

## NJSFWC Communications Report Worksheet 2020

**Club Name** \_\_\_\_\_ **District** \_\_\_\_\_ **Number of members** \_\_\_\_\_ (per May 1, 2020 Blue Sheet)  
**Chairman's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Indicate the projects your club members have supported from January 1, 2020 – December 31, 2020 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 2020, including the who, what, when, where and why. (No more than 2 pages, do not send pictures, fliers, etc.)

Community Service Projects	# of Projects	Hours	Dollars	In Kind Donations
Network and partner with other community/civic organizations				
Utilize the information in the Materials section on the NJSFWC website				
Send news releases of all club meetings and activities to: # _____ print media, # _____ television, # _____ radio # _____ online community calendars _____ electronic media (Please attach list with contact information)				
Number of members to sign up for NJSFWC E-Connection #members _____				
Submit club project information and photos to GFWC CLUBWOMAN Magazine				
Submit club project information to the NJSFWC webmaster for placement on NJSFWC website				
Other Communications projects (Tally from the reverse side)				
	<b>Total Number of Projects</b>	<b>Total Volunteer Hours</b>	<b>Total Dollars Donated</b>	<b>Total In-Kind Donations</b>

Report Worksheet and project descriptions must be mailed to be judged to the Communications Chairman.  
 Report forms may be emailed, but the information will be for statistical information only.

**Postmarked no later than February 1, 2021.**

Carole Speechley  
 233 65<sup>th</sup> Street, Avalon, NJ 08202 Questions?  
 Questions? Call or email:  
 609-368-5243 speechley@njsfwc.org

## 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-create/purchase)				
Clothing with club logo, sell and wear				
Club Business Cards				
Club Profiles				
Convention Program, purchase ad				
Displays (in public locations)				
Editorials				
Facebook Account ____ New in 2020 (Y/N)____ Member Communication (Y/N) __ Promote Club #____ Advertise Events #____ Other Social Media: Explain				
Federation Day (April 24th) promotions				
Flyers (club projects/activities)				
GFWC CLUBWOMAN Magazine, subscribe				
GFWC Membership Day, publicize				
GFWC Road Sign				
Information Booth/Display				
Logos (use of GFWC/NJSFWC)				
NJSFWC Road Sign				
Newsletters, club/district				
PR Promotions				
Press Releases				
Press book				
Profiles--Club/NJSFWC/GFWC				
Purchase subscription to ALMANAC				
Scrapbook				
Websites, webpage or blog				
YouTube video of club event				
Additional Projects:				
1.				
2.				
3.				
4.				
5.				
<b>TOTAL (Place these figures on side one under Other Communications Projects)</b>				