

## GENERAL INFORMATION

**DISTRICT NEWSLETTER:** *The KEY* is published from September through June. Articles are due on or before the 15<sup>th</sup> of the Month prior to publication. All club members are able to access *The KEY* by way of [sangabrielvalleydistrict.org](http://sangabrielvalleydistrict.org). If you wish to receive it through the U.S. Postal Mail, annual subscriptions are \$6.00. Clubs and businesses ADS are always welcome. For further information regarding ADS, please refer to the subscription form on page 26.

**MAGAZINES:** Subscriptions to our State magazine, *The California Clubwoman*, are \$10. Each club should submit one check with a list of subscriber names and addresses to CFWC Headquarters, *California Clubwoman*, 3350 Shelby Street, Suite 200, Ontario, CA 91764. Subscriptions to the General Federation *GFWC Clubwoman Magazine* are \$10 each. Send check made payable to GFWC Clubwoman to GFWC Clubwoman Magazine Subscription, 1734 N Street NW, Washington, DC 20036-2290. For more information about these publications, see the District Second Vice President.

**DISTRICT YEARBOOKS:** District Officers, District Chairmen, Past District Presidents, Past CFWC Presidents, District Committee Members, Club Presidents, Club First Vice Presidents, and Affiliate Group Presidents receive the Yearbook free. The Yearbook includes club information, District Bylaws, District Calendar, and Report Writing and Contest information. Additional copies are available for \$15 each, prepaid to the District Corresponding Secretary. Club and business ads are welcome.

**CFWC PROCEDURE/YEARBOOKS:** These may be ordered through the District in the spring. For questions regarding GFWC and CFWC publications, see the Second Vice President.

**CLUB YEARBOOKS:** Each club will give the District Corresponding Secretary five (5) copies of its yearbook each year. Copies go to: President, Dean, Membership, Corresponding Secretary, and Parliamentarian on the Executive Committee.

**CLUB NEWSLETTERS:** Each club will deliver a copy of every issue of its newsletter to the District President, First Vice President, Second Vice President, and Corresponding Secretary. This can be done via email, U.S. Mail, or at the District Board/Council meetings.

**FEDERATION DUES BREAKDOWN:** GFWC \$15, CFWC \$4, SGVD \$2. Dues are due to the Financial Secretary as per the SGVD Bylaws.

**MEETINGS:** District Officers, District Chairmen, Club Presidents and Club First Vice Presidents are expected to attend District meetings and functions. Members-at-large do not have a vote but are encouraged to attend.

**SPEAKERS:** Clubs requesting District Officers or Chairmen as speakers are to contact them directly. Clubs requesting CFWC speakers should contact the District President.

**RESERVATIONS:** For District councils, special events, convention, workshops or other designated activities, reservations must be made through your Club to the District Reservations Chairman with one check, payable to SGVD.

**FINANCIAL POLICIES:** All monies pertaining to District and/or CFWC activities (dues, tickets, donations, etc.) will be made payable to SGVD-CFWC and earmarked for the purpose for which is intended.