

Section
16 International Office

Roster of Club Officers Form

Roster of Club Committee Chairs Form

Sister Club Program

*“Nothing is particularly hard
if you divide it into small jobs.”*

— Henry Ford —

ROSTER OF CLUB OFFICERS Term begins _____ Term ends _____

Altrusa International, Inc. of _____ District _____

Please print or type. See your membership printout for member identification numbers.

PRESIDENT	Member ID# _____	SECRETARY	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

TREASURER	Member ID# _____	IMM. PAST PRESIDENT	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

PRESIDENT-ELECT	Member ID# _____	DIRECTOR #1	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

1ST VICE PRESIDENT	Member ID# _____	DIRECTOR #2	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

2ND VICE PRESIDENT	Member ID# _____	Date ____/____/____
Name _____		Submitted by _____
Address _____		
City/State/Code _____		Club Meeting Information (please circle)
Telephone _____ Fax _____		1st—1st/2nd/3rd/4th/5th Mon/Tue/Wed/Thu/Fri/Sat am/Noon/pm
E-mail _____		2nd—1st/2nd/3rd/4th/5th Mon/Tue/Wed/Thu/Fri/Sat am/Noon/pm

IMPORTANT: Return to Altrusa International, Inc. at 332 S. Michigan Ave, Ste. 1123, Chicago, IL 60604-4305.

Send a copy to your District Treasurer. Retain a copy for your club records.

ROSTER OF CLUB COMMITTEE CHAIRS Term begins _____ Term ends _____

Altrusa International, Inc. of _____ District _____

Please print or type. See your membership printout for member identification numbers.

ASTRA	Member ID# _____	MEMBERSHIP DEVELOPMENT	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

COMMUNICATIONS	Member ID# _____	NOMINATING	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

FINANCES	Member ID# _____	SERVICE	Member ID# _____
Name _____		Name _____	
Address _____		Address _____	
City/State/Code _____		City/State/Code _____	
Telephone _____ Fax _____		Telephone _____ Fax _____	
E-mail _____		E-mail _____	

Date ____/____/____

Name _____

Officer Title _____

Daytime Phone _____

IMPORTANT: Return to Altrusa International, Inc. at 332 S. Michigan Ave, Ste. 1123, Chicago, IL 60604-4305.

Send a copy to your District Treasurer. Retain a copy for your club records.

SISTER CLUB PROGRAM

Altrusa International's Sister Club Program allows two clubs to link together by becoming "Sister Clubs," and gain a unique opportunity to expand their interests by sharing projects, information, visits and publications. Through a Sister Club, you can build friendships with Altrusans on the other side of the globe, or in the next county.

How do we get a Sister Club?

There are several ways for you to "match" with a Sister Club. No matter what method you choose, there are four basic steps:

1) *Make a list of prospective Sister Clubs.*

You may already know with what club you would like to match: perhaps you have a special interest in a certain city, or have met an Altrusan at a convention or conference with whose club you would like to match.

A list of contacts can also be obtained from International. The office will send you several Sister Clubs contacts based on the criteria you specify.

2) *Contact the club you are interested in.*

Write directly to the president of the club(s) you have selected. Explain your club's interest and ask if they would consider becoming your Sister Club. Use your International Directory for addresses and telephone numbers, or call International for information.

3) *Confirm your match.*

If the club you have contacted agrees to be your Sister Club, then your match is confirmed. You may have to contact several clubs before you find a match, but don't be discouraged. The clubs may simply have had too many commitments at this time.

4) *Register.*

Register your new Sister Club relationship with the International office by emailing the International office at altrusa@altrusa.com or completing the registration form which follows.

Frequently asked questions

Q. Does our Sister Club have to be in another country?

A. No, Sister Clubs can be in a neighboring town, across the country, or across the world.

Q. What should we keep in mind if we decide on a Sister Club in another country?

A. An International Sister Club match will provide your club with a very special international relations opportunity. However, you should consider the expense of international mail and how translations, if necessary, will be handled.

- Q. Can we have more than one Sister Club?
A. Yes, however, most clubs will find that one Sister Club is enough to keep them busy.
- Q. How do we find out if we already have a Sister Club?
A. Call or write the International office or ask your club Treasurer to check the listing on your club's latest member roster.

Now that we have a Sister Club, what do we do?

First, introduce yourself with a letter or a telephone call. Early personal contact is extremely important.

Remember to put your Sister Club on your newsletter mailing list!

Think of your Sister Club as a friendly resource. Committee chairs may want to exchange information with their counterparts in your Sister Club. Be sure each chair has appropriate names and addresses.

Share details of your service projects and fund raisers. If your clubs have similar activities maybe you'll be able to add a new dimension to one of your events. If your activities are very different, maybe you can interest your Sister Club in trying something new. Your clubs can even work together on a service project.

How about exchanging information that helps your Sister Club get to know your community and some of the personal aspects of your club better? Try exchanging club photographs and newspaper articles on community events or club service projects. If your Sister Club is in another country, this type of exchange might form a part of your international relations program.

Above all, enjoy your new friends. You might arrange to visit one another, or get together at the International convention or your District conference.

Sister Club Registration Form

Return this form to Altrusa International after establishing a match with your Sister Club.

Your club (please print or type)

Contact person's full name _____

Street address _____

City _____ State _____ Zipcode/postal code _____

Altrusa International, Inc., of _____ District number _____

Daytime telephone number () _____

Your Sister Club (please print or type)

Contact person's full name _____

Street address _____

City _____ State _____ Zipcode/postal code _____

Altrusa International, Inc., of _____ District number _____

Daytime telephone number () _____

Present activities

_____ Newsletter exchange	_____ Personal visits
_____ Rendevous at	
_____ conference/convention	_____ Information exchange

Send completed Registration Form to Altrusa International
332 South Michigan Avenue, Chicago, Illinois 60604.
Altrusa International, Inc.: 312-427-4410