**Overview**

CFUW has a lot of information and resources that can be helpful for clubs. For those who like to have these together in a specific spot, without having to locate them on their computer or go to the website to find them, we have placed some pertinent ones on this usb for you (if you are unfamiliar with using usbs, please contact National for helpful instructions; contact Jenna Smith: Member Services and Communications Coordinator Toll free number: 1-888-220-9606 Phone: 613-234-8252 x 101).

We have general information documents that link with more detailed information on the new Club Resource website. Most of the club support documents are complete copies. As you begin to use the Club Resource website, you may want to download other documents to the usb that are useful to you.

Also, you can download your own club documents and information onto this usb to pass on to the next club president/executive. We hope that it will be a useful tool that makes your job within CFUW easier.

As time goes on, documents will have to be updated, and a process will be developed to make this as easy as possible.

I would be grateful for any feedback and useful suggestions that you may have to make this a better tool.

Sincerely,

Madeline Kalbach VP Membership

**List of Documents on the usb**

1**.** Club Usb Information Sheet (this sheet)

**General Information**

2. The Roles & Responsibilities of the Club President 2017

3. Club Executive End of Term Checklist

4. The Role of the Regional Directors 2017

5. The Role of the National Office 2017

6. CFUW Publications, from National (Communicator, WIR, News & Updates, Special Bulletins, The Press Agency, CFUW Directory (description, frequency & how to sign up for them)

7. Navigating CFUW Websites

8. Member Resource Site Announcement & info

9. CFUW Calendar Year Session Dates

10. Member Dues to National Fact Sheet

11. CFUW Definitions - Acronym List 2017

12. CFUW Strategic Plan with Strategic Aims

13. CFUW Guidelines for Advocacy

14. CFUW Advocacy - President’s Cheat Sheet

15. CT Annual Report 2015/2016

16. Recognition Certificate Request Forms

17. CFUW Club Awards & Grant Information 2017

18. AGM Credentials form

**Strategies for Growth and Retention**

19. Club Program Ideas 2015-2017

20. Strategic Planning Guide for clubs

21. How to do a Membership Development Plan (docs)

 a. Membership plan - pre Questionnaire

      b. Membership plan Outline

      c. Membership Plan Worksheet

 d. Recruitment & Retention PowerPoint (covers plan ideas, recruitment & retention ideas)

22. CFUW Club How to attract new Members

23. CFUW Club Fundraising Ideas for clubs

24. Act on it Locally

25. CFUW Communications planning for clubs

26. Social Media Platforms, Overview

27. Facebook Basics (How to set up a Facebook Acct)

28. CFUW boilerplate Paragraphs for Use by Clubs for letters and Documents

29. CFUW MVP & Elevator Speech

**30. Copies of Masthead and Logos, brochures - make them downloadable**

 **a. masthead docs**

 **b. Logo docs**

 **c. Letterhead docs**

 **d. Membership card doc**

31. Club in a Bag (for small & start-up clubs: basic CFUW info & also some duplicate docs)

**Note:** If you would like to access the “I belong to CFUW because” PowerPoint that was presented to the 2015 AGM, you can find it on the Member Resource website. Look under Membership Recruitment & Retention (<http://www.cfuwadmin.org/MemberToolsResources/MembershipRecruitmentRetention.aspx>) for this and other resources. It is a wonderful resource to run in the background at an Open House/ New Members event