



Celtic Women International

P. O. Box 58
Butler WI 53007
Celticwomen.org

HOW TO ESTABLISH A LOCAL BRANCH CELTIC WOMEN INTERNATIONAL

Celtic Women International, Ltd. (CWI) is a world- wide non-profit organization dedicated to recognizing the contributions that Celts have made to the world. Its state mission is to honor, celebrate and promote Celtic women and Celtic heritage. CWI honors these women by sharing their stories of success, hoping to inspire others to follow in their footsteps. CWI celebrates Celtic heritage by promoting awareness of local Celtic-related activities.

CWI strives to achieve its mission and purpose by ensuring that decisions and actions are made with concern for:

- Inclusive and global membership
- Balance of intellectual and cultural pursuits
- A global community through sharing and support
- Diversity within the Celtic Culture
- Integrity, credibility and authenticity

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Set an initial planning meeting

All you need to do is to find dynamic Celtic Women. It is really easier than it sounds. Here is how to begin.

- Let CWI know that you are considering setting up a local branch. We will send you brochures, sample publicity materials and other resources.
- Mention CWI to anyone you know that has an interest in or has Celtic Roots. We find these people at Celtic Music Sessions and shows, Irish Fests, Genealogy Centers, classes that feature Celtic crafts or customs or just among our friends and acquaintances.
- It helps to have one person as enthusiastic as you are to cheer you on.
- Then determine a date for the first organizational meeting.
- Send personal invitations to **everybody** that you think might be interested in this kind of a club.
- Invite friends, relatives and their friends to discuss your interest in forming a branch of Celtic Women International.
- Have nametags (if everyone doesn't know each other)

- Hold the first meeting in a home if the group will not be too imposing. Serve simple refreshments: Tea, coffee and cookies or Irish cakes are quite sufficient.
- Music is nice
- 5-6 interested attendees actually is a great start!

Discuss what would you like the group to look like?

- A formal organization with officers?
- More loosely organized group, with a facilitator/leader who schedules and runs meetings?
- Planning group to set up meetings or "gatherings" for existing special events?
- Based around a theme or activity, such as a Celtic book club, theater goers group, special event(s) or travel group?
- Meetings with presentations by area speakers, musicians, actors, historians, etc.?
- Will you need to collect donations to pay for rent for a meeting room, or will you be able to find a free space?

Set goals for your first year.

- Present your own thoughts as to the goals and the rules of the group.
- Solicit and listen to their ideas.
- Keep the goals simple! For example, you may want to decide to plan gatherings for every other month to discuss a selection book or topic. You may also decide that you want to invite everyone to gather for a special Celtic Holiday Traditions party, with details and location to be determined later. A good first year goal might also be to increase membership or attendees to double or triple your original group.
- Discuss how your goals and organization relate to the mission of CWI. For example, if you plan to discuss Celtic books, your goal may be to read books written by or about Celtic women; if you plan to form a theater group, you may wish to attend local Irish (Scottish, etc.) productions, discuss the plays afterwards and perhaps invite one of the participants to join you.
- Start an e-mail group of those who attended.
- Take turns bringing refreshments!
- Before a meeting ends, you should have plans for the next two meetings, programs, events or gatherings.

Contact Celtic Women International with a summary of your first meeting, and keep us up-to-date with your local branch's status. See Appendix A for a sample form.

Growing Your Organization:

- Create flyers and leave them at import stores, pubs, cultural centers, museums, and anywhere else you feel women interested in your new organization might attend.
- Suggest each attendee try to bring 1-2 friends to the next meeting or event.
- Ask everyone who seems interested if they'd like you to include them in your e-mail group. Keep in mind that e-mail is FREE!
- E-mail your group once a month with an update on upcoming events. It's nice to also include any local Celtic events you know of, so they'll look forward to your e-mails.
- Include CWI on your e-mail list (branches@celticwomen.org).
- If someone doesn't have e-mail, you'll have to decide if you want to pay for postage, and how long you will continue to send mailings if the prospect doesn't attend an event or meeting.
- Nametags for every event! (unless everyone there REALLY does know each other)
- Always plan ahead at least 2 meetings or events, even if you don't have details, so that people can save the dates.

Evaluate at the End of Your First Year:

- Invite anyone interested to attend an end of the year meeting or to offer their feedback.
- Did you meet goals? How? If not, what did you learn?
- Do people seem interested in continuing in the direction your started?
- Change? Additions? Do you feel the organization is ready for more or different activities?
- Set goals for the next year, and start planning ahead!

Branch Guidelines and Rules:

- All local organizations must notify the CWI Board of their desire to form a local branch.
- Local organizations may chose their own structure, meeting schedule or theme, and maintain their own membership or participant lists.
- The officers, board, or leadership of a local branch or organization desiring to become a local branch must maintain CWI membership. Regular members or attendees of local branches are also encouraged to become CWI members.
- CWI is in no way responsible for any finances or debt incurred by a local CWI branch.
- No branch may use the name Celtic Women International or its logo in any business pursuit or in any other activity which violates the By-Laws, Mission Statement or Local Branch Guidelines set forth by Celtic Women International.
- After a local organization has established itself, it can apply to CWI to become recognized as an official local CWI branch. See Appendix B.

APPENDICES

Appendix A: Summary of initial meeting and interest in forming a CWI Branch

Appendix B: Formal application as a CWI Branch

Appendix C: Use of CWI tartan and logos

Appendix D: Examples of two local branch structures

Appendix E: CWI Website, quarterly newsletter, brochures, Yahoo Group, and other publications.



Celtic Women International
P.O. Box 58
Butler, WI 53007

Notice of Interest to Form a Local Branch

Title of Branch: _____

Location of Branch: _____

Contact Information:

Facilitator/Leader: _____

Address: _____

City, State, Zip: _____

Phone: _____
(Please specific if daytime or nighttime)

E-mail address: _____

Short Summary of Initial Meeting:

Is the meeting based around a theme, such as book discussion, special events, or is it general?

How often do you plan to meet?

How can we help you?

Please send this form to CWI at the above address or e-mail the information to cwi@celticwomen.org (doesn't have to be on this form)



Celtic Women International
P.O. Box 58
Butler, WI 53007

Application for Formal Local Branch Status

Title of Branch: _____

Location (city and state) _____

Main Contact: Person: _____

E-Mail: _____

Is the organization based around a theme, such as book discussion, special events, or is it general? Has this changed over the past year?

How does this branch match the CWI Mission?

How often do you meet?

Your membership/participants:

- Average number of members/participants at your meetings:
- Total number of members/participants on your e-mail/mailling list:
- Is your attendance increasing? Remaining steady?

What are your goals for the next year?

What is your favorite "success" story?

How can we help you?

Board Contact Information:
(Note: All board members must be current CWI members)

Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title	Phone	City, State, Zip
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Name	E-mail	Address
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Title Phone City, State, Zip

Name E-mail Address

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Use of CWI Name, Logo and Tartan

Use of Name and Logo

Celtic Women International is a registered 501(c) nonprofit organization and retains the exclusive right to use the name "Celtic Women International." CWI shall retain the exclusive and sole right to use, or to allow or refuse the use of its name, logo, and other emblems.

CWI Tartan

CWI is the first women's group in the USA to have its own tartan, designed by Marjorie Warren of Thistle Studios and Lochcarran. It registered with the Scottish Tartan Authority.

The underlying background colors of the tartan are lavender and black, the colors of Celtic Women International. Four other colors are taken from the flags of the seven Celtic nations: Brittany, Cornwall, Galicia, Ireland, Isle of Man, Scotland and Wales - red, white, green and blue.

Traditionally red symbolizes courages and passion. White represents purity of intention and action. Green bespeaks vitality and growth. Blue stands for serenity and quiet strength. Blending the colors of our diverse nations and heritages creates a new and rich pattern that represents bringing together the women of the seven nations to create a new and significant global body - Celtic Women International.

For more information, contact:

Thistle Studio
Marjorie L. Warren, Owner
350 Crum Drive
Lake Junaluska, North Carolina 28745
Phone: 828-452-0782
Fax: 828-452-4225

Send mail to 1mwarren@bellsouth.net



Chicago & Plymouth/Sheboygan Branches: Examples of 2 Different Structures

Chicago

- Offers nine "Third Tuesday" night meetings featuring programs on a variety of Celtic topics, refreshments, and time for socializing/networking
- Collects \$5.00 at meetings to pay for space rental, postage and refreshments
- Publishes monthly "Update" of upcoming programs and other area Celtic events via e-mail and occasional US mailings.
- Larger multi-media program in spring "Women Revolutionaries" commemorating women who participated in fight for Irish Freedom
- Seeks partnerships with other local Celtic and women's organizations
- Governed by new local board
- Still evolving!

Plymouth/Sheboygan:

- Meetings are the 17th of each month on Celtic/Women topics. Time, place and event are determined two months ahead except for two events:
 - We march in the 52 Stafford Irishman's Walk on St. Patrick's Day - March 17
 - We partner with the Sheboygan County Historical Research Center and the Plymouth History Museum for an Irish Christmas Tea in early December.
- Members in attendance at any meeting leave \$1.00 to help allay postage and paper costs. Any direct costs of the event are covered at the event by those attending.
- Email notices are sent out after each meeting and as needed of other Celtic events in the area. Notes are mailed to the few who do not have email.
- There are no officers but volunteers act as a "scribe" and a "money holder."
- Membership in Celtic Women International is strongly recommended.
- Also still evolving.



CWI Website, Newsletter, Brochures and Other Publications

CWI Website (www.celticwomen.org)

CWI website is accessible to the general public. Content is generally information, including upcoming events, organization history, quarterly newsletter archive, photos, and links to Celtic sites. CWI members who are vendors, writers, poets, artists or musicians are encouraged to send us your link for inclusion. Bibliographies created for special programs are also linked to the website.

Each local branch may have its own local website housed on the same server as part of the CWI website. Contact the webmaster at cwi@celticwomen.org

Quarterly Newsletter

CWI produces a quarterly newsletter that is e-mailed/mailed to current CWI members. It welcomes submissions of articles, photos, stories, poems, recipes, websites, book reviews, and other items for publication. While three of its quarterly newsletters are available for download from the CWI website, its fourth quarter publication is a Celtic Holiday Traditions booklet of recipes, stories, poems, etc., and is mailed /delivered to CWI members and sold at events to nonmembers.

Each local branch has a column, and is encouraged to submit pictures as well as content.

CWI Brochure

Our general information CWI brochure is available in full-color glossy format, as well as digitally by either full-copy or black and white PDF file.

Yahoo Group

Share information, ask questions, conduct some research, publicize local events using the CWI Yahoo Group. You must have a free Yahoo account to participate: Here's how:

- Create an account: Go to the CWI website (www.celticwomen.org), select "Yahoo Group" from the sidebar menu, and then Login to the Celtic Women International Yahoo Group.
- In the light gray box on the right hand side, select Sign Up under "Don't have a Yahoo! ID". Complete the next screen. Once you have created your account: Go back to the CWI Yahoo page and click the bright blue Join This Group box.
- Once you have been "accepted" into the group (takes a few days), you will be able to return to the CWI Yahoo page and read or post messages. You can also choose to receive newly posted messages by e-mail, so you don't have to return to the CWI Yahoo website unless you want to post new messages.
- The next time you return: Login to the group at the top of the screen "Sign In" using your e-mail address or username and password that you selected when creating your Yahoo account.