

**New Jersey State Federation of Women's Clubs of GFWC**  
**Report Writing Information**  
**2018 Calendar Year**  
**(January 1, 2018 - December 31, 2018)**

**GENERAL INFORMATION**

Enclosed in this packet are the following:

1. The calendar year 2018 NJSFWC Report Worksheets
2. A Valuation Guide (In-Kind Donations Guide)
3. An updated version of "Where Should We Report It?"

The Report Worksheets have been designed to:

- Enable you to document your club work,
  - Report your club work to NJSFWC, and
  - Enable President Wolfe to transfer the information from these worksheets to her GFWC Report Form.
- Please note that individual clubs no longer have the ability to report directly to GFWC.**

NJSFWC has again added the column In-Kind donations to some report sheets at the request of GFWC. "In-Kind" is a donation of goods or services, not monetary or cash. The gift in-kind can be new or used goods and/or services that have value. Please refer to the In-Kind Donation information in the "How to Figure the Number of Dollars" section to assist in reporting in-kind donations on the report form. If a club purchases and donates those materials (not money), that donation is considered "in-kind" with the actual value of what is spent.

GETTING STARTED:

1. **Worksheet Header Information**--Complete the header information at the top of the worksheet. Reminder: The number of members reported here should be the number that your club reported on the May 1, 2018 Blue Sheet.

2. **Gathering Information**--Gather all the information about your club's activities from January 1, 2018 through December 31, 2018. Check club minutes, the treasurer's books, the club newsletter and project reports to make sure that the club reports all the work that was done.

3. **Where Should The Activity Be Reported? —**

- Decide where to report each activity. If you are not sure where to report an activity, check the "Where Should We Report It?" document. Think about why you did an activity and that will usually help you decide where to logically report it. Everything a club does should be reported.
- Tip: Remember, you **must report a project in the correct department** no matter which chairman or committee did the work. For example, if the Home Life Chairman coordinated the donation of gifts for a domestic violence shelter it should be reported in the Domestic Violence report. The work is being reported on behalf of the club, not on behalf of an individual member or committee.

4. **Completing the Statistics—**

- If the activity you are reporting is listed on a worksheet, write the numbers of projects you did for that area, as well as the number of hours given and the number of dollars donated.
- If the activity you are reporting is not listed on any worksheet, enter the activity under "Other Projects" on the appropriate worksheet. All additional projects should be totaled together on the line indicated on the appropriate worksheet. Then write the number of projects, hours and dollars donated.

5. **Project Descriptions-**

In order to best explain an activity, we ask that you attach no more than 2 pages with a detailed description of the work done by your club in 2018. **Project descriptions (narratives) enhance your chances of winning an award on the District, State and National levels.** Extraneous details are not needed. For example, the color of the candles or the type of baked-goods served is extraneous information. However, we ask that you

do include the who, what, when, where and why. It isn't necessary to write a narrative for every project. However, you'll find that many projects require more than a statistical line to give a full picture of your club's efforts.

#### 6. Mailing Completed Reports—

Mail each NJSFWC Report Worksheet, along with any project descriptions, to the chairman listed at the bottom of the report. **These must be postmarked no later than February 1<sup>st</sup>.**

Enjoy and brag about your accomplishments!

### REPORT WRITING TIPS

**Hint: It is easier to write the project descriptions first and then calculate the number of Projects, number of Hours and number of dollars. As you write the information down, the total work done on a project becomes much clearer.**

#### How to Figure the Number of Projects?

1. **On the line where a project is listed, this figure is the number of different projects that your club did for the project.** For example, if your club supported National Library Week by 1) sponsoring a bookmark contest, 2) holding a children's craft session and 3) conducting a "Meet an Author" program, the number of projects would be three (3). However, if your club supported National Library Week by collecting 35 books for your local library through a Wish Tree Project, the number of projects would be one (1). You may describe the project and any additional information (for example, the number of books) by reporting the additional information in one of the projects on your attached Education project description.

#### **Tips:**

- This is not the correct place to write the number of items collected or purchased for a project. For example, your club bought 25 State Project Pins. The purchasing of pins is ONE project. Your club distributed 100 Breast Cancer Awareness ribbons in your area at the town's Fall Festival, this is ONE project. In many instances, a line has been provided on the worksheet to write in the number of items collected or purchased.
- These boxes are not for numbering the projects your club did in 1, 2, 3, 4, 5, sequence. Only the total number of projects for each project line is requested. More detail can be given in a narrative.
- If your club delivers Meals-On-Wheels 7 times during the year, you would count this as ONE project. If you deliver meals **and** make tray favors for Meals on Wheels, then you would count these as TWO projects. When you are counting projects, think of each different project as one project, no matter how many times the project was done.

2. **On the "other projects" line, the number of projects will include any other projects done that pertain to a particular worksheet.**

#### How to Figure the Number of Hours?

**What is wanted here is the number of hours that all your members worked in any given area.** This includes the hours spent on the *telephone, driving/traveling and planning* for an activity. It **does not include** the hours spent at a regular club meeting....those hours are not reportable.

- If there is a program/speaker at a regular club meeting, the hours your members spend listening to the speaker or watching the program may be reported. If you have a program that lasts 30 minutes and you have 30 members in attendance, then you multiply the ½ hour times the 30 members and you get 15 hours.
- Let's say your club had a project to make Hug-A-Bears (stuffed bears). One member shopped for the material and stuffing (1 hour), it took 5 members 3 hours each to make 15 bears (15 hours) and 1 member

delivered them to the local Emergency Squad – ½ hour. The project took 16 ½ hours to complete, but 17 hours should be reported.

- Use the following easy-to-use formulas to assist you in calculating the number of hours spent on leadership related activities:

**State EC/Board Members/State Committee Members:**

# \_\_\_ of meetings *multiplied by the sum of* (# \_\_\_ Hours Preparing for Each Meeting + # \_\_\_ Hours Spent in Each Meeting + # \_\_\_ Round-trip Travel Time) = Total # \_\_\_ Hours

**Club Presidents/Club Board Members:**

# \_\_\_ of meetings *multiplied by the sum of* (# \_\_\_ Hours Preparing for Each Meeting + # \_\_\_ Hours Spent in Each Meeting) = Total # \_\_\_ Hours

**Club Department/Committee Chairmen:**

# \_\_\_ of meetings *multiplied by the sum of* (# \_\_\_ Hours Preparing for Each Meeting + # \_\_\_ Hours Spent in Each Meeting) *plus* # \_\_\_ Hours Spent Purchasing Items for Event *plus* # \_\_\_ Hours Spent Running Event = Total # \_\_\_ Hours

**Tip:** If a meeting generally lasts 2 hours, the rule of thumb is that it will take 4 hours to prepare for the meeting.

**Remember to round up all hours on the worksheets; do not report any fractions of hours.**

How to Figure the Number of Dollars?

**What is wanted here is the total amount of money raised, donated and/or the value of donated items, whether donated by club members or community members.**

- If you had a program on literacy and the speaker charged \$50 for the program or if the speaker charged you nothing, but you gave a \$50 honorarium, the number of Dollars Donated is \$50.
- If your club provides a scholarship to a graduating high school student- the value is reported in the Dollars Donated column.
- Another area that should be reported is **gifts-in-kind**. Gifts-in-kind means something other than money that nonetheless has value. The dollar value for these items are reported in the In-Kind Donations Column. Printing/and or copying are good examples. Items donated for a raffle is another good example. A club may report the “worth” of a gift-in-kind in the In-Kind Donations column for a particular project. If your club has donated backpacks to the children at the local Domestic Violence shelter, the cost of purchasing the backpacks, along with any items included in the backpack should be reported in this column. If your club made 10 afghans, but all of the yarn was donated, you would report the value of the yarn in the In-Kind Donations Column.
- Use the following easy-to-use formula for calculating the dollars donated:  
(# \_\_\_ miles *multiplied by 14* cents) + \$ \_\_\_ tolls + \$ \_\_\_ monetary donations + \$ \_\_\_ value of in kind donations = Total \$ \_\_\_\_\_

**Remember to round up all money totals to the nearest dollar; do not report cents!**

**Additional Reporting Tips**

- **Fundraising Report** — This worksheet is designed to report ALL fundraisers regardless of how the profits are distributed. There are two sections; one for reporting GFWC fundraisers and the second to report all club fundraisers. When reporting information about fundraising, the following is needed:
  - Hours it took to run the fundraiser
  - Amount of money spent to run the fundraiser, including gifts-in-kind
  - Where the money went (a department, multi-donations or operations/club budget)
- **Program Assistance Information Sheet**—Clubs should report programs in the appropriate departments/committees since the sheet for Program Assistance Day is an Information Sheet, not a report.

This form should be mailed/given to the District Program Assistance Chairman by your January District Council. A copy should be mailed to the State Chairman no later than February 1, 2018.

- **Clubs and District Past Presidents Clubs Reports**—State Clubs and District Past Presidents Clubs may only report the work done by and for these clubs. Members' work for their primary/home clubs may not be reported on the State Club or District Past President Club reports.
- **Project Descriptions/Narratives**—Do not try to squeeze additional information on the worksheet other than what is requested. Simply attach an additional sheet for project descriptions.
- **Community Improvement Projects**—Remember, Community Improvement Program projects must be reported on the appropriate Report Worksheet. For example, if your club has established a Remembrance Garden, it should be reported under Conservation/Beautification. If your club is entering the Community Improvement Program Project (CIP), review the 2018-2020 Community Improvement Supplement, GFWC Club Manual and watch for bulletins in the ALMANAC about contest details. This is a 2 year project and your report should be submitted by March 1, 2020.
- **Statistics**--If your club is reporting a project, there should be no blanks or 0's in the columns for number of hours or dollars next to these project lines. You are allowed to insert a reasonable "guesstimate".
- **Club Sponsored Activities/Projects vs. Individual Member Volunteer Activities**—Remember, clubs report, members do not. If a member volunteers outside of her club, the hours cannot be counted unless this is a "club sponsored project".
- **REMEMBER – WE ARE LOOKING FOR PROJECTS THAT HAVE MADE AN IMPACT IN YOUR COMMUNITIES. PLEASE BE SURE TO INCLUDE A COMPLETE DESCRIPTION OF YOUR PROJECT; NUMBER OF MEMBERS IN YOUR CLUB, NUMBER OF MEMBERS THAT PARTICIPATED IN YOUR PROJECT, IN-KIND DONATIONS AND MONEY RAISED, HOW YOU ACTUALLY DID YOUR PROJECT AND MOST IMPORTANTLY ITS IMPACT ON YOUR COMMUNITY.**