



*Leaders
Guide
2023-2025*

**May the Sun Shine Brightly
on You and Your Family**

***Fran Corcione
NJ State President***





*New Jersey State Council Columbiettes
Leaders Guide and Information Handbook*

Table of Contents

| | Section | Page # |
|---|----------------|---------------|
| Awards Programs | | |
| Program Information | 1 | 1 |
| Activity Award | 1 | 2 |
| Founders Award | 1 | 6 |
| Recruitment | 1 | 7 |
| Retention | 1 | 10 |
| State Programs | | |
| Badge Program | 2 | 13 |
| Initiations Honoree & Welcome New Members | 2 | 14 |
| Logo Wear | 2 | 16 |
| State Directory | 2 | 17 |
| State Fundraisers (Wine Club, 30 Week Club & Remembrance Flag) | 2 | 18 |
| Weekend Retreat | 2 | 22 |
| Church and Youth | | |
| Baptismal Remembrance | 3 | 24 |
| First Communion Remembrance | 3 | 27 |
| Student Good Citizen Award | 3 | 30 |
| Vocations | | |
| Vocations Program Information | 4 | 33 |
| Angel Pins/Jewelry | 4 | 34 |
| Memorial Fund Cards | 4 | 35 |
| Pennies from Heaven/Shake The Can | 4 | 36 |
| Charity, Family and Community | | |
| Love of Columbiettes and Charity Raffle | 5 | 38 |
| Humanitarian Award | 5 | 39 |
| Knights of Columbus Programs | 5 | 40 |
| Tab Tops - Ronald McDonald House | 5 | 42 |
| Helping Hands Ministry | | |
| Sunshine Gift Card Program | 6 | 43 |
| Backpack Ministry | 6 | 44 |
| School Supply "Store" | 6 | 45 |
| Pocketbook Ministry | 6 | 46 |
| Marketing/Publicity | | |
| Social Media | 7 | 47 |
| NJSCC Website | 7 | 48 |
| Protocol | 7 | 49 |



*Awards
Program*





New Jersey State Council Columbiettes

Worthy President and Sister Columbiettes:

Each auxiliary is asked to make a special effort to join in and be a part of our State's Awards program entitled, "*Sunshine*".

Activities Award:

In order to receive the NEW JERSEY STATE COUNCIL COLUMBIETTE AUXILIARY ACTIVITIES AWARD you must participate in each of the following major service programs:

1. Church
2. Community/Charity
3. Family
4. Youth
5. Membership
6. Right to Life

All reports must be submitted to the Immediate Past President, Nadine Lecorchick, no later than May 1st.

Attached is an outline of activities from which you may choose. Also enclosed is an Activities Award Application which is to be completed and returned by the above date. This award will be presented at the annual State Convention.

Founders Award:

A New Jersey State Council "FOUNDERS AWARD" will also be given to auxiliaries achieving a 5% increase in new members. Additions must be over deductions. No transfers are to be included. This Award will be presented at our State Convention.

Recruitment:

Bring in 3 or more new members and you will be eligible for a drawing held at the State Convention. Please send to Sandra Bohinski by June 1st

Retention Award:

Invite all members who have not been to a meeting in some time, to your November meeting. After the meeting, complete the Retention Award report and send to Sandra Bohinski. A drawing will be held at the State Convention

We sincerely hope that you will take an active part in these State Programs.

Sincerely and Fraternaly,

Fran Corcione

New Jersey State President

Columbiette Auxiliary Activities Award

RULES: Each auxiliary MUST complete as many activities as defined in each of the categories listed below:

CHURCH ACTIVITIES ACTIVITY (1)

1. Plan an Evening of Recollection or Devotion.
2. Recite a rosary at each meeting for the entire year.
3. Participation in State Retreat.
4. Purchase religious Stamps for your November/December/January mailing.
5. Have a Corporate Communion Breakfast/Supper.
6. Conduct an Advent service at your meeting.
7. Conduct a special Lenten program.

COMMUNITY/CHARITY ACTIVITY (1)

1. Promote letter writing to the Legislatures.
2. Provide and assist in transporting the elderly to Mass, Shopping, doctor's appointments, meeting, etc.
3. Support nursing homes, convalescent homes, homes for the aged, handicapped or special needs with manpower, finances and/or activities.
4. Provide food baskets for the needy.
5. Participate in a Community Project.

FAMILY ACIVITY (1)

1. Sponsor a "Family Sunday" family style dinner.
2. Be a Big Sister.
3. Plan a family trip to the museum, park, zoo, family camping trip, etc.
4. Other.

Columbiette Auxiliary Activities Award

YOUTH ACTIVITY (1)

1. Sponsor a Girl Scout Troop in your area.
2. Promote a program against drug and alcohol usage among the youth in local Communities.
3. Establish a Scholarship Fund.
4. Sponsor an essay contest.
5. Assists in your local school programs/activities.
6. Conduct an Altar Server or children's choir appreciation luncheon, pizza party, etc. for your local churches.

MEMBERSHIP ACTIVITY (1)

1. Sponsor a Membership Drive at your Church or Council Home.
2. Sponsor an Information Night Program, Membership Tea or Open House.
3. Advertise in the Diocesan Newspaper.
4. Send Recruitment flyers to churches as advertisement for membership.
5. Send invitation to all wives of Brother Knights who are not Columbiettes.

RIGHT TO LIFE ACTIVITY (1)

1. Write letters to you legislators regarding the unborn and respect life legislation.
2. Contact a Right to Life committee, or any other Pro-Life Organization, to volunteer support, such as manpower and finances.
3. Conduct a "Rose Sale" or "Baby Shower" for Birthright or other Pro-Life organization in your area.
4. Sponsor a Catholic Lecture by your Chaplain, Priest, Deacon or Nun.
5. Do a special Church related activity.
6. Participate in the "March for Life" in Washington, DC in January.



New Jersey State Council Columbiettes ACTIVITIES AWARD APPLICATION

Auxiliary:

Church Activity– (Describe Activity)

Community/Charity – (Describe Activity)

Family Activity – (Describe Activity)



New Jersey State Council Columbiettes ACTIVITIES AWARD APPLICATION

| |
|---|
| Youth Activity– (Describe Activity) |
| Membership Activity – (Describe Activity) |
| Right To Life Activity – (Describe Activity) |

| | |
|--|--------------|
| Auxiliary President: | Date: |
| Please mail one copy to: Nadine Lecorchick Immediate Past State President 407A Oxford Lane Monroe, NJ 08831 732-690-7933 Email: Nadine.columbiettes@gmail.com | |



New Jersey State Council Columbiettes Founders Award Application

(5% increase of existing membership)

| | |
|-----------------------|------|
| Founders Award | |
| Auxiliary Name | |
| President | Date |

| | | |
|----|--|---|
| 1. | Total Members as of July 1, 2023 | |
| 2. | New Admissions | + |
| 3. | Transfers | |
| 4. | Deaths | |
| 5. | Re-Admissions | + |
| 6. | Suspensions/Withdrawals | - |
| 7. | Total Members as of May 31, 2024 (1+2+5-6) | |

***Founders Award will be based only on NEW ADMISSIONS less any Suspensions/Withdrawals.**

Attested by:
President

Financial Secretary

DEADLINE DATE: JUNE 1

One (1) Copy to be retained by Auxiliary

Please mail or email to: **Nadine Lecorchick**
Immediate Past State President
407A Oxford Lane
Monroe, NJ 08831
732-690-7933
Email: Nadine.columbiettes@gmail.com



New Jersey State Council Columbiettes

RECRUITMENT PROGRAM WIN \$100

Sister Columbiettes to be eligible to enter this drawing all you need to do is sign up three (3) or more new members, provided they take their Initiation Ceremony prior to the State Convention. Deadline date is June 1st.

All Columbiettes are eligible to enter this RECRUITMENT PROGRAM. Every form your auxiliary returns to the Chairperson will be put into a drawing of **\$100**.

Please publicize this notice at all your auxiliary meetings. This will be a reminder for all your members to take advantage of this opportunity to enter, and it will also be a great incentive for the members to help your auxiliary grow and prosper.

Mail in the \$100 Entry Verification Form and be sure that all information is complete to make your entry eligible.

GOOD LUCK AND HAPPY RECRUITING!

Mail or Email to: Sandra Bohinski
2 Lake Avenue
P.O. box 546
Helmetta, NJ 08828
732-521-3012
Email : bosgeneral@aol.com

***Attached is a sample ad to put in your church bulletin and/or if permission is granted, a sample speech to be read at the masses.**



New Jersey State Council Columbiettes Recruitment Program \$100 Entry Form

| |
|-----------|
| Auxiliary |
| President |

| NAME OF MEMBER SPONSORING | NAME OF NEW MEMBERS (3) |
|---------------------------|-------------------------|
| | |
| | |
| | |
| | |
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| | |
| | |
| | |
| | |

VERIFICATION:
 FINANCIAL SECRETARY _____ Date: _____

Please mail or email to: Sandra Bohinski
 2 Lake Avenue
 P.O. Box 546
 Helmetta, NJ 08828

Phone: 732-521-3012
 Email: bosgeneral@aol.com

Don't be left out of our new raffle drawing!

For every new member that you bring in, your name will be placed in our drawing for a prize of \$25.00.

We will have a drawing in December, March, and June. The more members you recruit the more times your name will be entered.

At the Convention, we will still have the \$100.00 drawing for those that bring in 3 members. If you bring in 6 members your name will be entered twice, and so on.

SO, get you're A-100's ready. Remember, you won't know if somebody wants to join unless you ask them.

Please e-mail your name, the name of your new member, and your Auxiliary to Sandy Bohinski at bosgeneral@aol.com.

Auxiliary President's please share and remind your members monthly of our new program.



Plant the seed of membership and watch us grow!!!



New Jersey State Council Columbiettes

| Retention Award | |
|--|--|
| Auxiliary | |
| President's Name | |
| Telephone # | |
| Email: | |
| Address | |
| Membership Chairperson | |
| | |
| Number of members who regularly attend monthly meetings | |
| Number of inactive members called who attended the November meeting | |
| Auxiliary President (Signature) | |

Please mail or email to:

Sandra Bohinski
P.O. Box 546
Helmetta, NJ 08828-0546
(732) 521-3012
Email: Bosgeneral@aol.com

Form Due: December 15th

For Church bulletin:

(name of Auxiliary) Columbiettes are sponsoring a membership drive. Any Catholic female age 18 and older may join. We will be having a meeting at (place of meeting) on (date of meeting) at (time of meeting). To find out more about us, please join us or you may call (Members name and phone number)

A talk you can give at Mass-

Good Morning. I would like to thank Father _____ for giving us the opportunity to speak to you this morning about our group – the Columbiettes. This organization is the Ladies Auxiliary to the Knights of Columbus and is similar to their structure. Each Columbiette Auxiliary is affiliated with a Knights of Columbus Council.

The Columbiettes are practical Catholic women 18 years of age and over. They are wives, mothers, daughters and friends organized to work side by side with their Knights of Columbus Council promoting Catholicism, Unity and Columbianism. Not only do they support the Knights of Columbus in their endeavors; they also embrace many projects and charities on their own. They help to make a difference in their Church and community. Columbiettes are involved in many charities. On the State level they collect school items that are placed in backpacks for the less fortunate children, last year over 800 backpacks were distributed amongst the five dioceses' in the State; toiletry items for the homeless; tab tops for the Ronald McDonald which have amounted to over a million tabs. They collect Pennies from Heaven, sell angel pins and have a Memorial Fund where cards are sent for any occasion and the moneys derived from all these activities are given to Seminarians and Postulants.

Our Church Activities involve many Columbiettes as CCD Teachers, Lectors, Eucharistic Ministers and their many activities include May Crownings, Weekend Retreats, Corporate Communion Breakfasts, and Days of Recollection.

There is still time for fun as well with our many social functions which include dinners, fashion shows, tricky trays, bus trips, spaghetti dinners, pot luck suppers, et cetera.

Involvement with the Knights of Columbus is very important to the Columbiettes. We assist them in their annual drives for the mentally challenged, their Communion Breakfasts, parades, Catholic Action, fish fries, and whenever called upon to lend our hands.

Papal Authority has designated the Knights of Columbus as the "Right arm of the Church". With added pride, we can state wherever Columbiette participation has been invited; Columbiettes have fast become the "right arm of the Knights of Columbus".

To sum up Columbiettes, we are –

C – Catholic women who work with the Knights of Columbus

O – open with hands and heart

L – loving and caring of others

U – united

M – make a difference in today's world

B – befriending to everyone

I – interested in helping others

E – energetic when needed to help Family, Church, Community

T – thankful to God for all He has given us

T – takes the time to give to others

E – enjoys fun in fraternity

S – serves God and country

With your time, special skills or talent we offer you the opportunity to give back something to your Parish as well as your community.

Join the Columbiettes. Help us make a difference by touching hearts and changing lives.

We have members of _____ Columbiettes who have some brochures and applications if you are interested. Thank you and God bless you!



*State
Programs*



Official Columbiette Badge Program

Your Name



Your Auxiliary Name
Your Auxiliary Location

Ordering Badges just got easier!

Order Directly from the Company

awardsandmore@verizon.net

Subject Line: NJ State Columbiettes
Attn: Augie or Joe

Any Questions:
Call or Email Kathleen Donahue
Phone: 732-824-1135
Email: columbietteskathy@yahoo.com

New Jersey State Council Columbiettes will continue to offer the name badges to all Columbiettes. The badges are available to be customized for Officers, Members and District Deputies.

This is a great opportunity to display your name and auxiliary or chapter name when you attend functions, fundraising events, church and community events. Nothing gets more attention than a member wearing our logo with pride and announcing to everyone who you are and that you are a Columbiette and for which auxiliary or chapter. I hope this has been an added touch to your membership drives as well.

Please remember that these badges are not just for officers, they are for **all members**. We offer the color combination in both blue with white logo and lettering or reverse for auxiliaries and district deputies. Chapters have the option of red with white logo and lettering or reverse. The backs are offered in both magnet and pin back.

Share this information with your members.

Ordering could not be easier – if you do not have an order form simply send the following information:

- Name as you want it to appear on the badge
- Officer title (if applicable)
- Auxiliary or Chapter Name
- Auxiliary location (if applicable)
- Note: District Deputies will be issued with their name and title only (location does not apply)
- Color Combination
 - Blue with White Logo/Lettering
 - White with Blue Logo/Lettering
 - Red with White Logo/Lettering
 - White with Red Logo/Lettering
- Backing type
 - Pin (cost \$10.00)
 - Magnet (\$12.75)
 - Plus Shipping and Handling



New Jersey State Council Columbiettes

Initiations for 2023-2025

In Honor of

Anne Graziano –

Past State President



Upon completion of the Initiation, a Welcome Letter along with a packet of sunflower seeds will be sent to the new member (**see sample attached**).

Auxiliary _____

Date of Initiation _____

Auxiliary President's Name _____

Please print or type the name and address:

| Name of New Member | Address |
|--------------------|---------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Please mail or email to: Nadine Lecorchick, Immediate Past State President
 407 A Oxford Lane
 Monroe, NJ 08831
 Phone: 732-6907933
 Email: nadine.columbiettes@gmail.com



*New Jersey State Council Columbiettes
Welcomes You*



With the help of Our Blessed Mother
and our patron saints, St. Therese, the Little Flower and St. Joan of Arc,
we thank you for helping us to grow.
The enclosed sunflower seeds are a token of our friendship and appreciation.

New Member Name
Auxiliary Name

May your membership in the Columbiettes be a long and happy one.

Fran Corcione, State President



Authorized Distributor of Columbiettes Logo Wear

ONLINE STORE *NOW OPEN!*

Shop Safe and Secure Online

Follow the link below to access the webstore.

[STORES.FARROSTEEES.COM/NEW_JERSEY_STATE_COLUMBIETTES](https://stores.farrotees.com/new_jersey_state_columbiettes)

Choose your items and customize where applicable.

*****If you do not see an item you would like please contact Fran Corcione, 973-454-4145 or mrsc417@hotmail.com and she will discuss with our distributor.***

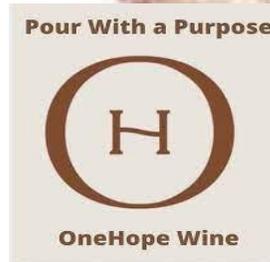


New Jersey State Council Columbiettes
State Directory

For any corrections/changes to State Directory, please fill out information below.

| | |
|----------------------------------|--|
| Auxiliary/Chapter | |
| Name | |
| Address | |
| | |
| Telephone # | |
| Email | |
| | |
| Correction to be made and page # | |
| | |
| | |
| | |

Please mail or email to: Betsy Roos, State Sentinel
 1697 Route 565
 Sussex, NJ 07641
 973-908-0522
 Email: broos1962@gmail.com



NJSCC Sunshine & Wine Fundraiser

Woman Owned Winery who gives back to the community one sip at a time

Red, White, Rose, Prosecco and Gift Sets

You can order these delicious bottles of wine at

<https://www.onehopewine.com/event/150017>

10% of all sales of bottles of wine will be donated to NJ State Council Columbiettes

Buy More, Save More-

4 Bottles-5% off

6 Bottle-10% off

12 or More Bottles-20% Off

Straight Shipping Fee of \$15

Chapters & Auxiliaries, want to have a *FUNd*-Raiser?

Have a wine tasting!

Host an event in conjunction with the State Fundraiser. Charge a nominal fee, serve cheese & crackers and host the wine tasting. You can even have a 50/50 and small "wine themed" tricky tray. Open to all, not just Columbiettes. Make it a Membership Drive as well. The possibilities are endless for a fun-filled night!

**Have a company? One Hope Wine will etch your logo onto the wine bottles.
Makes a great gift**

For Questions or to Schedule your Wine Tasting please contact

Betsy Roos, State Sentinel at

973-908-0522; broos1962@gmail.com



NJ State Council Columbiettes

Dear Sister Columbiettes,

The New Jersey State Council Columbiettes will hold their annual 30 Week Club Raffle again this year. The proceeds from this program will help assist with the money needed to run the State programs.

\$30 is all it takes to enter this fun raffle, that's just \$1.00 a week for 30 weeks! This is to be paid when you sign up. Each week there will be three names drawn with prizes totaling \$60.00-1st Place \$30; 2nd Place- \$20 and 3rd Place-\$10. If your number is picked, it gets put back into the pile for the second and third place pulls. This will make you eligible for 3 drawings per week for 30 weeks. Plus, during our State Convention in June, we will be also be giving away an additional \$1000 in prize money. Also, if we have 300 tickets collected by November 15th, we will have a Special Holiday drawing as well (prize to be determined).

Anyone can enter, not just Columbiettes. Ask you loved ones, friends, neighbors, co-workers, Brother Knights or even the guy on the corner ☺ if they would like a chance to win up to \$3000. This makes wonderful Christmas presents, Birthday presents, Thank You gifts or a "Just Because" gift for anyone.

The drawings will be held Saturdays, from December 2, 2023 and commencing at our State Convention on June 22, 2024.

Enclosed in this envelope is a sign-up sheet and tickets. Please return the sign-up sheet and/or bottom of ticket with your money by November 15th to NJ State 30 Week Club, Attn: Cathe Nicholson, 28 Adalist Avenue, Butler, NJ 07405. Please make checks payable to NJ State Council Columbiettes and in the memo line state *30 Week Club*. Remember you can enter at any time but the cost will remain at \$30.

All weekly winners will be posted on www.njcolumbiettes.com and on Facebook-New Jersey Columbiettes

If you have any questions please feel free to contact me at 201-723-5935. We have also setup a special email just for this great fundraiser, njstate30weekclub@yahoo.com, if you would like to contact us this way.

Thank you, as always, for your support of this wonderful organization!

I wish each of you GOOD LUCK!!

Thank you,

Cathe Nicholson

NJ State Financial Secretary/30 Week Club Chair



NJ State Columbiettes 30 Week Club Aggregate Retail Value of \$3000



ID# 64-6-8078



How The 30 Week Club Works

1. Donation Per Card: \$30.00 (Please make checks payable to NJ State Council Columbiettes)
2. Drawings will take place weekly beginning December 2, 2023. Three numbers will be drawn every Saturday. The winner will receive \$30, \$20, or \$10. Winning numbers will be returned to the drawing pool and can win multiple times (3 times per Saturday pull). Aggregate Retail Value of \$3000.
3. A Total of 90 times during the drawing period of December 2, 2023 through June 22, 2024. No substitution of the offered prize may be made.
4. Checks will be mailed within 5 days of drawing. Winning numbers will be posted on www.njcolumbiettes.com and on Facebook-New Jersey Columbiettes
5. Drawing will take place at 10:00am - St. Anthony's Knights of Columbus, 65 Hamburg Turnpike, Butler, NJ
6. Attendance is not required to win
7. Must be 18 years or older to enter



All Proceeds to Benefit
NJ State Columbiettes
Thank you for Supporting!
Good Luck!!

Gambling Problem?
Call 1-800-GAMBLER
Please Play Responsibly

For More Information Please Contact
Cathe Nicholson
201-723-5935
email: njstate30weekclub@yahoo.com

ID# 64-6-8078

Make Check Payable to: NJ State Council Columbiettes
Send to NJSCC-30 Week Club Attn: Cathe Nicholson
28 Adalst Avenue, Butler, NJ 07405



| | |
|------------|---------------|
| Name: | |
| Address: | |
| Email: | Phone Number: |
| Auxiliary: | Chapter: |



New Jersey State Council Columbiettes Garden Flag

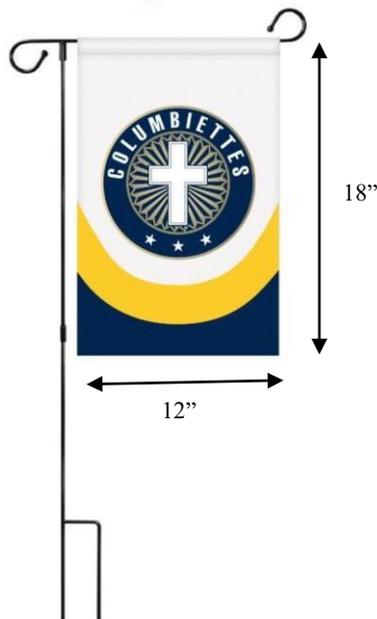
| Order form | |
|---|---------|
| Cost per Garden Remembrance Flags (price of flag only) | \$15.00 |
| Number of Garden Remembrance Flags | |
| Total amount enclosed | |

| |
|----------------------------------|
| (Print or Type Name and Address) |
| Name |
| Address |
| |
| |

Make check payable to NJ State Council Columbiettes

Please mail or email to:

Betsy Roos, State Sentinel
 1697 Route 565
 Sussex, NJ 07641
 973-908-0522
 Email: broos1962@gmail.com





New Jersey State Council Columbiettes

Weekend Retreat April 19 – 21, 2024

At San Alfonso Retreat House

Dear Sister Columbiettes, Past and Future Retreatants:

As we enter into our new Columbian Year – I wanted to reintroduce the weekend retreat to all members, family and friends. We all have times that we need to stop to refresh and renew our physical, emotional and spiritual bodies and minds. What better opportunity to do that, than to enjoy a weekend at the San Alfonso Retreat House in Spring, 2024.

Listed here is the registration information that can be completed online or by submitting the included registration form.

Register Online

- To register online go to San Alfonso's website, <https://www.sanalfonso retreats.org>.
- Once there choose Events at a Glance - than **2024 Events**. Scroll down to **RETREATS & PROGRAMS FOR 2024 - Retreats for Women - \$300.00**.
- Select Register Online.
 - Please read the information about registration.
 - Complete the online registration form:
 - **Event Registration**
 - Select Retreats for Woman - \$300.00
 - Event start date is **April 19, 2024**
 - Indicate your payment amount (**\$50 deposit is all that is required at time of registration**)
 - **Registrant**
 - Complete your personal information
 - In Parish or Group: **New Jersey State Columbiettes**
 - Group Captain: **Lisa Roberts**
 - **Health and Safety Guidance**
 - Please read the guidelines and follow any suggestions.
 - If you agree with the guidelines indicate your acceptance. **If you have any questions, please call San Alfonso at 732-222-2731.**
 - **Special Needs**
 - Please indicate any special needs you have that San Alfonso should know about.
 - **Payments**
 - Payments for deposits and/or balances can be made by credit/debit card by clicking on the "Pay Now" button
 - A \$50 non-refundable deposit is required to reserve your space
 - To pay by check, please send a copy of the completed registration form along with your check made payable to "**San Alfonso Retreat House**"

Register with Reservation Form

Complete the attached reservation form and send it with your \$50.00 non-refundable deposit to San Alfonso. Additional reservation forms can be obtained by going to the San Alfonso website or copy from the attached version.

*To reserve a space, please enclose a **\$50 non-refundable deposit**. Please make checks payable to: **San Alfonso Retreat House**. Stipend balance can be paid upon arrival with check, cash, or credit card. Credit card payments for both deposits and balances can also be made on our website.*

Also please **send me (mail or e-mail) a copy of your application or a simple note that you have registered to attend. This will assist in keeping your retreat attendance and anniversary information records current.**

If you have any questions, please call me at 973-271-8676 or e-mail me at billisa103@verizon.net

Thank You – Look forward to seeing many of you at retreat and throughout this year.

Best Regards,

Lisa

San Alfonso Retreat House

755 Ocean Avenue
Long Branch, NJ 07740

Phone: 732-222-2731 x140 Fax 848-800-8717

E-mail: info@sanalfonsoretreats.org

2024 WOMEN'S WEEKEND RETREAT REGISTRATION FORM

(See website for list of available dates in 2023)

I would like to register for the Women's Weekend Retreat on (date): **APRIL 19-21, 2024**

Last Name: _____ First Name: _____ Prefix: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ *Cell Phone: _____

*REQUIRED

Group: NJ STATE COLUMBIETTES

Group Captain: LISA ROBERTS billisa103@verizon.net

Payment Information – Retreat Stipend \$300

To reserve a space, please enclose a **\$50 non-refundable deposit**. Please make checks payable to: **San Alfonso Retreat House**. Stipend balance can be paid upon arrival with check, cash, or credit card. Credit card payments for both deposits and balances can also be made on our website.

Deposit: _____ Balance Due: _____

Special Needs

If you have any special needs (physical, dietary or other) that we should be aware of, please note them here. (Due to current protocols and limited availability of handicap accessible rooms, specific room requests may not be able to be accommodated.)

Please note that our North Wing does not have an elevator and requires the use of stairs. If you are unable to manage stairs, please note that here so that room assignment can be made accordingly.

Covid 19 Health and Safety Guidelines

Given the dynamics of the Covid-19 virus, it is difficult to anticipate what the community spread risks may be in Monmouth County in 2024. Please be aware that attendance at the retreat may be contingent upon the assessed risk level at the time of the retreat. Retreatants will be asked to assess their personal health situation prior to the retreat to discern whether it is safe to attend at that time.

Signature: _____

Date: _____



*Church
And
Youth*





New Jersey State Council Columbiettes

Baptismal Remembrance

New Jersey State Council Columbiettes is making available a “Baptismal Remembrance” to be presented for a Sister Columbiette, Sister Columbiettes’ daughter, son, grandchild, Godchild, niece or nephew on the occasion of their Child’s Baptism.

A certificate suitable for framing or to be placed in a scrapbook will be given along with a beautiful medal or ornament.

New Jersey State Council Columbiettes realizes there are older children, teens, young adults, or adults receiving Baptism. There is no age limit when someone is baptized. New Jersey State Council is proud to issue those individuals a certificate along with a small gift.

Baptismal Remembrance forms can be mailed or emailed to the Chairlady at the address on the form. All information on the requested form must be completed or submitted to the chairlady.

| BAPTISMAL REMEMBRANCE | |
|--|--|
| Auxiliary | |
| Columbiettes’ Name | |
| Telephone # | |
| Relationship to Columbiette | |
| Parent’s Name | |
| Address | |
| Infant’s Name | |
| Date of Baptism | |
| ****Other than an Infant being Baptized**** | |
| Auxiliary | |
| Columbiettes’ Name | |
| Telephone # | |
| Relationship to Columbiette | |
| Name of person being Baptized | |
| Address | |
| Date of Baptism | |

Please mail or email to:

Barbara Ann Lissi
 150 Hayward Place
 Wallington, NJ 07057
 973-916-1957
 Email: barblissi@comcast.net



New Jersey State Council Columbiettes

Dear “*child’s name*”,

On behalf of the New Jersey State Council Columbiettes Board of Officers, we wish you congratulations on your Baptism.

We are enclosing a Baptismal Remembrance Certificate and a blessed crib medal in recognition of your special day on “*date*”. Your Grandmother, “*Columbiettes’ Name*”, is so proud of you and thank her for sharing this blessed occasion with us.

May our Patron Saints, The Blessed Mother, St. Joan of Arc and St. Therese the little Flower’s love shine on you always.

Fran Corcione

State President

New Jersey State Council Columbiettes



Baptism Remembrance



New Jersey State Council Columbiettes
WISH TO CONGRATULATE:



Your Child's Name

ON RECEIVING THE

SACRAMENT OF BAPTISM

THIS REMEMBRANCE IS TO CERTIFY THAT YOU WERE BAPTIZED
IN THE NAME OF THE FATHER, THE SON, AND THE HOLY SPIRIT.

Fran Corcione, President
New Jersey State Council Columbiettes

Date



New Jersey State Council Columbiettes

First Communion Remembrance

New Jersey State Council Columbiettes is making available a “First Communion Remembrance” to be presented for a Sister Columbiettes’ family. The recipient must be a Sister Columbiettes’ daughter, son, grandchild, niece, nephew or Godchild on the Child’s First Holy Communion.

A certificate suitable for framing or to be placed in a scrapbook will be given to commemorate this special day!

First Communion Remembrance forms can be mailed or emailed to the Chairlady at the address on the form. All information on the requested form must be completed or submitted to the chairlady.

| FIRST COMMUNION REMEMBRANCE | |
|------------------------------------|--|
| Auxiliary | |
| Columbiettes’ Name | |
| Relationship to Columbiette | |
| Child’s Name | |
| Parent’s Name | |
| Street Address | |
| City, State, Zip | |
| Telephone # | |
| | |
| Date of First Communion | |
| Church where receiving Sacrament | |
| Town Church is Located | |
| State Church is Located | |

Please mail or email to: Barbara Ann Lissi
 150 Hayward Place
 Wallington, NJ 07057
 973-916-1957
 Email: barblissi@comcast.net



New Jersey State Council Columbiettes



Dear ***name of child***,

Congratulations! On behalf of the State Board of Officers, we are enclosing a First Communion Remembrance in recognition of your special day (***Date***). Your mother, **mothers name**, and your grandmother, **Grandmother's name** are very proud of you. We, your grandmother's sister Columbiettes, thank her for sharing this blessed occasion with us.

May our Patron Saints, The Blessed Mother, St. Joan of Arc and St. Therese, the Little Flower's love shine on you always,

New Jersey State Council Columbiettes



First Communion Remembrance

Childs Name

The New Jersey State Columbiettes wishes to congratulate you on receiving the Sacrament of First Holy Communion.

May you always feel God's presence close beside you in every direction that you take.

May his Body and Blood nourish you and keep Him close in your heart.

May you receive strength in your faith every time you receive Him.

May the Holy Eucharist guide you always.

Fran Corcione, State President



Date:

Church:

Town, State



New Jersey State Council Columbiettes

STUDENT GOOD CITIZEN PROGRAM

Dear Worthy President and Sister Columbiettes:

This Columbian year the New Jersey State Council will award a Student Good Citizen Award to a High School Senior Catholic Girl. State President, Fran Corcione, has given me the honor to serve in the capacity of Chairperson for this Award.

In order to be eligible for this award, the student should demonstrate leadership, service, dependability and patriotism at home, school and the community.

Enclosed is a sample letter that may help assist you in reaching out to the schools in your area.

Applications must be submitted by the Auxiliary and include the President's name and phone number. Upon receipt of all applications, a committee (of Past State President's) will be appointed to review the applications and select our winner.

We urge all auxiliaries to make every attempt to participate in this program.

The Award Winner and guest will be invited to the Saturday morning session of the New Jersey State Convention to receive her monetary gift, certificate and a small gift.

All entrants will receive a participation certificate acknowledging them for their accomplishments.

The deadline for sending your Auxiliary's choice is April 15th. **Please note that only one entry per Auxiliary will be accepted.**

Fraternally,

Susan

Susan Kadar, Past State President
958 Route 619
Newton, NJ 07860
973-600-5319
Email: susan@susankadar.com

USE YOUR OWN AUXILIARY LETTERHEAD STUDENT GOOD CITIZEN AWARD

APPLICATION

| |
|------------------------------------|
| Student Name |
| Address |
| City, State and Zip |
| Phone # |
| High School |
| Name of Parent (s) |
| Name of Parish |
| School/College you plan to attend: |
| |
| |

List all community activities that you were involved in while attending High School, such as volunteering in after school study programs, working with the handicapped, the elderly, assisting in food drives, etc.

DEADLINE FOR SUBMITTING THIS APPLICATION IS April 15th.

Return form to your Guidance Department (Counselor).

SAMPLE LETTER TO BE USED FOR THE HIGH SCHOOLS
USE YOUR OWN AUXILIARY LETTERHEAD

Date

To Whom It May Concern:

Enclosed is a notice of award and application form from the (Auxiliary Name)

We are requesting that you inform teachers and post this notice of award being offered to a High School Senior Catholic Girl by the New Jersey State Council Columbiettes.

Guidance Counselors are asked to please submit a detailed list of student's Community involvement and verify its accuracy.

You may reproduce this application to meet your needs.

If any additional information is required, please contact me at the number listed below.

Deadline for accepting applications is April 15th.

Sincerely,

Auxiliary President/Chairperson

Telephone:

RSVP: Return address



*Vacations
Programs*





New Jersey State Council Columbiettes VOCATION PROGRAMS

The Vocation Programs for New Jersey State Council Columbiettes will again be a three part program.

- Sale of “Angel Pins” and Columbiette Jewelry/Travel Card Holders
- “Pennies from Heaven”, which is our annual penny collection.
- Memorial Fund donations

The sale of Angel Pins and jewelry/travel card holders is the responsibility of:

Lorraine Noger
5 Ocean Avenue
Middletown, NJ 07748
(732) 495-1958
Email: lmnoger@gmail.com

Please visit our web page to view samples of our Angle Pins.

“Pennies from Heaven” is the responsibility of:

Lorraine Noger
5 Ocean Avenue
Middletown, NJ 07748
(732) 495-1958
Email: lmnoger@gmail.com

**** Collected Funds are due by May 10, 2024 in order to be included for distribution to the Chapter’s selected Seminarian or Postulant**

The Memorial Fund portion of the Vocation Program which includes the donation for cards for **ALL OCCASIONS** which includes the mailing, is the responsibility of:

Kathleen Jessen
5 Singleton Street
South Amboy, NJ 08879
(732) 721-2522
Email: kjessen5@optonline.net

This is a year-long program, cards can be ordered at any time, just give Kathy a call.

Please ask Kathy about the business card size cards, which are available, for purchase that you can include in your own personal cards.

As always, the payment of pins, jewelry, pennies and Memorial Cards should be made payable to “New Jersey State Council Columbiettes”.

In June, all monies collected will be distributed at the Annual Convention to the selected Seminarians/Postulants for each Chapter. Each Chapter will once again submit the selection of one Seminarian/Postulants no later than *April 15th* to NJ State Past President Lorraine Noger, Chairperson. Please include the mailing address of the recipient chosen.

Please contact the correct chairperson for any additional information or supplies.



New Jersey State Council Columbiettes

Angel Pins & Jewelry

A wide variety of Angel Pins and Jewelry are available for purchase and will also be available on consignment

To view pictures of pins available please check our website www.njcolumbiettes.com.

The order form will be accessible through the website showing the most up to date pins available for purchase.

All proceeds of the Angel Pin & Jewelry sales are donated to our Chapter Seminarists and Postulants.

If you have any questions, please do not hesitate to contact Chairlady, Lorraine Noger, for assistance.

Lorraine Noger
5 Ocean Avenue
Middletown, NJ 07748
(732) 495-1958
Email: lmnoger@gmail.com

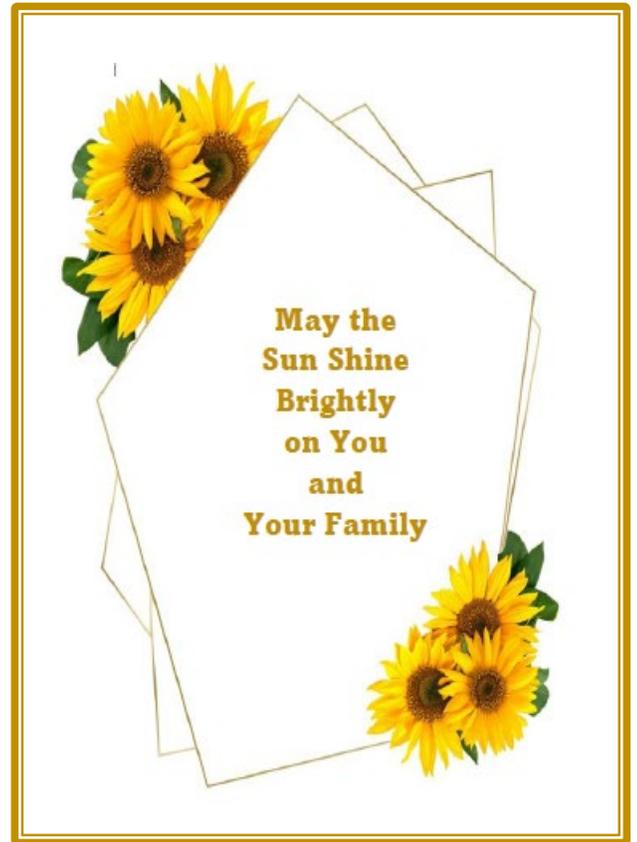
*On behalf of the Seminarists and Postulants,
we thank you for your support of this program.*

MEMORIAL CARD

FRONT AND BACK OF CARD

All donations accepted
Checks made payable to
NJ State Council Columbiettes

c/o Kathleen Jessen
5 Singleton Street
South Amboy, NJ 08879
732-721-2522



INSIDE OF CARD

*A donation has been made to the
New Jersey State Council Memorial Fund
in your honor.*

*All monies collected will be given to
Seminarians/Postulants at the
Annual Convention in June.*

*This portion of the card is used to convey
your message. Will customize any
message from sympathy to thank you.
Cards are available for any occasion.
Donations received will go to our
Seminarians and Postulants at the
June Convention.*

*Kathy Jessen
kjessen5@optonline.net
(732) 721-2522 (home)
(732) 261-7490 (cell)*



“Shake the Can” for Vocations Program



Support our Seminarians & Postulants

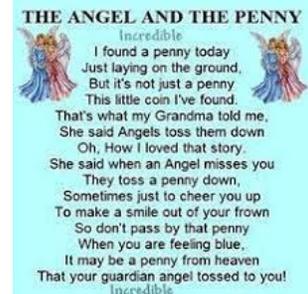
The “Pennies from Heaven” Program is run by the NJ State Council Columbiettes and 100% of all proceeds are distributed to seminarians and postulants in each of our six Chapters of the New Jersey State Council Columbiettes to help defray the cost of their studies. As one of our patronesses, St. Therese the Little Flower, once said “What matters in life is not great deeds, but great love”. We are not asking for large donations, just spare change in order that we may support those that have dedicated their lives and love to God.

Consider asking your Pastor to run this program after Masses at the parishes your auxiliary serves. Remember that the faith filled followers are those that attend mass regularly and are devoted to the church and their leaders. The leadership and community of the church can only thrive with the priests, sisters and lay ministers. The “Pennies from Heaven” Program is an easy and most worthwhile cause to assist those in most need as they continue their education and formation.

National Vocation Awareness Week (NVAW) is an annual week-long celebration of the Catholic Church in the United States dedicated to promote vocations to the priesthood, diaconate and consecrated life through prayer and education, and to renew our prayers and support for those who are considering one of these particular vocations. NVAW began in 1976 when the U. S. bishops designated the 28th Sunday of the year for NVAW. In 1997, this celebration was moved to coincide with the Feast of the Baptism of the Lord. Beginning in 2014, NVAW was moved to the first full week of November. This year NVAW will be November 5-11, 2023

In conjunction with National Vocations Awareness Week, or any time throughout the Columbian Year, here is an opportunity to boost the funds collected for the NJ State Council Columbiettes Vocation Programs. The monies received are distributed evenly to each of the six Chapters throughout NJ at the NJ State Columbiette Annual Convention in June.

Let’s make this another outstanding year of giving to these young people who have heard life’s call to serve God in its most purest and precious way.



Sample Letter to send to your Parish/Pastor
(Send using your auxiliary letterhead)

Dear Father _____:

I am writing to you on behalf of the _____ Columbiettes. If you are unfamiliar with the works of the Columbiettes, we are the ladies auxiliary to the Knights of Columbus. We focus our efforts on Faith, Charity, and Patriotism. Columbiettes are established in 14 states and Canada. I welcome you to visit our Supreme website at Columbiettes.com.

One of the NJ State Council Columbiettes missions is supporting a seminarian or postulant during their studies, through prayer and financial support. In June of 2023, the NJ State Council Columbiettes gave \$2250 to each of the six seminarians/postulants that our NJ chapters support. We raise funds for our vocations program through the sales of Angel Pins & Memorial/Greeting Cards, and our “Pennies from Heaven” collection.

Our Pennies from Heaven collection is traditionally done by passing a collection can to members during our monthly meetings. Our Auxiliary has set a goal to focus a greater effort on our “Pennies from Heaven” collection. To help promote our program and in conjunction with National Vocations Awareness Week, we would like to request permission to have a “Shake A Can” outside the church after all masses at _____ Church. As I am sure you are aware NVAW is the first week in November, if this is not a convenient week we are willing to support our seminarians and postulants on another weekend.

As one of our patronesses, St. Therese the Little Flower, once said “What matters in life is not great deeds, but great love.” We are not asking for large donations, just spare change from parishioners so we may support those that have dedicated their lives and love to God.

I look forward to hearing from you soon.

Peace and Love,

Sample insert for Church Bulletin

In conjunction with National Vocations Awareness, the _____ Columbiettes will be Holding a “shake a can” after all masses _____. The “Pennies from Heaven” Program is run by the NJ State Council Columbiettes and 100% of all proceeds are distributed to seminarians and postulants in New Jersey to help defray the cost of their studies. As one of our patronesses, St. Therese the Little Flower, once said “What matters in life is not great deeds, but great love”. We are not asking for large donations, just spare change so we may support those that have dedicated their lives and love to God.



*Charity,
Family
and
Community*





New Jersey State Council Columbiettes

For The Love of Columbiettes and Charity Lillian Holmes Memorial Raffle

After a successful year of donating \$2000 to each of our worthwhile charities, we will again be combining the Support Club Raffle and the Charity Raffle into ONE raffle this year. 60% of proceeds will be distributed to our Charities and 40% will be used to support the State's daily workings.

Two \$5 tickets will be distributed for each member in your auxiliary, with more available for purchase if needed. The number of tickets distributed is based on the Supreme Council member count as of December 31, 2023. Tickets will be distributed in January 2024.

Drawing will be held on May 14, 2024-Union Knights of Columbus 1034 Jeanette Avenue, Union, NJ.
\$3000 in Prizes will be awarded-11 chances to win!



- 1st prize - \$1,000.00
- 2nd prize - \$750.00
- 3rd prize - \$500.00
- 4th prize - \$250.00
- 5th & 6th prize - \$100.00
- 7th & 8th prize - \$75.00
- 9th, 10th & 11th prize - \$50.00



If your Auxiliary is successful in selling 100% or 100%+ of the tickets you are provided, you will be recognized at June's Annual State Convention for your accomplishment.

Deadline for returning tickets and check payable to NJ State Council Columbiettes (one check per Auxiliary) will be April 15th. If you are unable to sell all your tickets, please notify the chairladies so arrangements can be made to collect your unsold tickets. If you would like to purchase additional tickets please contact the chairladies as well.

Chairladies: Laura Labetti
 250 Dixon Avenue
 Dumont, NJ 07628
 Phone: 201-788-5971
 Email: labetti250@aol.com

Joan Winant
 177 Magnolia Avenue
 Dumont, NJ 07628
 Phone: 201-385-5957
 Email: joanwinant@aol.com

New Jersey State Columbiettes
FOR THE LOVE OF COLUMBIETTES AND CHARITY
LILLIAN HOLMES MEMORIAL RAFFLE

May 14, 2024
 8:00 pm
 Union Knights of Columbus, 1034 Jeanette Avenue, Union, NJ
\$3,000 In Prizes

1st prize - \$1,000; 2nd prize - \$750; 3rd prize - \$500; 4th prize - \$250
 5th & 6th prize - \$100 each; 7th & 8th prize - \$75 each; 9th, 10th & 11th prize - \$50.00 each

Ticket Price: \$5.00 each

Winner need not be present to win. No substitute of offered prizes will be made.

We appreciate your generous support of our Charities and Organization

ID# 64-6-8078

SAMPLE

SAMPLE



New Jersey State Council Columbiettes

To: State President, State Officers, Chapter Presidents and Auxiliary Presidents

Re: "Humanitarian Award"

On behalf of our State President, Fran Corcione and her Board of Officers, we will once again present a Humanitarian Award to a deserving citizen in New Jersey. We are forwarding this letter early to give your auxiliary enough time and an opportunity to search for a deserving person, and to forward your nomination to me in a timely fashion.

If you know of any person who is most worthy of this recognition, please forward the name, address, description of his or her services and performance to me. When considering your nominee for your recommendation, please follow the guidelines and criteria listed below.

1. Every Columbiette has the opportunity to submit recommendations to her Auxiliary.
2. Once the Auxiliary has chosen its nominee, the President of the Auxiliary must submit the nominee on Auxiliary letterhead and mail it to the Humanitarian Award Chairlady. Please do not mail your entry to the State President or any other State Officers or other Past State Presidents
3. **PLEASE NOTE: Only one nominee per Auxiliary. If your Auxiliary submits more than one entry, all entries will be disqualified.**
4. Past State Presidents, State Officers, District Deputies and State Chairperson may submit recommendations through their auxiliaries.
5. Nominee cannot be a person who is serving in a religious order, such as a Priest, Nun, Brother, Deacon, Minister or Rabbi.
6. Nominee maybe of any race, creed or religion.
7. Nominee cannot be a Sister Columbiette or Brother Knight
8. Nominee cannot be receiving Federal or State Funding or regular stipends.
9. Nominee name, address, biography and facts must be submitted to the Chairperson by the **deadline date of April 15th**
10. While participation in church ministries is admirable this award is for community service performed

I look forward to receiving your nomination and thank you in advance for your participation in this very worthy endeavor. **Any questions, please call me at 973-271-8676**

Please mail your one entry to: Lisa Roberts, Past State President
380 Ski Trail
Kinnelon, NJ 07405

Fraternally,

Lisa

Lisa Roberts, Past State President



NJ State Knights of Columbus State Deputy, Ray Sands, has announced his program for the next two years which will be Helping Ukraine.

The Knights are collecting the following items to fill shipping containers to send to help the Ukrainian people.

Medical Supplies

Sleeping Bags

Book Bags and School Supplies

Personal Hygiene Products for Adults and Children

Female Hygiene Products

Diapers-All Sizes

New or Gently Used Clothing (especially kids and women)

New or Gently Used Winter Coats

Monetary Donation is also accepted as each shipping container costs \$8000 to send to Ukraine.

Any questions, or to schedule a pick-up of items which have been collected, please reach out to Henryk Michalkiewicz at 609-381-4991; misza811@gmail.com
Trenton Diocese: John Flynn, Jr. FDD at 732-513-0196 captflynn@verizon.net.

To see how these donations have assisted the Ukarian people, please view the video link <https://www.youtube.com/watch?v=xjNMgxiMoLY> [youtube.com]

***a portion of the School Supply Store proceeds will be donated to this wonderful cause (see page ?? of the Leadership guide)*

NJ State Columbiettes

Proudly Support the Members of the United States Military

We have a Sister Columbiettes who is currently serving in the United States Air Force Wouldn't it be nice to send a care package, a card (her birthday is Sept 4th), a memorial card, etc to her?

Stephanie Aaron
CJFT-OIR CJ42
BLDG 505
AOP, AE 09366

Stephanie is a Lieutenant Colonel in the Air Force, currently deployed in Kuwait while her husband and 2 teenagers are home in Burlington Township, NJ. As a Columbiette, she has served as the Auxiliary (Charter Member of Santa Maria) & Chapter Sentinel and a DD.

If you would like to send a care package, Stephanie loves to crochet and yarn would be appreciated. She also likes berry flavored drink packets (to put in her water bottle), individual packets of cookies or crackers, candy, gum or mints~items she can share with her fellow soldiers.

**Let's all keep Stephanie and all our Military in our prayers.
God Bless Stephanie and bring her home safe.**

*Know of other Sister Columbiettes Serving in the Military?
Please contact President Fran Corcione with their information*

Send A HERO Home
For The Holidays

For the past 10 years the Knights of Columbus has been involved with the Send A Hero Home Program. This funding has been used to purchase round trip bus, train and plane tickets for nearly 1,000 Airmen, Sailors, Coast Guard and Marines who would not have been able to get home for Christmas without our help.

The Columbiettes will again be supporting this worthwhile program. If you wish to support, please send your checks, made payable to the Trenton Federation, to

Send A Hero Home
Attn: Trenton Federation
709 Bunker Hill Avenue, Lawrenceville, NJ 08648

Any questions please contact
A. Thomas Ponting, FDD
609-203-2390 or
atponting@gamil.com



**RONALD MCDONALD
HOUSE CHARITIES**

THE HOUSE THAT LOVE BUILT

In the Ronald McDonald House when a child becomes ill, nothing else takes precedence. They try to relieve some of the burden by providing a calm haven for families during a stressful time.

What could be a more simple, inexpensive way to help those in need. Collect your tabs at home, your Knights of Columbus Council home, your workplace, Church and any other place you can think of. A small little cup is all that is needed to collect them in.

KEEP PULLING THOSE TABS!!

Sandra Bohinski
Chairperson



*Helping
Hands
Ministry
Programs*





Sunshine Program For the Needy

Let's Bring Some Sunshine to those less fortunate!

Every year at our annual convention we hear stories from the personnel of the Archdioceses, stating that needy families would like to have fresh produce for their families, as well as the staples the food pantries donate to them.

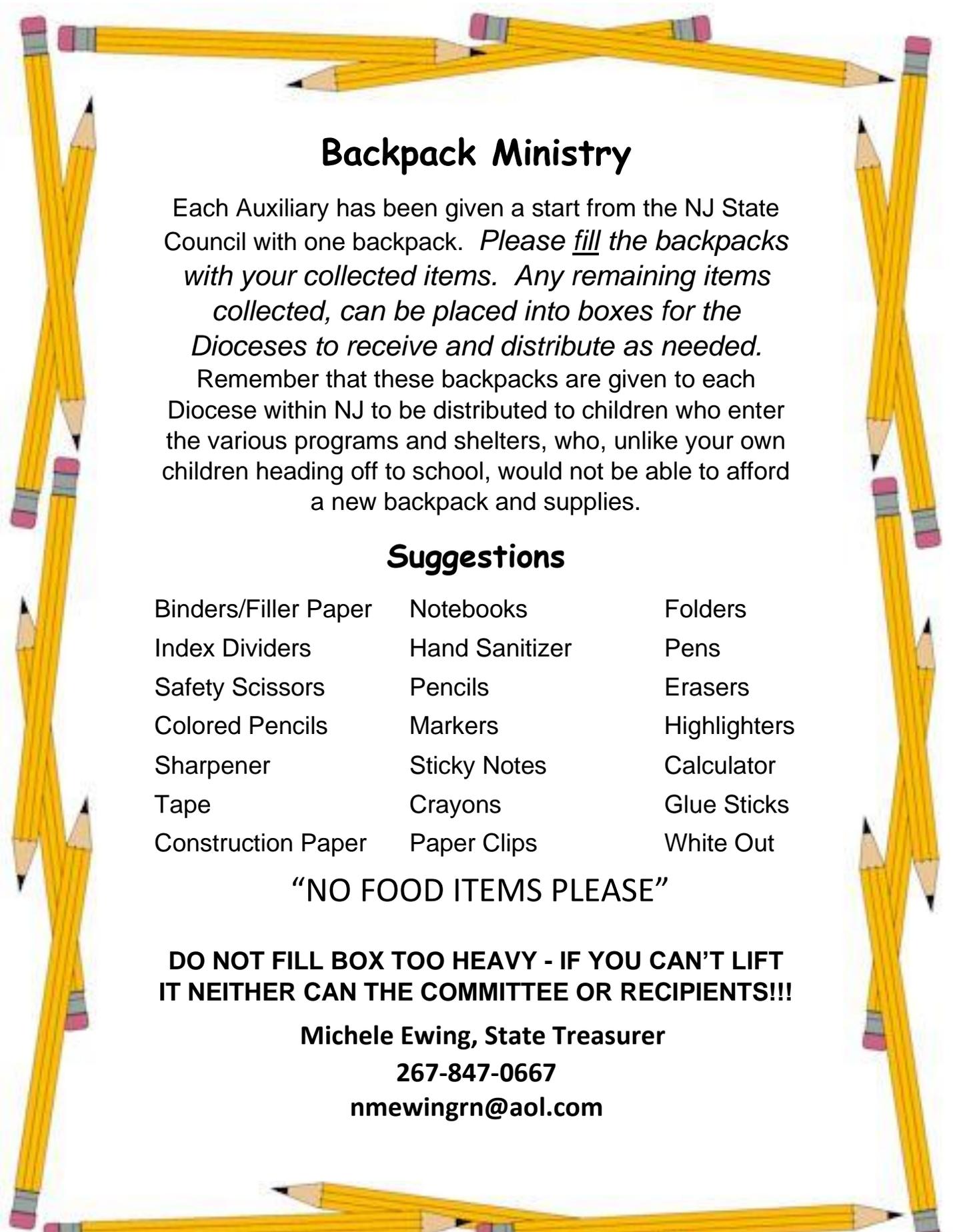
This year we will be starting the *Supermarket Gift Card Program*. We will be collecting supermarket gift cards (value \$5 and above) to distribute evenly to all 5 Archdiocese at the convention. Rays of the sun, filled with your generous gift card donations, will be given to the Archdioceses to distribute to people in need in their area.

If you would like to assist, please send your gift cards,
or checks (made payable to NJ State Columbiettes) to:

Bernadette Watson
2511 Branford Avenue
Union, NJ 07083

If you have any questions, please feel free to contact,
Fran Corcione, State President at 973-454-4145



A decorative border made of several yellow pencils with pink erasers and sharpened tips, arranged in a rectangular frame around the text.

Backpack Ministry

Each Auxiliary has been given a start from the NJ State Council with one backpack. *Please fill the backpacks with your collected items. Any remaining items collected, can be placed into boxes for the Dioceses to receive and distribute as needed.*

Remember that these backpacks are given to each Diocese within NJ to be distributed to children who enter the various programs and shelters, who, unlike your own children heading off to school, would not be able to afford a new backpack and supplies.

Suggestions

| | | |
|----------------------|----------------|--------------|
| Binders/Filler Paper | Notebooks | Folders |
| Index Dividers | Hand Sanitizer | Pens |
| Safety Scissors | Pencils | Erasers |
| Colored Pencils | Markers | Highlighters |
| Sharpener | Sticky Notes | Calculator |
| Tape | Crayons | Glue Sticks |
| Construction Paper | Paper Clips | White Out |

“NO FOOD ITEMS PLEASE”

DO NOT FILL BOX TOO HEAVY - IF YOU CAN'T LIFT IT NEITHER CAN THE COMMITTEE OR RECIPIENTS!!!

Michele Ewing, State Treasurer

267-847-0667

nmewingrn@aol.com

NJ State Council Columbiettes
Introduces *The School Supply Store*

Why bring the School Supplies to the Convention when we can do it for you?

Purchase Backpacks filled with School Supplies or School Supply Kits and we will do the heavy lifting for you!



\$14.00 Per Kit (22 Piece Kit)

- 1-18" Backpack
- 1-One Subject Spiral Notebook
- 3- Two-Pocket Folders
- 1-Canvas Pencil Case
- 5-#2 Pencils
- 5- Ballpoint Pens (2-Blue, 2-Black, 1-Red)
- 1-Pencil Sharpener
- 1 Packet-5 Crayons
- 1-Ruler
- 1-Child Safety Scissors
- 2-Highlighters
- 2-Washable Glue Sticks
- 3-Pink Erasers

Already have the Backpack? You Can purchase just the School Kit

\$8.00 Per Kit (21 Pieces)

- 1-One Subject Spiral Notebook
- 3- Two-Pocket Folders
- 1-Canvas Pencil Case
- 5-#2 Pencils
- 5- Ballpoint Pens (2-Blue, 2-Black, 1-Red)
- 1-Pencil Sharpener
- 1 Packet-5 Crayons
- 1-Ruler
- 1-Child Safety Scissors
- 2-Highlighters
- 2-Washable Glue Sticks
- 3-Pink Erasers



\$1.00 from the sale of these items will be donated to the Knights Ukraine project

| | |
|---|---|
| <p><i>For Convention Delivery Form Due By May 1, 2023</i></p> | <p>Make Check Payable to NJSCC; Memo Line: School Supplies Mail to NJSCC Attn: Michele Ewing, Chair 3415 Palace Court, Pennsauken, NJ 08109</p> |
| Name: | |
| Email: | Phone Number: |
| Auxiliary: | Amount Enclosed: |
| # of Backpack Kits (\$14 each): | # of School Supply Kits (\$8 each): |





TRIAL Size only please

Place items in new or gently used pocketbooks

**DO NOT FILL BOX TOO HEAVY - IF YOU CAN'T LIFT IT
NEITHER CAN THE COMMITTEE OR RECIPIENTS!!!**

Suggestions

- | | | |
|------------|-------------|----------------|
| Hand towel | Comb | Deodorant |
| Wash cloth | Brush | Facial Tissues |
| Soap | Razor | Lotion |
| Shampoo | Conditioner | Mouthwash |
| Toothbrush | Toothpaste | |

“NO FOOD ITEMS PLEASE”

Consider putting a note with the name of your auxiliary so that the recipients know who made the donation and that you are keeping them in your prayers.

Any questions please contact:
Michele Ewing, State Treasurer
267-847-0667
nmewing@aol.com





*Marketing
and
Publicity*



Social Media Program

SHARE YOUR NEWS...

INSPIRE OTHERS AND BE INSPIRED!

Please share your initiatives, charity work, **Columbiette** fundraisers on the New Jersey Facebook Page

Please encourage your members to join our page-

New Jersey State Columbiettes

Be on the lookout for State Programs

Contact Donna Lewandowski,
State Secretary with any questions

Donnalew1@optonline.net



I hope that you have explored the NJ State Columbiette website and have found it to be a very useful tool. As we continue to expand what is made available on the website we are able to ensure that each of our Sister Columbiettes have at your fingertips all that you need to help your Auxiliary grow.

Announcing that NJ State Council Columbiettes and the NJ State Knights of Columbus have agreed to provide a link to each other's website on their respective website as of July 2019

New Jersey State Columbiettes website has a link to the NJ State Knights of Columbus website. This is the URL: <https://www.njcolumbiettes.com/>

Secure | <https://www.njcolumbiettes.com>

New Jersey State Council Columbiettes

Mission Statement

The Columbiettes are an international organization of Catholic women presently established in the United States and Canada.

This organization was founded in 1939, by Margaret Mary J. Mangan, who later became the first Supreme President; Past Faithful Navigator John Leo Coyle and Past Grand Knight Charles P. Maruca under the inspiration of Msgr. J. Francis Mc Intyre, then Chaplain of the New York Chapter Knights of Columbus, who later became J. Francis Cardinal Mc Intyre of Los Angeles, and was established to form Catholic Women's Auxiliaries to be affiliated with and support the Knights of Columbus.

To our founders we dedicate ourselves to do God's work on Earth promoting unity, Christ's love for each of us, and zeal to serve God through Faith, Hope and Charity.

To learn more about the New Jersey Knights of Columbus, click [here!](#)

Click on the [link](#) and you be on the home page for NJ State Knights of Columbus website.



Protocol

EMAIL ETIQUETTE

Your Address Book

DO NOT use your membership list as your own personal address book. Many members hardly know you and do not want to share your jokes, recipes, political views, or buy any merchandise you are selling.

Review Your Message Before You Send

After you enter your recipients' addresses, create an appropriate subject line, write your message, and attach a couple of supporting documents, go back and make sure you did everything right:

- Review the message. Is anything unclear? Are there any grammatical errors or typos? Did you say everything you wanted to say?
- Check your sources. Would a link to an outside source clarify your meaning? Would a link help your recipient find a website quickly?
- Look at the recipient names. Did you forget an important person who needs to see the message? Did you add someone that shouldn't see the message?
- Look at your address. If you have more than one, be sure to send the message from the most appropriate one for the purpose of the message.
- Determine the message priority. Does the message need to be tagged as important?
- Add supporting documents. Did you forget the attachments?

Don't Always Reply All

You should know when and when not to Reply All to group emails. If everyone in the original email (the one you're responding to) needs to know what you have to say, use Reply All.

For example, person A emails you and person B to come up with ideas about how to celebrate your friend's birthday. Your response is relevant for both person A and person B, so use Reply All to reply to both of them.

If someone sends a party invitation through email to you and 20 other friends, your response isn't relevant to the other mail recipients, so use Reply to send a response only to the original sender.

Write Effective Subject Lines

The key to writing a good email subject is to make sure that it briefly captures the essence of your message. Here are a few examples:

- Meeting Changed to 7:30
- Halloween Party Invitation
- Details of Initiation Ceremony
- Request for Fundraising Event Volunteers

To make subject lines more effective, include the action you want the recipients to take, such as:

- Halloween Party Invitation - RSVP by May 11
- Initiation Ceremony – Tuesday – 7:00 P.M. - RSVP

Explain Why You Forward

When you forward an email message from someone else, explain to the new recipient why you're doing it and how you expect them to benefit from it. For example, let's say a member, Joan, sends you a question, and you don't know the answer. Forward the message to your President, Sara, with a note saying, "Sara, Joan wants to know the process for logging in to our Supreme website. See below for details. Can you help?"

Explain Why You CC

If you cc someone on an email message, explain to the primary recipient that you're doing so, and why. For example, let's say Jenna wants to join your Auxiliary, and you're sending her information about it. You would cc the membership chair, Ann, and write to Jenna, "I'm cc'ing our membership chair, Ann, so she can see what I'm sending you and fill in anything I might have left out." When you use this process, Ann also knows why she's receiving a copy of the message.

Let the Sender Know Their Message Has Been Received

Email messages can get lost in the mail or in the spam filter. As a courtesy, especially with important messages (such as those with attachments or having to do with deadlines), write a short note to let the sender know their email was received. For example, if your President assigns you a committee to work on, reply with, "Got it, I'll get started tomorrow."

Use Acronyms Sparingly

Not everybody knows every acronym, so use as few as possible, and only when you're sure the recipient knows what they mean. There are several acronyms that are commonly used in email correspondence. Here are a few:

- ASAP: As Soon as Possible
- BTW: By the Way
- EOD: End of Day
- EOM: End of Message (typically used in the subject line to indicate there is no email body to follow)
- EOW: End of Week
- FYI: For Your Information
- IMO: In My Opinion
- OOO: Out of Office
- Y/N: Yes or No

Be Careful with Sarcasm and Humor

Because you don't get the context of facial expressions and tone of voice in email, it's not a good medium for expressing sarcasm or humor, especially with recipients you don't know well. Express your message simply and straightforwardly, at least until you get to know a recipient better. If you really can't help yourself, include a smiling or laughing emoticon to show you're kidding around.

Avoid Politics

The recipient of your email may not share your political views. Don't lose a friendship over your feelings for a political party,

Choose an Appropriate Ending

Sometimes it's hard to know how to end an email message. Here are a few suggestions, based on the situation:

- Thanks, or Many Thanks: If you're asking for a favor.
- Love or Hugs: If the recipient is a friend or family member.
- Cheers or Best: If the recipient is a casual acquaintance.
- Sincerely: If your message is formal.

Section V

Protocol

Protocol

Introduction

Protocol is the observance of the accepted practices and customs of an organization which gives certain recognition to Officers and shows respect to guests and members. It promotes orderly procedures and good relations among members at all levels.

Columbiette protocol covers anything that is proper and in good taste – formality, suitable dress, seating customs and regulations dealing with the ceremonials and etiquette of our Order.

The Officers elected to serve the organization should be given proper consideration for the office they hold. One's personal dislikes should not jeopardize respect for the office held.

Meetings

The President must conduct her meeting as outlined in the Columbiette Administration Manual.

The Supreme Constitution and Laws and local By-Laws (Auxiliary and Chapter) must be followed.

Robert's Rule of Order, newly revised, is the parliamentary authority adopted by the Columbiettes.

The President should prepare the agenda before the meeting and open the meeting at the appointed time. A grace period of ten minutes is all that can be allowed. As the Presiding Officer, the President must control the meeting politely and firmly. At times, deliberate pauses gives members time to assimilate what has been said.

Members should arrive on time for a meeting and should not leave until the meeting is adjourned.

When a member wishes to speak, she does so by rising from her seat, addressing the chair as "Madam President" and identifies herself. The President will acknowledge.

Do not stand while waiting for recognition when another already has the floor. Do not fail to be seated, at once, if someone rises for a point of order while you have the floor. Do not try to compete with the speaker by whispering with your neighbors.

Organization business should be discussed at the meeting, not after its conclusion.

The President should refer to and address the Officers by their proper title. This sets a good example for the Columbiette members to follow.

When seated at a head table, Officers and Chairman should be attentive, should not fidget or become distracted. They are in a leadership role and their example should reflect the decorum of the organization.

The President is to avoid using the word "I" when speaking and reporting to the membership. All Officers should mingle with the members at the close of the meeting. New members should be made to feel welcomed and accepted. The use of nametags is a helpful way for members to become acquainted with one another.

Dress During Meetings

The President, in keeping with the dignity of her office, should be neatly and properly dressed. She should request her Officers to do likewise; thus, she will have set the proper dress code for the membership to imitate.

Dignitaries at Meetings

The structure of our organization permits only Columbiettes, 3rd degree (or higher) Knights of Columbus, Clergy, Deacons and Nuns to attend our meetings.

Priests, Deacons, Nuns, Supreme Officers, Supreme Directors, State Officers, Territory Deputies, District Deputies, Chapter Presidents or Special Guests should be accorded due recognition for the position they hold. Seating should be in accordance with the place of honor that corresponds with their position.

Any dignitary arriving while the meeting is in progress should be escorted to the rostrum. On entrance, the President will rap the gavel three times for all to stand until the individual is properly seated.

Members elected to office at other levels, when present at their home Columbiette meeting, need not be specifically recognized unless they have been invited or requested to be recognized. This permits the Officer to participate in the regular business of their Auxiliary without involving the position held.

Correspondence

Letters should be typed when possible on letterhead stationery. If the Auxiliary does not have stationery, the name and address with postal zip code and telephone number should be shown in the heading.

Correspondence should be addressed to the individual, using full proper name, followed by proper title, whether a Columbiette, Knight of Columbus, a Priest or a Business person. If an individual has more than one title, the highest-ranking title is always used. Names of civic and religious individuals are prefixed by such forms as: His Excellency, The Honorable, Reverend Mother, etc. Prefix titles of Mr., Mrs., or Ms., are omitted when the individual has another official title. If the individual has no title, Mr., Mrs., or Ms. should always be used as a prefix to his or her name. When addressing an individual as an official of an organization, the name of the organization should always be shown on the next line.

For Example:

His Eminence Joseph Cardinal Smith, D.D., J.C.D.
Archbishop of Salem
225 North Eighteenth Street
Salem, MA 05987
The salutation in this case would be Your Eminence

Most Reverend Daniel R Jones, DD
Bishop of Salem
201 Broadway
Salem, MA 05962
The salutation would be Your Excellency

Sister Jeanne Smith, R.S.M
Mercy Center at Salem
167 Neck Road
Salem, MA 05921
The salutation would be Dear Sister

(Name), Supreme President
Columbiettes Supreme Office
297 Willis Ave.
Mineola, NY 11501
The salutation would be Worthy Supreme President

Name) Supreme Knight
Knights of Columbus
Supreme Office
1 Columbus Plaza
New Haven, CT 06510
The salutation would be Worthy Supreme Knight

In the event that you have a close working relationship with any Officer, your letter need not be so formal. You first must acknowledge the office held. The salutation would then be Worthy Madam President and Dear Mary.

The individual's full proper name and title are always shown on both the letter and the envelope.

Invitations

Invitations should be sent to guests at the discretion of the President.

A guest visiting an organization merits the same consideration and courtesy accorded an invited guest at home.

A letter of invitation should be sent to a guest, preferably a month in advance of the event. It should contain all pertinent data as to time, place and date. If tickets are being used for a function, they should be forwarded, suitably marked with all information and details, along with the invitation. Indicate whether formal or informal dress is required for the event. In your letter to a guest, indicate that an early reply would be appreciated.

When inviting a guest to be a program participant, explain in your initial letter what your desires are and the length of time allotted for participation.

All invitations should be sent in the name of and signed by the President. She may request that replies be directed to a Chairman or Committee member.

Greeting Your Guests

Proper title should always be used.

Example:

Supreme President of the Columbiettes _____

Supreme Knight of the Knights of Columbus _____

President of the NY State Council Columbiettes _____

State Deputy of the NY State Knights of Columbus _____

District Deputy of the 6th Connecticut State District of the Knights of
Columbus _____

President of the Eastern Chapter Columbiettes _____

Chairman of the Eastern Chapter Knights of Columbus _____

President of the Northern Council Columbiettes _____

Grand Knight of the Northern Council Knights of Columbus _____

Speakers and Speeches

The person in charge of a program should decide in advance which guests are to speak and the time allotted for each speaker. The guests should be notified at the time the invitation is extended if they will be expected to speak. There should be only one guest speaker – the last speaker on the program. Remarks from others should be limited to two minutes each.

A Supreme Officer, State Officer or District Deputy should always be given an opportunity to speak whenever she appears at a function or meeting. When several dignitaries are present, it is proper to call on the senior ranking officer to speak; however, all should be recognized and accorded proper respect.

If a speaker is not a member of the Order, he or she should have previously been given complete information about the audience so that the speech given is appropriate.

Adequate acoustical facilities should be provided and, if possible, the speaker given the choice between use and non-use of a microphone.

A guest speaker should be thanked publicly and privately. A thank you letter should be sent the following day.

Appropriate salutation to those present should always be used before speaking.

Head Table

At any gathering of the Columbiettes, the Clergy, Columbiettes, Knights of Columbus, Supreme Officers and Directors, State Officers, District Deputies, Chapter Officers, Auxiliary Presidents and Grand Knights (Masters and Navigators of the Fourth Degree) are always honored guests and as such should occupy a seat of honor at the head table. In cases such as this, only the top ranking officials should be seated at the head table. Other dignitaries should sit at designated seats in the audience and be introduced at an appropriate time by the Mistress of Ceremonies.

Seating

The Toastmistress or Presiding Officer is always in the center of the head table or right off center first place. The Guest Speaker or Guest of Honor is always seated at the right of the Toastmistress or Presiding Officer and takes precedence over any other dignitary. Other Guests of Honor may be seated right or left of the Toastmistress or Presiding Officer according to rank. When feasible, Columbiette Officers and Knights of Columbus Officers of equal rank should be seated next to one another at the head table and introduced at the same time. Guests are introduced from right of the table towards middle. Then Left towards middle of the table, excluding speaking members.

All should rise when the head table members enter and remain standing until they are all seated.

For speaking programs, guests are introduced from lowest rank up to the main speaker of the occasion. A person of junior rank should never speak after someone with a higher office, unless they had been selected specifically as the speaker for the occasion. Persons introduced from the audience should be ranked from top down as opposed to speakers who appear from the lowest up.

When more than one Priest is present and a speaker does not wish to mention each by name, she should say Reverend Monsignor and Reverend Fathers. One never should use Reverend Clergy, unless Clergymen from other faiths are present.

The following priority list should apply for seating arrangements:

1. Bishops, Priest
2. Columbiettes, Knights of Columbus (in ranking order)
3. Civic dignitaries
4. Other organizations

Rank is to be observed as follows for Columbiettes and Knights of Columbus:

Columbiettes

Supreme President
Supreme Officers
Supreme Directors
Supreme Past Presidents
State Presidents
State Officers
State Past Presidents
Chapter President
District Deputies
Chapter Officers
Past Chapter President
Auxiliary President
Auxiliary Officers
Past Auxiliary President

Knights of Columbus

Supreme Knight
Supreme Officers
Supreme Master
Supreme Directors
Vice Supreme Master
State Deputy
State Officers
Past State Deputies
District Deputies
State Directors
Past State Deputies
District Deputies
District Master
Former District Masters
District Marshall
Chapter Chairman or Chapter President
Grand Knights
Faithful Navigators
Chapter Officers
Council Officers
Assembly Officers
District Wardens

Flags

Our Country's flag may be displayed flat, above and behind the speaker. If on a pole, it should always be at the right side of the speaker as she faces the audience. Other flags should be at the speaker's left. The flag should not cover a speaker's podium nor be draped in front of a platform.

When the flag is displayed horizontally or vertically against a wall, the stars should always be at the observer's left.

Jewels

Jewels are worn at all Auxiliary meetings. At Auxiliary or Chapter functions and socials, it is proper and fitting that the President and District Deputy wear their jewels of office. All other Auxiliary Officers are encouraged to wear their jewels.



*NJ State
Council
Columbiettes
By-Laws*

June 2022

New Jersey State Council
Columbiettes
By-Laws



These By-Laws are not the property of any individual Columbiette and are to be placed in the Administration Manual.

Revision to June 2022

ARTICLE I

NAME – PURPOSE – POWER AND AUTHORITY

SECTION 1 – Name:

This Organization shall be known as the New Jersey State Council Columbiettes and shall comprise Ladies Auxiliaries of the Knights of Columbiettes, which are affiliated under the name of Columbiettes within the boundary of the State of New Jersey.

SECTION 2 – Purpose:

This Organization pledges to promote the spiritual, social, intellectual and economic welfare of its member; to be of aid to the affiliated Auxiliaries; to render whatever assistance may be requested by the Knights of Columbus.

SECTION 3 – Powers and Authority:

This Organization is authorized, at the Annual Meeting thereof, to take into consideration all matters whatever relating to the well being and good of the Order and laws of the Columbiettes in the State of New Jersey, or throughout the Order of Columbiettes and to pass votes and resolutions if reference thereto, and to make report thereof, to the Supreme Council of the Columbiettes, for action, and to make laws for its own government and for the government of the Subordinate Columbiettes within the State of New Jersey, in all matters not in conflict with the Constitution, laws, rules and regulations of the Supreme Council of Columbiettes or the Board of Directors, thereof, and to make laws and rules for their enforcement. No law regulation adopted by the New Jersey State Council Columbiettes, however, shall be effective until approved by the Supreme Council of the Columbiettes or the Board of Directors to which such law or regulation shall be transmitted, for approval or disapproval, by the State President. The New Jersey State Council Columbiettes shall have the power to levy, collect and enforce such assessments upon the Columbiette Auxiliaries or membership in the State of New Jersey as it may find necessary for the defraying of its legitimate expenses. Subordinate Columbiette Auxiliaries failing to pay such assessments or the Supreme Council Columbiettes assessments shall not be entitled to representation in the New Jersey State Council Columbiettes until such assessments and all arrears thereof are paid.

ARTICLE II

MEMBERSHIP AND CREDENTIALS

Section 1 – Membership:

(a) The membership to the New Jersey State Council Columbiettes shall consist of the President and a Past President from each Columbiettes Auxiliary in good standing; the Supreme President, ex-officio, and the last living Past State President. If there be more than one Past President, the Columbiette Auxiliary shall elect one of the Past Presidents to represent it in the New Jersey State Council Columbiettes. A Columbiette Auxiliary having no Past President may elect any one of its fully initiated members in good standing in lieu thereof as a representative of said Columbiette Auxiliary in the New Jersey State Council Columbiettes. Each Columbiette Auxiliary shall elect alternates for its representation in the New Jersey State Council Columbiettes. Alternates shall be designated Number One and Number Two and either may replace the President or Past President Delegate. (Approval 2022)

(b) Past State Presidents, other than the last living Past State President and District Deputies shall be permitted the privileges of membership in the New Jersey State Council Columbiettes but without the right to vote therein, unless they be otherwise members of the New Jersey State Council Columbiettes.

(c) Chairmen of Standing Committees of New Jersey State Council Columbiettes, in number not to exceed twelve, who are not otherwise members of the New Jersey State Council Columbiettes, shall be permitted the privileges of membership in the New Jersey State Council Columbiettes, with a right to speak of questions pertaining to the functions of their respective Committees, but without the right to vote.

Section 2 – Credentials:

At least eight weeks prior to the Annual Meeting of the New Jersey State Council Columbiettes, the State Secretary shall have prepared and forwarded to the Financial Secretary of each Columbiette Auxiliary in the New Jersey State six credential forms.

The Financial Secretary of each Columbiettes Auxiliary shall complete the six credential forms by inserting the Names and Addresses of the President, the Delegate Past President and the Alternates, certify said credential forms and send one copy thereof to the State President, and one copy to the State Secretary at least three weeks before the Annual Meeting of the New Jersey State Council Columbiettes, and she shall deliver promptly one copy of said credential forms to each of the President, the Delegate (Past President) and the Alternates. Each person claiming the right of membership in New Jersey State Council Columbiettes, other than Officers thereof, shall present to the Credential Chairman thereat said credential form showing qualification of membership in New Jersey State Council Columbiettes, whereupon a card credential, signed by the State Secretary, will be issued. This card credential will be used to identify Delegates during the Annual Meeting.

Section 3 – Temporary Roll Call of Delegates:

The State Secretary shall prepare a roll of the names of all Delegates and Alternates as shown by the credentials presented to her prior to the calling to order of the Annual Meeting, and said roll shall be the roll of the New Jersey State Council Columbiettes until the Credentials Committee has submitted its report and the permanent roll has been determined by the action on such report.

ARTICLE III

MEETINGS

Section 1 – Meetings:

New Jersey State Council Columbiettes shall be convened annually, between the First day of April and the Last day of June in each year, by the State President for the election of Officers, and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the Constitution, Laws, Rules and Regulations of the Supreme Council Columbiettes; but no law, rule or regulation adopted by the New Jersey State Council Columbiettes shall be operative until approved by the Supreme Council Columbiettes or Board of Directors thereof. The State Council Officers shall fix the date of meeting for the succeeding year. The Supreme President may call a special meeting of the New Jersey State Council Columbiettes by and with the consent of a majority of the Supreme Officers.

ARTICLE IV

OFFICERS

Section 1 – Officers:

The Officers of the New Jersey State Columbiettes shall be State President, Immediate Past State President, State Vice President, State Secretary, State Financial Secretary, State Treasurer, State Advocate and State Sentinel.

Section 2 – Terms of Office:

(a) State Officers shall hold office for the term of one year from and after the first day of July following their election and until their successors have been elected and qualified.

(b) State President – A member who has served two consecutive terms in the Office of State President shall be ineligible for re-election to that office. All other State Officers shall serve no more than two consecutive terms in their respective office.

Section 3 – Eligibility:

All Officers must be members in good standing who are fully initiated, who have served, or are currently serving, as an Auxiliary or Chapter Officer. Candidates for election are not required to be Delegates or Alternates. (Approval 2022)

Section 4 – Compensation and Expenses:

(a) The Finance Committee of the New Jersey State Council will determine the amount of monies to be allocated to the State Officers for their expenses to the State Convention. Determination will be made prior to the opening date of the Convention. Said expenses to be paid by the New Jersey State Council Columbiettes.

(b) The Finance Committee of the New Jersey State Council will determine the amount of monies to be allocated toward the expenses of the New Jersey Delegates to the Supreme Convention at the meeting prior to the convening of the Supreme Convention. Said expenses to be paid by the New Jersey State Council Columbiettes.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1 – Nominations:

(a) The Nominating committee shall consist of the Immediate Past State President as Chairman, plus two duly elected members of each of the Chapters within the State. Said Committee shall meet sixty (60) days prior to the Annual Meeting, and present, in writing, its report to the Auxiliaries prior to the Convention, and during the first session under the section of Committee reports.

(b) Any duly accredited delegate may nominate a candidate on the floor of the Convention. It is not necessary, however, that any nominee be present at such Convention in order to be candidate for the particular office for which she has been nominated. The consent of said nominee must have been procured prior to the nomination. An absentees nominee's consent must be in writing. (Approval 1990)

Section 2 – Order of Elections: At the Annual Meeting

(1) The nominations for, and the election, on separate ballots, of such candidates to the offices of State President, State Vice President, State Secretary, State Financial Secretary, State Advocate and State Sentinel respectively, in that order will be held and the results declared.

(2) Then shall follow the nomination and election, on one ballot, of the representatives to the Supreme Council Columbiettes, and the declaration of the result.

(3) After which shall follow the nomination and election, on one ballot, of the Alternate Delegates to the Supreme Council Columbiettes and the declaration of the result.

Section 3 – Form of Ballot:

(a) Election shall be by secret ballot given to the Delegates to whom proper credentials have been furnished previously. No ballot containing the names of more or fewer candidates that there are places to be voted shall be counted. The candidates receiving the highest number of votes cast for Delegates to the Supreme Council Columbiettes shall be declared elected. The candidates receiving the highest number of votes for Alternate to the Delegates to the Supreme Council Columbiettes shall be declared elected in the order of the number of votes received by them respectively.

(b) When more than one candidate is nominated for any State Office, or when more candidates are nominated for Delegates or Alternates to the Supreme Council Columbiettes than the number to be elected, the election shall be by individual ballot and the procedure shall be as follows: The State Secretary shall call from the permanent roll the names of the Columbiette Auxiliaries entitled to vote and as each Auxiliary name is called, the respective Delegates shall step forward and deposit their ballots, using the card credential issued by the State Secretary, as a means of identification.

(c) In the event there is but one nominee for an office, the Secretary, by the unanimous vote of the membership present shall cast a ballot for such nominee.

Section 4 – Tellers:

The State President shall appoint as many Tellers as she deems necessary for the purpose of speedily counting all the ballots. The Secretary shall distribute the ballots for the purpose of voting for the various candidates.

Section 5 – Results:

The results of any contest shall be given to the Presiding Officer to announce.

Section 6 – Vacancies:

In the event a vacancy occurs in any State Office, said vacancy will be filled by appointment by the State Board of Officers. In case of any vacancy in the Office of Alternate Delegate to the Supreme Council Columbiettes, such vacancy will be filled by appointment by the State Board of Officers.

Section 7 – State Chaplain:

A State Chaplain shall be appointed by the State Officers.

ARTICLE VI

DUTIES OF THE STATE OFFICERS

Section 1 – State President

- (1) She shall be the Chief Executive Officer of the New Jersey State Council Columbiettes and the representative of the Board of Directors and of the Supreme President.
- (2) Shall preside at all the meetings of the State Council Columbiettes and shall be ex-officio member of all committees.
- (3) Shall appoint all committees.
- (4) Shall divide the State into Districts, which shall be subject to the approval of the Supreme President or the Supreme Board of Directors.
- (5) Shall appoint a District Deputy for each of the dully approved districts within the State, and shall have the direction and supervision of all District Deputies so appointed whose terms shall expire on June 30th each year.
- (6) Shall countersign all check and vouchers drawn and signed by the State Treasurer.
- (7) Shall select a suitable place for the holding of the meetings of the State Council Columbiettes in the city chosen this purpose and shall certify the report of the proceedings of the meetings of the State Council Columbiettes.
- (8) Shall designate a member of the Columbiettes to act as her personal secretary.
- (9) Appoint a Chairman of District Deputies whose duties shall be:
 - (a) Hold office at the pleasure of the State President, but not longer than the State President's elected term, and to serve as liaison between District Deputies and State President.
 - (b) Hold periodic conferences with the District Deputies within her district. (If more than one Chairman is appointed due to geographic locations).
 - (c) Set up a Seminar for District Deputies in September for the purpose of the Installation and a workshop pertaining to their duties.
 - (d) Assist the State President at the Installation of the District Deputies.
 - (e) Instruct District Deputies to submit a semiannual report as to the status and conditions of their individual Auxiliaries.
 - (f) Report at each State Council meeting the status of the District Deputies as to their performance and attendance to their Auxiliary and to the Auxiliaries they are assigned to.
 - (g) Follow up and notify all District Deputies on all changes whether it be a directive from Supreme or State and on any changes in the Constitution and Laws as Resolution being passed at a State or Supreme Convention.

(h) Support and instruct a District Deputy as to the formation or dissolution of an Auxiliary to be sure that the procedures are executed properly and paper work is sent to the proper person. (Approval 1996)

Section 2 – Immediate Past State President:

(1) She shall serve in an advisory capacity and shall perform such other duties as may be assigned to her.

Section 3 – State Vice President:

(1) In case of the death, resignation, disqualification, absence, refusal or neglect of the State President to discharge the duties of her office or in case of the temporary disqualification of the State President to discharge the duties of her office, the State Vice President shall perform all duties upon the State President until the disability is removed, and the State Vice President shall perform such other duties as may be reasonably required by the Laws of the Order of the New Jersey State Council.

Section 4 – State Secretary:

(1) She shall keep a true and faithful record of all meetings of the State Council and State Board of Officers meetings as well as any other meetings called by the State President.

(2) Shall have copies of the reports of the State Officers and State Committee Chairmen printed for distribution at the Annual meeting.

(3) Shall prepare and have printed forthwith a report of the proceedings of the Annual Meeting, to be certified by the State President, and shall furnish a copy of said report to each delegate to the New Jersey State Council.

(4) Shall prepare and furnish credential blanks to each Columbiette Auxiliary for the Annual Meeting.

(5) Shall, subject to the approval of the State President, select two stenographers to assist in recording the proceedings of the Annual Meeting.

Section 5 – State Financial Secretary:

(1) Shall receive and collect all monies due to the New Jersey State Council Columbiettes, credit and make record thereof, and transmit the same forthwith to the State Treasurer.

(2) Shall send all notices of all assessments to Columbiette Auxiliaries.

(3) Shall draw vouchers on the State Treasurer for the payment of all debts due from the New Jersey State Council Columbiettes.

Section 6 – State Treasurer:

- (1) She shall be the custodian of all funds.
- (2) Shall receive all monies from the State Financial Secretary, keep a true and accurate account thereof and forthwith deposits same in a bank to be designated by the State President.
- (3) Shall sign all checks and/or vouchers countersigned by the State President.

Section 7 – State Advocate:

- (1) She shall be the legal advisor of the New Jersey State Council Columbiettes and of the State Officers in all matter pertaining the Order referred to her.
- (2) Shall be the Chairman of the Resolutions Committee at the annual Meeting of the State Council Columbiettes.

Section 8 – State Sentinel:

- (1) She shall prepare the room for meetings.
- (2) Shall attend the entrance of the meeting room and shall inspect Travel Cards of members desiring entrance to the meeting room, with such assistance as the State President shall deem necessary.

Section 9 – Officer’s Reports:

- (1) All Officers shall report at the Annual Meeting of the New Jersey State Council Columbiettes and shall forward to the State Secretary a copy of their proposed reports six weeks before such meeting. (Approval 1996)

ARTICLE VII

EXECUTIVE BOARD

Section 1 – Who Comprises:

The State Officers and Immediate Past State President during their term of office shall constitute the Executive Board of the New Jersey State Council Columbiettes. All the Past State Presidents shall be considered members of this Board in an advisory capacity.

Section 2 – Meetings:

The Executive Board of the New Jersey State Council shall hold monthly meetings on the second Tuesday of each month, unless otherwise ordered by the Executive Board, in all months except July and August. An Office of a member may be vacated by her absence from three consecutive meetings of the Board without good and sufficient reason satisfactory to the Executive Board. Ten (10) days notice of each meeting of the Executive Board shall be given to each member, mailed to her at the last known address. The place of the monthly meeting shall be selected by the President in office. (Approval 2002)

ARTICLE VIII

COMMITTEES

Section 1

(1) The committees of the New Jersey State Council Columbiettes shall be divided into Standing Committees and Special Committees.

(2) The Standing Committees shall be the Audit Committee, Catholic Action Committee, Expansion/Retention Committee, Finance Committee, Press and Historian Committee, Legislative Committee, Ceremonials Committee, Public Relations Committee, Squirettes of Mary Committee, Charity Committee, Support Fund Raising Committee and Vocations Committee. (Approval 1991, 1993, 1996)

Section 2

(a) Audit Committee:

The Audit Committee shall consist of three (3) members, one of whom shall be designated Chairman, and shall audit the books and accounts of the State Financial Secretary and the State Treasurer at least twice a year, on or about January 1st and July 1st. When a change in Treasurer and/or Financial Secretary occurs the Committee will audit their books. The Audit Committee will also audit the accounts of the Convention Fund, Charity Raffle Fund and Retreat Fund. (Approval 1991)

(b) Catholic Action Committee:

The Catholic Action Committee shall consist of a Chairman and such members as shall be designated by the State President, and shall report at the Annual Meeting such matters of Catholic interest as it deems should be brought to the attention of the State Council Columbiettes, and all such other matters as may be referred to it in coordination with the Knights of Columbus.

(c) Expansion/Retention Committee:

The Expansion/Retention Committee shall consist of such members as shall be appointed by the State President one of whom shall be designated Chairman. This Committee shall initiate plans for increasing Columbiette Auxiliaries within the State of New Jersey. When inquiries are received by the State President from Knights of Columbus Councils in New Jersey she shall refer these inquiries to the Chairman of the Expansion/Retention Committee. The Chairman or a member of the Committee shall make the initial presentation to the interested Council as outlined in the Administration Manual. This Committee shall also exercise all efforts to retain existing Auxiliaries. (Approval 1991)

(d) Finance Committee:

The Finance Committee shall be composed of the State Board of Officers. It shall be the duty of the Finance Committee to invest and re-invest such portion of the funds as are not required for current expenses. The Finance Committee shall have the power to adjust and compromise, in its discretion, arrears in per capita assessment due from any Columbiette Auxiliary if such Columbiette Auxiliary shall merit such consideration. The Finance Committee shall determine the amount of money to be expended to the State Officers for their expenses to the Annual Convention of the New Jersey State Council Columbiettes and the Delegates to the Annual Meeting of the Supreme Council for their expenses.

(e) Press and Historian Committee:

The Press and Historian Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated as Chairman. This Committee shall record the history of the New Jersey State Council. They shall also, subject to the approval of the State President, give to the news media any items of interest concerning Columbiette Programs and activities throughout the State. (Approval 1996)

(f) Legislative Committee:

The Legislative Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated Chairman. The Committee shall keep apprised of legislation pending before the New Jersey State Legislature insofar as such Legislation affect Catholics and their fundamental relationship as citizens of the State of New Jersey. They should take such action as may be necessary to inform members of the Legislative and Executive Departments of the State of New Jersey of the Catholic attitude on such pending legislation. They shall advise the Auxiliaries throughout the State of their recommended course of action regarding such legislation.

(g) Ceremonial Committee:

The Advisor of the Ceremonial Committee shall be appointed by the State President. The Ceremonial Advisor will be available to Auxiliaries and Chapters for assistance with the Initiation Ceremony (Approval 2022)

(h) Public Relations Committee:

The Public Relations Committee shall consist of a Chairman and a member from each Chapter appointed by the State President and others as deemed necessary. The Primary purpose is to encourage new membership in existing Auxiliaries.

(i) Squirettes of Mary Committee:

The Squirettes of Mary Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated Chairman. The Committee shall have the responsibility of encouraging the growth and development of the Squirettes of Mary in New Jersey and shall coordinate its activities through the Chairman to the Supreme Council Squirettes of Mary Chairman.

(j) Charity Committee:

The Charity Committee shall consist of a Chairman appointed by the State President and one (1) member elected by each Chapter. This Committee shall have the responsibility of conducting at least one (1) fund raising project for Charity. (Approval 2006)

The money from said project shall be given to the charities selected by the Chapter, prorated based on the involvement and support of each individual Chapter at a time designated by the State Board of Director. (Approval 1995)

In March, each Chapter President shall advise the New Jersey State President of the charity selected and to be presented at the Annual Meeting. (Approval 1996)

(k) Support Fund Committee:

Support Fund Raising Committee shall consist of a Chairman and a representative of each Chapter in the State of New Jersey. The Chairman to be appointed by the New Jersey State President, and the members to be appointed by their respective Chapter President. This Committee shall have the responsibility of presenting a fund raising project for the New Jersey State Council Columbiettes for the purpose of operational expenses for the New Jersey State Council Executive Board. (Approval 1998)

(j) Vocations Committee:

The Vocation Committee shall consist of a Chairman and Co-Chairman and such members as shall be appointed by the State President. It shall raise funds to help Seminarians and Postulants preparing for the religious life. Such funds shall be distributed equally amongst the Chapter areas within the New Jersey Council jurisdiction. The Vocations Committee shall promote and further the movement within the Auxiliaries of the New Jersey State Council. The amounts to be distributed to the Seminarians and Postulants will be determined by the New Jersey State Council Board of Officers. (Approval 1993)

DUTIES OF SPECIAL COMMITTEES

(a) Convention Committee:

The Convention Committee shall consist of two (2) General Co-Chairs and a minimum of five (5) members, including the Hospitality Chairman, Appointed by the State President. The Chairman shall have general supervision of the plans for the Annual Meeting and report to the State Executive Board. (Approval 2009)

(b) Credential Committee:

The Credential Committee shall consist of one (1) member under the supervision of the State Secretary and shall receive and pass upon the credential presented, verify the correctness of the roll prepared for it by the State Secretary. It shall furnish each Delegate, when she registers with a card or badge as evidence of her being a Delegate and having the right to admission to the Annual Meeting. The Chairman of said committee shall submit at the Annual Meeting a list of the Delegates and Alternates, if any, whose credentials have been verified. (Approval 1996)

(c) Resolution Committee:

The Resolution Committee shall consist of the State Advocate as Chairman with one (1) member from each Chapter appointed by the State President from the State Council and shall pass upon all resolutions submitted to the State Council. Such committee shall report its recommendations at the Annual Meeting. (Approval 1999)

(d) Nominating Committee:

The Nominating Committee, as designated in Article V, Section 1, shall have the Immediate Past President as Chairman, and shall perform such duties as prescribed by said Article.

(e) Memorial Fund Committee:

The Memorial Fund Committee shall consist of a Chairman and such member as shall be appointed by the State President. The State Executive Board shall be responsible for selecting a Charity for the year to be approved by the Executive Board. The Chairman shall be responsible for accepting donations and responses for donations. All monies collected shall be given to the State Financial Secretary and presented to the selected Charity at the Annual Meeting. (Approval 1996)

(f) Jewelry Committee:

The Chairman of the Jewelry Committee shall be appointed by the State President. She shall be responsible for the ordering and distribution of all jewelry, and proper record keeping and reporting of same. All monies collected are to be submitted to the State Financial Secretary and a quarterly report of all activity. (Approval 2006)

Section 3 – Committee Reports:

(1) All Committees shall report in writing to the Annual Meeting, said report to be signed by the Chairman of the Committee presenting same, and to be sent to the State Secretary six weeks prior to said meeting.

ARTICLE IX

ASSESSMENTS

Section 1 – Assessments:

(1) An assessment on the membership of the Columbiette Auxiliary as of December 31, as shown by the records of the Supreme Secretary, in an amount to be determined by the New Jersey State Council Columbiettes, shall be annually levied to defray its expenses. (Approval 2006)

(2) The Council to which such Columbiette Auxiliary is affiliated, will, at no time be held responsible for the payment of any assessments to taxes levied against the Columbiette Auxiliary.

Section 2 – When Payable:

(1) All assessments or per capita tax must be paid thirty (30) days after notice thereof.

Section 3 – Columbiettes Auxiliary Proportionate Share:

(1) A Columbiette Auxiliary instituted during the year subsequent to July 1st shall pay a proportionate share of any per capita tax levied for the expense of the New Jersey State Council Columbiettes during the year.

Section 4 – Failure to Pay Assessments:

(1) Columbiette Auxiliaries not having paid duly levied assessments shall not have the names of their Delegates placed on either the temporary or permanent roll of the New Jersey State Council Columbiettes until they shall have paid same.

ARTICLE X

FUNDS AND FINANCE

Section 1 – Deposit of Monies:

(1) All monies of the New Jersey State Council, with the exception of the Convention Funds, the Charity Raffle Funds and the Retreat Funds shall be deposited in one general account in the name of “New Jersey State Council Columbiettes” in a depository to be selected by the State Board. (Approval 1998)

(2) All monies of the Convention Fund, Charity Raffle Fund and the Retreat Fund, shall be deposited in depository to be selected by the State Chairman of the respective Committees. (Approval 1988)

Section 2 – Receipts and Disbursements:

Money owing to the New Jersey State Council Columbiettes shall be received by check, money order or draft to the Order of the New Jersey State Council Columbiettes and forwarded to the State Financial Secretary. Money shall be disbursed ONLY by check signed by the State Treasurer and countersigned by the State President drawn pursuant to vouchers signed by the State Financial Secretary and countersigned by the State President.

Section 3 – Expenses:

(1) The necessary expenses of the State President or her representative shall be paid by the State Council Columbiettes from the general fund upon bills to be rendered within ninety (90) days.

Section 4 – Neuman/O’Shea Memorial:

The New Jersey State Council Columbiettes will make a donation to assist the special needs children with the cost of Summer Camp. The amount of the donation will be based upon the available funds in the State Treasury. (Approval 2009)

ARTICLE XI

AMENDMENTS

Section 1 – Amendments:

(1) These By-Laws or any part thereof may be amended at any Annual Meeting of the New Jersey State Council Columbiettes, after notification is written to all Delegates and Alternates, by a majority vote of the Delegates present and voting, provided the amendment is proposed as set forth in ARTICLE XII, Section 5 of these By-Laws.

Section 2 – When Effective:

(1) No amendment shall take effect until approved by the Supreme Council Columbiettes or by the Supreme Board of Directors.

Section 3 – Suspension of By-Laws:

(1) These By-Laws or any part thereof, may be suspended at a current meeting by a two-thirds vote provided the By-Law to be suspended is not part of the Constitution and Laws of the Columbiette Order.

ARTICLE XII

RULES OF ORDER

Section 1

(1) Robert’s Rules of parliamentary procedure shall govern the meeting of the New Jersey State Council Columbiettes insofar as they are applicable and not inconsistent with the Constitution and Laws of the Columbiettes and the By-Laws of the New Jersey State Council Columbiettes.

Section 2 – Quorums:

(1) It shall be necessary that at least one-third of the members of the Columbiette Auxiliaries be represented in order to conduct a meeting.

Section 3 – Privileges of the Floor:

(1) None, but Delegates, Alternate Delegates (When acting as a Delegate), the Supreme President, New Jersey State Columbiette Officers, District Deputies, Past State Presidents, Honorary State Presidents and Chairmen of Standing Committees in number not to exceed twelve, within the limits set forth in ARTICLE II, Section 1, (c) hereof, shall be entitled to the floor, except by privilege of the State Council Columbiettes.

Section 4 – Limitation of Debate:

(1) No member shall speak longer than five minutes without permission of the Chair, or more than once upon any question until all others who desire to speak have spoken. Anyone requesting the privilege of the floor must identify herself by giving her name and Auxiliary and/or title. (Approval 1991)

Section 5 – Resolutions:

(1) All resolutions and all amendments to these By-Laws must be submitted in writing and sent by certified mail with a return receipt to the State Advocate not less than ninety (90) days prior to the opening of the Annual Meeting of the New Jersey State Council Columbiettes. Resolutions and amendments may be submitted by an accredited Delegate to the New Jersey State Council Columbiette meeting, any Committee Chairman, any State Officer or any Auxiliary. If submitted

in the name of a Columbiette Auxiliary, it shall be certified under the seal of the Auxiliary by which the resolution is presented, as having been passed at a regular meeting of the Auxiliary. The Chairman of the Resolutions Committee, however, may, with the unanimous consent of the members of said Committee, present to the committee any matter for its consideration and action. (Approval 1990)

Section 6 – Roll Call:

(1) A roll call shall not be taken merely to obtain the results of a motion but only at the request of one-third of the Delegates present.

ARTICLE XIII

ORDER OF BUSINESS

Section 1 – Order of Business:

The order of business at the meetings of the New Jersey State Council Columbiettes shall be as follows:

- (1) Call to Order
- (2) Check Travel Cards
- (3) Opening Prayer
- (4) Salute to Flag
- (5) Report of the State Secretary of Regularity of Credentials
- (6) Communications
- (7) Report of Committee of Credentials
- (8) Report of State Officer
 - (a) State President
 - (b) Immediate Past State President
 - (c) State Vice President
 - (d) State Secretary
 - (e) State Financial Secretary
 - (f) State Treasurer
 - (g) State Advocate
 - (h) State Sentinel
- (9) Report of Committees
- (10) Unfinished Business
- (11) New Business
- (12) Nominations and Election of Officers, Delegates and Alternate Delegates
 - (a) State Officers
 - (b) Delegates to the Supreme Council Columbiettes
 - (c) Alternate Delegates to the Supreme Council Columbiettes

- (13) Good of the Order
- (14) Closing Prayer
- (15) Adjournment

ARTICLE XIV

MISCELLANEOUS

Section 1 – District Deputies:

(1) District Deputies shall notify the State Secretary forthwith of the institution of any new Columbiette Auxiliary in their respective Districts together with then name and address of the President and the name of the Columbiette Auxiliary.

Section 2 – Supreme Council Columbiette Delegates:

(1) The Delegates to the Supreme Council Columbiettes shall present to that body copies of all resolutions adopted by the New Jersey State Council Columbiette Meeting at which they were elected and shall furnish to the next Annual Meeting of the New Jersey State Council Columbiettes a report of the disposition made by the Supreme Council Columbiettes of said resolutions.

(2) The Delegates and/or Alternates to the Supreme Council Columbiettes support all resolutions approved at the New Jersey State Council Columbiette Annual Meeting at which they were elected.

Section 3 – By-Laws Effective:

These By-Laws shall take effect upon approval by the Supreme Board of Directors. All other By-Laws, Rules and Regulations heretofore adopted are hereby repealed.

These By-Laws were approved by the Supreme Board of Directors on November 20, 1962.

Madeline Bird
Supreme Advocate

Revised to June 24, 2022

Section 3 – By-Laws Effective:

These By-Laws shall take effect upon approval by the Supreme Board of Directors. All other By-Laws, Rules and Regulations heretofore adopted are hereby repealed.

These By-Laws were approved by the Supreme Board of Directors on November 20, 1962.

Madeline Bird
Supreme Advocate

Revised to June 24, 2022

Signature: Nadine Lecorchick

NJ State President Nadine Lecorchick

Signature: Kathleen Donahue

NJ State Secretary Kathleen Donahue

Revisions approved by Supreme Board of Directors Date: 16 July 2022

Signature: Kathleen M. Bacon

Supreme Advocate: Kathy Bacon