 15th from Treasurer.

### February

- Verify receipt of PAID Liability Insurance by February 6th.

## April

- Verify that Ragin Cajun Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures. End of fiscal year.

## May

- Present annual audit report at meeting. Coordinate with treasurer to make sure 990 form is prepared as it is due in September. Beginning of fiscal year.

## Civic and Welfare

The Civic and Welfare chairperson is responsible for attending Board meetings and serving as the liaison between the community and League. She is responsible for publishing information about the grant applications, timely enough for the applications to be received and returned to League for the fall and spring allocation committee meetings. If a civic or community group desires a Junior Service League member present at one of their meetings, it is the Civic and Welfare chairperson's responsibility to attend and explain how League works and contributes back to our community, or to find another person to represent League. She is responsible for the Allocations committee. As chairman of this committee, she is responsible for making sure that the applications are posted on the JSL website, schedules meetings, and communicate with the President, Social Chair, and Corresponding Secretary about the allocation meetings to encourage our members to attend the meetings. Although it is recommended that she attend all board meetings, she should attend board meetings the month before and the month of grant applications being due as well as the month of and after that allocations committee has met.

Lastly, she is chairman of the Scholarship Committee and should attend board meetings the month applications are being given out and the month before and after the scholarship committee meets. She should follow the job descriptions for the Allocations and Scholarship committees.

## **Allocations Committee**

(Headed by Civic & Welfare)

The job of the Allocations Committee is to appropriate monies requested of Junior Service League. The committee will consist of members who sign up in the fall and spring at our regular meetings. It is her duty to place notice of grant application available in the local newspaper and other appropriate media such as our website, and to announce it at JSL meetings. Grant Application deadline for the Spring is April 15th. Grant Application deadline for the Fall is October 15th. The information should be published at least 60 days prior to the deadlines of October 15th for Fall and April 15th for Spring and include where they can be obtained and the date that Grant Request Forms are due. As chairman of this committee, she is responsible for making sure that the applications are posted on the JSL website, schedules meetings, and communicate with the President, Social Chair, and Corresponding Secretary about the allocation meetings to encourage our members to attend the meetings. The committee should meet and decide on a recommendation for the allocation of monies (to whom, how much, etc.). The committee chairperson should find out from the Treasurer how much money there is available to allocate. Typically, Fall allocations are based on funds raised from Pumpkins and Spring allocations are based on funds raised from Ragin Cajun. The Chairperson will also need to find out from the Executive Board what monies they may have already given during the summer and in the early fall. **ENTITIES THAT APPLY AND ARE GRANTED MONEY SHOULD BE OFFICIAL 501c3 (See Article IX – Finance; Section IV of Constitution).**

# Scholarship Committee

(Headed by Civic & Welfare)

The job of the Scholarship Committee is to appropriate scholarships to recipients based on applications received through the Shawnee High School counselor's office. Applications also need to be provided to the Website Chairman so the application is also available on the JSL website. The Civic & Welfare chairperson will solicit members for this committee at regularly scheduled Junior Service League meeting in February, and will schedule the committee meeting to allocate the scholarship money prior to the March meeting. It is the duty of the Civic & Welfare chairperson to have scholarship applications available at the Shawnee High School counselor's office by early October with a December deadline (usually the Friday before Christmas Break). The Civic & Welfare chairperson shall then make copies available to each committee member, who will review and rate the applications. At the meeting the scores are tallied, discussion is held and then a recommendation by the committee to the Board is determined. The amount of money allocated to scholarships is customarily determined by the amount raised at the Kick-Off Supper and should be confirmed by the Civic & Welfare chair prior to the scholarship committee meeting. At least one scholarship recipient should be selected to receive the Taylor Ricks Memorial JSL scholarship. In addition to the standard criteria used in evaluating the scholarship applicants' involvement in band & drama should be considered in selecting this award winner. Typically, the Taylor Ricks award is \$2,000, but should be at least equal to the largest award given in any year. The Civic & Welfare chair is responsible for communicating the scholarship awards to the Shawnee High School senior counselor and notifying all applicants. Additionally, the chair should notify Tonya Ricks of the Taylor Ricks Memorial scholarship recipient. The Civic & Welfare chair is also responsible for preparing JSL Scholarship award certificates and presenting them at the Shawnee High School awards ceremony, typically held in late April or early May.

## Sustaining Representative

In general, the role of the Sustaining Representative is in an advisory capacity. She is elected by the incoming President.

### May

- Attend Spring Luncheon

### August

- Attend Summer Social
- Help the Yearbook Chair to get yearbooks to the Sustaining members that paid their dues by June 1<sup>st</sup>.
- Communicate with the Treasurer to get the list of Sustaining Members that have not paid their dues and contact them. If dues are not paid by September 1<sup>st</sup>, they are considered late. If dues are not paid by October 1<sup>st</sup>, they will be dropped from membership and removed from JSL communications.

### September

- Attend Board meetings and general meetings the first
- Tuesday of each month through the month of May.
- Remind any sustaining members that have not paid dues that if not received by October 1<sup>st</sup>, they will be dropped from membership and removed from JSL communications.

### February

- Host the Sustaining Tea. Junior Service League will pay for invitations. Paper invitations may be sent to sustaining members that paid dues (E-vites sent to Active Members). Members can bring food/drinks to offset cost. Call Sustaining members that have not responded to RSVP. Communicate with Scrapbook Chair to bring scrapbooks to the Sustaining Tea.

### March

- Co-host with the Vice President the Get Acquainted Social
- for prospective new Provisionals. JSL will pay for food and invitations.

### April

- Call Sustaining members that have not yet responded to their invitation to the Spring Luncheon. Sustaining members that have paid dues receive a complimentary lunch.
- Complete report for the yearbook and turn it into the Yearbook chair by May 1<sup>st</sup>.

## Project Chairman

The Project Chairman will answer calls from members with questions regarding their projects throughout the year. She is to communicate with the Board information regarding membership activity on projects. Year round, she should check with various agencies in Shawnee to find a variety of volunteer needs for the community. The project chair does not have authority to add any member to any project unless after sign up, there are still slots left. The project chair is responsible for following Article X-Standing Rules I and II. She is responsible for reporting to the President and problems she sees with any of the projects or members having difficulties with their projects.

### June

- Meet with all Project chairs, provide them a list of their project members discuss with project chairs, their responsibilities for the members on their project. Each chair should have guidelines or time lines for members to complete their projects. Advise of the meeting in October with Chairs to see that all members are completing hours as needed. Advise the Project chairs that members with 10 hours or less by the January meeting will need to come to the February board meeting to discuss their plans for finishing their hours. Advise each chair the importance of communicating any problems to you the minute they arise.

### October

- After the October meeting, the Hours chairman will provide you with the number of project hours completed by each member. Meet with all Project chairs to discuss problems with any project and make recommendations to correct or get any member on track.

### January

- Form Project Committee to propose project options for next year. This can be done by passing out a sign-up sheet at the January meeting. When announcing this remind everyone how important this committee is as they will come up with the projects we work for the following year. Encourage them to provide you with any details about their current project or a new project if they cannot attend so that the committee can make informed decisions. Give them the date in February for this meeting so they can plan ahead.
- Hours chairman will provide you a list of project hours completed by each member, met with any project chairs that have members who have completed less than 10 hours for their project.

### February

- Project Committee should meet. Date to be determined by Project Chair. Communicate with the Corresponding Secretary and Social Chair about dates and times for texts and newsletter.

### March

- Hand out the list of descriptive projects suggested by the Project committee. Preside over any discussion and answers questions that arise.
- Coordinate with the Corresponding Secretary a proxy to be included in the newsletter going out in March for the April meeting for those not able to attend the April meeting, allowing them to vote for new projects.
- Also have corresponding secretary remind members via newsletter that only excused members will retain their position in seniority for sign up at the May meeting.
- Take a poll on the suggested projects, asking for first, second, and third choices for members. This will help you determine how many slots to make for each project.



## April

- Bring extra copies of the project descriptions to the April meeting for those absent for the March meeting.
- Bring prepared ballots to this meeting and oversee the voting.
- Bring poll on projects for those who missed the March meeting.
- Prepare the sign-up sheet of all members (including new Provisionals) for the May meeting, using the poll to determine how many slots you need for each project. Indicate that if they wish to chair the project, they need to place a star by their name.
- Advise corresponding secretary to again remind members via newsletter that only excused members will retain their position in seniority according to section II of Article X-Standing Rules.

## May

- Oversee the sign-up of the members for projects by seniority. NO member may sign up for another, unless the President, Vice-President, or Recording Secretary were called in advance advising of the absence. NO member may sign up out of order. After the meeting she contacts a person on each project to chair the project, keeping their experiences in mind. They in turn will receive a list of project members and will coordinate the activities of the project. Occasional follow-up calls should be made.

## Yearbook Chairman

The yearbook is now on computer. Updates should be made to the Membership Lists and Past Presidents. New pages typed will include the Board of Directors, Proposed Budgets, and Annual Reports. She will also collect any updates to the Constitution and By-Laws or Job Descriptions, etc. if changes have been made. The Yearbook Chairman will order notebooks for the new Provisionals. Everyone, except new Provisionals, should only need copies of the Reports, Memberships, and Calendar sections. Completed copies should be ready by the Summer Social and given to all classes of membership. The President will help with the collection of updates and shall examine a copy of the yearbook before it is submitted for printing. The Sustaining yearbooks have a cardstock front and spiral binding. Sustaining yearbooks should contain everything except the Job Descriptions.

Sustaining members that have paid their dues by June 1<sup>st</sup> will receive their yearbooks with the help of the Sustaining Representative.

# Publicity, Service Awareness & Scrapbook Chairman

The **Publicity Chairman** is to promote League activities within the community and to show the community ALL that League does. Contact all sources of media attention available in Shawnee and report this information obtained and any information that could be useful for other promotions of League at the September meeting.

Publicity for ALL FUNDRAISERS:

- Contact Lifestyles editor at Shawnee News-Star, Shawnee Sun, Shawnee Living. Either take picture of Chairman of Ways & Means to promote their event or contact the News-Star and Shawnee Sun to schedule a picture. Try to do this at least 3-5 weeks prior to the event. Also, provide a short written description of the event we are promoting, dates, times, locations, Chairman's names (for photo) and who to contact for tickets, pumpkins, etc.
- Contact KGFF for radio spots to promote the event
- Submit project information to Vyve Broadband to promote the event.
- Try to get those in photo to wear League shirt, Event shirt or League Apron when appropriate.

Publicity for events of League throughout the year:

- Make sure that all Ways and Means events with pertinent information and contact for that event is listed on the City of Shawnee Calendar of Events and the Chamber of Commerce Calendar of Events.
- Obtain list of who is project chair for each project from Project Chair. Throughout the year take pictures of at least one League member, more if possible for every project we volunteer for, have it published in paper, along with the number of hours league members will provide for this project. (Example # of members on project times the 20 hours each will do.) Give the photos to the Historian, when you are done. If the newspaper takes the pictures, make sure the article gets to the Historian.
- Put as many pictures and articles that the newspaper will allow.
- Some projects could have some special report in the newspaper.
- Take pictures at Sustaining Coffee, Provisional Tea, and Summer Social and write a short article and have it published.
- Take pictures at Luncheon of new executive board and new Provisionals and have it published. Provide the names of the people in the photos for the paper. (If all are not in attendance the photo may have to be done at a meeting.)
- Take pictures or arrange for the papers to take photos when we are giving out any money and have it published, including scholarships.

Example of photos needed monthly:

## May

- Scholarships given out
- New Provisionals photo taken at Luncheon (if all are present)
- New officers photo taken at Luncheon
- Take photos at luncheon

## August

- Photos taken at Summer Social at Summer Social take photo of new Provisionals if not taken yet photos taken with Kickoff Chairs for paper and article written get with Shawnee Living Magazine for information on Kickoff, KGFF Radio, Shawnee Sun, Shawnee News-Star, Shawnee Shopper and any other local media available.
- Photo with Salvation Army back pack project members and article of volunteer hours.

## September

- Photo of all new Provisionals if not taken yet
- Photos from Kick-off supper work

## October

- Photo with Pumpkin chairs and article written, same as above
- Photos from pumpkin project work

### November

- Photo for all checks given from fall Allocation Committee

### December

- Photos from Angel Tree project and article written on volunteer hours

### February

- Photos from Sustaining Coffee and article written, same as above

### March

- Photos with Ragin' Cajun chairs and article written, same as above
- Photos of "Get Acquainted Social" and article written

### April

- Photos from Ragin' Cajun work

**Service Awareness Chairman** needs to work with Hours person and Ways & Means chairs for information on members that have really gone out of their way to support league. Including other things that members do for this community. To purchase small, but meaningful gifts and present those at the meeting as well as report to the board and general meeting of those members' accomplishments. She does not have to attend all board meetings, however the board would like to know of the members she plans to recognize.

- Promote well-being and motivation among League members.
- Recognize members monthly who have made a special contribution to the organization during that period.
- Turn in receipts for gift to Treasurer.

**Scrapbook/Historian Chairman** is to commemorate the activities of League throughout the year. She is to work with the Publicity chair and chairs of each project to ensure that photos are taken of ALL activities that League is involved in.

To obtain historical information from the scrapbooks and present something interesting at each meeting about league. (Year they had biggest number of provisional, year contributed most money, interesting or funny details about leagues past, etc.)

- Laminate the pages of the previous year's scrapbook. Check for complete coverage of the activities of the previous years, ask members for photos or other items needed.
- Take scrapbook to each Sustaining Tea, Spring Luncheon and Summer Social.
- Take pictures at all special functions. (Summer Social, Kickoff Supper, Pumpkins, Sustaining Coffee, Get Acquainted Social, Ragin' Cajun, Luncheon, etc.)
- Save clippings from newspaper articles
- Save invitations and other mementos.
- Bring a different scrapbook to each meeting (of your choosing) to allow members to see League's history.
- Give a report at Board and/or General meetings of items needed to make the scrapbook complete or interesting things found in League's history.
- Compile saved materials into scrapbook.
- Turn in receipt for expenses to the Treasurer.

## **Luncheon Chairman**

(Headed by Parliamentarian & Social Chairman)

- Review the budget allotted before deciding on the menu, theme, and decorations.
- Select the site in January in order to reserve for the luncheon, being careful to avoid Mother's Day weekend.
- Decide on menu, theme, and decorations.
- Design and order invitations, which should be mailed out in late April.
- Decorate the day of the luncheon.
- Take down the decorations after the luncheon.
- See that the Treasurer receives the bill from the luncheon site.
- Reserve seating for Sustaining Members.
- Coordinate with Treasurer to make the Treasurer's Report available at Luncheon.

# **Social Chairman**

(Luncheon Co-Chair with Parliamentarian)

- Contact the meeting location and guarantee the room for the general meetings and board meetings for the first Tuesday evening of each month. If needed clean up before and after meetings. If wanted, appoint members to bring refreshments to the meetings.
- Setup Text Message capabilities to remind members of current events.
- Bring name tags for each member to meetings and functions and make sure they all wear them.
- Turn in receipts for name tags to the Treasurer.
- Spotlight two Provisionals and two active members each month starting with the Board members they need to know first (Kickoff, etc.)
- Promote members to get to know each other better via short fun get to know member games during the general meetings.
- Work with Parliamentarian to present Spring Luncheon
- Instruct new members at the Summer Social and meetings to join the JSL text group by texting @jsl to [971-205-6028](tel:971-205-6028). Send out text message reminders for meetings and all other functions.

## Ways & Means Chairman

The primary duty of the Ways & Means Chairman is the RAISE MONEY for League to give back to the community. When planning your event, consider every option to save money, donations in part or full, corporate sponsors, discounts, advertising properly, checking prices before purchasing items. Organization is the most important thing on a Ways & Means Project. Try to purchase all items before the event, by carefully looking over what is needed. Assign one specific person to purchase a group of things like paint brushes, paints, bread, butter, etc. The less people you have out making purchases the more cost efficient you can be and not waste money.

It is the duty of the Ways & Means chairs to attend the three board meetings prior to their project (if possible) and advise of details planned for their event. She should follow Standing Rule IV for all purchases. She should also attend the Board meetings after the project, until a full and final report can be given on the project to the Board.

She should remind member at least one month prior to sign up (if possible) and coordinate with the Corresponding Secretary details to put in the newsletter, including the importance of member attending the meeting for seniority sign up rule. It is also her duty to call those absent and get them sign up for duties.

- Assign duties and see that they are carried out.
- Make detailed reports of each project, including supplies bought and amount they cost and vendors that gave special discounts, etc.
- Work with the Publicity Chairman to ensure that your project has been publicized in the papers, radio, and magazines produced around Shawnee and that the publicizing is done timely for your event.
- Communicate to the Board her intentions regarding money, location, hours, commodity, date, etc.
- Active members not completing their Ways and Means hours need to be reported to the President and Hours Chair immediately. Active members that do not complete their Ways & Means hours need to pay for those hours within one week of the end of the project. Paid for hours count as completed hours and need to be logged on their hours sheet as such. It is important to let the Hours Chair know when a member has paid for hours.
- Provisional members not completing their Ways and Means hours need to be reported to the Vice-President and Hours Chair immediately. Provisional members may not pay for Ways & Means hours.
- Corporate Sponsors are very important on all Ways & Means projects. Do not wait until the last minute, because most businesses plan well in advance for the amount they are going to disburse on special projects. Contact them 2-4 months in advance of the event and you will get better results and use them regularly for your event if possible, while trying to get new ones. Include Don's Plants and McArthur Street Storage on Corporate Sponsor advertising without cost to show them our appreciation of their generosity to JSL.
- **Send copy of ledger sheet to Audit Committee, President and Treasurer stating amounts deposited into Ways & Means and Money Market and expenditures.**

## Provisional Advisor Chairman

This is a support position to the Vice President. She is to assist in overseeing the activities of the Provisional Class. She should attend special meetings with the Provisional class, be available to the Provisional members to answer questions, and support them in their endeavors. It is her job to keep the provisional class informed of the meetings, socials and any other expectations as well as what is required as a provisional from month to month. Any and all information passed on to the provisional class should be endorsed by the VP. The VP should be kept informed of all communications or concerns from the provisional class. She should attend all provisional meetings. Perform any duties pertaining to the provisional class that may be assigned by the VP during the year. She is to contact the Provisionals during the summer, prior to the summer social to see if they have any questions, encourage them to attend the summer social and advise them that they will have a short meeting with them during the summer social. Give Provisionals T-Shirts and provide each girl with an outgoing member for sales contacts. Immediately after the November and January meetings the Hours chairman will provide you and the VP with the hours that have been reported by the Provisionals. If you do not receive this report contact the Hours chairman. Provisionals must have 35 hours before February 1<sup>st</sup> and are *NOT* allowed to pay for hours. Use this report to get them on track with any areas that they are having problems with. At various times, the Vice-President will meet with the Provisionals after meetings, you should be available to attend. In April, she and the Vice-President will meet with all Provisional to review the skit and check on their hours. In May, she will recognize

Newly Active Members at the luncheon and May Meeting. At the May meeting, she will lead the new Provisionals in the pledge. The Provisionals are in charge of planning the Summer Social the August following the completion of their Provisional year. It is important for them to consider special seating for the Sustaining members where they can sit, see and hear.

### **Website Chairman**

The job of the Website Chairman is to maintain [www.jslshawnee.org](http://www.jslshawnee.org). She will upload current pictures of events from members and post the Grant Applications during the necessary times. She will also maintain the JSL Gmail account and make sure it is forwarding to the current President. She creates PayPal buttons on the webpage for dues and Ways & Means events. The Website Chairman will work with the Membership Chair to have updated copy of the hours' cards and membership spreadsheet available to all members on the Member tab. She also works with Treasurer to monitor the PayPal account. If an active member has failed to complete hours (not project hours), she may create a PayPal bill for that member to pay for their hours.

### **Community Outreach**

A liaison between JSL and the Shawnee Community. Duties will include but not limited to: maintaining the public Facebook page, attending community events as a JSL representative in recruitment and informational aspect, continually updating and executing how we recruit new members for JSL, also engaging and encouraging current members to help in recruiting.

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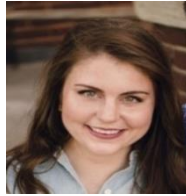
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[brianna.morris7911@gmail.com](mailto:brianna.morris7911@gmail.com)  
316-648-8480



**Partyka, Sylwia** (2022)

3901 N. Kickapoo #27  
Shawnee, OK 74801  
sylviahair@gmail.com  
405-589-4991



**Saremi, Arrielle** (2020)

1214 Cambridge Dr  
Shawnee, OK 74804  
mamasaremi@gmail.com  
(405) 201-4055



**Simpson, Lauren** (2015)

1910 Cobblestone Drive  
Shawnee, OK 74804  
laurensimpson678@gmail.com  
405-642-9406



**Skinner, Caroline** (2016)

1920 Brownstone Way  
Shawnee, OK 74804  
caroline.skinner728@gmail.com  
405-202-0690



**Stafford, Shakira** (2018)  
4405 Kent Rhoad  
Shawnee, OK 74804  
shakirajudeh@gmail.com  
(405) 401-6619



**Stuteville, Angie** (2018)  
44755 Oakpond Dr.  
Shawnee, OK 74804  
angelastuteville@gmail.com  
(405) 226-3736



**Tolin, Keely** (2017)  
1503 Berkshire Place  
Shawnee, OK 74804  
ktolin@shawnee.k12.ok.us  
405-664-0753



**Wahpepah, Candice** (2020)  
713 Madeline Dr.  
Shawnee, OK 74801  
canwahpepah@gmail.com  
(918) 327-3690



**Willis, Kristene** (2015)  
47 Kin-Ville  
Shawnee, OK 74804  
willistobe14@yahoo.com  
580-399-1294



# Event/Meeting Schedule

## 2024-2025

**August 6th** – Summer Social, 6:00 @ Speak8Ery

**August 6th** – General Meeting following the Summer Social

**September 3rd** – 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**September 7th** - *Kick Off Supper* (11:00 to 1:00)

**October 1st** - 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**TBD** - *Wreaths for Wolves*

**November 5th** - 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**TBD**- *Christmas Party*

**January 7th** - 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**TBD** - *Meet and Greet*

**February 4th** - 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**March 4th** - 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**TBD** - *Sustaining Tea*

**TBD** - *Get Acquainted Social*

**April 1st**- 6:30 *Board*, 6:45 *Seasonal Chairs*, 7:00 *General Meeting*

**TBD**- *Ragin Cajun*

\*\*\* All meetings will be at First United Bank: 2675 N Harrison, Shawnee unless otherwise noted.

**THE FULL YEARBOOK INCLUDING THE PLEDGE, CONSTITUTION, BYLAWS, JOB DESCRIPTIONS AND REPORTS CAN BE FOUND ONLINE AT:**

**[jslshawnee.org](http://jslshawnee.org) -> membership tab -> code is 1050**

# JSL Pledge

I, \_\_\_\_\_, recognize the important responsibility that I am undertaking in serving the Shawnee community as a member of the Shawnee Junior Service League. I pledge to carry out in a trustworthy and diligent manner my duties and obligations as a member by establishing a high priority to attend all meetings, complete 15 hours of service to the community, fulfill a total of at least 35 hours per year, and carry out all necessary requirements.

I acknowledge that by accepting membership in Junior Service League, I am pledging to represent this organization in a positive and supportive manner and to always act for the good of the Shawnee community.

Breakdown on how to obtain your hours:

\*15 hours for service project

\*5 hours for general meetings

\*4 hours for Kick Off Supper

\*6 hours for Rajun Cajun

\*5 hours miscellaneous (Provisional Night Out, Summer Social, Christmas Social, Meet & Greet, Sustaining Tea, Spring Luncheon, other general meetings)

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Member Signature

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Date

**Franklin, Katrina** (2024)  
801 North Cleveland  
Shawnee, OK 74801  
[kat.franklin@firstunitedbank.com](mailto:kat.franklin@firstunitedbank.com)  
405-765-8137



**Keathley, Shelley** (2024)  
1148 Ariana St  
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**Needham, Catrina** (2024)  
1115 Quail Hollow Rd  
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405-802-9610



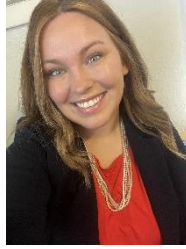
**O'Neal, Cara** (2024)  
42162 Max Henry Drive  
Shawnee, OK 74804  
[caoneal@ymail.com](mailto:caoneal@ymail.com)  
405-585-1591



**Robertson, Jordan** (2024)  
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405-788-8391



**Sanchez, Desirae** (2024)  
1915 Aspen Place  
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580-340-4672



**Vernon, Sharon Denise** (2024)  
624 North Beard  
Shawnee, OK 74801  
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405-436-3571



**Ware, Haylee** (2024)  
19510 Malone Road  
Tecumseh, OK 74873  
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405-765-9682





# 2023-2024 Reports

## President's Report

It has been such an honor to serve as President of Junior Service League for the past year. I love getting to put my time back into the community that I was raised in and was able to see my mom do when she was a part of Junior Service League.

Last May, we kicked off our year with a wonderful luncheon hosted by Tiffany Williams and Rebekah Aldrich at the Healthy Hive downtown Shawnee. It was a great time to get together and celebrate the end of a fabulous year. We also had our first meeting of the year and were able to transfer jobs and discuss what those jobs would entail. Our budget was voted on and we formally met our newest provisionals.

Taking a few months off in the summer, except for those that were able to get their service project hours in, we reconvened at the summer social hosted by Sylvia and Amanda. It was such a fun time to just hang out and enjoy some yummy ice cream. We also used this event as our August meeting and learned all about Kick Off Supper that was coming up quick.

Kick off Supper was held on Saturday, August 26<sup>th</sup> at the Shawnee Middle School. The incredible chairs, Rachel Ervin, Julia Holland, Keely Tolin, and Sylvia Partyka did such an amazing job with this and it was such a great success. Due to all the work they and the rest of JSL put into this event and Wreaths for Wolves, we were able to allocate about \$12,000 to Shawnee High School seniors for scholarships.

Less than a month later, we geared up with Kim Bowlan, Cristen McMains, and Shakira Stafford for pumpkins. The provisionals met at Gordon Cooper to cut hats on August 31<sup>st</sup> and then we started work on September 23<sup>rd</sup>. These ladies put in such hard work to get all those pumpkins done and while the actual labor is only for less than 2 weeks, it takes much longer to get it all put together. We decorated at Don's Plants from Sept 23<sup>rd</sup> – Oct 3<sup>rd</sup> and sold a total of 546 pumpkins with 21 workers. With those funds we were able to allocate \$7500 to local nonprofits.

Our extra fundraiser, Wreaths for Wolves, came up next and it is just such a quick and easy way to gain more scholarship money for Shawnee High seniors. Lauren Simpson and Arrielle Saremi headed that up and did a fantastic job getting the information out there and taking care of all that entails.

In December, Katie Landes hosted a fun Christmas party where we all brought dishes. It was so fun getting to know different members we might not otherwise have known before.

2024 came upon us and we had to do some major reflecting. We made the very difficult decision to put a pause on pumpkins for the next year due to cost and labor burdens caused by lower membership. We hope that it is only a short pause, memberships increase, and it is able to be brought back to it's full capacity because it is such a well loved fundraiser of the whole community.

In January, our Community Outreach chairs, Amanda Johnson and Mindy Palmer, put on a productive Meet and Greet inviting women to come learn what JSL is all about at First United Bank. We had a great turnout and were able to meet new ladies that were interested in joining us.

In March, Shelley Autrey, my awesome sustaining representative (also known as my mom), hosted a beautiful tea at Ana Jett's house. Ana and Jaunita Marshall helped her with her vision and it was such a fun afternoon fellowshiping with sustaining and active members. A few weeks later, Jennifer Gates, held our Get Acquainted social at her home to welcome the women that had been proposed and applied to join JSL. It was so motivating to see all the active women that showed up to get to know some new ladies and explain

more about what it means to be a part of our organization. We are so excited about those that decided to join us!

We ended our year as usual with Ragin Cajun – such a fun event! Amanda Johnson and Mindy Palmer did such an amazing job with the Rock and Roll Theme hosted at the Grand Casino Event Center on April 13<sup>th</sup>. The awesome band and fun entertainers really hit it out of the park and definitely made the event and the theme come to life. Thank goodness there was a photobooth or I don't know if some would have pictures because they were so busy dancing! They upped the raffles this year and everybody loved it. We were able to allocate \$13,368 back to non-profits in the Shawnee Community!

As I look back on this year, I am so grateful for the opportunity to serve JSL as president and what this job has taught me. I want to sincerely thank my board and all the ladies that supported me through this year. I am so excited to watch Jennifer Gates this next year and all she will do!

Sincerely,  
Apryl McCaslin

### **Vice-President's Report**

Serving as Vice President of the Junior Service League this past year was an honor. I enjoyed my time in this role and serving alongside such an exceptional group of women. I am proud to be a member of the Shawnee Junior Service League.

We had 5 Provisionals that worked hard all year completing their 50 hours: Lindsey Cowan, Kim Davidson, Taylor Edmonds, Juanita Marshall, Brianna Morris. In August we met with the Provisionals for hat cutting at Gordon Cooper Technology Center to prepare for the Pumpkin Patch. This was a fun way to get to know our new Provisional class. The Provisionals sold tickets and participated in the annual Kick Off Supper. This event was held at Shawnee Middle School and it was a huge success. In October, the Provisionals sold and delivered pumpkins and they all completed their hours at the Pumpkin Patch. In November the Provisionals advertised for Wreaths for Wolves. In April, the Provisionals sold sponsorships and participated in our community event Rajin' Cajun. The Provisionals worked hard this year completing their 10 service project hours. These ladies finished the year strong with help from their Provisional Advisor, Sylwia Partyka.

In January we had a wonderful Meet and Greet held at First United Bank to invite women in our community to learn more about Junior Service League. We had a great turn out. Overall, we had 8 women turn in applications and 2 member proposals. As Vice President, I had the privilege of hosting the Get Acquainted Social at my house in March. We enjoyed appetizers and desserts provided by members and were able to meet and visit further with 7 women that RSVP'd for the social. We had about 20 in attendance all together. We received 7 acceptance letters this year from the following women: Trisha Bobb-Semple, Catrina Needham, Cara O'Neal, Jordon Robertson, Desirae Sanchez, Sharon Vernon, Haylee Ware.

Serving alongside Apryl McCaslin and the members of Shawnee Junior Service League this year was an honor. I am proud of our chairs and all of our members that make our league so amazing. I look forward to serving as President in the upcoming year.

Jennifer Gates

### **Treasurer Report**

The Treasurer report for the fiscal year 2023 follows steady funding. After an executive council meeting, it was decided that the checking accounts be transferred from Arvest Bank to First United Bank in Shawnee. This transfer was finalized in July, 2023, with a balance of \$6,081.03 in the operating account and

\$24,594.30 in the ways & means account. After the Kick Off Supper and Wreaths for Wolves fundraisers, a total of \$12,000.00 was allocated to Shawnee High School Senior Scholarships. Pumpkins raised \$7,500.00 that was awarded to nine local non-profit organizations through our Fall Grant allocations. Lastly, the Ragin' Cajun event in the spring of 2024, raised \$13,368.00 allocated to fifteen local non-profit organizations. Overall, Shawnee Junior Service League was able to give back \$32,868.00 to our community!

Lisa Knight

## **Membership and Hours Report**

In 2023-2024, Junior Service League members served a total of 1,618 hours of volunteer time to the Shawnee community. Of the 1,618 hours, 331.5 hours were service project hours. This is the sixth year JSL has used Track It Forward app to log and track volunteer hours and although we have benefited from its simplicity, the annual cost of the app was high and as a league the decision was made to discontinue its use. Starting in May 2024 for the 2024-2025 year, members will use Google Docs to record all hours served.

Junior Service League had 8 general and board meetings, Summer Social, Pumpkin Hat cutting, Christmas social, Sustaining Tea, and Get-Acquainted Social. Ways-and-Means project for this year included Kick Off Supper, Pumpkins, Wreaths for Wolves and Ragin Cajun.

Stephani Jones

## **Parliamentarian Report**

What a wonderful year serving as Parliamentarian. Apryl McCaslin and Jennifer Gates did a fabulous job leading our league this year and it was an honor to serve alongside them.

In January, the Nomination Committee was chosen and approved by membership at the February meeting. The nomination committee worked during the month of February to create the board for slate for next year. The Board Slate was presented at the March meeting and was approved in the April meeting.

I was honored to co-host the Spring Luncheon with Caroline Skinner. Our "Ooh La La" event was a huge success with around 50 ladies that joined us. The Spring Luncheon took place on Sunday, April 28<sup>th</sup> at the Mabee-Gerrer Museum of Art. We could not have brought our Paris themed event to life without the help and creativity of one of our members, Sylwia Partyka. To prepare, we mailed invitations to Sustaining members that began their membership before 2005, as well as emailing our sustaining members and included invites through our Facebook, newsletter and text thread. Yum Yum's from Wewoka did a fabulous job bringing our French cuisine to life with a Crepe bar. Most of our decorations were donated by The Homestead Antique and Gift store owned by two of our JSL members in Tecumseh. We had a budget of \$1,500 dollars this year.

The luncheon was such a fun way to finish the year and begin the new year. I enjoyed serving on the JSL executive board for the last 3 years and I am thrilled to see what is next to come. I love the passion of our members for our community!

Thank you so much!  
Jordan Cleveland

## **Publicity, Service Awareness, & Scrapbook Report**

### **Publicity**

Social media seems to have taken over in place of the newspaper. Events and projects were shared across social media to bring awareness to all of our fundraising and volunteering efforts.

### **Social awareness**

Each chair for the Kick-Off Supper, Pumpkins, and Ragin Cajun received a gift as a token of our appreciation for making these projects a success. Additionally, we provided gifts to hosts of our socials, parties, and luncheons.

### **Scrapbook**

Our scrapbook contains pages for Spring Luncheon, Summer Social, Pigskin Party (Kickoff Supper), Pumpkins, Wreaths for Wolves, Christmas Party, Get Acquainted Social, Sustaining Tea, Regin Cajun, general volunteer work, and fun events attended for other group's fundraisers.

Thank you,

Lauren Simpson

## **Corresponding Secretary Report**

Each month I compiled a new newsletter in MailChimp highlighting upcoming events, meetings, Ways and Means information, and information regarding tracking hours and projects. The newsletter is emailed to all Members, Provisionals and paid Sustaining Members. Reports show on MailChimp an average open rate of 75% each month.

Throughout the year I also sent out text message updates through the Remind app. This is a convenient way for updating people on meeting locations, whether that was Virtually or in person. Invitations for our events were sent via Mailchimp as well.

I was honored to be able to serve in this position. I can't wait to see where the next year takes us!

Sincerely,  
Angie Stuteville

## **Sustaining Representative Report**

It was a pleasure to serve as this year's Sustaining member representative. It's so nice to see young women serve and give back to our community.

A lot has changed since I served in the 80's. Most of us did not work outside the home. Our meetings were during the day and we could take our children with us to work on our project hours. Today women have careers and families. Some even homeschool, careers, and families!

Our Sustaining Tea was a success at the home of Ana Jett. She so graciously offered her beautiful home. I didn't count, but I would say we had 40-45 in attendance.

I was happy to serve Junior Service League again as Apryl's Sustaining Representative even if what I did was watch my grandsons so she could work on pumpkins, etc.

Sincerely,  
Shelley Autrey

## Kickoff Supper 2023 Report

Kickoff Supper was held on Saturday, August 26, 2023, at Shawnee Middle School Gym from 5:30 pm to 7:30 pm. This year, we had to move the event from The Stucker to the Middle School due to tornado damage.

We served pulled pork sandwiches with a bag of chips, a pickle, a cookie, and a drink. Individual tickets were \$10 each, and each member had to sell 12 tickets (or a sponsorship that included 12 tickets). The ticket included the meal, inflatables, a Photo Booth, and a raffle ticket. Sponsorship levels varied from \$100 donations, which included 6 tickets, to \$200 donations, which included 12 tickets, to \$300 donations, which included 12 tickets, and \$600 donations that included 16 tickets. All sponsors received recognition on signage, social media, and a t-shirt. The highest donors received individual signage at the event.

Sponsorship packets, along with a list of the previous year's sponsors, were posted on Facebook a couple of weeks prior to Kickoff Supper packets being passed out at the summer social. This gave members ample opportunity to sell sponsorships. Packets with Kickoff Supper information, Kickoff Supper sponsor forms, and 12 tickets were passed out at the Summer Social. Instead of paying for cookies this year, we asked the members to pay \$10 to go toward the Inflatable rentals. JSL member shirts were \$15 each and were designed and ordered through New Ideas Printing out of Tecumseh. We also sold to the public and sold those for \$22. New Ideas set up an online store. They had the option to pick up at the event or have them shipped. If going forward with this in the future, we should utilize the pick-up from New Ideas, since the shipping to individuals was high.

We sold a total of 58 sponsorships, and with individual tickets, we sold a total of 523 tickets. We sold 36 tickets at the door and served 217 people. This total did not include the HS Seniors that participated in being announced, CHOM, or the Band. We fed all of those students that wanted to eat.

Pinecliffe Printers printed all Kickoff Supper tickets and packets for free and in return received 12 tickets, their logo on the back of the shirt, and their logo included on all advertising.

Boomerang donated chips, buns, and pickles. In return, they received a large logo on the back of the shirt, a large sign, and special recognition online along with signs by the food.

Firelake Discount Foods donated a \$250 gift card. The meat total came to \$250 after the gift card. They no longer offer BBQ, but they were very helpful and ordered the meat from their butcher, cooked, and prepped it. We ordered 125 lbs of meat, they cooked/prepped it for \$2 per lb, and ordered the meat when it was on sale, so it also came to \$2 per lb.

We did not need to order food trays this year, since we had ordered the previous year from SCI. We also did not have to purchase table clothes, we used the last bit of the 2020 Ragin Cajun covers.

The cookies were purchased at Sam's and came to \$86.81. Helium Balloons and other misc. items were purchased at Dollar Tree for a total of 39.05. Ice for cooling the water was purchased for \$10 via local ice machine. We also purchased some themed balloon garlands from Amazon for \$25.28. The signage was ordered from BannerBuzz.com for a total of \$105.01. The banners were great quality and price, but we did have issues with some of the banners sticking to the walls. We had a last minute donation and The Arts at 317 helped print one banner on a nice paper. This one stuck great and would be some one local to print them through in the future.

We used leftover donated water from Ragin Cajun, which was from Boomerang and BHHS. Then First United donated 12 cases a couple of days before the event. We did not purchase pop for the event this year.

The ladies shifts were broken up into two options, which were prep/event or event/clean up. This did go smoothly, but left a lot of set up and work for the chairs. As we had to lay out all of the tarps, chairs and tables the morning of the event.

We offered face painting again this year, but did not charge and included it with the ticket purchase. We also had a Photo Booth rented from PicStories for a total of \$349. We rented two inflatables from Extreme Inflatables for a total of \$680, which the younger kids and HS kids enjoyed.

CHOM and part of the Band performed at the event. We asked them to perform the fight song and 'Shawnee Will Shine', and they added in some of their own favorites. Unfortunately, we didn't have a lot of other sports show up to announce the seniors, so we did not do Senior announcements like the previous year.

Caroline Skinner secured a designer bag raffle and perfume basket raffle from Dillards and a signed football from Creed Humphrey. Julia Holland secured a Shawnee sports package with shirts, a chair, and a season pass. We sold raffle tickets for \$5 each or 5 for \$20, online pre-event and at the event. To raise awareness about the event and raise extra money, we did a pie in the face with a variety of school employees. This year it was harder to get the coaches to commit, but once we did, they were helpful with sharing online and being a good sport at the event. Between the raffle and pie-in-the-face, we raised \$1720.25 the day of and via PayPal. This was one of our highest day of the events raised money in quite a few years! We had ladies going around to tables to sell tickets with a QR code to pay via Credit Card on PayPal. This really helped sales! They would just have them fill out their tickets to enter once they showed their proof of purchase.

Wreaths for Wolves raised \$252.50 to be added to our amount. Total monies received for Kickoff Supper 2023 were \$15,257.53. Total expenses were \$2314.78. 10% of profit went to the money market account.

We were able to allocate \$12,000 (along with Wreaths for Wolves money) to Shawnee High School students for scholarships, including the Taylor Ricks Scholarship.

We felt this year's event was a success and loved seeing people at the event supporting the Wolves!

Rachel Ervin  
Julia Holland  
Sylwia Partyka  
Keely Tolin

## **Wreaths for Wolves 2022**

This was Junior Service League's fourth year to sell live greenery; after using wreaths as our sole form of money for scholarships in 2020, we decided to continue with the live greenery sale as a non-required fundraiser to produce additional money for the Shawnee High School senior scholarship fund. We continued our fundraising with Three Rivers Fundraising.

Members were asked to promote sales and reach out to community members to encourage sales to help support scholarships for Shawnee High School seniors. There are no selling requirements. Sales officially late October and ended early December. There were three ship dates for purchasers to choose from, that would accommodate their schedules (mid November, late November and early December); items are shipped directly to the address given.

We made a total profit of \$250.00 (down \$250.00 from last year). We had a good response from the community. We would continue to ask that members truly try to support the fundraiser and encourage community members to support our effort.

2023 Wreaths for Wolves Chairs

Lauren Simpson and Arrielle Saremi

## Pumpkin Patch Report

Junior Service League pumpkins were able to sell a total of 544 pumpkins this year. The sales were as follows: monogram (235), scarecrow (178), and miss autumn (106), custom (25). The cost of each pumpkin remained as previous years at \$25 each even though our cost per pumpkin did increase from \$2.15 to \$2.25.

Don Britton from Don's Plants generously allowed us to use his facility and took care of all our pumpkins needs. We kept things organized relatively the same as previous years, with each pumpkin having their own section.

Pumpkin chairs for the year were, Cristen Garbutt, Kim Bowlan, and Shakira Stafford. The Provisionals met August 31st for two hours at Gordon Cooper Technology Center to help with hat cutting. The Provisionals also met September 23rd to help with washing and unloading pumpkins. We opened washing up to everyone due to the low number of Provisionals. Shawnee High School's Tri-Hi-Y organization helped with washing and did an incredible job. We used a water hose to wash and sprayed the pumpkins with vinegar to keep from rotting. We organized the pumpkins by size to help when decorating. We designated large pumpkins for the scarecrow, while the others were sized as usual. We continued the process of placing cardboard on the wire tables, under the pumpkins, to help keep the bottoms from getting nicked or damaged.

Members had approximately a month to take orders and all pumpkin money was due at the time of the order. Each member was required to sell 10 pumpkins. Decorating dates were **September 23rd through October 3rd**. Patch hours were from 10 am – 8:30 pm Monday-Saturday and 11:00 am -8:00 pm on Sunday. There were a few early mornings and late evenings worked to assist members in completing their required hours. Members completed approximately 650 hours, including the chairs. Required hours were 1 hour selling/delivering, 11 hours decorating for a total of 12 hours for members. 16 hours were required for provisional, 1 hour selling/delivering, 11 hours decorating, 2 hours for hat cutting, and 2 hours for unloading/washing. We donated one personalized pumpkin to Don's as a Thank You.

In addition, there was a tiered structure of additional hours for those who sold more than 10 pumpkins received the following toward their yearly total 50 hours.

- 11-20 pumpkins sold received 1 additional hour
- 21-30 pumpkins sold received 2 additional hours
- 31-40 pumpkins sold received 3 additional hours.

Members who did not complete their required hours paid \$20 for hours 1-5 and \$30 for additional hours.

For the eighth year, we continued the process for signing out completed pumpkins which helped eliminate disappearing tags and pumpkins. The process included initialing and turning in the completed tags to a pumpkin chair before taking the pumpkin from the patch. We also included a Thank You tag to the completed pumpkins. We continued with checking in at the patch on an iPad through an app that would track the time spent at the patch. Members were required to check-in upon arrival and check-out when finished for the day.

Again, this year, we had the opportunity to print a few business logos. This allowed us to apply the vinyl logos to the pumpkins without having to hand draw and fill in logos. Otherwise, we used the same monograms as last year. We charged an additional \$5 for custom logos this year, bringing their cost to \$30. We asked members for \$10 at the summer social to go toward.

Approximately 150 scarecrow hats were cut out by our Provisionals at a two-hour meeting on August 31, 2023 at Gordon Cooper Technology Center.

Our gross profit was \$14,118.28 from pumpkins this year. We paid \$5.25 per pumpkin totaling \$2,940.00 plus supply expenses of \$3,464.17. We had a sales tax of \$1,408.80. Taxes were not calculated correctly, therefore the Executive Committee decided to not contribute to the money market to offset tax dollars. With money outstanding owed by members who had to pay for hours the total raised was \$7,500. We were able to allocate **\$7,500.00** back to the community.

The Fall Allocation Meeting was held October 22, 2023 at 2:30 p.m. Members reviewed applications and allocated the following money to the Shawnee Community.

**JSL Fall Grant Awards**

Pioneer Library Foundation	\$1,000
Children's Health Foundation of Oklahoma	\$1,000
Community Market of Pott County	\$1,000
Mission Shawnee- Uplift Mentoring	\$1,000
Child Advocacy Center of Central Oklahoma, Inc.	\$1,000
Legacy Parenting Center	\$700
Shawnee Public Schools- Will Rogers Elementary	\$500
Central Oklahoma Community Action Agency /shoes that fit	\$1,000
NRC 4-H Club	\$300
<b>TOTAL:</b>	<b>\$7,500</b>

Although numbers were lower this year, everyone came together and we had another successful pumpkin season! We greatly appreciate our amazing members and their dedication to Junior Service League!

Respectfully,  
Shakira Stafford  
Kim Bowlan  
Cristen Garbutt

**RAGIN' CAJUN REPORT**

Ragin' Cajun was held on April 13, 2024 at the Grand Casino Resort. This was our third year to host the event at the Grand Event Center. We have loved the ease of working with the Grand. Preparation for the event began Friday before the event and continued with shifts the evening of the event. We split the shifts into Friday set up and Saturday clean up, then each member was required 3 hours during the event, those shifts were split from 5:00-8:00 and 6:00-9:00. We cut the table cloths and sat the tables during the set up shift on Friday evening. The Grand took care of all the food prep and cooking which makes things so easy. They provided bread, shrimp, corn, sausage and potatoes. We ordered all desserts from Eileen's cookies. We ordered 55 dozen iced cookies. We used the band Etowah Road out of Noble. They set up Friday night and arrived at 5:00 for soundcheck. They began playing at 7:00. This year's theme was a Rock theme and the band leaned in with a Rock set list. Tables were served at 7:00 while band started playing a variety of music/songs. We used Sustaining Member, Greta Madson's, photo booth. The photo booth sent pictures electronically; it was a big hit! We also brought in Inspyral Circus for entertainment. We had an adult face painter and the mirror man, both were great fun and allowed for a wonderful experience during the cocktail hour. We opened the doors to the cocktail area at 6:00 with this special entertainment and a bar. The Grand



prepared and had the food ready when doors to the event center opened at 6:30. When tables were seated, their servers began dumping pots on the tables. Food was delicious and was a hit with all attendees. We had three raffle prizes available. Raffle tickets were sold for \$5 each or 5 tickets for \$20. All raffle items were donated from the Shawnee community- Theopolis Social Club, Canadian Valley Electric Cooperative, Inc, and Cuckoo Bird and Dashing T. We were able to collect \$2,654.45 between the raffle and our 50/50 drawing. The 50/50 sold rock n' roll rubber duckies (\$20 each) and rock n' roll pins (\$10 each) for two different 50/50 options. We sold 55 tables and fed approximately 450 guests – First United Bank was our title sponsor again this year at \$2,500, then we had 11 Paint it Black Pepper Sponsors, some were upgraded for their donation to the event, including Canadian Valley (ice chest for raffle), Citizen Potawatomi Nation (space, tables and discounted food), and South Central Industries (water for the event), 41 Gimme Shelter Garlic Butter, and 9 Satisfaction Spice sponsors. We offered the following sponsorship levels: - Paint it Black Pepper sponsors paid a total of \$900 to have a reserved table, logo on all publicity, and 16 raffle tickets and 8 drink tickets. - Gimme Shelter Garlic Butter sponsors paid a total of \$600 to have a reserved table and their name in large print on all publicity. - Satisfaction Spice sponsors paid a total of \$150 to have 2 reserved seats and their name in large print on all publicity. - Sympathy for the Shrimp sponsors donated \$100 or more

Total monies received were \$39,286.76. Our expenses were \$24,429.04. Net total was \$14,857.72. Total to money market was \$1,485.77. We allocated \$13,368.00 to 15 organizations. We enjoyed hosting a check presentation for the organizations at First United Bank. Ragin' Cajun 2025 is well on track with a date of April 12, 2025. Thank you to everyone for volunteering your time and effort to make this year's event possible and successful, especially those who went above and beyond their required hours. A special thank you to the Grand Event Center. They were great to work with and allowed us to have an awesome event.

Rock on, Your Ragin' Cajun Chairs  
Amanda Johnson  
Mindy Palmer

### **Provisional Advisor Report**

2023-2024 Provisional Class of Junior Service League started out with seven Provisionals and we had five complete the year! They completed their provisional requirements successfully. They kicked off the year at our Summer Social getting to know each other.

KOS and Pumpkins were next and from hat cutting to delivery these ladies rocked it showing up and getting it done. Spring brought another successful Ragin' Cajun at the Grand! Their Provisional year concluded at our Spring Luncheon and they did an amazing job. As the Provisional Advisor, I kept in touch via text group and having quick catch ups after meetings. I used the time to answer questions and to give reminders on events and logging hours.

Lindsey Cowan will be taking over as Advisor for the 2024-2025 Provisional Class. She is vibrant and kind and such a go getter! She will do wonderful in this role!

Sylwia Partyka

### **Website Report**

The Junior Service League of Shawnee website address is: [jslshawnee.org](http://jslshawnee.org). The website hosts information about JSL to the public, has a contact form for community members to contact JSL, and has a secure area

for members to view the yearbook, by-laws and see contact information for other JSL members. Hosting and domain registration is through wix.com. That is also where changes to the website can be made. The JSL email is: jslshawnee@gmail.com.

The Website Chair has several tasks, which include:

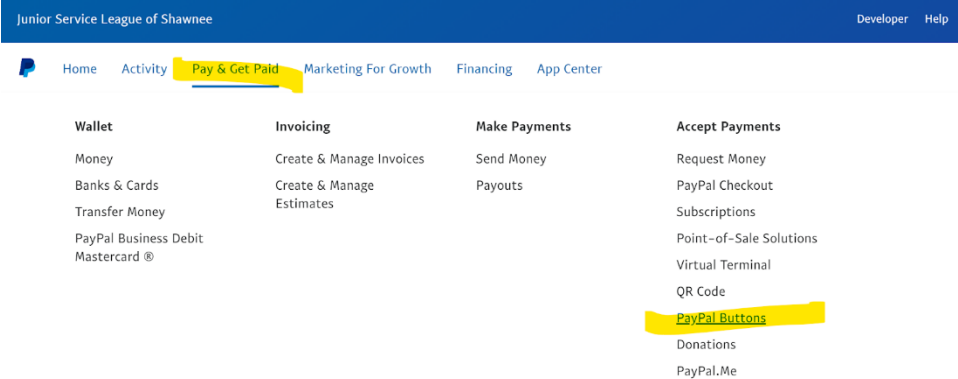
- Managing all online presence (website, Pingg account, PayPal account, and Gmail account)
- Change the forwarding rules to remove old officers and update new officers (President gets all emails forwarded, treasurer gets paypal emails forwarded, and website gets wix emails forwarded)
  - Do this by “managing labels”, then choosing “Forwarding/POP/IMAP”
- Setting up “rules” in the JSL email account so emails are forwarded to the correct person
- Updating pictures on the website (receive pictures from Scrapbook Chair)
- Updating info on the website at the end of each JSL year, and throughout the year (new board members, new scholarship info and forms, dates of events, etc.)
- Updating PayPal buttons and dollar amounts on the website (be sure to add extra to the payment amount to account for the processing fee :: 2.9% + \$.30), and also assist the Treasurer in sending PayPal invoices
- Assisting with Track It Forward if needed
- Be sure the social chair has the pingg.com log in credentials, as this is the program is occasionally used for evites

**:: ADDITIONAL INFORMATION ::**

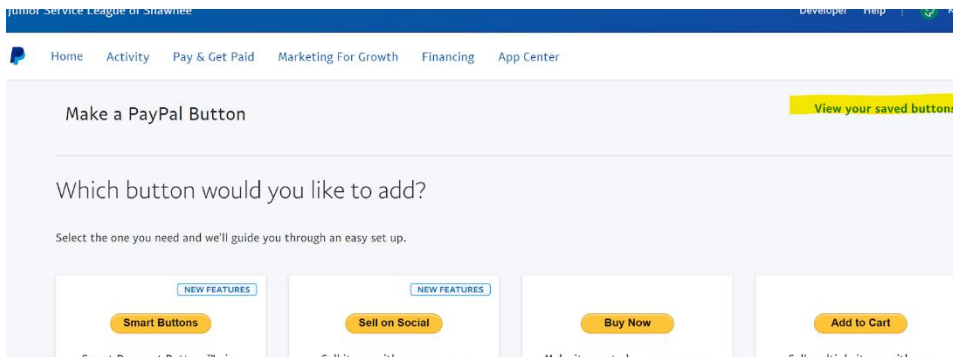
<b>JSL Email:</b> <a href="mailto:jslshawnee@gmail.com">jslshawnee@gmail.com</a> password: jslforlife	<b>Paypal:</b> <a href="mailto:jslshawnee@gmail.com">jslshawnee@gmail.com</a> password: shawnee3036
<b>Pingg:</b> <a href="mailto:jslshawnee@gmail.com">jslshawnee@gmail.com</a> password: shawnee3036	<b>Wix.com:</b> <a href="mailto:jslshawnee@gmail.com">jslshawnee@gmail.com</a> password: jslforlife

To update or make chances to the the paypal button you will need to log in to the JSL PayPal account.

- Then click “Pay & Get Paid” from the menu at the top, then Paypal buttons



- Select “View My Saved Buttons” from the top right of the screen



- Select the edit from the action box to the right of the “JSL Dues & Payment” button, this is the button that is located on the website.
- Click Save :: the following screen will allow you to copy the code that will be placed on the website, via wix.com (from wix edit mode:: click the paypal box on the home page and then click the “edit code” box that pops up...delete the current code, and paste the updated code from the paypal website)
- Amounts in 2024 are as follows:

Type	Amount	Amount To Charge (+fee)
Active Dues	\$100	\$104
Sustaining Dues	\$25	\$26.05
Non-Resident Dues	\$15	\$16

- Created PayPal button for Ragin Cajun sponsorships as well

Apryl McCaslin

## Civic and Welfare Report

In 2023-2024, we were able to allocate **\$32,868** to the Shawnee community through grants and scholarships. The hard work of our members in three Ways and Means projects made this possible. We were able to award a total of \$7500 in Fall Grants. The money raised from our Pumpkin Sales was designated for these grants. For the Fall Grant application cycle, we received requests from 13 different community organizations requesting over \$20,460 in funding. The committee voted to provide funding to 9 of the 13 grant applications. The recipients are as follows:

Pioneer Library Foundation - \$1000
Children’s Health Foundation of Oklahoma - \$1000
Community Market of Pott County - \$1000
Mission Shawnee Uplift Mentoring - \$1000
Child Advocacy Center of Central Oklahoma - \$1000
Legacy Parenting Center - \$700
Shawnee Public Schools, Will Rogers Elementary - \$500
Central Oklahoma Community Action Agency / Shoes that Fit \$1000
NRC 4-H Club - \$300
<b>Total 2023 Pumpkin Allocation - \$7500</b>

In the Spring, Ragin’ Cajun was held and raised \$13,368. This year, we were able to allocate \$13,368 in Spring Grants. We had 19 grant requests totaling over \$41,473. The committee voted to fund 15 of the grants. The recipients are as follows:

Camille Pfeiff, Jefferson Elementary - \$750
Project SAFE - \$1000
Community Market of Shawnee - \$1000
Child Advocacy Center of Central Oklahoma - \$1000
Hope House Shelter - \$950
Project Stick with Art, Pleasant Grove - \$900
Prosper Academy - \$618
United Way - \$400
Community Renewal - \$950
Legacy Parenting Center - \$1000
Read Across America - \$1000
Uplift Mentoring - \$950
MaMa's Christ Van – \$950
Worrel's Haven - \$950
Shawnee Community Foundation, Pack the School - \$950
<b>Total 2024 Ragin Cajun Allocation - \$13,368</b>

JSL raises money for SHS Scholarships during Kick Off Supper before the first Shawnee High School football game. This year, we were able to award \$12,000 toward scholarships for the Class of 2024 SHS Seniors. We received 5 scholarship applications, and the committee went through each scholarship application awarding points for financial need, GPA, ACT score, volunteer work, work experience, honors, extracurricular, and the overall essay. We were able to award 5 scholarships. The scholarships were awarded to the following:

Bella Dahlman **Taylor Ricks**	\$3,500.00
Marilyn Bartley	\$2,000.00
Clara Timmons	\$2,500.00
Reid Bowlan	\$2,000.00
Emma Oller	\$2000.00
<b>Total 2023 KOS Allocation</b>	<b>\$12,000</b>

Bella Dahlman was the recipient of the Taylor Ricks Memorial Scholarship in the amount of \$3,500. The Taylor Ricks Memorial Scholarship was created in memory of Sustaining Member, Tonya Ricks' son. For this scholarship, we look for students who have excelled in band and/or performing arts.

The ladies of Junior Service League contribute many hours of hard work to be able to give back these awards through our Ways & Means projects every year. We would not be able to do any of this without the success of these three events. Thank you to those who volunteered your time to the Civic & Welfare Committee meetings. It is rewarding & eye-opening to be involved in the decision of where the hard earned JSL money is awarded in our community.

Cristen Garbutt

## **Yearbook Report**

Yearbook reports and documents were gathered in July and saved on a flash drive. The yearbook was updated with the new calendar, new Board of Directors, the Previous Year's President and Sustaining Representative were added to the appropriate sections. The old budget was replaced with a new budget. The service projects were updated. Members were moved reflecting their new status' in the Members section. Any changes to the by-laws were made.

The online yearbook was updated for our members on the website. Provisionals received a spiral bond notebook with this years' yearbook. Sustaining members who asked for a hard copy received one from Apryl. The spiral notebooks were printed from Staples.

It was such an honor to be able to get these documents ready for all of our members!

Kristene Willis

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