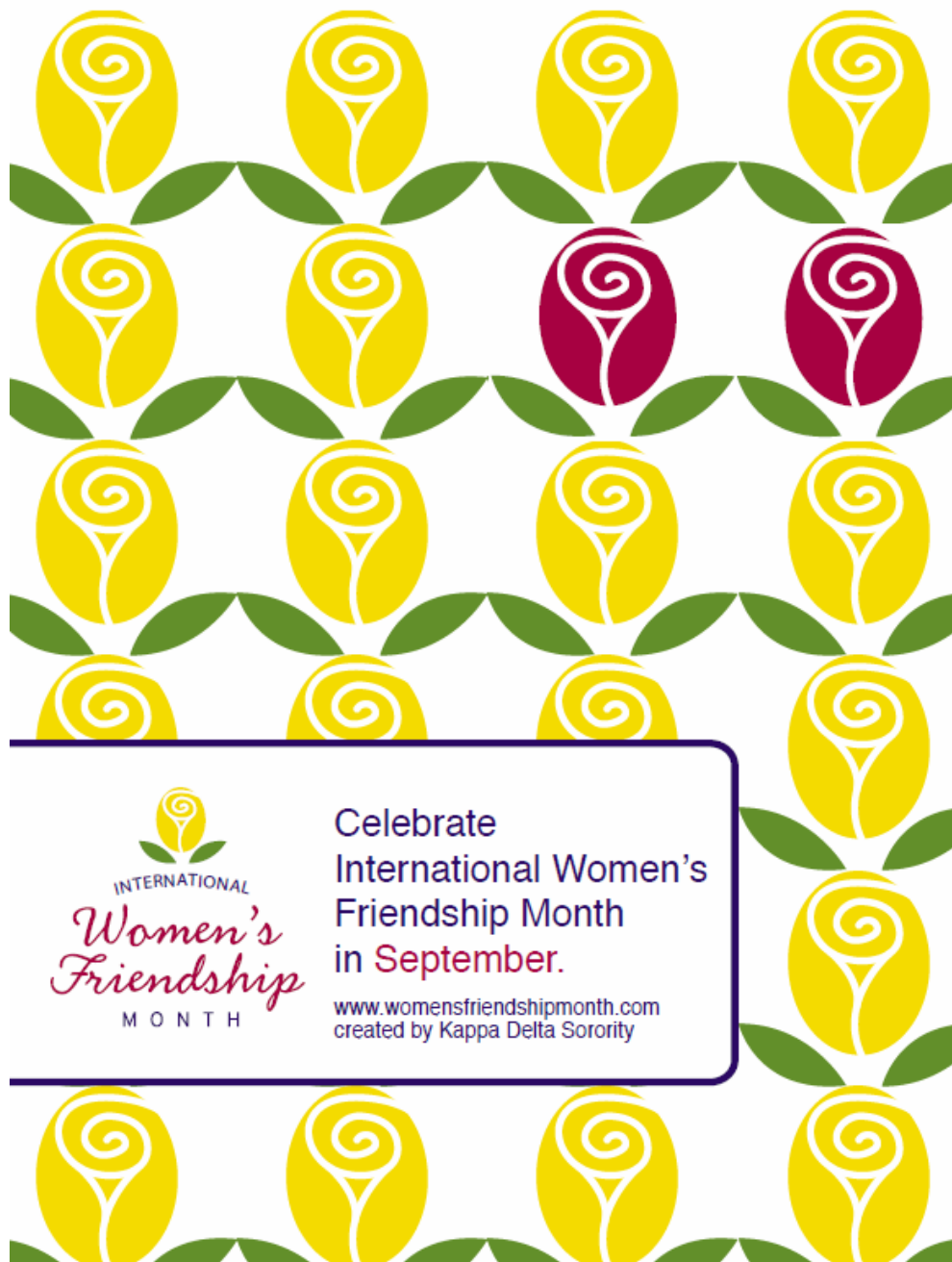


Scatter seeds of kindness wherever
you go...and watch friendship bloom.



Celebrate
International Women's
Friendship Month
in September.

www.womensfriendshipmonth.com
created by Kappa Delta Sorority

*International Women's Friendship Month
Event Planning Guide
created April 2011*

History

Recognizing the power of friendship among women, in 1999, Kappa Delta created National Women's Friendship Day for women everywhere. The celebration was so popular that the day was expanded to National Women's Friendship Month in 2009 and became International Women's Friendship Month in 2010. Women celebrate their special women friends throughout the month of September each year.

*Celebrate
in
September!*

Over the years, women have sent cards, met for dinner, organized seminars, planned girls' nights out and even collected donated items for women in need. In the past, many companies have joined in the celebration including General Foods International, Avon's mark cosmetics, Maidenform, Teleflora, Karen Neuburger, Vera Bradley and more. The campaign has been covered in numerous newspapers, from Alaska to Arkansas, Nebraska to New Jersey and everywhere in between. It has been mentioned in several magazines, including Pink Magazine, Memory Makers Magazine, Country Woman, Teen People, Today's Christian Woman, and Memphis Woman.

3 steps to International Women's Friendship Month:



Choose Your Celebration



Plan



Promote



Choose Your Celebration

Celebrate friendship with the women who mean the most to you! Create your own celebration or consider one of these:

Big Events:

Host an event for your neighborhood, bunko group, women at your church or the entire community.
The more, the merrier!

Participate in the “You Make Me SMILE” Campaign (See more on pg. 8).

Host a “Go Confidently” Handbag Drive (See more on pg. 9).

Host a dessert party for your girlfriends, and encourage them to bring someone you don’t know.

Participate in a 5K with female friends.

Host a Sunday brunch at a popular restaurant.

Plan a visit to a pottery painting studio.

Plan a fashion show for women in the community.

Invite women to join you in touring a local museum.

Organize and host an IWFM lunch for the women in your office.

Invite girlfriends to your home and set up a mini craft fair for friends to sell their products, i.e. jewelry, candles, stationery.

Collect and send toiletry items to military women or a local women’s shelter.

Host a progressive dinner with other women in the community.

Small Events:

Celebrate with your best friend, daughter(s) or a small group of women.

Take time to look through old photo albums, yearbooks or scrapbooks with your daughter(s). Talk about the women who have been your friends through the years.

Get together to bake cookies, muffins, etc. with the women you love.

Read a book about friendship with a friend or group of friends. Consider “The Girls from Ames: A Story of Women and a Forty-Year Friendship” by Jeffrey Zaslow.

Host a “Pamper Yourself Day” at a local salon or day spa.

Host a potluck dinner.



Plan

Enlist Help:

Ask a friend, sister or daughter to help you plan your International Women's Friendship Month event.

Develop a Timeline:

This is an example of a timeline that can be used to help you plan your International Women's Friendship Month event. Tweak for your event.

June:

- Enlist help and schedule the first meeting to discuss goals, ideas, expectations, etc.
- Determine if you will join with others (women's organization(s), PTA moms, neighborhood friends, etc.) to host your event. If so, contact them.
- Decide on a type of celebration.
- Develop your budget.
- Reserve venue/location if necessary.

July

- Navigate to the "International Women's Friendship Month" page on facebook and "Like" it to stay connected about IWFM.
- Secure a location for your event.
- Contact speakers, presenters, performers, etc. if necessary.
- Finalize date and time.
- Check out IWFM supplies at www.women'sfriendshipmonth.com.

August:

- Confirm speakers, presenters, performers, etc. if necessary.
- Purchase any supplies or decorations for the event.
- Send invitations. Consider using free downloadable invitations from www.women'sfriendshipmonth.com or using free online invitations from evite.com or mypunchbowl.com.

September:

- Promote IWFM with personal social media
 - Post a picture of you and a best friend as your profile picture OR change your profile picture to the IWFM logo for the month of September.
- Make it a point to call your best friends and let them know you care.
- Celebrate!

After the event:

- Meet with any committee members to evaluate the event and make notes and suggestions for the next IWFM.
- Finalize all budget matters.
- Thank all volunteers, donors and businesses in writing.

Develop Your Budget:

Feel free to use the budget sheet on page 11 of the “Resources” section of this guide.

Work Out the Details:

Use the checklist below to help plan:

	Yes	No	Notes:
FACILITY/LOCATION RENTAL	<input type="checkbox"/>	<input type="checkbox"/>	_____
FOOD	<input type="checkbox"/>	<input type="checkbox"/>	_____
ENTERTAINMENT	<input type="checkbox"/>	<input type="checkbox"/>	_____
SOUND & LIGHTING SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	_____
DECORATIONS	<input type="checkbox"/>	<input type="checkbox"/>	_____
SPEAKER(S)	<input type="checkbox"/>	<input type="checkbox"/>	_____
PRINTING	<input type="checkbox"/>	<input type="checkbox"/>	_____
POSTAGE	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROMOTIONAL ITEMS	<input type="checkbox"/>	<input type="checkbox"/>	_____
LICENSE AND PERMITS	<input type="checkbox"/>	<input type="checkbox"/>	_____
EQUIPMENT RENTAL	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROMOTION & PHOTOGRAPHY	<input type="checkbox"/>	<input type="checkbox"/>	_____
AWARDS AND PRIZES	<input type="checkbox"/>	<input type="checkbox"/>	_____

Delegate:

Use the “Delegation Worksheet” on page 10 in the “Resources” section of this kit to help stay organized.



Promote

We want every woman on your campus and in your community to know about and celebrate IWFM.

In your community:

- Area businesses
 - o Ask area businesses (especially those that cater to women) to help promote IWFM. Encourage them to post an announcement on signs or marquees, as well as hand out fliers to their customers. Encourage stores to hold special promotions to celebrate women's friendship. Ask store owners if they would like to donate items to raffle off at your IWFM event.
- Post IWFM fliers around town in your office, libraries, gyms, churches, women's stores, etc.
- Share information about IWFM with other women's groups in your community. Mail or hand-deliver IWFM fliers and guides to encourage them to plan events for their members.
- Send IWFM cards and/or invitations to female friends and family members.
- Have IWFM T-shirts made. Send the T-shirt screen on www.womensfriendshipmonth.com to your local print shop. Give them away at your event, at work or to friends.

Online:

- Navigate to the "International Women's Friendship Month" page on facebook @ <http://www.facebook.com/home.php?#!/nationalwomensfriendshipmonth?ref=ts> and "Like it." Encourage others to do the same.
- Change your profile picture to the IWFM logo during the month of September or post a picture of you and a friend as your profile picture.
- Use your personal social media (twitter, facebook, blog, etc.) to promote the holiday!

Resources

International Women’s Friendship Month supplies ----- pg. 8

“You Make Me SMILE” Campaign ----- pg. 9

“Go Confidently” Handbag Drive ----- pg. 10

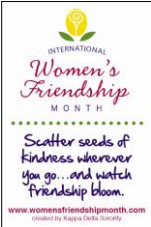


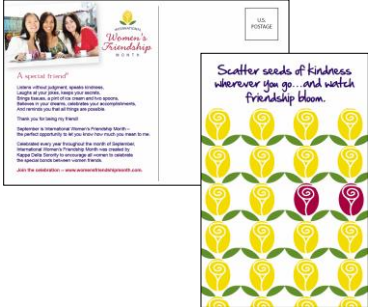
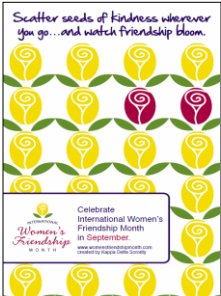
Delegation Worksheet ----- pg. 11

Budget Worksheet ----- pg. 12

Friendship Quotes and Poems ----- pg. 13

International Women's Friendship Month Supplies

Visit www.kappadeltaboutique.com to order.

ITEM	PRICE	
	<p>Sticker 2" by 3" sticker features the International Women's Friendship Month logo and the quote, "Scatter seeds of kindness wherever you go...and watch friendship bloom." Use them on mailings and other promotions, or have attendees wear them during your event.</p>	\$.10
	<p>Magnet 2" square magnet features the International Women's Friendship Month logo. Use as giveaways during your events or send to friends.</p>	\$.20
	<p>Brochure This tri-fold brochure explains International Women's Friendship Month's history and ideas for how women across the world can celebrate.</p>	\$.30
	<p>Postcard The postcard features the poster artwork on the front with a thankful note to a friend on the back. Distribute to women at your events and encourage them to send on to their friends.</p>	\$.20
	<p>Poster This 11" by 17" poster features the quote, "Scatter seeds of kindness wherever you go and watch friendship bloom." Order to put in store fronts or hang in your community to promote the month.</p>	\$.40
<p>Pens The white writing pens feature the International Women's Friendship Month logo in green with a yellow cap. Ideal for giving away at events.</p>	\$.20	



Overall Idea: As a project of the Confidence Coalition, the “You Make Me SMILE” Campaign is designed to brighten a woman or girl’s day by making her smile with a confidence-boosting message. The blue balloons have the Confidence Coalition logo and Web site on one side and are blank on the other. Inflate the balloons, and write confidence-boosting messages on the blank side of the balloons. This can be done at your IWFM event, at a mall, at a park, on the street, etc.

Supplies:

- Helium (you can get a small tank at a local party supply store for around \$35). This should be enough for 40-50 balloons.
- Black or dark blue Sharpies or permanent markers.
- Ribbon to tie balloons.
- Any number of girls, a great attitude and a SMILE!



How to Get Started: Before you begin, come up with some messages to write on the balloons. Here are some examples:

- You can do anything!
- You can change the world!
- You are beautiful – inside and out!
- Dream BIG!
- Believe in Yourself!
- Have a beautiful day!
- Anything is possible!
- Follow your dreams!
- Go Confidently!

“Go Confidently” Collection Handbag Drive

Not created by one designer or label, the “Go Confidently Collection” is created by individual women coming together to inspire confidence in women and girls across the country. As women, we realize that a new handbag can make any woman or girl more confident. Through the collection, we aim to help girls and women “carry confidence” with them.

Where to Collect:

Use your house, office lunchroom, public library or gym as a collection site.

Advertise it!

Have your “Go Confidently Collection” posters printed or create your own fliers using these logos. (Posters, fliers, logos and other promotional items can be found on www.womensfriendshipmonth.com).

Use any available PR opportunities: school and local newspapers, TV and radio stations, etc., to encourage ALL women in your community to donate.

Where to Donate your Collection:

Ask your local Girl Scout troop.

Contact local women’s foundations.

Contact your local Junior League Chapter.

Find a local battered women’s shelter in your area.

Contact your local YWCA. Find a YWCA in your area at www.ywca.org.

Contact the National Coalition Against Domestic Violence.

Contact your local Boys and Girls Club. www.bgca.org.

(33% of Boys and Girls Club members are ages 13-18.)

Contact your local United Way chapter.



IWFM Event Sample Budget

DATE OF EVENT _____

TYPE OF IWFM EVENT _____

I. Income

- 1) TICKET SALES/REGISTRATION FEES
_____ x \$ _____ \$ _____
- 2) UNDERWRITING/DONATIONS
- A) CORPORATE \$ _____
- B) INDIVIDUALS \$ _____
- C) OTHER \$ _____
- TOTAL INCOME** \$ _____

II. Expenses (Can any of these items be donated?) ESTIMATED

ACTUAL

- | | | |
|--|----------|----------|
| 3) FACILITY/LOCATION RENTAL | \$ _____ | \$ _____ |
| 4) FOOD | \$ _____ | \$ _____ |
| 5) ENTERTAINMENT | \$ _____ | \$ _____ |
| 6) SOUND & LIGTHING SYSTEMS | \$ _____ | \$ _____ |
| 7) DECORATIONS | \$ _____ | \$ _____ |
| 8) PRINTING | \$ _____ | \$ _____ |
| 9) POSTAGE | \$ _____ | \$ _____ |
| 10) PROMOTIONAL ITEMS, (BALLOONS, ETC) | \$ _____ | \$ _____ |
| 11) LICENSE AND PERMITS | \$ _____ | \$ _____ |
| 12) EQUIPMENT RENTAL | \$ _____ | \$ _____ |
| 13) PROMOTION & PHOTOGRAPHY | \$ _____ | \$ _____ |
| 14) AWARDS AND PRIZES | \$ _____ | \$ _____ |
| 15) MISCELLANEOUS | \$ _____ | \$ _____ |

TOTAL EXPENSES \$ _____

TOTAL INCOME – TOTAL EXPENSES = BALANCE \$ _____

Friendship Quotes and Poems

What lies behind us and what lies before us are tiny matters compared to what lies within us.
Oliver Wendell Holmes

Kind words can be short and easy to speak, but their echoes are truly endless.
Mother Teresa

Alone we can do so little. Together we can do so much.
Helen Keller

The point is not to pay back kindness but to pass it on.
Julia Alvarez

Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as ever you can.
John Wesley

The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart.
Helen Keller

No one is useless in this world who lightens the burdens of another.
Charles Dickens

Do what you can, with what you have, where you are.
Theodore Roosevelt

Love sought is good, but given unsought is better.
William Shakespeare

Be who you are and say how you feel because those who mind don't matter and those who matter don't mind.
Dr. Seuss

We pass on a treasure when we pass on our love.
Anonymous

Make a conscious effort to give thanks for one thing each day.
Anonymous

Joy increases as you give it, and diminishes as you try to keep it for yourself.
Norman Vincent Peale

If we treat people as they are, they will stay as they are. But if we treat them for what they might be, and might become, They will become their better selves.
G.T. Smith

Help one another is part of the religion of our sisterhood.
Louisa May Alcott

Surround yourself with people you can learn from. Don't try to do it all on your own. I don't believe I could have possibly accomplished what I've done without the help of everyone else.
Sigrid Olsen, fashion designer

A little consideration, a little thought for others, makes all the difference.
Winnie the Pooh

A day without a friend is like a pot without a single drop of honey left inside.
Winnie the Pooh

If you live to be 100, I hope to live to be 100 minutes one day, so I never have to live without you.
Winnie the Pooh

My friends are my estate.
Emily Dickinson

Grow old along with me. The best is yet to be.
Robert Browning

A true friend is the best possession.
Benjamin Franklin

Friendship is the only cement that will ever hold the world together.

Woodrow Wilson

The better part of one's life consists of one's friendship.

Abraham Lincoln

No act of kindness, no matter how small, is ever wasted.

Aesop

The loneliest woman in the world is a woman without a close woman friend.

George Santayana

Remember, no man is a failure who has friends.

Clarence, the Angel from It's a Wonderful Life

The only way to have a friend is to be one.

Ralph Waldo Emerson

There is space within sisterhood for likeness and difference, for the subtle differences that challenge and delight; there is space for disappoint - and surprise.

Christine Downing

I'd like to be the sort of friend that you have been to me.

I'd like to be the help that you've been always glad to be;

I'd like to mean as much to you each minute of the day

As you have meant, old friend of mine, to me along to the way.

Edgar A. Guest

May love and laughter light your days, and warm your heart and home.

May good and faithful friends be yours wherever you may roam.

May peace and plenty bless your world with joy that long endures.

May all life's passing season bring the best to you and yours!

An Old Irish Blessing