

ITINERARY
Deborah Latasa, Chair

13510 South Union Road
Manteca, CA 95336
209-815-1944
deblatasa@gmail.com

Through Itinerary, Board members have an opportunity to promote the programs of the Federation at Clubs and Districts. You are expected to accept itinerary requests as part of your Board responsibility.

1. Clubs and Districts may request State Officers and State Chairs to come and give a speech or present a workshop.
2. These requests come through the CFWC Itinerary Chair. Clubs and Districts may discuss the scheduling of the activity and tentatively put itinerary dates on their calendars while waiting for a formal request and Itinerary form.
3. Club Presidents and/or District Presidents complete the Itinerary request form found on the CFWC website (Resources Tab) and forward to the Itinerary Chair who will verify request and notify both the speaker and the Club or District of acceptance.
4. Not less than one month prior to the scheduled appearance, hosts and speaker should have exchanged information and details of the event and what is expected including the planned method of transportation, advising where to meet (or request a map), housing needs, your topic or workshop title and your bio for introductions. Home hospitality, if offered, is a way you get to know and become acquainted with other club women.
5. Have the Itinerary Expense Statements (2) signed by the host and send a copy to the Itinerary Chair and a copy to the Director of Finance to receive reimbursement for your expenses.
6. Always keep a copy of your Itinerary Statement. Check Standing Rules for amounts to charge.
7. It is your responsibility to send "thank you" notes to the Club or District President and/or other hosts. This should be completed within ten days of your visit.

The State President arranges her own itinerary. When she attends your Club or District meeting (other than Convention) her housing, travel and meals expenses come from state allowances. Any meals during the function should be given as a courtesy to the President. When inviting her for a special occasion, she is provided courtesy tickets. She attends as your guest. When she is a convention guest, she arranges her own transportation, but her expenses for housing and meals are the responsibility of the District. Hotel accommodation or home hospitality are arranged by the District (or Club) according to the President's preference and schedule.

While it is not required, a donation from the Club or District requesting a speaker to the CFWC Itinerary Fund is greatly appreciated.

Revised 6/30/2026

Information regarding the Itinerary Fund taken from the:

GFWC California Federation of Women's Clubs STANDING RULES

ITINERARY FUND

35. **The Itinerary Fund** is to be used for chairmen and officers attending meetings of Districts and/or Clubs on Itinerary. Donations may be sent to the CFWC Financial Secretary for Itinerary expense.
36. **Any District President or Itinerary Chairman** desiring CFWC officers or chairmen to speak at a Federation function shall make application to the CFWC Itinerary Chairman, who has been appointed as an Administrative Chairman.
37. **District or Club Presidents may make application for Itineraries** of CFWC Officers and Chairmen through the CFWC Itinerary Chairman.
38. **In order for a guest speaker** to be reimbursed from the Itinerary Fund, the District or Club shall allow a minimum of twenty minutes for the speech.
39. **Districts having more than one** CFWC speaker at the same meeting shall include only one long distance speaker. ("Long distance" means from outside the Area or beyond a 300-mile trip radius.) The exceptions to this rule are the President and First Vice-President and Area seminars.
40. **Chairmen may not apply for Itinerary funds** when visiting the same Club or District for a second time during the same club year.
41. **The Itinerary Chairman** shall assist Districts in planning itineraries for Chairmen and/or Officers so that Clubs requesting speakers may be granted at least one speaker during the year. In the event that an Officer or Chairman is unable to fill an engagement through Itinerary and another Federation representative is available, a substitute may be obtained and the expenses of the substitute shall be taken from the Itinerary Fund.
42. **Officers and Chairmen** on Itinerary shall be allowed reimbursement for hotels at $75.00 per day, maximum allowance for three meals shall be up to $30.00 per day; toll fees, parking fees, and mileage at the current IRS milage reimbursement rate or economy airfare, whichever is less shall also be included.
43. **Expense statements** must be presented for approval within thirty days of completion of any scheduled Itinerary.
44. An amount of **$150.00 per year shall be allowed to each GFWC Officer and Chairman** Residing in California to be used for itinerary and expenses within the state. All requests are to be sent to the CFWC Itinerary Chairman.
    A. When CFWC invites a member of the GFWC Executive Committee to speak at a CFWC Convention or other CFWC meeting, CFWC shall be responsible for board and lodging expenses of the visiting officer.
    B. When CFWC requests a GFWC Chairman to attend a meeting, the requesting body must accept full responsibility for all expenses of the Chairman unless the Chairman is funded by a GFWC Sponsoring Organization. The requesting body shall submit the GFWC Travel Request Form Officers and Chairmen.
45. **Procedure for payment of Itinerary:**
    A. Chairmen or Officers shall present Itinerary Expense Forms to the President of the District or Club for signature. The signed forms and bills shall be sent to the CFWC Director of Finance.
    B. After approval, the Director of Finance will write a warrant and forward to the treasurer for payment.

Information prepared for CFWC members: 6/30/2026
By Deborah Latasa, CFWC Itinerary Chair, 2026-28

GFWC California Federation of Women's Clubs

ITINERARY REQUEST FORM, 2026-2028

Itinerary No. _____ Date of Request: _____

Confirmed _____ Regret _____

Request for: _____ CFWC Position: _____

Requested by: _____ Title: _____

Name of Requesting District/Club: _____

Contact Name: _____ Email: _____

Phone: _____

EVENT DETAILS

Start Date _____ Start Time _____

End Date: _____ End Time: _____

Type of Event: Convention _____ Area Conf _____ District Meeting _____ Club Meeting _____

Other _____ (describe: _____)

Anticipated Attendance: _____

Is request for: Speech _____ Topic: _____ Time allotted _____ (min. 20 minutes)

Workshop _____ Topic: _____ Time allotted _____

Dress Code: _____

Speaker Photo/Bio Needed: Yes ___ No ____ By what date? _____

Event Location (name of venue) _____

Street Address _____

Special Parking available? Yes ____ No ____ Is Media Coverage planned? Yes ____ No____

Microphone/Lectern? Yes ___ No ____ Projector? Yes ___ No____ Screen? Yes ____ No____

Nearest Airport: _____

Speaker will be met by _____Title _____ Ph _____

Accommodation plans: _____

Please mail or email completed request to:

Deborah Latasa, CFWC Itinerary Chair
13510 S. Union Road
Manteca, CA 95336

Email: deblatasa@gmail.com / 209-815-1944

Revised 6/2026

GFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS
ITINERARY EXPENSE REPORT
2026-2028

DATE SUBMITTED: _____ **TOTAL EXPENSE: $** _____

ITINERARY # _____

DISTRICT/CLUB: _____

EVENT DATE:_____

CFWC OFFICER or CHAIRMAN SPEAKER: _____

ADDRESS: _____ CITY: _____

ZIP:_____ PHONE: _____ EMAIL:_____

REQUIRED SIGNATURES:

DISTRICT/CLUB PRESIDENT_____DATE_____

CFWC DIRECTOR OF FINANCE: _____DATE:_____

VEHICLE MILEAGE: # MILES: _____ AMOUNT: $ _____
(amount calculated by CFWC Dir of Finance using current IRS value)

OR

ECONOMY AIRFARE: FROM: _____ TO: _____

AMOUNT: $ _____

HOTEL ($75.00 per night) Length of stay (# of nights): _____ AMOUNT: $ _____

MEALS ($40.00 max per day: Breakfast $5.00; Lunch $15.00; Dinner $20.00)

Breakfast: _____ # Lunch: _____ # Dinner: _____ AMOUNT: $ _____

AFTER THE EVENT
Mail completed expense report with a copy of itinerary request form and all receipts to:

Jill Drescher, CFWC Director of Finance
1001 Poplar
Wasco, CA 93280

Ph: 661-868-9953 / Email: jilldrescher@att.net

Revised 6/2026