

New Jersey State Federation of Women's Clubs of GFWC

Report Writing Instructions 2020 Calendar Year (January 1, 2020 - December 31, 2020)

GENERAL INFORMATION:

Enclosed in this packet are the following:

1. The calendar year 2020 NJSFWC Report Worksheets
2. A Valuation Guide for In-Kind donations
3. An updated version of "Where Should We Report It?"

Please note that an additional Where Should We Report It? listed by Program can be found on the njsfwc.org website.

The Report Worksheets have been designed to:

- Enable you to document your club work
- Report your club work to NJSFWC
- Enable President Hanson to transfer the information from these worksheets to her GFWC Report Form.
Please note that individual clubs do not report directly to GFWC.

Getting Started:

Worksheet Header Information

- Complete the header information at the top of the worksheet. Reminder: The number of members reported here must match the number that your club reported on the May 1, 2020 Blue Sheet (Yearbook Data Form).

Gathering Information

- Gather all the information about your club's activities from January 1, 2020 through December 31, 2020. Check project reports your club may have completed, along with the club newsletter, to find projects. Club minutes and the treasurer's reports are also places to locate what your club did.

How to Figure Where the Activity Should be Reported

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

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.

- If your club is reporting a project, you will have spent time on it, and there will most likely be some cost, whether actual money or in-kind value. Please don't leave blank spaces; fill in statistical lines for hours and cost.

Project Narrative

- 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 2020. These narratives enhance your chances of winning an award on the District, State and National levels.
- We ask that your club should 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.
- Do not try to squeeze additional information on the worksheet other than what is requested. Use your narrative pages to give project details.

Mailing Completed Report

- 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.**

Enjoy and brag about your accomplishments!

REPORT WRITING TIPS:

It is easier to write the project descriptions first and then calculate the number of projects, number of hours and cost. As you write the information down, the total work done on a project becomes clearer.

How to Figure the Number of Projects

- 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 and Libraries project narrative.

Tips:

- The number of projects is not 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.
- 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 under Hours is the number of hours that all your members worked in any given area. This includes the hours spent planning the project, at the activity, driving or traveling, and on the telephone.**
- If there is a program/speaker at a regular club meeting, the hours your members spend listening to the speaker or watching the program should 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.
- If your club did a project to make Hug-A-Bears (stuffed bears), an example of how to figure the hours is: 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.
- Keeping any sign-up sheets will help to see how many members worked on a project and calculate their hours.
- Remember to round up all hours on the worksheets; do not report any fractions of hours.

How to Figure the Dollars and In-Kind Donations

- **What is wanted under Dollars is the total amount of actual money spent or donated from the club treasury.** This does not include items purchased by members or the public.
- 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 is \$50.
- If your club provides a scholarship to a graduating high school student, the value is reported in the Dollars column.
- **What is wanted under In-Kind Donations is the value of any donated items (whether new or used) or items purchased by anyone, other than with club funds.**
- In-kind value is something other than money that nonetheless has value. The dollar value for these items are reported in the In-Kind Donations Column. Examples of in-kind donations include the value of books, school supplies, food or toiletries donated. Other examples are Tricky Tray or Silent Auction items solicited, printing or copying, and miles driven (multiplied by 25 cents a mile). See the Valuation guide for a list of items that are frequently donated by clubs.
- Gift cards – if your club treasury pays for the gift cards, this is included in dollars spent. If the gift cards are donated by members or the public, the cost is included under in-kind donations.
- Round up all money totals to the nearest dollar; do not report cents.

TIPS FOR SPECIFIC REPORTS:

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

- The sheet for Program Assistance Day is an Information Sheet, not a report.
- Clubs should report all programs in the appropriate Community Service Program Report worksheet.
- The Program Assistance Information Sheet should be mailed or given to the District Program Assistance Chairman by your January District Council, and a copy should be mailed to the State Chairman no later than February 1.

Leadership Report

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

State Executive Committee/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

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

ADDITIONAL REPORTING INFORMATION:

- **Community Impact Program (CIP)** - The Community Impact Program is a separate, two-year project. If your club is entering a Community Impact Program Project, review the 2020-2022 Community Impact Supplement, the GFWC Club Manual, and bulletins in the ALMANAC about contest details. This two-year project report should be submitted by March 1, 2022.
- A project that you are submitting for CIP should also be reported on the appropriate Community Service Program (CSP) Report Worksheet each year (not just at the end of the two-year period). For example, if your club has established a Remembrance Garden as its CIP project, it should also be reported on the Environment Report worksheet on the year-end report for the 2020 calendar year **and** the report for the 2021 calendar year.
- **State Clubs and District Past Presidents Clubs Report** - 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.
- **Club Sponsored Activities and 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 it is a "club sponsored" project.