



**CALIFORNIA FEDERATION OF WOMEN'S CLUBS**  
**CLUB AWARD ENTRY COVER SHEET**  
*Annual Reporting January 1- December 31, 2024*

Chairman: Teri Lippert		Club: Riverside Woman's Club	
# of Club Members (as recorded in 2024-25 <i>CFWC Yearbook</i> ): 81		District: De Anza	Area: D
Club Position: Program Chair			
Reporter's Address: 7904 Los Arboles Place			
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<b><u>Leadership</u></b> GFWC Special Program, Community Service Program, Advancement Plan, ESO			

The Riverside Woman's Club (RWC) was established in 1896 when eleven visionary women gathered in the home of Dr. Sarah Maloy, a local physician, to form the Woman's Club of Riverside. Our club's name was later changed to the Riverside Woman's Club, making us the oldest community service organization in Riverside. Some of our early accomplishments include the establishment of the Riverside American Red Cross Society, with one of our founders, Mrs. Hewitt, serving as its first president; securing funding for Riverside's inaugural public library; and launching the Riverside Community Players, whose productions were initiated by a club member. In 2024, we proudly celebrated the 128th anniversary of service and the 102nd anniversary of our historic clubhouse. As a diverse assembly of women, we are actively engaged in projects that aim to improve the lives of individuals within our community and beyond. Our initiatives include providing scholarships, giving Christmas gifts to developmentally disabled adults, donating to local food banks, serving dinner to our local firefighters, and delivering meals to women veterans experiencing PTSD, among many other efforts. Through these endeavors, the Riverside Woman's Club continues to honor its enduring "Legacy of Service," celebrating a proud history while forging a brighter future in the lives of others.

**Project Title: New President's Training**      **Hours: 15**      **Donated \$0**      **In-Kind \$25**

The New President's Training curriculum was meticulously designed, drawing from the official Job Description, the *Federation at a Glance Handbook*, the *Leadership Handbook*, and the Club Trainer's extensive experience, having previously served as President in earlier administrations. Recognizing that the Club President plays a pivotal role in shaping the tone and agenda for her two-year term, the training placed a strong emphasis on developing leadership skills to ensure the club's continued success. To support the new president in her role, the Club Trainer prepared a comprehensive binder filled with valuable resources, including materials such as "A Code for Leadership," "So Now You Are President – Where Do You Begin?" and "Respectful Board Guidelines." These tools were designed to provide practical guidance and inspire confidence in managing her responsibilities. Additionally, the training covered critical areas of preparation, such as a detailed 12-month timeline to facilitate long-term planning, strategies for organizing and leading monthly business meetings, and a step-by-step script for conducting these meetings effectively. This thorough and well-structured approach equips the new president with the knowledge and tools necessary to lead with confidence and competence, ensuring a successful term.

**Project Title: New 1<sup>st</sup> VP Training**      **Hours: 15**      **Donated \$0**      **In-Kind \$25**

The Club Trainer developed a tailored curriculum for the 1st Vice President (1st VP), drawing from both the official job description and the Trainer's own experience serving as a 1st VP in previous

administrations. The role of the 1st VP includes presiding over all official meetings in the absence of the President, as well as guiding and supporting Program Chairs and Project Leaders in executing the objectives of their respective programs. The training placed significant emphasis on understanding and familiarizing oneself with all seven programs, enabling the 1st VP to communicate effectively and collaborate more closely with the Program Chairs. During the training, each program was thoroughly reviewed, fostering discussions about potential new projects and initiatives that could be undertaken to enhance the club's impact. This comprehensive approach ensures the 1st VP is well-equipped to inspire and support her team while contributing to the club's overall success.

<b><u>Project Title: Program Chairs</u></b>	<b><u>Hours: 10</u></b>	<b><u>Donated \$0</u></b>	<b><u>In-Kind \$50</u></b>
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The Club Trainer, who is also currently serving as a Program Chair, has developed a comprehensive curriculum rooted in first-hand experience. The role's job description is straightforward, yet its successful execution hinges on key strategies, including the formation of a dedicated committee to support the program's objectives. Recognizing this, the training emphasized essential skills such as recruiting committee members, planning effective meetings, and preparing necessary materials for review. As part of the training initiative, a detailed handbook was created for each Program Chair. This resource includes a clear job description, an overview of the program with creative project ideas, and a sample meeting agenda. The handbook serves as a valuable tool, empowering Program Chairs with the knowledge and structure needed to lead their committees effectively and ensure the program's success.



