

Information Presented at Conference 2025
Table of Contents

Quarter Auction Instructions	2-3
Power Up Your Productivity: Google Advice for Altrusans	
Google Workshop References	4-8
Google Resources for Altrusans	9-11
Power Up Your Productivity Slide Deck	12-31
Recharge and Electrify Your Membership Slide Deck	32-50
Fine Tune Your Meetings Slide Deck	51-74
Regenerate Your Knowledge Skills: Trivia Questions & Answers	75-80

Additional Attachments:

- Google Sheets Quick Reference
- Google Docs Quick Reference
- Google Drive Quick Reference
- Google Forms Quick Reference
- Google Slides Quick Reference

Quarter Raffle

- ***What is a Quarter Raffle***
 - It is a fun and exciting fundraiser
 - a unique way to support a cause while socializing and enjoying some friendly competition
 - bidding on baskets or items with quarters
- ***How does a Quarter Raffle work?***
 - guests purchase numbered paddles (we charge \$3/paddle or 2 for \$5)
 - we use a computer to generate numbers that match the paddles
 - \$10 rolls of quarters are available for purchase (guests can bring their own)
 - donations and baskets are valued in increments of \$25-1 quarter, \$26-50-2 quarters, \$51-75-3 quarters, and \$76+-4 quarters
 - committee members mark the donations with the amount of quarters it takes to bid on each item
 - all donations are placed on tables so guests can see them
 - once the Raffle begins the MC and or helper holds up the item that's up for bid and say whether it is "one quarter or two quarter bid
 - if you want to bid on the item- hold up your paddle/s and put the appropriate number of quarters into the bucket. For example to bid on a 2 quarter item-you would put in 2 quarters for EACH paddle you hold up.
 - when all the quarters are collected the computer will then generate the winning number and the corresponding paddle number is called out and if that person has raised their paddle they are the winner, if not then we yell LOSER!!! and draw another number until there is a winner.
- ***How to Plan a Quarter Raffle Fundraiser***
 - **Save the Date**-put on facebook, website, newspapers, radio
 - start planning your event 2-3 months in advance
 - **Choose a Venue**-church hall, high school gym, community center or rental hall. Be sure to have a space large enough to accommodate the expected number of people and have tables and chairs for everyone
 - **Set a Budget**-we ask each club member to donate 1-\$50 basket OR 2-\$25 baskets, factor in how much can be spent on location, advertising and supplies
 - **Recruit Volunteers**-each member is expected to attend and work the raffle, we ask our local high school FFA members to help
 - **Gather Donations**-solicit donations from local businesses (provide them with a letter about the club and service projects along with the date of the event and a donation form. We include our 501(c)3 information
 - **Purchase/Make items**-paddles, buckets, tags to mark items, centerpieces/decorations
 - **Promote Your Event**-create a Facebook event, media, signs and flyers
 - **Keep the Raffle Moving**-it shouldn't last any longer than 1 1/2-2 hours

Quarter Raffle Basket Ideas

You want a great selection of items

We generally like to have 35-40 items to raffle off.

List items in each basket

Suggestions:

- gift cards
- tickets to a concert, sporting event, or movies
- wine, chocolate, bath, baking, crafting, book baskets
- sports teams-college and pro
- home decorations
- seasonal
- game baskets
- bicycle
- kid's toys and games
- tool/handyman basket
- money
- lottery tickets

Pinterest has great ideas!!!

Google Slides

https://support.google.com/a/users/answer/9282488?usp=slides_web&visit_id=638629726110439719-1098701478&p=slides_training&rd=1

<https://www.youtube.com/playlist?list=PLpQQipWcxwt8VFQWcbUcmlHKejroVSzs0>

This link takes you to [youtube.com](https://www.youtube.com) videos for Google Slides and includes the following videos:

1. Google Slides: Getting Started
2. Google Slides: Slide Basics
3. Google Slides: Adding Transitions
4. Google Slides: Adding Animations
5. Google Slides: Presenting Your Slide Show
6. Google Drive: Uploading Files
7. Google Slides: Inserting and Editing Diagrams
8. Google Slides: Audience Q&A
9. Google Slides: Inserting and Editing Videos
10. Google Slides: Linking Between Slides
11. Google Slides: Adding and Editing Free Templates
12. Google Slides: Master Slides and Layouts
13. Google Slides: Installing Add-ons
14. Google Slides: Printing and Creating PDF Files
15. Google Slides: Skipping Slides
16. Google Slides: Voice Type Speaker Notes
17. Google Slides: Arranging Objects
18. Google Slides: Inserting Charts from Google Sheets

Google Sheets

YouTube Videos from Goodwill Foundation

Google Sheets: <https://www.youtube.com/playlist?list=PLpQQipWcxwt8hmVAPM940Ed1GArcH5A0G>

List of Videos:

[4:19 Solving Real-Life Problems in Excel](#)

[2:30 Google Sheets: Getting Started](#)

[3:32 Google Sheets: Modifying Cells](#)

[3:24 Google Sheets: Formatting Cells](#)

[1:49 Google Sheets: Working with Multiple Sheets](#)

[3:09 Google Sheets: Creating Simple Formulas](#)

[4:43 Google Sheets: Creating Complex Formulas](#)

[3:43 Google Sheets: Types of Cell References](#)

[4:07 Google Sheets: Working with Functions](#)

[2:42 Google Drive: Uploading Files](#)

Google Calendar

<https://support.google.com/a/users/answer/9247501?hl=en>

This is Google Calendar training and help

On this page

- [Calendar quick start guides](#)
- [Calendar cheat sheets](#)
- [Calendar productivity guides](#)
- [Calendar troubleshooting & more resources](#)

Get Calendar: [Web \(calendar.google.com\)](https://calendar.google.com), [Android](#), or [iOS](#)

Google Maps

<https://support.google.com/maps/?hl=en&sjid=5194726606572602912-NA#topic=3092425>

This is the Google Maps Help Center

YouTube Videos from Goodwill Foundation

Google Sheets: <https://www.youtube.com/playlist?list=PLpQQipWcxwt8hmVAPM940Ed1GArcH5A0G>

List of Videos:

[4:19 Solving Real-Life Problems in Excel](#)

[2:30 Google Sheets: Getting Started](#)

[3:32 Google Sheets: Modifying Cells](#)

[3:24 Google Sheets: Formatting Cells](#)

[1:49 Google Sheets: Working with Multiple Sheets](#)

[3:09 Google Sheets: Creating Simple Formulas](#)

[4:43 Google Sheets: Creating Complex Formulas](#)

[3:43 Google Sheets: Types of Cell References](#)

[4:07 Google Sheets: Working with Functions](#)

[2:42 Google Drive: Uploading Files](#)

Google Cloud Skills Boost: Google Sheets Tutorial (3 hours)

https://www.cloudskillsboost.google/course_templates/196

Hi All,

Next Monday we will tackle Google Slides.

Here are some resources

https://support.google.com/a/users/answer/9282488?usp=slides_web&visit_id=638629726110439719-1098701478&p=slides_training&rd=1

Google Slides training and help

[Google Slides](#) - takes you to a course to introduce you to the fundamentals of Google slides. This tutorial is developed by Google.

<https://www.youtube.com/playlist?list=PLpQQipWcxwt8VFQWcbUcmIHKejroVSzs0>

This link takes you to [youtube.com](#) videos for Google Slides and includes the following videos:

1. Google Slides: Getting Started
2. Google Slides: Slide Basics
3. Google Slides: Adding Transitions
4. Google Slides: Adding Animations
5. Google Slides: Presenting Your Slide Show
6. Google Drive: Uploading Files
7. Google Slides: Inserting and Editing Diagrams
8. Google Slides: Audience Q&A
9. Google Slides: Inserting and Editing Videos
10. Google Slides: Linking Between Slides
11. Google Slides: Adding and Editing Free Templates
12. Google Slides: Master Slides and Layouts
13. Google Slides: Installing Add-ons
14. Google Slides: Printing and Creating PDF Files
15. Google Slides: Skipping Slides
16. Google Slides: Voice Type Speaker Notes
17. Google Slides: Arranging Objects
18. Google Slides: Inserting Charts from Google Sheets

Website - support.google.com

Seems to have HUGE number of resources for google. From Docs, Sheets, to Maps, Gemini AI to everything Google.

Website - edu.gcfglobal.org

Another great resource, not only for Google, but Microsoft + many more.

Google Drive

What is Google Drive?

Google Drive is a free service from Google that allows you to store files **online** and access them anywhere using the **cloud**. Google Drive also gives you access to **free web-based applications** for creating **documents, spreadsheets, presentations**, and more.






Why use Google Drive?

Google Drive is one of the most popular cloud storage services available today. If you've never used a cloud-based storage service like Google Drive before, take a moment to consider the **advantages** of keeping your files online. Because files can be accessed from any computer with an Internet connection, Drive eliminates the need to email or save a file to a USB drive. And because Drive allows you to **share** files, working with others becomes much easier.

Creating files on Google Drive

Google Drive doesn't just store your files; it also allows you to **create, share, and manage** documents with its own **productivity apps**. If you've ever used a suite like Microsoft Office, some things about Google Drive's apps might seem familiar. For instance, the types of files you can work with are similar to files that can be created with various Microsoft Office programs.

Below are the types of files you can create and share on Google Drive:

-  **Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
-  **Spreadsheets:** For storing and organizing information (similar to Microsoft Excel workbooks)
-  **Presentations:** For creating slideshows (similar to Microsoft PowerPoint presentations)
-  **Forms:** For collecting and organizing data
-  **Drawings:** For creating simple vector graphics or diagrams

Google Resources for Altrusans

Google Workspace Apps	Similar To	Function & Altrusa Examples
GMAIL	Email accounts (aol.com, hotmail.com)	Email correspondence <ul style="list-style-type: none">• Single contact for potential new members, outside businesses• Ensure someone “owns” the account and checks regularly
DOCS	Word	Word processing <ul style="list-style-type: none">• Create and edit Club Policies, Bylaws, minutes, etc.
SHEETS	Excel	Spreadsheets <ul style="list-style-type: none">• Annual budget and financial reporting• Track Altrusan birthdays
SLIDES	Powerpoint	Presentations <ul style="list-style-type: none">• Present ideas to membership
FORMS	Survey Monkey, Qualtrics	Survey and feedback <ul style="list-style-type: none">• Club surveys (potential new service projects, membership)• Track service hours
DRIVE	Box, Sharepoint	Collaboration and storage <ul style="list-style-type: none">• Store and share your Club documents (meeting minutes, policies, etc.)
GEMINI	ChatGPT, Microsoft Copilot	Artificial intelligence <ul style="list-style-type: none">• Create images and text – use in social media and advertising• Summarize information and data; create outlines of content• Start a rough draft or revise a document

How to Create a QR code

“A QR code, or Quick Response code, is a two-dimensional barcode that can be scanned with a smartphone camera to access encoded data. QR codes are made up of black and white squares or pixels arranged in a grid, with each square representing a binary code. When scanned, the phone's camera captures the image of the code and decodes the binary information.”

When scanned with your cell phone’s camera, the QR code gives you (and your attendees) a quick and easy way to find your website. This can be used to send attendees directly to a registration link without having to type a long website address into their phone.

Many free QR code generators are available when you search “free QR code generator” on the Google search engine. However, Google has conveniently integrated a QR code generator.

1. Open Chrome.
2. Go to the page you want to share.
3. Select More (three dots to the right of the search bar)
4. Select save and share
5. Select create QR code
6. You can choose to:
 - Copy the QR link
 - Select Download to download the QR code
 - Scan the QR code with another device's camera

Google Drive How To

Each individual (or Altrusa Club) with a Google account (aka an “@gmail.com” email address) has access to the Google suite of products for free. You have 15GB of cloud storage across your account which includes Gmail, Google Drive, and Google Photos.

To access your Google Drive, go to the 9-dots in the upper right-hand corner of your Google account. This will open a menu to choose from Google’s suite of products. Go to the Google Drive icon, it looks like a multicolored triangle.

In the menu on the left side of the screen, you can go to “My Drive” which contains all the folders and documents in your account. “Recent” pulls all of the recent documents you have worked with or uploaded. “Shared with me” shows the folders and documents you have been given permission to view or edit.

To upload files to Google Drive:

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. At the top left, click New > File Upload or Folder Upload.
3. Choose the file or folder you want to upload from your computer.

To organize your documents into folders on Google Drive:

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. Go to “My Drive” on the left side of the screen.
3. Select the “My Drive” dropdown menu at the top of the screen, and select New Folder.
4. Name the new folder.
5. Upload documents directly to this folder using the instructions above or move documents into the folder by right clicking the document and selecting “move to” to choose one of the folders you have created.

To create a document in Google Drive:

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. In the upper left-hand corner click New and select the type of document you want to create: Google Doc (aka Word Document,) Google Sheet (aka Excel Spreadsheet,) or Google Slide (aka PowerPoint Slides.) Each of these applications act very similarly to the desktop versions you are familiar with.

To edit an Office file (Word, Excel, or PowerPoint) directly in Google Docs, Sheets, or Slides:

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. Double-click the Office file, this will open the file in Google Docs, Sheets, or Slides. Each of these applications act very similarly to the desktop versions you are familiar with. Edits you make are automatically saved.

To download a document to your local computer from Google Drive:

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. Right click the document and select download.
3. Alternatively, you can open the Google Doc and select File in the upper left-hand corner > Download > Choose the file type you would like to save it as.

To create a Google Form (for example, to register for Conference or Virtual Trainings)

1. On your computer, go to drive.google.com (or navigate using the 9-dots in the upper right-hand corner of your Google account.)
2. Select “New” in the upper left-hand corner > Google Form
3. You can customize the name of the form and add a description at the top.
4. Update the questions to fit your needs:
 - a. Choose the type of answer you expect: short answer, paragraph, multiple choice, etc. in the drop-down box on the right side of each question.
 - b. Add additional questions using the “+” symbol on the ribbon to the right of the screen.
 - c. Select the “required” slider for each question where an answer is required.
5. If you would to send confirmation emails to respondents:
 - a. Go to settings at the top of the screen > responses
 - b. Select “collect email addresses” – responder input
 - c. Select “send responders a copy of their response” - always
6. Create a link to share
 - a. Click “send” in the upper right-hand corner
 - b. In the “send via” bar, select the link image
 - c. Click the “shorten URL” box
 - d. Copy the link and use in communications (e.g. DSB)
7. Monitor responses as they are sent
 - a. Go to responses at the top of the screen
 - b. Ensure the “accepting responses” slider is ON
 - c. Click “Link to Sheets” in upper-right hand corner
 - d. Create a new spreadsheet – this will create a spreadsheet in your google drive which automatically updates as responses are sent.
 - e. Share this spreadsheet with the Altrusans who need access (e.g. Treasurer, Secretary, Governor)
 - i. Select “share” in the upper right-hand corner
 - ii. Under access, select “anyone with the link”
 - iii. Copy link to include in communication with the appropriate contacts
8. Google help center article about how to create a google form:
<https://support.google.com/docs/answer/6281888?hl=en&co=GENIE.Platform%3DDesktop>

Help center article created by Google to help you with specific questions that may come up:

<https://support.google.com/drive/answer/2424384?hl=en&co=GENIE.Platform%3DDesktop>

This site also has short, play by play videos to walk you through each step of uploading & editing documents, adding folders to organize documents, etc. It also gives you specific answers if you are using a PC or Mac computer.

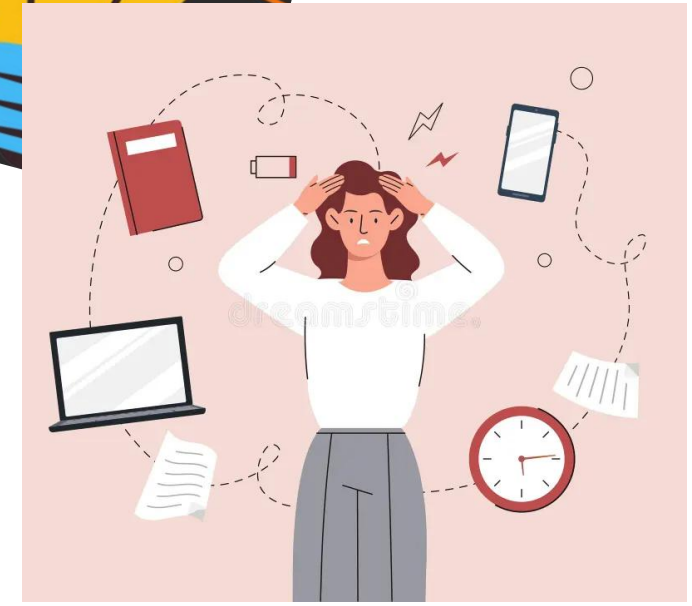


POWER UP YOUR PRODUCTIVITY

GOOGLE ADVICE FOR ALTRUSANS

Presented by: Courtney Kallergis and Kathy Ballman-Parks

at Altrusa District Five 2025 Conference





Account



Gmail



Drive



Groups



YouTube



Maps



Earth



Docs



Sheets



Slides



News



Google Ads



Photos



Forms



Calendar



Chat



Meet



Translate



Vault



Admin



Cloud Sea...



Currents



Sites



Contacts



Hangouts



Forms



Keep



Classroom



Docs



Slides



Sheets



Drive



Jamboard



Forms

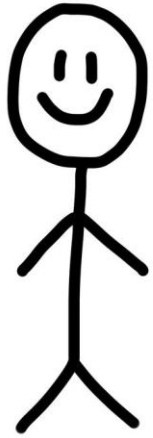


Meet



Chat

APP	FUNCTION	SIMILAR TO
DOCS	word processing	Word
SLIDES	presentations	PowerPoint, Keynote
SHEETS	spreadsheets	Excel
DRIVE	collaboration and storage	Box, Sharepoint, YouTube
JAMBOARD	digital whiteboard	OneNote, AWWApp, Notes
FORMS	Survey and feedback	Qualtrics, Microsoft Forms
MEET	Synchronous video meetings	Zoom, Skype, Teams Meetings
CHAT	Synchronous text stream	Slack, IM, Teams Chat



15 GB of Storage



15 GB of Storage



15 GB of Storage



Google



Google Search

I'm Feeling Lucky

Google.com

Who
already has
a Google
account?

Gmail Images



Account



Drive



Gmail



YouTube



Gemini



Maps



Search



Calendar



News



Photos



Meet



Translate



- Send and receive email
- Connect with new members and outside businesses
- Single point of contact for questions from potential new members or community partners

****Ensure someone “owns” the account and checks regularly****



Google Docs

- Word processing
- Create and edit Club Policies, Bylaws, meeting minutes, etc.
- Create speeches or newsletter articles
- Create new member initiations or installations



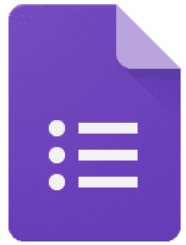
Google Sheets

- Excel spreadsheets
- Annual budget and monthly financial reporting
- Track Altrusan birthdays
- Create graphs or tables



Google Slides

- Powerpoint presentations
- Present ideas to membership
- Share photos of a recent trip



Google Forms

- Surveys and feedback – SurveyMonkey, Qualtrix
- Club membership surveys (new service projects, programs, etc)
- Track service hours



Google Drive

- Collaboration and storage – file explorer/file manager
- Store and share your Club documents (meeting minutes, policies, etc.), spreadsheets, surveys, etc.



Upload

Organize

Create

Edit

Download

Share & Collaborate

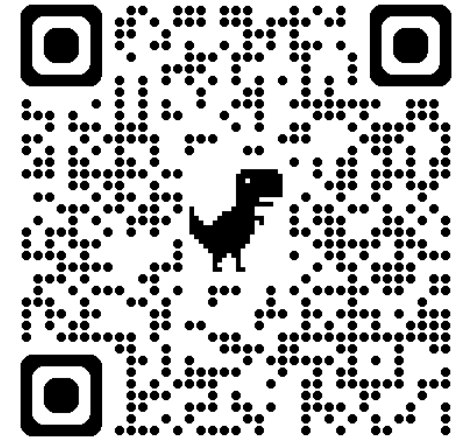


Artificial Intelligence

- Create images and text – use in social media and advertising
- Summarize information and data; create outlines of content
- Start a rough draft or revise a document

QR Codes

“A QR code, or Quick Response code, is a two-dimensional barcode that can be scanned with a smartphone camera to access encoded data. QR codes are made up of black and white squares or pixels arranged in a grid, with each square representing a binary code. When scanned, the phone's camera captures the image of the code and decodes the binary information.”



Create a QR Code

<https://altrusathibodaux.company.site/DISTRICT-FIVE-CONVENTION-SHIRT-p725630774>

Open Chrome.

Go to the page you want to share.

Select More (three dots to the right of the search bar)

Select save and share

Select create QR code

You can choose to:

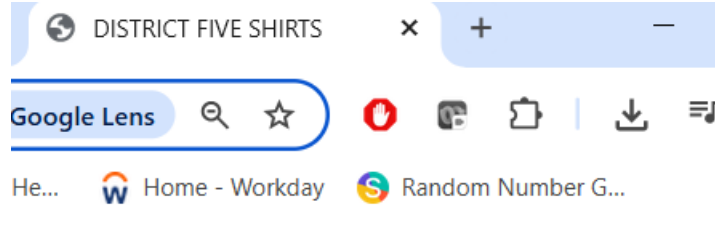
- Copy the QR link

- Select Download to download the QR code

- Scan the QR code with another device's camera

Create a QR Code

<https://altrusathibodaux.com>



SHIRTS

Cast

Cast...

Save

Save page as... Ctrl+S

Install page as app...

Create shortcut...

Share

Copy link

Send to your devices

Create QR Code

- New tab Ctrl+T
- New window Ctrl+N
- New Incognito window Ctrl+Shift+N

C Courtney Signed in >

- Passwords and autofill >
- History >
- Downloads Ctrl+J
- Bookmarks and lists >
- Tab groups >
- Extensions >
- Delete browsing data... Ctrl+Shift+Del

Zoom - 90% + [Full Screen Icon]

Print... Ctrl+P

Search with Google Lens

Translate...

Find and edit >

Cast, save, and share >

More tools >

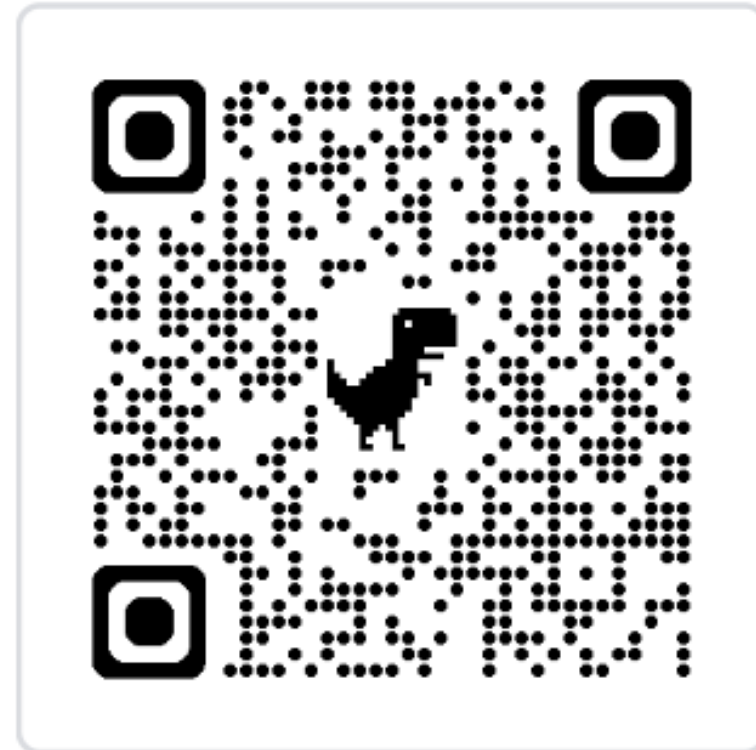
Help >

Settings

Exit

28

Scan QR Code



DISTRICT-FIVE-CONVENTION-SHIRT-p725630774



Copy

Download

Open
Go
Select
Select
Select
You

ar)

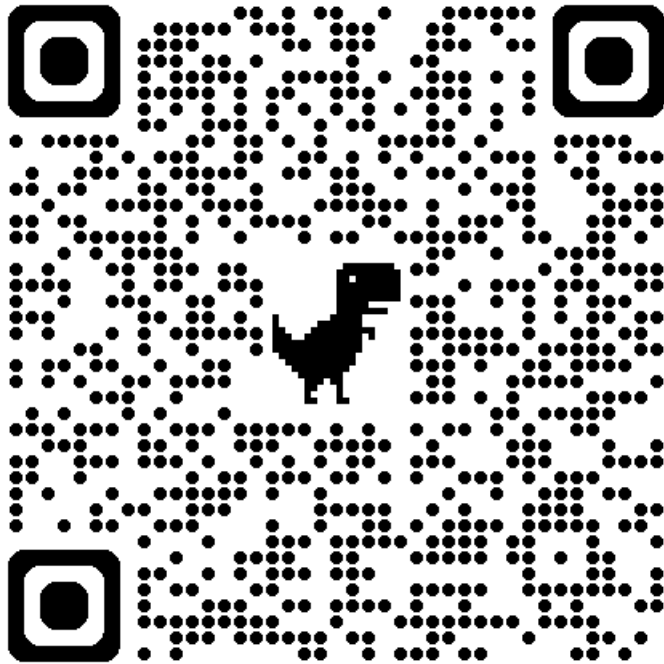
e
amera

Let's Participate!



ckallergisaltrusa@gmail.com

Send me an email and tell
me your favorite part of
being an Altrusan!



Fill out my survey!

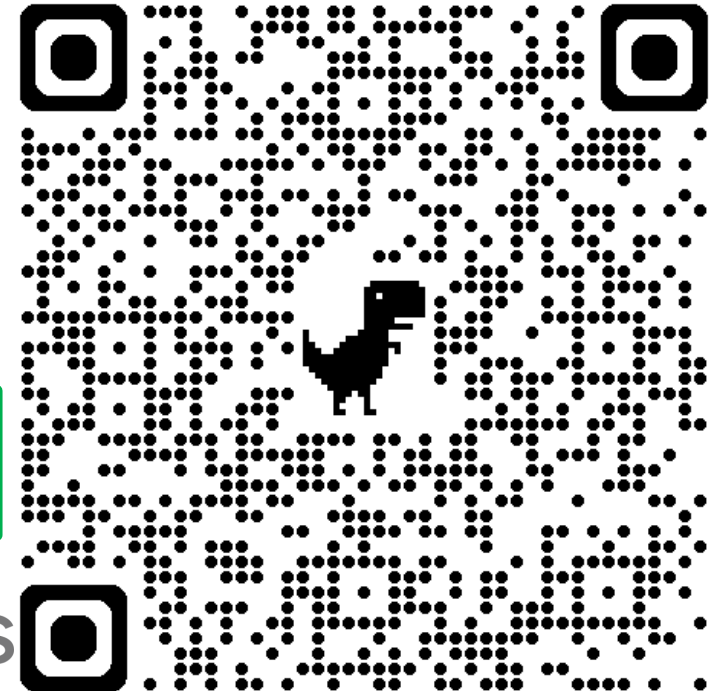


Google Forms

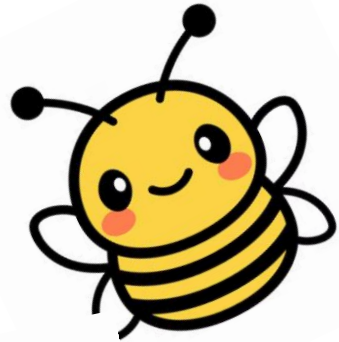
Look at our responses!



Google Sheets



Freebies!



What Google apps do you want to see?



How much does Google Meet cost?

Anyone with a Google Account can create a video meeting, invite up to 100 participants, and meet for up to 60 minutes per meeting at no cost. For mobile calls and 1:1s, there's no time limit.



THANK YOU!

CKALLERGISALTRUSA@GMAIL.COM

Recharge and Electrify Your Membership

Presented by:

Linda Williams - First Vice Governor

Kathy Ballman Parks - Second Vice Governor

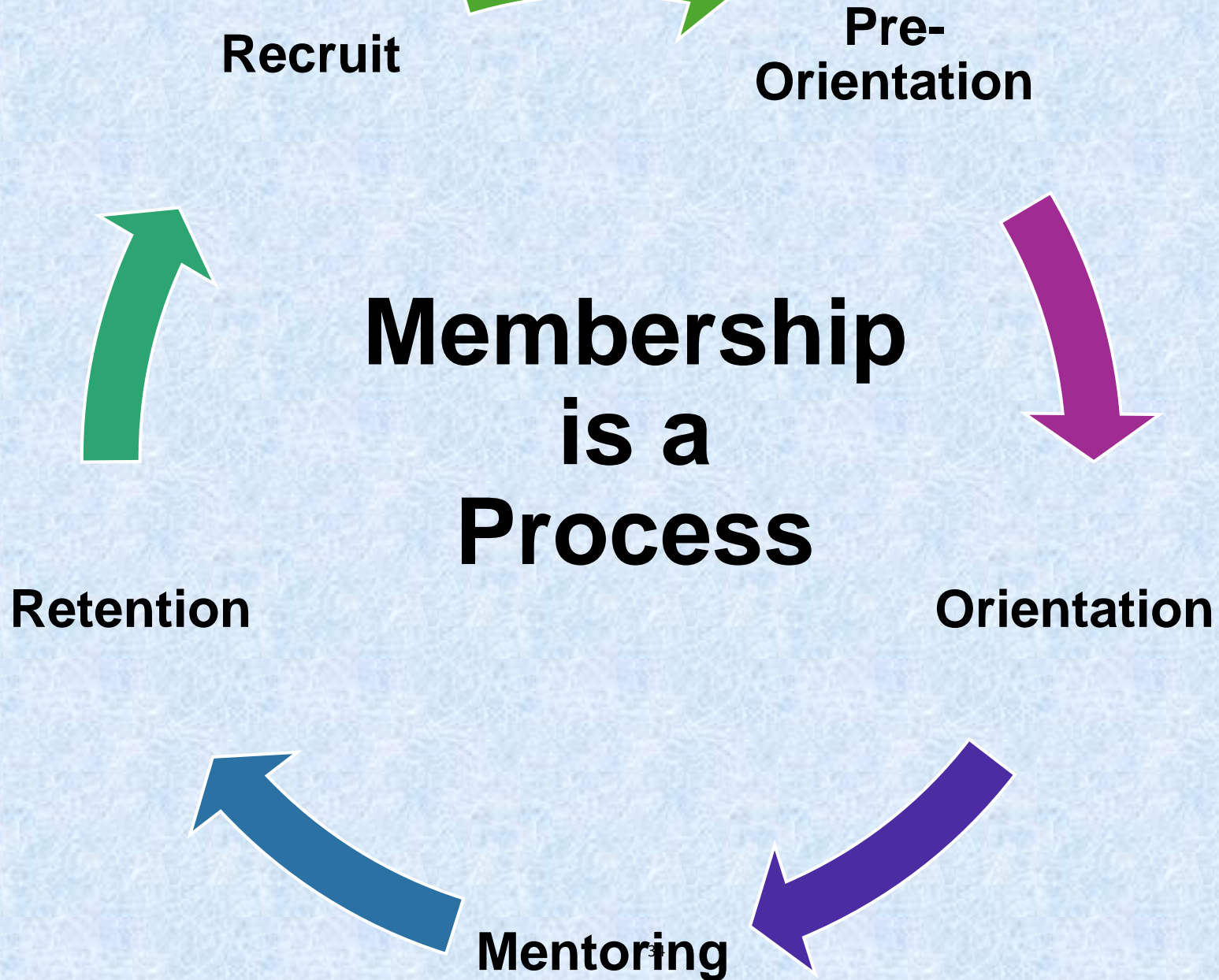
District Five Conference
April 26, 2025



Recharge Your Knowledge

- Equip yourself with tools to identify potential members
- Educate and mentor new members
- Rediscover your role in membership
- Excite members of what it is to become an Altrusan
- Strengthen and support your club





Recruiting Potential Members

Commitment to build a strong club.

A club and its members must “buy in” to a membership increase and its importance.

All members have a responsibility to identify and recruit new members.

Establish a recruitment goal as part of your Long Range Strategic Plan.

Recruiting is a yearlong process!



Difference maker

[dif-er- uhns mey- kerl noun]

a dedicated person who can make a big impact even with just a small action or a few words. someone who improves the lives of others. one who rallies or encourages others to propel themselves forward and bring about change.

Characteristics of an Altrusan

- Passionate about serving others.
- Exhibits special qualities to benefit your Altrusa club.
- Willing to freely share knowledge, experience and talent.
- Desire to help better their community.
- Supports “hands-on” community service.

Where to find new members -

Neighbors	Family	Friends
Co-Worker	Hairdresser	Church Member
Health Care Professional	Teachers	Real Estate Agent/Staff
Fitness Coach	Insurance Agent	Florist
Accountant	Nursing Home Staff	Banker
Librarian	Retiree	Community Board Member

Don't forget former members. Things in their lives may have changed!

All you need to do is ³⁷ **ASK, ASK, ASK...!!!**

Member Events -

share the fun of being an Altrusan

“Here’s the
Scoop, We
Need YOU”

Wine and
Desserts

Breakfast at
Tiffany’s

Painting Party

Picnic in the
Park

Cookie or Cake
Decorating

Happy Hour

Holiday Parties

Game Night or
Trivia Night

Book Club


Add an
Altrusan
Meeting

Shopping
Excursion

Invite to a Club
service project

Invite to a Club
fundraising
event

Each One -
Reach One

A close-up photograph of a grey and white tabby cat with striking blue eyes. The cat is peeking out from a torn, brown paper bag, with its face and whiskers visible through the jagged opening. The background is a soft, out-of-focus brown.

**Constantly be on the
look out
for prospective members.**

Altrusa's competition isn't
Rotary or Kiwanis.
The competition is for time.

**New members will bring
new energy and new ideas
to your club.**

**Remember - all you need to
do is **ASK!****

Marketing Your Club for Membership

- Club Brochure
- Social Media – Facebook, Instagram
- Website – keep current!
- Business Cards
- Bookmarks in Library Books
- Linked-In for professionals
- Contact the Chamber of Commerce to identify business leaders
- Ask the District for help



Pre-Orientation

Relaxing “fun” informal event with a small group

Give an overview of your club – the big picture.

- Who: Altrusa International, Inc. of _____
- What: Service, volunteering, fundraising, “hand’s-on” projects to support literacy and
- When: Meet one to two times a month, plus service events
- Why: To better our communities
- Responsibilities: Attend club and committee meetings, be involved, serve
- Cost: Time and dues (International, District, Club) paid annually
- Benefit: Rewarding to help and serve others, lifetime friendships, networking, fun!



Member Initiation

- Highlighted portion of a meeting agenda.

**It is an honor and privilege to
become an Altrusan.**

- Provide membership pin (over heart) at Initiation ceremony.
- Give certificate or other items from “New Member Kit” on International website.
- Give Altrusa Encyclopedia.

**Most importantly, make new members
feel welcome!!!**

Congratulations!



NEW MEMBER ORIENTATION

International

- Founded 1917
- 7 Countries
- 274 Clubs
- 6765 Members
- Biennial Convention
- *The Altrusa Compass*



District Five

- Ohio and Michigan
- 21 Clubs
- 534 Members
- Annual Conference
- *District Service Bulletin (DSB)*



Club

- When chartered
- Number of members
- Yearbook
- Newsletter
- Facebook Page
- Website



New Members Need to Know:

Club Information

- Club Meeting Time and Location
- Dues and Meal costs
- Service Projects and Fundraisers
- Communication – newsletters, social media, emails
- Committees
- Sponsor and Member Responsibilities
- Volunteer Hours
- Ongoing Education and Accents
- District Conference and Workshops, International Convention

A Reminder to ALL of us.....

- New members need to feel welcomed, included and mentored.
- Get involved with committees.
- Educate yourself in the workings of the club
 - Service projects
 - Fundraising events
 - Bylaws and Policies
 - Don't be afraid to ask questions
- Challenge yourself to say “yes” and take on new responsibilities.
- Communicate and be a team player.
- Bring your enthusiasm and ideas for service projects and fundraising.
- Be present and willing to serve!



**Be the reason
why all members
feel...**



WELCOMED
INCLUDED
VALUED
CONNECTED
EXCITED
ENCOURAGED
ENGAGED
INVOLVED

Retention is
key!

Member
retention
supports
recruitment.

- Members need to feel respected and appreciated.
You can never say “thank you” enough.
- Make meetings and your Altrusa experience meaningful and fun.
- Schedule interesting guest speakers.
- Schedule fun events and social activities.
- Partner and network with other clubs.
- Communication and support are vital.
- Ask members how they want to see the club grow and what they would personally like to achieve as an Altrusan.
- “Hands-on” community service that allows members to work side by side, laugh, learn and enjoy⁴⁷ each other.

Recharge and Electrify Your Meetings

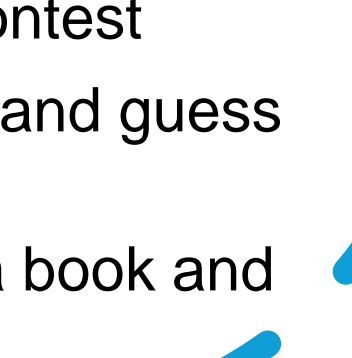
- 5-10 minute service project:
 - Valentine's/cards for nursing homes, veterans; encouragement cards to students or thank you notes to first responders
- Gratitude statements laminated into bookmarks
- Share a favorite author, dessert, vacation spot, color, etc.
- Meeting theme or simple trivia
- Estimation jars - whoever wins fills for the next time
- Simple quotes with a bit of chocolate
- Hidden number under chair
- "Funshine" person or committee
- Team contests
- Celebrate "National Day of ..."



This Photo by Unknown Author is licensed under CC BY-NC-ND



Today is.....

- Eeyore's Birthday - literacy project or Winnie the Pooh book giveaway
 - International Sculpture Day - create with playdoh
 - National Pretzel Day - guess number in a jar
 - Remember Your First Kiss Day - give Hershey "hugs and kisses"
 - National Pool Opening Day - toss beach ball around
 - Get Organized Day - "to do" list for a club project
 - Help a Horse Day - team contest for galloping
 - National Go Birding Day - bird call contest
 - National Sense of Smell Day - smell and guess what is in unmarked container/bag
 - Independent Bookstore Day - bring a book and trade with another member
- 

Three Cheers for Altrusa!

Awesome volunteer experiences.

Lending a helping hand.

Treasured friendships.

Rewarding to serve others.

Using talents to support literacy.

Services benefit the community.

A amazing memories.



Altrusa International

Fine Tune Your Meetings

Parliamentary Procedure Style

Presentation adapted from
Colleen M. Duris, PRP-R
Ocala, Florida

parliamentarian@altrusa.org



Leading the Meeting

- Standard parliamentary procedure is guided by common sense & courtesy
- Following parliamentary practices will enhance productivity, efficiency & promote general good among the membership



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Let's Get Started – the Black Eyed Peas



AGENDA:

- Call to Order (Quorum)
- Accent
- Minutes (Secretary)
- Finance Report (Treasurer)
- Communications
- Committee reports
- Unfinished business
- New business
- Adjournment



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Minute By Minute – Doobie Brothers

- Minutes are approved in chronological order
- No motion is required
- The Chair asks: *Are there any corrections to the minutes?*
- Minutes are approved as presented or as corrected





Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



The Locomotion – Little Eva



- Making a motion
- Verbal or written
 - "I move that...."
 - Another member seconds
 - If made by a committee, no second required
- Chair states the motion
 - "It is moved and seconded"
 - Repeat the motion



- Discussion on the motion
 - Maker entitled to speak first
 - Members may speak twice to a motion but not until all have spoken first
 - Time limit per comment: no more than 2 minutes
- Vote or Amend
- Result of the vote
 - "The ayes have it, the motion is adopted"
 - Repeat the motion



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Changes – David Bowie



- Amending a motion
 - Proposal of change to original wording
 - Must be relevant
 - Amendments come in three forms:
 - Insert or Add
 - Strike out
 - Combination of above
- Amendment must be seconded
- Discussion must be centered around the amendment, not the main motion
- Vote on the amendment
- If amendment defeated, original motion stands



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



With A Little Help From My Friends – The Beatles



- Refer to Committee

- A member may move to refer to a committee, which requires a majority vote
- Motion should specify:
 - Committee members
 - How members selected
 - Type of report
 - Time frame for committee findings
 - Example: *I move that the motion be referred to the Literacy Committee to determine the feasibility and bring back recommendations at the next meeting*



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



STOP! In the Name of Love - Diana Ross & the Supremes



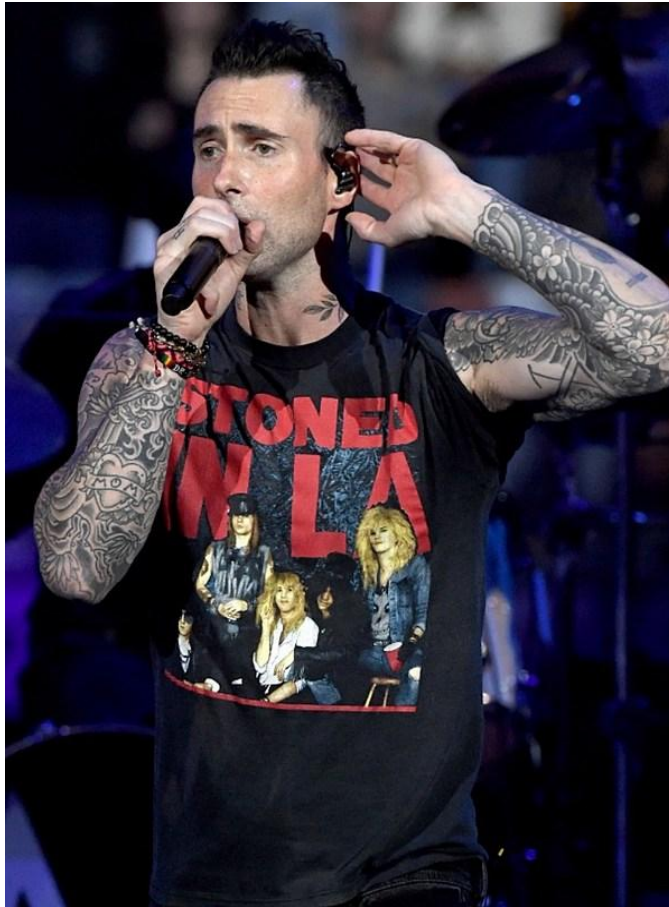
- Limiting Discussion
- Member may “call the question”
 - When a member feels there has been enough discussion on a motion
- Calling the question requires a second
 - Bring the motion to immediate vote
 - Requires 2/3 vote



Let's get up & move



Move Like Jagger – Maroon 5





Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Don't Start Now – Dua Lipa



- Postpone to Time Certain
 - Delay question to another time
 - Limits on time frame "I move to postpone to the next meeting (or a specific day and time or after a certain event...)"
 - Postponed question becomes an agenda item for the time frame determined



Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Stayin' Alive – The Bee Gees



- Lay on the Table
 - A member may move to lay the question on the table temporarily to address temporarily when something else of immediate urgency has arisen
 - Requires a second
 - Not debatable, maker of motion states reasoning
 - Can be taken from the table by majority as soon as urgency resolved

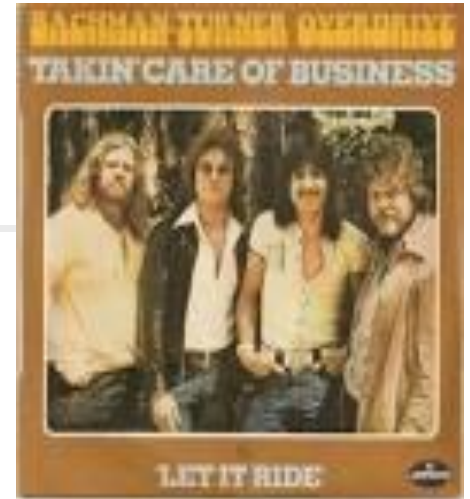


Boogie Down

- Who is the artist?
- What is the Song?
- What part of the meeting is this related to?



Taking Care of Business – Bachman-Turner Overdrive

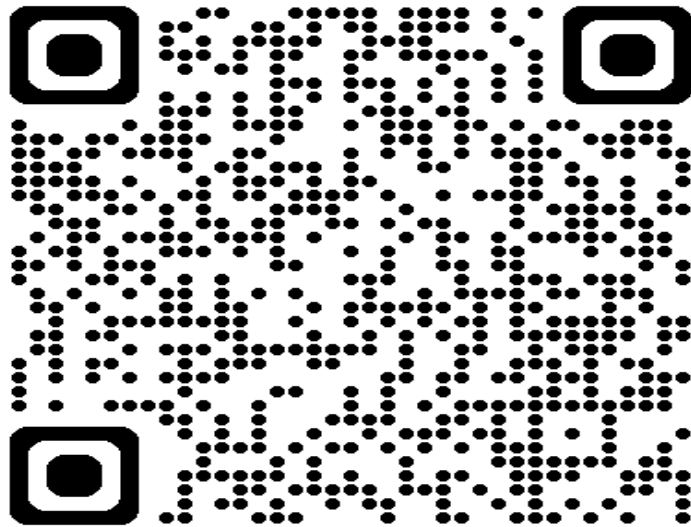


Ending the Meeting

- Presiding officer adjourns meeting
- OR any member may move to adjourn the meeting
 - Must be seconded, not debatable or amendable
 - Requires majority vote

Ain't No Stopping Us Now – McFadden & Whitehead

Point of Order



Goodnight Sweetheart – The Spaniels

*Thank you for
joining us today*

Linda Williams

lwilliamsaltrusa@gmail.com

Tammy Bader

tbaderaltrusa@gmail.com



ROUND ONE

1. What is the name of the rooster on Kellogg's Corn Flakes box? Answer: Cornelius
2. Which vegetable was the first to be grown in space?
Answer: Potato
3. What is the name of Miley Cyrus' famous godmother
a. Answer: Dolly Parton
4. What District Five Altrusa Club is 100 years old this year?
a. Marion
b. Bonus: What District Five Altrusa Club will 100 years old next year? Akron
5. What state consumes the most SPAM in the United States?
a. Hawaii
6. True or False: Baby Yoda was introduced to the world in 2020?
a. False - 2019
b. Bonus: What is the name of the series in which Baby Yoda was introduced? The Mandalorian
7. Altrusa International's President's theme for the 2023-2025 biennium is ALTRUSANS ROCK. What does ROCK stand for?
a. Realize Opportunity, Create Kindness
b. BONUS – Who is the Current Altrusa Int'l Pres: Linda Smith
c. BONUS – Who is the incoming Altrusa Int'l Pres for 2025-2027: Chris DeVlieger

ROUND TWO

1. What words make up the Altrusa Motto
 - a. Patriotism Efficiency Service
2. Who was the first President to visit all 50 states while in office
 - a. Richard Nixon
3. Who wrote the Monkees song, "I'm a Believer"
 - a. Neal Diamond
4. What popular food items were invented in Akron by Charles E Menches?
 - a. Hamburgers
 - b. Ice cream cones
 - c. Waffle cones
 - d. Caramel corn
5. You get a book! You get a book! You get a book! For 15 years, starting in 1996, what daytime talk show megastar's book club recommended a total of 70 books leading to total sales of over 55 million copies?
 - a. Oprah Winfrey
6. What is the most widely eaten food worldwide?
 - a. Rice
7. What is the national animal of Scotland?
 - a. Unicorn

ROUND THREE

1. What was the first toy to be advertised on television?
 - a. Mr. Potato Head
2. What is a group of owls called?
 - a. A parliament
3. Which team won the first Super Bowl?
 - a. Green Bay Packers
 - b. Bonus: Which team won the second SB? Same
4. Where is the 2025 Altrusa International Convention?
 - a. Quebec
 - b. Where is the 2027 Altrusa International Convention?
Columbus OH
5. What is the highest-grossing romantic comedy movie?
 - a. My Big Fat Greek Wedding
6. What creature with an equine name has no teeth or stomach, mates for life and is the only species on Earth where the male carries the unborn offspring?
 - a. Seahorse
7. The “Run for the Roses” and “ The Fastest Two Minutes in Sports” are both names for a horse race that occurs on the first Saturday of May in which U.S. State?
Answer: Kentucky

ROUND FOUR

1. Where should you wear your Altrusa pin?
 - Over your heart
2. What social media platform introduced the “Like” button in 2010?
 - Facebook
3. What is Taylor Swift’s middle name?
 - Alison
4. This is the ____ Annual District Five Conference
 - 70th
5. What is the name of these small dolls that were popular in the 1960’s
 - Little Kittles
6. Originally, Amazon only sold what kind of product?
 - Books
7. The "ice bucket challenge" went viral in the summer of 2014 and it promoted awareness for a disease associated with a professional athlete. What is the initialism for the disease?
Answer: ALS

ROUND FIVE

1. Which President is known for the Louisiana Purchase?
 - a. Thomas Jefferson
2. How many ASTRA Clubs are in District Five
 - a. Five
 - b. Bonus: Troy 2; Hamilton 1; Branch Co 2
 - c. Bonus: Mansfield
3. In the classic 1957 children's book, "How the Grinch Stole Christmas," what is the name of the town the Grinch steals holiday presents and decorations from?
Answer: Whoville
4. In her novel "Bridget Jones's Diary," author Helen Fielding named love interest Mark Darcy after a character from what classic Jane Austen novel?
 - a. Answer: Pride and Prejudice
5. What is the closest living relative to the T-Rex?
Chicken
6. Established on November 11, 1926 and stretching 2,448 miles across the United States, what famous highway is also known as the Will Rogers Memorial Highway?
Answer: Route 66
7. One point each:
 - a. The Altrusa logo is based on what 3 words? Clarity, Flexibility, Inclusion
 - b. On the Altrusa logo, the one line that connects, yet extends upward & beyond the rest represents what? Leadership development

Tie Breaker Questions:

1. In what year did the United Nations appoint the first Altrusa Representative? Answer: July 25 1946
2. What is the largest land predator? Answer: Polar Bear
3. What six-letter word names both a seed company and an exercise that combines a squat, a pushup, and a jump in the air? Answer: Burpee
4. Because they thought it was an antidote to drunkenness, the Ancient Greeks and Romans used what purple gemstone to make drinking goblets that were meant to keep a drinker sober? Answer: Amythyst
5. Which company developed the first smartwatch?
Answer: Samsung
6. Which band was originally called "The Quarrymen"?
Answer: The Beatles
7. First used all the way back in the 1800s, and coming from the Dutch term "free booter," what is the common political term for a delaying tactic? Answer: Filibuster