



## **AGREEMENT OF CONFIDENTIALITY**

### **Sumter Junior Welfare League**

### **Admissions 2020-2021**

Due to the sensitive nature of the Admissions process, you as a Sponsor/Endorser are required to sign and adhere to an *Agreement of Confidentiality* just as members of the Admissions Committee must sign and abide by an *Oath of Secrecy*.

Your willingness to take the time and effort to propose a candidate for membership to the League indicates that you think highly of the person you are recommending. Therefore, you will want to make every possible effort to shield her from unnecessary disappointment or hurt feelings.

**\*With the exception of the Admissions Committee, you agree to refrain from discussing your proposal with anyone other than your Co-Sponsor/Endorser before, during, or after your proposal. The Admissions Committee reserves the right to return a candidate's application in the event of an obvious breach of confidence.**

Your confidentiality is of the utmost importance to your candidate and the reputation of the Sumter Junior Welfare League.

Your signatures below indicate your cooperation in the matter of confidentiality as well as your understanding of your expectations as a Sponsor/Endorser.

Candidate's Name \_\_\_\_\_

Sponsor #1 \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Sponsor #2 \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Endorser \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_



September 1, 2020

Dear Prospective Sponsor/Endorser,

Thank you for your interest and willingness to sponsor a candidate for membership to the Sumter Junior Welfare League. The Admissions Committee is dedicated to choosing women who will perpetuate the reputation of our League as a devoted organization that benefits the Sumter community through the rewards of volunteerism.

Along with the Admissions Committee, you are assuming a great responsibility concerning your candidate. It is my job as Admissions Chair to clarify these responsibilities and emphasize the importance of confidentiality regarding all candidates. The procedure for proposing a candidate for membership is outlined below.

**ADMISSIONS POLICY CONCERNING SPONSORS:**

- I. Each candidate shall be proposed by:
  - A. Two Regular Active members, one as the sponsor and one as the endorser.
  - B. One Regular Active or Special Status Active member **and** one Sustaining member (one as the sponsor and one as the endorser); or
  - C. Two Sustaining members **and** one Regular Active or Special Status Active member (an endorser to act as a liaison between the Active members on the Admissions Committee and the sponsors).

\*Active members involved in proposing a candidate should remain Active throughout the proposal process of her candidate.

\*Endorsers are not required to fill out applications or write letters of recommendation on behalf of their candidates.

- II. It is the responsibility of Sponsor #1 to obtain the signatures from Sponsor #2 and the Endorser (if needed) for the *Agreement of Confidentiality* and return this form to the Admissions Chair by the November 16 deadline.
- III. The Sponsors and Endorser will be asked to meet briefly at a designated time with the Admissions Committee to acquaint the committee with their candidate. Both Sponsors are strongly encouraged to attend; participation by the Endorser is optional. (In rare circumstances, a personal meeting between the candidate and the Committee may be required.)

Sponsors/Endorsers expectations at the Admissions Committee meeting:

- 1) You are representing your candidate to the Committee, so you should know her well enough to discuss positive contributions she would make to the League.
- 2) The purpose of the Admissions Committee is to identify future leaders and committed volunteers to better the Sumter community. We are looking for women who are dedicated, dependable, organized, respectable, enthusiastic, and congenial. Please keep these attributes in mind when discussing your candidate with the Admissions Committee. This will be your only opportunity to speak on your candidate's behalf.

- IV. Sponsors are reminded of the **importance of secrecy**. Due to the sensitive nature of the Admissions process, Sponsors must refrain from discussing their proposal with anyone other than the Admissions Committee during the meeting.

Please let me emphasize two more points that may prevent unnecessary problems or confusion. First, it is your responsibility to read Article III, Section 2, of the By-Laws to ensure that your candidate meets the age and residency requirements. Second, please do not put the Admissions Chair in an awkward position by asking for an extension to the November 1 and/or November General Meeting deadline. In fairness to all, no exceptions will be made.

Thank you for *your* years of service to the Sumter Junior Welfare League and for your efforts to expand our membership. I look forward to receiving your completed Admissions packet and learning about your candidate.

Sincerely,

Ashley Melton  
Admissions Chair, 2020-2021



**Admissions Application  
The Sumter Junior Welfare League  
2020-2021**

Please attach a small picture of the candidate.

**A. CANDIDATE INFORMATION**

Name \_\_\_\_\_  
First
Middle or Maiden
Last

Address \_\_\_\_\_  
Street
City
State
Zip Code

Phone Number \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Candidate's Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month
Date
Year

Hometown \_\_\_\_\_ Email \_\_\_\_\_

Length of Residence in Sumter \_\_\_\_\_

Educational Background:

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Former Employment:

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Volunteer Service to Date (Church, Clubs, etc):

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**B. FAMILY INFORMATION (optional):**

Husband's Name \_\_\_\_\_  
First Last

Husband's Occupation/Employer \_\_\_\_\_

Children's Names, Ages, and Schools They Attend:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. LETTERS OF RECOMMENDATION:**

Each Sponsor is asked to write a brief but detailed paragraph answering the following question:

*If you were the Chair of a committee or placement, why would you want to have your candidate serve with you?*

Please include the nature and duration of your relationship. Your response is to be handwritten or typed on a standard size (8 x 11) piece of paper. Attach all letters to this application.

**D. STATEMENT OF CONFIDENTIALTY:**

I understand that this proposal is a CONFIDENTIAL matter to be known only to the Sponsors/Endorser and the Admissions Committee.

Sponsor #1 \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Sponsor #2 \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Endorser \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

This application must be completed in its entirety. Incomplete applications will be returned to the sponsor; all applications must be submitted by the deadline of November General Meeting.



## Sponsor/Endorser Checklist 2020-2021

**Please check the following information to verify the requirements for making a proposal:**

1. \_\_\_\_ Is each Sponsor/Endorser a Sustainer or has each been a Regular Active member or Special Status Active member for at least one year prior to November 15, 2020?
2. \_\_\_\_ Is your candidate between 25 and 45 years old? (inclusive of ages 25 and 45 on June 1, 2020)
3. \_\_\_\_ Will your candidate have resided in Sumter County for at least two years prior to or by July 1, 2021 (the date of her acceptance)? One year for former residents of Sumter.

**Before turning in the application, please make sure it is completed in its entirety and includes the following:**

1. \_\_\_\_ Picture of the candidate
2. \_\_\_\_ Letters to the Admissions Committee from each Sponsor (required) and Endorser (optional).

**Please sign and return with the application.**

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**Sponsor #1's Signature**

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**Date**