

NJSFWC Communications Report Worksheet 2018

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2018 Blue Sheet)

Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2018 – December 31, 2018 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Communications Projects”. A worksheet is provided on the reverse side of the page as well. Please share a detailed description of projects your club has completed in 2018, including the who, what, when, where and why. (No more than 2 pages.)

Community Service Projects	# of Projects	Hours	Dollars	In Kind Donations
Networked and/or partnered with other community/civic organizations				
Utilized the information in the Materials section on the NJSFWC website www.njsfwc.org				
Sent news releases of all club meetings and activities to: #_____print media, #_____television, #_____radio #_____online community calendars				
Encouraged members to sign up for NJSFWC's eConnection under ALMANACS, Federation General Forms, Club President Manual #members_____				
Submitted club project information and photos to GFWC CLUBWOMAN Magazine and to the NJSFWC webmaster for placement on NJSFWC website www.njsfwc.org				
Sent printed materials, flyers, news articles, press releases of club projects to Communications chairman for Headquarters Bulletin Board				
Other Communications projects (See reverse side)				
	Total Number of Projects	Total Volunteer Hours	Total Dollars Donated	Total In-Kind Donations

Report Worksheet and project descriptions must be mailed to the Communications Chairman **Postmarked no later than February 1, 2019.**

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WORKSHEET FOR ADDITIONAL COMMUNICATIONS PROJECTS

Projects should be reported based on your club's involvement.

This list is intended as a report writing aid and projects are not limited to what appears below

Projects	# of Projects	Hours	Dollars Donated	In Kind Donations
Banners (club-created/purchased)				
Clothing with club logo, sold and/or wore				
Club Business Cards				
Club Profiles				
Club Yearbook				
Convention Program, purchased ad				
Displays (in public locations)				
Editorials				
Facebook Account (or other social media)				
Federation Day (April 24th) promotions				
Flyers (club projects/activities)				
GFWC CLUBWOMAN Magazine, purchased subscriptions				
GFWC Membership Day, publicized				
GFWC Road Sign				
History Book				
Information Booth/Display				
Logos (used GFWC/NJSFWC)				
NJSFWC Road Sign				
Newsletters, club/district				
PR Promotions				
Press Releases				
Press book				
Profiles--Club/NJSFWC/GFWC				
Purchased subscriptions to ALMANAC				
Scrapbook				
Websites, webpage or blog				
YouTube video of club event				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Communications Projects)				