STATE DATES - 2019

January
3 – NJSFWC Executive Committee
8 – NJSFWC State Board

February
5 – NJSFWC Executive Committee
12 – NJSFWC State Board

DISTRICT DOINGS - 2019

COLLEGE DISTRICT
January Council/Program Assistance Day
Thursday, January 24, 2019 – 10:00 a.m.
NJSFWC Headquarters
55 Labor Center Way, New Brunswick
(Snow Date – January 31, 2019)

PALISADES DISTRICT
January Council/Program Assistance Day
Friday, January 18, 2019 – 10:00 a.m.
Clubhouse, Woman’s Club of Englewood
187 Brinckerhoff Court, Englewood
(Snow Date – January 25, 2019)

GARDEN DISTRICT
January Council/Program Assistance Day
Thursday, January 17, 2019 – 10:30 a.m.
Clubhouse, Porch Club of Riverton
213 Howard Street, Riverton
(Snow Date – January 24, 2019)

RAMAPO DISTRICT
January Council/Program Assistance Day
Monday, January 21, 2019 – 10:00 a.m.
Friendship Hall, adjacent to First Reformed Church
529 Newark Pompton Turnpike, Pompton Plains
(Snow Date – January 22, 2019)

HIGHLANDS DISTRICT
January Council/Program Assistance Day
Wednesday, January 9, 2019 – 10:00 a.m.
Lake Parsippany Rescue and Recovery Building
100 Centerton Drive, Parsippany
(Snow Date – January 11, 2019)

SHORE DISTRICT
January Council/Program Assistance Day
Monday, January 28, 2019 – 11:00 a.m.
Clubhouse, Woman’s Club of Point Pleasant
513 St. Louis Avenue, Point Pleasant
(Snow Date – January 31, 2019)

LIBERTY DISTRICT
January Council/Program Assistance Day
Tuesday, January 22, 2019 – 10:00 a.m.
Clubhouse, Women’s Club of Little Falls
93 Prospect Street, Little Falls
(Snow Date – January 29, 2019)

SOUTHERN DISTRICT
January Council/Program Assistance Day
Wednesday, January 23, 2019 – 11:00 a.m.
Price Hall, Cold Spring Presbyterian Church
780 Seashore Road, Cold Spring
(Snow Date – January 30, 2019)

EM
January Council
Saturday, January 19, 2019 – 10:00 a.m.
NJSFWC Headquarters
55 Labor Center Way, New Brunswick
(Snow Date – January 26, 2019)

Important Deadline Dates (2019) for Club Presidents

JANUARY
1 – GFWC LEADS Application
Due to Jan Hanson
NJSFWC First Vice President
31 – Girls’ Career Institute Registration Form
Due to Federation Headquarters

FEBRUARY
1 – All Annual Reports Due
1 – Club Newsletter Competition – 2 copies of one issue
Send to NJSFWC Communications Chairman
1 – Deadline for Request for Margaret Yardley Fellowship Application Form
1 – Nominations for the Cecilia Gaines Holland Award
Due to State Chairman
1 – Entries for Creative Writing Contest – 2 copies of each entry
Send to NJSFWC Literature Division Chairman
NJSFWC Arts Creative Dept. Registration Form – 2018-2020

Category #__________ Name of Category ____________________________________________
Name of Sub-Category____________________________________________________________

LEVEL: (CIRCLE ONE) BEGINNER ADVANCED PROFESSIONAL

JUDGING CRITERIA AWARD
Painting/Drawing: Composition/Creativity/Technical
Needlework: Workmanship/Creativity
Crafts/Graphics: Craftsman/Creativity
Baking/Candy: Flavor/Texture/Creativity in Presentation
Photography: Composition/Creativity

Photography: ___ Black and White ___ Color

NAME __________________________________________ PHONE _________________________
First Last (Print your name as you would like it to appear on the certificate)

ADDRESS ____________________________

CLUB __________________________ DISTRICT __________________________

Baking - Recipe attached - Recipe may be printed in the ALMANAC and/or District Bulletin
Jewelry, upcycle, (Material used)

NAME __________________________________________ PHONE _________________________
First Last (Print your name as you would like it to appear on the certificate)

ADDRESS ____________________________

CLUB __________________________ DISTRICT __________________________

ENTRY PICKED UP AFTER CONTEST BY: ____________________________

RETURN FORM BY: _____________ TO: District Arts Creative Chairman
ARTS CREATIVE - PHOTOGRAPHY FORM – 2018/2020 (Attach to back of Photo)

CATEGORY: _____ GFWC Categories: A (World in Pictures 1, 2, 3) _____ B (Volunteers in Action) _____

Photo Title: ____________________________________________________________

Photographer’s Name: __________________________________________________

Complete Address: _____________________________________________________

Phone Number: _____________________

District Name: _______________________

Name & State of Sponsoring Club: _______________________________________

Brief Caption: Location & Situation of photo: ________________________________

_________________ ______________

Photo Title: ____________________________________________________________

Names of People in Photo (if applicable): _________________________________

=============================================================================

ARTS CREATIVE - PHOTOGRAPHY FORM - 2018/2020 (Attach to back of Photo)

CATEGORY: ___ GFWC Categories: A (World in Pictures 1, 2, 3) ___ B (Volunteers in Action) ___

Photo Title: ____________________________________________________________

Photographer’s Name: __________________________________________________

Complete Address: _____________________________________________________

Phone Number: _____________________

District Name: _______________________

Name & State of Sponsoring Club: _______________________________________

Brief Caption: Location & Situation of photo: ________________________________

_________________ ______________

Photo Title: ____________________________________________________________

Names of People in Photo (if applicable): _________________________________

=============================================================================
NEW JERSEY STATE FEDERATION OF WOMEN’S CLUBS OF GFWC
Mary E. Wolfe, President
A Proud Legacy – A Shining Future

WOMEN OF ACHIEVEMENT AWARDS
Co-sponsors: New Jersey State Federation of Women’s Clubs of GFWC and Douglass Residential College

Monday, May 6, 2019 at 7 P.M.
Golden Nugget Atlantic City
Atlantic City, NJ 08401

All clubwomen and guests are invited to attend the 38th Annual Women of Achievement Awards Ceremony to be held at the Opening Banquet of NJSFWC’s 125th Annual Convention on Monday, May 6, 2019.

Individual clubwomen, interested guests, and all federated clubs are invited to become PATRONS of these awards with a listing in the Awards Program Book. All proceeds will fund a one-time scholarship for a non-traditional student enrolled at Douglass Residential College.

DEADLINE FOR PATRON SUBSCRIPTIONS IS MARCH 22, 2019

------------------------------------------------------------------------------------------------------------

PATRON SUBSCRIPTION FORM
WOMEN OF ACHIEVEMENT AWARDS PROGRAM
Monday, May 6, 2019

NAME: _________________________________________________________________

CLUB: _________________________________________ DISTRICT_______________

ADDRESS: ________________________________________ TEL: (_____) __________

$1,000 PREMIER ________
$500 PLATINUM ________
$250 GOLD ____________
$100 SILVER ____________
$50 BRONZE ______
$25 PATRON _______ Amount enclosed $______________

Make checks payable to NJSFWC earmarked “Women of Achievement”

Mail to:
New Jersey State Federation of Women’s Clubs
Attention: Woman of Achievement
55 Labor Center Way
New Brunswick, NJ 08901
NJSFWC 2018-2019 COMMUNICATIONS REGISTRATION

NEWSLETTER CONTEST
Registration Deadline: February 1, 2019

CLUB:_____________________________ DISTRICT:_____________________________

NEWSLETTER EDITOR:____________________ PHONE:__________________________

ADDRESS:_______________________________________________________________

E-MAIL:_________________________ CLUB PRESIDENT:_________________________

CLASS:__________
(Class A, B, or C) Newsletter Classifications
  Class A:  1 – 2 printed pages
  Class B:  3 – 4 printed pages
  Class C:  over 4 printed pages
One winner in each Class will be awarded.

Judges Notes:

Send this form, along with two (2) copies of one issue, postmarked no later than Feb. 1, 2019 to:

Mary Lu Henry
NJSFWC State Communications Chairman
107 Jauncey Avenue
North Arlington NJ  07031

Newsletters will not be returned.

For Official Use Only:

NEWSLETTER CONTEST

Club:___________________________________ District:__________________________
NJSFWC 2018-2019 COMMUNICATIONS REGISTRATION

PRESSBOOK CONTEST
Registration Deadline: February 1, 2019

CLUB: ___________________________ DISTRICT: ___________________________

PRESSBOOK EDITOR: ______________ PHONE: ____________________________

ADDRESS: ____________________________________________________________

E-MAIL: ________________________ President: ____________________________

CLASS: ________
(Class A, or B)
Pressbook Classifications
Class A: Pages 4-30
Class B: Pages 31+

One winner in each Class will be awarded.
Refer to Communication Supplement for official rules.

Judges Notes:

Send this registration form postmarked no later than Feb. 1, 2019 to:

Mary Lu Henry
NJSFWC State Communications Chairman
107 Jauncey Avenue
North Arlington NJ 07031

Pressbooks must be delivered to NJSFWC Headquarters by March 15th. Winning Pressbooks will be returned at the NJSFWC Convention on Wednesday morning. Non-winning Pressbooks will be returned through your DVP at June Council.

For Official Use Only:

PRESSBOOK CONTEST

Club: ___________________________ District: ___________________________
SCRAPBOOK CONTEST
Registration Deadline: February 1, 2019

CLUB:___________________________________  DISTRICT:_________________________

SCRAPBOOK EDITOR:_______________________  PHONE:________________________

ADDRESS:____________________________________________________________

E-MAIL:________________________________  President:________________________

CLASS:_______
(Class A, B, or C)  SCRAPBOOK Classifications

Class A: 1 – 12 pages
Class B: 13 – 24 pages
Class C: 25 – 30 pages (30 pages maximum)

One plastic sleeve constitutes a page.
One winner in each Class will be awarded.
Refer to Communication Supplement for official rules.

Judges Notes:

send this registration form postmarked no later than Feb. 1, 2019 to:

Mary Lu Henry
NJSFWC State Communications Chairman
107 Jauncey Avenue
North Arlington NJ 07031

Scrapbooks must be delivered to NJSFWC Headquarters by March 15th.
Winning Scrapbooks will be returned at the NJSFWC Convention on Wednesday morning. Non-winning Scrapbooks will be returned through your DVP at June Council.

For Official Use Only:

SCRAPBOOK CONTEST

Club:______________________________  District:______________________________
HONOR ROLL PRESENTATIONS & INSTRUCTIONS

Deadline: April 1

Honor Roll:
Complete form and mail along with a $50.00 check made payable to NJSFWC, earmarked “Honor Roll”.

Honor Roll Recipient: ________________________________________________________________

Club: ________________________________________________ District: ______________

Order Placed By: ___________________________________________ Tel: _____________________

Address: __________________________________________________________________________

E-mail Address: _________________________________________________________________

Please provide phonetic spelling of names so that they may be pronounced correctly.

Attending Honor Roll Recipient: ______________________________________________________

Member reading tribute: ____________________________________________________________

Tel: ____________________

Recipients present shall have their tribute read. All others will be honored at the end of the ceremony.

Type or print clearly: (Name of Club and Honoree are included in word count.)

Fifty word tribute to be read at Convention: _____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Type or print clearly: (Name of Club and Honoree are included in word count.)

Twenty-five word tribute for inscription in the Honor Roll Book: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Mail to:
NJSFWC
55 Labor Center Way
New Brunswick, NJ 08901
HONOR ROLL TRIBUTE TIPS

The following are suggestions for the wording of Honor Roll tributes. Feel free to be creative in personalizing your tributes; however, you must not exceed the maximum word requirement.

To be inscribed in the Honor Roll Book (25 Words)

For her gracious friendliness, understanding, loyalty to her Club and the conscientious fulfillment of all duties, the WC of __________ proudly honors _____ ____________.

In recognition of loyal and willing service to her club, the District and her Community, the WC of __________ honors __________.

In grateful recognition of her friendly spirit, ability and sincere devotion to duty, the WC of __________ proudly honors __________.

For distinguished service, outstanding ability and loyalty, the WC of __________ honors __________.

For her intellectual vitality, complete responsibility and charm in serving her Club, the WC of __________ pays tribute to __________.

For conscientious fulfillment of her duties, friendliness, understanding and untiring loyalty to her Club, __________ is honored by the WC of __________.

To be read from the Convention Floor (50 Words)

We, the WC of __________, have the pleasure of placing __________ on the Honor Roll. Under her leadership, the warmth and inspiration that she imparted to us have been a transfusion of new strength and purpose.

The WC of __________ proudly places the name of __________ on the Honor Roll, in appreciation of her leadership in civic services to her Club, Community and Federation. Her generosity, kindness, patience, understanding and wisdom encouraged and inspired others to carry on the aims and goals of Federation.

The WC of __________ is proud to honor __________ with deep appreciation of her fine, inspiring leadership and outstanding ability. During her various activities of club work, we have grown in membership, attendance and in general interest and usefulness in the community.

The WC of __________ honors __________ for her farsighted policy for the future of our Club, her untiring personal interest in every member’s problems as well as Club affairs, exceptional executive ability, friendliness, graciousness, love and serenity at all times.
ORDER OF THE LILY

**Deadline:** April 1

**Order of the Lily:** (Only those women already on the Honor Roll shall be eligible to be enrolled.)

Complete form and mail along with a $25.00 check made payable to NJSFWC, earmarked “Order of the Lily”.

Order of the Lily Recipient: ____________________________________________________________

Club: ___________________________________________ District: _______________

Attending Convention: ______ Yes  ______ No

Recipients not in attendance will have their name and club announced at the end of the ceremony.

Order Placed By: ________________________________ Tel: _____________________________

Address: ________________________________________________________________

__________________________________________________________________________

E-mail Address: ____________________________________________________________

Mail to:

NJSFWC
55 Labor Center Way
New Brunswick, NJ 08901
Pre-order Honor Roll Charms for Honor Roll recipients and Order of the Lily Pins for Order of the Lily recipients. The cost of these keepsake charms and pins is not included in your Honor Roll or Order of the Lily donation. The pins and charms will not be handed to the recipients with their certificates at the time of the presentation during the Wednesday morning Convention Business Session. This is a change from recent years. Please place your order by April 1 and the pins and charms will be mailed to you prior to Convention.

<table>
<thead>
<tr>
<th>Recipient’s Name/District</th>
<th>Honor Roll Charm $30.00</th>
<th>Order of the Lily Pin $20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
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</tr>
<tr>
<td>_________________________</td>
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<tr>
<td>_________________________</td>
<td>________</td>
<td>______</td>
</tr>
<tr>
<td>TOTAL AMOUNT ENCLOSED</td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

Order placed by:                  Phone/email:  __________________________

Please make checks payable to NJSFWC (earmarked “charms/pins”)

NJSFWC
Federation Headquarters
55 Labor Center Way
New Brunswick, NJ 08901

Contact: Honors Chair Laura Badger at badger@njswfc.org or 609-432-3705

Thank you for placing your order by APRIL 1
New Jersey State Federation of Women’s Clubs
Invites Members and Friends to Join Us at
Hunterdon Hills Playhouse
88 Route 173 West, Hampton, NJ 08827
Thursday, March 7, 2019
For the Lunch Matinee - 11:30 am
The Mahoney Brothers
“California Dreaming”

This brand new show features the music and look of many of the California-based acts of the 60s and 70s; from the Surf sounds of The Beach Boys, The Surfaris and Jan & Dean, to the Folk Rock sounds of The Byrds and Crosby, Stills & Nash, to the Rock ‘n’ Roll of Creedence Clearwater Revival, The Eagles, The Doobie Brothers and more!

$74 per person
Nonrefundable

ENTRÉE SELECTIONS below are chosen on the day of the show.
Yankee Pot Roast, Fried Jumbo Shrimp Platter, Lemon Pepper Cod, Stuffed Chicken Breast, Roast Turkey with Stuffing, Eggplant Rollatini or Roasted Vegetable Kabob (Gluten Free)

To Benefit Court Appointed Special Advocates of NJ

For further information contact: Lynn Webb, webb@njsfwc.org
Mail checks payable to NJSFWC Attn: Hunterdon Hills SSP
NJSFWC Headquarters, 55 Labor Center Way, New Brunswick NJ 08901
R.S.V.P. by February 15, 2019

Name:____________________________ Club:________________________
E-mail:_________________________ Phone:________________________
Number attending:_______________ Check amount:_______________
Hunterdon Hills Playhouse

- **Directions: From Northern New Jersey:**
  Rt. 31 South, Rt. 287 South, Garden State Parkway South or Turnpike South to Interstate 78 West to Exit 12 (Jutland-Norton). Get off at Exit 12, turn left at the stop sign at the end of the exit ramp and continue to traffic light. At the traffic light go straight down Service Rd. Rt. 173 West. Entrance to Hunterdon Hills Playhouse is approximately 1/2 mile on the right hand side.

- **From Southern New Jersey:**
  Garden State Parkway North to 287 North to Interstate 78 West to Exit 12 (Jutland-Norton). Get off at Exit 12, turn left at the stop sign at the end of the exit ramp and continue to traffic light. At the traffic light head straight down Service Rd. Rt. 173 West. Entrance to Hunterdon Hills Playhouse is approximately 1/2 mile on the right hand side.

- **From Pennsylvania via Interstate 78:**
  Interstate 78 East into New Jersey to Exit 11 (Pattenburg-W. Portal-173). Get off at Exit 11 and turn left at the traffic light at the end of the exit ramp. Go over overpass of Rt. 78 and bear right onto Service Rd. 173 East. Entrance to Hunterdon Hills Playhouse is approximately 1 1/4 miles on the left hand side of the road.

Thursday, March 7, 2019 11:30 a.m.

$74 per person, nonrefundable

To Benefit Court Appointed Special Advocates of NJ

Name ___________________________ District __________ Address ___________________________ Phone __________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Please R.S.V.P. by February 15, 2019
GENERAL FEDERATION OF WOMEN’S CLUBS

STATISTICAL REPORT ON GFWC GRAND INITIATIVES

1. ________ Number of projects done for women in the military, either active or retired
2. ________ Number of pairs of shoes donated to Soles4Souls and Nike Reuse-A-Shoe program
3. ________ Number of Dr. Seuss books donated to local inner-city programs
4. ________ Number of Dr. Seuss books donated to GFWC to distribute to Washington, DC inner city programs
5. ________ Number of service projects done by club/members on Martin Luther King Day, January 21, 2019

CLUB____________________________________________________________

DISTRICT_________________________________________________________

Please return this form to NJSFWC President Mary Wolfe by March 15, 2019. You may email your responses to her at wolfe@njsfwc.org or send the form to her at 1692 Country Bridge Road, Millville, NJ 08332
THE 1894 SOCIETY

NEW JERSEY STATE FEDERATION OF WOMEN’S CLUBS OF GFWC

JOIN THE 1894 SOCIETY
2018-2019 MEMBERSHIP DUE

Keep the Dream Alive,
Join Today!

Did you know:

- The NJSFWC Headquarters Building, built with trading stamps, is located on land leased from Rutgers University.
- The Federation’s lease with Rutgers sets the rental amount at a percentage of the value of the land.
- The value of land has increased.

Why the 1894 Society?

- The 1894 Society was initiated in 2002 in an effort to build a fund that will enable the NJSFWC to meet any increase that may be assessed by Rutgers.

1894 Society Membership Form (Memberships can be in the name of individuals or clubs!)

Please enroll me/our club in the 1894 Society for the 2018-2019 club year (April 1, 2018-March 31, 2019).

$18.94  $189.40  $1,894.00  Other $ __________

Name of Individual ____________________________________________
District________

(If individual donation, please note club you belong to but do not check box next to club name)

Club Name ____________________________________________________
District________

Address _______________________________________________________

Telephone Number________________________ Email* __________________________

Make checks payable to “NJSFWC”, earmarked “1894 Society”. Mail check and donation form to: NJSFWC Headquarters, 55 Labor Center Way, New Brunswick, NJ 08901

* All email addresses will automatically be added to the NJSFWC eConnection distribution list. The NJSFWC eConnection brings current Federation news to your email box.
Page 9 & 177 Webmaster
Change of Denise Hosier
Address 122 Sandpiper Lane
West Deptford, NJ 08086

Page 110 - Conservation – Palisades District Chairman
New NO CHAIRMAN

Page 151 - Domestic Violence – Palisades District Chairman
New Marge Heeren
25 Garrison Avenue
Hasbrouck Heights, NJ 07604
Tel: (201) 288-8933

Page 188 - College District
New GFWC NJ Past Junior Directors Club
President Chris Sienkielewski, President
186 Oak Manor Parkway
South Plainfield, NJ 07080
Tel: (908) 392-7501

Page 188 - College District
New GFWC NJ Past Junior Directors Club
Recording Barbara Spillane, Recording Secretary
Secretary 6 Beekman Hill Road
Caldwell, NJ 07007
Tel: (973) 228-8503

It is recommended that you make these changes in your 2018-2019 NJSFWC State Yearbook.
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.)

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

<table>
<thead>
<tr>
<th>Projects</th>
<th># of Projects</th>
<th>Hours</th>
<th>Dollars Donated</th>
<th>In Kind Donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banners (club-created/purchased)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing with club logo, sold and/or wore</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Business Cards</td>
<td></td>
<td></td>
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<tr>
<td>Club Profiles</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Club Yearbook</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Convention Program, purchased ad</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Displays (in public locations)</td>
<td></td>
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<tr>
<td>Editorials</td>
<td></td>
<td></td>
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<tr>
<td>Facebook Account (or other social media)</td>
<td></td>
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<tr>
<td>Federation Day (April 24th) promotions</td>
<td></td>
<td></td>
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<tr>
<td>Flyers (club projects/activities)</td>
<td></td>
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</tr>
<tr>
<td>GFWC CLUBWOMAN Magazine, purchased subscriptions</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>GFWC Membership Day, publicized</td>
<td></td>
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<tr>
<td>GFWC Road Sign</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>History Book</td>
<td></td>
<td></td>
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<tr>
<td>Information Booth/Display</td>
<td></td>
<td></td>
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<tr>
<td>Logos (used GFWC/NJSFWC)</td>
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<tr>
<td>NJSFWC Road Sign</td>
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<tr>
<td>Newsletters, club/district</td>
<td></td>
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<tr>
<td>PR Promotions</td>
<td></td>
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<tr>
<td>Press Releases</td>
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<tr>
<td>Press book</td>
<td></td>
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<tr>
<td>Profiles--Club/NJSFWC/GFWC</td>
<td></td>
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<tr>
<td>Purchased subscriptions to ALMANAC</td>
<td></td>
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</tr>
<tr>
<td>Scrapbook</td>
<td></td>
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</tr>
<tr>
<td>Websites, webpage or blog</td>
<td></td>
<td></td>
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<tr>
<td>YouTube video of club event</td>
<td></td>
<td></td>
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Club Communications and Public Relations

- Create/update club profile. Use the template in the NSFWC Manual for Club Presidents to customize one suitable for your club to include meeting time and place, contact phone number, club email address or website address, brief club history; emphasize current projects and fundraisers, and the tangible benefits of membership. Send your completed profile to the Communications Chairperson at the address or email above.
- Create/update a club business card. Include a contact phone number, email address and website/blog address. Include on back of business card 3–5 key club projects. Include a place for individual members to write their name and contact information. Include the NJSFWC and GFWC logos which are available at www.njsfwc.org; under ‘Materials’.
- Distribute NJSFWC and GFWC profiles (available though their respective Headquarters) along with club profiles to local businesses, library, town hall, and other organizations.
- Develop a club display board formatted with club photos of projects, newspaper articles and contact information to be displayed at the library, public buildings and at community or club events.
- Utilize the NJSFWC Online Press Releases available at www.njsfwc.org; under ‘Materials’.
- Send news/press releases of all club meetings, activities and events to printed publications, television, radio and online community and newspaper calendars. Send a copy of your press/new releases to the Communications Chairperson at the address or email above.
- Compile a club Newsletter. Enter this in the Statewide Competition. (See contest guidelines.)
- Compile a Scrapbook/History Book of projects and activities during the club year. Enter this book in the Statewide Competition. (See contest guidelines.)
- Compile a club Press/Public Relations Book of your club history and records. Enter this book in the Statewide Competition. (See contest guidelines.)
- Subscribe and submit club project information and photographs to GFWC CLUBWOMAN Magazine at www.gfwc.org. Send a photo and a short story to pr@gfwc.org, include the words “Volunteers in Action” in your subject line.
- Participate in community parades, for example Memorial Day, Fourth of July, etc. Wear club shirts and colors and carry a banner with your club name, NJSFWC and GFWC logos.
- Enter Public Relations/ Promotional items in new statewide competitions. (Details will be in the September District Bulletin, the ALMANAC and available on the NJSFWC website.)

Media Relations

- Create a media list with contact information, telephone numbers and email addresses.
  - Share that list with the State Communications Chair
- Include the NJSFWC logo on all news releases and documents to the media.
- Utilize as many channels of communication possible to promote your club: Internet, radio, television and newspapers.
- Establish or maintain a good rapport with media staff by personally meeting with them and/or contacting them by telephone. Determine the name of the reporter covering the local news. Ascertain criteria for types of news releases, format and deadlines. Adhere to these rules and always send a follow-up “thank you” note for publicity printed or aired.
- Invite reporters to attend special events or club meetings.
- Convey your message clearly, concisely and accurately.
- Contact publishers to include the NJSFWC logo as an inspirational symbol for deceased members. Give them the recognition for their volunteer service. (Ex. Rotary, Lions, Masons, etc., Print their logos with the death notice.)

Press/News Release Preparation for Media

- Type releases on 8 ½” x 11” paper, double spaced, with 1” margins, unless otherwise specified; include NJSFWC logo, club name, contact name, telephone number and email address in upper right hand corner. Indicate “For Immediate Release” or date the article is to be released.
• Effective articles address the five “W’s”
  1. WHO: Your club name prefaced by GFWC and a member of the NJSFWC
  2. WHAT: A brief description of the event.
  3. WHEN: Date and Time
  4. WHERE: Place event will be held, ticket information.
  5. WHY: Details of the program, charity or service, benefits to be gained.
• Lead paragraph must communicate essential key points.
• Be brief, clear and make it easy to read.
• Denote end of release by typing several number signs with spaces in between (# # #) on bottom of last page.
• Include very clear, non-posed, action photos with few people and identify people in the photo (from left to right.)
• Email press release and photos or submit online utilizing website forms.

Other Ways to communicate with the Public
• Network and partner with other community/civic organizations. Invite them to your meetings or ask to speak at theirs.
• Present your story in various ways with letters to the Editor seeking community support for a new project, call talk shows, inform Town Officials, the Chamber of Commerce, Rotary and other community groups about your club’s major projects.
• Create and maintain a club Facebook page. Use it to keep the public informed of club activities and events.
  o Create a private Facebook Page for members only, to keep members informed of internal matters. Remember, not all members are on Facebook, so be sure to send information by other means as well.
• Include club/NJSFWC website, contact information, membership information and a brief statement about your club at the end of each press release. Sample boilerplate statements may be found on the NJSFWC website, under Materials.
• Display GFWC and/or NJSFWC road signs, utilize community and online bulletin boards, hang banners and flyers to publicize events and fundraisers.
• Put your club’s name in the hands of the public with pencils, notepads, tote bags, etc.
• Display the NJSFWC logo on all flyers, printed materials. Logo can be downloaded from the NJSFWC website.
• Be visible by participating in parades, sidewalk sales, community clean-up days; staff an informational booth at a community event. Promote the sale of and wear T-shirts, clothing, etc. with club name/logo displayed.
• Donate a subscription of GFWC CLUBWOMAN Magazine to the library.

Bulletin Boards (Federation Headquarters)
• Share your club’s accomplishments, events, programs, or other items of interest for display on the bulletin boards at Federation Headquarters. Email your items to the Communications Chairperson at henry@njsfwc.org. Items may also be sent by regular mail to the address above. Materials can be submitted in a PDF format, images (i.e. jpeg) or Word.
• Your submission should clearly identify the club, dates of events or programs, identify the people or places in images and if not apparent, a brief description or information about your submission.
COMMUNICATIONS CONTEST RULES

I. REQUIREMENTS FOR NEWSLETTERS- This is a Statewide Competition

NEWSLETTERS Competition Classifications:
   Class A …………………………………………………… 1 – 2 printed pages
   Class B …………………………………………………… 3 – 4 printed pages
   Class C …………………………………………………… over 4 printed pages

Awards will be given for First, Second and Third place in each class, if merited. Certificates will not be issued at the District level. This is a Statewide Competition with certificates presented at Convention.

NEWSLETTER Rules for Submission and Judging:
   a. Maximum size: 11” x 14” sized paper.
   b. Newsletters submitted must have been published during the previous calendar year.
   c. Club name, District, NJSWFC of GFWC, Club President, contact information and date must appear on front page.
   d. The club must send official entry form and two copies of one issue of the newsletter to the NJSFWC Communications Chairman, postmarked no later than February 1st
   e. Failure to adhere to rules will result in disqualification.
   f. To enter the GFWC Contest for newsletters, the official GFWC logo must be prominently displayed on the front page and membership as a GFWC Club must also be mentioned.

NEWSLETTER: Judging based on the following criteria:
   1. Presentation
   2. Format
   3. Federation Information
   4. Useful and Pertinent Information for Club Members

   • Each item is judged on its own merit.
   • Scoring will not be provided.
   • Comments should be provided by the judges for each entry.
     o Judges comments, when available, may be forwarded to the club, after Convention upon request.

II. REQUIREMENTS FOR SCRAPBOOKS- This is a Statewide Competition

NOTE: History Books and Scrapbooks have been combined. Please review NEW Rules

Competition Classifications for SCRAPBOOKS
   Class A …………………………………………………… 1-12 Pages
   Class B …………………………………………………… 13-24 Pages
   Class C …………………………………………………… 25–30 Pages

NOTE: EMD entries will follow the same rules and classifications as the clubs.
Awards will be given in each class, if merited.

AWARDS
   • Gold Ribbon Awards will be given in each class based on the criteria stated in this Supplement. The winning entries will be decided by the judges and their decision is final. Scoring will not be provided. All entries should receive written comments from the judges.
   • All Gold Ribbon winners will be on display at the NJSFWC Annual Convention, and must be retrieved, and signed for, on Tuesday afternoon of convention. Specific times will be listed in the Convention Program. No items may be removed before this.
   • Entries will be handled with care, but they are entered at the owners’ risk.

SCRAPBOOK CONTEST RULES
   1. Maximum cover size (15” x 15”). The club name must appear on the cover.
2. Information typed on white 8 ½” x 11” sized paper and pasted on the first page to include:
   a. Club name, District and year.
   b. Membership as recorded in State Yearbook, minus EMD count.
   c. Name, address and telephone number of Club Communications Chairman and Club President and signature of each. Preparer’s name may be listed. No signature required.
   d. If APPLICABLE - Radio, TV stations and/or internet sites used. Include names and addresses.
   e. If APPLICABLE - Newspapers used, including names and addresses; note if daily, weekly or bi-weekly.
3. All books will be judged at the State Level. Books must be pre-registered with the official entry form to the Communications Chairman no later than February 1st.
4. Books are to be delivered to Headquarters no later than March 15th.
5. Include articles, material, and pictures in chronological order from January 1st to December 31st of the previous club year.
6. Book contents should include Photos, Programs, Place Cards, Name Tags, Club and District Newsletters (when Club name is mentioned), and other “souvenirs” of club activities.
7. Contents may include material from newspapers, magazines, TV and radio releases, web pages.
   a. To validate television and/or radio coverage there must be a note on club letterhead, signed by the Club President or Club Communications Chairman, stating that the coverage was seen or heard. This validation must be pasted on the second page of the book.
8. Other criteria that must be followed:
   a. All material must be neatly clipped and pasted. Clipped name of newspaper or magazine and date published to be placed above printed matter.
   b. Neatly underline in RED the club name, NJSFWC and GFWC.
9. Paid advertisements are permitted. However, no political endorsements are permitted.
10. Book contents should be attractively presented and securely assembled using both sides of each page.
11. Plastic or Cellophane pages may be used.
12. Maximum Pages are 30 (both sides).
13. Failure to adhere to these guidelines will result in a deduction of points.
14. Decisions of the judges are FINAL.

SCRAPBOOK: Judging based on the following criteria:
   First Page
   Theme
   Subject Matter
   Photographs
   Appearance
   Neatness
   Creativity
   Diversity of publicity

III. REQUIREMENTS FOR PRESS / PUBLIC RELATIONS BOOKS - This is a Statewide Competition

Competition Classifications for PRESS / PUBLIC RELATIONS BOOKS
   Class A …………………………………………………..4-30 pages
   Class B …………………………………………………..31+ pages

Awards will be given in each class, if merited.

Awards
   • Gold Ribbon Awards will be given in each class based on the criteria stated in this Supplement. The winning entries will be decided by the judges and their decision is final. Scoring will not be provided. All entries should receive written comments from the judges.
   • All Gold Ribbon winners will be on display at the NJSFWC Annual Convention, and must be retrieved, and signed for, on Tuesday afternoon of convention. Specific times will be listed in the Convention Program. No items may be removed before this.
   • Entries will be handled with care, but they are entered at the owners’ risk.
PRESS / PUBLIC RELATIONS BOOK CONTEST RULES

1) Maximum cover size (15” x 15”). The club name must appear on the cover.
2) Information typed on white 8 ½” x 11” sized paper and must be pasted on the first page and must include all of the following:
   a) Club name, District, club year and membership class.
   b) Membership as recorded in State Yearbook, minus EMD count.
   c) Radio and/or TV Stations used. Include names and addresses.
   d) Newspapers and publications used, including names and addresses; note if daily, weekly or bi-weekly.
   e) Name, address and telephone number of Club Communications Chairman and Club President and signature of each. Preparer’s name may be listed. No signature required.
3) All books will be judged at the State level. Books must be pre-registered with the official entry form to the Communications Chairman no later than February 1st
4) Books are to be delivered to Headquarters no later than March 15th.
5) In chronological order, include original articles and pictures printed between January 1st and December 31st of the previous club year, including newspapers, magazines. TV and radio releases and web pages.
6) Only published/printed photographs are to be included in Press Books, the actual photographs may not be included.
7) Other Public Relations items, such as Profiles, Brochures, Flyers, Business cards, Bookmarks, etc., should be included.
8) All material must be neatly clipped and pasted.
   a) Clipped name of newspaper or magazine and date published to be placed above printed matter.
   b) Neatly underline, in RED, club name, NJSFWC and GFWC.
9) Evening Membership Department club releases are only to be submitted in their respective books.
10) Paid advertisements are permitted. However, no political endorsements are permitted.
11) Plastic or Cellophane pages may be used in Press Books.
12) Use both sides of the page. If an article will not fit or cannot be completed on one page, it may be continued on the following page, if necessary. Type “continued” where necessary. Do not leave blank pages.

PRESS BOOK: judging based on the following criteria

   First Page
   Diversity of Articles
   Variety of Materials
   Promotions of Programs
   Editorials and Feature Stories
   Validated Radio & TV coverage
   Printed internet site coverage
   Articles dealing with the club and/or club activities printed in other organization’s papers
   Appearance & Neatness

GFWC COMMUNICATIONS CONTESTS

NEWSLETTER CONTEST

Award

A $50 award will be given to the winning newsletter entry at the GFWC Convention to one club in the nation for creativity and outstanding achievement in producing a club newsletter.

Contest Rules

- Only one newsletter issue per club.
- Newsletter must have been printed and clearly dated during the contest year (January 1-December 31).
- Front page of the newsletter must prominently display the official GFWC emblem and mention membership in GFWC. (Refer to the GFWC Stylebook for GFWC Trademark use policies at www.GFWC.org)
- Newsletter entry must include contact information for at least one member, defined as email address, telephone number, and/or mailing address.
All entries must be printed and sent via postal mail, postmarked no later than March 15th to: GFWC Newsletter Contest, 1734 N Street NW, Washington DC 20036-2990. The envelope must be clearly marked GFWC Newsletter Contest.

Your entry must include a cover letter containing:
1. Club President’s name and contact information
2. Name and contact information of person submitting the entry
3. Number of club members
4. Approximate circulation
5. 250-word essay describing the club’s approach to utilizing its newsletter
6. Clubs with an electronic newsletter must follow the same entry rules. Printed copies of electronic newsletters are required.

For ideas on creating an informative and engaging newsletter, refer to the printed Communications and Public Relations Advancement Guide or the online version at www.GFWC.org/Club Manual.

WEBSITE CONTEST

The GFWC Website Contest aims to challenge clubs and State Federations to employ their websites as membership tools with organized and updated content that presents a professional and credible source of information. A website that is updated weekly presents the information to your members and potential members in a timely manner. This is a great source to spread the word of Federation on the web.

Awards

CLUB LEVEL A first, second, and third place certificate will be awarded annually at the GFWC Convention to three clubs in the nation.

STATE LEVEL GFWC certificates are awarded at the GFWC Convention to one State Federation in each membership category to recognize outstanding achievement in website implementation and maintenance.

CONTEST RULES

• Only one website per club or State Federation may be submitted.
• The website homepage must contain a link to www.GFWC.org.
• The website must include contact information for at least one member, defined as email address, telephone number, and/or mailing address.
• The website may continue to be updated after the contest deadline date.
• Submissions must be made via email to ppoetfwc59@gmail.com
• The subject line of the submission email must read Website Contest Entry.
• The submission email must be received by 11:59 p.m. on March 15 in the year in which website entries will be judged.
• The submission email must include: – Club/State Federation name – Website address – President’s name and contact information – Name and contact information of person submitting the entry – Number of club/State Federation members – 250-word essay describing website’s purpose and the club’s/ State Federation’s approach to website maintenance

For ideas on creating an informative and engaging website, refer to the Communications and Public Relations Advancement Guide at www.GFWC.org/membership/club-manual.