



Winter 2010
December, January, February

SEASONAL NEWSLETTER

For Directors of the NATIONAL LEAGUE OF JUNIOR COTILLIONS™, P.O. Box 240384, Charlotte, NC 28224 1-800-633-7947

Happy Holidays from N.L.C.

We send our most heartfelt blessings of joy and peace to you and your loved ones during this season of hope and celebration!

Charles, Elizabeth Anne, and Charles II



New Year Commitments



So often in our New Year's resolutions, we make vows that are centered around ourselves: "I am going to exercise every day," or "I am going to read a new book every month." These resolutions are soon forgotten. This year, let us all make commitments that are focused on others. Let's ask ourselves, "What commitments can I make that will benefit members of my family or have a positive impact on others?" Take a moment each day to show kindness to those who provide us with services that we sometimes overlook - the person who delivers our mail each day, the cashier standing in a window each morning, the person who helps us with our bags or opens a door. These are the commitments that really count and that we are more likely to keep.

Holiday Hours

Our office will be closed December 20 - 25, 31, and January 1, 2011, for the holidays. If an emergency arises during this time, please contact Charles (704-718-5053), Heidi (704-616-9987) or Hope (706-754-9994).





Directors Share From Their Chapters



D'Ann Brumett
River Valley, AR, Chapter

“I want to share a story about one of my 6th grade gentleman, Andrew Miller. I got a call from the former Cotillion Director, Gina Stafford who relayed this story to me. It truly made my day. After our first Cotillion class in Sept. (and also my first class to teach) my student, Andrew, asked his parents how much the classes cost. Naturally, they were a little confused about why he wanted to know. However, they relayed the cost information to Andrew, and he said, “Well, I just want you to know, it’s well worth it!”. As a first year Director, I couldn’t have received a better compliment. I still laugh and smile when I think about Andrew’s evaluation of my first class and his first class.”



“I wanted to share an event that happened recently in my Greater Hattiesburg Chapter’s second year class. We were having our class at the Canebrake Clubhouse on the Lake. I was teaching, and we were about to begin role playing about the theatre when I looked outside and there was a wedding taking place. I did not say anything for a few minutes and finished that part of the lesson. Later on, I told the class, and they watched from their seats. The sun was just setting, and the little white lights on the trees outside were reflecting in the water. I had the lights on as a pretty outside setting for our class. Little did I know I was preparing not only for my class but also setting the stage for a wedding. Prior to refreshments, I saw that the ceremony was completed, and I went outside to speak to them. What really made this special is that Mr. Simmons, an officer in the army was on leave from active duty and home for a few days and decided it was time to get married after five years of engagement. So, we all had our refreshments for our class, and it was like we planned a reception. They had not scheduled this with the clubhouse or anything. It just happened during our class. They were excited to see and learn about our program and were proud that these students were participating in such a great organization. We wished them well on their new life together and experienced a first for our cotillion class.”



Roma Graham
Greater Hattiesburg, MS,
Chapter

“Also, about a month ago, I was going to my classes was listening to an XM radio station called “The Catholics Next Door,” and they just happened to be addressing the topic of worthwhile children programs. I just had to call the station, and the production manager decided to have me hold on. Next thing I knew, I was on XM Radio nationwide talking about the NLJC program. This was so much fun informing them about what we do and how this will benefit a child’s present and future. During the interview, I told them about the website, and they got on to look up additional info. I really enjoyed this experience and could not believe it happened. I was just going to tell them about us and had no idea I would be on the air participating in an interview. They told me they had never heard of us. Later on the air, they shared that they would look into this and share again later their friends and children. God does work among us all the time. Directors, you never know how you can touch someone and help others. I was so excited when I arrived that evening at my class, and I shared this story.”



Lisa Chase
Southern Delaware & Dover,
DE, Chapters

“This year I am honored to have my first child with Down Syndrome in my 7th and 8th grade program. He is a blessing to us all. “Stephen,” (to protect his privacy), is 14 and has been homeschooled all his life. His mother approached me to see if I could accomodate him in one of my classes. I knew I could; I just needed time to pray about which class would be better for him — a smaller Friday night class or my larger Sunday afternoon class, and Friday it was! The first evening, his mother stayed with him, while his older brother, a former student of mine, stayed and assisted this precious child. “Stephen” did a lovely job, and before we knew it, he was assimilated into the class activities and didn’t skip a beat. I teach the ladies and gentlemen separately before I put them in the circle, so when I got to the dancing part, my daughter, who is now assisting me and his brother, stood on either side of him and taught him the dance steps. I looked over at his mother as I as counting out the fox trot, and she had tears of joy streaming down her face — this was one program she had always wanted him to do but did not know if he could. I, too, started to get teary-eyed; it was difficult to fight back the tears! When the students did their “good-night plus one,” “Stephen” shook my hand, reached out to give me a hug and said, “Thank you for teaching me to dance!” The other students adore him and are stepping up to the plate to help him, but he is proving to not need much help. I thank God every day for putting this amazing young man in my Junior Cotillion program. A couple of years ago, the Lord put on my heart to be prepared to receive such a child into my program, and now he is here.”



“I have an autistic child this year in my Hot Springs’ 6th grade class. Her big sisters have already completed Cotillion years ago. She goes to public school, and since I divide my classes by schools, the other students are accustomed to helping her. She is doing well with her dance steps and her delightful gratefulness is so touching. She thanks me several times during each class for teaching her “to be nice” as she puts it. What amazes me the most is the gentleness the boys in the class show her, making sure that she is learning how to go through the refreshment line and has a partner when dancing. At the second class, I was reviewing the dress code because other students were wearing leggings, and she came up to me right in the middle of my explanation to apologize for her shoes. Her family had been out of town overnight and came straight to Cotillion class, and therefore, her shoes did not get changed. This is truly a blessing! Such a delightful, genuine spirit! I only have one regret in my 18 years as a Cotillion director — I did not keep a journal. I strongly urge new directors to keep a journal of the stories that parents and students will share with you through your Cotillion career. You will have many blessings to read as you continue on your journey as an NLJC director, and you will cherish every one of them.”



Susan Humphries
Conway, Arkadelphia, Saline,
Texarkana & Hot Springs,
TX/AR, Chapters



Lynda Ely's Organizational Tips



**Lynda Ely, Director of the
Culpeper, Rappahannock,
Fauquier and Prince William
County, VA, Chapters**

Nametags

“Once my alphabetized roster is finalized, I number my students starting with 101 for the Year I’s (or 6th graders), 201 for the Year II’s (or 7th graders), and 301 for the Year III’s (or 8th graders). Since I have three chapters, I put a letter in front of each number to indicate the chapter. For example: F101 stands for Fauquier, Year I, first student on list. Numbers are printed on the bottom right-hand corner of the name tags. This makes the job of alphabetizing nametags much easier since you go by number (F101, F102, F103, etc.). This also makes it easier to see if a nametag is missing. (Note: If a student registers late, simply make that number, for example, F154.1.)”

Booklets

“I put a label in the upper right corner of each book with the student’s name and number referenced above. Again, when placing books out for students to pick up at the end of class, simply organize by number rather than letter. It is much faster.”

Contact Information

“I put a label on the bottom left corner of each book with my name, address, phone, fax, and email address so when it comes to writing thank-you notes and r.s.v.p.’s etc., or trying to reach me, all of the info is on their book.”

Schedule

“I put a label on the bottom right corner of each book with our schedule of dates. When someone contacts me to see when the next class is, I always remind them that the schedule is printed on the front of their cotillion book. These things encourage students to be responsible and keep track of their books.”

Happy Holidays to my fellow Directors,
I enjoyed reconnecting with many of you and meeting newer directors at the annual convention this past August. The best thing about getting together is having the opportunity to share some hints and tips we have found that really make our cotillion lives easier. I know we all have some really great ideas and I’d love to hear them. I thought maybe I would get the ball rolling in hopes that the rest of you will take a minute to share your organizational tips as well.

****Directors, please email Erin Sagester at erin.sagester@nljc.com if you would like to have your organizational tips featured in the Spring newsletter.**

Director Spotlight



Donna Dilley's 6th grade class was featured in a November article for *The Roanoke Times* entitled "Junior Cotillion: A Step Toward Manners."



**Donna Dilley
Salem, Southwest & Hidden
Valley, VA, Chapters**

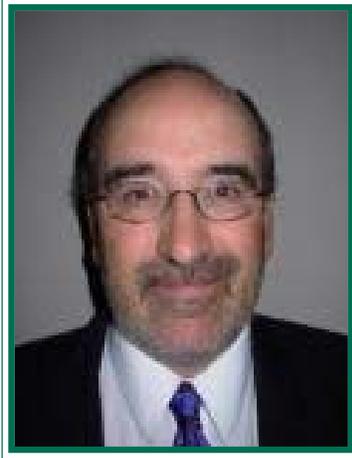
By: Jeff Sturgeon

"Just when it seems as if many kids will never put down smart phones, make eye contact or elevate their speech above a muted mumble, Junior Cotillions is turning small batches of youngsters into mannered gentlemen and ladies. At only the second meeting of the year, sixth-grade Junior Cotillions participants from Roanoke and Roanoke County have already gotten their hands and feet under control. Sunday, as class began at Jefferson Center in Roanoke, the boys, in dark blazers, sat with their feet flat on the floor and their hands flat atop their thighs. Most of the girls, in dresses, tucked their feet to one side. Not a single electronic device stirred. The class nearly 50 strong -- the most allowed -- rose for the fox trot. Instructor Donna Dilley described the embrace: His left hand receives her right hand. Her left hand grips his collar area. His right hand rests around her back on the scapula -- "not on her gluteus maximus," Dilley quipped with a sustained grin. Her husband, John, spun a peppy tune from the 1930s called, "I Won't Dance." But they did dance, and many looked like they were beginning to enjoy it. "Smile," Donna Dilley urged. "Dance is an expression of joy." Junior Cotillions is a course in manners and ballroom dance. Donna Dilley, who has been instructing for 17 years, runs one of scores of locally based programs across the country and one of 24 in Virginia built on homespun values. Moms and dads who pay the \$290 per child (for monthly gatherings during the school year) are investing in a youngster's social refinement -- the ability to conduct oneself with dignity and respect around a group of people, whether at the dinner table or a dinner party. "It's good for etiquette and manners," said parent Anne-Paige Darby of Roanoke, who went through the course in 1980. Now her son, Greyson Stuhr, goes. "It enforces everything we do at home." Cotillions member Ben Phillips, who attends Hidden Valley Middle School, said he attends because he wants to -- not because of any pressure from his parents. "I think it's a very important life skill to learn how to dance -- and all the fine points," he said. As the children enjoyed punch and a treat, they used such words as "good," "dandy" and "intimidating" to describe the experience, which interspersed dancing with quick-hit lessons in how to introduce two people, how to take a date through a banquet line and how to give and receive compliments. Participant Ryan Scribner said he now knows how to handle himself at a wedding or a fancy dinner. Ross Dixon said dancing with pretty girls was the best part of Sunday's session. "It was pretty fun," he said."

Donna also appears on "Our Blue Ridge," a television program on WSLs-TV, the NBC affiliate in Southwest, VA. On the show, she discusses different manner topics during the segment "Our Manners Monday."



Director Spotlight Continued



George Floyd
Achorage County, AK, Chapter

In November, George and his wife Eileen assisted with the etiquette and ballroom dance instruction for the Social Skills and Etiquette Training event hosted by Boy Scouts of America Troop 144 in Achorage, AK. Fifty boys and girls, ages 12-17, from both Boy Scouts and American Heritage Girls Troop 2008, were in attendance.

New NLJC Items and Curriculum

The National League of Junior Cotillions' Corporate Office has been excited to offer our Directors several new items and fresh curriculum throughout the last year. We are also in the process of updating several programs to be introduced in the new year. Below is a complete list of items and materials:

- * **Flash Drives** containing the following: all NLJC handouts and powerpoint presentations for the instructional dinner and parents' reception.
- * **Vendor Links** on the website, making it easier for directors to order items such as gloves, linens, the logo sign, and most importantly, tri-folds.
- * **The Black and White Ball** as a new theme ball.
- * **Hat Etiquette** handout for curriculum.
- * **Templates** that can be downloaded straight from our website (i.e. student reminder cards, ball reminder cards, name tags and all other NLJC forms).
- * **Updated curriculum** for both the High School program and Pre-Cotillion Program coming in 2011.
- * **T-shirts** (and a vendor) as well as more designs coming in 2011.

****Please email Hope Sprinkle at hope.sprinkle@nljc.com if you have any questions or comments regarding the above items.**

Official Book of Electronic Etiquette



Since the release of the second edition of *The Official Book of Electronic Etiquette* this Fall, the book has been featured by a variety of media outlets nationwide. While articles are currently in the works for *The Charlotte Observer* and CNN.com, the publication has already been featured in Southern Indiana and Louisville, Kentucky's *The Courier-Journal* as well as two articles by Forbes.com, including one written by Elizabeth Anne Winters entitled "The Top Ten Electronic Etiquette Faux Pas." This article was also featured on ABC.com in November with the following items on the top ten list listed below:



- * Treating your cellphone as your top priority.
- * Forgetting those around you can (and will) read your laptop screen.
 - * Placing or receiving calls from a noisy location.
 - * An ineffective voicemail greeting - personal or professional.
 - * Sloppy emails with grammatical errors.
- * Outdated LinkedIn, Facebook or other social network profiles.
 - * Mistaken email attachments.
 - * Inappropriate postings on social media.
- * Allowing an electronic thank you to replace a handwritten note.
- * Ignoring missed calls or emails for long periods of time.

By: Scott Coffman
Special to *The Courier-Journal*

"In my youth we learned etiquette in its many forms, as decreed by that doyenne of decency and decorum, Emily Post. She thoughtfully collected the disparate elements that comprise "good manners" into a handy volume that our harried mothers could reference even as we were neglecting to write a thank-you note to our great aunt for the hand-knit birthday socks. Manners, you see, are one of the last vestiges of humanity, a fragile and often arcane set of limits that keep us separated from the lower life forms by a thin thread of opened doors, removed hats, and squelched bodily noises. So many of the rules seem directed at the male of the species - by his very nature a more coarse and uninhibited version of the female - I often wonder if Emily Post didn't put the "man" in "mannerly" on purpose. As times have changed and just getting through each day has become increasing complicated - nothing operates easily anymore, as each attempt to "simplify" life often leads to yet another 50-page instruction manual just to learn how to operate your new time-saving gadget - many of us have begun to let manners fall to the wayside. In reality, we may not be more rude intentionally: The rules have simply not kept up. Thankfully, that changes with this terrifically entertaining and useful volume. "The Official Book of Electronic Etiquette" begins each chapter with a short, humorous essay or example of the device and behavior to be discussed, and then enters a question-and-answer format for the remainder of each chapter. The answers are written in an arch, hyper-formal style reminiscent of Judith "Miss Manners" Martin, which is to say that you'll learn and laugh while reading the Chablis-dry prose. The bane of the mannered world would be universally acknowledged as the cell phone, if only due to its ubiquity. Phone and digital comportment in the home - placing calls, taking messages, and the like - are given full coverage, as is computer etiquette (Netiquette). We also learn propriety at the office and in other public spaces. Finally, there is a Parent's Guide to provide parents of young children the answers they need in setting helpful boundaries for their offspring. Besides its value as a gleeful afternoon read, "The Official Book of Electronic Etiquette" fills a long-overdue niche; the convenient index will have the evenly-demeanored using it as ready reference to modern life's procedural quandaries."



2011-2012 Cotillion Season Jump-Start List

- REMINDER CARDS** **DECEMBER/JANUARY**- Reminder cards for the class after your Holly or Winter Ball should always be mailed two weeks prior to class, not handed out at the ball. Cards rarely find their way home to parents when handed out at the ball!
- ADVISORY BOARD** **JANUARY** - It is imperative to form a strong Advisory Board of 20-40 members. This is perhaps the most important item on the Cotillion Season Jump-Start List! **Use NLJC Handout #1.1 to list all of your schools. Use NLJC Handout #1a to choose members from each of the schools to make sure you have proper representation from each school. This is an essential step!** Host a tea, coffee, or reception for current board members and request recommendations for new students and new board members. Use **Handouts NLJC #37 and NLJC #33**. List names and phone numbers of new members you want to add to your current Advisory Board. (Remember, ask current members to remain on the board.) Set aside two weeks to call parents from the list. You may also ask board members to bring student directories (church, sports, scouts, etc...) to the January event. If you choose not to host an event, have a meeting with all members. You may serve light refreshments. Order copies of NLJC's *Official Book of Electronic Etiquette* to give to board members as a thank you gift for serving on the board.
- PRESS RELEASE** **FEBRUARY** - Send a Press Release (see training packet #4, Local Press Releases, for sample) to all local media outlets announcing the new Advisory Board for the upcoming season.
- PARENTS' DIP INTO DANCING** **FEBRUARY** - NLJC's Parents' Dip Into Dancing has become a hit with parents and has been a reason for increased numbers in second year student enrollments. Parents love to participate in their children's activities and are proud to see the accomplishments they've made. Letters to parents concerning Parents' Dip Into Dancing should be mailed no later than two weeks prior to the last class **before** the Spring Ball. Include a blue pre-registration card and student nomination form, NLJC #33, with the letter. See NLJC training packet #34A for a sample of Parents' Dip Into Dancing letter and contents. The schedule for holding the Parents' Dip Into Dancing is as follows: for Junior Cotillion, if your Spring Ball is held in March, Parents' Dip Into Dancing is held at the February class; if you are holding the Spring Ball in April, Parents' Dip Into Dancing is held at the March class. (Directors who are hosting a Winter Ball in January instead of a Holly Ball in December usually host the Spring Ball in April instead of March.) Directors who teach the 5th grade program should hold the Parents' Dip Into Dancing at the January class before the King and Queen of Hearts Valentine Ball in February.
- 2011-12 PARENTS' RECEPTION** **MARCH/APRIL** - The Parents' Reception should always be held in the spring. Hold the reception as early as March, but never before the Spring Ball! A spring reception also allows the entire summer to increase your numbers and give parents the option to spread out their tuition payments.
- STUDENT TUITION** **MARCH/APRIL** - This season, we are suggesting that tuition remain the same. Cotillion parents may be watching their budgets more closely than in years past. Please call Charles on his cell, 704-718-5053, if you feel you need to increase your tuition. Remember, never decrease your tuition!
- INVITATIONS** **MARCH/APRIL** - It is very important to send out a minimum of five hundred to one thousand invitations. There are five items to include in the invitation. The order they should be inserted is: (1) Student Membership Card, (2) Parents' Reception Invitation, (3) Tri-fold, (4) Registration card, and (5) the green, Promotional Brochure. Be sure to order the green, promotional brochures from the Corporate Office when you order the other items for the invitation. A promotional item order form is enclosed.
- PRESS RELEASE** **MAY** - Mail acceptance cards to children who will be attending the upcoming cotillion classes. Send a press release to your local media outlets announcing the upcoming Cotillion season. Parents of those students who have received invitations will be excited that their child was invited to attend this recognized program.
- CALLS** **MAY THROUGH FIRST CLASS** - Work those phones! Begin working the phones for possible student enrollments. Calls made directly to parents really do make a difference! Personally call all of your previous students if they have not already signed up.

Winter Birthdays



DECEMBER

Tammy Jowers, Dyersburg, TN - 12/04
Mindy Coulter, Knoxville, TN - 12/04
Jambriel Sowers, Falling Waters, WV - 12/06
Wendy Mullins, LaGrange, KY - 12/06
Debbie Scully, Hillsborough, NC - 12/07
Cindy Oates, Wilmington, NC - 12/10

Tanya Morland, Houston, TX - 12/12
Tory Wade, Farmville, VA - 12/16
Gina Miller, Beulaville, NC - 12/18
Janice Walters-Taylor, Blairsville, GA - 12/21
Elaine Busey, Clarksville, TN - 12/22
Mary Kennerty, Mt. Pleasant, SC - 12/27
Terri Byers, Shelby, NC - 12/29

JANUARY

Diane Brooks, Mt. Dora, FL - 01/05
George Floyd, Anchorage, AK - 01/05
Page Rhoad, Alpharetta, GA - 01/08
Marisol Foster, Austin, TX - 01/08
Betty Hancock, Tupelo, MS - 01/11
D' Ann Brumett, Van Buren, AR - 01/11
Cindy Cumbo, Clinton, NC - 01/12

Roma Graham, Hattiesburg, MS - 01/21
Joan Caughman, Russellville, AR - 01/24
Lynn Dempsey, Yulee, FL - 01/28
Beverly Gilbert, Jonesboro, AR - 01/29
Ann Achiu, Burke, VA - 01/30
Marilyn Brooks, Lincolnton, NC - 01/31

FEBRUARY

Truda Whitaker, Huntsville, AL - 02/7
Jean Ann Michie, Purcellville, VA - 02/10
Kathy Sternenber, Fairhope, AL - 02/11

Kathy Wood, Hickory, NC - 02/25
Susan Armistead, Charlotte, NC - 02/28
Paige Greene, Americus, GA - 02/28

Approved Music

The following songs have recently been added to the approved music list:

<i>Artist</i>	<i>Song</i>	<i>Dance</i>
Taylor Swift	Mine	Swing/Shag
Katy Perry	Firework	Cha-Cha
The Ready Set	Love Like Woe	Foxtrot
Mariah Carey	All I Want For Christmas	Fast Swing
Dave Barnes	Very Merry Christmas	Swing
Bobby Helms	Jingle Bell Rock	Swing
Brenda Lee	Rocking Around the Christmas Tree	Swing
U2	Christmas	Swing
Beach Boys	Little Saint Nick	Swing
Glee Cast	Last Christmas	Cha-Cha
N' Sync	Merry Christmas, Happy Holidays	Cha-Cha
Eartha Kitt	Santa Baby	Foxtrot
The Carpenters	Merry Christmas Darling	Foxtrot
Andy Williams	Silver Bells	Waltz



Winter Timeline

DECEMBER TIMELINE

(5-CLASS SCHEDULE)

- Send December press release to local papers.
- Send Royalty Report & Student Registration lists to office postmarked by 10th of the month.
- Pay quarterly taxes.
- Send reminder card to sports speaker for January Dance.
- Mail January Reminder Cards.
- Order corsages and boutonnieres (allow two weeks).
- Order centerpieces for refreshment table (allow one week).
- Order thank you gifts for board members (allow three weeks).
- Mail Director and Student Ten Best Mannered List to Corporate Office.

Prepare Ahead.....

- Wrap prizes and favors for Holly/Winter Ball.
- Mail chaperone reminder cards.
- Prepare for a tea in February for current board members and request recommendations for new students and new board members.

JANUARY TIMELINE

(5-CLASS SCHEDULE)

- Send January press release to local papers.
- Organize financial records and monthly receipt folder for taxes.
- Send Royalty Report & Student Registration lists to Corporate Office.
- Submit photos from your balls and classes to Corporate Office.
- List names and phone numbers of people you want to be on your Advisory Board.
- Set aside two weeks to call parents from the list of possible board members that you wrote down in your classes. (Refer to the first page of your "Procedures and Guidelines for Forming Advisory Boards, Parents' Receptions, Increasing Enrollment" packet.)
- Get names from all sources available; schools, parents, etc. for enrollment.
- Have students submit Best Mannered Teacher essays and pick winner(s).
- Host Tea for new and former board members and remind them to bring names of prospective new board members.
- Send Cotillion Parents the Dip Into Dancing Letter two weeks prior to the class before the Spring Ball. Enclose a blue pre-registration card. (Training Pack 51.)
- Pass out "What Junior Cotillion Means to Me" if you did not at the last class. Have students submit their essays to the Corporate Office no later than March 31st.

Prepare Ahead...

- Set next season's schedule / book facilities (especially ballrooms).
- Mail chaperone reminder cards for February class.
- Schedule Parents' Reception and book facility.
- Hand out blue pre-registration cards (Training Packet 51) at your next class in addition to including them in the letter with the Parents' Dip Into Dancing info.

Winter Timeline Continued



- Order student certificates to award at Spring Ball and send copy to Corporate Office (Standards Manual 27).
- Have Spring Ball invitations printed (Standards Manual 22) and send copy to Corporate Office.
- Have Instructional Dinner menu cards printed (Standards Manual 24).
- Make necessary preparations for National Courtesy, Character and Citizenship Month.

FEBRUARY TIMELINE

(5-CLASS SCHEDULE)

- Send February Press Releases to local papers.
- Begin recruiting names for new students.
- Confirm new Board members.
- Arrange w/teacher and media source to award Best Mannered Teacher certificates at Spring Ball.
- Have Best Mannered Teacher certificates printed with winners' names. Mail congratulations letter inviting them to the Spring Ball. Mail letters to students, teachers & principal.
- Collect student recommendations and blue pre-registration cards at class.
- Send press release announcing National Courtesy, Character and Citizenship Month and have the mayor make a Proclamation of the event.
- Send Royalty Report postmarked by 10th of the month.

Prepare Ahead.....

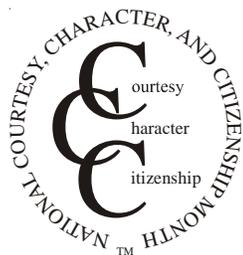
- Wrap Spring Ball favors / prizes.
- Order corsages and boutonnieres (allow 2 weeks).
- Order centerpieces for head and refreshment tables (allow 1 week).
- Mail chaperone reminder cards for ball (Standards Manual-25).
- Create place cards and table seating chart for Instructional Dinner.
- Review Instructional Dinner packet and transparencies.
- Re-confirm Instructional Dinner menu w/facility and set server guidelines.
- Order pink and blue registration cards (Standard Manual 14,15).
- Have membership invitations printed; order NLJC green glossies.
- Address, or hire someone to address, membership invitations.
- Have Spring Ball dance cards printed, colored and tied (allow 2 weeks).
- Send copy of dance card to Corporate Office.
- Order favors for Spring Ball; buy prizes for contests.
- Book DJ for Spring Ball if you are using one.
- Mail chaperone reminder cards for ball.
- Submit trifold info and Parents' Reception invitation from printer to Corporate Office.



National Courtesy, Character and Citizenship Month

PREPARING FOR NATIONAL COURTESY, CHARACTER & CITIZENSHIP MONTH

In the previous newsletter, we included preparations for the upcoming Courtesy, Character, and Citizenship Month. We have listed them again as a reminder.



Please review your materials for CC&C month thoroughly. You will need to have your agenda outlined for CC&C Month well before February. Now is the time to contact your mayor, school principals and teachers.

- November - Send out letters and sample proclamation to mayor. Ask mayor for an appointment to discuss National Courtesy, Character, and Citizenship Month with him/her. Take NLJC students with you because it makes a great impact. Ask the mayor to attend the January or February class to speak on “The Importance of Using Good Manners as a Public Servant.”
- December - After confirmation from the mayor, send letters and a copy of the mayor’s proclamation to the school superintendent and school principals.
- January - Send out press releases to local media outlets. Make yourself available for interviews.
- January - Make copies of the flyers and distribute them around town at grocery stores, banks, schools, churches, etc.
- One week prior - Deliver a copy of the “Making a Difference Day by Day” and the “Characteristics of a Noble Character” handouts to schools and churches that plan to participate.



CLASS DVDs It has always been an NLJC policy to implement procedures to ensure we maintain the highest level of quality possible in all established NLJC chapters. We do this as a method to help NLJC directors and enhance each program. It is for these reasons that we require each *FIRST YEAR DIRECTOR* to send photos and a DVD of their first class. If a DVD was not taken, please send in a recording of the next class. All *DIRECTORS BEYOND YEAR ONE* should send in a copy of a class of their choosing. (Ball DVDs may be sent in addition to the class DVDs.) DVDs are used for training, marketing, program development and promotional purposes; therefore, they are an essential part of the NLJC program.

Reminders



HOLLY/WINTER BALL PHOTOS AND DVDS

Don't forget to send us photos from your Holly or Winter Ball. We need great photos of the students dancing, practicing etiquette skits, going through the refreshment line and playing the games. Mail us your photos before the end of January in order for them to be included on the website, in national media publications and seen by all Junior Cotillion members nationwide. Also, if this was your first Holly or Winter Ball, remember to send the DVD of the event to the Corporate Office as soon as a copy is made.

REMINDERS AT A GLANCE

*Remember to send NLJC Handout #1.1, listing all schools in your territory, to the Corporate Office no later than May 31st each cotillion season.

*Send a press release to each newspaper in your territory in February announcing new Advisory Board Members each cotillion season.

*ASCAP dues should be mailed if you have not mailed them already.



Spring Ball

The theme for the 2011-2012 Spring Ball is:

The Grand Spring Ball

Instructions for The Grand Spring Ball are in packet 34.



*"Fear not, for behold, I bring you good news of a great joy
that will be for all the people.
For unto you is born this day in the city of David a Savior,
who is Christ the Lord."*

~ Luke 2:10-11