Leaders Guide 2021-2023

updated

Women of God

New Jersey State Council Columbiettes
Leaders Guide and Information Handbook

Table of Contents

		Section	Page #
Awards Programs			
	Program Information	1	1
	Activity Award	1	3
	Founders Award	1	7
	Recruitment	1	8
	Retention	1	10
State Programs			
	Badge Program	2	13
	Jewelry	2	14
	Echo	2	15
	Initiations Honoree	2	16
	Logo Wear	2	17
	State Directory	2	18
	State Fundraisers (30 Week Club & Remembrance Flag)	2	19
	Welcome New Members	2	22
	Weekend Retreat	2	24
Church and Youth			
	Baptismal Remembrance	3	26
	First Communion Remembrance	3	29
	Student Good Citizen Award	3	32
Vocations			
	Vocations Program Information	4	35
	Angel Pins	4	36
	Memorial Fund Cards	4	37
	Pennies from Heaven/Shake The Can	4	38
Charity, Family and Community			
	Love of Columbiettes and Charity Raffle	5	40
	Feed The Hungry	5	41
	Humanitarian Award	5	42
	Send A Hero Home	5	43
	Backpack Ministry	5	44
	Toiletry Bags Ministry	5	45
	Tab Tops - Ronald McDonald House	5	46
Marketing/Publicity			
	NJSCC Website	6	48
Protocol			
	Email Etiquette	7	50
	Guidelines	7	53

Awards Program

Women of God

Women of God
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, **"Women of God".**

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, Elena McFarland, no later than June 1st.

Attached is an outline of activities from which you may choose. Also enclosed is a 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 Fraternally,

Nadine Lecorchick

New Jersey State President

Women of God

Throughout the bible, there are many stories where God relied and depended on women. There were *Many* woman who said "yes" to God.

Our Patronesses are three major examples.

It all started with the most important yes of all…Mary's yes. When the angel came to Mary and told her she was carrying God's son, she said "yes" to His plan.

St. Joan of Arc "I am not afraid…I was born to do this" St. Joan said yes to our Lord and her last words were "Jesus, Jesus, Jesus"

St. Therese the Little Flower "Our Lord does not look so much at the greatness of our actions, or even the difficulty, as at the love which we do them"

As Columbiettes, we are all "Women of God". Saying yes to His call as we help the needy, feed the hungry, take care of His children, support our church, with every Hail Mary we say, every kind act we do as Columbiettes, we are saying "Yes" to our Lord.

For we are all "Women of God".

Columbiette Auxiliary Activities Award

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

CHURCH ACTIVITIES (3) ACTIVITIES

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/CHAIRTY (2) ACTIVITES

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 (1) ACIVITY

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 (1) ACTIVITY

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 (2) ACTIVITIES

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 (1) ACTIVITIES

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.

"Women of God" Award Program

New Jersey State Council Columbiettes
ACTIVITIES AWARD APPLICATION

Auxiliary:	**Date:**
Participation: **Church Activities – (3) – (Describe each Activity)**	
1.	
2.	
3.	
Community/Charity – (2) – (Describe Activity)	
1.	
2.	
Family Activity – (1) – (Describe Activity)	
1.	

"Women of God" Award Program

New Jersey State Council Columbiettes
ACTIVITIES AWARD APPLICATION

Youth Activity – (1) – (Describe Activity)
1.
Membership Activities – (2) – (Describe Activity)
1.
2.
Right to Life Activity – (1) – (Describe Activity)
1.

Auxiliary President:	**Date:**
Please mail one copy to:	**Elena McFarland** **Immediate Past State President** **3 Montfort Drive** **Hillsborough, NJ 08844** **Email: elena.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, 2022	
2	New Admissions	+
3	Transfers	
4.	Deaths	
5.	Re-Admissions	+
6.	Suspensions/Withdrawals	-
7.	Total Members as of May 31, 2023 (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: **Elena McFarland, NJ Past State President**
3 Montfort Drive
Hillsborough, NJ 08844
Phone: 908-428-7203
Email: elena.columbiettes@comcast.net

New Jersey State Council Columbiettes

RECRUITMENT PROGAM
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)

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

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

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 Program

Women of God

Order Directly from the Company

awardsandmore@verizon.net

Subject Line: NJ State Columbiettes
Attn: Augie or Joe

Any Questions:
Call or Email Fran Corcione
Phone: 973-454-4145
Email: mrs417@hotmail.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

COLUMBIETTE JEWELRY ORDER FORM

#	Item Description	Price	Qty	Our Cost
1.	Ribbons & Bows Stickpin	13.00		
2.	Rhinestone Butterfly Pin	19.50		
3.	Wave Pin	14.50		
4.	Rhinestone Wreath Pin	10.00		
5.	Bow Pin	10.00		
6.	Double Cross Pin	12.00		
7.	Double Gavel Pin	12.00		
8.	Silver Alex n Ani Type Columbiette Logo Bracelet	10.00		
9.	Silver Columbiette Charm	8.00		
10.	Gold Columbiette Charm	8.00		
11.	Columbiette Watch	27.00		
12.	Blue Lariat Necklace	10.00		
13.	Leather Columbiette Key Ring	4.50		
14.	Steel Columbiette Key Ring	3.00		
15.	Embroidered Columbiette Patch	5.50		
16.	Travel Card Case with Prayer card	3.75		
	TOTAL			

All prices are subject to change. Shipping charges are extra. You will be billed the actual shipping costs. Hand delivery to degrees, meetings, etc. may be available with no shipping costs.

Your name_____

Auxiliary name _____

Address _____

Phone number _____

E-mail _____

To place an order or ask a question contact:
Kathy Donahue
107 Broad St.
Perth Amboy, NJ 08861
732-826-3881
columbietteskathy@yahoo.com

Let the Good Word

ECHO

SHARE YOUR NEWS...
INSPIRE OTHERS AND BE INSPIRED!

The ECHO is published twice per year.
Feel free to send details of your activities at any time throughout the year.

Deadlines

Fall Issue - November 15th

Spring Issue - April 15th

Two ways to submit:

Mail:
Lucie Cohn
22 Nancy Terrace
Hackettstown, NJ 07840
973-699-6793

Email:
echonewsletter@hotmail.com

Women of God

New Jersey State Council Columbiettes

Initiations for 2021-2023

In Honor of

Father Jack O'Kane

Immaculate Conception Church

Auxiliary Name: _____

Address: _____

City, State, Zip:_____

President's Name: _____

Name of New Member	Sponsored By
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please mail or email to: Elena McFarland
3 Monfort Drive
Hillsborough, NJ 08844
908-428-7203
Elena.columbiettes@comcast.net

If you have additional members please feel free to complete additional forms

FARRO'S TEES
Since 1993
Screen Printing, Embroidery & More

Authorized Distributor of Columbiettes Logo Wear

ONLINE STORE

NOW OPEN!

Shop Safe and Secure Online

Follow the link below to access the webstore.

STORES.FARROSTEES.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:

Laura Labetti, State Sentinel
250 Dixon Avenue
Dumont, NJ 07628
201-788-5971
Email: labetti250@aol.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 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 3, 2022 and commencing at our State Convention on June 24, 2023.

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.

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!!

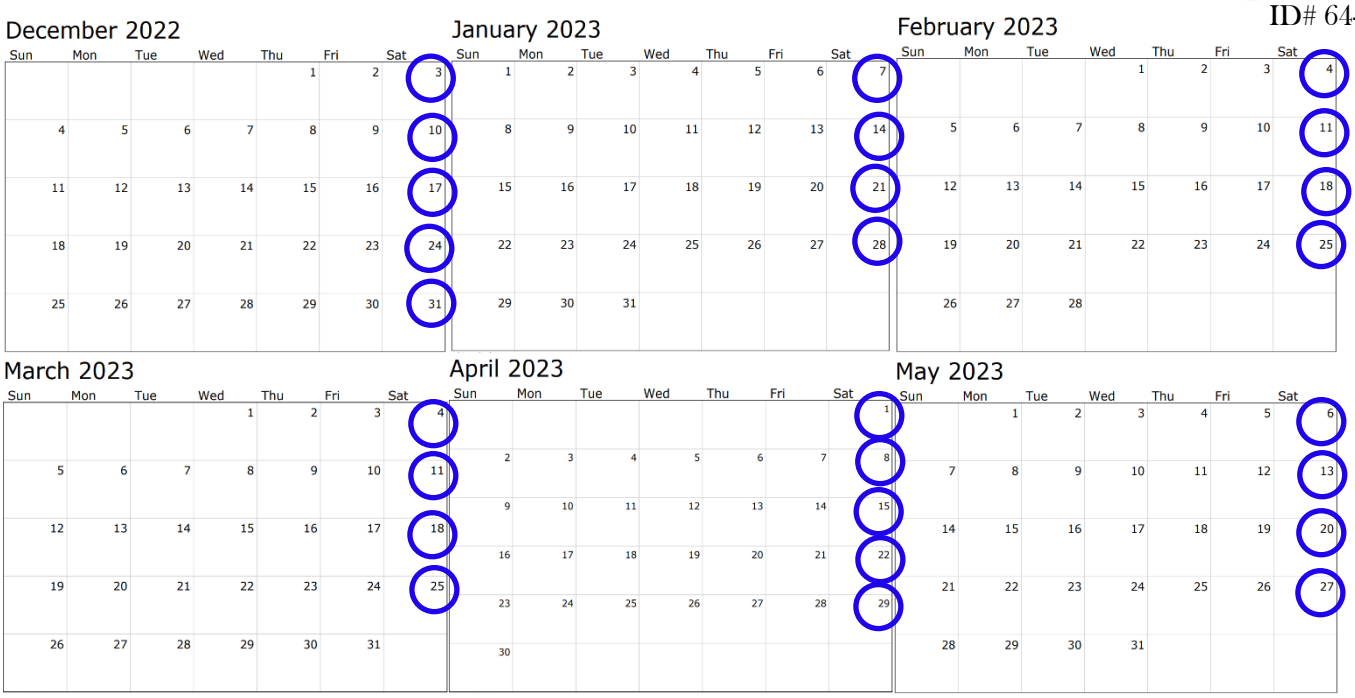
Thank you,

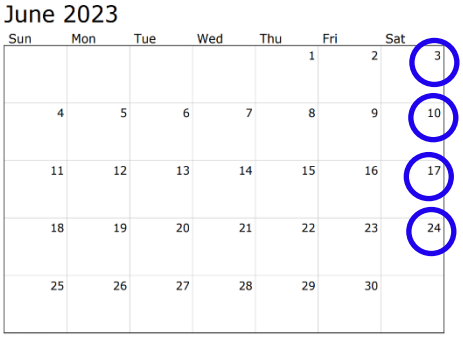
Cathe Nicholson

NJ State Treasurer/30 Week Club Chair

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

ID# 64-6-8078





All Proceeds to Benefit
NJ State Columbiettes

Thank you for Supporting!
Good Luck!!

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

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 December3, 2022. 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 3, 2022 through June 24, 2023. 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
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

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

ID# 64-6-8078

Send to NJSCC-30 Week Club Attn: Cathe Nicholson
28 Adalist Avenue, Butler, NJ 07405

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

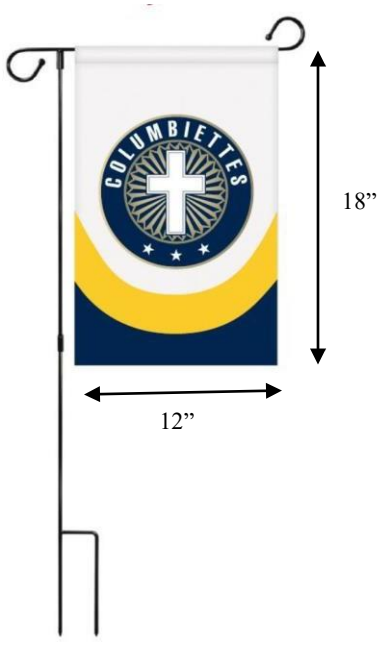
New Jersey State Council Columbiettes
Garden Flag

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:
Fran Corcione
227 Barbados Drive North
Toms River, NJ 08757
973-454-4145
Email: mrsc417@hotmail.com



New Jersey State Council Columbiettes

Welcomes New Members

Upon completion of the Initiation, a Welcome Letter along with a packet of 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: **Elena McFarland, NJ Past State President**
3 Montfort Dr.
Hillsborough, NJ 08844
Phone: 928-428-7203
Email: elena.columbiettes@gmail.com

New Jersey State Council Columbiettes Welcomes You

Women of God

With the help of Our Blessed Mother and our patron saints, St. Theresa, the Little Flower and St. Joan of Arc, we thank you for helping us to grow.
The enclosed 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.

Nadine Lecorchick NJ State President

NEW JERSEY STATE COUNCIL
COLUMBIETTES
WEEKEND RETREAT
April 28-30, 2023
At San Alfonso Retreat House

Sept. 1, 2022

My Dear Sister Columbiettes and Friends:

The New Jersey State Council Columbiettes will be sponsoring their annual retreat on **April 28-30, 2023** at San Alfonso Retreat House in West End, New Jersey where "God and the Sea Come Together" .

The cost for the weekend is **to be determined.**

Please complete the attached reservation form along with a **$50.00 check** for the deposit as soon as possible to insure a place for this year's retreat. As you know we were limited to the number of rooms our group could reserve. So, reserve early. **First Come First Reserved.**

Deposits are not refundable after March 15, 2023. Final Payment is due by March 15, 2023. If you are making payments (a maximum of 5 payments is allowed including the deposit), the last payment is **due by March 15, 2023.**

Due to the increase in the number of retreatants paying after the posted date above, all payments received with a postmark after the required date will incur an additional $10.00 fee. This fee will be used to offset the additional cost of correspondence (phone, mail, etc.)

Make checks payable to **San Alfonso Retreat House –in memo line: NJ State Columbiettes** and mail to **San Alfonso Retreat House, 755 Ocean Avenue, West End, New Jersey 07740**.

If you have any questions, please call me at 973-697-8559 or my cell 973-271-5392.

May our Blessed Mother shower you with Her Love Always.

Barbara Ann Lucarelli

Barbara Ann Lucarelli, PSP
Chairman

NEW JERSEY STATE COUNCIL COLUMBIETTES

WEEKEND RETREAT April 28- 30, 2023

At San Alfonso Retreat House

755 Ocean Avenue, West End, New Jersey 07740

Cost TBD per person

Let's come together where "God and the Sea Come Together" and be spiritually nourished among friends and new acquaintances in the beautiful spring time of the year.

Remember, that although this is a Columbiette sponsored retreat, we will accept reservations from non-members who wish to attend. This could be a recruitment opportunity for God and the Columbiettes.

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

Auxiliary if a Columbiette: _____

Special Needs: **Should an attendee require special accommodations, please indicate same on your registration form. We will make every effort to accommodate your request. Reminder: 2nd floor rooms are accessible via an elevator.**

_____

_____

Share room with or near to: _____

When special room requests are made, you must submit all reservations at the same time. Requests are available on a first come first serve based on availability.

Please include a **$50.00 check** for the deposit with this form. **Deposits are not refundable after March 15, 2023.** Registration form and check should be mailed as soon as possible. If you are making payments, the last payment is **due by March 15, 2023**. Make checks payable to **San Alfonso Retreat House , memo line NJ State Columbiettes** and mail to **San Alfonso Retreat House, 755 Ocean Avenue, West End, New Jersey 07740.**

Any questions, please call Barbara Ann Lucarelli 973-271-5392.

Church and Youth

Women of God

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 Columbites' daughter, son, grandchild, 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 REMEMBERANCE	
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

Dear “name of child”,

Congratulations on behalf of the New Jersey State Council Columbiettes Board of Officers. We are enclosing a Baptismal Remembrance Certificate and a blessed crib medal or ornament in recognition of your special day on *Month, Day, Year.* Your parents or *whoever is requesting the certificate*, are very proud of you.
We thank your parents 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
Nadine Lecorchick
State President

Women of God

Baptism Remembrance

Women of God

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.

Nadine Lecorchick, President
New Jersey State Council Columbiettes

July 25, 2021
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 Columbites' daughter, son, grandchild, niece, nephew, or God Child on the Child's First Holy Communion.

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

Women of God

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.

Nadine Lecorchick, 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 Nadine Lecorchick 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 30th. **Please note that only one entry per Auxiliary will be accepted.**

Fraternally,

Barbara Ann

Barbara Ann Lucarelli, Past State President
166 Schoolhouse Road
Oak Ridge, NJ 07438
973-697-8559
Email: bannlucarelli@aol.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 30th.

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 Columbiette.

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 30th.

Sincerely,

Auxiliary President/Chairperson

Telephone:

RSVP: Return address

Vocations Program

Women of God

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"
- "Pennies from Heaven", which is our annual penny collection.
- Memorial Fund donations

The sale of "Angel Pins" 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 15, 2023* in order to be included for distribution to the Chapter 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 card for purchase that you can include in your own personal cards.

As always, the payment of pins, 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

A wide variety of Angel Pins are available for purchase.

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 Angel Pin sales are donated to our Chapter Seminarians 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 Seminarians and Postulants,
we thank you for your support of this program.

MEMORIAL CARD

FRONT AND BACK OF CARD

All donations accepted.
Check payable to:
NJ State Council Columbiettes
% Kathleen Jessen
5 Singleton Street
South Amboy, NJ 08879
732-721-2522
kjessen5@optonline.net

INSIDE OF CARD

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.

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.

Kathy Jessen

kjessen5@optonline.net

(732) 721-2522 (home)

(732) 261-7490 (cell)

"Shake the Can" for Vocations Program

"Pennies from Heaven"
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 the five dioceses of 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 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, which falls on January 13 in 2013. Beginning in 2014, NVAW was moved to the first full week of November.

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 five Chapters/Dioceses 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 2019, the NJ State Council Columbiettes gave $2500 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 of 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

Women of God

New Jersey State Council Columbiettes

For The Love of Columbiettes and Charity

Lillian Holmes Memorial Raffle

We heard you and made some changes. We will 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, 2022. Tickets will be distributed in January 2023.

Drawing will be held on May 9, 2023-Spotswood Knights of Columbus 30 Crescent Avenue, Spotswood, 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 collet your unsold tickets.

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

SAMPLE

New Jersey State Columbiettes

FOR THE LOVE OF COLUMBIETTES AND CHARITY

LILLIAN HOLMES MEMORIAL RAFFLE

May 9, 2023

8:00 pm

Spotswood KofC, 30 Crescent Ave, Spotswood, 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 - $50.00each

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# 646-8078

SAMPLE

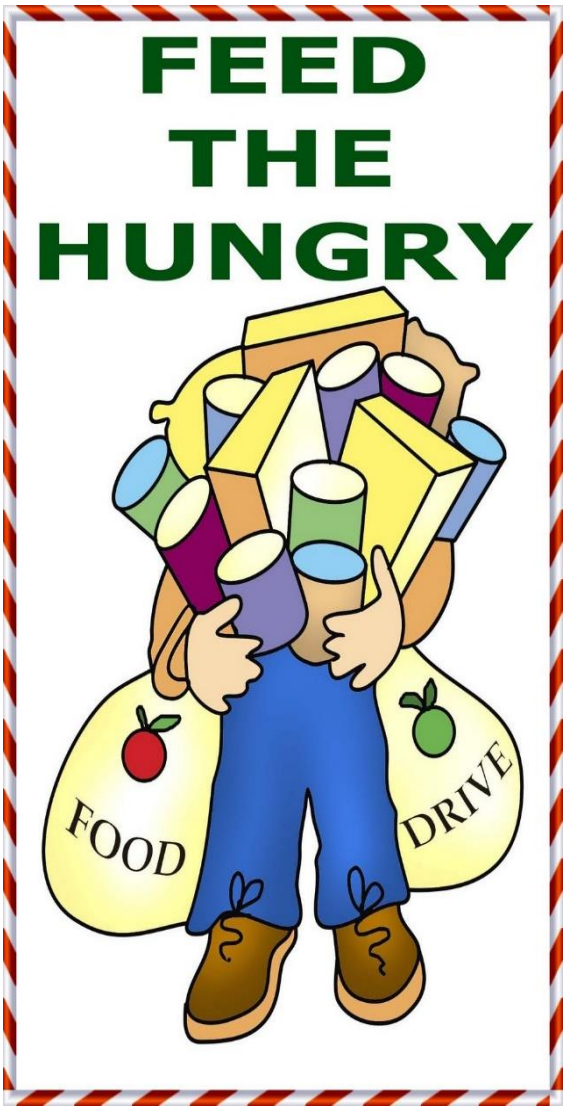
FEED THE HUNGRY

Collect food at your monthly Auxiliary meeting and weigh it. Keep track of the weight throughout the year.

After your May meeting, send in the total number of pounds of food you gave to your local food pantry to njstatefeedthehungry@yahoo.com

You will be amazed at how fast the pounds add up!!

The Top 3 Auxiliaries will win a prize at the State Convention!!



New Jersey State Council Columbiettes

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

Re: “Humanitarian Award”

On behalf of our State President, Nadine Lecorchick 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 Past State President.
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 Brother Knight or Sister Columbiette.
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 30th**
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
P.O. Box 4325
Wayne, NJ 07474-4325

Fraternally,

Lisa

Lisa Roberts, Past State President

Send A HERO Home For The Holidays

Nine and a half years ago the Knights of Columbus Councils and Assemblies in the Trenton Diocese, under the direction of State Deputy Jim Stoever, and managed by the Diocesan Federation of Knights, initiated a program to pay the transportation costs of active-duty military personnel to return home for Christmas. Their primary focus is the joint base of McGuire/Fort Dix/Lakehurst given their large population of service personnel, including enlisted people of the Army, Navy, Coast Guard, Marine Corp, Air Force and Space Force. Working with the Base Chaplains, Officers and NCOs helps identify the worthy recipients. The only restriction for applicants is their rank can be no higher than an E3-Junior Enlisted personnel. The program has been an overwhelming success as has been the outpouring of thanks and appreciation from the men and women able to go home for the holidays.

Over $500,000 has been donated over the past nine years. This fund has been used 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.

Sister Columbiettes, please consider petitioning your councils, parishes, neighbors and friends to help us to continue providing truly great gifts to these Heroes and their families. A great way to fulfill our patriotic pledge! Donations will be made during Christmas and again in May.

As Women of God, let's not forget the men and women who stand for us every day!!

Send Donation, made payable to NJSCC Memo Line: Send A Hero Home

Cathe Nicholson-Chair, 28 Adalist Avenue, Butler, NJ 07405

Auxiliary:_____ Email: _____

Contact Person:_____ Phone #: _____

Amount of Donation: _____

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!!!

Beverly Redondo

732-239-1759

Bebe0625@aol.com

Toiletry Bag Ministry

TRIAL Size only please

Place items in self-closure plastic bags

Please box the bags into a corrugated box.

Place count of bags on the outside of each carton

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	Deck of Cards
Soap	Razor	Paperback book
Shampoo	Shaving Cream	Puzzle book
Conditioner	Facial Tissues	Pad
Toothbrush	Lotion	Pen
Toothpaste	Mouthwash	Prayer Card

"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.

Cathy Incandela
973-981-8905
inky103@yahoo.com

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

The Ronald McDonald House

How It All Began

The first Ronald McDonald House was established in 1974, inspired by Kim Hill the 3-year-old daughter of Philadelphia Eagles tight end Fred Hill. When Kim was diagnosed with leukemia, Fred and his wife camped out on hospital chairs and ate food from vending machines during her treatment. Exhausted and frustrated, they wanted to create a place of refuge ad support for tother parents facing a similar situation.

Hill rallied the support of his teammates to raise funds for the cause. Through the Philadelphia Eagles General Manage, Jim Murray, the team offered its support to Dr. Audrey Evans, head of the pediatric oncology unit at Children's Hospital of Philadelphia. Their partnership led to the first Ronald McDonald House, based in Philadelphia.

Stemming from this vision, Ronald McDonald Houses are now available throughout the world. In fact, ore than 10,000 families are guests each night at nearly 300 houses in 30 countries. Two of these houses are in New Jersey. One in Long Branch and one in New Brunswick. The New Brunswick house opened in 2005. Between the two more than 4,000 families have been helped.

The New Brunswick house includes:

*** Six themed bedrooms with private baths and phones with voicemail, the smallest bedroom can accommodate up to three people and the largest up to six.

*** A full kitchen with two of each appliance, a well-stocked pantry and a food storage area for each family.

*** Laundry facilities with supplies

*** Hygiene items, linens, and towels

*** A comfortable living room with new computers

*** A bright, fun playroom with an area for teens.

*** An enclosed yard with a playground area and a covered porch for relaxing.

Ronald also has a wish line for his families. For more information, contact:
Melinda Rispoli, House Manager at 732-249-1222 or mrispoli@RMH-cnj.org

It is so easy to collect the tabs. The tabs on pop cans can be easily removed by twisting them back and forth until they break off. Because the actual tabs are so small, they can be collected in many types of convenient containers.

RONALD MCDONALD HOUSE CHARITIES

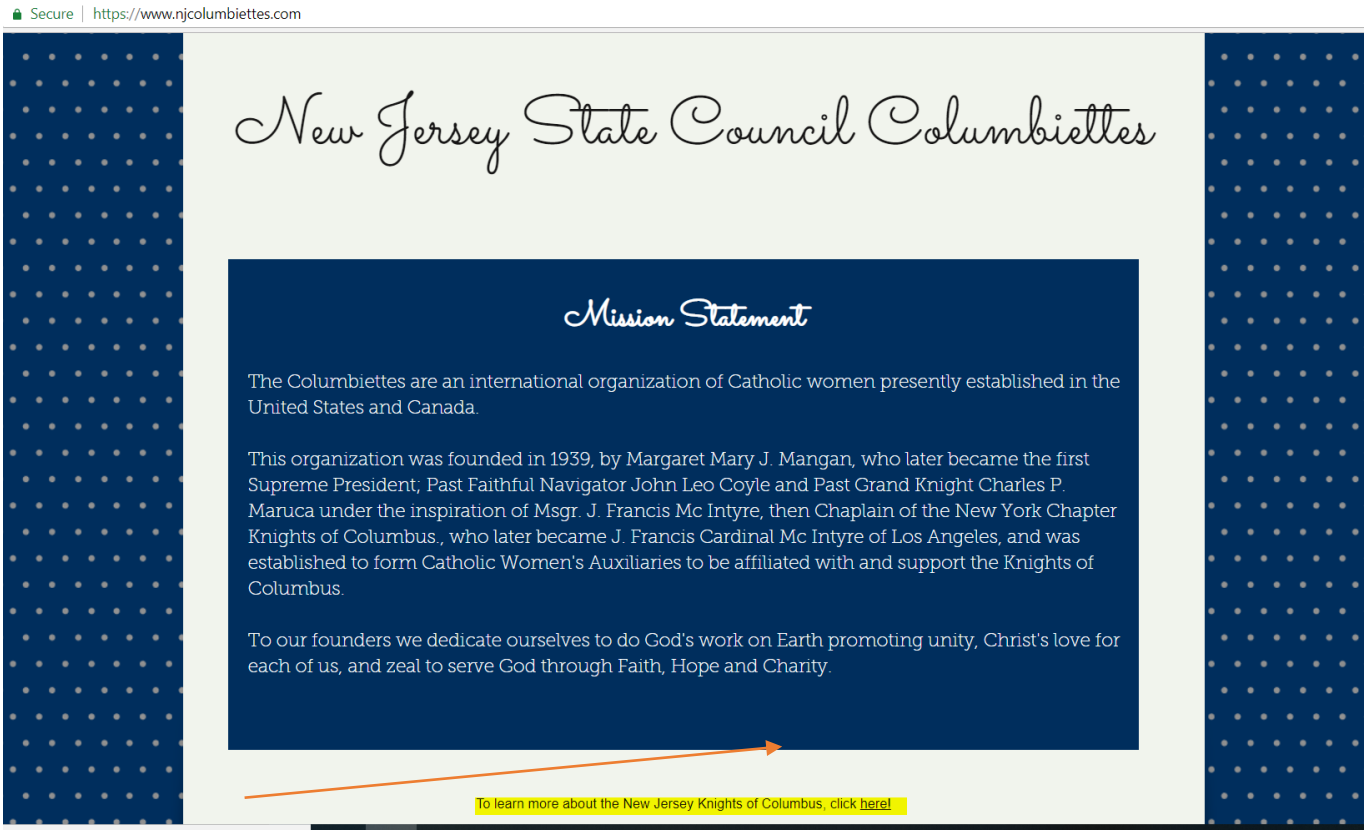
Marketing and Publicity

Women of God

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.

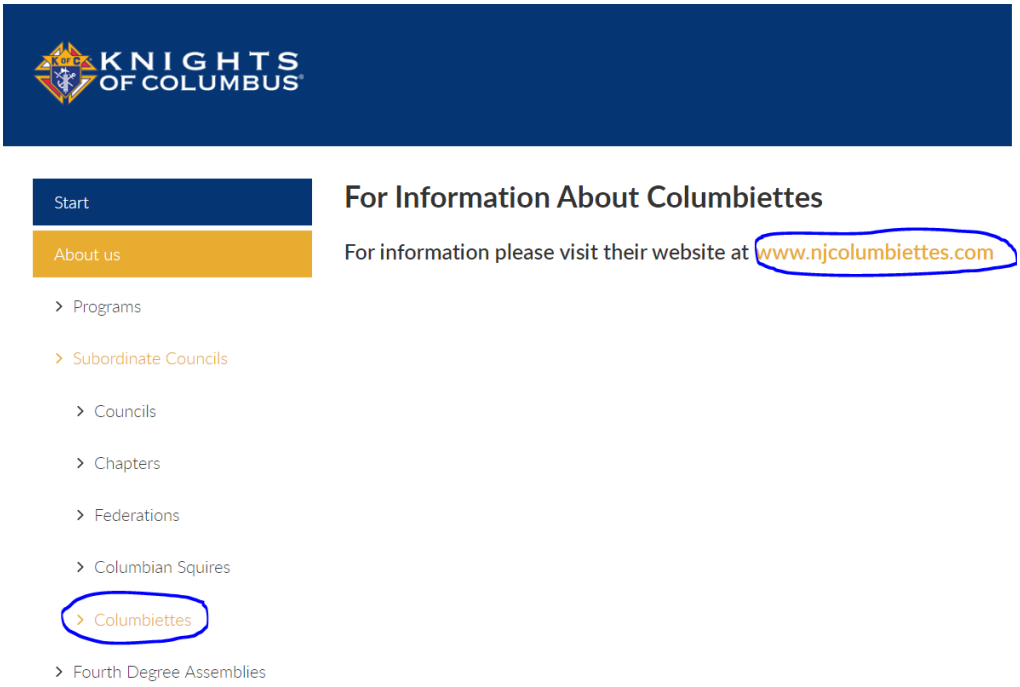
Announcing that NJ State Council Columbiettes and the NJ State Knights of Columbus have agreed to provide a link to each other's website on their respective website as of July 2019

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



Click on the link and you be on the home page for NJ State Knights of Columbus website.

Below is the New Jersey State Knights of Columbus website and how to find the link to the NJ State Council Columbiettes website.



To view the link after opening the NJ Knights website go to:
About Us / Subordinate Councils /Columbiettes – the above screen will be displayed.
Click on the link and you will be in the NJ State Columbiettes website.
https://www.njkofc.org/about-us/subordinate-councils/columbiettes/

We are hoping that this endeavor will help each organization to grow in membership.

facebook

New Jersey Columbiettes

Like our Page to receive information from the State Council and Our Auxiliaries.
Feel free to share your Auxiliaries' events on the State's page.
30 Week Club winners are also posted on the Facebook page
Saturdays December through June.

Protocol

Women of God

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 loose 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	Knights of Columbus
Supreme President	Supreme Knight
Supreme Officers	Supreme Officers
Supreme Directors	Supreme Master
Supreme Past Presidents	Supreme Directors
State Presidents	Vice Supreme Master
State Officers	State Deputy
State Past Presidents	State Officers
Chapter President	Past State Deputies
District Deputies	District Deputies
Chapter Officers	State Directors
Past Chapter President	Past State Deputies
Auxiliary President	District Deputies
Auxiliary Officers	District Master
Past Auxiliary President	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.